



The WebTutor™ Story

What to do when an Instructor wants to adopt WebTutor on Blackboard?

WebTutor can be hosted by Thomson Learning or locally on campus. Campus hosting requires an existing license of Blackboard (minimum version 5.0). Just specify in the request form. Adopting WebTutor is a three (3) step procedure.

All steps must be completed for a successful adoption: (just follow the ABC's)

- **A** Adoption form: Fill out the online Adoption Form (by the Sales Rep. or the Instructor)

Must do!!!

<http://e.thomsonlearning.com> , choose the "Adopt WebTutor on Blackboard" at right sidebar under the Blackboard logo.

- **B** Build the instructor's URL and access info.

Thomson hosted:



The online request will go to WebTutor Client Services. A personalized URL, Instructor ID and Password will be created. Set-up takes 2 - 3 business days.

Once established, the course URL and access information will be emailed directly to the adopting professor.

When the Instructor receives the URL and access information, they can start customizing their WebTutor; user manuals can be downloaded at <http://support.blackboard.com>. When the semester starts, the Instructor will provide the personal WebTutor URL to the students.

Or ...

Campus hosted:

The online request will go to WebTutor Client Services. We will contact the campus IT department (specified in the form) and provide them with an access key which allows them to download the content cartridge to the campus server. Since the campus already has the license to operate Blackboard, we are providing them only the WebTutor content. The IT person is responsible for creating and notifying the Instructor of their personalized URL and access information. When semester starts, the Instructor will provide the personal WebTutor URL to the students.

Plus ...



□ Campus bookstore orders the WebTutor bundle ISBN. For Delmar courses, please see the Course List (posted by Phil McGuire) and for other Thomson courses see your production report or contact the bundling center if one is not yet established. The Thomson Sales Rep is responsible for providing the WebTutor bundle ISBN to the Instructor/ student WebTutor Access Code packages (either bundled with the text, or stand-alone). Within this package, an access code sticker allows student to create an account to the Instructor's WebTutor course. Stand-alone should also be provided for campus orders. packages are sold to students who a used textbook or no textbook.



ISBN's Stand-purchase