

## HOW TO ADD NEW COURSE

### Login

Instructor has to login ( [www.sac-elearning.com/dashboard](http://www.sac-elearning.com/dashboard) ) into system by entering Username and password provided the by College, and click on Login.

Please Sign-In to view this section

☒ Remember Me [Forgot Password?](#)

You will get your Home Page, Here select Add New Course

**E-LEARNING SYSTEM**

Home Courses Student Registration

Hello, **Instructor**  
★★★★★ 5.00 (1 Ratings)

**Dashboard**

Enrolled Courses	Active Courses	Completed Courses
1	1	0
Total Students	Total Courses	Total Earnings
5	2	0

Follow the following Instructions before Adding the new course:

### Course Upload Tips

- Set the Course Price option or make it free.
- Standard size for course thumbnail is 700x430.

- Video section controls the course overview video.
- Course Builder is where you create & organize a course.
- Add Topics in the Course Builder section to create lessons, quizzes, and assignments.
- Prerequisites refer to the fundamental courses to complete before taking this particular course.
- Information from the Additional Data section shows up on the course single page.
- Make Announcements to notify any important notes to all enrolled students at once.

**STEP1:**

Write Your Course Name in Course Title, and write the course description

**Course Title:** This is where you type in the name of the course. Try to keep it brief and precise.

**Description:** Your complete course description goes to the Description field. Here you highlight why the course should be taken and who is the appropriate audience for the course.

**▼ Course Info**

Course Title

Java Tutorial for Complete Beginners

Description

Paragraph ▼ **B** *I* [List Icons] [Quote Icon] [Link Icon] [Table Icon]

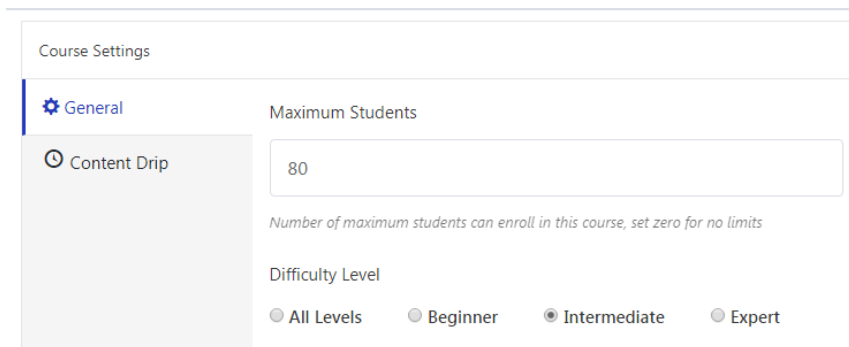
Learn to program in the Java programming language. This course assumes no prior programming knowledge, just a desire to learn to program.

DIV » P

**STEP2:**

Select Course settings, Add Maximum Students you want to enroll for your course.

**Level:** This is the general categorization of all the courses. Defining difficulty level here would provide a better user experience.



Course Settings

**General**

Maximum Students

80

*Number of maximum students can enroll in this course, set zero for no limits*

Difficulty Level

☐ All Levels ☐ Beginner ☒ Intermediate ☐ Expert

**STEP 3:** Select the course Category from

1. Science and Technology
2. Commerce and Management
3. Arts and Humanities

Choose a category



x - Java

Course Thumbnail



Important Guideline: **700x430 pixels**  
File Support: **jpg, jpeg, gif, or png** no text on the image.

Upload Image

**Upload course Thumbnail If any... (Optional)**

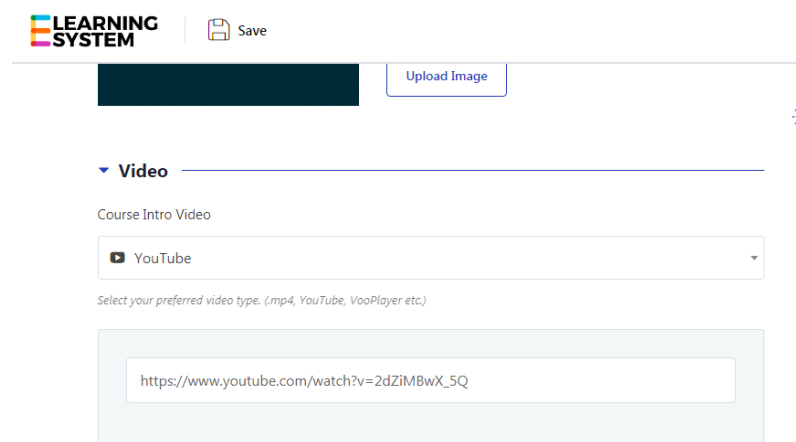
**Step 4:** Add Course Introduction Video link from YouTube if any.

