

Quick User Guide



This guide is for **Version 1.0.57 (2026)**

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01

Getting Started

Getting Started

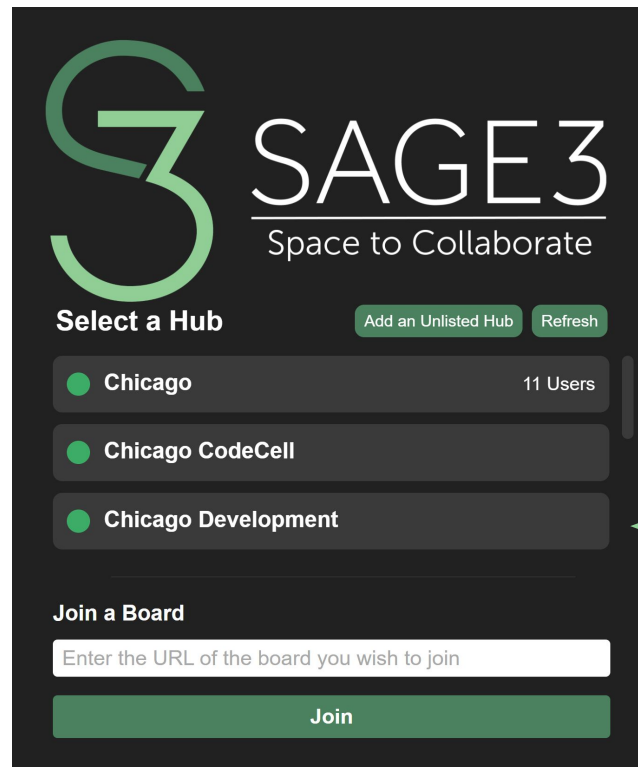
1

Hubs

Choose a **hub**.

The main hubs are Chicago, JetSage, and Hawaii.

Choose one that is **closest to you**. JetSage is located in Indiana.



SAGE3
Space to Collaborate

Select a Hub Add an Unlisted Hub Refresh

- Chicago 11 Users
- Chicago CodeCell
- Chicago Development

Join a Board

Enter the URL of the board you wish to join

Join

Chicago Development and Hawaii Development are hubs where the development team is testing **new features**.

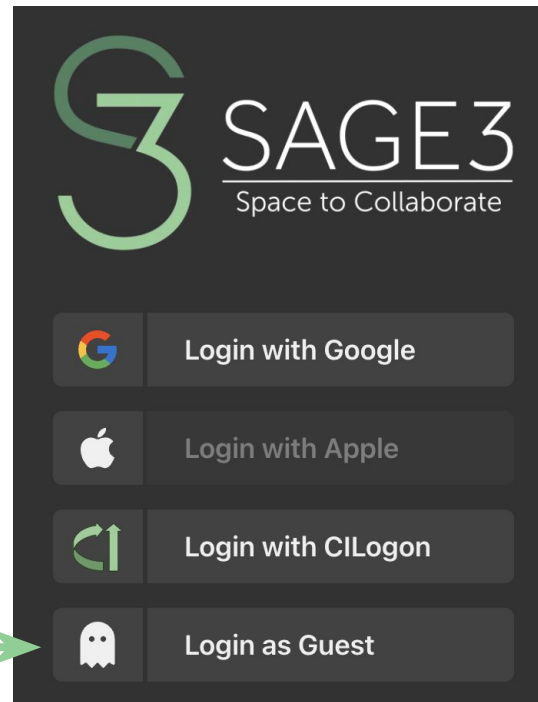
Getting Started

1

Logging In

Select the **login portal** of your choice.
We recommend you login with an id rather than as guest the first time.

Note: Guests cannot create rooms or boards but can view and edit content



Getting Started

1

Rooms

After you login, make your own room...

The screenshot shows the SAGE3 - Home interface. The top bar includes a location dropdown set to 'Hawaii', a greeting 'Good afternoon, John', and the time '12:48 PM'. The left sidebar contains a 'Home' button and a 'Rooms' list with entries: ICS 369 (Member), ICS 484 (Member), LAVA (Member), MyFirstRoom (Owner), and Waikiki Aquarium Nev (Member). The main content area features a search bar with the text 'Search your rooms, boards, or join board via URL'. Below the search bar are two sections: 'Recent Boards' and 'Starred Boards'. The 'Recent Boards' section displays four boards: 'Lit Reviews' (ICS 484), 'Lectures 2' (ICS 484), 'Presentations' (ICS 484), and 'Lectures' (ICS 484). The 'Starred Boards' section displays two boards: 'MyFirstBoard' (MyFirstRoom) and 'Weekly Meeting' (LAVA). At the bottom, there is an 'Active Boards' section. Annotations with green arrows point to various elements: 'Create your own room' points to the '+' icon in the Rooms list; 'Star boards for quick & easy access' points to the star icon in the Recent Boards section; 'View currently active boards' points to the 'Active Boards' section; 'Enter a room/board name or URL link' points to the search bar; 'View your recent boards here' points to the Recent Boards section; and 'Create a party' points to a button in the bottom right corner.

