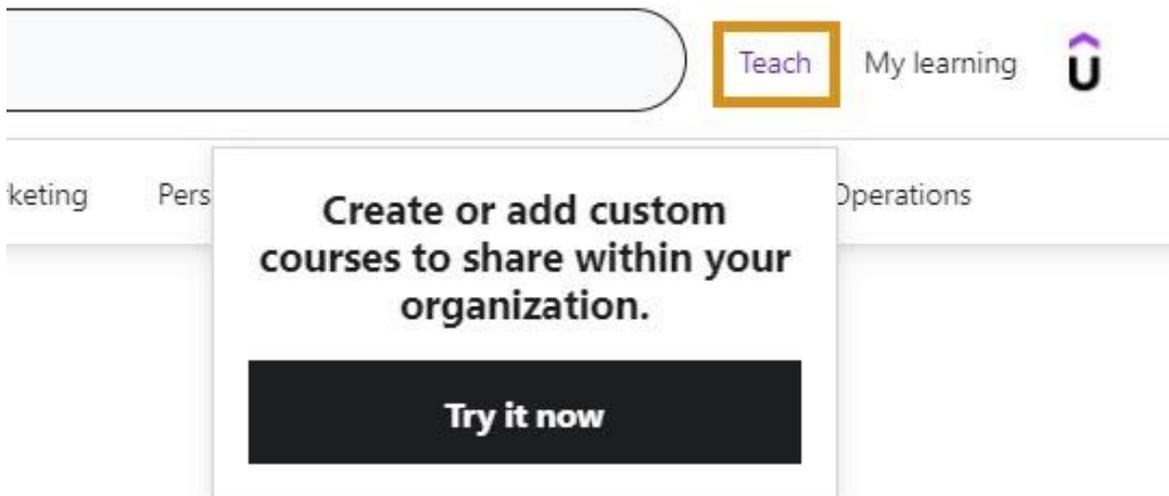


How to Create a Course

Step 1: Navigate to the Teach Section

To begin the course creation process, click **Teach** at the top right-hand of the page and you will be prompted to enter your course title.



Step 2: Plan Your Course

Planning your course is the next step in your course creation journey and it's very important to provide yourself with a solid foundation for building the rest of your course.

- Decide what you want to teach. You probably have an idea of what you want to teach, and now it's time to get specific.
- Identify what you want your users to learn from your course. Determining this now will go a long way in helping you create a great course structure.
- Scope the content of your course to ensure that there is enough content for users to engage with and achieve their objectives. This is also where you think through how you want to organize your content. Be sure to conclude each section with either a quiz or a summary to sum up what users have learned.
- Break down your course into smaller, bite-sized lectures and describe what they each need to accomplish. This step is to help you get more detailed about your content and break it down into individual sections and lectures. Write a lecture description for each lecture, summarizing what users will learn.

Step 3: Produce Your Course

This is the most important part of your course creation process.

- As you're creating your lectures, consider different types of users. Video lectures should alternate between the different lecture types and between presentation styles such as “talking head”, slides, screencasts and drawing boards. Upload your promotional video so that users can preview your course.
- We strongly encourage you to include practice activities throughout the course to keep users engaged--at least one per section. These can take many different forms depending on the content, but may include quizzes, case studies or projects. For more in-depth information about practice activities, take a look at our course: [Official Udemy Insights: Adding Practice Activities](#) (*please note: you can access this course by searching for it in your Udemy Business account*)
- [Use the bulk uploader](#) to upload your videos into your course. You can also use the uploader to upload any other resources you're including (supplemental resources, PDF, audio, or presentation lectures). Once your videos are uploaded, go through your outline, and associate the videos with the correct lecture.

Step 4: Polish Your Course

[In this step](#) we're talking about making your course ready for publishing.

- Craft a compelling course summary
- Take another look at your course title and add in a subtitle.
- Create a course image [that meets our guidelines](#).

Step 5: Publish Your Course

Admins: You are ready to publish your course!

Non-admins: you will need to submit the course for review and an admin will need to approve it for publishing.

Step 6 (Optional): Create Certificate of Completion

Custom course creators have the option of enabling a digital certificate of completion, which will be [generated for a learner](#), when they've completed 100% of the course.

If you wish to enable certificates of completion for the custom course you've created in your Udemy Business account, please follow the steps below:

- 1) Click on **Teach** at the top of the page to navigate to your **Courses** page.
- 2) Next, click on **Edit/manage course** on the applicable course.
- 3) Click the gear (settings) icon at the top-right corner.



Settings

Manage Email Notifications ▾

Unpublish

Users cannot find your course via search, but users that have already enrolled can still access content.

Delete

If you delete your course it will be removed permanently.

4) On the **Settings** page, scroll down to the **Certificates** section.

5) Click the **Enable Certificate** box and then **Save**.

Certificates

Enable certificate

When students finish your course, you have the option of providing them with a digital certificate of completion containing your company logo.

Save

How to Add Sections, Lectures, and Video Content to Your Course

Udemy Business courses are structured into learning sections. Each section can contain curriculum items like lectures, quizzes, coding exercises, practice tests, and assignments.

This guide outlines how you can add sections, lectures, and video content to your course.

