



Thank you for choosing Oxford!

To help you get off to a smooth start this term, this Instructor Quick Start Guide will cover essential information about using and accessing your text's digital resources within your school's learning management system (LMS) via Oxford Learning Link Direct.

What's Inside

- [Integrating content into your LMS](#)
- [Oxford Insight Study Guide*](#)
- [Student Registration](#)
- [Instructor FAQ](#)

*Oxford Insight Study Guide is available for select Oxford titles.

INSTRUCTOR QUICK START GUIDE: INTEGRATING CONTENT INTO YOUR LMS

Integrating and Accessing Oxford Content in Your LMS

Accessing your text's content in your school's LMS requires a one-time integration process. Follow these few simple steps to get started:

1. Access your text's Instructor Resources on Oxford Learning Link

- A. Visit [Oxford Learning Link](https://learninglink.oup.com/) at <https://learninglink.oup.com/> and search or browse for your title.
- B. Click the link to **Instructor Resources**
- C. When prompted, **log in** using your Oxford Learning Link credentials.
 - If you don't have a Learning Link account, contact your Oxford University Press representative or follow the prompts to create an account and request access to your title's resources.
 - If you have any trouble accessing Learning Link, call the **Learning Link support** line at (800) 445-9714.


2. Locate and download the Oxford Learning Link Direct Course Package

- A. On the Instructor Resources screen, click "LMS/VLE Course Packages" to reveal a list of available course packages. Locate the cartridge labeled "Oxford Learning Link Direct Course Package".
- B. Click the download icon next to the "Oxford Learning Link Direct Course Package" to retrieve the package. It will download as a .zip file which includes the actual cartridge file and instructions for installation.

Explore Resources:

- Resources by Chapter
- Resources
- LMS/VLE Course Packages
- LMS/VLE Course Package - Common Cartridge
- Resources by Part
- Assessment

LMS/VLE Course Package - Common Cartridge



Oxford Learning Link Direct Course Package

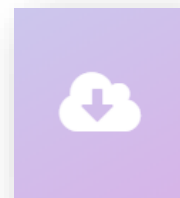
This interoperable cartridge contains student and instructor resources for integration into your learning management system (LMS). It is designed to work in Blackboard, Canvas, Desire2Learn/Brightspace, and Moodle versions 3.0.10 and higher.

Note that in order to view and use these resources, your students will be required to redeem an access code provided with every new copy of the book.

If instead you are looking only for the instructor resources which accompany your text (e.g., PowerPoints, test banks, etc.), please use the navigation buttons on the left side of your screen to find and download those resources. You may then use your LMS's import tools to integrate them into your course.

Students will not be able to access instructor resources.

You should download this file and provide it to your local IT department or LMS administrator, since instructor LMS permissions vary from institution to institution, and this task requires administrative access.



INSTRUCTOR QUICK START GUIDE: INTEGRATING CONTENT INTO YOUR LMS

3. **Hand the course package zip file over to your local LMS administrator for installation.** Your LMS administrator will need to **contact our support team for a key/secret** that will allow Oxford resources to be unlocked within your LMS.
4. Once Learning Link Direct is installed and the key/secret has been entered, **the Oxford University Press content can be imported into a course within your LMS** and you can then organize, delete, hide, or otherwise adjust the content settings.

***TIP: Provide your Oxford University Press representative with the name and contact information for your LMS administrator.** This will allow your representative and our Support team to facilitate the installation process and ensure that everything goes as smoothly as possible.

Need help? Contact the Digital Support Team at:

Website: <https://oup.softwareassist.com/>

Email: LearningLinkDirect.Support@oup.com

Phone: 855-281-8749

Digital Support Hours:

- Monday–Friday: 9:00am–11:00pm (EST)
- Saturday: 11:30am–8:00pm (EST)
- Sunday: 11:30am–11:00pm (EST)

INSTRUCTOR QUICK START GUIDE:

OXFORD INSIGHT STUDY GUIDE (available for select titles)

Using Oxford Insight Study Guide (for select titles)

Depending on the title you are using in your course, Your Oxford Learning Link Direct course package may incorporate Oxford Insight Study Guide, a powerful, personalized digital learning tool designed to optimize your students' learning. If your text is supported by this tool, a module or folder with a link to Oxford Insight Study Guide will appear with the Oxford resources imported into your LMS.

