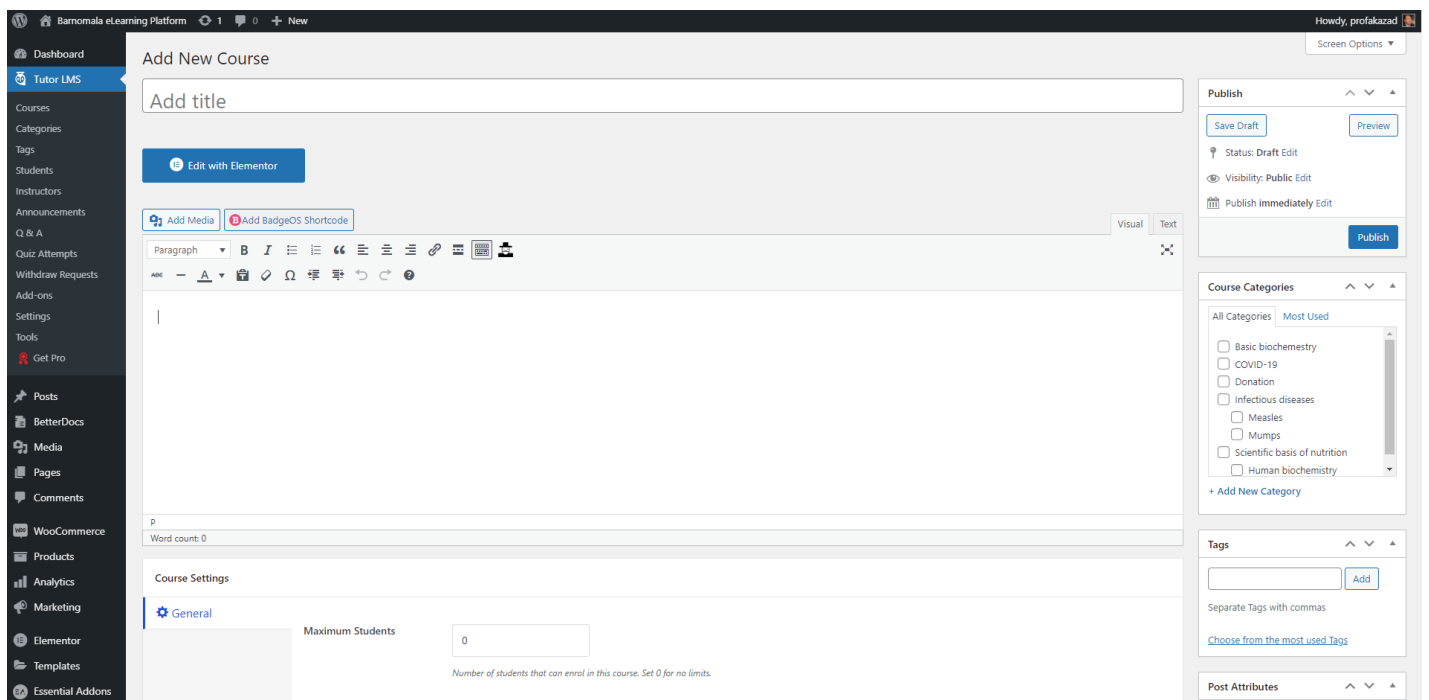


How will you add a new course?

Go to Add New Course

1. Log in to elp.barnomala.net.
2. Click on Account.
3. Click on Instructor Registration.
4. Fill up Instructor Registration Form and Submit.
5. If you are not logged out. Logout by clicking on Logout.
6. Now on every time, log in by clicking on Account >> My account >> Login
7. After login go to Dashboard by clicking on Dashboard menu.
8. In the Dashboard, click on ADD A NEW COURSE.
9. You will find a window like below:



10. Give a title to your course in Add title box.
11. Click on Publish (see on right side). Once published, the Publish button will change to Update. So. In the next time, whenever you will make some change, save the new change by clicking on Update button.
12. You can write something in the text editor bx down the Course title field. Click on update.
13. See the Course Categories box on right side. Select one or more course categories. If you don't course category relevant to your course, you can click on +Add New Category and press enter.
14. You will also see a Parent category box below where you can select a parent category of your course.