This section lets you add and control the settings of the introduction video which typically appears on the course overview page.

**Course Intro Video:** You can select the introduction video from three sources: HTML5, YouTube, Vimeo, and External URL. Choosing HTML5 will let you upload mp4 video on your site.

**Video Poster:** You can upload a custom poster (thumbnail) for the video using this functionality.

**(Note: How to make video, and upload it to YouTube please refer our help section vedio.)**



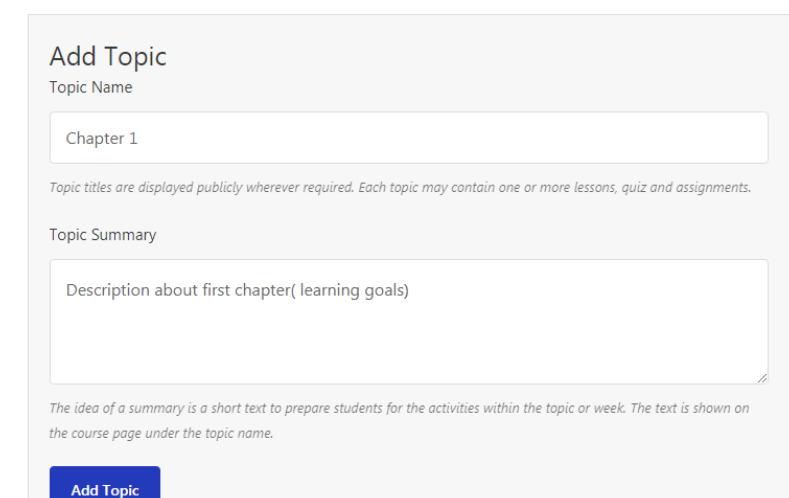
The screenshot shows the 'LEARNING SYSTEM' header with a 'Save' button. Below is a dark blue rectangular area for the video poster, followed by an 'Upload Image' button. A 'Video' section is expanded, showing 'Course Intro Video' as the title. A dropdown menu is set to 'YouTube'. Below this, a text box contains the URL 'https://www.youtube.com/watch?v=2dZiMBwX\_5Q'. A small note reads: 'Select your preferred video type. (.mp4, YouTube, VooPlayer etc.)'.

## Step 5: Course Builder

### (Categorize Your Entire Course into Chapter wise)

The course builder section is like an index for the course. You can create topics to create and decorate your lessons & quizzes. It will help the users to navigate through the course properly.

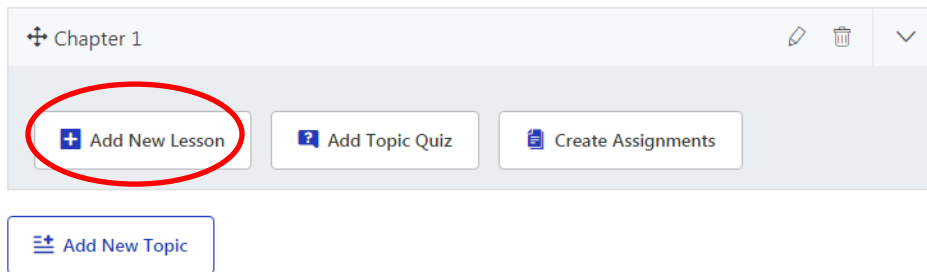
Step1: Click on Add New Topic and enter chapter name and description



The 'Add Topic' form has two main sections. The first is 'Topic Name' with a text input field containing 'Chapter 1'. Below this is a note: 'Topic titles are displayed publicly wherever required. Each topic may contain one or more lessons, quiz and assignments.' The second section is 'Topic Summary' with a larger text area containing 'Description about first chapter( learning goals)'. Below this is another note: 'The idea of a summary is a short text to prepare students for the activities within the topic or week. The text is shown on the course page under the topic name.' At the bottom is a blue 'Add Topic' button.