Hawaii

SAGE3 - Home

Good afternoon, John

12:48 PM

Home

Rooms

ICS 369 Member

ICS 484 Member

LAVA Member

MyFirstRoom Owner

Waikiki Aquarium Nev Member

Create your own room

Search your rooms, boards, or join board via URL

Recent Boards

Lit Reviews ICS 484

Lectures 2 ICS 484

Presentations ICS 484

Lectures ICS 484

Ma ICS 4

Starred Boards

MyFirstBoard MyFirstRoom

Weekly Meeting LAVA

View your recent boards here

Create a party

Active Boards

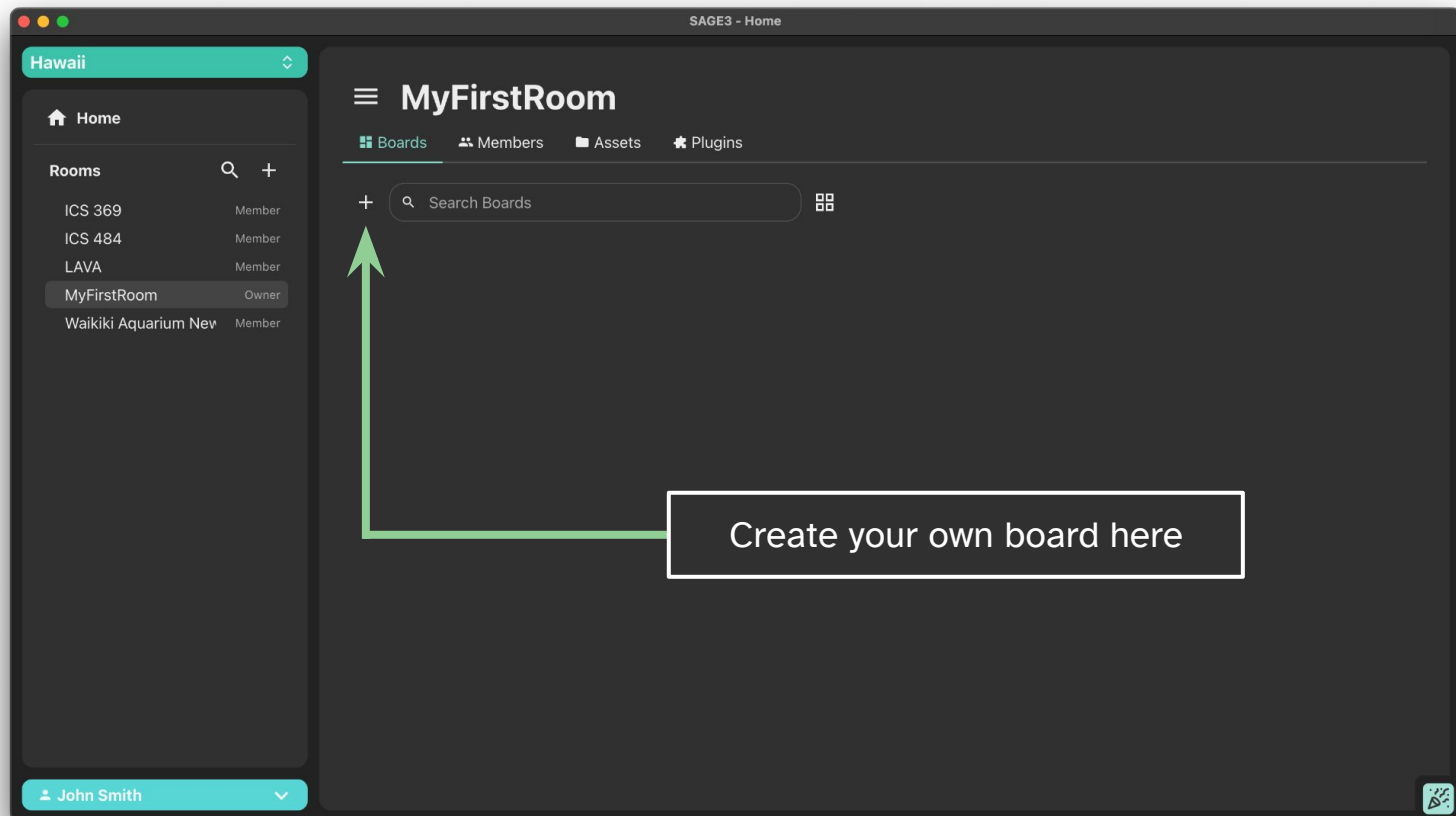
John Smith

Getting Started

1

Boards

Once you've created a room, you can now create a board...



Getting Started

1

Boards

Customize your SAGE board to your liking.

Name & customize
the board

Create a New Board



MyFirstBoard



Board Protected with a Password



C1Y97W

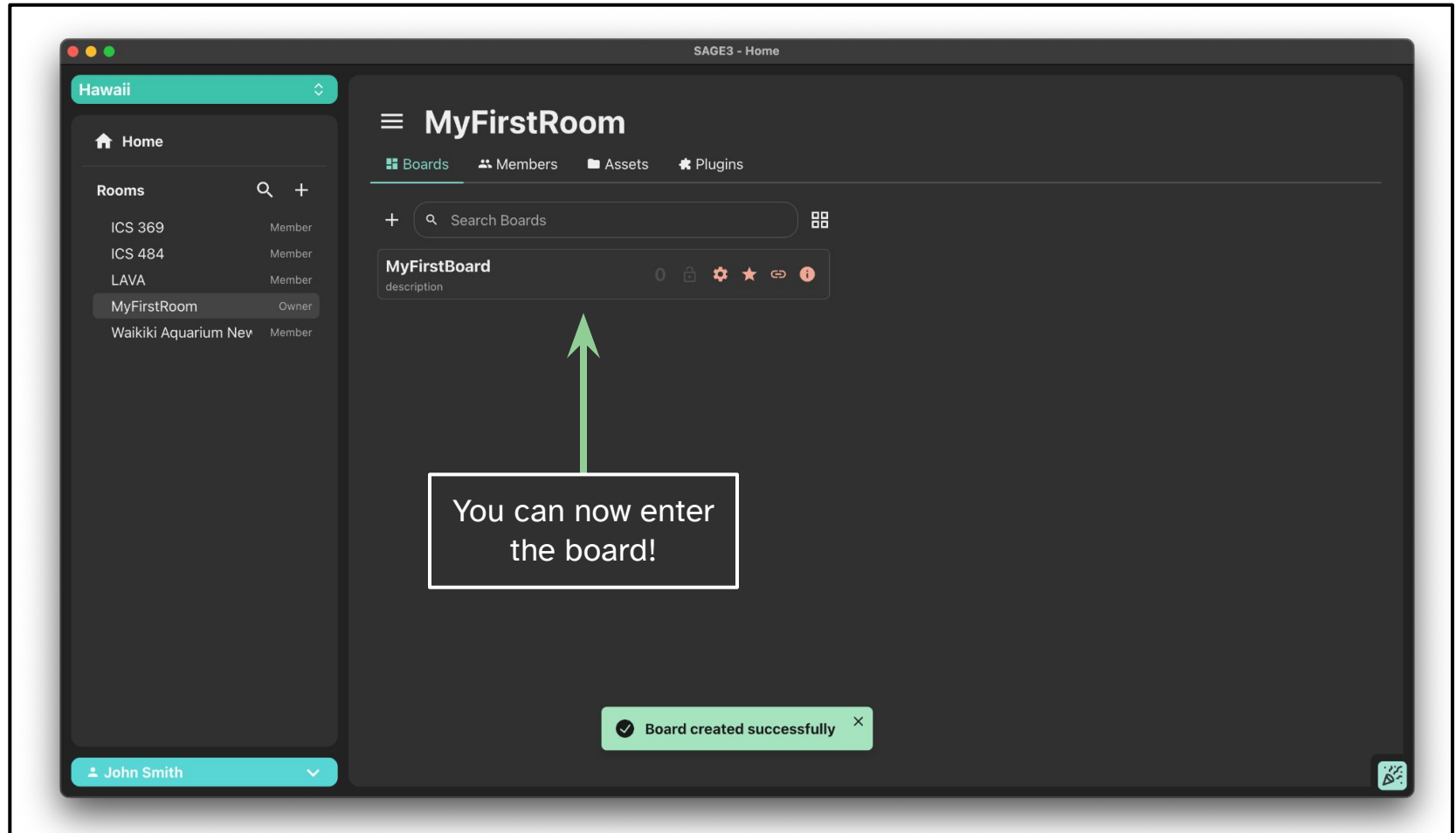
Create

You can even set a
password to keep
your content private

Getting Started

1

Boards





02

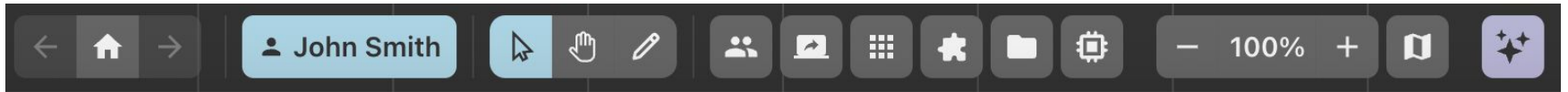
Navigation

Navigation

2

Inside the Board

Look for the toolbar along the bottom of the window. Here are their features.



Go back to
Home

Adjust **account**
settings

Switch between
navigation modes

This is the **Main Menu**, it's where all
your tools are. You can hover your
mouse over them to find out more.

Annotation tools

Reset your **zoom**

Navigate using the **map**

Access **SAGE Intelligence**
AI

Navigation

2

Cheat Sheet

For a quick & easy cheat sheet on SAGE's tools, press **"Shift + ?"** on your keyboard.

