

# Course Readiness Checklist

## Jacobs/Townsley

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**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 here: <https://oup-arc.com/signin>
- Download Learning Link Direct for Oxford text from the Learning Link at <https://oup-arc.com/access/jacobs-townsley-instructor-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 *Living Sociologically: Concepts & Connections*
- 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 *Living Sociologically* 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/jacobs-townsley>
- 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 *Living Sociologically* 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](mailto:LearningLinkDirect.Support@oup.com)
- **Phone:** 855-281-8749
- **Website:** <https://oup.softwareassist.com/>