Step 2: After adding Chapter you will get the following three options

You can add Lesson under which you can add text, YouTube video link



When you select Add Lesson you will get this form

Lesson ×

Lesson 1

[Add Media](#) Visual Text

Paragraph **B** *I*

About Lesson 1

Also u can add all the lesson contents( Study Material Here)

[e-resources.tk/.../2020/04/elearning-1.pptx](http://e-resources.tk/.../2020/04/elearning-1.pptx) be by selecting ADD MEDIA Button

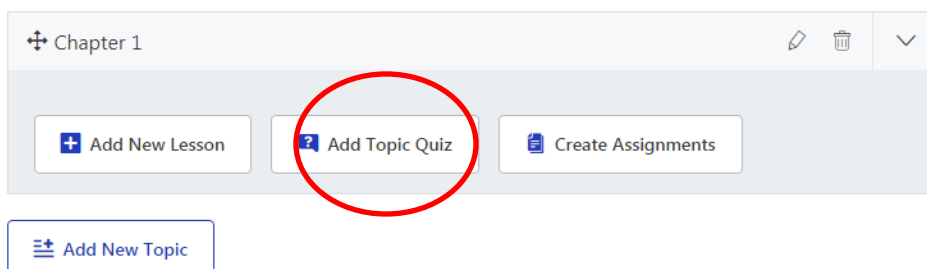
[elearning](#)

Also you can add all the lesson contents (Study Material Here)

You can add, PPT, PDF, Video Links from YouTube by selecting ADD MEDIA Button

Step 3:


Under this you can also add Quiz





## Enter Quiz Details


Quiz

×









Quiz 1

Quiz Description or Outcomes of Quiz

Save & Next


Cancel


Need any Help? Please visit our [Knowledge Base](#) and [Documentation](#).


## Select Add Questions


Quiz

×









Add Question

Back

Next

Cancel

Need any Help? Please visit our [Knowledge Base](#) and [Documentation](#).

## Type the Question

Quiz

×

< Back

Write your question here

Write your Question Here

Question Type

True/False

▼

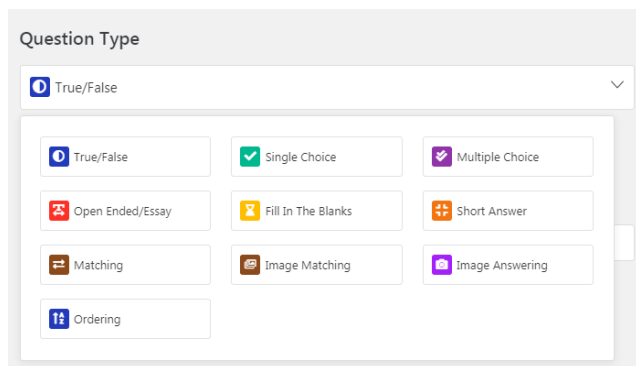
☐ Answer Required

☐ Randomize

Point(s) for this answer

1.00

Select Question Type: There are 10 type of questions which you can create, whichever is needed you can select that and create a quiz.



## Question Types

To bring diversity in a quiz and make it more interactive, Tutor offers 10 question types.

**True False:** It's like the typical true or false question type, you can define whether the answer is true or false.

**Single Choice:** It's more like the MCQ type, here multiple answers are given for the question but only one is correct.

**Multiple Choices:** When your question might have more than one possible answer, use this question type.

**Open-Ended/Essay:** This question type best fits when you need to take feedback from the students.

**Short Answer:** It's more like the same as *open-ended* type, the difference is here the character limit is 200 ideally.

**Fill in the Gaps:** As the name suggests, students need to type in *a word or two* in the black filed. You need to define the correct response while creating the question. Type in "{dash}" in the question title (you can use it more than once in a question) to create the *dash field* and in the answer field, type in the correct response. Use "|" to differentiate your answers if you have more than one. Like the following

The screenshot shows a form for creating a 'Gap Answer' question. It is divided into two main sections: 'Question Title' and 'Gap Answer'. The 'Question Title' section contains a text input field with the text 'The {dash} is 2 {dash} long.' and a small instructional note below it: 'Please make sure that {dash} variable contains in your question title to show dash, You can use multiple variable'. The 'Gap Answer' section contains a text input field with the text 'movie | hours' and a small instructional note below it: 'Separate multiple answer by pipe ( | ), 1 answer per variable assigned in question'. At the bottom left of the form is a green button with a white icon and the text 'Save Answer'.