The diagram illustrates the SAGE interface with various tools and their locations. The main interface includes a top navigation bar with icons for navigation, user profile, interaction modes, and settings. Callouts point to specific features:

- Go Back to Home**: Points to the home icon in the top bar.
- Select Interaction Mode**: Points to the interaction mode icons in the top bar.
- Support**: Points to the support menu (Help, About, Feedback).
- Board**: Points to the board menu (Copy Board Link, Go To Board, Back to Room).
- User**: Points to the user menu (Account, Settings, Light Mode, Logout).
- Access Account Settings**: Points to the user menu.
- Users**: Points to the users list (Jane Doe, You).
- Find other Board Users**: Points to the users list.
- Screenshare**: Points to the screenshare icon in the top bar.
- Create Annotations**: Points to the annotations menu.
- Launch Applications**: Points to the applications menu.
- Plugins**: Points to the plugins menu.
- Asset Manager**: Points to the asset manager icon in the top bar.
- Create Kernels for SAGECells**: Points to the kernels icon in the top bar.
- Adjust Zoom**: Points to the zoom icon in the top bar.
- Map**: Points to the map icon in the top bar.
- SAGE Intelligence**: Points to the SAGE Intelligence icon in the top bar.

The **Cheat Sheet** panel on the right provides a quick reference for keyboard shortcuts and interaction modes:

Cheat Sheet

Help: Shift + ?

Create Sticker: Shift + S

Toggle Modes

- 1 Selection Mode
- 2 Grab Mode
- 3 Annotation

Resize: Drag on app corners

Select: Click or Drag (in Selection Mode)

Deselect: On board or ESC

Pan: Drag (in Grab Mode) or 2 finger scroll (in Grab Mode)

Zoom: Quick zoom to app (Z) or 2 finger zoom (in Grab Mode)

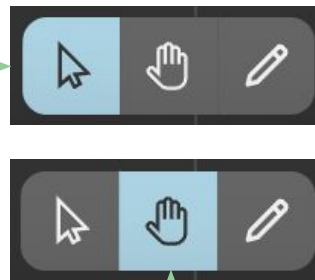
Navigation

2

Navigation Modes

SAGE3 has **two navigation modes** to aid you in traversing the boards.

Selection Mode is mainly used for when you want to manipulate and access apps on the board



Grab (Panning) Tool is best suited for moving around and exploring the board

Shortcut Tip: Press **1** on your keyboard to select **Selection Mode** and **2** for **Grab Mode**



