

Quick User Guide



This guide is for Version 1.0.57 (2026)

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01

Getting Started

Getting Started

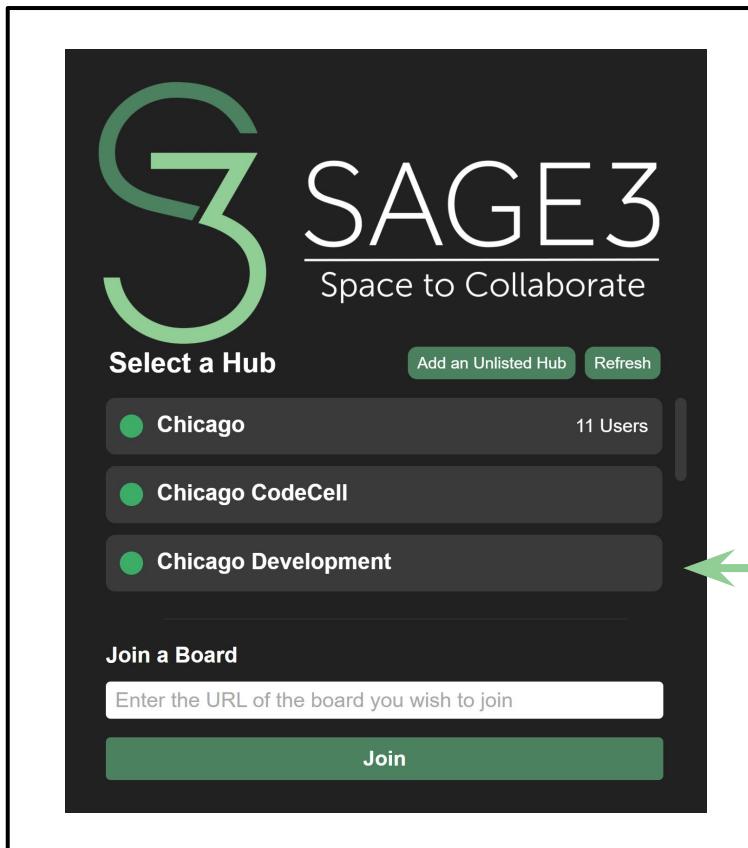
1

Hubs

Choose a **hub**.

The main hubs are Chicago, JetSage, and Hawaii.

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



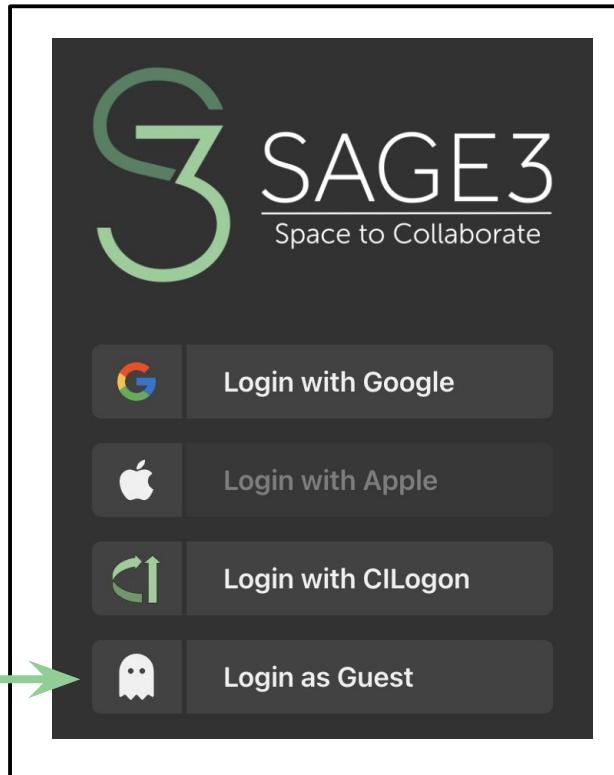
Chicago Development and Hawaii Development are hubs where the development team is testing **new features**.

Getting Started

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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...

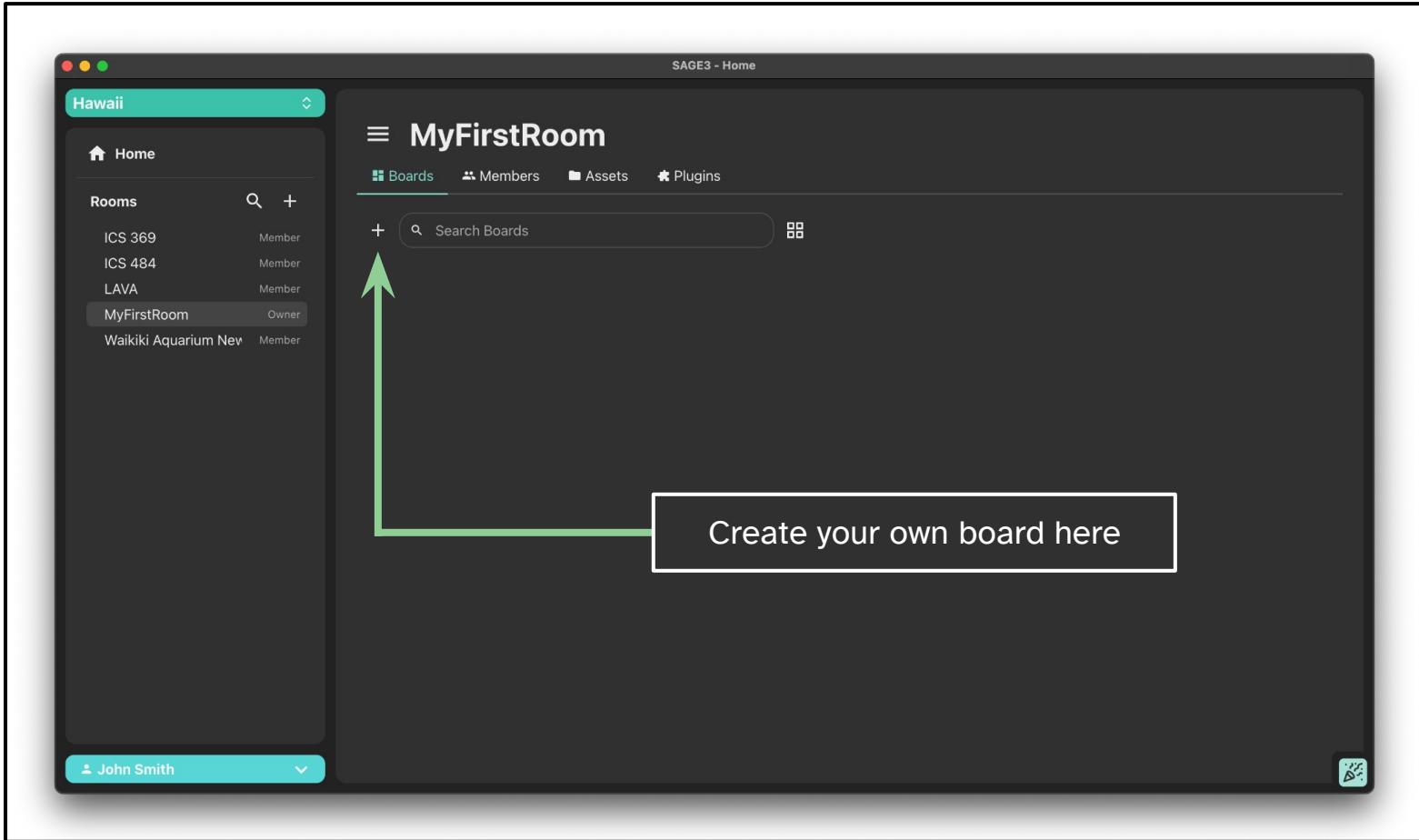
The screenshot shows the SAGE3 - Home interface. At the top, it says "Good afternoon, John". On the left, there's a sidebar with "Hawaii" selected. It has sections for "Rooms" (listing ICS 369, ICS 484, LAVA, MyFirstRoom, and Waikiki Aquarium Nev), a search bar, and three callout boxes: "Create your own room", "Star boards for quick & easy access", and "View currently active boards". Below the sidebar is a main area titled "Recent Boards" which lists "Lit Reviews", "Lectures 2", "Presentations", and "Lectures". There are also sections for "Starred Boards" (MyFirstBoard, Weekly Meeting) and "Active Boards". A large green arrow points from the "Create your own room" callout to the "+" button in the search bar. Another green arrow points from the "Star boards for quick & easy access" callout to the star icon in the "Starred Boards" section. A third green arrow points from the "View currently active boards" callout to the "Active Boards" section. A callout box "Enter a room/board name or URL link" points to the search bar. A callout box "View your recent boards here" points to the "Recent Boards" section. A callout box "Create a party" points to the "Create a party" button in the bottom right corner.

