Oxford Learn
Getting started guide

Welcome to the Getting started guide for Oxford Learn

This guide will help you through the first steps to using Oxford Learn with your students - from creating your Oxford ID, through to teaching your first class.

First, read about the different roles available on Oxford Learn and decide what type of account you need. Then, go to the relevant section to find all the information you need to get started.

Which account is right for you?

There are three different teacher roles on Oxford Learn. Each role can access different class and user management options. Use the information on this page to help you decide which role you need.

Organization administrator

With this role, you can access all of the administrator tools on Oxford Learn. You can manage classes and courses, set up students and teachers within your organization and manage your organization settings.

Use this option if:

- You are a teacher who manages all of your own online classes and students.
- You are an administrator who has been asked to set up an Oxford Learn account for your school or institution.
- A colleague has given you a joining code starting with the letters OA.

Go to page 3

Teacher administrator

With this role, you can manage classes, courses, students and teachers within an organization account.

You need a joining code to register as a Teacher administrator.

Use this option if:

- A colleague has given you a joining code starting with the letters TA.

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Teacher

A Teacher can manage classes and track students' course progress on Oxford Learn.

You need a joining code to register as a Teacher.

Use this option if:

- A colleague has given you a joining code starting with the letter T.

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Organization administrator

With the Organization administrator role, you can access all of the administrator tools on Oxford Learn. This means that you can manage classes and courses, set up students and teachers within your organization and manage your organization settings.

Getting started

There are six steps to get started with Oxford Learn:

① Register or sign in at www.oxfordlearn.com

② Set up an organization account

③ Set up teachers and administrators

④ Set up a class for your students and link the course you are teaching to the class

⑤ Add students to the class

⑥ Start teaching the course

Manage classes	
Access your classes	✔
Create classes	✔
Add courses to classes	✔
Add existing teachers or students to a class	✔
Distribute sign in details	✔
Remove users from a class	✔
Add messages	✔
Manage users	
Create and import users	✔
Invite students and teachers to join a class	✔
Edit user details	✔
Move students between classes (for classes you're assigned to)	✔
Unenrol users from organization	✔
Manage organization	
Update organization details	✔
Distribute administrator joining codes	✔
Set up chain management	✔
Licence management	✔
Create additional registration fields	✔
Edit message templates	✔

① Registering

You only need one account for all the courses you teach

Are you registered with:

Oxford Teachers' Club?

Oxford Learner's Bookshelf?

Oxford Learner's Dictionary?

Oxford Test of English?

If you use any of these websites or apps, you already have an Oxford ID.

Sign in at www.oxfordlearn.com with your Oxford ID username and password, then go to **Step 2 (p.5)**.

To create an account:

1. Go to **www.oxfordlearn.com**

2. Click **System requirements** at the bottom of the page to check that your computer meets the requirements to use the website.

3. Click the **Create your Oxford ID** link. There are three sections to the registration form:
    - Personal details
    - Security information
    - Terms and Conditions

4. Enter your personal details.
    Your **Username** is your email address.

5. Type your password into the **Password** boxes.
    Your password must be at least 6 characters long, with no spaces. It must contain:
    - At least one lower-case letter (a to z)
    - At least one upper-case letter (A to Z)

6. Choose the **Country** you are working in from the drop-down list.

7. Your **Security information** is used to prove your identity if you need to contact Customer Support.
    Choose a **Security question** from the drop-down list and type the answer to that question into the box below it.

    > **Tip** Choose something you will remember but that is hard for someone else to guess.

8. Tick the box to accept the **Terms and Conditions.**

9. Click the **Create my account** button.

10. Check the details. Click **Continue** to sign in.

Creating an organization

> **!** A university or a school with more than one campus might have several people managing their organization on Oxford Learn. Check that an organization account has not already been set up for your institution before creating one.
>
> If an organization account has already been set up, you can join as an Organization administrator using a joining code.

After you have registered, click **Continue** under **Register an organization.**

Register an organization
Manage your classes, students and teachers.
→ Continue

- If you have an authorization code, you can use it to create an organization. Authorization codes are included with some Oxford University Press Teacher's books.

