VitalSource®

Inclusive Access "Go-Live" Checklist

CT **CAMPUS TECHNOLOGY (LMS ADMIN/COURSE DESIGNERS/IT SECURITY)**

STATION 1: ADOPT

- O Join the campus digital implementation team
- O Review VitalSource's VPAT and Accessibility statements
- O Complete any privacy compliance reviews
- O Configure SIS integration and begin sharing roster data with VitalSource

STATION 2: MANAGE

- O Ensure SIS integration is live and students are enrolled in the appropriate courses

STATION 3: DELIVER

- O Initiate any LMS integration and course setup
  - » Configure the VitalSource-provided consumer key and secret pair in the LMS
  - » Set up the link(s) in the appropriate master course or course sections
  - » If applicable, configure the Instructor Dashboards

STATION 4: LEARN

- O Ensure LMS integration is live and students enrolled in the appropriate course can view content

STATION 5: ANALYZE

- O Review lessons and outcomes
- O Identify improvements for the future