Getting Started

1

Boards

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



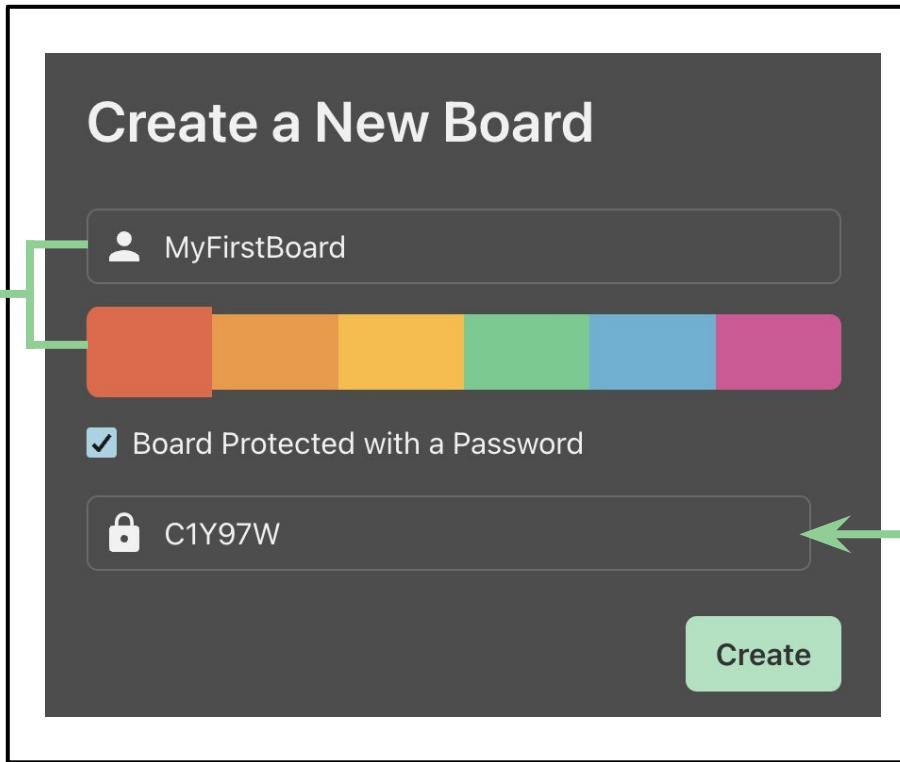
Getting Started

1

Boards

Customize your SAGE board to your liking.

**Name & customize
the board**



You can even set a **password** to keep your content private

Getting Started

1

Boards

The screenshot shows the SAGE3 software interface. On the left, there's a sidebar titled "Hawaii" with a "Rooms" section listing "ICS 369", "ICS 484", "LAVA", "MyFirstRoom", and "Waikiki Aquarium New". The "MyFirstRoom" item is highlighted and labeled as "Owner". The main area is titled "MyFirstRoom" and contains tabs for "Boards", "Members", "Assets", and "Plugins". A search bar says "Search Boards". Below it, a card for "MyFirstBoard" shows "0" items, a lock icon, settings, a star, and a refresh icon. A large green arrow points from a callout box to this card. The callout box contains the text "You can now enter the board!". At the bottom, a green notification bar says "Board created successfully" with a checkmark icon.

You can now enter the board!



02

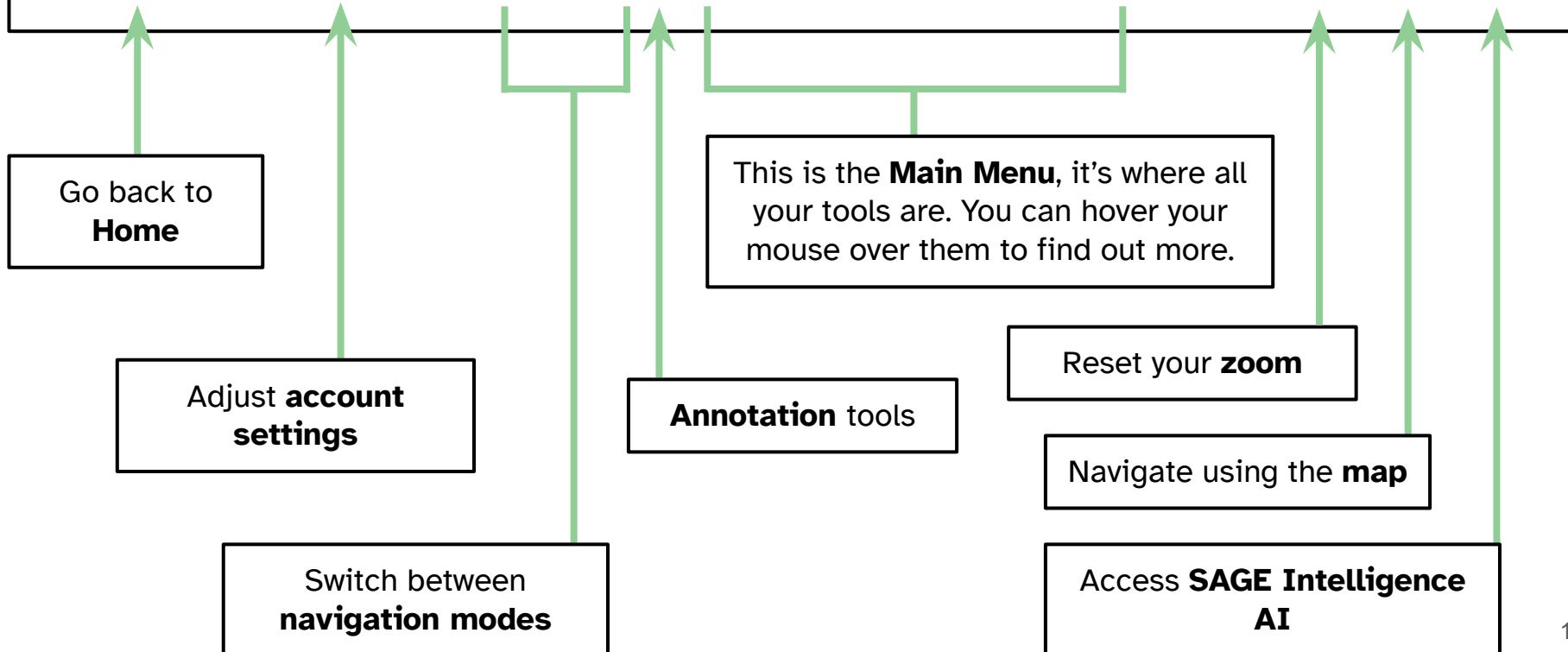
Navigation

Navigation

2

Inside the Board

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



Navigation

2

Cheat Sheet

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

The screenshot shows the SAGE application interface with several floating windows and toolbars:

- Top Bar:** Includes navigation icons (Back, Home, Forward), user info (John Smith), and system controls (Zoom, Window).
- Left Sidebar:** Contains sections for Support (Help, About, Feedback), Board (Copy Board Link, Go To Board, Back to Room), User (Account, Settings, Light Mode, Logout), and Annotations (Mode, Color, Width, Opacity, Actions).
- Annotations Window:** Shows a toolbar with drawing tools and a color palette.
- Users Window:** Lists users (Jane Doe, You) and a "Find other Board Users" search bar.
- SAGE Intelligence Window:** Shows a "Map" and "Adjust Zoom" buttons.
- Launch Applications Window:** Lists applications: Calculator, Chat, Clock, CodeEditor, Drawing, Hawaii Mesonet, Map, Notepad, Poll, SageCell.
- Plugins Window:** Shows a "Screenshare" button.
- Asset Manager Window:** Shows a "Create Kernels for SAGECells" button.

Cheat Sheet

Help `Shift + ?`

Create Stickie `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

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

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

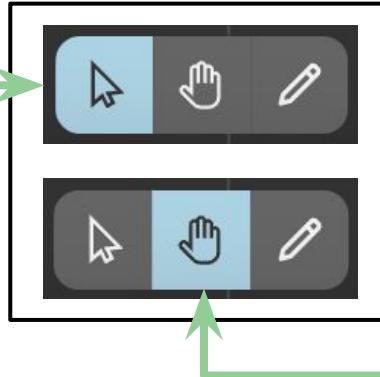
Navigation

2

Navigation Modes

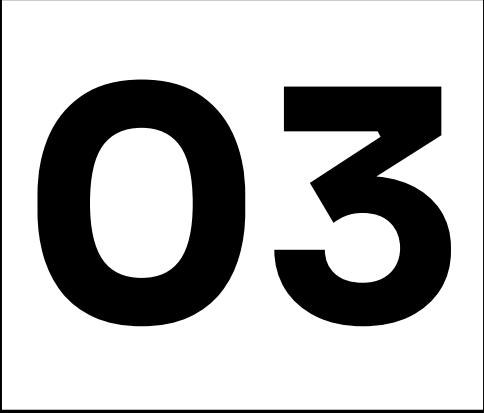
SAGE3 has **two navigation modes** to aid you in traversing the boards.