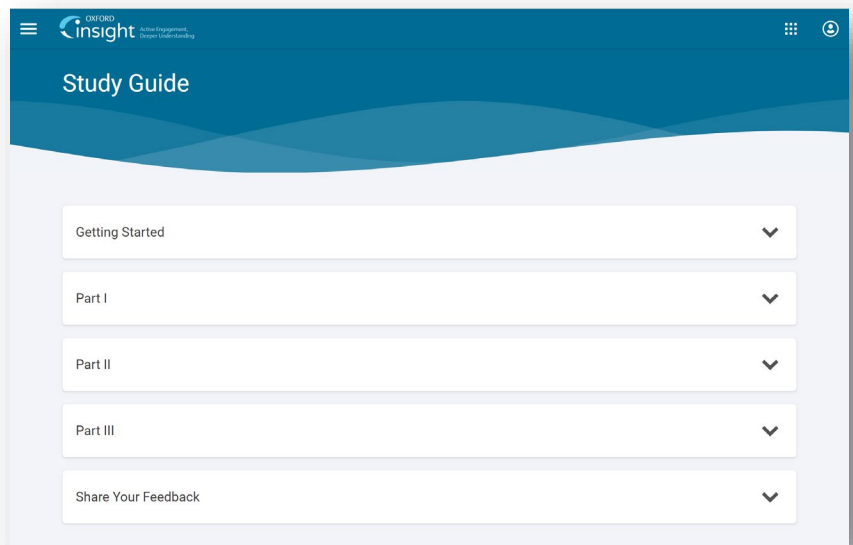
Use Oxford Insight Study Guide to:

- Drive engagement
- Reinforce understanding of core course materials
- Encourage effective reading and study habits
- Provide students with personal practice that prioritizes the areas where they need the most help



Navigating the Study Guide

- Click on the **Oxford Insight Study Guide** link in your LMS
- Review the **Getting Started** unit with the guide, an introductory walkthrough of the Insight Study Guide student experience.
- **A study guide module for each chapter of your text** can be accessed and assigned within the tool from your Study Guide homepage.
- Be sure to **Share Your Feedback** on your study guide experience via the brief survey at the bottom of the course. Encourage your students to do the same!

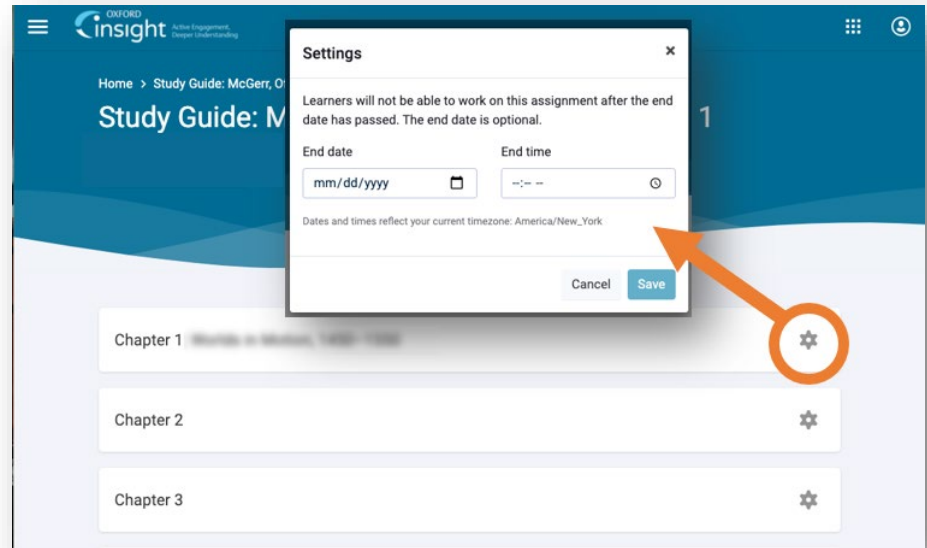


INSTRUCTOR QUICK START GUIDE: OXFORD INSIGHT STUDY GUIDE (available for select titles)

