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Instructor Quick Start Guide:

Getz, Uncovering History

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Introduction

Welcome to *Uncovering History*, powered by 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 course.

Who We Are

At **Oxford University Press**, **content comes first**. We create high-quality, engaging, and affordable digital material in a variety of formats and deliver it to you in the way that best suits the needs of you, your students, and your institution.

What We Offer

***Uncovering History*, powered by Oxford Learning Cloud**, provides tools History instructors can use to teach historical thinking skills. These **pre-built modules** provide a learning experience that instructors can use “off the shelf” to guide students to “do history”. A **built-in gradebook, accompanied by varied writing-based assessments**, will track how students are encountering historical problems, engaging in enquiry, and using evidence in response.

Uncovering History was designed to be **streamlined, intuitive**, and as **clear** as possible. Learning Cloud is supported and administered by Oxford University Press, so you can focus on teaching rather than IT support.



Instructor FAQ

Instructor FAQ

Welcome to *Uncovering History*, powered by Oxford Learning Cloud! Learning Cloud is a cloud-based learning and assessment platform that delivers a simple, informative, and mobile-friendly experience for professors and students. This Instructor FAQ will address some frequently asked questions to help you get off to a smooth start this term.

Q: How do I adopt *Uncovering History*?

A: Follow the **simple steps listed in the [Gaining Access](#)** section of this guide to register and begin using *Uncovering History*.

Q: How do my students access *Uncovering History*?

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.

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

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**.

Instructor FAQ

Q: Can I use *Uncovering History* in my school's LMS?

A: If your institution uses **Canvas, Blackboard, D2L/Brightspace, or Moodle**, we offer a **single-sign on experience** for *Uncovering History* through **Learning Cloud Direct**.

More details on this process can be found in the [Setting Up Single Sign-On](#) section of this guide.

Q: Can I grade *Uncovering History* assignments in my school's LMS?

A: Single sign-on offers a direct link to the course from your LMS, but **all activity in *Uncovering History* must be completed in Learning Cloud** for both students and instructors. At the end of the semester, we encourage you to export grades from Learning Cloud and import it into your LMS.

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/>
- **Digital Support Hours:**
 - Monday–Friday: between 9:00am–11:00pm (EST)
 - Saturday: between 11:30am–8:00pm (EST)
 - Sunday: between 11:30am–11:00pm (EST)

Instructor FAQ

Q: How can I view my course as a student in *Uncovering History*?

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 upload my syllabus to *Uncovering History*?

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 Choose File 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 or select 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.

Instructor FAQ

Q: How do I choose which modules I will use in my course?

A: Details on this process can be found in the [Setting Up Your Course](#) section of this guide.

Q: How do I change the point values for the assessments?

A: To change the point values of any of the end-of-part assessments:

1. Click into the assignment you would like to edit
2. Click "edit" on the upper right-hand corner.
3. Click on the "Questions" tab (you will start in the "Details" section)
4. Hover over the right side of a question until you see a pencil icon. Select the pencil icon.
5. Change the point number, indicated by "pts" on the right-hand corner of the question.
6. Click "Update Question" at the bottom of the question.
7. Repeat steps 4 – 6 until you edit all the questions you want in the assignment, then hit "Save" at the bottom of the page.

Q: If a student opens and/or begins a quiz or written assignment, then leaves that quiz or written assignment without finishing, can they return to complete that quiz or written assignment?

A: **Yes!** Progress is automatically saved by Learning Cloud. If possible, the student should double-check the last saved time by scrolling to the bottom of the Assignment page (next to the Submit button) before leaving the page.

Q: Are there instructor materials?

A: For your convenience, **the top of the module include links to instructor materials (an instructor's manual, grading rubrics, and powerpoints).**

These materials can be viewed and often downloaded by you, the instructor. However, they cannot be accessed by students, even if marked as "published" in the course. If you wish to make an instructor resource visible to students, you should download the resource and then post it to a student module.

Instructor FAQ

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 a Due date and the optional Available from and Until dates by clicking in the relevant fields
4. When you are finished, click the Save button.

Q: How do I set dates for when modules are available for my students?

A: To make certain modules locked until a specified date:

1. Locate the module you wish to lock.
2. Select the three horizontal dots on the right-hand side, then select "Edit."
3. Select "Lock until" and choose your specified date.
4. Select "Update Module."