**Matching:** This question type comes in handy when you need to set up word matching questions. You need to type in the matching word or phrase alongside the answer and you're all set. You can also set up image as well as word to this matching type.










**Image Matching:** As the name suggests, this question type allows you to create image matching questions. You need to upload an image along with its word or phrase answer to setup this question.

**Image Answering:** Unlike image matching type question, here a student needs to write down the answer by observing the image. The answer is defined by the instructor (in small letter).

**Ordering:** This question type is suitable to create re-arranging type question. It's the best fit for taking quiz regarding precedence, step verification or pipeline.



For a correct response, student's shorting should match this exact same order. You can re-order them by dragging.



Order Postion 1	  
Order Position 2	  
Order Position 3	  

You can re-order the position after saving the answer from the above answer list.

**Answer title**


Order Position 4

**Upload Image**

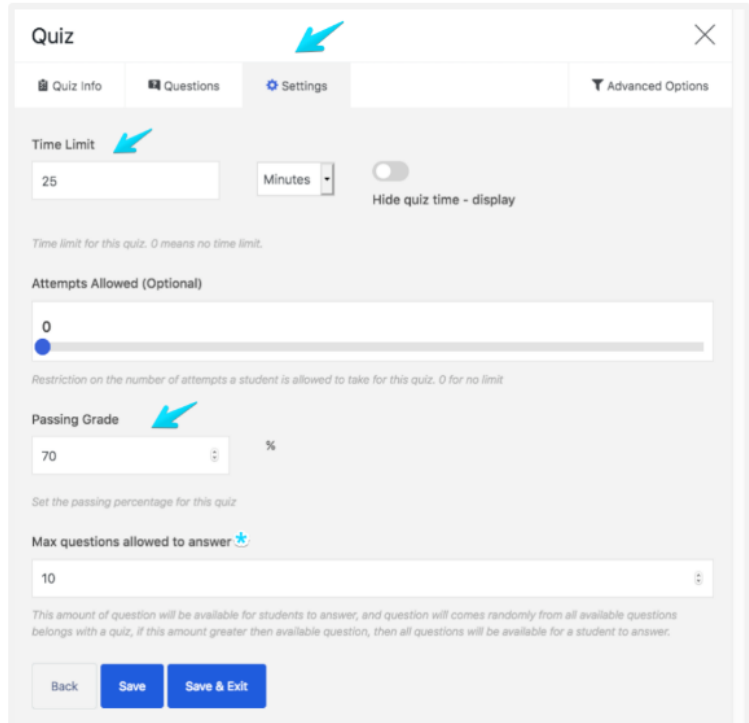
**Answer option view format**

☒ Only text ☐ Only image ☐ Text & image both

 Save Answer

## Quiz Settings

Now that we've created questions for our quiz, we need to know the settings to set up the quiz the way we want to. Browse to the Settings tab.



The screenshot shows the 'Quiz' settings window. At the top, there are tabs for 'Quiz Info', 'Questions', 'Settings' (which is selected and highlighted with a blue arrow), and 'Advanced Options'. Below the tabs, the 'Time Limit' section has a text input field with '25', a unit dropdown set to 'Minutes', and a toggle switch for 'Hide quiz time - display'. A blue arrow points to the 'Time Limit' label. Below this is the 'Attempts Allowed (Optional)' section with a slider set to '0'. A blue arrow points to the 'Passing Grade' section, which has a text input field with '70' and a '%' symbol. Below the 'Passing Grade' is the 'Max questions allowed to answer' section with a text input field set to '10'. At the bottom are 'Back', 'Save', and 'Save & Exit' buttons.

**Time Limit:** You can determine the quiz duration using this function. You can even hide the quiz time if needed. In case you don't want to put a time limitation, then set the limit to 0.

**Attempts Allowed:** If you want a fixed number of attempts to be allowed for taking the quiz, then you can set it from here. For instance: if you set the limit to 5, that means a student can attempt to take the quiz for 5 times at best.