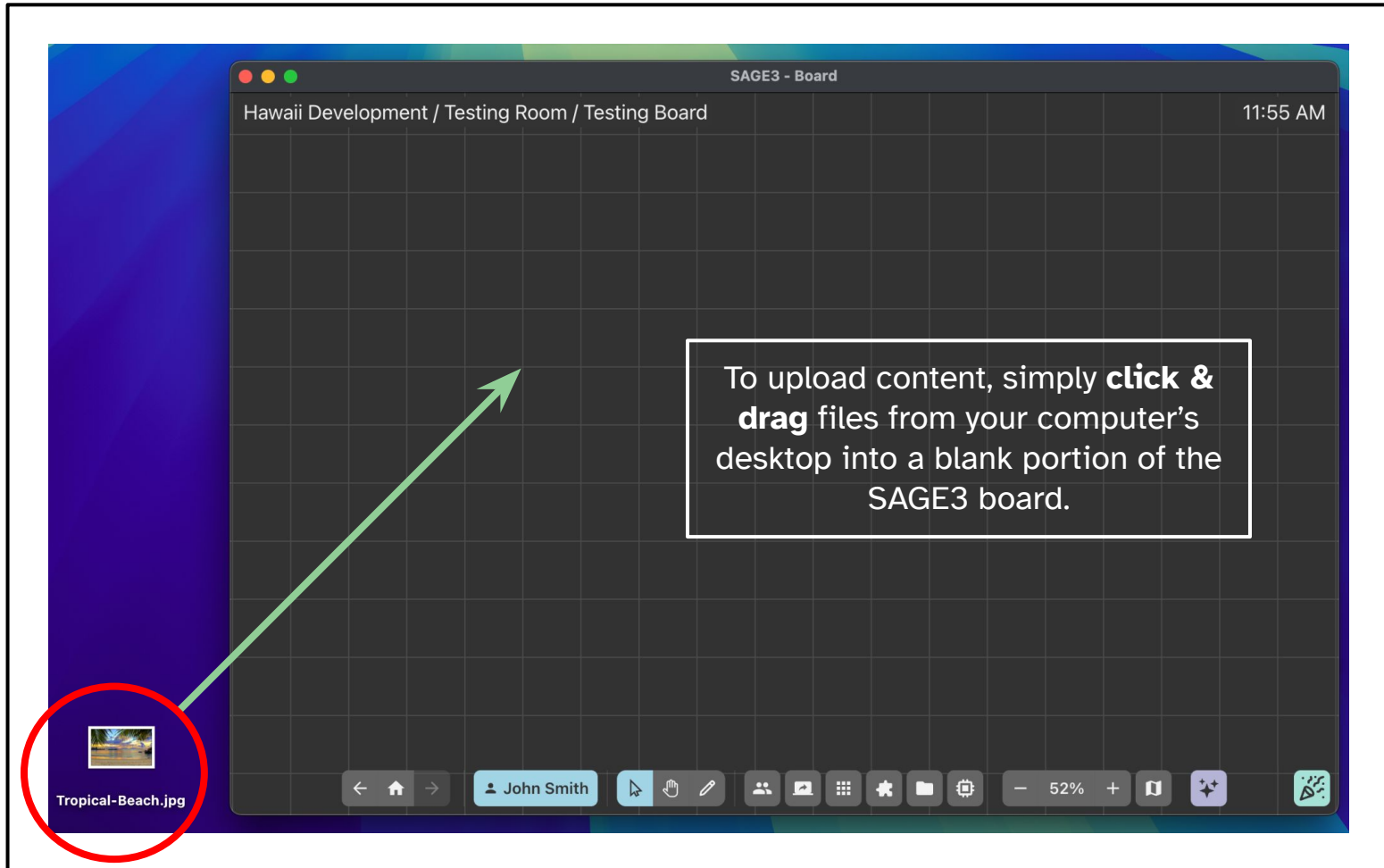
03

Key Features

Key Features

3

Uploading Content

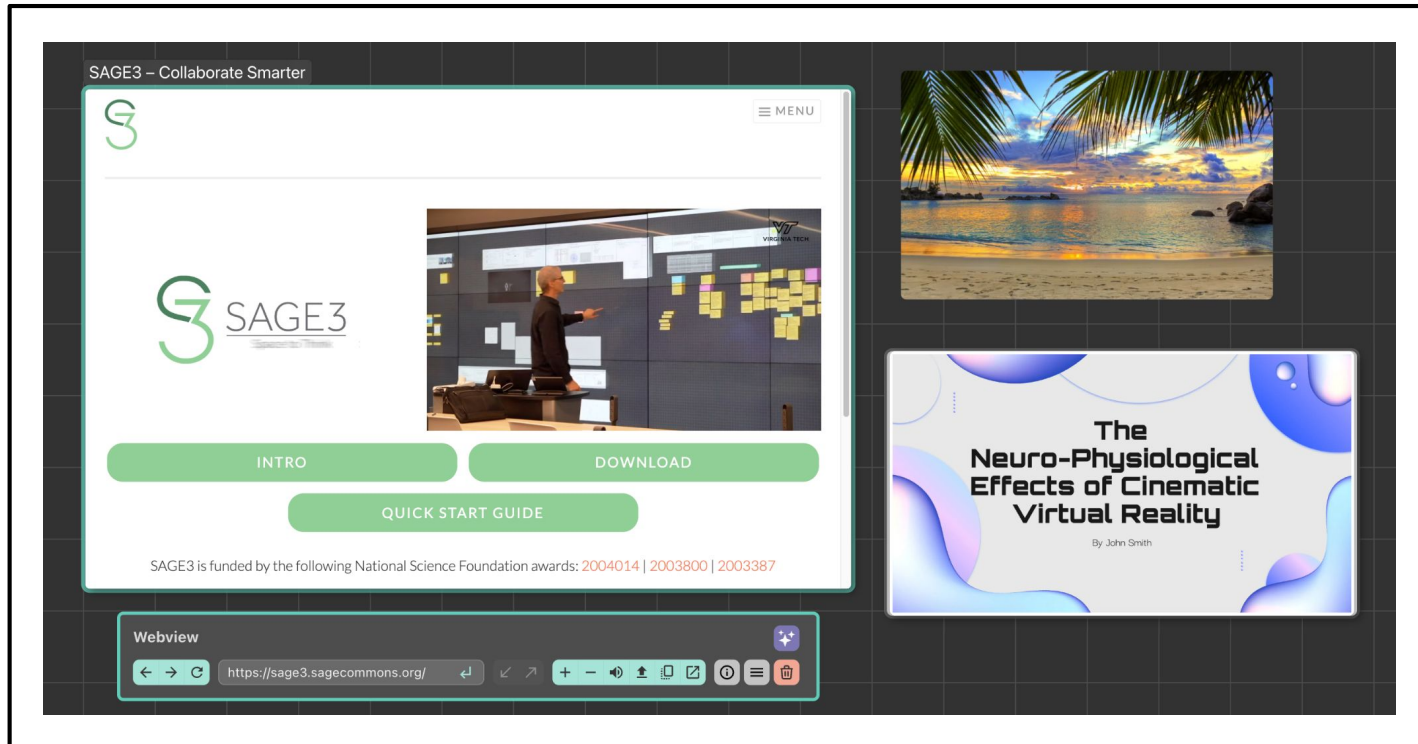


Key Features

3

Uploading Content

You can upload other types of documents into SAGE3... Supported documents include: **pdf, jpg, JPEG, png, svg, webp, txt, md, markdown, mp4, m4v, py, geojson files & URLs.**



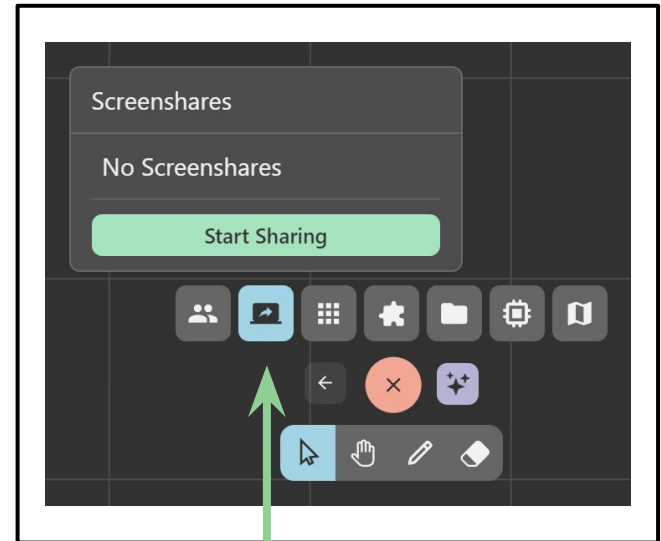
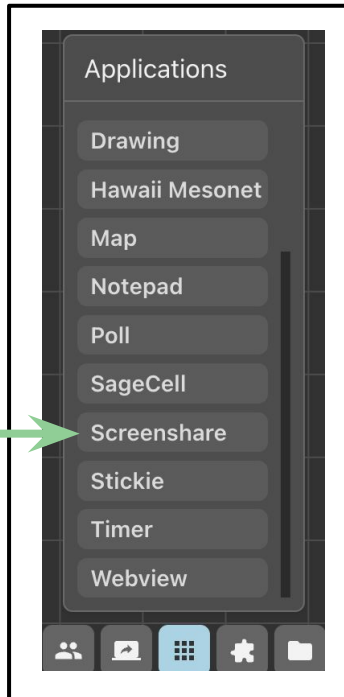
Key Features

3

Screen Sharing

SAGE3 has screen sharing as well!
To share your laptop/PC screen,
click on the applications button.

Then, click “**screen share**”



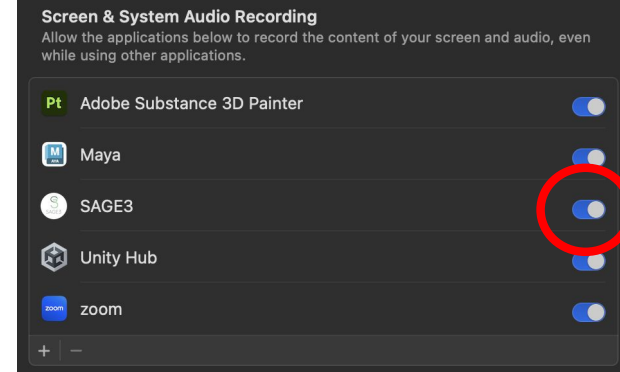
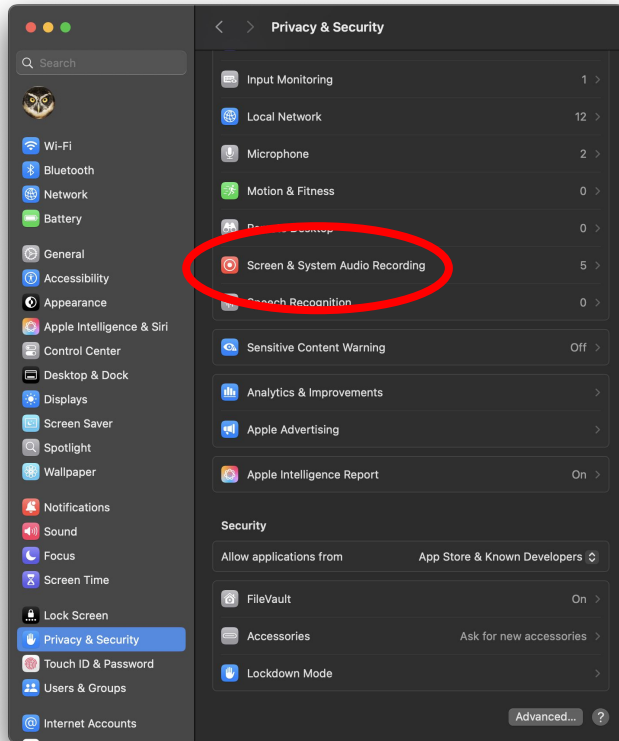
You can also **right-click** on the
board to bring up a mini menu

Key Features

3

Screen Sharing

For **macOS users**, you must first enable SAGE3 to allow screen & system recording for screen sharing.

