

**Please Your Details Here**

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| **Business Name** |  |
| **Your Name** |  |
| **Image for your course**  Please provide a URL to a featured image to use for your course. If you don’t have one |  |

Hi there!

This document has 2 sections:

1. First a breakdown of how to organise your course content
2. A worksheet to provide the actual course content.

# **How to Structure Your Content**

Your course is made up of 4 components:

1. **Sections -** You can group your different lessons into a number of sections or headings.
2. **Lessons -** Lessons are a place for you to start building out your actual course material. You can include text, images, video, audio, PDFs and virtually any other type of third-party or embeddable content. ***We suggest creating a video and some text for each lesson if possible. You can provide the links via Youtube or Vimeo - unlisted on the platform.***
3. **Topics (Optional)** - If you’ve got a lot of content, you can use topics to create even more hierarchy in your course. Some course admins might only create section headings, and add lessons to each section, but topics give you one additional level of organization. Most people won’t need topics.
4. **Quiz or Question/Ask of the Participant** - Quizzes provide a way for you to measure a user’s comprehension of the learning material in your course. You can do this after each lesson, add the end of a series of lessons, or just at the end of your course.
5. **Certificates** - Certificates are a great way to reward your students for a job well done. You might want to offer an official certification, or just give them a tangible way to prove their competence. You can award certificates in two ways: Upon successful completion of a course and Upon the passing of a quiz.

Check out these pointers :











# **Worksheet**

Here are some sample lesson worksheets, you don't have to use them all but you can duplicate them if you’ve more sections to add!

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| **Lesson Name** |  |
| **Lesson Subtitle**  This should give some more context on what the user will learn in this lesson. Approx 50 words |  |
| **Video or Image for your lesson**  Please provide a URL to a Youtube/Vimeo video (unlisted on the platform) featured image to use for your course. If you don’t have one |  |
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