Q: How do I set my time zone?

A: To set your time zone:

- Click on Account in the upper left-hand corner and then choose Settings.
- Click on Edit Settings on the right-hand side
- Choose the appropriate Time Zone.
- When you are finished, click the Update Settings button.

Q: Which internet browsers best support *Uncovering History*?

A: Learning Cloud, which powers *Uncovering History*, works best with **Chrome** and **Firefox**. Use of Internet Explorer is strongly discouraged.

Instructor FAQ

Q: How can I check on my student's progress?

A: The “**People**” tab on the left side will let you see their time in the module, pull interactions reports, select specific students to pull access reports, and even act as those students. The “**Grades**” tab will allow you to view the written assignments students have submitted.

You can also sign up for a variety of notifications at <https://oup.instructure.com/profile/communication>.

Q: What do I do if I am having problems logging in?

A: If you cannot remember your password, you can follow the “[Forgot your password?](#)” link on the [Learning Link login page](#) to recover your password. Enter your username and press submit and you will receive a password reset email to the email address associated with your account.

If you do not receive the email in a few minutes, this could be because:

- You mistyped your username
- Your account's email address is not set or is incorrect
- The email was delayed or routed to your junk email folder

Check your Spam and Junk folders for the email. If you cannot find it you will need to contact Digital Support. The fastest way to get a response is by [submitting a new incident](#).

Please be sure to include your Learning Cloud username in your request.

Gaining Access

New Users: How to Gain Access to Your Learning Cloud Course

Gaining access to your *Uncovering History* course for the first time? **Follow these few simple steps:**

1. Request access to an ***Uncovering History* 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 an *Uncovering History* demo course, you can **request your own course** from the home page in your demo course.
3. Click on the first link labeled “**Adopt Uncovering History for your class**” and you will be brought to our course creation request form.

The screenshot shows the Learning Cloud interface for a course titled "UWH V1 DEV". The left sidebar contains navigation icons for Home, Assignments, Discussions, Grades, People, Modules, Rubrics, Quizzes, Announcements, Pages, Outcomes, Files, and Syllabus. The main content area displays a list of modules:

- Home
- Assignments
- Discussions
- Grades
- People
- Modules
- Rubrics
- Quizzes
- Announcements
- Pages
- Outcomes
- Files
- Syllabus

The main content area shows the following modules:

- Welcome Material (Status: Complete)
- Getting Started for Instructors (Status: Not Started)
- Getting Started for Students (Status: Complete)
- Instructor Resources (please see note below) (Status: Not Started)
- Instructions for Using the Instructor Resources (Status: Not Started)
- Adopt Uncovering History, Volume 1 for your classes (Status: Not Started)

The "Adopt Uncovering History, Volume 1 for your classes" module is highlighted with a red box.

Gaining Access

Thank you for your interest in adopting.
We require some more information about your course
and institution before we can process your adoption.

[Click here to complete the registration form](#)

4. Follow the prompts to access, complete, and submit the 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.

Need more 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)

Gaining Access

Returning Users: How to Gain Access to a New *Uncovering History* Course

Already have access to *Uncovering History* but need to access a new course?
Follow these few simple steps:

1. If you already have *Uncovering History* courses, you can **request additional courses** from the home page of your existing course.

The screenshot shows a course management interface for 'UWH V1_DEV > Modules'. On the left is a dark sidebar with navigation icons for Home, Assignments, Discussions, Grades, People, Modules, Rubrics, Quizzes, Announcements, Pages, Outcomes, Files, and Syllabus. The main content area has a 'View Progress' button and a '+ Module' button. Below these are two expandable sections: 'Welcome Material' and 'Instructor Resources (please see note below)'. The 'Welcome Material' section contains three items: 'Welcome Material' (checked), 'Getting Started for Instructors' (unchecked), and 'Getting Started for Students' (checked). The 'Instructor Resources' section contains three items: 'Instructor Resources (please see note below)' (unchecked), 'Instructions for Using the Instructor Resources' (unchecked), and 'Adopt Uncovering History, Volume 1 for your classes' (unchecked). The last item is highlighted with a red rectangular box.