  Enter the code into the box on the left, accept the terms of use and click **Continue**

Enter an authorization code or apply for an account

To manage classes and set up students or teachers, you might need to register a new organization account.
- If you are a teacher in an organization, please speak to your administrator about how to use Oxford Learn before continuing.
- If you are an administrator who has been asked to set up an Oxford Learn account, or a teacher who wants to manage their own organization account, please enter an authorization code or apply for an account below.

More information ∨

If you have an authorization code, enter it here:
1234-1234-1234
☑ I accept the terms of use
→ Continue

! Don't have an authorization code?
→ Apply for an organization account

- If you don't have an authorization code, click the **Apply for an organization account** button on the right and complete the short application form with the details of your institution.

Enter an authorization code or apply for an account

To manage classes and set up students or teachers, you might need to register a new organization account.
- If you are a teacher in an organization, please speak to your administrator about how to use Oxford Learn before continuing.
- If you are an administrator who has been asked to set up an Oxford Learn account, or a teacher who wants to manage their own organization account, please enter an authorization code or apply for an account below.

More information ∨

If you have an authorization code, enter it here:
1234-1234-1234
☑ I accept the terms of use
→ Continue

! Don't have an authorization code?
→ Apply for an organization account

Accept the terms of use and click **Submit** to apply for an organization account.
Our Customer Support team will review your application and contact you within 2 working days.

> **Tip** After you've set up your organization, you can check and update the organization details at any time. Click **Manage organization** on the left to do this.

Joining an existing organization

> **!** To join an organization, you need a joining code from your Organization administrator. If you don't have a joining code, speak to your account holder before continuing.

To join your organization:

1. Click **Continue** under **Join a class or organization**.

2. Type the joining code into the box and click **Continue**.

Join a class or organization
Enter a joining code to join your class or organization.
→ Continue
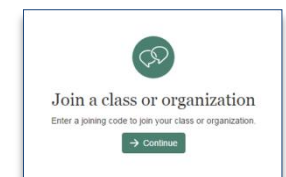
A message will confirm the name of the organization you have joined and your role.

③ Setting up administrators and teachers

Invite or create colleagues to manage classes, teachers and students within your organization

As an Organization administrator, you can set up accounts for other users within your organization. If your school or university has different departments or a large number of classes, you can set up administrators with the Teacher administrator or Organization administrator role first so that they can help you to manage classes and students.

You can invite colleagues to join your organization, or create an Oxford ID account for them.

Inviting administrators

To invite Teacher administrators or additional Organization administrators to join your organization, follow these steps:

1. Click **Manage organization** on the left.

2. Click **Distribute administrator joining codes** under **Organization settings**.

3. Click the **Teacher admin** or **Organization admin** tab.

4. Copy the joining code shown onscreen.

5. Pass the code to the administrator, or copy it into an email and send it to them. Your colleagues can then register and join the organization following the information in this guide.

> **Tip**
> Tip: You can invite a Teacher to join a class by sending them the Teacher joining code. See **Step 5: Adding students to a class** and follow the instructions there to add students or teachers.

Creating teachers and administrators

To create a user:

1. Click **Manage users** on the left.

2. Click the **Create a new user** button.
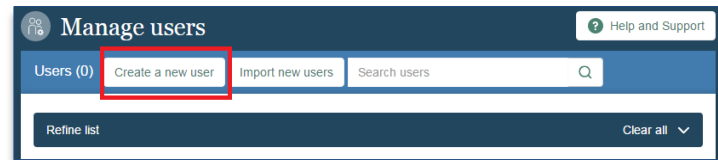
3. Complete the form with your colleague's details.

   a. Either click **Generate Password** to automatically create a password, or type a password into the **Password** and **Confirm password** boxes.
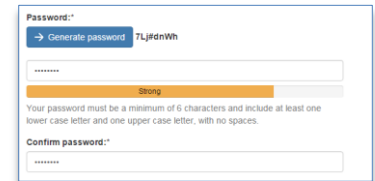
   b. Choose the user's **Role** from the list.
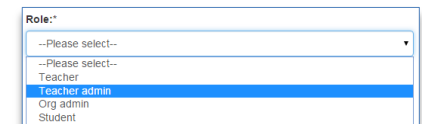
   c. If you have already set up classes, you can add the user to a class straight away. Simply choose the class name from the list to do this.

