



**Welcome to Oxford Learning Cloud by Oxford University Press!** To help you get off to a smooth start this term, this Instructor Quick Start Guide will cover the need-to-know information about using and accessing your Learning Cloud course.

## What's Inside

- [Gaining Access](#)
- [Oxford Insight Study Guide\\*](#)
- [Student Registration](#)
- [Instructor FAQ](#)

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

## New Users: How to Gain Access to Your Learning Cloud Course

If you have not yet accessed Learning Cloud for your text, **follow these few simple steps:**

1. Request access to a **Learning Cloud demo course** from your local Oxford University Press **Sales Representative**. Not sure who your rep is? Use the [“Find Your Rep”](#) tool at [www.oup.com/us/he](http://www.oup.com/us/he).
2. Once you have access to a Learning Cloud demo course, you can **request your own course** from the home page in your demo course by clicking on **“Adopt this Learning Cloud [or Dashboard] course for your classes”**.
3. Follow the prompts to **access, complete, and submit our course creation request form**.

The screenshot shows the Learning Cloud interface for a course titled 'JT 1eDEMO'. The left sidebar contains navigation options: Account, Admin, Dashboard, Courses, Calendar, Inbox, History, and Help. The main content area shows a list of modules. The 'Instructor Resources' section is expanded, and the option 'Adopt this Dashboard Course for your classes' is highlighted with a red box. A red arrow points from this box to a callout box at the bottom right.

Thank you for your interest in adopting Dashboard. We require some more information about your course and institution before we can process your adoption.

[Click here to complete the registration form](#)

- Once you have submitted your form, Oxford’s Digital Support team will then **create your course** and notify you that it is ready for use **within two business days** of submitting the form.

**\*TIP: If you teach multiple sections and plan to customize your course,** start by requesting a single section. Once you have made your modifications to the first section, you can follow the [returning user instructions](#) to request that additional sections be created by copying the first section.

## Returning Users: How to Gain Access to a New Learning Cloud Course

- If you already have Learning Cloud courses you can **request additional courses** from the home page of your existing course by clicking on **“Adopt this Learning Cloud [or Dashboard] course for your classes”**.
- Follow the prompts to **access, complete, and submit our course creation request form**. Be sure to **indicate on the form if you would like the Support team to copy your previous course** or set you up with the unmodified default course for your title.
- Once you have submitted your form, Oxford’s Digital Support team will then create your course and notify you that it is ready for use within two business days of submitting the form.

### Need help? Contact the Digital Support Team at:

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

**Email:** [LearningCloud.Support@oup.com](mailto:LearningCloud.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)

### Using Oxford Insight Study Guide

Depending on the Oxford title you have adopted for your course, your Oxford Learning Cloud course may incorporate Oxford Insight Study Guide, a powerful, personalized digital learning tool designed to optimize your students' learning. If your course includes Oxford Insight Study Guide a link to it will appear in a separate Oxford Insight Study module on your Oxford Learning Cloud home or modules screen.

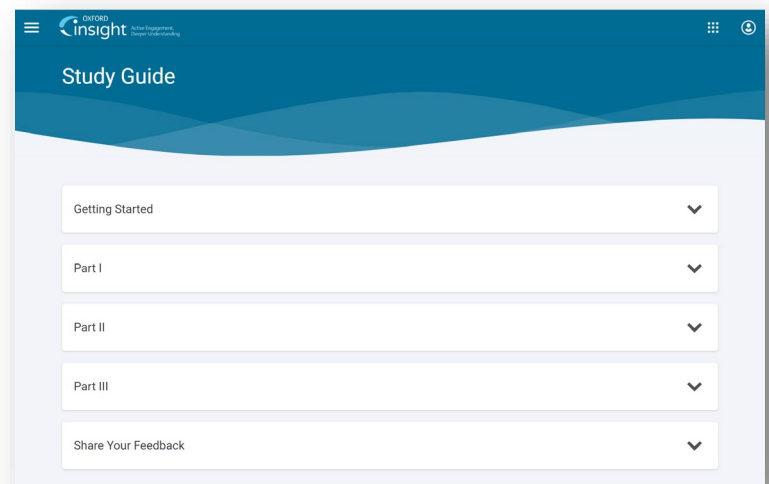
### Use Oxford Insight Study Guide to:

- 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** module in your Oxford Learning Cloud course
- 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!

