

By The People

FIFTH EDITION

Welcome to Oxford Learning Cloud, formerly known as Dashboard, 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](#)
- [Getting Acquainted with Your Resources](#)
- [Student Registration](#)
- [Instructor FAQ](#)

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 or [click here](#) to find out.
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 demo 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 under the heading 'JT 1eDEMO > Modules'. The 'Welcome Material' section includes 'Getting Started for Students' and 'Getting Started for Instructors'. The 'Instructor Resources (please see note below)' section is highlighted with a red box and contains the link 'Adopt this Dashboard Course for your classes', which is also pointed to by a red arrow. Below this link is another resource: 'Instructions for Using the Instructor Resources'. At the bottom of the screenshot, a blue callout box contains the following text:

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:

Email: LearningCloud.Support@oup.com

Phone: 855-281-8749

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

Digital Support Hours:

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

What You'll Find in Your Course

Now that you've received confirmation from Oxford's Digital Support that your Learning Cloud course is ready for use, you can begin exploring your new course!

Instructor access to Learning Cloud for *By The People*, Fifth Edition includes:

- **Oxford Insight Study Guide**, a personalized digital learning tool that reinforces key concepts from the text and encourages effective reading and study habits. This resource is designed to drive student engagement and optimize learning. See pp. 7-8 of this guide for details
- **An Enhanced eBook** that combines high quality text content with multimedia and self-assessment activities to deliver a more engaging and interactive learning experience.
- **Instructor's Manual**
- **Computerized Test Bank** provided in Diploma format (software included), making it easy to quickly assemble exams using any combination of publisher-provided and custom questions. It includes the Companion Website quiz questions.
- **Test Bank**
- **Downloadable lecture and art PowerPoint slides**
- **15 videos** (approximately 5-10 mins each) focusing on recent and timely issues that are related to chapter topics in the text.
- **All of the student resources detailed on the following page**

The screenshot shows a vertical navigation menu on the right side of a dark blue interface. The menu items are listed in a light blue font. On the left side of the menu, there are several icons and labels for different sections: Account (person icon), Admin (shield icon), Dashboard (circular arrow icon), Courses (book icon), Calendar (calendar icon), Inbox (envelope icon), and Help (question mark icon).

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Quizzes
- Modules
- Conferences
- Collaborations
- Studio
- Settings

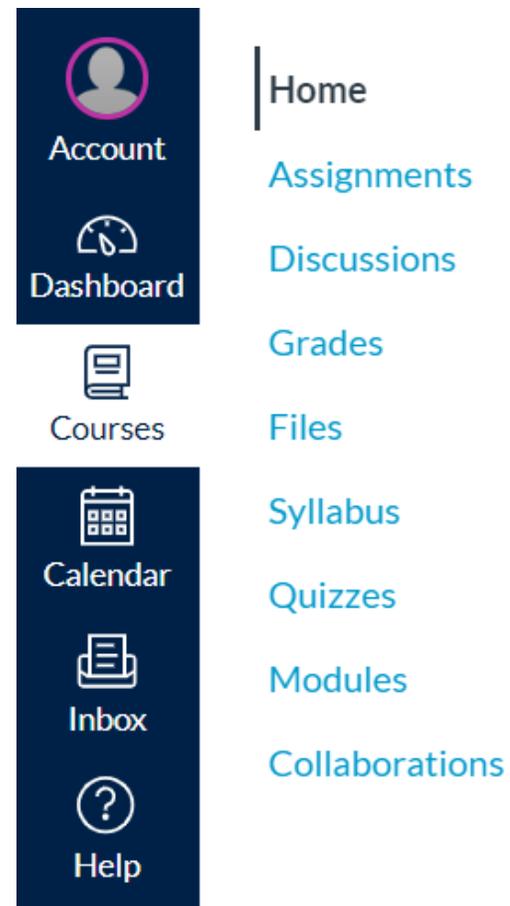
What Your Students Will Find

Your students will be presented with a very similar interface to your own. However, you'll notice that students will have access to slightly different materials.