4. Tick the box to email your colleague's sign in details to them.

5. Click the **Create** button.

> ⓘ If you want your colleagues to set up their own classes and students, you can stop here. Simply pass this guide to your colleagues so that they can follow the steps for their role.
>
> Your colleagues will need to be registered as Organization administrators or Teacher administrators to set up classes and users.
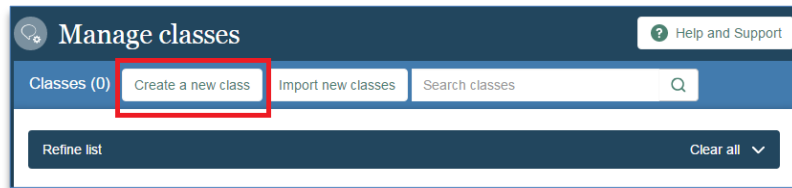
Creating a class

> **Tip** You cannot see **Manage classes** until you have registered or joined an organization.

To create a class:

1. Click **Manage classes** on the left.
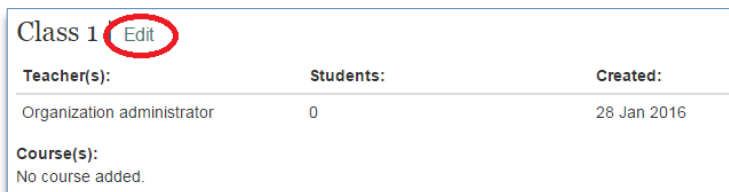2. Click **Create a new class**.

3. Give the class a name and click the **Create class** button.

Adding a course to a class

To add a course to your class:

1. Click **Manage classes** on the left.
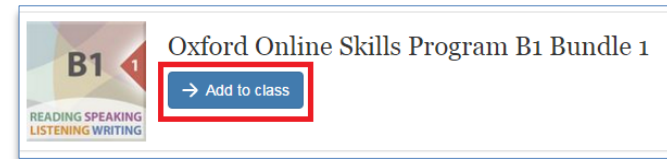2. Find the class in the list and click **Edit** to the right of its name.

3. Click the **Add a course** button.

4. Find the course you want to add to this class:
   - Use the « and » buttons or the page numbers to browse available courses.
   - Type the course name into the box and click the search icon to show courses with that name.

> **!** If your course uses the Oxford Online Skills Program, search for the right skills, level and bundle combination, and add that to your class.

5. When you have found the course you want to add, click the **Add to class** button.

You need a course-specific teacher or moderator access code to use some courses. If you are asked to enter an access code, follow these steps:

6. Enter your 12-digit teacher access code.
7. Tick **I accept the terms of use for this course** and click **Continue**.

If you do not have a teacher or moderator access code for the course you would like to add, please [contact your local OUP Representative.](#)

> **Tip** It can take 10-15 minutes for the course to be created on your account. This is because each class uses a unique, customizable copy of the course.

⑤ Adding students to your class

You can add students to a class in several ways. Choose the one that works best for you and your students.

- Invite your students to join the class by sending them an email or giving them joining slips. The emails and joining slips include the student joining code and instructions.

- Create accounts for your students manually following the instructions from Step 3, or import students from a spreadsheet.

- Find your students and add them to the class if they are already registered into your organization account.

For information on importing students or adding existing students to a class, go to www.oxfordlearn.com and click the **Help and Support** button.

Inviting students to join a class

> (!) Students need course access codes to use a course on Oxford Learn, as well as a joining code to become part of a class.

To invite students:

1. Click **Manage classes** on the left

2. Click the **Edit** link next to the class name.

3. Click the **Invite new users** button.
4. Choose **Students**.

> **Tip** You can invite teachers to the class in the same way – just select **Teachers** instead of **Students**.

5. Click the **Invite** button. You will see a preview of the invitation.

6. Click the **Email** button to send the joining instructions to your students via email, or click the **Print** button to print joining slips to hand to students.

If you chose to **Email** the joining information:

a) Type your students' email addresses one per line, with no spaces. You can copy and paste the addresses from a text file or spreadsheet as long as they are entered one address per line with no spaces.

b) Click the **Send emails** button.