15. You will find a Tags field below the Category Box. You can type few key words in this box and click on Add. You can add more than one tag here.

16. Now see the Course Settings.

17. If you want to keep students' number unlimited then keep the zero figure there. Otherwise, type the number which you desire.

Course Settings

General

Maximum Students: 0
Number of students that can enrol in this course. Set 0 for no limits.

Difficulty Level: All Levels Beginner Intermediate Expert

Course Type: Paid Free

Excerpt

Author: profakazad (profakazad)

Add Product

Select product: Select a Product

Course Type: Paid Free

Post Attributes

Template: Default template

Tutor Settings

Make This Course Public: No enrolment required.

Disable Q&A:

Astra Settings

Sidebar: Customizer Setting

Content Layout: Customizer Setting

Disable Sections

Disable Primary Header:

Disable Mobile Header:

Disable Title:

Disable Breadcrumb:

Disable Featured Image:

Disable Footer:

Transparent Header: Customizer Setting

18. Select the difficulty level of students.

19. If you like to add an excerpt of your course, type in the Excerpt box. Otherwise, leave it blank.

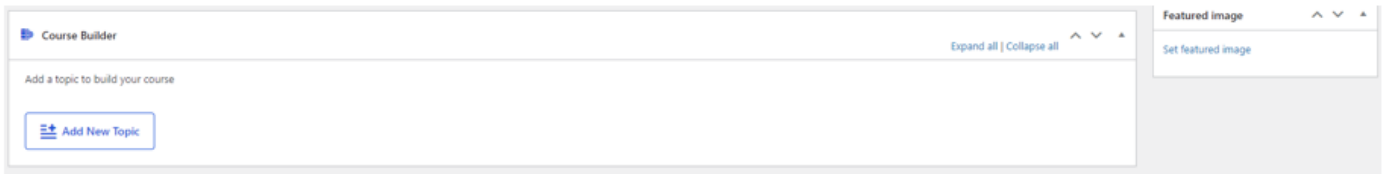
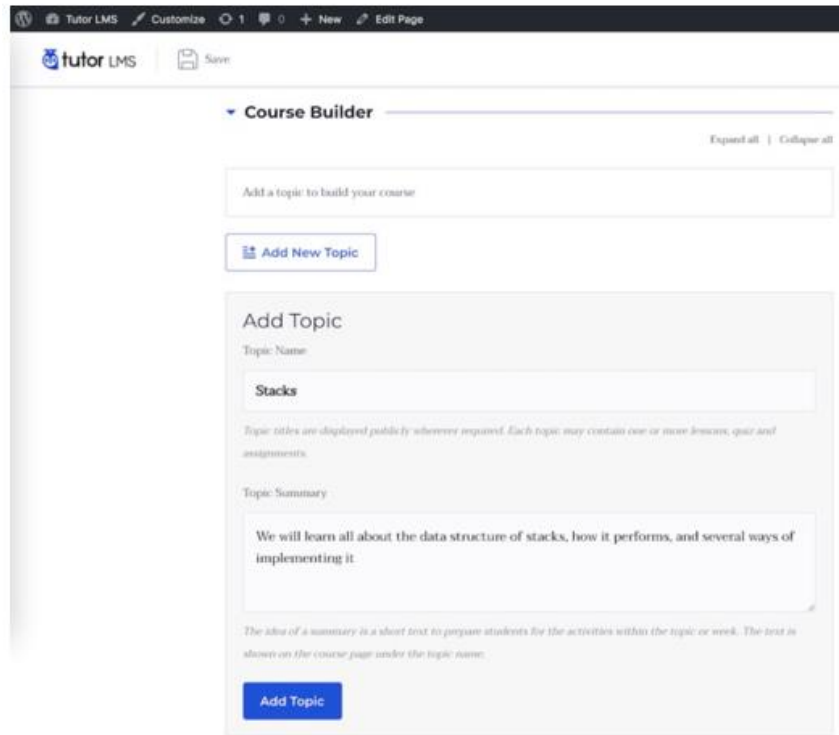
20. Go to Course Type. Select Paid or Free.