Student access to Learning Cloud for *By The People*, Fifth Edition includes:

- **Oxford Insight Study Guide**, a personalized digital learning tool that reinforces key concepts from Oxford texts and encourages effective reading and study habits.
- **Issue Navigator Features** offering an interactive way to explore data related to major issues in American politics today, allowing students to reflect on the sources of their own views and opinions.
- **NEW! Threaded Message Board Activities** that encourage civil debate on key topics presented in the Issue Navigators.
- **Interactive Media Activities** that reinforce key concepts with real-world situations, allowing students to be decision makers in political issues.

(CONTINUED ON NEXT PAGE)



***NOTE:** activities and quizzes completed in the eBook are for self-study and do NOT report to a gradebook. Results will only be recorded for assessments assigned and accessed through your LMS Home or Assignments screen.

What Your Students Will Find

Your students will be presented with a very similar interface to your own. However, you'll notice that students will have access to slightly different materials.

Student access to Learning Cloud for *By The People*, Fifth Edition includes:

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- **Media Tutorials** presenting videos that address important contemporary issues, including civil rights, political participation, interest groups, executive orders, free trade and protectionism, and more.
- **NEW! “In the News” online features** that bring current news stories into the classroom with a new story offered each week.
- **Chapter Quizzes**—including both multiple-choice and essay questions—that test students’ grasp of the material.
- **Flashcard activities** that review and reinforce the many new terms introduced in each chapter
- **Key Terms Quizzes**
- **PowerPoint Presentations**
- **Videos and Weblinks**
- **Practice Tests**
- **Essay Questions**



Home

Assignments

Discussions

Grades

Files

Syllabus

Quizzes

Modules

Collaborations

***NOTE:** activities and quizzes completed in the eBook are for self-study and do NOT report to a gradebook. Results will only be recorded for assessments assigned and accessed through your LMS Home or Assignments screen.

Using Oxford Insight Study Guide

Your Oxford Learning Cloud course incorporates Oxford Insight Study Guide, a powerful, personalized digital learning tool designed to optimize your students' learning.

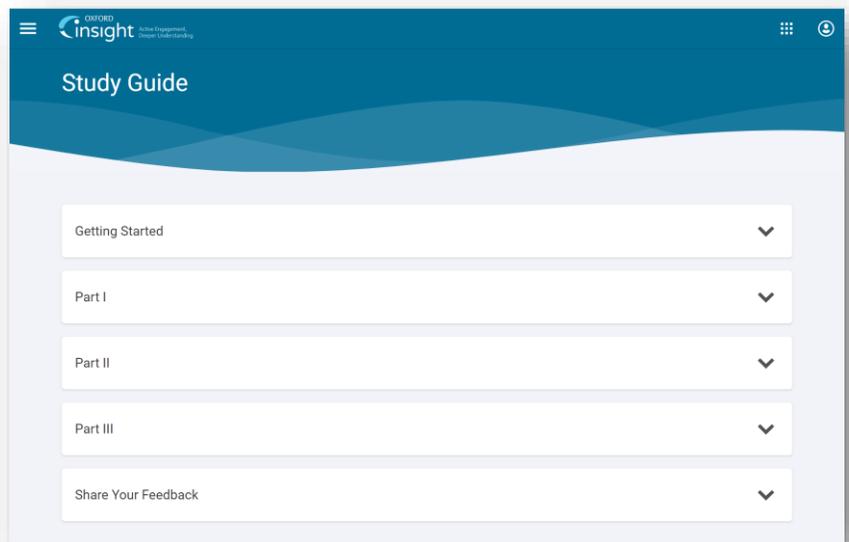
Use Oxford Insight Study Guide to:

- 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!

