

INSTRUCTOR MANUAL

<http://learningstreets.com>

Account Sign Up

1. Go to <http://learningstreets.com/become-an-instructor>.
2. Fill up the form.
3. Click Register button to submit.
4. System will register and automatically login to the account simultaneously.

Account Login

1. Go to <http://learningstreets.com>
2. Click on LOGIN.
3. Enter your username and password.

Change Your Password

1. You can see your name at the top right of the web page. Click on your name.
2. Click Settings. You can change to new password under General Settings:
 - a. Enter the Current Password *{temporary password}*
 - b. Enter your New Password & Repeat New Password
3. A notice of password changed will be sent to your email.

Update Profile

1. Click on your name. Click View Profile.
2. You will go directly to Profile section.
3. **Update personal info**
 - a. Click Edit.
 - b. Base part
 - i. You can change your name

- ii. Add Location name, where you can conduct the training {e.g. *Kuala Lumpur, Penang, Johore*}
- iii. Add your Bio {*anything related to your training or teaching experience, skills, etc.*}
- iv. Click Save Changes
- c. Instructor part.
 - i. Click Instructor
 - ii. Add your Speciality {e.g. *Project Management, Customer Service, Corporate Training*}

4. Add Profile Photo

- a. Click Change Profile Photo
- b. Select your file or drag your photo in the dotted box area.
{For best results, upload a picture larger than 460 x 460 pixels}
- c. Adjust the image. Click Crop Image.
{‘Your new profile photo was uploaded successfully’ will appear}.

Upload New Course

1. There are two ways to create a course:
 - a. Click on Create A Course tab
 - b. Go to the top menubar of the website. Click on All Courses to go to All Courses page. Click on All Courses to go to All Courses page. Click on Create A Course. *{The blue box at the top right of the page}*. You will go to a course creation page.
2. Create a Course page.
 - a. **Create Course**
 - i. Enter the Course Name at the course title area.
 - ii. Select the Course Category.
 - iii. Select the Course Location.
 - iv. Select the Course Type.
 - v. Click on the Image to upload course image. *{image size: 360 x 220 pixels}*
 - vi. Enter a short description of the course.
 - vii. Click Add Full Description. Insert the full description of the course.
 - viii. Click Create Course.
 - ix. A popup will appear. Click ‘Yes, create a new course’.

b. Course Settings

- i. Maximum Course Duration. Set the course duration (days). *{e.g. 5}*
- ii. Maximum students that can join the Course *{e.g. 30}*
- iii. Start Date. Click on the empty box at the right side. Calendar will appear.
Choose the start date from the calendar and click on it.
- iv. Add the Course Instructions (if any).
- v. Click Save Settings.
- vi. A popup will appear. Click Save course.

c. Course Curriculum

- i. Mouseover at the + symbol. Click Add Section. Enter Section Title. *{e.g. Topic 1: Introduction}*
- ii. Repeat the step for every section.
- iii. Click Save Curriculum.

d. Course Pricing

- i. Set a Course Product. Click Create New Product.
- ii. Insert the Product title. *{same with the course name}*
- iii. Insert the course price. *{e.g. 550}*
- iv. Click Create Product.
- v. Click Save Pricing.
- vi. Click Save course.

e. Publish Course

- i. Go Live. Click Send For Approval.
- ii. Click Save Course.

3. Course successfully updated. Click View Course.
4. The course will be in pending mode. Course will be publish live upon admin approval.
5. A notice of course sent for approval from admin will be sent to your email.

Update Course

1. Click Edit Course.
2. Edit the Course details and information.
3. Click Publish Course. Modify Course. Click Send For Approval. Click Save Course.
4. A notice of course sent for approval from admin will be sent to your email.

Log Out

1. Click on your name at the top right of the web page.
2. Click Logout.