

**Welcome to Learning Cloud by Oxford University Press!** The following time-table is based on best practices for implementation. 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*)

- Request your course
  - If you are a first-time user**, [contact your local Oxford University Press representative](#) to request an Oxford Learning Cloud course for your title. If you already have access to a Learning Cloud demo course for your text you can also request your own course from the home page in your demo course.
  - If you are a returning user**, you may request additional courses from the home page of your existing course.
- Review the Instructor Quick Start Guide and other instructor resources
- Bookmark the Oxford University Press [Digital Support Portal](#)
- Make any necessary course modifications, including setting the proper time zone

### 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
- Update/finalize your syllabus to ensure that it includes information about your Learning Cloud course and how students can register
- A few days before the first day of class, share your course-specific Learning Cloud registration link and support information with your enrolled students. The Student Welcome Email Template in your Getting Started resources will help you with this.
- 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 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 your students know to contact Oxford's Digital Support team with any technical questions or difficulties. Support information can be found on the [Digital Support Portal](#) and below, as well as in your instructor and student quick start guides and other welcome resources.

### Need help? Contact the Digital Support Team at:

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

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

**Phone:** 855-281-8749

**Digital Support Hours:**

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