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**



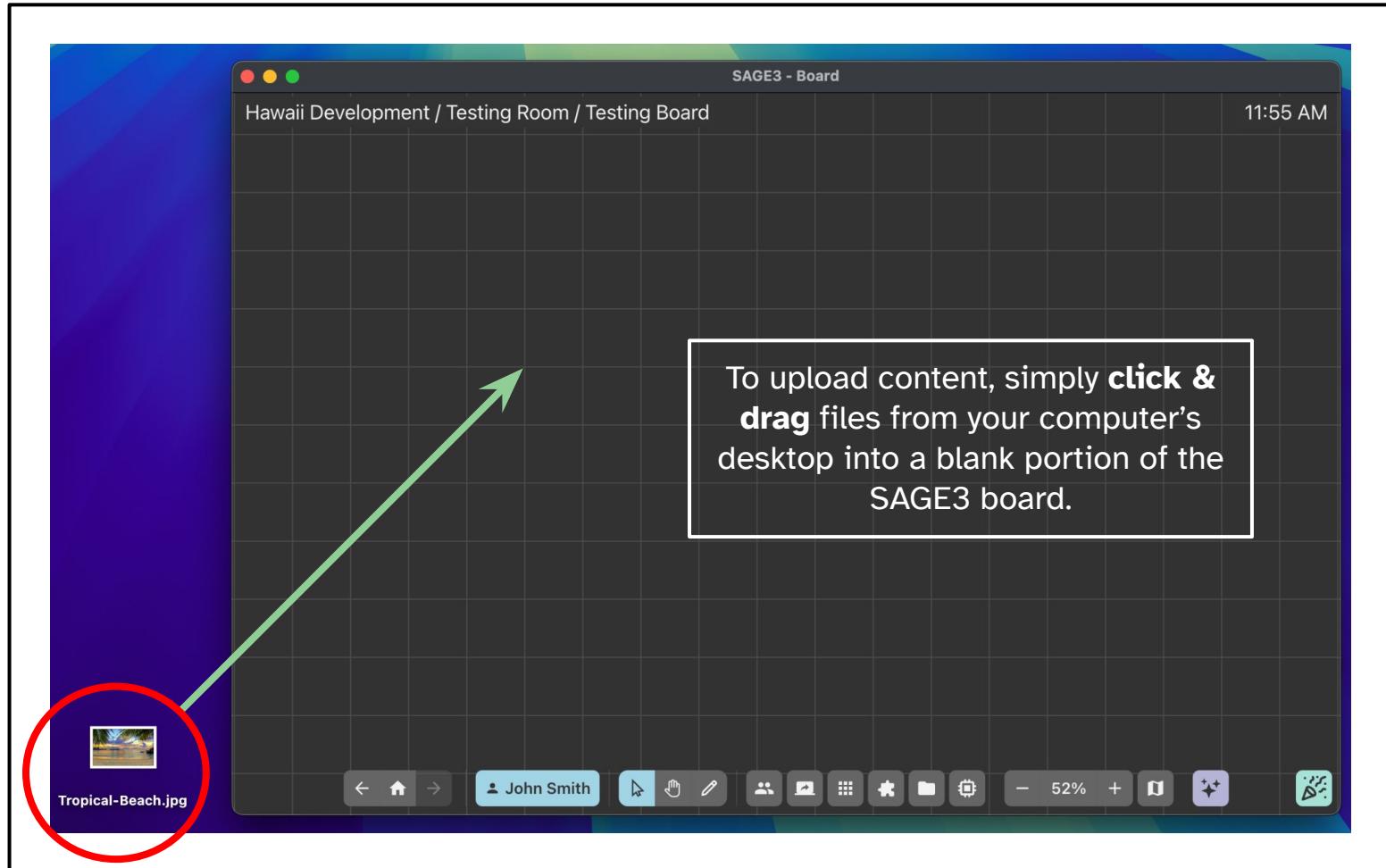
03

Key Features

Key Features

3

Uploading Content

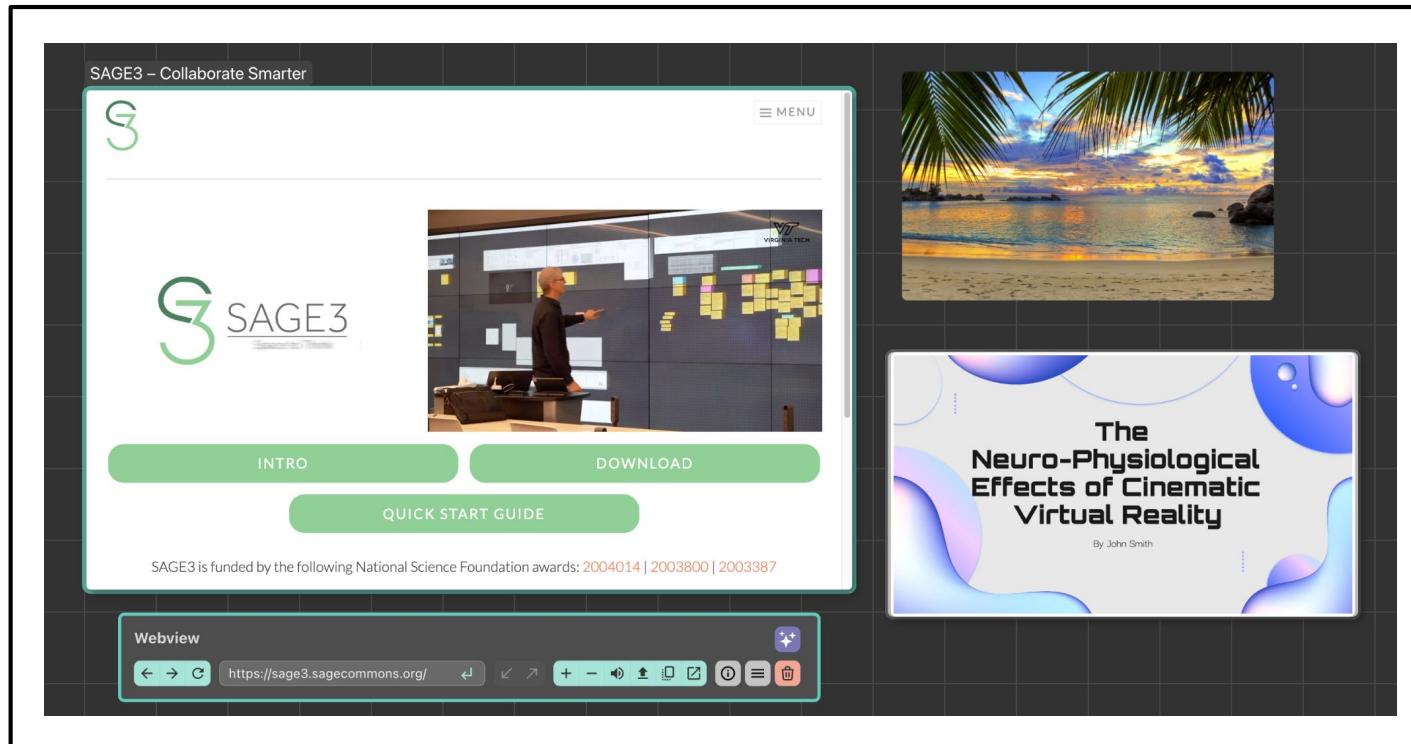


Key Features

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.**



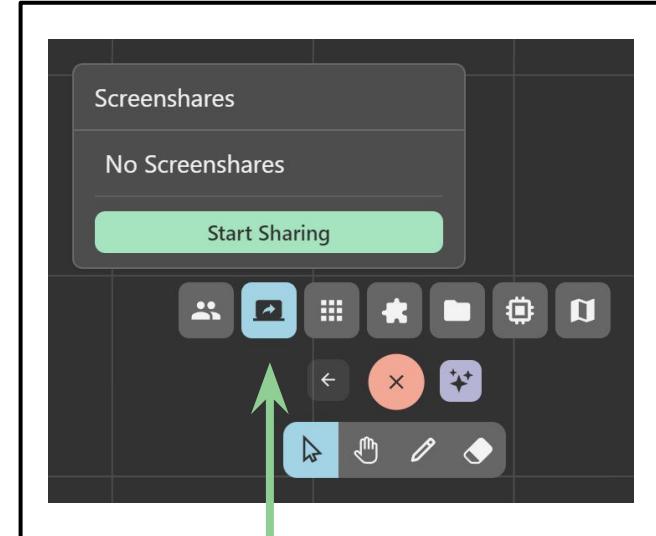
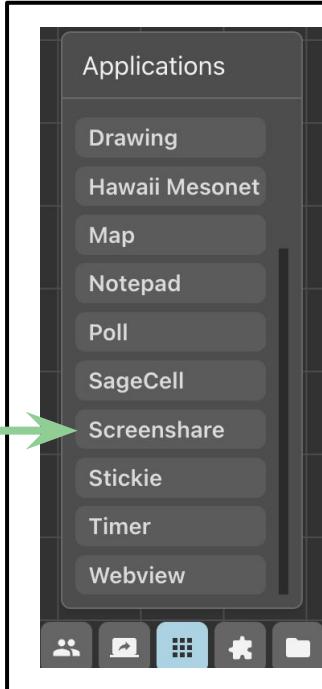
Key Features

3

Screen Sharing

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

Then, click “**screen share**”