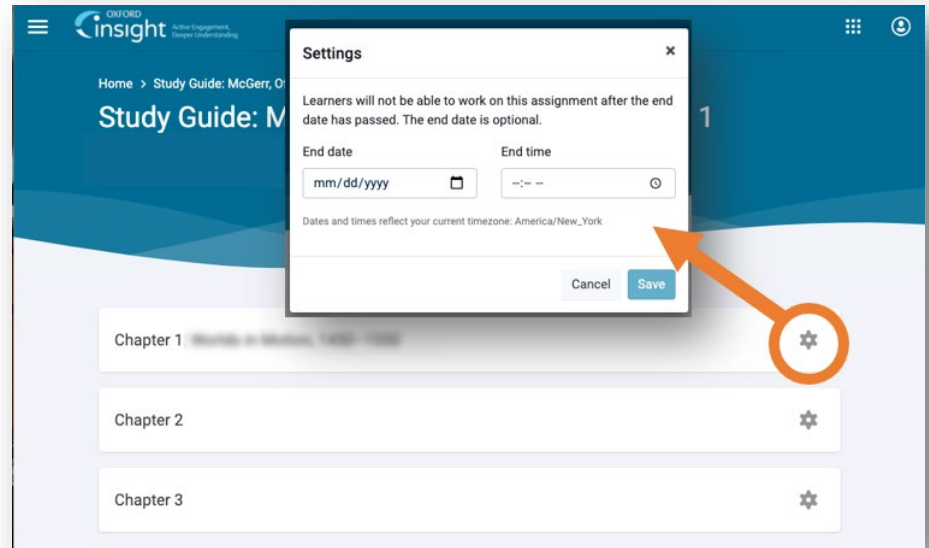


# INSTRUCTOR QUICK START GUIDE: OXFORD INSIGHT STUDY GUIDE (available for select titles)

## Assigning Content within Oxford Insight Study Guide

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

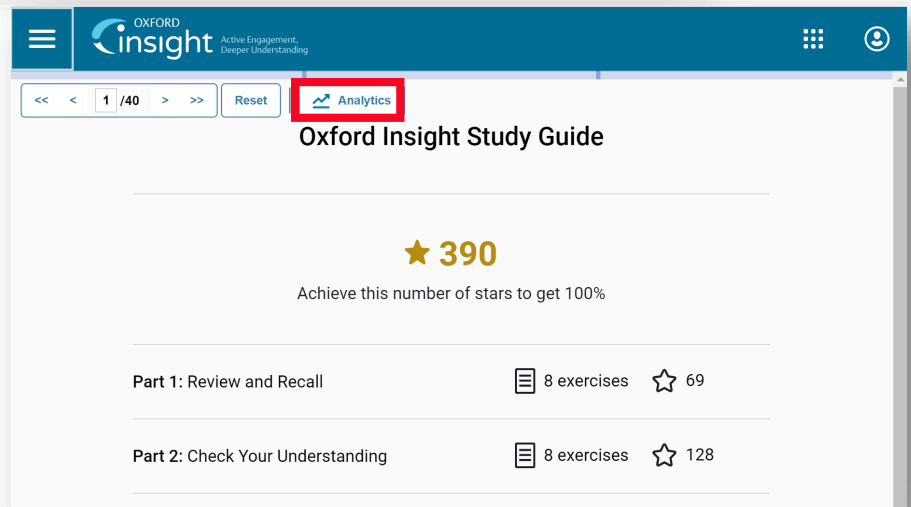
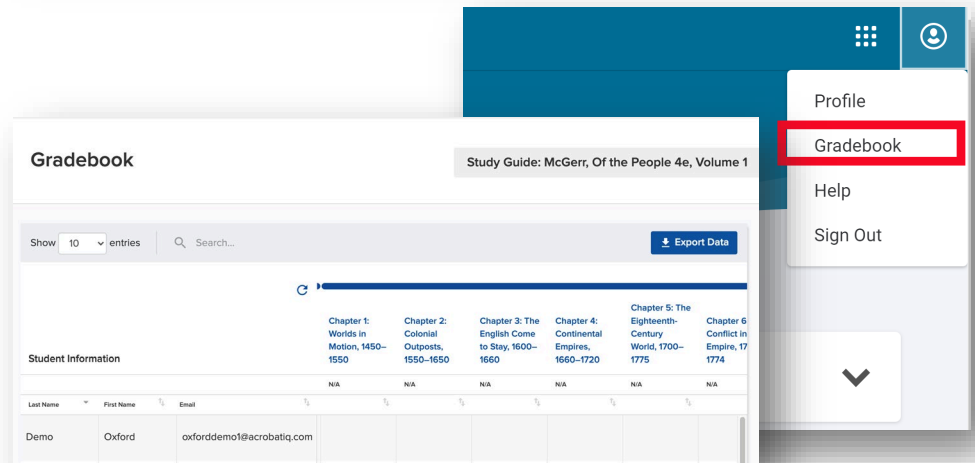
Students can not do work in an assigned chapter after the end date. They will only be able to access chapters past end dates in review mode.