**Passing Grade:** As the name suggests, a student has to obtain this mark in order to pass the quiz. For instance: 70% means they need to score 70 out of 100 to pass the quiz.

**Max Questions Allowed To Answer:** It's a bit tricky. This feature is introduced to randomize questions in a quiz. The purpose of this function would be more clear with an example. Say you have 50 questions in a quiz, if you put 50 here, a student will have to answer all the 50 questions in order to complete the quiz. But if you put 10 here, the student will have to answer only 10 questions out of the 50 and these 10 questions will appear randomly. No student will get the same set of questions.

## Quiz Advanced Options

There are a few additional settings to give you access to more advanced options.

**Quiz**

Quiz Info Questions Settings **Advanced Options**

**Quiz Auto Start** ☐   
*If you enable this option, the quiz will start automatically after the page is loaded.*

**Question Layout**   
Question below each other

**Hide question number** ☒   
*Show/hide question number during attempt.*

**Short answer characters limit**   
200   
*Student will place answer in short answer question type within this characters limit.*

Back Save Save & Exit

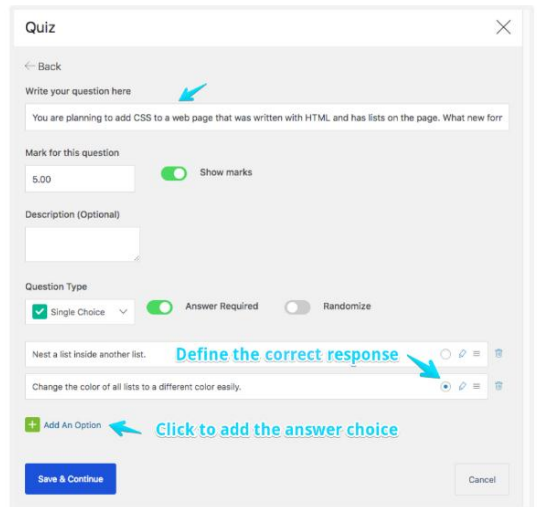
**Quiz Auto Start:** Enabling this feature will make the quiz to start automatically when a student enters to the quiz page.

**Question Layout:** You can control how the questions will appear in the quiz using this function.

**Hide Question Number:** Turning it on will put a serial number in front of every question.

**Short Answer Characters Limit:** You can define the character limit for the "Short Answer" question type from here.

## Quiz Creation

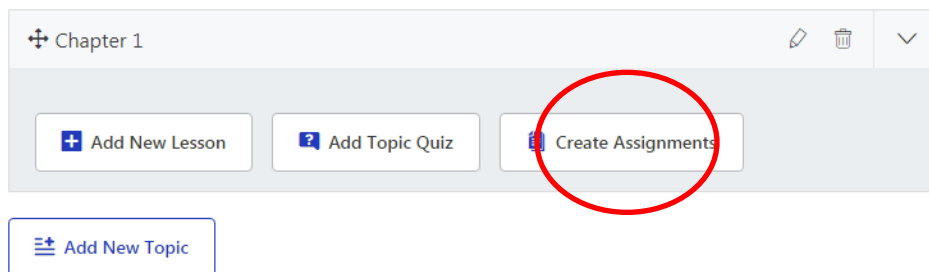


## Creating Assignments

The assignments extension adds the feature to assign tasks to students based on each topic inside the courses. You can create as many assignments as you want. You can also drag drop assignments to order them between lessons and quizzes or just put one at the end of each topic.

### Creating a new assignment

Navigate to any course and on the builder section, you will see a button named "Create Assignments".



After clicking on the **Create Assignment** button, a pop up will appear to input the necessary information.

✕

Exercise 1-4

Add Media

Visual   Text

Paragraph ▼   **B**   *I*   ☰   ☷   “ ”   ☰   ☷   ☷   🔗   ☰   ☷   Tutor ShortCode ▼   ✕

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout.

P

Attachments

[Add attachments](#)

Time Duration

3

Days ▼

*Assignment time duration, set 0 for no limit.*

Mark

10

*Maximum mark for the student will have*

Passing Mark

6

*Min mark required for the student to pass this assignment.*

Allow to upload files

1

*How many files students can upload in this assignment. set 0 to disable upload file*

Upload File size limit

8

*Set Maximum Attachment size in MB for upload.*

Update Assignment

**Attachments:** If you want to provide sample questions, research paper or any kind of drawing as instructions, you can upload a file in this section.