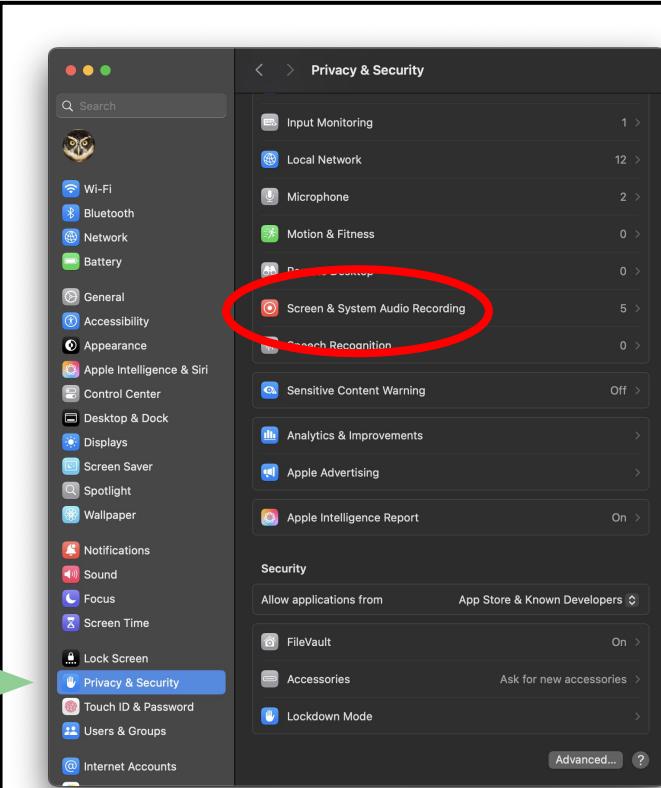


You can also **right-click** on the board to bring up a mini menu

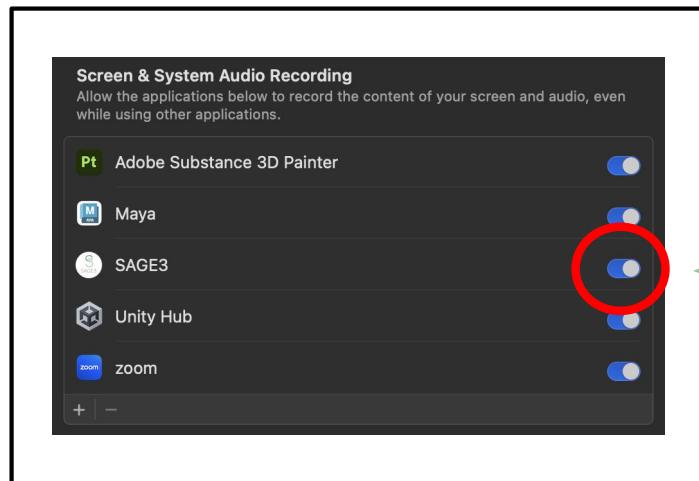
Key Features

3

Screen Sharing



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

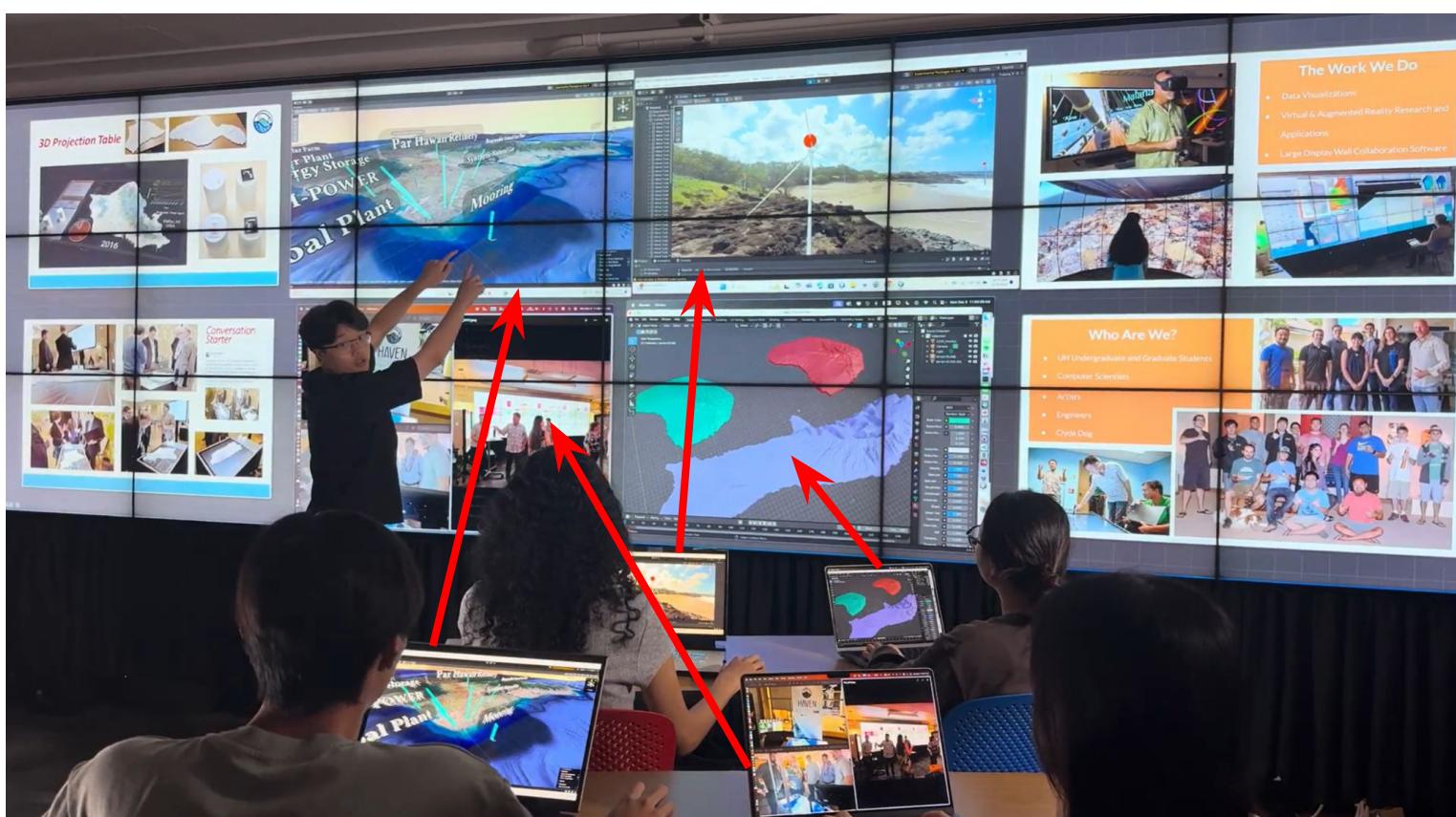


Key Features

3

Screen Sharing