21. On the right side, in the Template box, you can select Elementor Full Width.

22. Click on Update button to save your change.

Course Builder

23. Go to Course builder section. Add Topic to your course. Topics are Chapters of your course book. Click on Add New Topic. Type the topic name and click on Add Topic. Add a small topic summary about its content. You can add as many topics as you require. Remember, Topic names are just chapter names. We did not content yet.



24. On right side of the Course builder section, there is a Featured Image Box. Select here to add a featured image that will better represent your course. Click on the Set featured image button. You will find the media library. Select if you find something in the media library. If not upload from your computer. You can search appropriate image in google and save it to your computer which you can add to media library. An image selected from the media library will need to click on the Insert image button to add to your course.

Additional Data ^ v ▲

Total Course Duration
HH MM SS

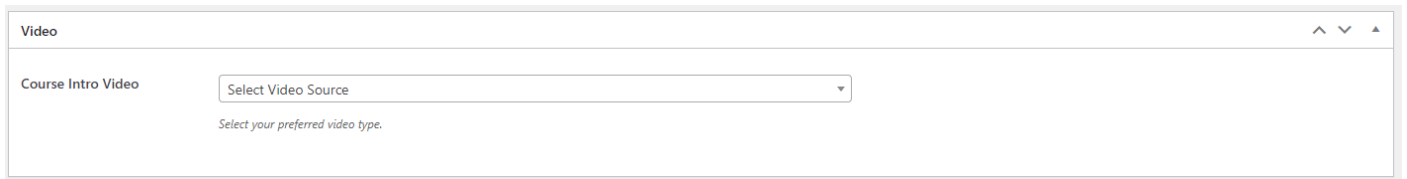
Benefits of the course
List the knowledge and skills that students will learn after completing this course. (One per line)

Requirements/Instructions
Additional requirements or special instructions for the students (One per line)

Targeted Audience
Specify the target audience that will benefit the most from the course. (One line per target audience.)

Materials Included
A list of assets you will be providing for the students in this course (One per line)

25. Below the Course builder section, you will see an Additional Data section to enter Total Course Duration, Benefits of the course, Requirements/Instructions, Target Audience, and Materials Included fields. At the bottom of each field, there is description which explains what you will type in the field and how.

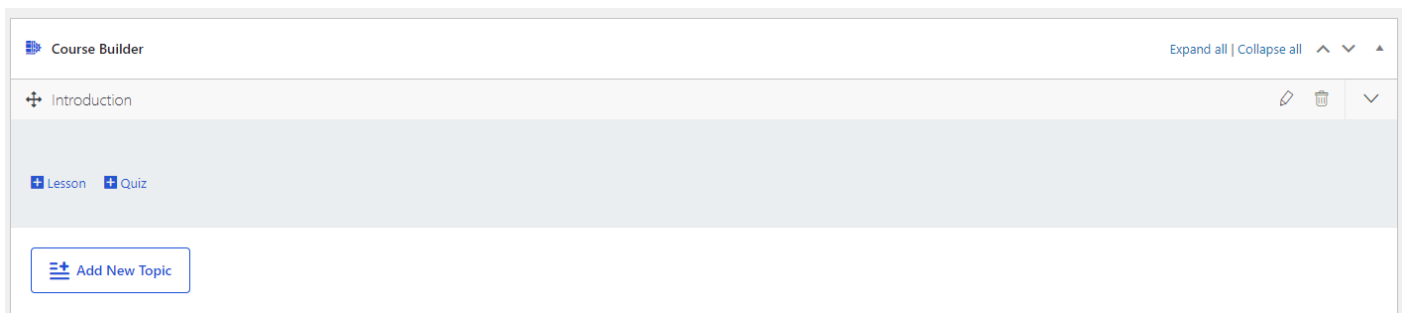


26. Below these fields, you will find a Video section. Select a video source, YouTube player. Then there will be a video url box. Go to YouTube. Find an appropriate short duration video maximum 5 to 6 minutes, copy the url and paste it in this box.