Assigning Content within Oxford Insight Study Guide

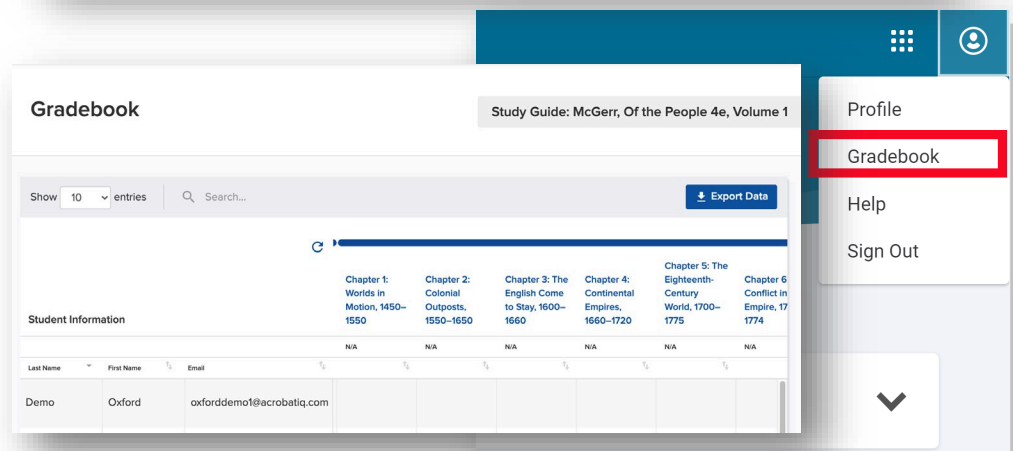
Chapter modules are easily assigned within the Study Guide via the schedule icon.

Students can not do work in an assigned chapter after the end date. They will only be able to access chapters past end dates in review mode.

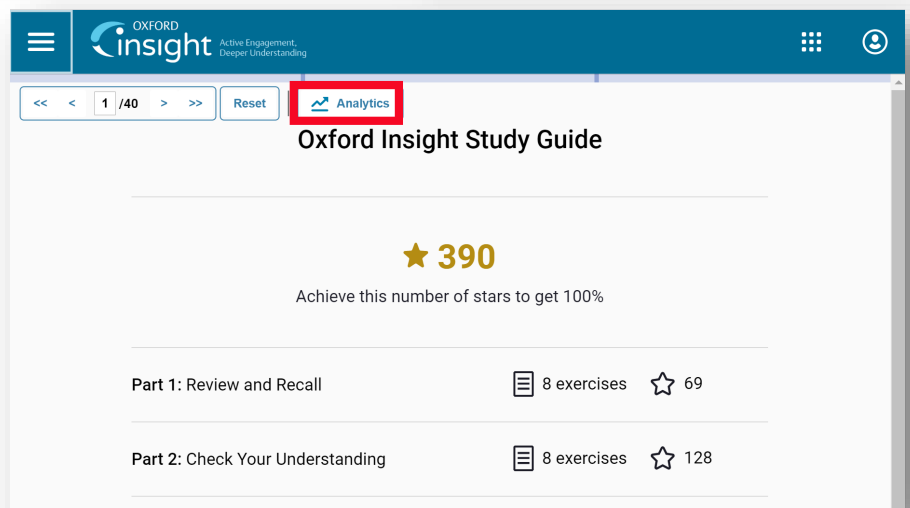


Monitoring Student Progress

In the upper right of your home screen, you can access your instructor **Gradebook** Which will continually update to reflect students' progression toward their target score



Click into any chapter module from your home screen to access additional **Analytics** on how your class as whole is performing against chapter learning objectives.



