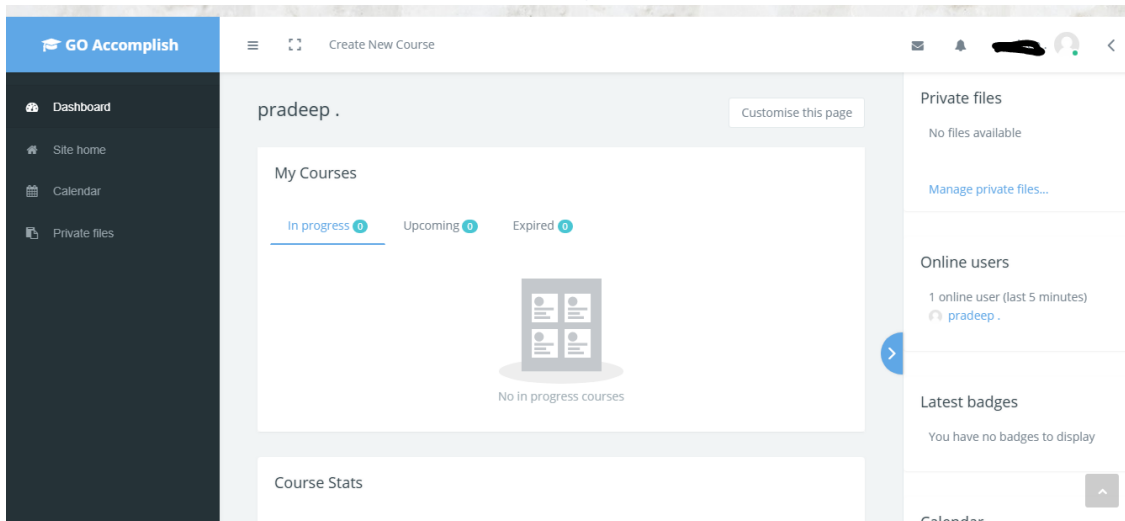# How to Create a Course on GOaccomplish

1) Once a teacher has been approved by administrator, the teacher shall receive a mail.

