

HOW TO ADD NEW COURSE

Login

Instructor has to login (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

instructor@gmail.com

.....

Remember Me [Forgot Password?](#)

LOG IN

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

LEARNING SYSTEM

Home Courses Student Registration

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

[Add A New Course](#)

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.

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)

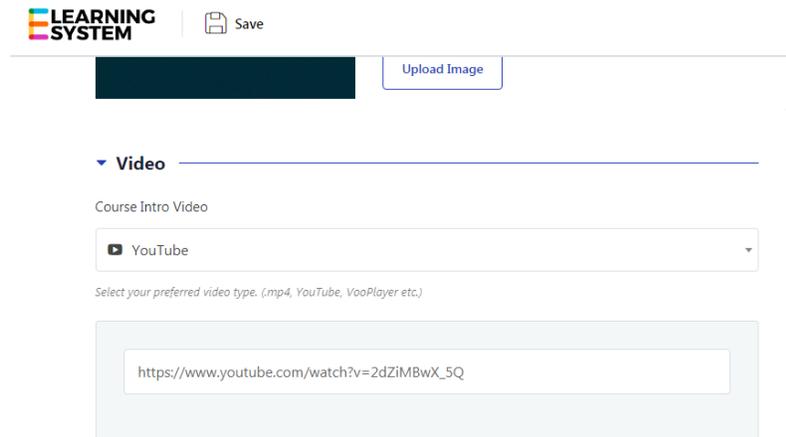
Step 4: Add Course Introduction Video link from YouTube if any.

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.)



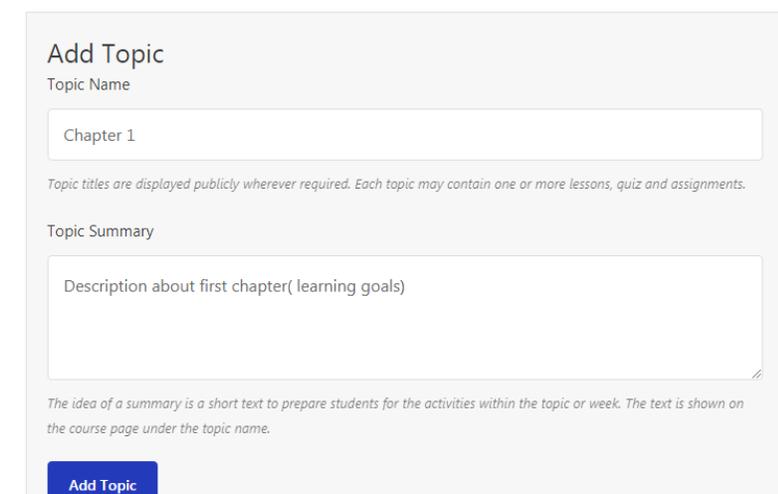
The screenshot shows the 'LEARNING SYSTEM' logo and a 'Save' button. Below is a dark blue bar with an 'Upload Image' button. A 'Video' section is expanded, showing 'Course Intro Video' with a 'YouTube' dropdown menu. Below the menu is a text input field containing the URL 'https://www.youtube.com/watch?v=2dZiMBwX_5Q'. 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.

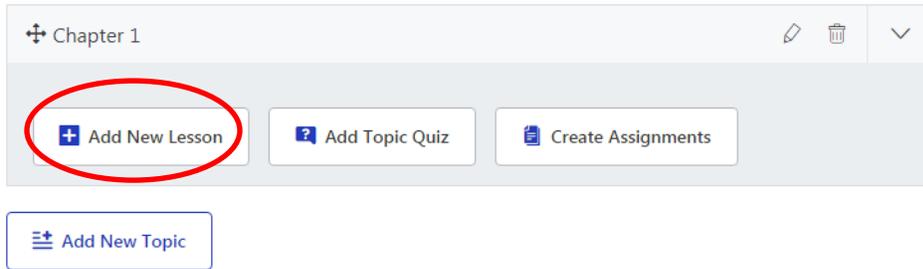
Step1: Click on Add New Topic and enter chapter name and description



