

USING THE TEACHABLE DASHBOARD (Practical lesson 3).

Adding a Quiz in Your Course

1. Click on “**Courses**” on the dashboard and choose your course.
2. Click on **Curriculum** – (under **Course Information**)
3. Click on the specific lecture where you want to add a quiz.
4. Click on add quiz and use the quiz creator to add a multiple-choice quiz.
5. You can set the quiz to be a graded quiz by checking the square box just before the question asking whether the quiz will be graded.
6. Type your question in the space provided (type your question here).
7. Type your multiple answer choices and ensure you tick/check the square box, just before the right answer.
8. Click the “**Add Question**” green button, to add your question.
9. The above steps can be repeated to add as many questions as you wish.
10. Once you have added all the necessary questions, you can click on “**preview**” at the top right of the screen in order to see the added quiz, at the end of that particular lecture.

Checking Students’ Progress Reports in a Course

1. Click on a particular course and go to “**reports**”.
2. You will see the number of students enrolled in the course and their average lecture completion rate.
3. Under lecture completion, you can check
 - Video stats (showing which students watched a videos and % of completion).
 - Quiz scores – showing how many students did a quiz and their scores.
 - Leadership boards – shows individual students and their completion rate of the course. It also shows the time they were enrolled and you can email individual students from here.

Setting up Course Access Duration

You can give your students a limited duration of time in which they will have access to a course.

1. Choose the course, then click “**pricing**” on the dashboard.

2. Click on the “**pricing plan**” and choose the “**free**” option.
3. Write the name of the course in the space provided and give its description.
4. Tick in the box before “limited course duration” and choose the appropriate access setting. (All can lose access to the course on a given date or each is given a specific duration).
5. If you want all students to lose access on a specific date, use the calendar to choose the date when the course will close. And all students will be unenrolled. The students will be notified about the course duration.
6. Setting the course duration with a time limit is a one-off activity, hence the time can’t be extended, after the set time expires.
7. For the students to access the course again, after the expiry of the set time limit, they have to be re-enrolled.

Setting Notification on Teachable

You can get notifications on the important activities taking place in your online school.

1. Click on “**settings**” and choose “notifications
2. You can then turn on notifications to get notified about specific activities of your choice, including:
 - Enrolment notifications such as; when a new student joins your school and when a student enrolls in a free or paid course.
 - Comment notifications such as: when a new comment that needs moderation is posted, when a new comment is posted on your course or when someone replies to your comment. This is good for discussions between lecturers and their students.
 - Subscription comments such as: when a subscription is cancelled due to non-payment or when a student chooses to unsubscribe from a course.

Adding Discussion Forums in Your Course

You might want to engage your students in a discussion at the end of lecture, topic or module. This is best done by adding a discussion question, whereby all of students are welcome to give their views. You can also use the forum to answer some of their questions regarding what they have so far learnt online.

1. Choose courses on the dashboard and click on your specific course.
2. Click on “**curriculum**”
3. Click on the particular lecture, where you want to add your discussion forum.
4. Click on the “**Add Text**” button in your lecture.
5. Write your discussion question in the space that pops up and invite students to give their comments.
6. Click on the green “**Add Text**” button and save the question by clicking the “**Save**” button.
7. Turn on the “**comments**” button at the bottom of the screen. This will enable the students to give their comments, as well as, get replies from you and other students on the forum.
8. Click “**preview,**” at the top right of the screen, to see how the discussion forum will look like to students. Leave notifications on, to get notified any time a new comment is posted.
9. Any comment you make is seen to come from the “**Instructor.**” Such discussion forums are very helpful in engaging with your students and answering any queries that they may have.