2) Open the mail and click on www.goaccomplish.com
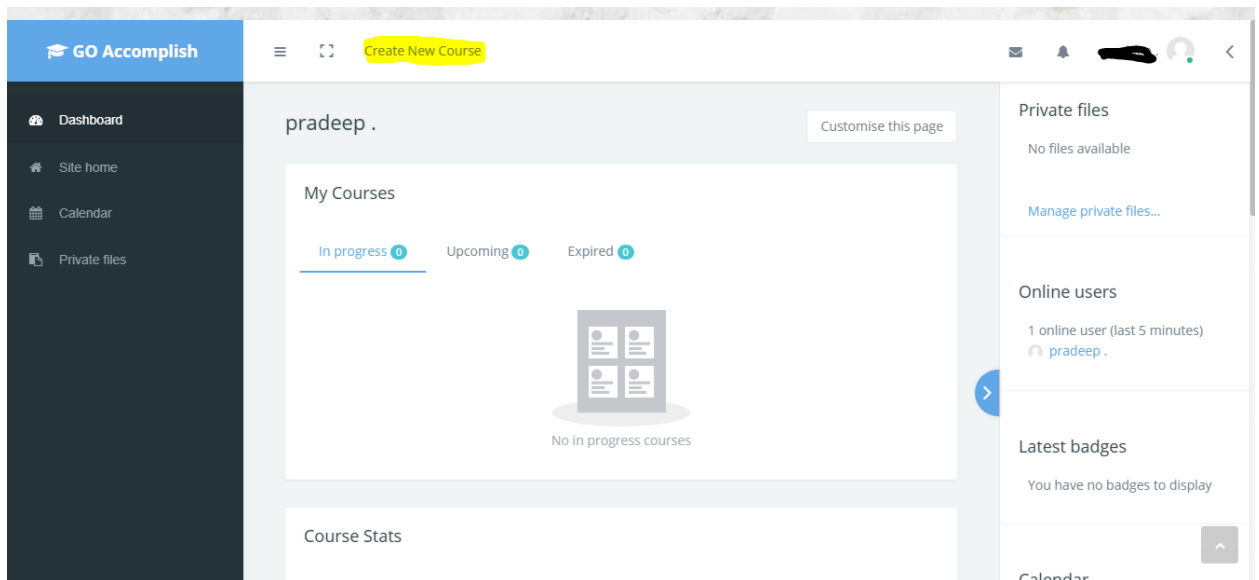
3) Once in the site, click on to Courses Tab.
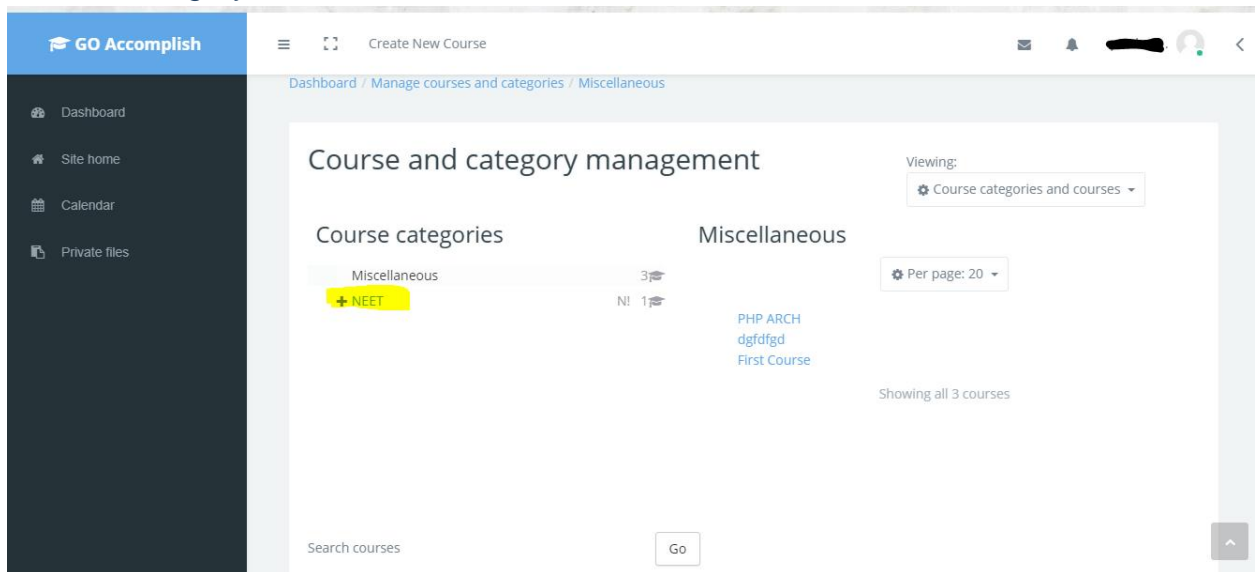