27. Frequently click on Update button to save the changes.

Lessons

28. You have created Topics but not contents in each topic. The topics are called Lessons.



29. Click on the name of any topic to expand. You will find two buttons. Lesson and Quiz. Click on Lesson. Create as many lessons as you need to complete contents of your Topic or Chapter.

30. Click on each lesson one by one and add content in the lesson.

31. The above is a lesson editor box. Give a lesson title.

32. Type content in the editor box. You can add media by clicking on Add Media button (image, audio, video, file).

33. Upload a Feature Image for the lesson.

34. If you like to add a video (good idea), select video source as YouTube Player and then paste the link in url box.

35. If you scroll down, you will see an Upload Attachment button. If you wish for adding any attachment, MS Word, MS Excel, PowerPoint, PDF file, you can do that here. However, unless necessary it is not a good idea to attach file.

Lesson Classic Editor

Draft Lesson

[Add Media](#) [Add BadgeOS Shortcode](#) Visual Text

Paragraph **B** *I*

Tutor ShortCode

Feature Image

[Upload Feature Image](#)

Video Source

Select Video Source

Select your preferred video type.

Video playback time

HH MM SS

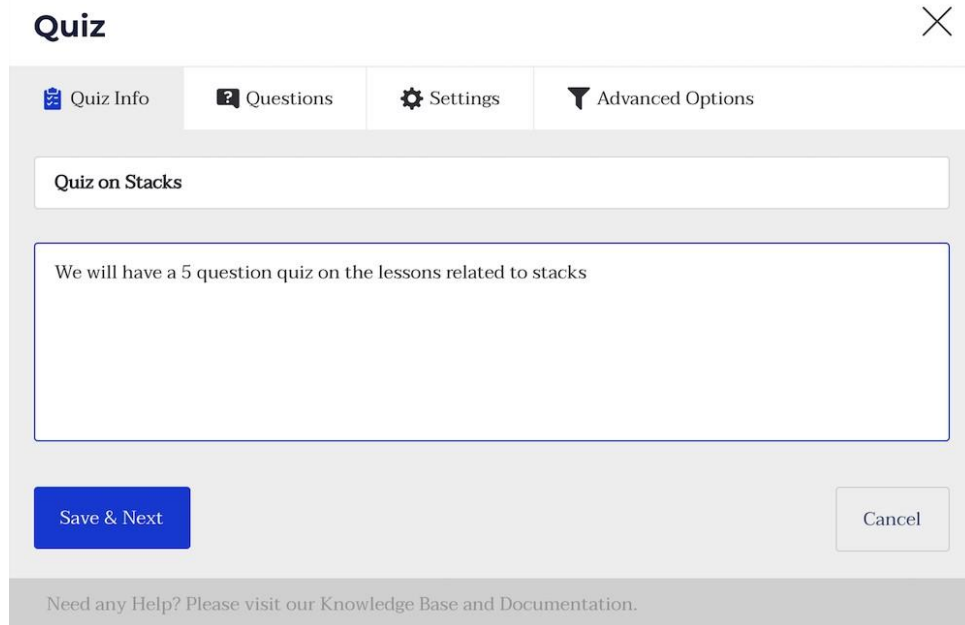
[Update Lesson](#)

[Upload Attachment](#)

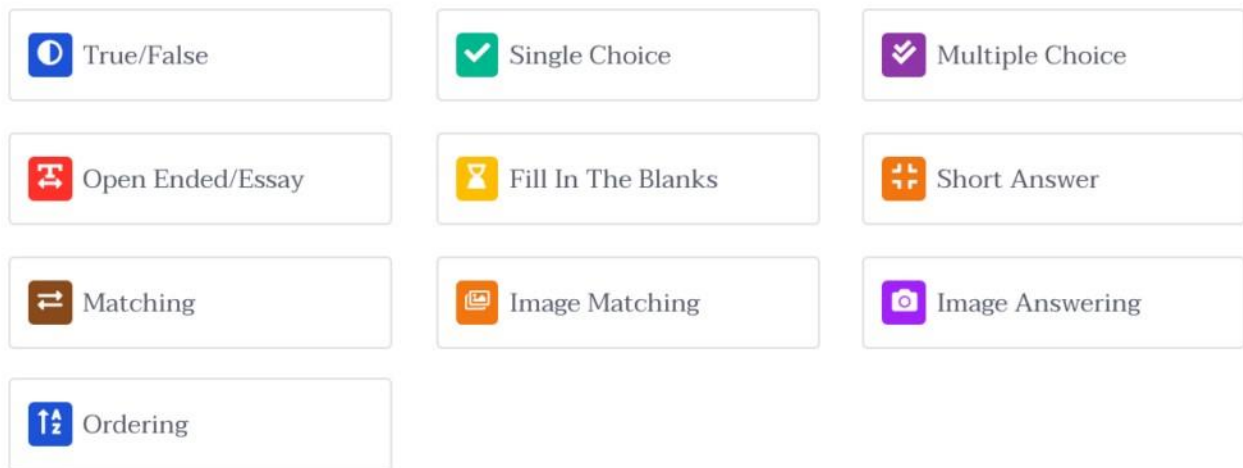
[Update Lesson](#)

