

**Welcome to Oxford Learning Link Direct!** 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://learninglink.oup.com/signin>
- Download Learning Link Direct course package for your Oxford text from the Learning Link at <https://learninglink.oup.com/access/vaughn-concise2e>
  - 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 on Learning Link
- 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 activate their access to the Oxford materials and distribute student support documentation. A Student Quick Start Guide and other "Getting Started" resources will be included with the Oxford material integrated into your course.
- 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 activate their access to the Oxford materials 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 help? Contact the Oxford University Press Digital Support Team at:**

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