**Time Duration:** This applies right after the student views the assignment section. You can set any number starting from zero. Here **Zero** means no time limit. After the time limit is over, the student will not be able to upload any files on the assignment section and submit the assignment.

**Mark:** The total mark has to be mentioned here. You can set any number larger than zero.

**Passing Mark:** The minimum mark for the assignment considered as pass. you can set any number larger than zero and smaller than or equal the total mark.

**Allow to Upload Files:** If you want to allow the students to upload files, then you can set any number larger than zero. If you do not want the students to upload any files and just write the text on the submission page, then you can set it to zero.

**Upload File Size Limit:** You can specify a number larger than zero here. This field calculates and restricts the file upload size in megabytes.

After you are done configuring the assignment, you can see an assignment submission form like this-

Lesson List

Browse Q&A

Accounting in Action

Types of Accounting

Standards of Record Keeping

Exercise 1-4

Basics of Accounting

Go to Course Home

Exercise 1-4

## Exercise 1-4

Total Marks : 10    Passing Marks : 6

### Description

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout.

### Assignment answer form

Write your answer briefly

Attach assignment files

WP Crowdfunding Test Notes.pdf

Choose File

SUBMIT ASSIGNMENT

## Additional Data

This section controls the little yet important details about a course. All the data given here will be shown on the course overview page.

### ▼ Additional Data

Total Course Duration

07

HH

30

MM

00

SS

Benefits of this course (What I will learn)

Create a static homepage useful for most websites, or a blog like homepage useful for bloggers.  
Create an affiliate site for passive, recurring income  
Create a Responsive Website that looks good on any browser.

Requirements/Instructions

No prior knowledge of Wordpress is required as everything will be covered in this course.  
You will need a working computer and a web browser connected to the internet..  
You don't need any coding experience at all. That is the beauty of Wordpress.

Targeted Audience

If you want to learn Wordpress without paying for a web host, this course is perfect. I'll show you how you can install Wordpress on your very own computer while you learn.  
This course is for you if you want to build a website, whether for personal or business

Material Includes

7.5 hours on-demand video  
10 articles  
31 downloadable resources



### Course Upload Tips

- Set the Course Price option or make it free.
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- Add Topics in the Course Builder section to create lessons, quizzes, and assignments.
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**Total Course Duration:** It is the ideal duration of how long it will normally take to finish the course.

**Benefits of this course:** You should put some oneliners here on how the course can benefit the ones who take it.

**Requirements/Instructions:** You should put some oneliners to help better understand what the requirements for this course are.

**Targeted Audience:** You should put a few one-line sentences on who are the people that can be most benefited from this course.

**Materials include:** You can write down what are the materials you'd be providing on this course.



## Making Announcements

### ▼ Announcements

Title

**Making your first announcement**

Announcements

**B** *I* U “ ” ABC [List Icons] [Undo] [Redo] [Link] [Unlink]

Hello {user\_display\_name},

This is the first announcement of your course. I hope you are doing great. This course will help you gain more skill on your desired field and help you prosper on your career path. We have designed the course in a way that is industry specific and it is associated with industry leaders to to help you in every step of the way.

P

available variable, {user\_display\_name}

 Add Announcement

The announcements are like the notice boards. All students in the course will see the announcement when you make one. You can take advantage of the available variable `{user_display_name}` to make it more personalized, like the one shown in the screenshot. Doing so will enable each individual to see their own name on the announcement. Hit the “Add Announcement” button to publish it.


## Course Attachments (optional)


Course Attachments add-on will allow you to upload attachments across the platform.


## Adding Instructors


Doing this will enable multiple instructors to appear in the course creation page. To add multiple instructors, select them from the list and click “Add Instructors”.

### ▼ Instructors

Saifur Rahman Khan

admin

Mehedi Hasan


 Add More Instructor


### 💡 Course Upload Tips


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After assigning new Instructors to any course, they will be able to take full control over the course (*same as the main instructor*).

### ▼ Course Attachments

myAvatar.png

edumax-documentation.svg

wp-blog.png

 Upload Attachment

- Video section controls the course overview video.
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You can upload all the supported files. The files you upload will be available on the Course landing page under the Overview section.