If you chose to **Print** the joining information:

a) Enter the number of slips you want to print and click the **Continue** button.

b) Check the details and click the **Print** button.

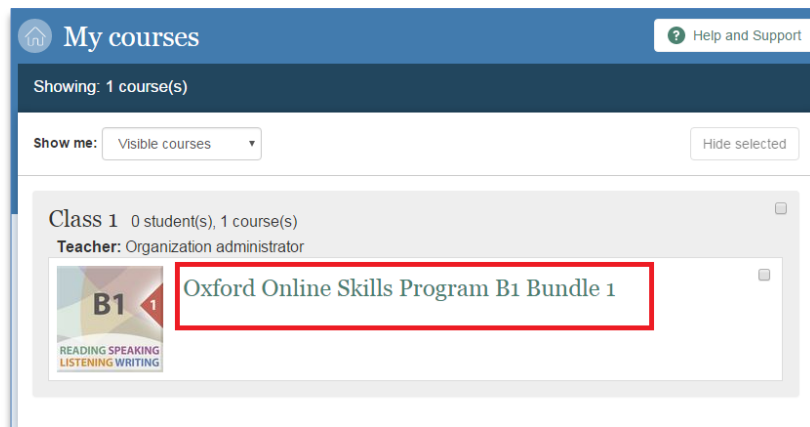> (!) To join your class, students will need to register or sign in at www.oxfordlearn.com

> **Tip** If students have already started using their course for self-study, they will be asked if they want to transfer their access into your class. Students are given a new copy of the course and need to start the exercises again. You will see the work they do after they have started answered exercises in your class.

To start using your course, click the course name in **My courses**. This will take you into the Learning Management System (LMS). Here you can preview the exercises your students will use, hide or assign exercises and view your students' progress.

My courses

Showing: 1 course(s)

Show me: Visible courses ▼   Hide selected

Class 1   0 student(s), 1 course(s)
Teacher: Organization administrator

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READING SPEAKING LISTENING WRITING

Tip Students might start working on a course for self-study before joining your class. Only the work students do after joining your class will appear in the Gradebook and User Progress pages of the LMS.

Help your students get started

Send your students to http://www.oxfordlearn.com/students. Here they'll find instructions on getting started and using their course.

Need more help?

- Click the **Help and Support** button at www.oxfordlearn.com to see in-depth step-by-step instructions and watch Getting Started videos.
- Go to www.oup.com/elt/teachonline for information to help you get started on Oxford Learn and for best practice tips and ideas to help you use the Learning Management System with your students.
- If you have any questions or problems, contact our Customer Support team at eltsupport@oup.com

Teacher administrator

With the Teacher administrator role, you can access a number of administrative tools on Oxford Learn. This means that you can set up and manage classes, courses, students and teachers within your organization.

Getting started

There are five steps to get started with Oxford Learn:

1. Register or sign in at www.oxfordlearn.com

2. Join an organization

3. Set up a class for your students and link the course you are teaching to the class

4. Add students to the class

5. Start teaching the course

Manage classes	
Access your classes	✔
Create classes	✔
Add courses to classes	✔
Add existing teachers or students to a class	✔
Distribute sign in details	✔
Remove users from a class	✔
Add messages	✔
Manage users	
Create and import users	✔
Invite students and teachers to join a class	✔
Edit user details	✔
Move students between classes (for classes you're assigned to)	✔
Unenrol users from organization	✔
Manage organization	
Update organization details	
Distribute administrator joining codes	
Set up chain management	
Licence management	
Create additional registration fields	
Edit message templates	

① Registering

You only need one account for all the courses you teach

Are you registered with:

Oxford Teachers' Club?

Oxford Learner's Bookshelf?

Oxford Learner's Dictionary?

Oxford Test of English?

If you use any of these websites or apps, you already have an Oxford ID.

Sign in at www.oxfordlearn.com with your Oxford ID username and password, then go to **Step 2 (p.5)**.

To create an account:

1. Go to **www.oxfordlearn.com**

2. Click **System requirements** at the bottom of the page to check that your computer meets the requirements to use the website.