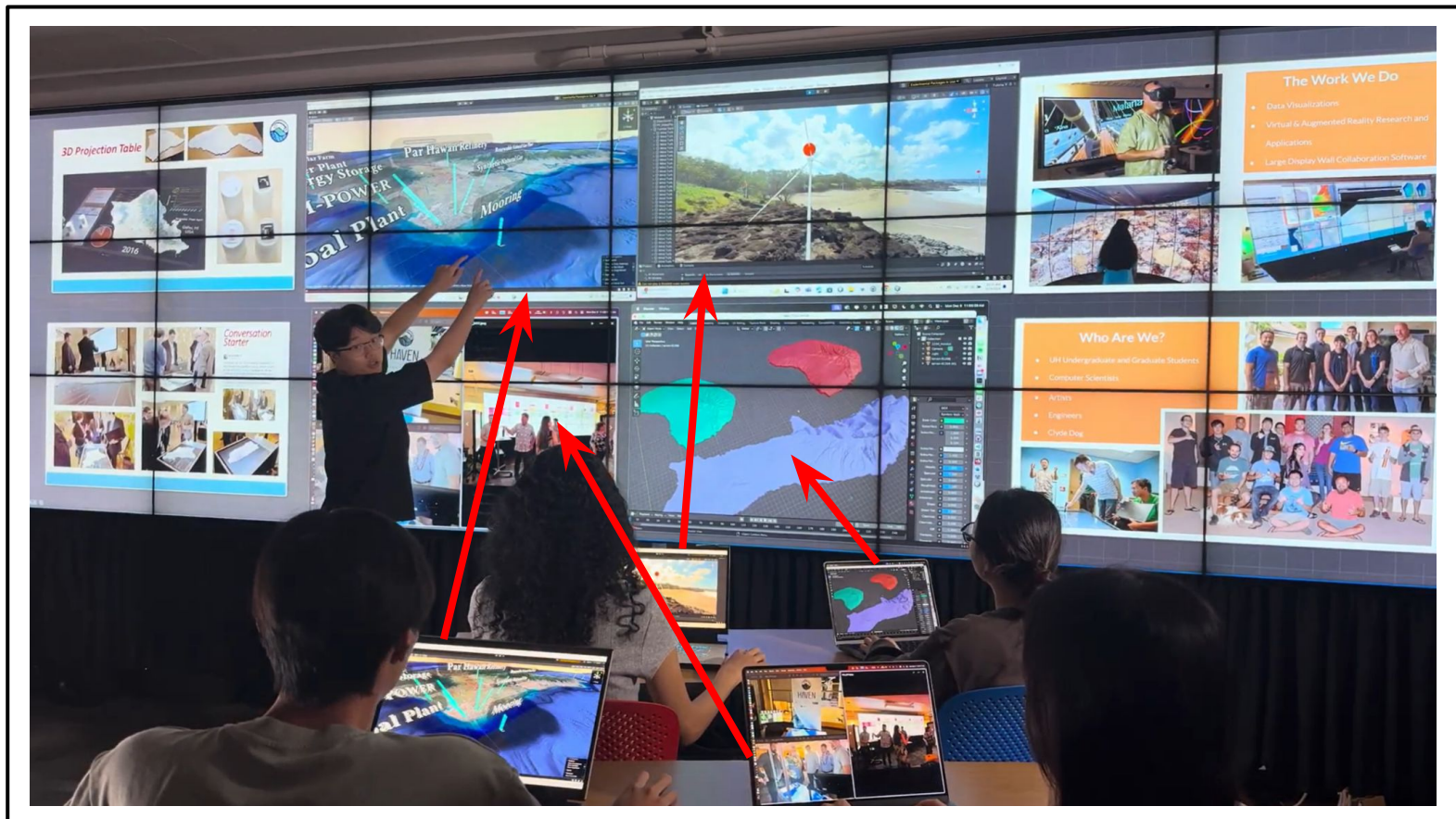


Key Features

3

Screen Sharing

SAGE3 can even share **multiple screens** from multiple laptops & monitors at the same time across the board!

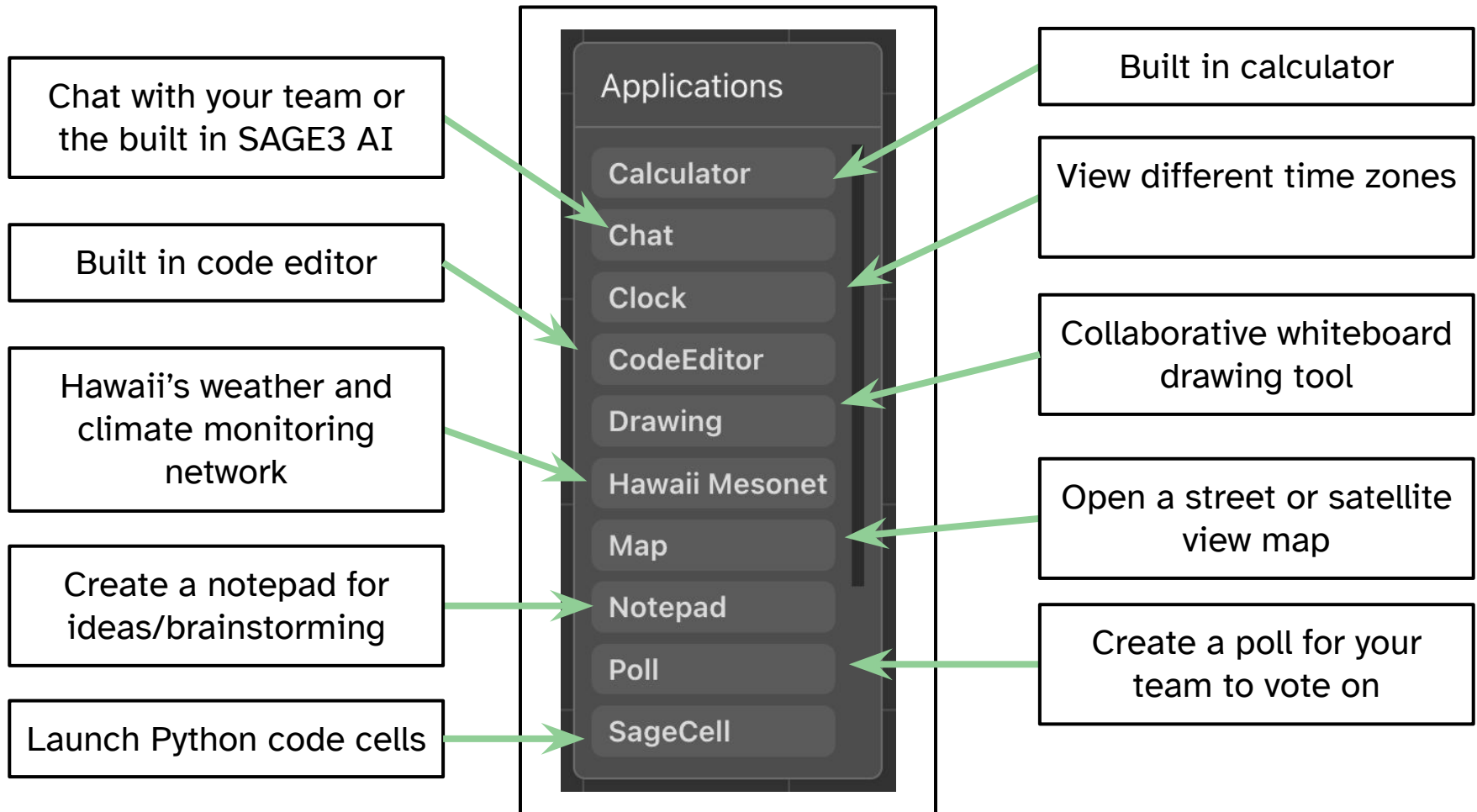


Key Features

3

Applications

SAGE3 offers a large variety of **applications** in which you and your team can explore!



Key Features

3

Applications

Scroll down for **more applications**.