Module Name	Status
UWH V1_DEV > Modules	
Home	
Assignments	
Discussions	
Grades	
People	
Modules	
Rubrics	
Quizzes	
Announcements	
Pages	
Outcomes	
Files	
Syllabus	
View Progress	+ Module
▼ Welcome Material	✓ + ⋮
Ⓜ Getting Started for Instructors	⊘ ⋮
Ⓜ Getting Started for Students	✓ ⋮
▼ Instructor Resources (please see note below)	⊘ + ⋮
Ⓜ Instructions for Using the Instructor Resources	⊘ ⋮
Ⓜ Adopt Uncovering History, Volume 1 for your classes	⊘ ⋮

Gaining Access

Thank you for your interest in adopting.
We require some more information about your course
and institution before we can process your adoption.

[Click here to complete the registration form](#)

2. Click on the first link, “**Click here to complete the registration form**” and you will be brought to our course creation request form.
3. At the bottom of the form, you will **see instructions for existing users**. When you’re finished, hit “Submit” to turn in your request.

If you are an existing user, would you like us to copy your previous course or provide you the default course?

- Please copy my course from the previous term.
- Please provide the unmodified default course.

Are you an individual adopter or the course administrator in charge of other instructors?

- I am an individual adopter
- I am a course administrator

Special Instructions

Submit

Setting Up Single Sign-On

Setting Up Single Sign-On in your LMS Course

Want to set up single-sign on access to your *Uncovering History* course through your institution's LMS course? If your institution uses **Canvas**, **Blackboard**, **D2L/Brightspace**, or **Moodle**, we're happy to help!

Follow these few simple steps:

1. Make sure your Oxford Learning Cloud courses for Uncovering World History are set up, and you have received your personalized URLs for your course(s). Keep in mind the personal unique identifier at the end of the URL; this should be four numbers.
2. Reach out to your sales representative about single sign-on access. At this time, our digital team will be personally involved in single sign-on integration.
3. Our digital team will reach out and walk you through installing the single sign-on package into your LMS.
4. Once the single sign-on link is installed, our digital team will direct you to modify the URL provided. The different learning management systems have different ways of allowing you to edit this link, but you will edit the ending that says "COURSE_ID" and replace it with the four numbers from your personalized course URL from step 1.
5. **Your students are ready to enroll!**

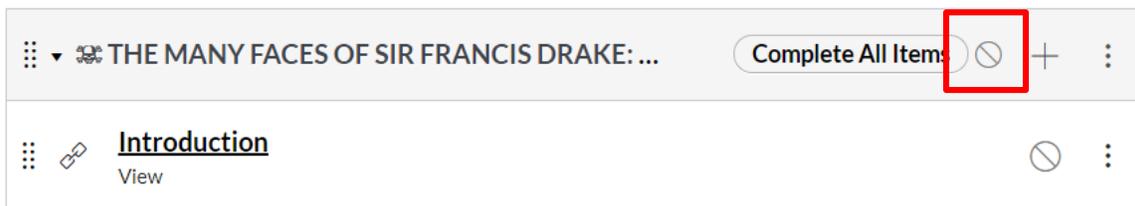
Note: Grades can be exported from Learning Cloud for import into most major learning management systems.

Setting Up Your Modules

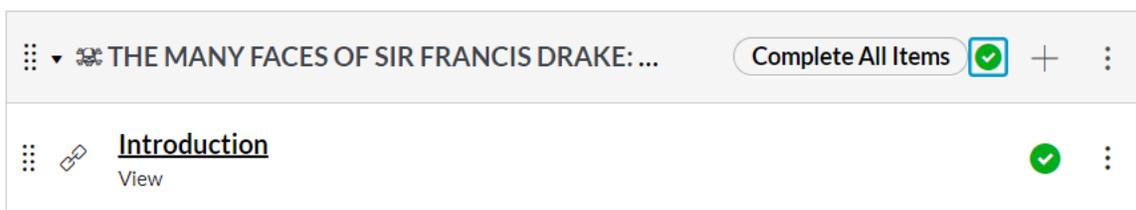
Setting Up Your Uncovering History Course

When you receive your *Uncovering History* course, you will need to choose which modules you would like to assign to your students. **Follow these few simple steps:**

1. In your *Uncovering History* course, click on “Modules” on the left side.
2. Scroll down the page and look for the modules you want to assign.
 - Click the circle with a line in the grey header bar:



- The module will be “Published”, indicated by a green checkmark:



3. Repeat step 2 for “Further Resources” and “End”, and for each module you would like to assign.
4. Navigate to “Home” on the left side, which should be the “Welcome to Uncovering History” front page.
 - Click “Edit.”
 - Within the text box, remove the names of the modules you are not assigning.
 - Click “Save.”