3. Click the **Create your Oxford ID** link. There are three sections to the registration form:
   - Personal details
   - Security information
   - Terms and Conditions

4. Enter your personal details. Your **Username** is your email address.

5. Type your password into the **Password** boxes.
   Your password must be at least 6 characters long, with no spaces. It must contain:
   - At least one lower-case letter (a to z)
   - At least one upper-case letter (A to Z)

6. Choose the **Country** you are working in from the drop-down list.

7. Your **Security information** is used to prove your identity if you need to contact Customer Support.
   Choose a **Security question** from the drop-down list and type the answer to that question into the box below it.

   Tip Choose something you will remember but that is hard for someone else to guess.

8. Tick the box to accept the **Terms and Conditions.**

9. Click the **Create my account** button.

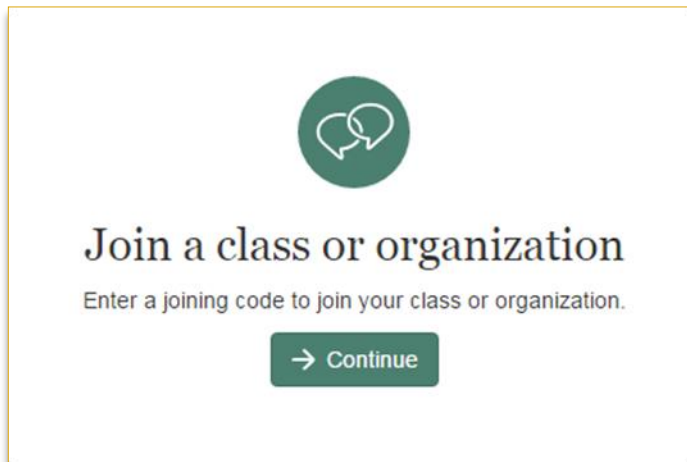10. Check the details. Click **Continue** to sign in.

> ⚠️ To join an organization, you need a joining code from your Organization administrator. If you don't have a joining code, speak to your account holder before continuing.

To join your organization:

1. Click **Continue** under **Join a class or organization**.

Join a class or organization

Enter a joining code to join your class or organization.

→ Continue

2. Type the joining code into the box and click **Continue**.

A message will confirm the name of the organization you have joined and your role.

Setting up classes and courses

Creating classes and adding courses to them allows you to manage your students' learning

Creating a class

> **Tip** You cannot see **Manage classes** until you have registered or joined an organization.

To create a class:

1. Click **Manage classes** on the left.
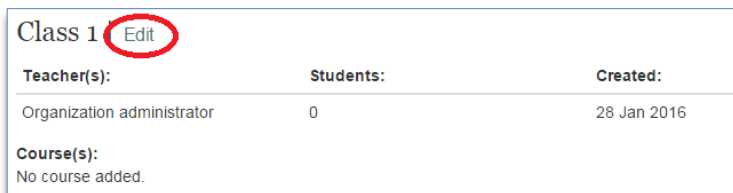2. Click **Create a new class**.

3. Give the class a name and click the **Create class** button.

Adding a course to a class

To add a course to your class:

1. Click **Manage classes** on the left.
2. Find the class in the list and click **Edit** to the right of its name.

3. Click the **Add a course** button.

4. Find the course you want to add to this class:
   - Use the « and » buttons or the page numbers to browse available courses.
   - Type the course name into the box and click the search icon to show courses with that name.

> **!** If your course uses the Oxford Online Skills Program, search for the right skills, level and bundle combination, and add that to your class.

5. When you have found the course you want to add, click the **Add to class** button.

You need a course-specific teacher or moderator access code to use some courses. If you are asked to enter an access code, follow these steps:

6. Enter your 12-digit teacher access code.
7. Tick **I accept the terms of use for this course** and click **Continue**.

If you do not have a teacher or moderator access code for the course you would like to add, please contact your local OUP Representative.

> **Tip** It can take 10-15 minutes for the course to be created on your account. This is because each class uses a unique, customizable copy of the course.

You can add students to a class in several ways. Choose the one that best suits you and your students.

- Invite your students to join the class by sending them an email or giving them joining slips. The emails and joining slips include the student joining code and instructions.

- Create accounts for your students manually following the instructions from Step 3, or import students from a spreadsheet.

- Find your students and add them to the class if they are already registered into your school's account.