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

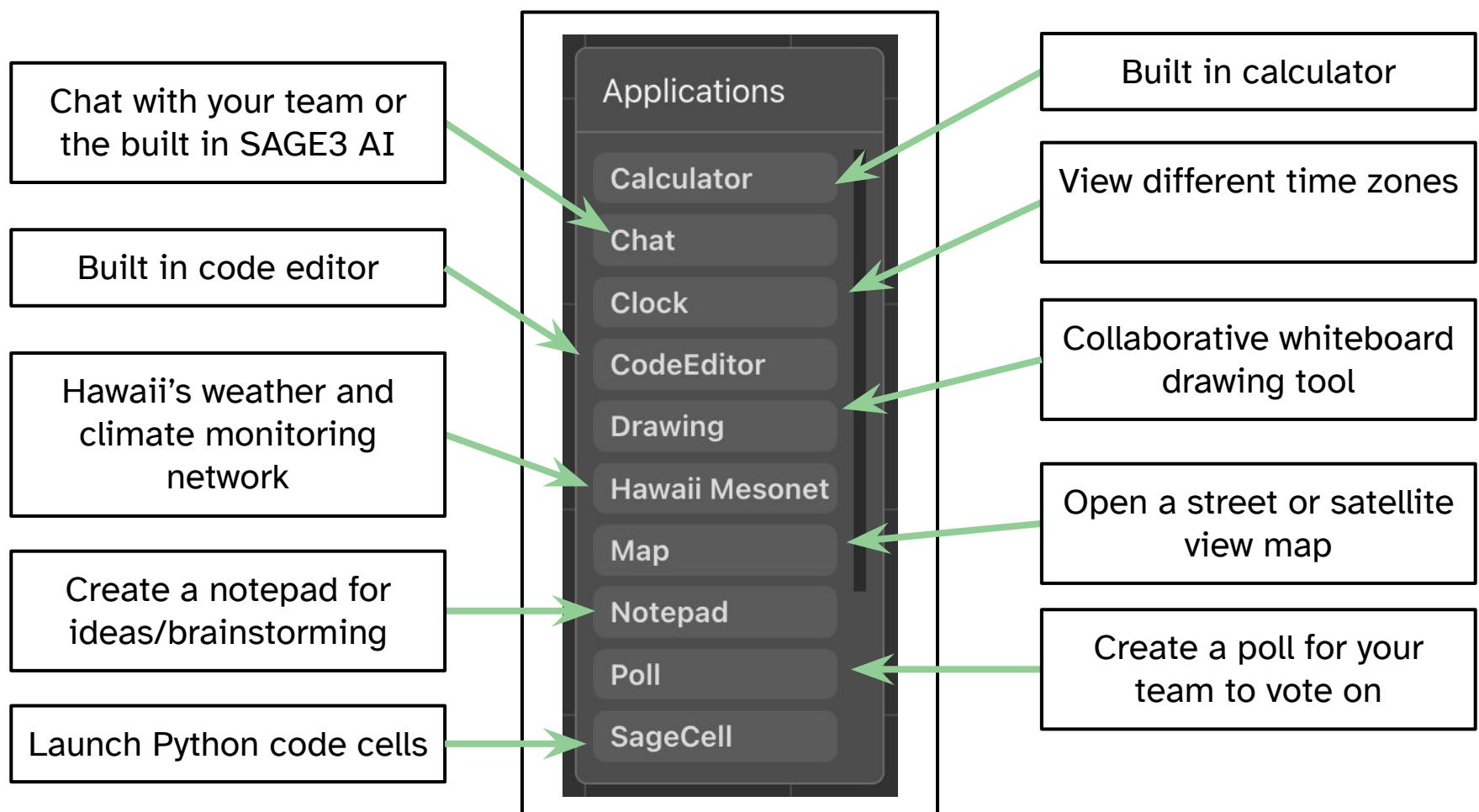


Key Features

3

Applications

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

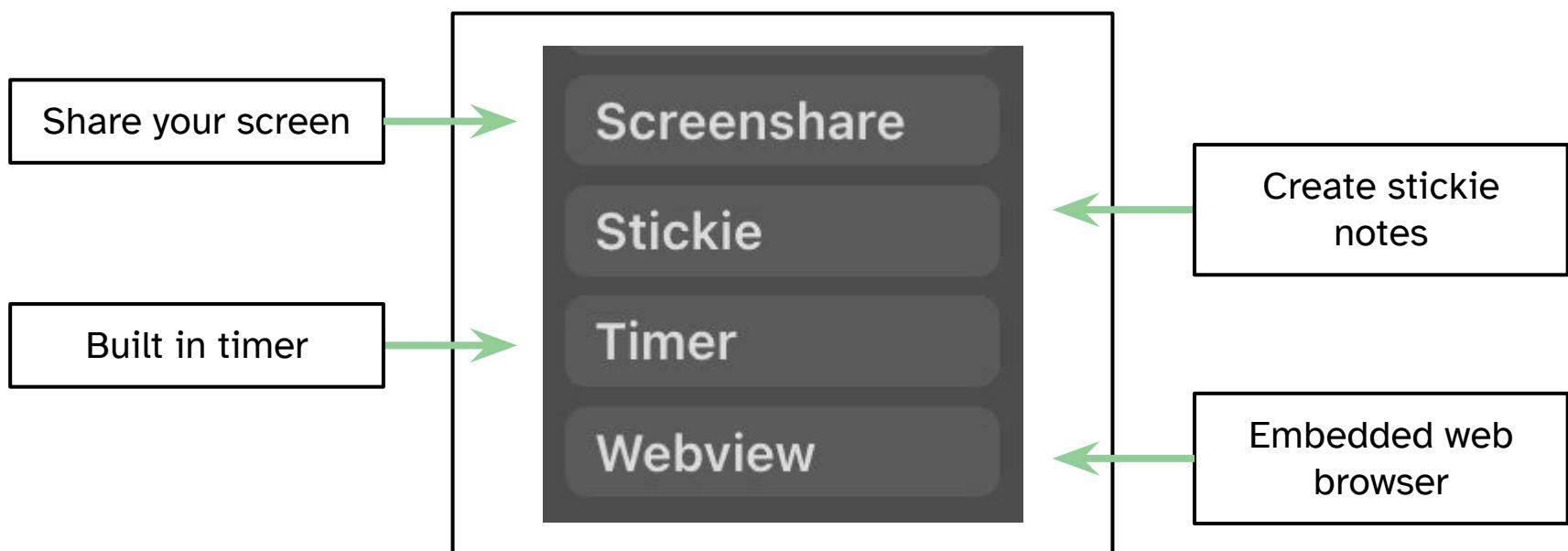


Key Features

3

Applications

Scroll down for **more applications.**



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.