Quiz Builder

36. The quiz builder helps you create interactive and innovative materials for students.
37. To get started, from the course builder (both frontend and backend), navigate into a topic and then click on the "Quiz" button.
38. Then, give the quiz a name and a short description to let students know what this quiz is about.



39. After that, you can start adding questions to the quiz one by one. Let's start by adding one of the most basic styles of questions: The Single Choice question.



40. Add the question, select the type from the dropdown, and a description if you want. There are a few settings for each question that you need to understand to make the best use of it:

Answer Required: Mark this as yes if you want this question to be mandatory to answer

Randomize: Mark as yes if you want the question's order to be randomized among the list of questions.

Points for this answer: Use this field to change the points to be awarded for getting this question right

Display points: Enable this if you want to display the points on the quiz field

41. Add a few relevant answers and from them, select the correct answer. Make sure that there is only one obvious answer as this is a single choice question. Then, click save and continue to keep adding more.

[← Back](#)

Write your question here

Question Type

 Single Choice ▼

Answer Required



Randomize

Point(s) for this answer



Display Points

Description (Optional)

Input options for the question and select the correct answer.



Add An Option

42. After adding all needed questions, you can head to the settings to customize the quiz behavior.

Quiz
✕

Quiz Info
Questions
Settings
Advanced Options

Time Limit

Minutes ▼

Hide quiz time - display

Time limit for this quiz. 0 means no time limit.

Quiz Feedback Mode

(Pick the quiz system's behaviour on choice based questions)

Default

Answers shown after quiz is finished

Live Demo

Retry Mode

Unlimited attempts on each question.

Live Demo

Reveal Mode

Show result after the attempt.

Live Demo

Attempts Allowed (Optional)

Restriction on the number of attempts a student is allowed to take for this quiz. 0 for no limit

Passing Grade (%)

Set the passing percentage for this quiz

Max questions allowed to answer

This amount of question will be available for students to answer, and question will comes randomly from all available questions belongs with a quiz, if this amount greater than available question, then all questions will be available for a student to answer.

Back
Save

Need any Help? Please visit our Knowledge Base and Documentation.

Time Limit: Add a time limit to the quiz

Hide Quiz Time Display: Enable this to hide the quiz timer

Quiz Feedback Mode: Decide how you want to provide your students with feedback after they are done taking the quiz. The tooltips describe what each mode means.

Attempts Allowed: Specify how many times each student can take and retake the quiz before it is hidden from them.

Passing Grade: Specify the passing grade for this quiz.

Max questions allowed to answered: This one's a bit tricky. This feature is introduced to randomize questions in a quiz. The purpose of this function would be clearer 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 ✕

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 **Questions Order**

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.

Open-Ended/Essay questions answer character limit

Students will place the answer in the Open-Ended/Essay question type within this character limit.

Need any Help? Please visit our Knowledge Base and Documentation.

Quiz Auto Start: Enable this to make the quiz start immediately after the page is loaded

Question Layout: Set the layout for the quiz page.

Question Order: Select the order for the questions provided to you.

Hide question number: Select to hide the question number during the quiz

Short answer character limit: Select the character limit for short answers

Open-ended/Essay questions answer character limit: Select the character limit for short answers.