USA-TEACH ONLINE

Training Outline for New Instructors

Courses types offered at our portal:

- **Pre-Scheduled Type Courses**
- **One on one consultation type courses**
  - **Customized your calendar (your availability time)**
- **Instructor Vs Student access**

Handling Pre-Scheduled Type Courses:

- **Editing your profile**
- **Create New Course**
- **Course Category /Author/Co-Author**
- **Course Price/Hours/Level/Prerequisite**
- **Edit old course**
- **Draft Mode/Publish Mode**

Creating the content of the Pre-Scheduled course

1. **Add Course Description /Time Zone / Syllabus**
2. **Add Curriculum (Number of Lectures)**
   a. **Add section**
   b. **Add Zoom Lesson**
   c. **Add PowerPoint/Slide lesson**
   d. **Add Video Lesson**

Starting a Course after publishing it

- **How to start a course after publishing it (for student and instructor)?**

How to know who register in your courses?

- **Earning /Statics (Pre-Scheduled Courses)**
- **Consultation type courses**

Advance topics:

- **Send messages**
- **Student Attendance**
- **Student / Faculty automatically generated course certificate**
- **Assignment / Quizzes.**

Trouble shooting & support:

- **Password / login problems**
- **Zoom Issue (ip), Time Zones**
- **Support**