

USING THE TEACHABLE DASHBOARD (Practical Lesson 1)

ADDING A NEW COURSE TO TEACHABLE

Procedure

1. Click on the **COURSES** button on the dashboard
2. Click on the new course button on the top right-hand side of the screen
3. Fill in the **COURSE TITLE** and the **COURSE SUB-TITLE**

For example

COURSE TITLE: TEACHABLE 101

SUB-TITLE: Complete Guide on How to Effectively Shift Your Course Online

4. Select author of the course (You are advised to leave MCC as the main author of courses, but you can replace this your names as the author e.g. **Gilbert Kenya**).
5. Click on the INFORMATION button on the dashboard to add essential details about the course.
6. On course information, we are advised not to **publish** the course since that might make it accessible to any online user. Instead, once the course is ready, we can only allow access to individual students who have paid for the course.
7. Skip preview (which shows how the course will look like, once ready) and go to DETAILS.
8. Check out whether the course details are correct and add **course category**, if necessary (e.g. **Basic Teachable Essentials for Beginners**). Click the “save” button.
9. Move to **Author**. Here, you can either choose MCC as the author or indicate the lecturer teaching the course as the author. To do the latter, you have to click on the **New Bio** button. In the **New Bio**, fill the following sections:
 - **Full Name:** Name of the lecturer/Instructor
 - **Headline:** e.g. Lecturer/Instructor
 - **Image:** You can upload the image of the lecturer
 - **Bio:** A short profile or description of the lecturer, detailing his/her credentials and teaching experience.

After filling all “**New Bio**” sections, click the “**add bio**” button, Then click the **save** button.

10. **Go to branding** and add an image for your course.

11. Fill the course compliance section

12. Click the curriculum button on “courses” and add content to your course.

- Click curriculum
- Name the first section, e.g. **Introduction To Online Courses**
- Name the first lecture e.g., **introduction** (you can add more lectures)
- You can add a second section e.g. **How to Effectively Transfer Your Courses Online** and more lectures to it.

Preview the course.