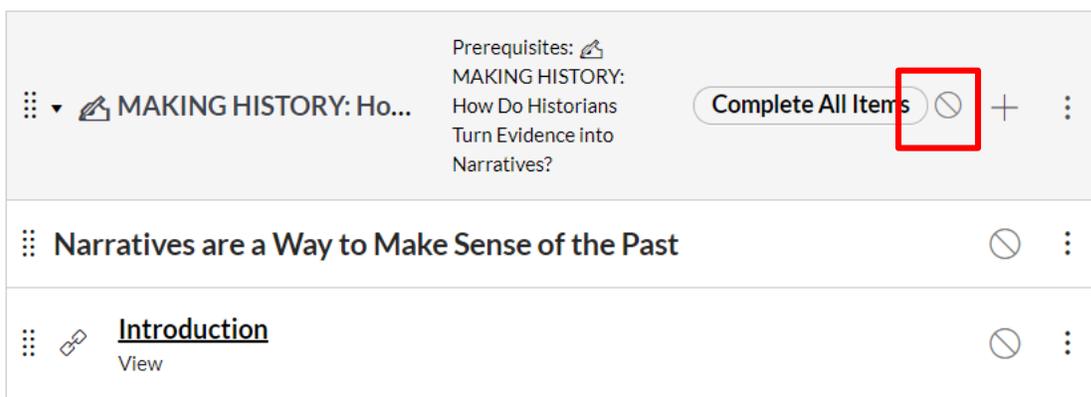
5. Your modules are now set up!

Setting Up Your Modules

Setting Up “Making History: How Do Historians Turn Evidence into Narratives?”

When you receive your *Uncovering History* course, you will need to choose which modules you would like to assign to your students. Unlike the other modules, “Making History” is designed for a more granular picking and choosing of elements and activities to assign. **Follow these few simple steps:**

1. In your *Uncovering History* course, click on “Modules” on the left side.
2. Scroll down the page and look for the specific sections of “Making History” you want to assign, **though you must assign the Introduction**. Then, follow the same steps as you would to publish the other modules as detailed on Page 14.



3. Navigate to “Making History: How Do Historians Turn Evidence into Narratives? Table of Contents”, either through the front page or the “Pages” tab on the left-hand side.
 - Click “Edit.”
 - Within the text box, remove the names of the elements and activities you are not assigning.
 - Click “Save.”
4. **“Making History” is now set up!**

Student Registration

How Students Will Register for Your Course

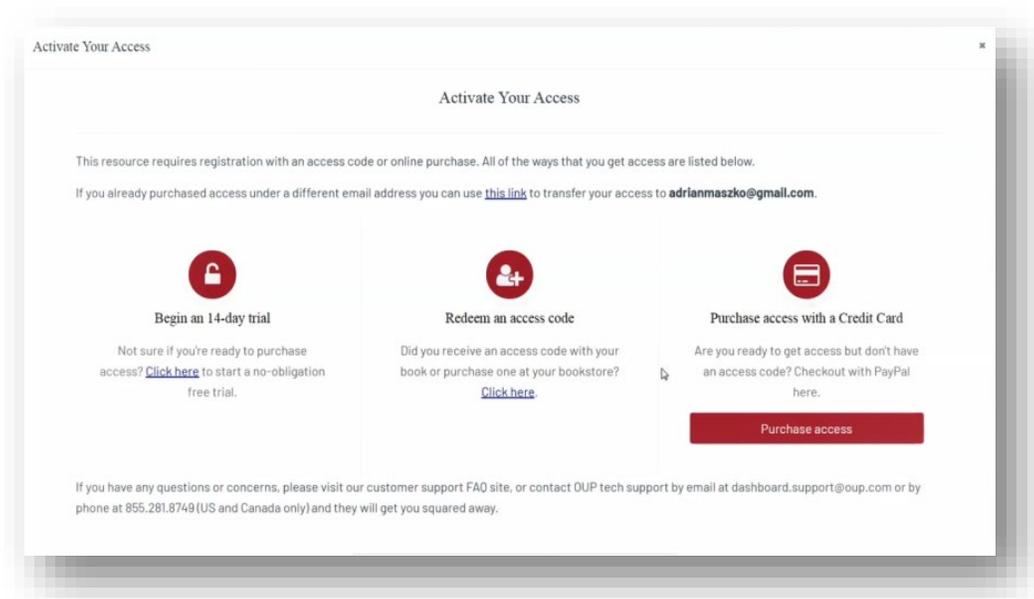
Have your students follow these 3 simple steps to register and begin using your Learning Cloud course!

