



WebTutor COURSE PREPARATION CHECKLIST



REGISTERING TO ADOPT WebTutor on Blackboard

If possible, we recommend registering for your course six weeks prior to the course start date to allow time for you to customize your course for use with students and to familiarize yourself with the content and platform.

- ☐ Identify where your course will be hosted:
 - ☐ Campus Hosting - RECOMMENDED (requires Blackboard version 5.02 or higher).
 - ☐ Thomson Hosting - Offered only to institutions that do not have a Blackboard license or the proper version of Blackboard required to run WebTutor.
- ☐ Register for your WebTutor course by visiting <http://webtutor.thomsonlearning.com> and selecting Adopt WebTutor on Blackboard. If you have selected campus hosting, you must provide the name and contact information for your Blackboard Campus Administrator.

Once your registration form is submitted, here's what you can expect:

You will receive an email notification from our Service Manager in 2-3 business days which contains an instructor Download Key and instructions for setting up your WebTutor on Blackboard course.

- ☐ An Adoption Kit with additional information about your course, including documentation and support information will arrive in the mail within 1 week following your course set up notification.

WHILE YOU ARE WAITING FOR YOUR COURSE:

- ☐ Obtain the ISBN for your WebTutor Access Code package from your Thomson Learning Sales Representative. Each student will be required to purchase an Access Code to access the WebTutor content within your course. An optional Student Guide can also be packaged for a minimal fee.
- ☐ Notify the bookstore of your decision to adopt WebTutor. Explain that this is a required item and without it, your students will not be able to access their course materials.
- ☐ Visit <http://webtutor.thomsonlearning.com> and select Calendar of Events. Register yourself for an online WebTutor Orientation Session. This is a 1 hour online Orientation/Conference Call to get you up and running with your WebTutor course. If the dates and times available do not work for you, submit an alternative training date by visiting <http://webtutor.thomsonlearning.com/411>

If you have not received information on how to set up your course from Thomson Learning within 5 business days, please send an email to webt.clientservices@thomsonlearning.com.



COURSE PLANNING

- ❑ Identify the resources you would like to include in your WebTutor course. This can include your Syllabus, PowerPoint Lectures, Class Notes, Web links and more. Begin saving these files for easy import to your WebTutor course.
- ❑ Visit <http://webtutor.thomsonlearning.com> and select TOTAL Support to download the Instructor an/or Student Manual. Copies of each will be included in your adopter packet as well.
- ❑ Visit <http://www.blackboard.com> for additional resources to help you with learn about the Blackboard platform. (Support, documentation and Tips and Tricks, and more).

After Your Course and Adoption Kit Arrives

Please Note - Detailed information on these next steps will be available in the Quick Start Guide provided in your adoption kit.

- ❑ Adjust Browser Settings
- ❑ Review Thomson Learning WebTutor Content.
- ❑ Identify the features and tools of Blackboard you will use.
- ❑ Customize your WebTutor course to include your Syllabus, Announcements and other personal information.
- ❑ Determine how you will add your student roster to the course. To significantly reduce problems with student login, Thomson Learning strongly recommends uploading a roster to you course instead of allowing students to create their own accounts.
- ❑ Add a sample student account to your course. An Access Code will be provided with your Adoption Information.
- ❑ Identify any Plug-Ins or Players students will need to access your course content.

1 week prior to class

- ❑ Plan an Orientation Session with your students - Contact webtutor@thomsonlearning.com if you'd like assistance with this.
- ❑ Check the bookstore to ensure WebTutor Access Codes are available.

TECHNICAL SUPPORT

Help with the Blackboard Platform:

Campus Hosting:	Please contact you Campus Administrator or visit	http://blackboard.com/support
Thomson Hosting:	Contact Technical Support 1-888-853-7552 or visit	http://blackboard.com/support
	Email: support@blackboard.com	

If you have questions regarding Thomson Learning content please contact Thomson Learning directly at webt.clientservices@thomsonlearning.com.