For information on importing students or adding existing students to a class, go to www.oxfordlearn.com and click the **Help and Support** button.

Inviting students to join a class

> **!** Students need course access codes to use a course on Oxford Learn, as well as a joining code to become part of a class.

To invite students:

1. Click **Manage classes** on the left

2. Click the **Edit** link next to the class name.

```
Class 1  Edit
Teacher(s):              Students:        Created:
Organization administrator    0           28 Jan 2016
Course(s):
Oxford Online Skills Program B1 Bundle 1
```

3. Click the **Invite new users** button.
4. Choose **Students**.

> **Tip** You can invite teachers to the class in the same way – just select **Teachers** instead of **Students**.

5. Click the **Invite** button. You will see a preview of the invitation.

6. Click the **Email** button to send the joining instructions to your students via email, or click the **Print** button to print joining slips to hand to students.

If you chose to **Email** the joining information:

a) Type your students' email addresses one per line, with no spaces. You can copy and paste the addresses from a text file or spreadsheet, but they will still need to be one address per line with no spaces.

b) Click the **Send emails** button.

If you chose to **Print** the joining information:

a) Enter the number of slips you want to print and click the **Continue** button.

b) Check the details and click the **Print** button.

> **!** To join your class, students will need to register or sign in at www.oxfordlearn.com
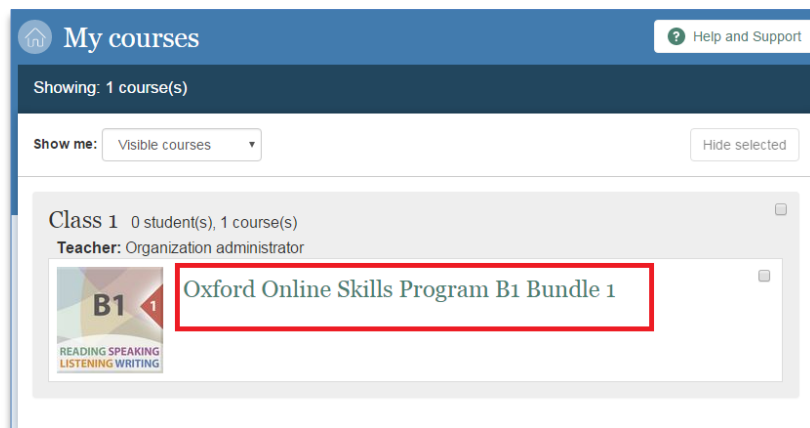
> **Tip** If students have already started using their course for self-study, they will be asked if they want to transfer their access into your class. Students are given a new copy of the course and need to start the exercises again. You will see the work they do after they have started answered exercises in your class.

To start using your course, click the course name in **My courses**. This will take you into the Learning Management System (LMS). Here you can preview the exercises your students will use, hide or assign exercises and view your students' progress.

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Need more help?

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- Go to www.oup.com/elt/teachonline for information to help you get started on Oxford Learn and for best practice tips and ideas to help you use the Learning Management System with your students.
- If you have any questions or problems, contact our Customer Support team at eltsupport@oup.com

Teacher

With the Teacher role, you can manage classes you are assigned to by an administrator and track students' course progress on Oxford Learn

Getting started

There are four steps to get started with Oxford Learn:

① Register or sign in at www.oxfordlearn.com

② Join an organization account

③ Link the course you are teaching to your class

④ Start teaching the course

Manage classes	
Access your classes	✔
Create classes	
Add courses to classes	✔
Add existing teachers or students to a class	✔
Distribute sign in details	✔
Remove users from a class	✔
Add messages	✔
Manage users	
Create and Import users	
Invite students and teachers to join a class	
Edit user details	
Move students between classes (for classes you're assigned to)	✔
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5. Type your password into the **Password** boxes.
   Your password must be at least 6 characters long, with no spaces. It must contain:
   - At least one lower-case letter (a to z)
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6. Choose the **Country** you are working in from the drop-down list.

7. Your **Security information** is used to prove your identity if you need to contact Customer Support.
   Choose a **Security question** from the drop-down list and type the answer to that question into the box below it.

   Tip Choose something you will remember but that is hard for someone else to guess.