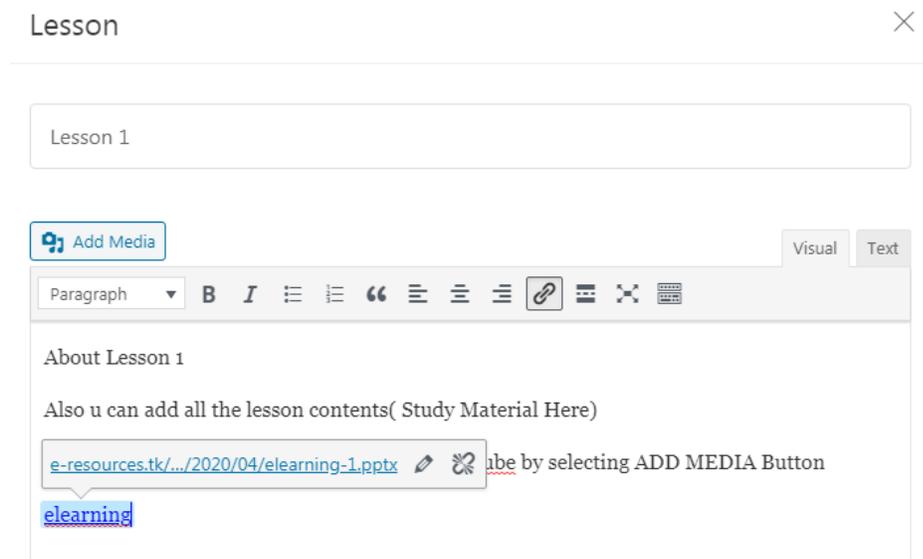
The 'Add Topic' form has a 'Topic Name' field with 'Chapter 1' entered. Below it is a note: 'Topic titles are displayed publicly wherever required. Each topic may contain one or more lessons, quiz and assignments.' The 'Topic Summary' field contains 'Description about first chapter(learning goals)'. A second note reads: '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

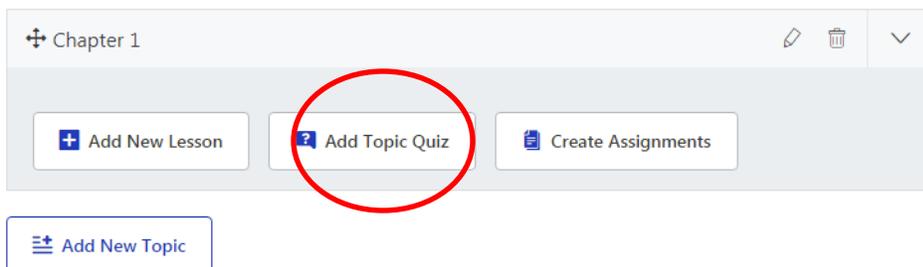


Also you can add all the lesson contents (Study Material Here)

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

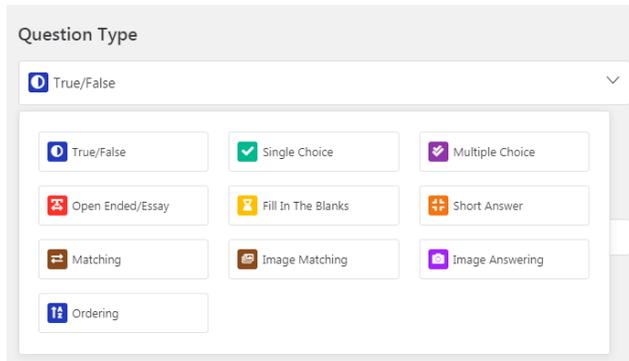
True/False ▼

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

Question Title

The {dash} is 2 {dash} long.

