

IT Department and School Administrator Guidelines

NEED HELP?

Contact Oxford Digital Support!

Email digitalsupport.au@oup.com or call 1300 650 616.

Operating Hours: 8:30am – 4:45pm Monday to Friday AEST (excluding
Victorian and National Public Holidays).

DOWNLOADS

MINIMUM REQUIREMENTS:

- obook assess is designed for any modern browser. The latest versions of Internet Explorer, Chrome, Firefox, or Safari will provide the best experience.
- Javascript must be enabled (this is the default setting on most browsers).
- Browser cookies should be enabled.
- Word 2007+ (for .docx access).

SYSTEM REQUIREMENTS:

- Windows Vista, Windows 7, Windows 8 or above.
- Mac OS 10.6, 10.7, 10.8 or above.
- iPad / iPhone: iOS 5+ required or above.
- Android tablets: minimum Android 4.0+ (Icecream Sandwich) is recommended.

SECURITY

Oxford is committed to ensuring data security in the classroom. The need for secure socket layer (SSL) is important in places with open Wi-Fi networks. All access to Oxford Digital is secured by SSL encryption technology.

FIREWALLS / INTRUSION DETECTION TECHNOLOGIES

Firewalls and traffic sniffing can cause interference with site access. If your school network does have specific intrusion detection technologies and traffic sniffing in place, you will need to whitelist the Oxford Digital site URL, and all associated resource URLs (see below).

DOWNLOADS

WHITELISTING OXFORD DIGITAL

We recommend you add the following URLs to your firewall/proxy server URL whitelist to ensure uninterrupted access to Oxford Digital and all associated resource URLs (to access hosted videos and file downloads).

https://*.oxforddigital.com.au

<https://vimeo.com>

<https://brightcove.com>

<https://amazonaws.com>

http://*.oxforddigital.com.au

<http://vimeo.com>

<http://brightcove.com>

<http://amazonaws.com>

SAFE SENDERS LIST

We recommend that you add the following email addresses to your safe senders list in order for the activation and assessment reminders to be sent successfully.

accounts@oxforddigital.com.au

digitalsupport.au@oup.com

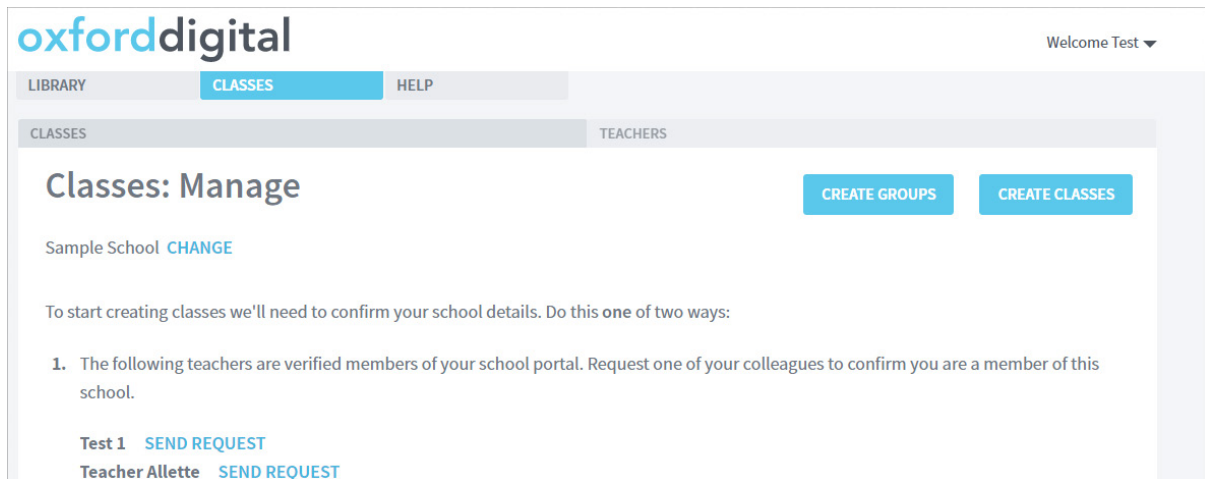
DOWNLOADING RESOURCES

The entire student text in PDF format can be downloaded for offline use via the obook by simply clicking the **Download PDF** icon located at the bottom of the obook cover.