Step 1: Navigate & Login

- First, either:
 - Visit the unique URL for your *Uncovering History* course provided by your instructor.
 - For example: <https://oup.instructure.com/enroll/XXXXXX>
 - Or, if you are accessing *Uncovering History* through your school's LMS course, they will point you to where to go in your LMS course.
- Within the course, you'll be prompted to either login or create a Learning Cloud 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.



Student Registration

- If you select “Redeem an access code”, you’ll be prompted to enter the 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.

Activate Your Access

Did you receive an access code with your book or purchase one at your bookstore?

Your access code is 16 characters, not including hyphens, and is not case sensitive. Access codes may typically only be redeemed only once. If you purchased a used book or rented a book, the previous owner may have already redeemed the code. If so, you can still purchase access here using your credit card or ask your local bookstore if they stock standalone access code cards.

xxxxxxxx-xxxxp0000

Redeem

[Click here](#) to return to all of the ways that you get access to this and other protected resources.

If you have any questions or concerns, please visit our customer support FAQ site, or contact OUP tech support by email at dashboard.support@oup.com or by phone at 855.281.8749 (US and Canada only) and they will get you squared away.

Access cards may refer to Oxford Learning Cloud by its former name, Dashboard. Note that unused Dashboard access code will still be valid for Learning Cloud.

Student Registration

- 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 for you already.
 - When you’ve finished entering your information, click “Continue”.

Activate Your Access x



Are you ready to get access but don't have an access code? [Checkout with PayPal here.](#)

Complete the form below to complete your purchase on PayPal.com. No account is required for this process, you may choose to use one or checkout as a guest. If you meant to redeem an access code to access these protected resources please click [here](#).

<input type="text" value="I"/>	<input type="text"/>
<input type="text"/>	By the People Brief 4e Student Resources

Country: State/Province/Region:

City	Address	Zip/Postal Code
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I'm not a robot  [Privacy - Terms](#)

Student Registration

- You'll then see a purchase summary screen. Continue on to purchase access through PayPal.
- If you select "Begin a trial", you'll be prompted to redeem an access code or purchase access if you attempt to access locked content after the completion of the trial period.

Step 3: Use

- After gaining access to 'locked' content, you're now able to begin using *Uncovering History!*

**Need more help?
Contact the Digital Support Team at:**

Email: learningcloud.support@oup.com

Phone: 855-281-8749

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

Implementation Checklist

Instructor Implementation Checklist

The following time-table is based on best practices for implementation; however, if you need to implement these steps 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 Volume 1 or Volume 1 of the *Uncovering History* demo course, powered by Learning Cloud from your local Sales Representative
- Once you have access to the *Uncovering History* demo course, request your own course from the home page in your demo course.
 - If you already have an *Uncovering History* course from a previous semester, request additional courses from the home page of your existing course.
- Review the Instructor Quick Start Guide and how-to videos Bookmark the Oxford University Press [Support Customer Portal](#)
- Make any necessary course modifications, including setting the proper time zone.

First Day of School Lead Up (approx. 4 weeks prior to start of term)

- Select which modules you would like to assign
- Set due dates and point values for assignments and assessments
- Review/modify your course settings
- If you are linking the course to your LMS, get set up following our [Setting Up Single Sign-On](#) section of the guide.
- Update/finalize your syllabus to ensure that it includes information about your *Uncovering History* course and how students can register
- A few days before the first day of class, encourage enrolled students to register for access to your *Uncovering History* course and distribute student support documentation
- Print, upload, and/or email out any course documents students will need for the first day of class

Implementation Checklist

First Day of Class

- Send a follow-up email encouraging all enrolled students to register for access to your *Uncovering History* 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



Uncovering
History