

Course Access “Go-Live” Checklist

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

STATION 1: ADOPT

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

STATION 2: MANAGE

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

STATION 3: DELIVER

- 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

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

STATION 5: ANALYZE

- Review lessons and outcomes
- Identify improvements for the future