

Course Creation Guide

Workshop Template

1. Getting Started

Start with Course Planning

Fill out the course template below:

Course title:

About course (2-3 sentences):

Learning objectives (make objectives specific and measurable - list 3-5 specific, measurable outcomes learners will achieve):

Want to save time? Use our AI features to auto-generate both About & Learning Objectives

Choose skill level

- ☐ Newbie (No prior knowledge)
- ☐ Beginner (Basic understanding)
- ☐ Intermediate (Working knowledge)
- ☐ Advanced (Extensive experience)
- ☐ Expert (Deep expertise)

Remember to test with actual potential users to see if it includes everything relevant.



2. Content Structure Template

Break content into video topics of 2-3 minutes each, with no more than 3 key learning points per topic.

1. Topic

Title: _____

Expected duration: _____ min

Additional files with assignments or to learn more (if relevant)

File name: _____

Max. 3 key learning points:

- ☐ _____
- ☐ _____
- ☐ _____

Interactive elements

For each video topic consider adding interactive elements:

- ☐ Quiz - to test understanding and reinforce learning

Number of questions: _____

Key messages to be covered: _____

- ☐ Poll question – to gauge learner readiness or prior knowledge

Question: _____

Options: _____

- ☐ Text question – to get detailed written responses

Question: _____

Repeat for as many topics as you like to add.



3. Video Scripts and Storyboards by Topic

Create a detailed plan for each topic and its video using the description you made above.

Video title: _____

Script for Introduction (30-45 seconds):

Script for main points (1.5 - 2 minutes total):

1. _____

2. _____

3. _____

Script for conclusion (30 - 45 seconds):

Visual elements checklist

☐ Screenshots: _____

☐ Demonstrations: _____

☐ Overlay text: _____

☐ Transitions: _____

Note:

- Test audio and video quality before full recording
- Remember to include visual aids and demonstrations



4. Quiz Creation Template

If you want to add questions as interactive elements to your video topics, to make the content easier to remember, then here is a template to use to generate manually.

NB: You can also use the AI generated quiz feature available on uQualio to quickly generate your quizzes based on your video content.

Remember to align questions directly with learning objectives for each topic. We recommend creating 1-3 questions per video to reinforce key learning points.

Question 1:

Learning objective: _____

Question type:

☐ Single choice ☐ Poll question ☐ Text question

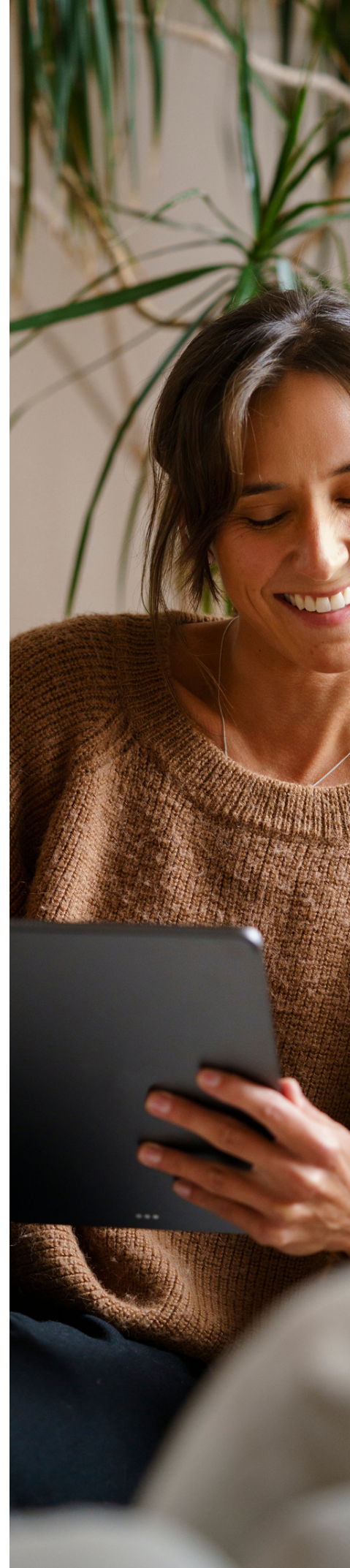
Question text: _____

Answer options (mark the correct one):

☐ Correct: _____

☐ Incorrect: _____

☐ Incorrect: _____



5. Test Designer

Lastly you need to setup a test for your course if you need people to pass a test – here you either reuse quiz questions for the test, manually create certification tests separate from topic quizzes, or AI-generate test questions.

Question 1:

Learning Objective: _____

Question Type:

☐ Single choice ☐ Poll Question ☐ Text Question

Question Text: _____

Answer Options (mark the correct one):

☐ Correct: _____

☐ Incorrect: _____

☐ Incorrect: _____

The test designer will take you through tag settings to make the course easier to find, the texts for the learning objectives, and the Badge Creation including the learning objectives description that follows the badge.

Note: you can also auto-generate learning objectives and badge descriptions based on your content.



6. Pre-Launch Quality Control Check

1. Complete the entire checklist before launch
2. Make a pilot version, and get feedback from test users
3. Make necessary adjustments based on feedback
4. Document any technical issues for future reference

Check Video Quality:

- ☐ Audio is clear and consistent
- ☐ Video resolution meets standards
- ☐ Lighting is appropriate
- ☐ No background distractions
- ☐ Transitions are smooth

Content Quality:

- ☐ All learning objectives are covered
- ☐ Language is clear and consistent
- ☐ Examples are relevant
- ☐ Quiz questions align with content
- ☐ Test design is agreeable and accurately reflect achievements

Technical Check:

- ☐ Branding elements show as wanted
- ☐ On all videos Subtitles are made available
- ☐ Quiz repeats key learning works
- ☐ All added files are added as planned

User Testing

- ☐ Test user feedback collected
- ☐ Descriptions, learning objectives is relevant
- ☐ Quiz difficulty appropriate
- ☐ Badge and learning objectives aligned
- ☐ Test the certification process end-to-end



Guidelines for Template Usage

Remember: start simple and improve based on user feedback. Your first course doesn't need to be perfect - focus on creating value for your learners and iterate based on their needs.

Need Help?

- Click any question mark icon for video guides on the app
- Chat support available in bottom corner
- Email: support@uqualio.com