How Students Will Register for Your Course

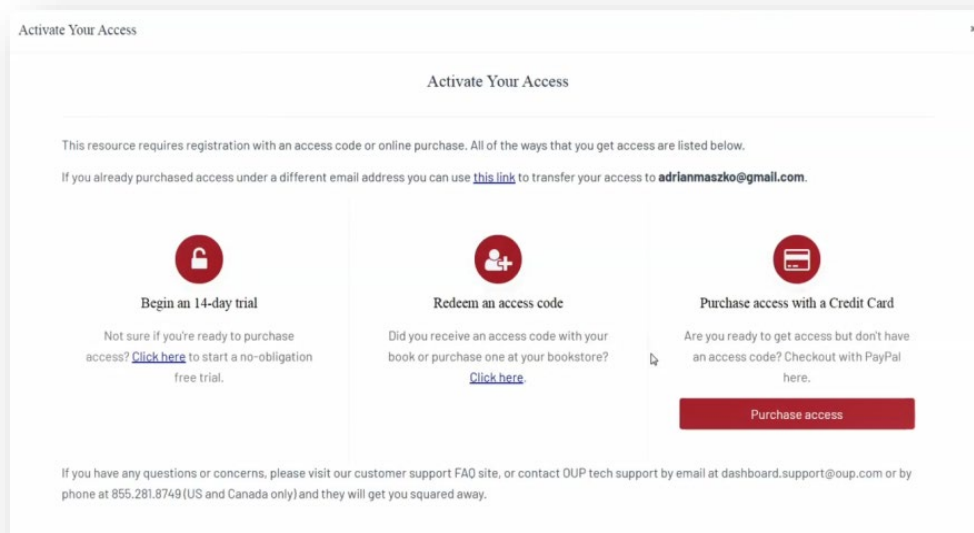
Have your students follow these 3 simple steps to activate their access to the Oxford materials in your LMS.

Step 1: Navigate

- First, log in to your institution's learning management system (LMS) and access your course.

Step 2: Activate Access

- The Oxford University Press resources will look a lot like the other resources in your course; however, the first time you encounter one that's protected you'll be asked to Activate your Access by entering a redemption code, purchasing access, or starting a free trial.



INSTRUCTOR QUICK START GUIDE: STUDENT REGISTRATION

- If you select **“Redeem an access code”**, you’ll be prompted to enter the access code you received with the purchase of your book or through your bookstore and then hit **“Redeem”**. You’ll then have access for the duration of time denoted with the code.

Activate Your Access

Did you receive an access code with your book or purchase one at your bookstore?

Your access code is 16 characters, not including hyphens, and is not case sensitive. Access codes may typically only be redeemed only once. If you purchased a used book or rented a book, the previous owner may have already redeemed the code. If so, you can still purchase access here using your credit card or ask your local bookstore if they stock standalone access code cards.

xxxxxxxx-xxxx-xxxx

Redeem

[Click here](#) to return to all of the ways that you get access to this and other protected resources.

If you have any questions or concerns, please visit our customer support FAQ site, or contact OUP tech support by email at dashboard.support@oup.com or by phone at 855.281.8748 (US and Canada only) and they will get you squared away.

- If you select **“Purchase access with a Credit Card”**, you’ll be prompted to checkout with PayPal. You will notice that much of the information has been populated.
- Finished entering your information, click **“Continue,”** and follow the prompts to process your purchase.

Are you ready to get access but don't have an access code? Checkout with PayPal here.

Complete the form below to complete your purchase on PayPal.com. No account is required for this process, you may choose to use one or checkout as a guest. If you meant to redeem an access code to access these protected resources please click [here](#).

First Name: [Text Field]
Last Name: [Text Field]
Email: [Text Field]
Course Name: [Text Field]
Country: [Dropdown Menu]
State/Province/Region: [Dropdown Menu]
City: [Text Field]
Address: [Text Field]
Zip/Postal Code: [Text Field]