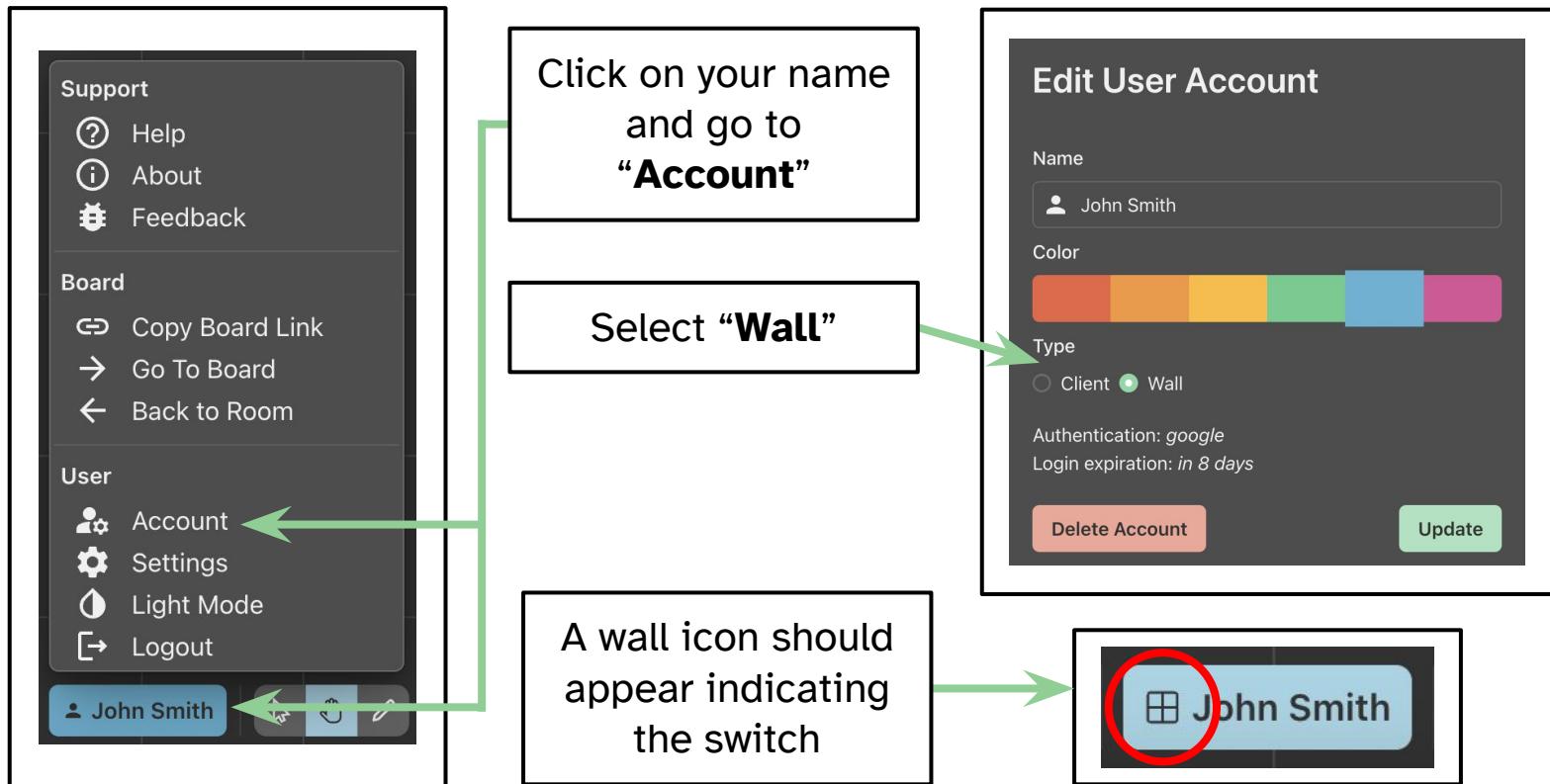


Key Features

3

Display Walls

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

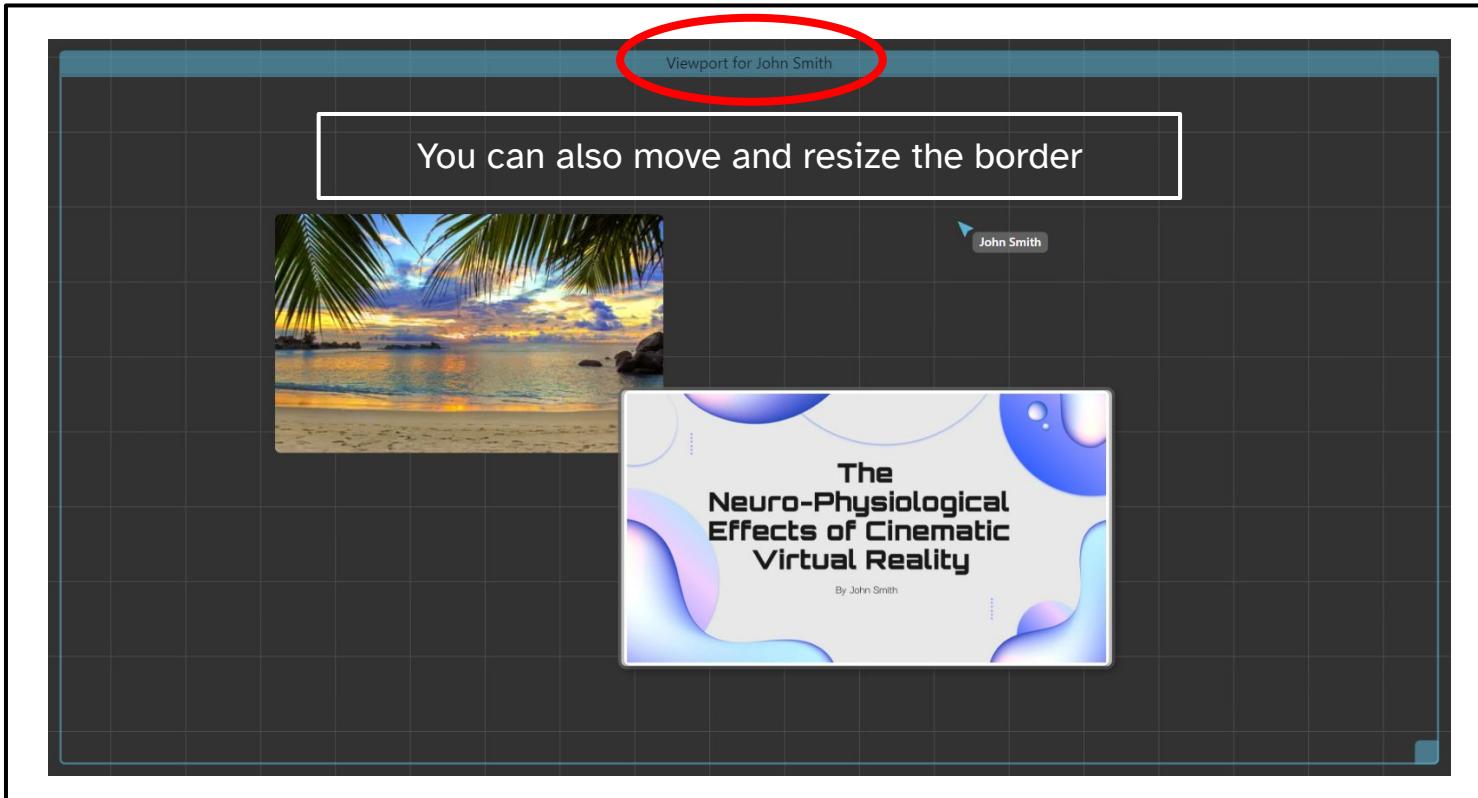


Key Features

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

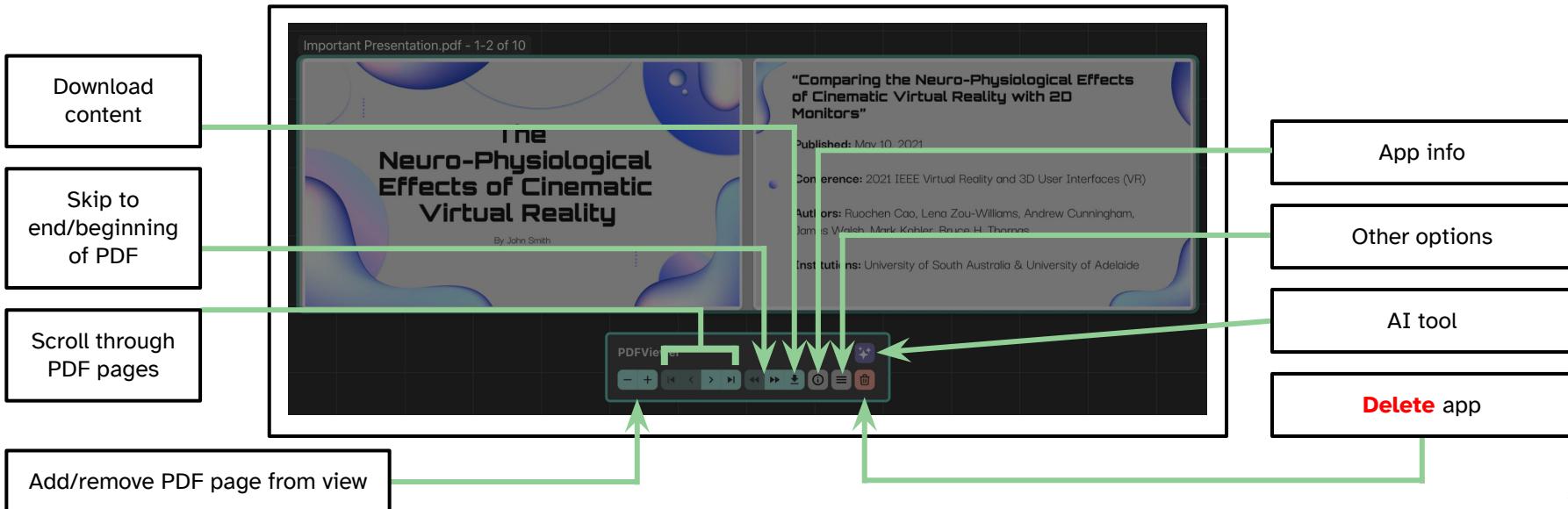
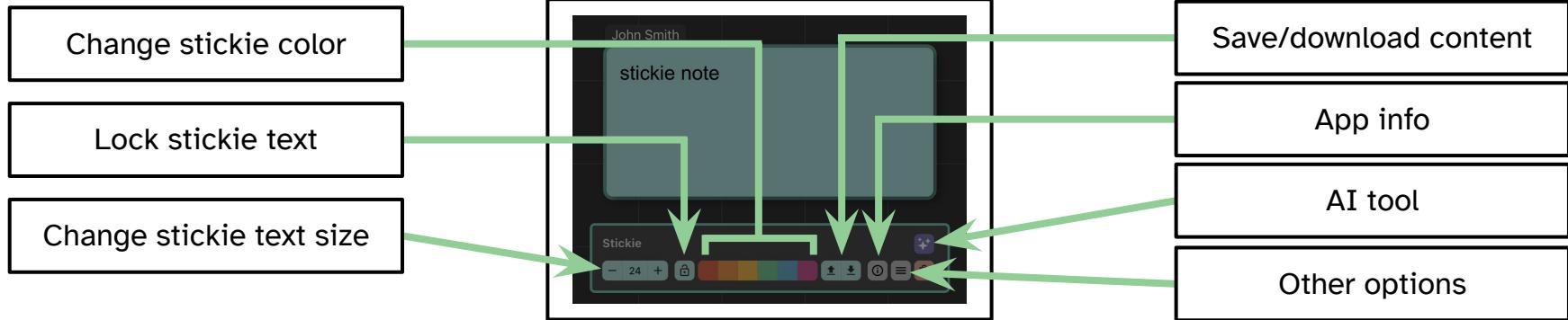
Tips & Tricks

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.

