

Inclusive Access “Go-Live” Checklist

DM DIGITAL PROGRAM MANAGER

STATION 1: ADOPT

- Determine digital strategy
 - » How many courses will be offered?
 - » Align the program with an academic start (fall, spring, summer)
 - » Identify stakeholders (campus learning and development/accessibility officers, learning management system (LMS) administrators, bursars officers)
 - » Determine reporting needs
 - » Determine campus stakeholder training and communication needs
 - » Identify support personnel (for eTextbook adoptions)
- Complete [Digital Implementation Project Timeline](#)
- Begin faculty recruitment
- Collect adoptions
 - » eTextbook adoptions
 - Will content be launched via LMS?
 - Is there a preferred format? (PDF vs EPUB)
 - Is there a platform preference?
 - Mobile
 - Desktop
 - Is your campus a “bring your own device” (BYOD) campus?
 - Determine eTextbook student license lengths (rental vs. non-rental)
 - Determine eTextbook faculty complimentary license lengths

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- » Courseware adoptions
 - Single publisher?
 - Multiple publishers?
 - Access code delivery?
 - Are shelf hang tags required?
 - Will there be a point of sale (POS) integration?

STATION 2: MANAGE

- Build your program/ensure items are adopted in Connect
- Acquire course materials and pricing
- Ensure SIS integration is live and students are enrolled in the appropriate courses
- Monitor progress of integration and course setup

STATION 3: DELIVER

- Monitor progress of integration and course delivery

STATION 4: LEARN

- Complete this checklist!
- Execute opt-in/opt-out communications

STATION 5: ANALYZE

- Monitor impact and engagement
- Gather stakeholder feedback
- Review lessons and outcomes
- Identify improvements for the future