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Privacy - Terms

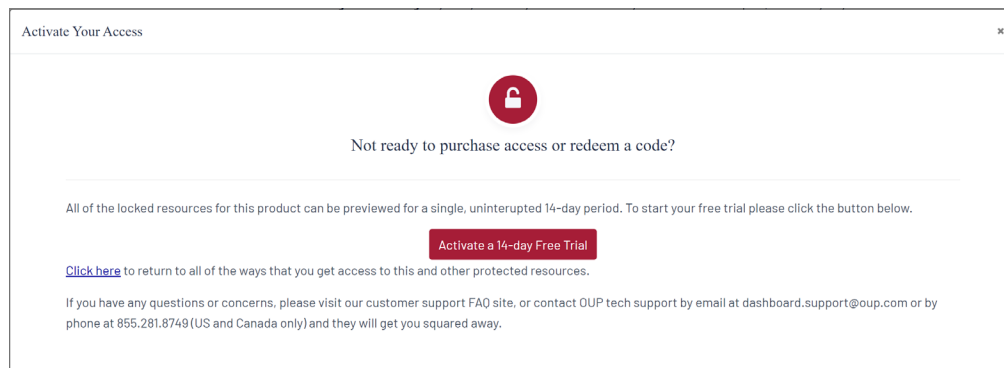
Continue

[Click here](#) to return to all of the ways that you get access this and other protected resources.

Note that no PayPal account is required for this process. You may choose to use one or checkout as a guest.

INSTRUCTOR QUICK START GUIDE: STUDENT REGISTRATION

- **If you select “Begin a trial”, you will have full access to your Oxford course material for the duration of the trial length specified on the screen. After the completion of the trial period, you will be prompted to redeem an access code or purchase access in order to continue accessing protected content.**
 - OUP will automatically count down the days of your free trial
 - All of your work during the trial period will be saved!



Step 3: Use

- Return to your course in your institution’s LMS; then, **try opening the same resource that had been locked before.** Notice that it’s no longer locked.

Need help? Contact the Digital Support Team at:

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Email: LearningLinkDirect.Support@oup.com

Phone: 855-281-8749

Digital Support Hours:

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Instructor FAQ

Q: How do I integrate OUP digital content into my course via Learning Link Direct?

A: Follow the simple steps outlined in the [Gaining Access](#) section of this guide.

Q: How do my students access OUP digital content in my course?

A: Have your students follow the three simple steps outlined in the [Student Registration](#) section of this guide.

Q: How long will my students have access to my Learning Link Direct course?

A: All students have access to OUP's digital content for **the duration of your course**.

Q: My school participates in an inclusive access program. Can I make these materials available as inclusive access?

A: Yes, OUP material can be made available for inclusive access programs thanks to our partnerships with major higher education bookstore retailers and e-learning delivery leaders. Contact your Oxford [Sales Representative](#), speak with a Representative from your institution's bookstore, or visit our [Inclusive Access info page](#) to find out more.

Q: Are there instructor materials beyond what's available in the interoperable course cartridge?

A: For your convenience, our interoperable cartridges include links to **instructor materials**. These materials can be viewed and often downloaded by you, the instructor. However, they cannot be accessed by students. If you wish to make an instructor resource visible to students, you should download the resource and then post it to a student module in your course.

Q: Are there any other steps I need to cover to make sure I get my Oxford resources up and running before the beginning of the term?

A: Be sure to check out the Implementation Checklist in your Getting Started materials to see a step-by-step listing of everything you need to get started with your course.

Q: What do I do if I am having problems logging into my course?

A: If you can't login to your LMS or your course in your LMS, contact your local **LMS administrator**. If you're having trouble accessing Oxford content within your LMS, contact the OUP Digital Support team referenced previously.

Q: What technical support resources are available to my students?

A: Our dedicated Digital Support Team is available by phone and email to assist both instructors and students with technical questions. It is highly recommended that you **include the support team's contact information and website in your syllabus**, on your LMS homepage, and any start-of-term communications that you send to your students so that your students know where to turn for help.

- For support regarding **OUP content or access to OUP content**, contact our Digital Support Team at:
 - **Website:** <https://oup.softwareassist.com/>
 - **Email:** LearningLinkDirect.Support@oup.com
 - **Phone:** 855-281-8749
 - **Digital Support Hours:**
 - Monday–Friday: between 9:00am–11:00pm (EST)
 - Saturday: between 11:30am–8:00pm (EST)
 - Sunday: between 11:30am–11:00pm (EST)
- For questions related to **cartridge installation, non-OUP content, or adjusting your LMS settings around OUP's content**, contact your local LMS administrator.