OXFORD learning link direct

Course Readiness Checklist

Welcome to Oxford Learning Link Direct! The time-table for the following checklist is based on best practices for implementation. If you need to implement these sources in a narrower timeframe, our Digital Support Team is there to get you set up in no time at all!

Accessing Your Resources (*approx. 6 weeks prior to start of term*)

- ☐ Download Learning Link Direct course package for your Oxford text from Oxford Learning Link.
  - ☐ Visit https://learninglink.oup.com/ and search or browse for your title.
  - ☐ Click the link to Instructor Resources
  - ☐ When prompted, log in using your Oxford Learning Link credentials
  - ☐ 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" and click on the download icon to download. The content will download as a .zip file.
- ☐ Hand the Learning Link Direct course package over to your local LMS administrator for installation
- ☐ Confirm that your LMS administrator contacted Oxford's support team for the key/secret that allows our resources to be unlocked within your LMS
- ☐ Review the Instructor Quick Start Guide on Learning Link
- ☐ Bookmark the Oxford University Press Support Customer Portal at: https://oup.softwareassist.com/

Course Set-up (*approx. 4 weeks prior to start of term*)

- ☐ Determine which resources will be required for your course (activities, quizzes, etc.)
- ☐ Set due dates for assignments and assessments in your syllabus
- ☐ Review/modify your course settings
- ☐ A few days before the start of term, encourage enrolled students to activate their access to the Oxford materials and distribute student support documentation. A Student Quick Start Guide and other "Getting Started" resources will be included with the Oxford material integrated into your course.
- ☐ Print and upload any course documents students will need for the first day of class

First Day of Class

- ☐ Send a follow-up email encouraging all enrolled students to activate their access to the Oxford materials and distribute student support documentation
- ☐ Present the Student Quick Start Guide in class to register students and review why registering is important for their success in your course
- ☐ Make sure students are familiar with their purchase options and how to contact our Digital Support Team if any need should arise

Need help? Contact the Oxford University Press 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)

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