## 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

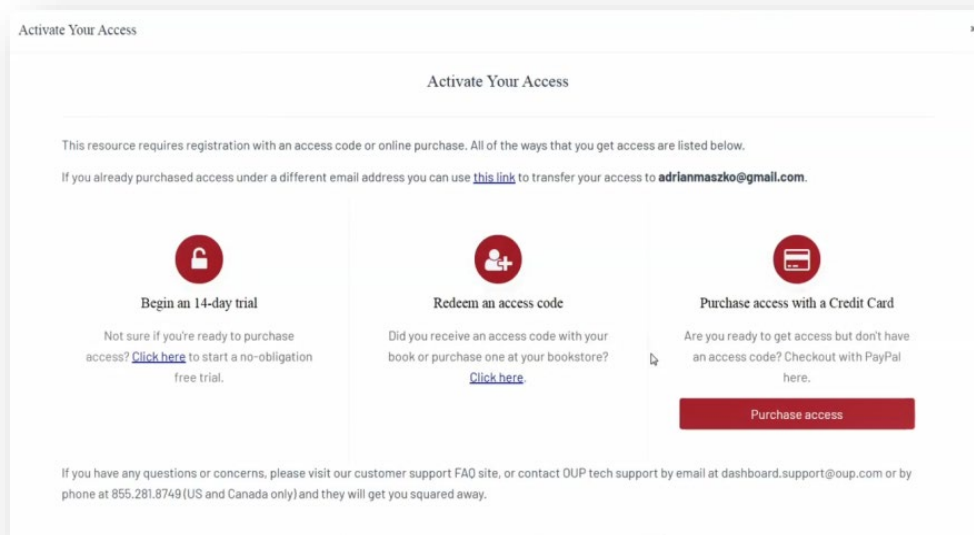
Have your students follow these 3 simple steps to register and begin using your Learning Cloud course!

### Step 1: Navigate & Login

- First, visit the unique URL for your Learning Cloud course provided by your instructor. For example: <https://oup.instructure.com/enroll/XXXXXX>
- Within your course, you'll be prompted to either login or create an OUP Instructure account.

### Step 2: Activate Access

- Once you login, you're in the course. However, the first time you encounter 'locked' content, you'll be prompted to gain access by entering a redemption code, purchasing access, or starting a free trial.



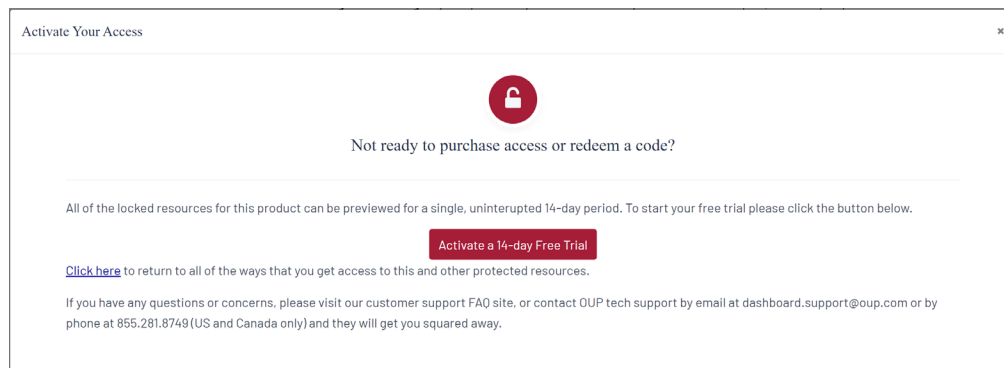
- **If you select “Redeem an access code”,** you’ll be prompted to enter the access code you received with the purchase of your book or through your bookstore and then hit “Redeem”. You’ll then have access for the duration of time denoted with the code.

