



## Checklist for Instructors



Welcome to Edukator 360!

Your journey as an instructor on Edukator 360 begins from here.

Here is a checklist for you. Please make sure you go through this before creating a course. If at any step during the creation of your course, shall you feel anything is missing or needs to be addressed, please feel free to reach us out at

[instructors@lms.360muslimexperts.online](mailto:instructors@lms.360muslimexperts.online).

### **Must haves:**

1. Define your course and create an overview of your course in atleast 4 paragraphs and 200-250 words.  
--Overview must explain:
  - what course is about?
  - how long will it proceed?
  - what are its learning outcomes?
2. Define curriculum i.e
  - Number of weeks
  - Number of lessons
  - Number of quizzes
  - Number of assignments (if any)
3. Write your brief introduction and explain your experience and area of expertise.
4. Identify course language. Your course can be in English or Urdu as primary language. You can use both languages in between lessons.
5. Create a course completion certificate and upload it on your course 'certificates' section.
6. Set a price for your course. Make sure the price is ideally set, to attract sales. Normal practice is to set a low price and increase it over time.

## Best Practices

1. Create a course and divide one lesson per day.
2. Write Text or make videos if required and provide all videos to YouTube Team of 360 Muslim Experts in Proper sequence- Video name, Lesson number, Course name and description. **FOR EXAMPLE: How to create a facebook post | Lesson 2 | Social Media Course**
3. Once provided, all videos will be uploaded in playlist on youtube, and link will be shared. You will embed those videos in your lessons.
4. Start all videos with “Bismillah” and end all videos with “JazakAllah”
5. Make short videos of 3-4 minutes maximum. Try to keep all videos under 4 minutes.
6. Make multiple videos and spread them apart in multiple lessons.
7. Once the course lessons are complete, submit your course for review on Edukator 360 and Content Director will review the course.
8. Once reviewed, the course will be published.
9. Share the course with Social Media team for promotion. You can also promote it on your own platforms.
10. Engage with your students on forums and topics created on your website.
11. Don't hesitate to ask questions at any time from the Instructors Support Team at [instructors@lms.360muslimexperts.online](mailto:instructors@lms.360muslimexperts.online).

**Presented by,**

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