TEACHER VERIFICATION

When a teacher creates an Oxford Digital account they need to be verified in order to use the class functionality. They can do this by having an already-verified teacher assist them or by contacting our Digital Support Team with their account details.

1. In order to be verified you will need to click on the Class tab once a product has been added to your library. You will then see the following message:



oxforddigital Welcome Test ▾

LIBRARY **CLASSES** HELP

CLASSES TEACHERS

Classes: Manage

[CREATE GROUPS](#) [CREATE CLASSES](#)

Sample School [CHANGE](#)

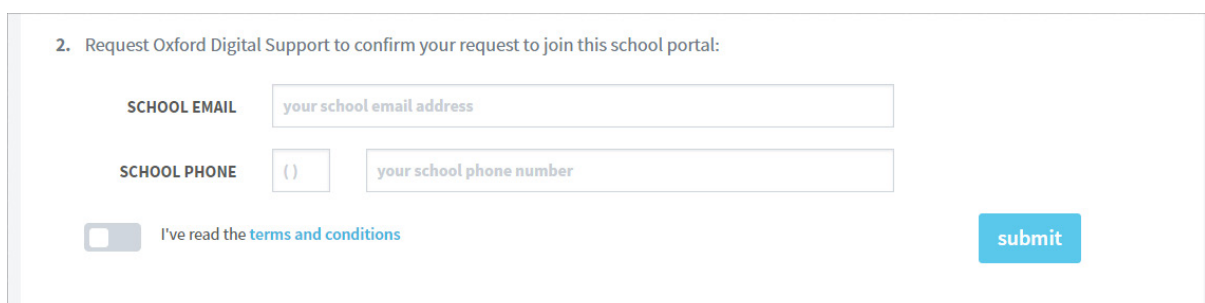
To start creating classes we'll need to confirm your school details. Do this one of two ways:

1. The following teachers are verified members of your school portal. Request one of your colleagues to confirm you are a member of this school.

Test 1 [SEND REQUEST](#)

Teacher Allette [SEND REQUEST](#)

2. You can choose to have another teacher at your school verify you by clicking on the Send request button next to their name. This will then send an email to your colleague asking them to verify your account.
3. If you wish to have our Digital Support Team assist, please scroll down to step 2 on the screen and fill in your school name and school phone number. Our Digital Support Team will then verify you and email you to confirm that the verification has been done.



2. Request Oxford Digital Support to confirm your request to join this school portal:

SCHOOL EMAIL

SCHOOL PHONE

I've read the [terms and conditions](#)

[submit](#)

SERVICE AND SUPPORT

HELP GUIDE & SUPPORT VIDEOS

A comprehensive Help Guide and Support Videos are available at <https://www.oxforddigital.com.au/secondary/support.html>

ADMINISTRATOR ACCESS REQUESTS

As your school's network administrator or IT department representative, if you would like to preview the site, simply contact our digital support team on digitalsupport.au@oup.com or 1300 650 616 to request administrator access for the obooks your school has purchased. In your request make sure you include your school, your position, your email address and the obooks required.

IN-SERVICE REQUESTS

If you'd like to organise a faculty / school in-service on how to get the most out of using Oxford Digital, contact your local Oxford representative to arrange a time.

SITE MAINTENANCE

Oxford is committed to providing our users with fast and reliable access to our digital resources. In order to continually improve our site and enhance functionality, periodic site maintenance may be necessary. Any planned outages will be completed out of hours to minimise any inconvenience caused by interruptions to service.