teachable

Getting Started on Teachable

Upload Your Course Checklist

How to use this guide

Introduction

While you can use Teachable to outline and brainstorm your course, this is how we best advise you to create your course. By doing so, you can create your lecture, name your lectures, and bulk upload your course all in one action.

*Head's up, optional steps in this guide are denoted with →

*All headers are navigation guides. For example, **ADMIN > COURSE > CURRICULUM** means navigate from Admin to your Course to the Curriculum tab.*

Upload Your Course Content

ADMIN > NEW COURSE

Instructions on how to create a new course

- [ ] Enter the course title, course subtitle and author. You can always come back to change this information.

- [ ] On whichever software (i.e. Word, Google Docs) you've used to develop content, rename and organize it by Section1–Lecture1.

- [ ] Make sure all your file types are in the **recommended sizes, file types, and resolution**.

ADMIN > COURSE > CURRICULUM

Instructions on how to create your course curriculum and upload content

- [ ] Click the **Pencil Icon** to rename the "First Section".

- [ ] Click **Bulk Upload** and choose where you'd like to upload your files from.

- [ ] Select the files that fall in this first section. All files will be uploaded as their own individual lecture.

- [ ] Select **Upload** and you'll see all the files under your first section.

- [ ] Click the **Pencil Icon** to edit all the lectures you have uploaded.

- [ ] Hit **New Section** on the top right and create the next section of your curriculum.

- [ ] Enter the section name and hit **Create Section**.

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☐ Repeat for all the sections you have in your course until you've uploaded your entire curriculum.

☐ Select all by hitting the checkbox next to each section and hit the **Checkbox Icon** to publish all your sections and lectures (don't worry, your course is not live yet!).

☐ Preview your course curriculum by hitting **Preview** on the top right to see what your course looks like.

☐ Proofread your entire course.

☐ Check all your URL links to make sure all the buttons and links lead to the appropriate page.

Customize Your Lecture Content

ADMIN > COURSE > CURRICULUM

Instructions on how to add additional content to your lectures

→ **Add file**: Missing some files? You can upload video, audio, PDFs or any other files into your lecture.

→ **Make PDFs downloadable**: Please note that all uploaded Word documents are automatically made available for download. All other file types will not be. You can enable or disable this by clicking the download icon. Once enabled, it'll appear green.

→ **Add text to supplement video**: If you want to include any written instructions alongside any of the videos you've uploaded, you can do so by adding text to your lecture.

→ **Add quiz**: Want to test your students on what they've learned? Add in quizzes to see how they're learning the material.

→ **Add code example**: Offering a coding class? You can add a code example in your lecture using the code example editor so it is formatted correctly for your students.

→ **Add custom code**: Want to embed something in your lecture? You can do so by copying and pasting the code into this block.

→ **Reorder lecture content**: Once you've added any additional information within a lecture, you can reorder it by dragging and dropping them.

→ **Enable Lecture Comments**: You can enable comments for any specific lectures to allow your students to submit assignments or ask questions.

Award Completion Certificate

To increase student engagement, you can build native certificate of completions on Teachable.

ADMIN > COURSE > CERTIFICATE

Instructions on how to create a native certificate of completion

→ Click on the **Create new certificate** button.

→ Select on one of the available templates, or create a custom certificate using liquid/html, and hit **Next**.

→ Upload your logo.

→ **Update Title**: This is the header text of the certificate.

→ **Update Subtitle**: This is the text that directly goes above your student's name.

→ **Update Graduating From**: You can customize this text as well.

→ **Update Date Label**: You can customize this text if you want to.

→ **Update Signature**: To personalize this, you can upload an image of your signature that will go at the bottom of the certificate.

→ **Update Serial Number Tile**: Every certificate generated will have a unique number. This is the header for that title.

→ Toggle to the **Design** tab and update the background, primary text and secondary text color so your certificate also matches your brand colors.

→ Hit **Preview** to see what your certificate looks like!

→ Hit **Finish** to create your certificate.

→ Choose whether you want to activate your certificate of completion. You can always choose "not now" and activate it later.

Enable Course Compliance

To track student comprehension, you can also enable course compliance to require your students to follow the curriculum you built.

ADMIN > COURSE > INFORMATION

Instructions on how to enable course compliance

→ **Enforce lecture order**: Students must complete each lecture before they are able to move on to the next one.

→ **Enforce video watching**: If a lecture has a video component, the student will not be able to move on until they've watched 90% of the video.

→ **Enforce graded quiz completion**: Students must complete and meet a minimum passing score before they can advance to the next lecture. You'll be able to set the number of attempts your students have before they are locked out and you'll have to reset it on their behalf.

Publish Your Course

ADMIN > COURSE > INFORMATION

Instructions on how to update course information and publish

- [ ] Under **Branding**, upload an image that best represents your course. This thumbnail image will appear in any Featured Course block you have on your site.

- [ ] Under **Default Pages**, specify where a student should be taken after buying this course.

- [ ] Hit **Save** if you make any changes.

- [ ] Finally, hit the **Publish Course** button at the top of this page to get your course out there!