

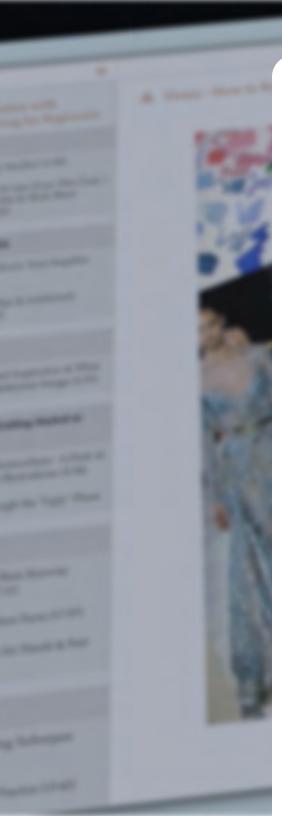
Customize Your Lecture Content

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.

Continued from page 5 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.

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- 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!