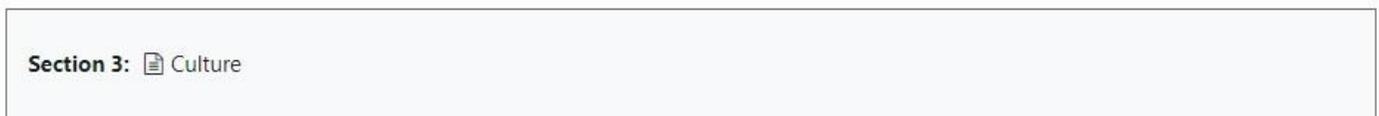
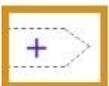
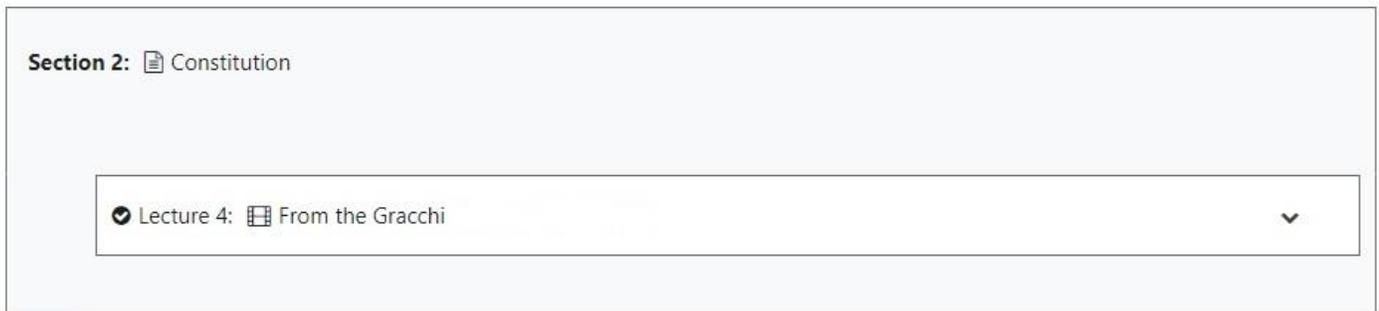
How do I Add a Section to The Course?

To help users better understand how a Udemy for Business course is organized, all lectures in a course should be contained in a section. To add a section to your course please follow these steps:

1. Navigate to the **Curriculum** page in your course management tools.
2. If you haven't created a section yet for your course, click the + icon that appears.



If your course already has a section, hover your cursor over the white space just under or above the existing section and click the + icon that appears.



3. Enter a title for the section in the designated blank, and as an optional step, add a learning goal that students will achieve in the section (in the blank space under “*What will users be able to do at the end of this section?*”)

4. Click **Add Section**.

×

New Section: Introduction 68

What will students be able to do at the end of this section?

Enter a Learning Objective 200

[Cancel](#) [Add Section](#)

If you need to move the section into a different spot in the course curriculum, simply click on the section and drag it to the new location. Please note that any lectures located in the section will need to be moved separately.

How Do I Add a Lecture to The Course?

1. Navigate to the **Curriculum** page in your course management tools.
2. On the side, hover your cursor over the grey space within a section, where you want the lecture to be placed. Click the + icon that appears.

Section 2: Constitution

☑ Lecture 4: From the Gracchi

+ →

3. Next, select the type of curriculum item you want to add. In this case select **Lecture**.

Note: you'll see other curriculum item formats like [Quiz](#), [Practice Test](#), [Coding Exercise](#), and [Assignment](#) here too, but this article focuses specifically on the **Lecture** format.

☑ Lecture 5: Social History and Structure

+ Lecture + Quiz + Coding Exercise + Practice Test + Assignment

4. Enter a title for the lecture.
5. Click **Add Lecture**.

If you need to move the lecture into a different spot in the course curriculum, simply click on the lecture and drag it to the new location. If you have a lecture that exists outside of a section, move it to an existing section, or create a new section that's appropriate for it.

How Do I Add Content to The Lecture?

For a new course, all added lectures must have content before you submit the course for review and publication. To add content to a lecture please follow the steps below:

1. Click the **+Content** button that appears on the lecture item
2. Select the type of content you want to add to the lecture. **Article** lectures will contain only text, entered from a rich-text editor and **Presentation** lectures will feature slides. **Mashup** lectures are synced combinations of pdf's and video (more info regarding lecture formats can be viewed [here](#)). The following steps cover the most common content type on Udemy for lectures, **Video**.

Unpublished lecture: Introduction Select content type X

Select the main type of content. Files and links can be added as resources. [Learn about content types.](#)

Video Video & Slide Mashup Article

3. After selecting **Video**, click **Upload** to select the appropriate video file from your computer (.mp4, .mov, or .wmv files are supported, and video files should be at least 720p and less than 4.0 GB). If you used the [Bulk Uploader](#) to add files, you can choose the tab that says **Add From Library**.

Lecture 15: The Function of the Senate Add Video X

Upload Video Add from library

No file selected Select Video

Note: All files should be at least 720p and less than 4.0 GB.

4. If your course is still in draft, your lecture will be automatically published when you submit your course for review. If you're adding a lecture to a course that is already published, however, click Publish on the right-hand side of the lecture item.