

Course Readiness Checklist

Adler

Welcome to Oxford Learning Link Direct from Oxford University Press! The time-table for the following checklist is based on best practices for implementation; however, 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*)

- Create a username and password for Oxford Learning Link: <https://oup-arc.com/signin>
- Download the interoperable course cartridge associated with your Oxford text from the Learning Link at <https://oup-arc.com/access/adler-uhc14e-student-resources>
 - Hand this file 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 for *Understanding Human Communication*
- 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 register for access to the digital learning resources for *Understanding Human Communication* and distribute student support documentation
 - Need student registration and other resources for the first day of class? Check out your title's resource hub here: <https://oup-arc.com/access/adler-uhc14e>
- 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 register for access to Oxford's premium digital learning resources for *Understanding Human Communication* 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 more help? Contact our Digital Support Team at:

- **Email:** LearningLinkDirect.Support@oup.com
- **Phone:** 855-281-8749
- **Website:** <https://oup.softwareassist.com/>