8. Tick the box to accept the **Terms and Conditions.**

9. Click the **Create my account** button.

10. Check the details. Click **Continue** to sign in.

> ❗ To join an organization, you need a joining code from your Organization administrator. If you don't have a joining code, speak to your account holder before continuing.

To join your organization:

1. Click **Continue** under **Join a class or organization**.

2. Type the joining code into the box and click **Continue**.

A message will confirm the name of the organization you have joined and your role.

③ Setting up your courses

Adding courses to your classes allows you to manage your students' learning

Adding a course to a class

To add a course to your class:

1. Click **Manage classes** on the left.

2. Find the class in the list and click **Edit** to the right of its name.

Class 1 Edit
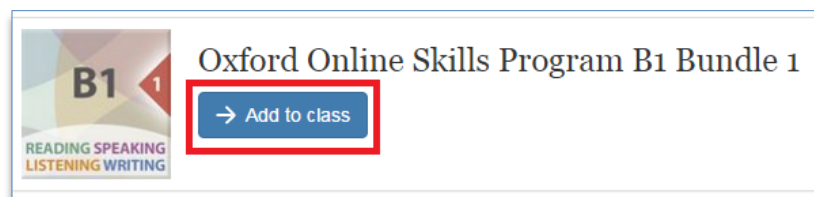| Teacher(s):	Students:	Created:
Organization administrator	0	28 Jan 2016

Course(s):
No course added.

> ❗ If you do not see any classes in the list, please speak to your Organization administrator to ask if they can add you to a class.

3. Click the **Add a course** button.

4. Find the course you want to add to this class:
   - Use the « and » buttons or the page numbers to browse available courses.
   - Type the course name into the box and click the search icon to show courses with that name.

> ❗ If your course uses the Oxford Online Skills Program, search for the right skills, level and bundle combination, and add that to your class.

5. When you have found the course you want to add, click the **Add to class** button.

B1 READING SPEAKING LISTENING WRITING

Oxford Online Skills Program B1 Bundle 1

→ Add to class

You need a course-specific teacher or moderator access code to use some courses. If you are asked to enter an access code, follow these steps:

6. Enter your 12-digit teacher access code.

7. Tick **I accept the terms of use for this course** and click **Continue**.

If you do not have a teacher or moderator access code for the course you would like to add, please contact your local OUP Representative.
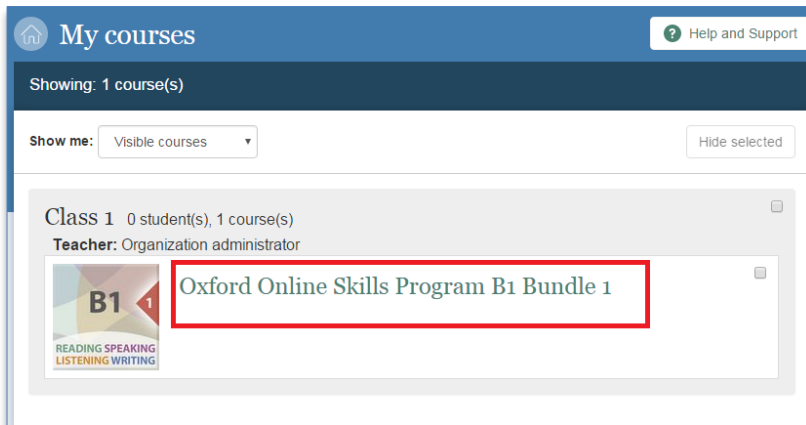
> **Tip** It can take 10-15 minutes for the course to be created on your account. This is because each class uses a unique, customizable copy of the course.

To start using your course, click the course name in **My courses**. This will take you into the Learning Management System (LMS). Here you can preview the exercises your students will use, hide or assign exercises and view your students' progress.

Help your students get started

Send your students to http://www.oxfordlearn.com/students. Here they'll find instructions on getting started and using their course.

Need more help?

- Click the **Help and Support** button at www.oxfordlearn.com to see in-depth step-by-step instructions and watch Getting Started videos.
- Go to www.oup.com/elt/teachonline for information to help you get started on Oxford Learn and for best practice tips and ideas to help you use the Learning Management System with your students.
- If you have any questions or problems, contact our Customer Support team at eltsupport@oup.com