Please make sure that {dash} variable contains in your question title to show dash, You can use multiple variable

Gap Answer

movie | hours

Separate multiple answer by pipe (|), 1 answer per variable assigned in question

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 Postion 2	  
Order Postion 3	  

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

Answer title

Upload Image 

Answer option view format

Only text Only image Text & image both



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' interface. At the top, there are tabs for 'Quiz Info', 'Questions', 'Settings' (selected), and 'Advanced Options'. Below the tabs, the 'Time Limit' section has a text input field with '25', a 'Minutes' dropdown, and a 'Hide quiz time - display' toggle switch. The 'Attempts Allowed (Optional)' section has a text input field with '0'. The 'Passing Grade' section has a text input field with '70' and a '%' symbol. The 'Max questions allowed to answer' section has a text input field with '10'. At the bottom, there are 'Back', 'Save', and 'Save & Exit' buttons. Blue arrows in the original image point to the 'Settings' tab, the 'Time Limit' input, and the 'Passing Grade' input.

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

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

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

Back Save Save & Exit

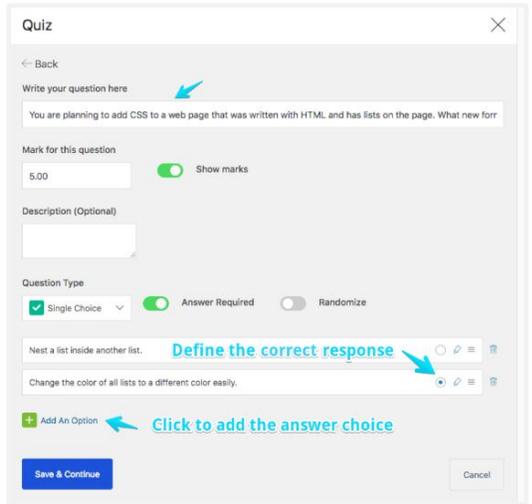
Quiz Auto Start: Enabling this feature will make the quiz to start automatically when a student enters to the quiz page.

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

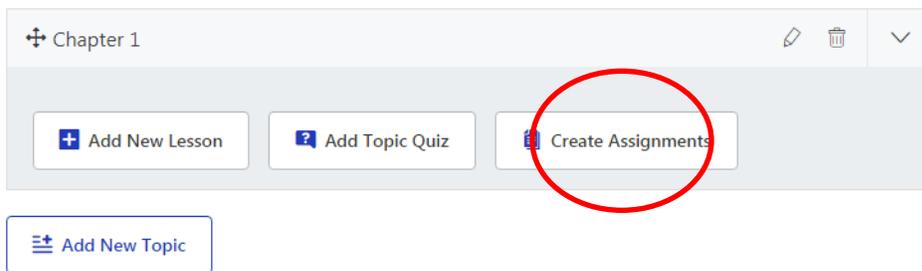


Creating Assignments

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
Assignment time duration, set 0 for no limit.

Mark
Maximum mark for the student will have

Passing Mark
Min mark required for the student to pass this assignment.

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

Upload File size limit
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-

The screenshot displays the 'Exercise 1-4' page within the 'Accounting in Action' course. The left sidebar contains a 'Lesson List' with items: 'Types of Accounting', 'Standards of Record Keeping', 'Exercise 1-4', and 'Basics of Accounting'. The main content area features a blue header with 'Go to Course Home' and 'Exercise 1-4'. Below the header, the exercise title 'Exercise 1-4' is shown with 'Total Marks : 10' and 'Passing Marks : 6'. A 'Description' section contains the text: 'It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout.' The 'Assignment answer form' section prompts the user to 'Write your answer briefly' and includes a large text input area. Below this is a file upload section labeled 'Attach assignment files' with a file input field containing 'WP Crowdfunding Test Notes.pdf' and a 'Choose File' button. A blue 'SUBMIT ASSIGNMENT' button is positioned at the bottom of the form.

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 30 00

HH MM 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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 - 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 refers 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.

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 ☰ ☷ ☹ ☺ ☻ ↶ ↷ 🔗 ✕

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 careen path. We have designed the course in a way that is industry specific and it is assoicated 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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- Information from the Additional Data section shows up on the course single page.

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](#)

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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.