Share your screen

Screenshare

Stickie

Create stickie
notes

Built in timer

Timer

Webview

Embedded web
browser

Key Features

3

Display Walls

You can run SAGE3 on a **large display wall** too.
Just install the SAGE3 client app on the computer driving the wall, and launch it.
After logging in, go to the desired room and board.

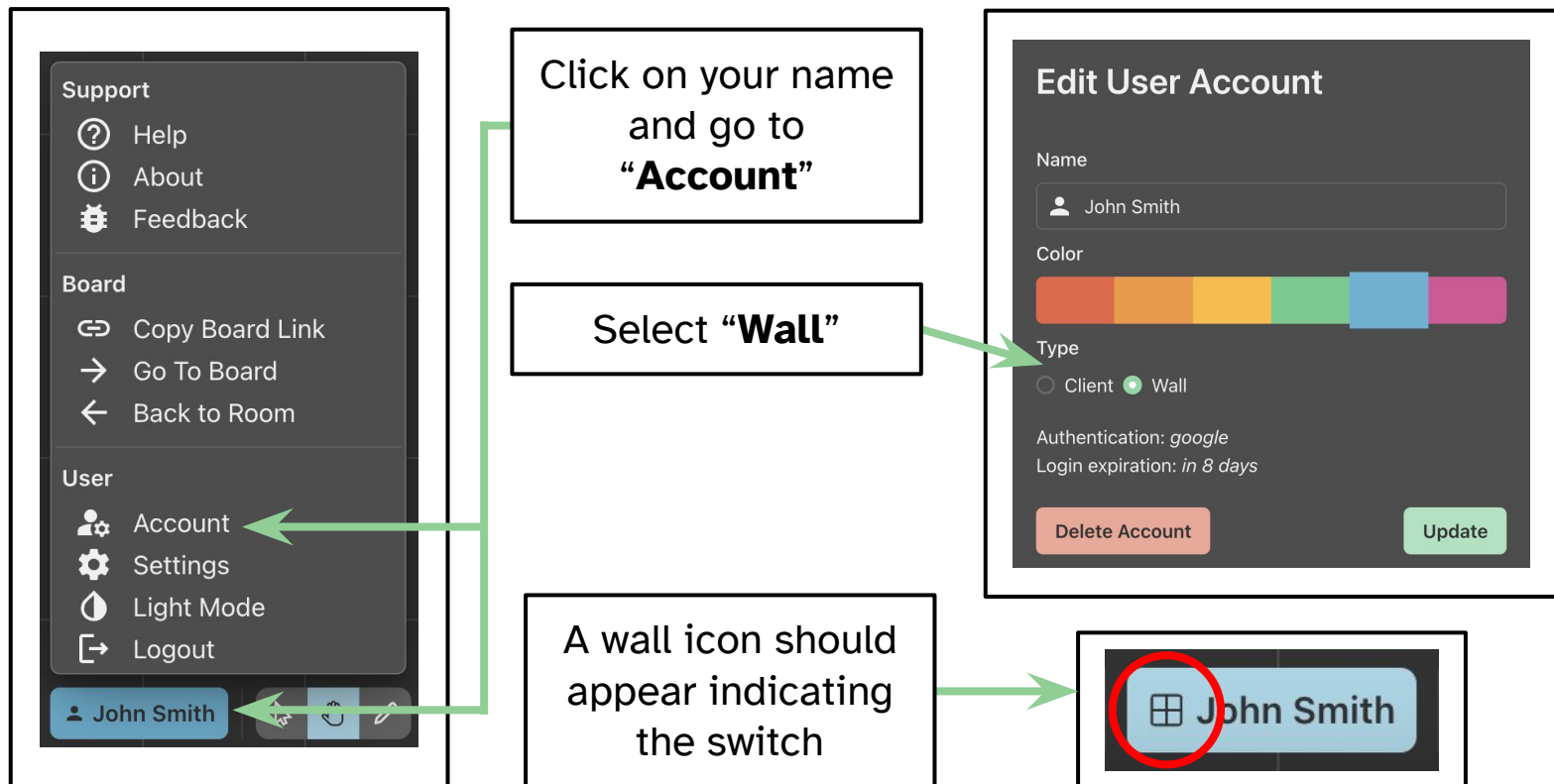


Key Features

3

Display Walls

Designating the client as a **“Wall”** makes it easier to see the bounds of your wall.

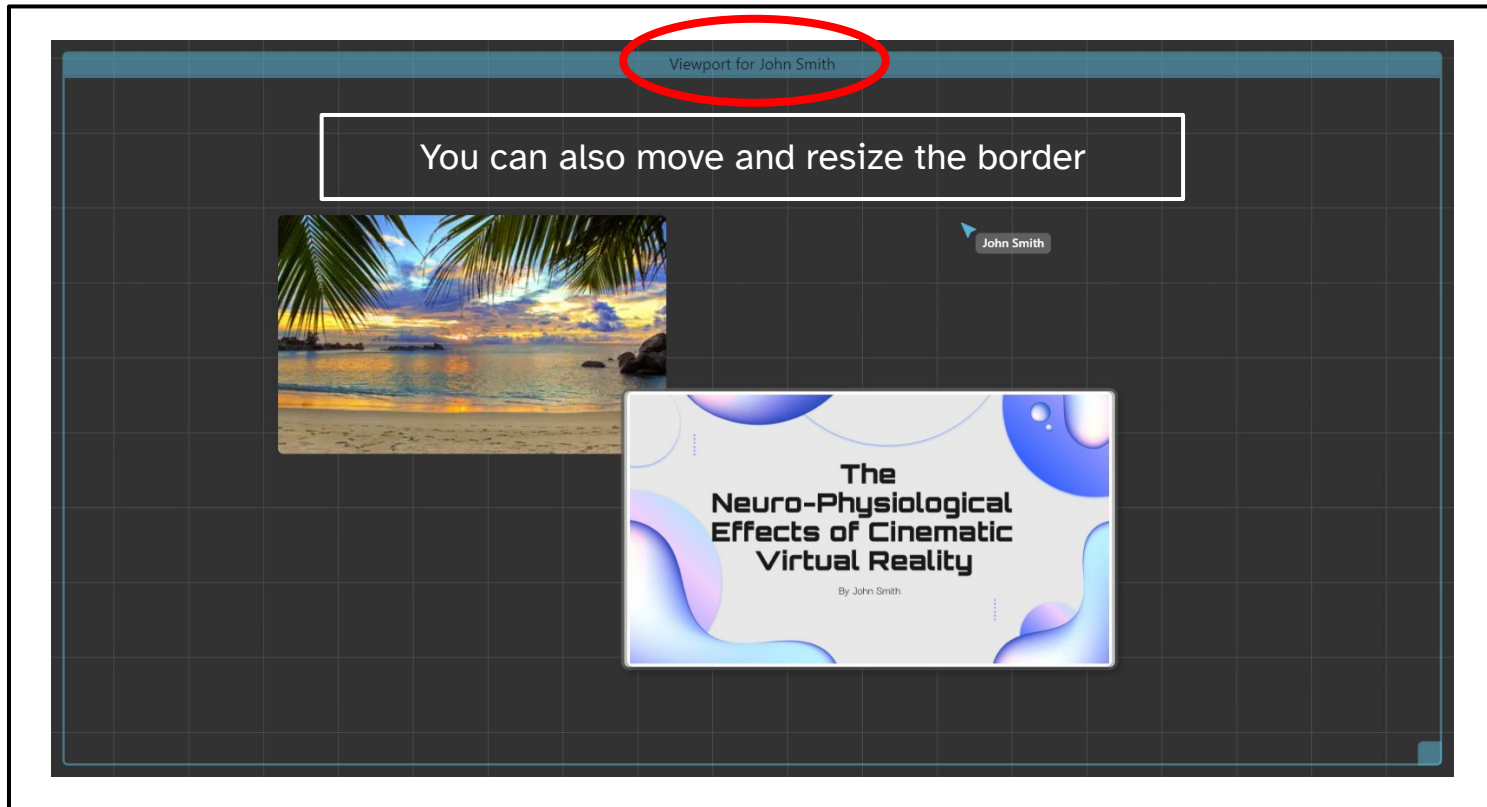


Key Features

3

Display Walls

After doing so, a **border** will appear to other users so they can see the visible area of the wall. Anything you place within the borders will be visible on the wall.





