OXFORD
UNIVERSITY PRESS

Step by step guide

to set up your school on Oxford English Hub

Welcome to Oxford English Hub, your launchpad for learning. Let's get you set up!

We know that tracking your students' progress is so important and now you can do this with the Oxford English Hub gradebook.

First, ONE person in your school needs to set up an online organization/school.

This person will automatically become an Organization Administrator.

They can then invite your teachers and students to join the school so everyone can get started.

Is this person you?

YES,
I want to create the online organization and invite teachers and students to join the school.

NO,
I am a teacher in the school who just wants to create classes for my students and track their progress.

Please note, if you become an Organization Administrator you can also create classes and track students' progress (for yourself and other teachers) if you want to.

Get started for Organization Administrators

Follow these steps to create the online organization for your school and invite teachers and students to join it so everyone can get started.

You will need their email addresses so they receive the invitations.

Remember that only one online organization needs to be created per school.

1. Sign into oxfordenglishub.com with your Oxford ID, or register to create one

2. Choose the *Teacher or Administrator* option when asked to select your role

3. Create/register an online organization for your school

4. Add teachers to your organization individually or as a group (remember to use a valid email address)

5. Add students to your organization individually or as a group (remember to use a valid email address)

Congratulations! You have created your online organization and added teachers and students to your school.

You are now ready to create classes and add students to them for yourself (if you are also a teacher) and other teachers in your school, unless they are going to create their own classes. You do not have to wait for them to accept their invitations to join the school before creating classes.

As the Organization Administrator, you can also upload access codes (licences) to assign to the teachers and students if your school purchases digital course material and not print books. Print books include access codes (licences) for students and teachers to redeem themselves to access the digital course material.

6. Create your own class/classes

7. Add students to the class/classes

8. Add access codes (licences) to your online organization to assign to students and teachers (optional)

9. Assign course material to students in your classes either with or without a licence so you can see their progress in the gradebook, depending on whether you have added licences (access codes) to your organization account to assign to them, or the students have access codes in their print course books to redeem themselves

10. Create classes for other teachers in your school, add the teachers and students and assign learning material to them, unless the teachers are going to do this themselves

11. Redeem the Oxford English Hub access code for your course if you are going to be teaching and you have not done this already

Good news! You are now all set up and ready to teach and inspire with your Oxford course.

Go to *Get Started* in the *My Courses* area for your course to find out all about the course content.

If you need more help You can contact us here.

Get started for Teachers

1. [Sign into oxfordenglishub.com with your Oxford ID, or register to create one](#)

2. Choose the *Teacher or Administrator* option when asked to select your role

3. Accept your invitation to join the online organization (you will receive this by email or you can accept it once you have signed in and see the message to join). Speak to your Organization Administrator if you haven't received the email or seen the invitation when signing in

4. [Create your class/classes](#), unless the Organization Administrator is going to do this for you

Congratulations! You have created your classes.

You are now ready to add students to them and assign learning material to the students so you can track their progress in the class gradebook.

Turn over to continue **>**

5. Add students to your class/classes, unless the Organization Administrator is going to do this for you

6. Assign course material to students in your classes so you can see their progress in the gradebook. You can assign course material either with or without a licence depending on whether your Organization Administrator has uploaded licences (access codes) for you to assign to them, or the students have access codes in their print course books to redeem themselves

7. Redeem the Oxford English Hub access code for your course, unless you have done this already or the Organization Administrator is going to do this for you by assigning it to you with a licence

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