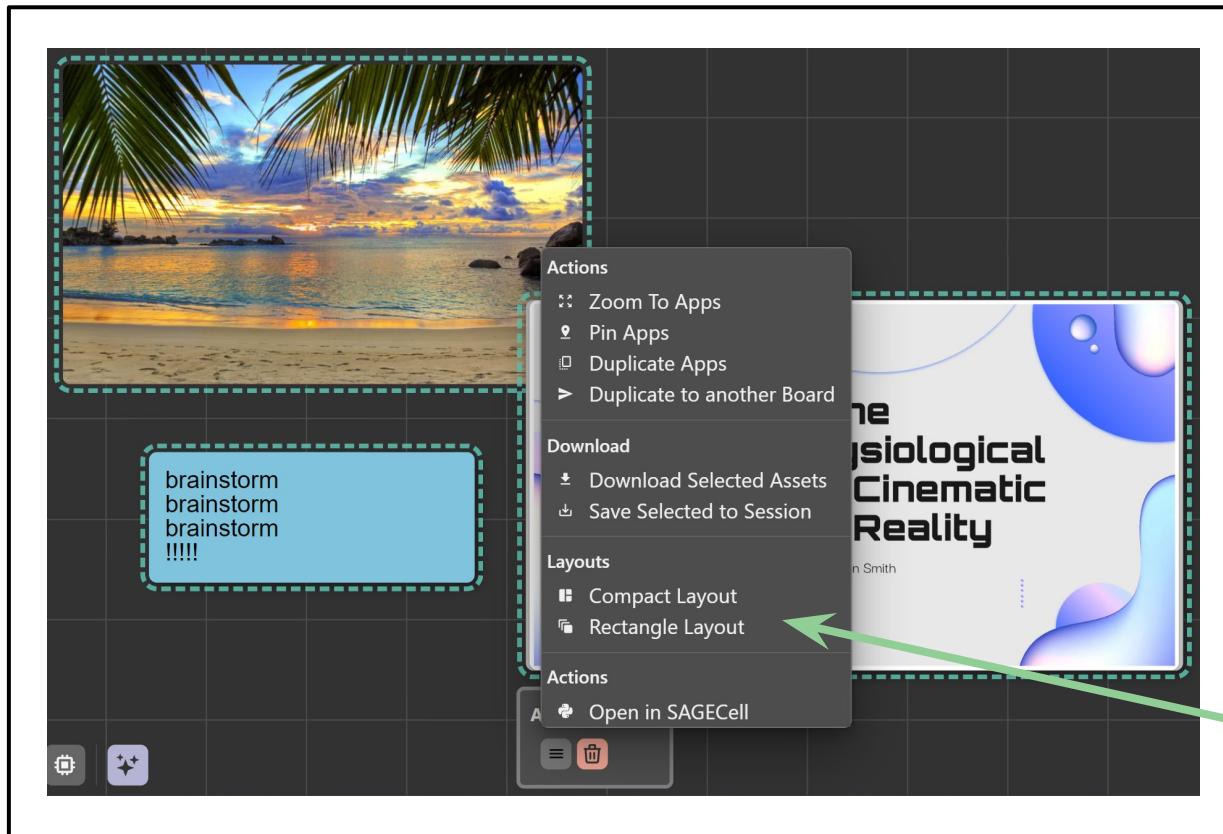


Tips & Tricks

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!

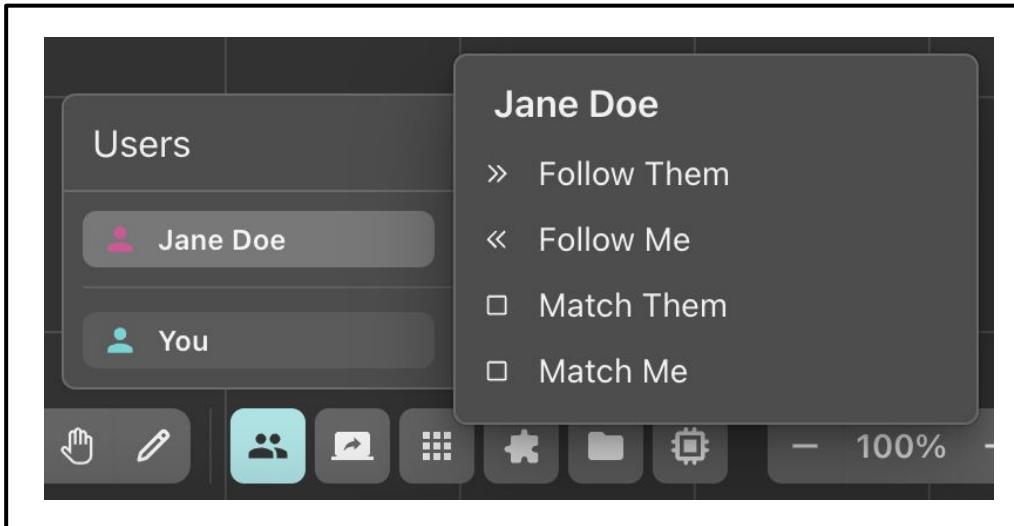
Tips & Tricks

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.

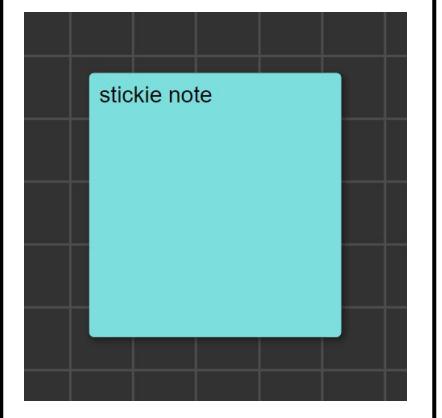


“**Match Me**” allows others to match your screen area on the board so they can see exactly what you’re seeing. And vice versa...

Tips & Tricks

3

Shortcuts

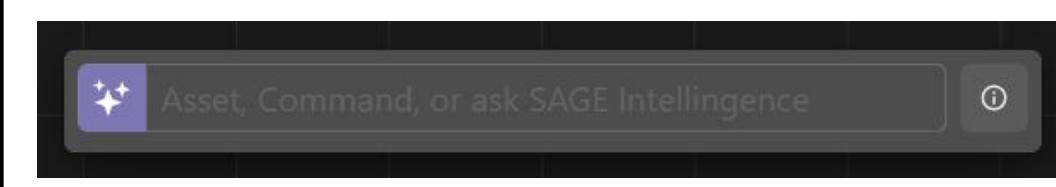


stickie note

Shift + S quickly creates a stickie note



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



Asset, Command, or ask SAGE Intelligence

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 illustrates the integration of the SAGE Intelligence AI with other applications. On the left, a mobile-style interface shows a conversation with the AI. A message from the user asks for a summary of a research paper. The AI responds by generating a summary of the main findings and conclusions. A green arrow points from a callout box labeled "Linkage between apps" to the AI interface. Another green arrow points from a callout box labeled "You can even drag out responses as stickies!" to a large callout box on the right containing the generated summary. The summary box includes sections for the research question, methods used, and key results, each with a red X icon indicating they can be deleted.

Linkage between apps

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.

3

The Neuro-Physiological Effects of Cinematic Virtual Reality
By John Smith

Linkage between apps

You can even drag out responses as stickies!

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

Delete link

For more help, visit our Discord:



Discord

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

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

<https://forms.gle/1b6cWPvxCD44Nka9>



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