04

Tips & Tricks

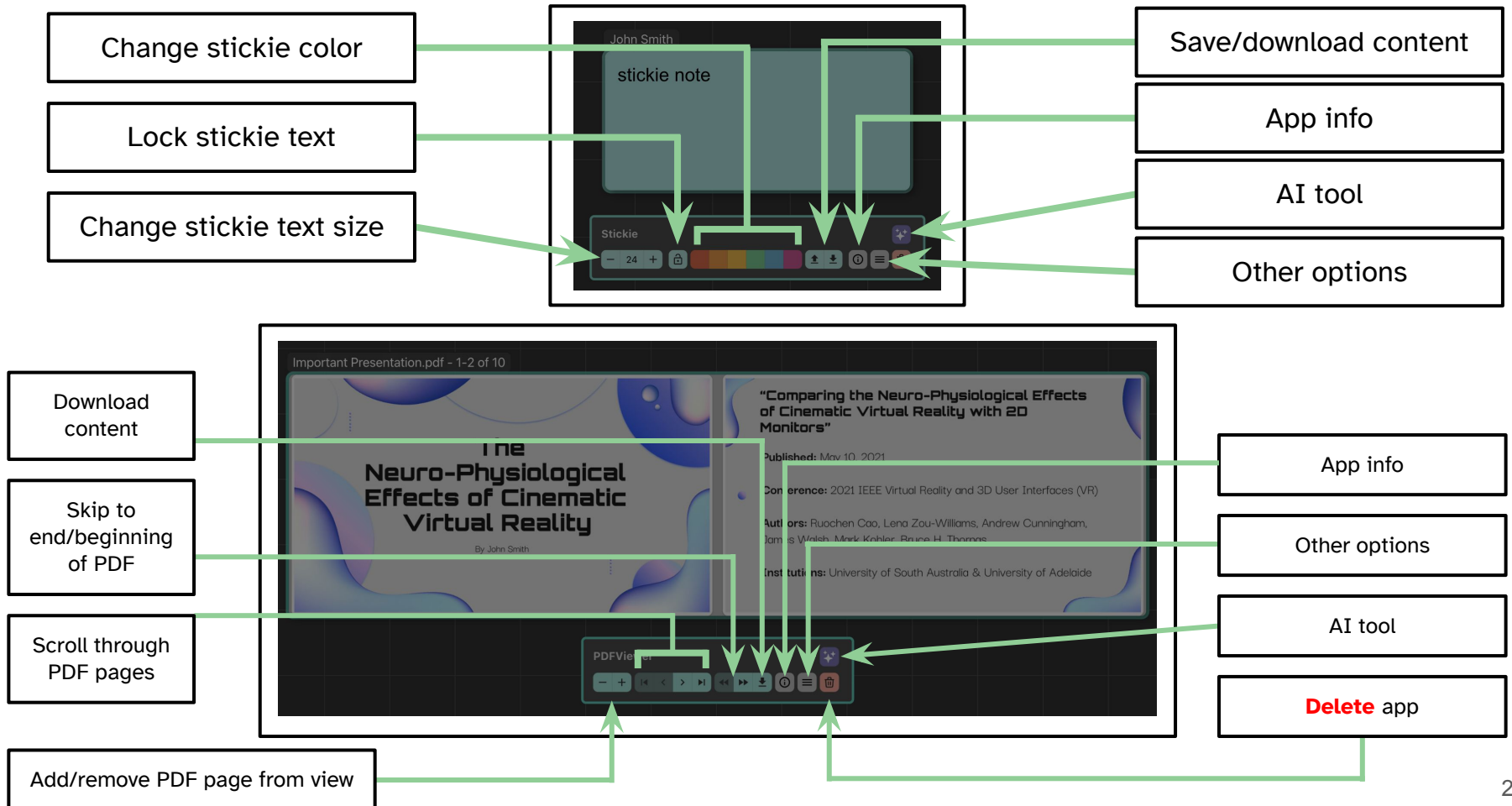
Tips & Tricks

3

Each uploaded asset comes with a unique set of **application control tools**. Try them out for yourself!

Application Control

Below are just 2 examples of applications- a **stickie note** and **PDF document** app.

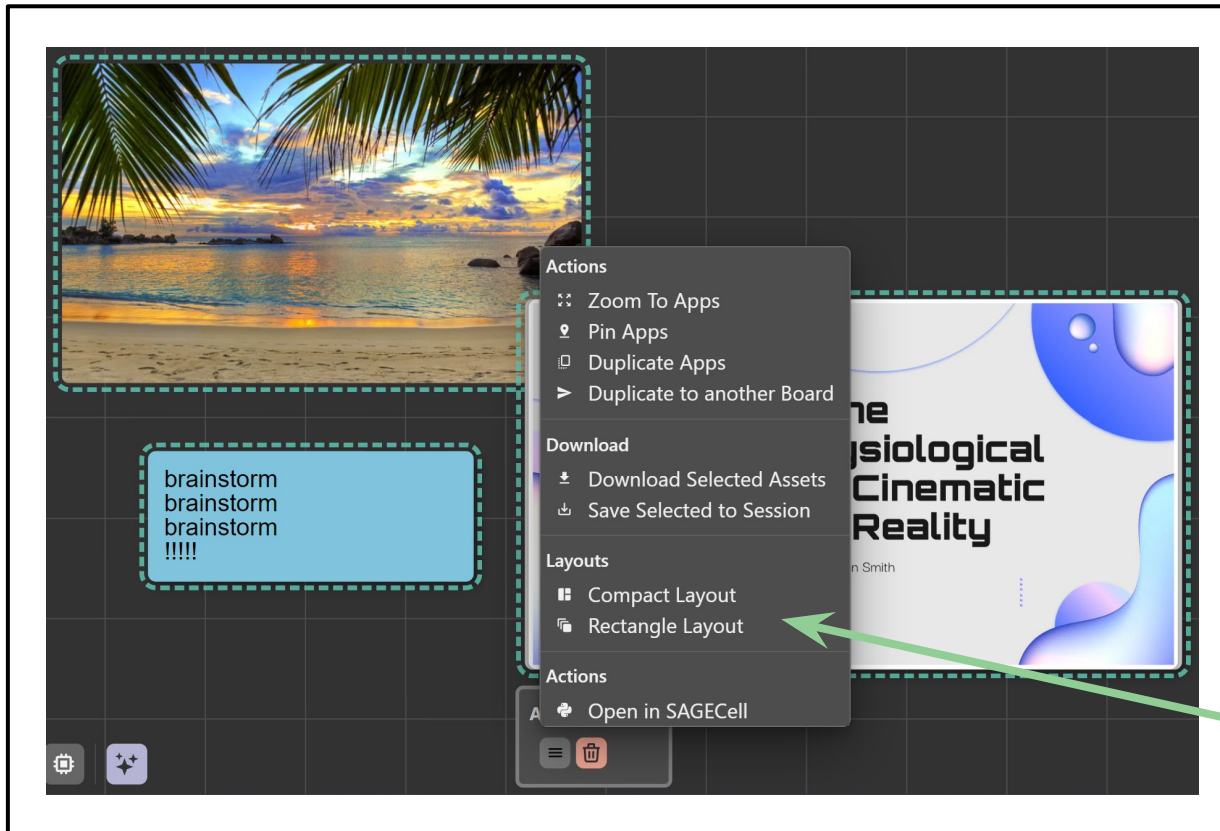


Tips & Tricks

3

Multi-select

You can perform actions on groups of apps by **multi-selecting** them.