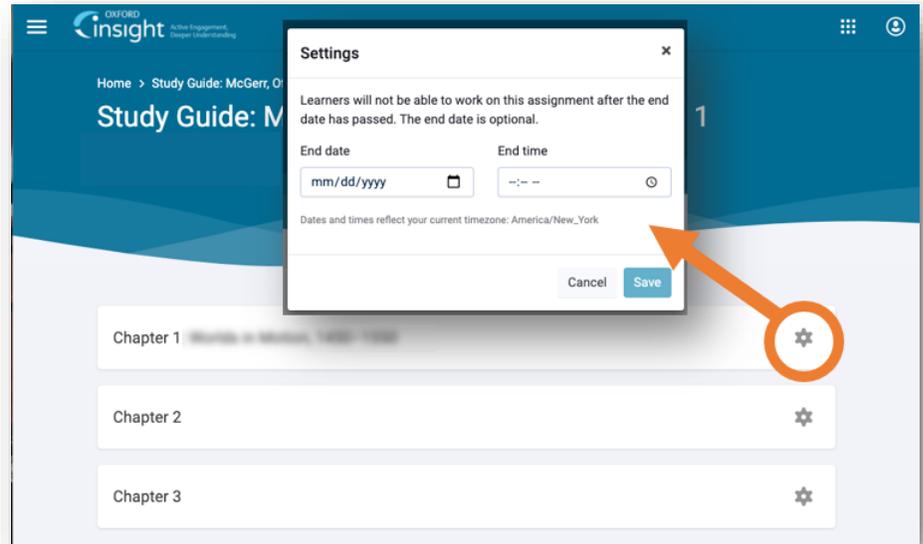


INSTRUCTOR QUICK START GUIDE: GETTING ACQUAINTED WITH YOUR RESOURCES

Assigning Content within Oxford Insight Study Guide

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

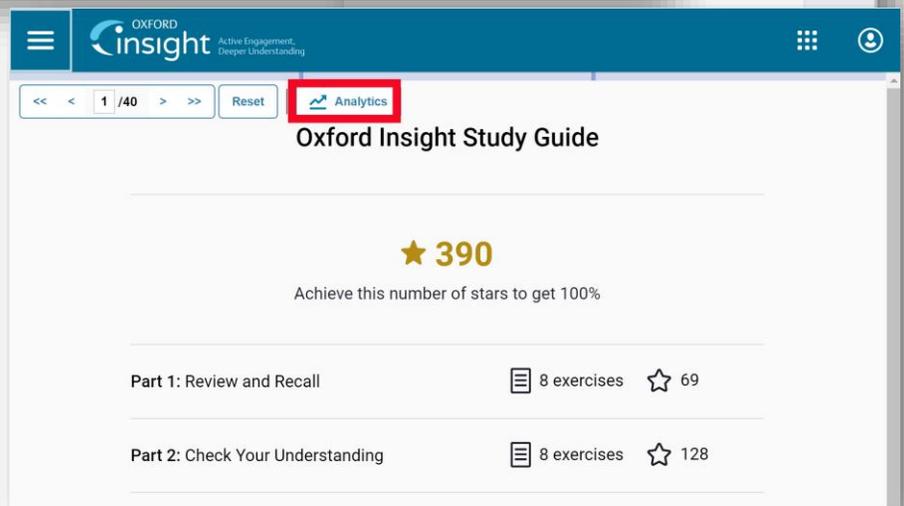
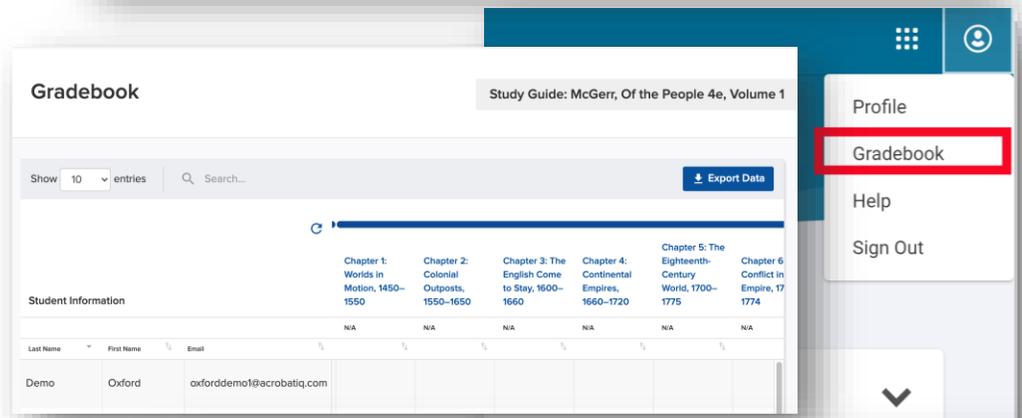
Students can not do work in an assigned chapter after the end date. They will only be able to access chapters past end dates in review mode.