Access cards in the printed book may refer to Oxford Learning Cloud by its former name, Dashboard. Note that unused Dashboard access code will still be valid for Learning Cloud.

- **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.

Note that a PayPal account is NOT required for this process. You may choose to use one or checkout as a guest.

- **If you select “Begin a trial”, you will have full access to your Learning Cloud 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

- After gaining access to ‘locked’ content, you’re now able to begin using Learning Cloud!

### Need help? Contact the Digital Support Team at:

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

**Email:** [LearningCloud.Support@oup.com](mailto:LearningCloud.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)



**Q: How do I adopt a new Learning Cloud course?**

**A:** Follow the **simple steps listed in the [Gaining Access](#)** section of this guide to register and begin using Learning Cloud.

**Q: How do my students access Learning Cloud?**

**A:** Have your students follow the **3 simple steps listed in the [Student Registration](#)** section of this guide.

**Consult your Oxford University Press representative** if you have questions about price and purchase options for your specific text.

**Q: Can I use Learning Cloud in my school's LMS?**

**A: Learning Cloud does not integrate with third party LMS systems, but grades can be exported from Learning Cloud for import into most major learning management systems.** However, we also offer separate course cartridges for many titles that can be imported directly into your school's LMS. Consult with your Oxford University Press representative if you have questions about whether a course cartridge or Learning Cloud is the best solution for your course.

**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:

**Contact Digital Support at:**

- **Website:** <https://oup.softwareassist.com/>
- **Email:** [LearningCloud.Support@oup.com](mailto:LearningCloud.Support@oup.com)
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**Q: Which internet browsers best support Learning Cloud use?**

**A:** Learning Cloud performs best when using internet browsers such as **Chrome or Firefox**. It is highly discouraged that you use Internet Explorer while running Learning Cloud.

**Q: How long will my students have access to my Learning Cloud course?**

**A:** For most Oxford titles, student enrollments have a duration of **180 days after redeeming an access code or purchasing access**. Please consult with your Oxford University Press representative if you are unsure about the title you have adopted.

**Q: How can I view my course as a student in Learning Cloud?**

**A:** To view your course as a student, **click on Student View from the home page**. To return to instructor view **click on Leave Student View** at the bottom of the student view.

**Q: How do I access my e-book?**

**A:** If your Learning Cloud course includes an interactive e-book—and most do—you will find it **on the course home screen**. To access the e-book, navigate to the Interactive e-book and then click on an e-book link. The e-book will likely open in a new Tab in your browser.

**Q: How do I set due dates for my course content?**

**A: To set a due date for a single item of content:**

1. Locate the item you wish to modify in your course content and click its title to launch the item.
2. Click on the Edit button on the upper right-hand side.
3. Add an Available from, Due, or Until date by clicking in the relevant field and entering the date.
4. When you are finished, click the Save button.

**Q: How do I upload my syllabus to Learning Cloud?**

**A: To add your syllabus to the course:**

1. Choose Syllabus on the left-hand side of the course page.
2. Click on the Edit button on the upper right-hand side to reveal the rich text editor.
3. Click on Upload a new file in the Files tab.
4. Click on the Browse button to find and choose your syllabus file. Then click on Open.
5. Click Upload to upload your syllabus and add it as a link to the rich text editor.
6. The file is uploaded and saved automatically.

**If you want your syllabus to automatically display inline on the syllabus page:**

1. Double-click on the syllabus link in the rich text editor to highlight it.
2. Click on the Link to URL toolbar icon (chain links) to reveal link options.
3. Select the Auto-open the inline preview for this link Option.
4. Click on Update Link.

**To remove the file later,** click the Edit button on the syllabus page and delete the link from the rich text editor.