In **Selection Mode**, **click & drag** on the board to lasso the desired apps. A toolbar will appear that will give you further options.

Here you can easily organize your board!

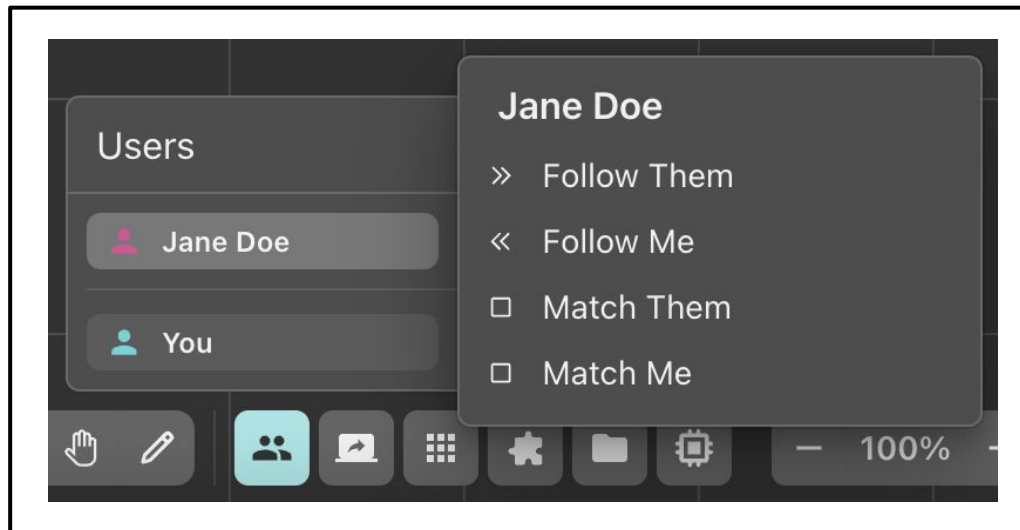
Tips & Tricks

3

Follow/Match Feature

Under the **“Users”** icon, SAGE3 offers the following useful features when you click on a name:

The **“Follow Me”** feature tethers other users to your view while you navigate your board.

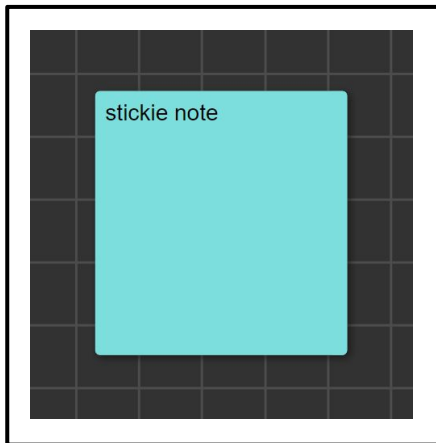


“Match Me” allows others to match your screen area on the board so they can see exactly what you’re seeing. And vice versa...

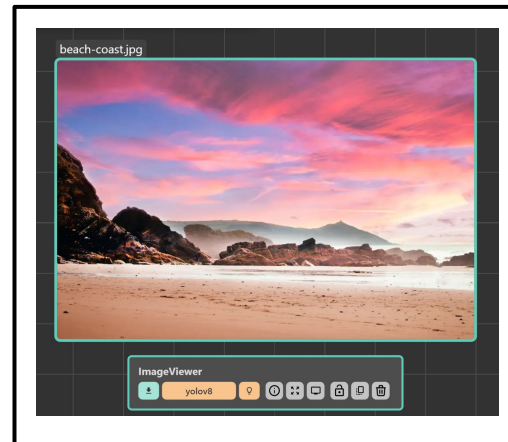
Tips & Tricks

3

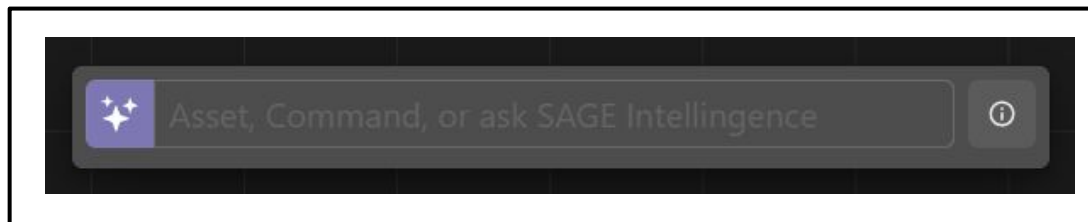
Shortcuts



Shift + S quickly
creates a stickie note



Click/hover on an app
then press “**Z**” on the
keyboard. This will
automatically zoom
into it.



Ctrl/Cmd + K brings up SAGE3's AI tool for quick and easy access

Tips & Tricks

3

Each app can be interacted with **SAGE Intelligence**, an **AI** chat bot that can help you summarize, brainstorm, describe, and much more!

SAGE Intelligence (AI)

The screenshot shows the SAGE Intelligence AI chat interface. A green box highlights the chat window, which contains a conversation about summarizing research findings. A green arrow points from the 'Linkage between apps' annotation to the chat window. Another green arrow points from the 'You can even drag out responses as stickies!' annotation to a sticky note containing a summary of research findings. A third green arrow points from the 'Delete link' annotation to a red 'X' icon in the center of the interface.

Linkage between apps

You can even drag out responses as stickies!

Delete link

Chat

- 07:45 PM

I am SAGE AI! Ask me anything by directing the question to me (@S), or chat with people in the board

about 1 hour ago

Me - 08:41 PM

@S Provide a summary of the main findings and conclusions of these papers, including the research question, methods used, and key results.

SAGE - 08:41 PM

Working on it...

SAGE - 08:41 PM

Summary of Main Findings and Conclusions

Research Question:

The study investigates the neuro-physiological effects of

Generate Summary Gaps and Limitations Literature and References Methodology Analysis Explain Implications

Chat with friends or ask SAGE with @S (openai model)

AI can make mistakes. User caution is advised.

The Neuro-Physiological Effects of Cinematic Virtual Reality

By John Smith

Summary of Main Findings and Conclusions

Research Question:

The study investigates the neuro-physiological effects of Cinematic Virtual Reality (CVR) compared to traditional 2D viewing, focusing on aspects such as active recall, early visual attention, and alpha power in response to emotional and neutral scenes.

Methods Used:

- Participants were exposed to both CVR and traditional 2D viewing formats.
- Neuro-physiological measures were taken to assess early visual attention and alpha power.
- The study assessed the impact of emotional versus neutral scenes on these cognitive processes.

Key Results:

1. **Early Visual Attention:** CVR significantly enhances early visual attention in neutral scenarios but does not show the same benefit in emotionally charged

For more help, visit our Discord:



<https://discord.com/invite/VDNy2bzAgc>

**Or send a
message to
our forms:**

<https://forms.gle/1b6cWPvxdCD44NkA9>



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