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

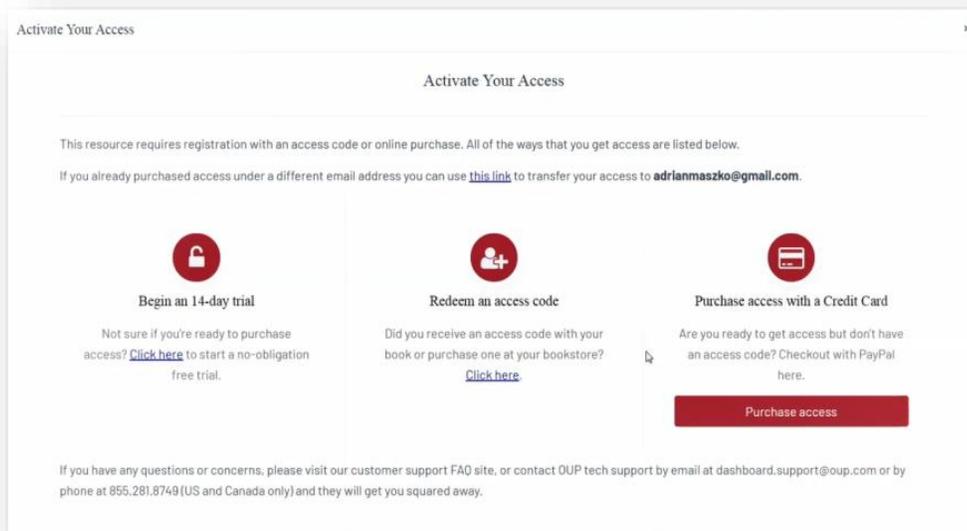
Have your students follow these 3 simple steps to register and begin using your Learning Cloud course!

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.



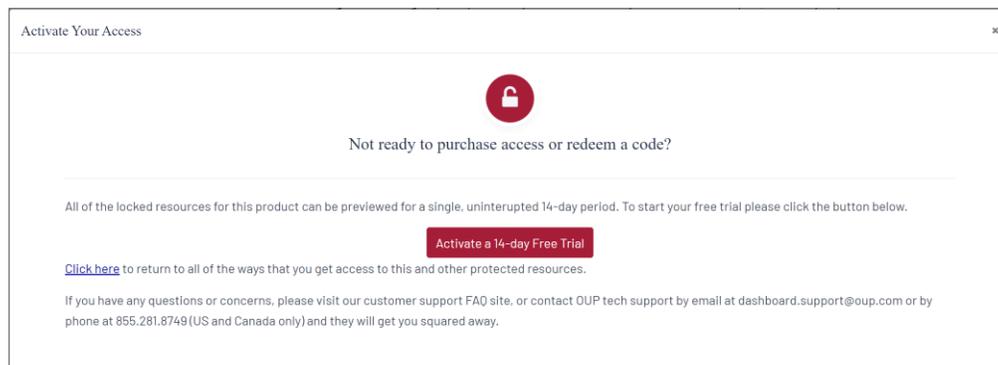
- If you select **“Redeem an access code”**, you’ll be prompted to enter the access code you received with the purchase of your book or through your bookstore and then hit **“Redeem”**. You’ll then have access for the duration of time denoted with the code.

Access cards in the printed book may refer to Oxford Learning Cloud by it’s 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 no PayPal account is 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:

Email: LearningCloud.Support@oup.com

Phone: 855-281-8749

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

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.

A **Student Quick-Start Guide** with full registration instructions is also available at <https://learninglink.oup.com/access/morone5e>

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: Is student access to Learning Cloud included with their copy of the book?

A: Yes! All new print and digital copies of the text automatically include a one-time-use access code that allows students to unlock Learning Cloud for no additional cost. Access cards in the printed book may refer to our cloud-based learning platform by its former name, Dashboard, but unused access code will still be valid for Learning Cloud.

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:

- Email: LearningCloud.Support@oup.com
- Phone: 855-281-8749
- Website: <https://oup.softwareassist.com/>
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Q: How long will my students have access to my Learning Cloud course?

A: All student enrollments have a duration of 180 days after redeeming an access code or purchasing

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 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.

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: 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.