4) A frame will open like below after scrolling
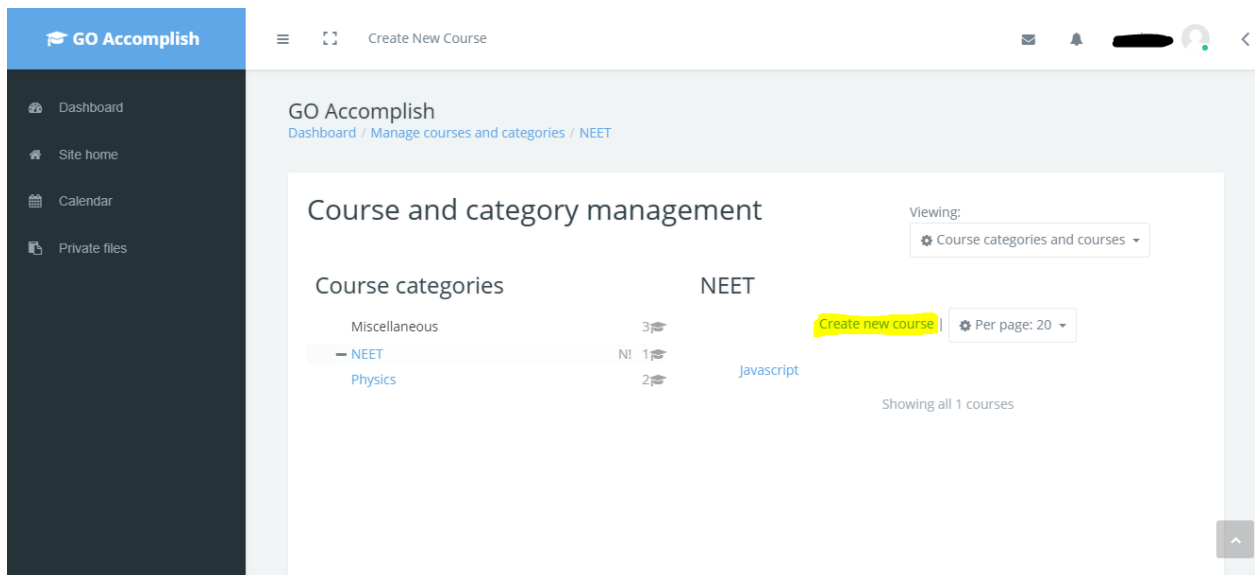
5) After getting dashboard in frame click on create new course button in the top of the window

6) A course category page will open after clicking button. After loading click on the enabled category

7) After clicking the category "create new course" button will enable.

6. In the "Add a new course" page,

Course full name: The full name of the course is displayed at the top of each page in the course and in the list of courses.

Course short name: The short name of the course is displayed in the navigation and is used in the subject line of course email messages.

Course category: This setting determines the category in which the course will appear in the list of courses.

Course visibility: This setting determines whether the course appears in the list of courses and whether students can access it. If set to Hide, then access is restricted to users with the capability to view hidden courses (such as teachers).

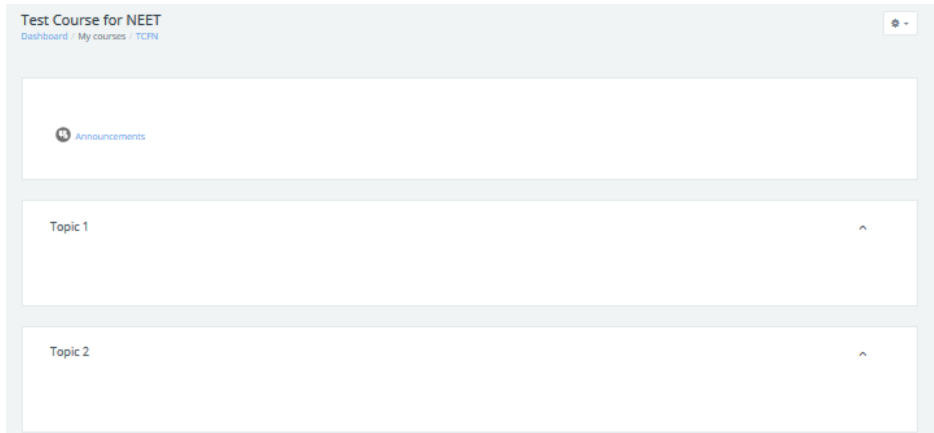Course start date and Course end date setting need not be disturbed.

Course ID number: Can be left blank.

Course Summary: it's all about the general description of the course. The course summary is displayed in the list of courses and will be seen by the prospective student. A course search searches course summary text in addition to course names.

