

Course Readiness Checklist

Cooper

Welcome to Learning Cloud by Oxford University Press (formerly known as Dashboard)! The following timetable 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!

Course Set Up (*approx. 6 weeks prior to start of term*)

- Request access to a Cooper Learning Cloud demo course from your local Sales Representative
- Once you have access to the Cooper Learning Cloud demo course, request your own course from the home page in your demo course.
 - If you already have Learning Cloud courses, request additional courses from the home page of your existing course.
- Review the Instructor Quick Start Guide and how-to videos (coming soon)
- Bookmark the Oxford University Press [Support Customer Portal](#)
- Make any necessary course modifications, including setting the proper time zone

First Day of Class Lead 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
- Update/finalize your syllabus to ensure that it includes information about your Cooper Learning Cloud course and how students can register
- A few days before the first day of class, encourage enrolled students to register for access to your Cooper Learning Cloud course and distribute student support documentation
- Print, upload, and/or email out 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 your Cooper Learning Cloud course and distribute student support documentation
- Present the Student Quick Start Guide presentation to register students in class and review why registering is important for student success in your course
- Make sure students are familiar with their purchase options

Need more help? Contact the Digital Support Team at:

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