Course summary files: upload any suitable image of your choice that complies with licensing. The image should be legally free to be used. Course summary files, such as images, are displayed in the list of courses together with the summary.
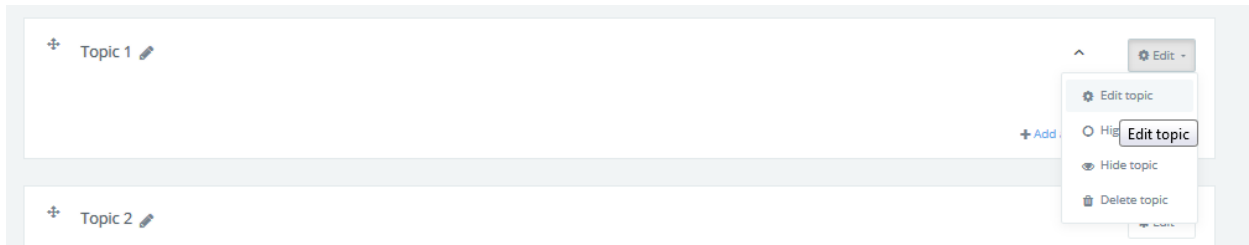
7. Click save and display. Then next page opens and by default topics are displayed.

8. Click on the settings and press "Turn editing on". You can edit that particular section alone.
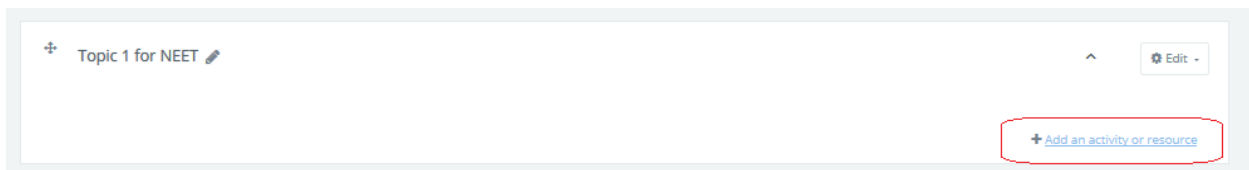
9. In topics section select the settings for topic 1 and press edit topic.

10. Select the custom button in section name and type the lesson heading.

11. Summary: The idea of a summary is a short text to prepare students for the activities within the topic. The text is shown on the course page under the section name. in short – what this lesson is going to teach.
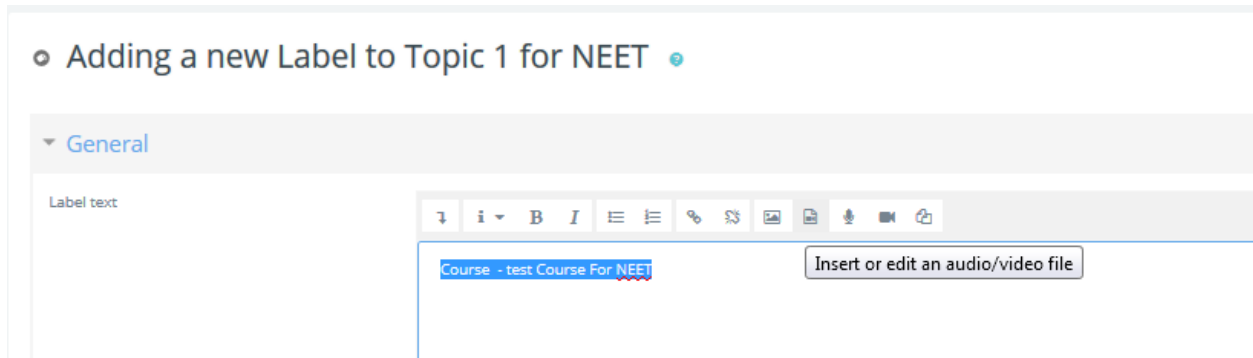
12. Then select from "add an activity or topic".

13. For videos, select "Label" and upload the videos, for quiz, select quiz or assessment or assignment and lots of other choices accordingly.

14. Type in as shown for adding a video file. (Again the video file should be properly licensed.

15. Click save and return to course. Now you would have the activity that you had added.

16. This completes the process of uploading videos and other activities. Creating quiz is a separate doc.

Wishing you Happy Teaching!

In case of any doubt or difficulty please reach out to us at Teach.Support@GOaccomplish.com

(Or)

Call us @ +917550036112

For Further support & documentation pls click here