

Creating, Recording & Assembling Your Course Checklist

Creating an online course is a great way to share your knowledge and skills with others while generating income. Here is a checklist for creating, recording, and assembling an online course:

- ❑ Choose a topic: Start by choosing a topic that you're knowledgeable and passionate about, and one that has a strong demand in the market.
- ❑ Research your audience: Conduct market research to understand your target audience and their needs, pain points, and interests. This will help you create a course that meets their expectations and solves their problems.
- ❑ Outline your course: Create an outline of your course, including the modules, lessons, and topics you'll cover. This will help you stay organized and ensure that your course covers all the important information.
- ❑ Create your content: Write and record your lessons, using a variety of methods such as video, audio, slides, and handouts to make your course engaging and interactive.
- ❑ Record your video by deciding on the type of video you will be using.
 - Audio-only recordings: Instead of using video, you can opt for audio-only recordings. You can use a high-quality microphone to record yourself speaking and sharing information about your course topics. This is an easy and cost-effective way to create course content.
 - Screen recordings: Another option is to use screen recording software to capture your computer screen as you present information, demonstrate processes, or teach lessons. This method is great for courses that involve software or technology-based lessons.
 - PowerPoint Presentations: Using a PowerPoint presentation, you can create a slideshow that includes text, images, charts, and other elements. You can then record audio over the presentation, either through a microphone or pre-recorded audio files.
 - Recording your hands: record hands doing a task such as painting or cooking.
- ❑ Edit the course: Edit the recorded course content to remove any errors or mistakes.

- ❑ Assemble your course: Use a course platform or learning management system to upload and organize your course content, including the lessons, quizzes, and assessments.
- ❑ Test your course: Before launching your course, test it to make sure it's functioning properly and that all the elements are working as they should.
- ❑ Promote your course: Use a variety of marketing strategies to promote your course, including social media, email marketing, and search engine optimization.
- ❑ Launch and deliver your course: Finally, launch your course and start delivering it to your students.
- ❑ Monitor the course: Monitor the course's performance and make adjustments as necessary.
- ❑ Support the students: Provide support for your students through email, discussion boards, or other means.
- ❑ Evaluate the course: Gather feedback from students and use it to improve the course for future students.
- ❑ Keep the course updated: Regularly update the course to keep it current and relevant.
- ❑ Engage with your students: Encourage engagement and interaction among the students and be there to answer any questions they may have.
- ❑ Measure the success: Measure the success of the course by tracking the number of students who have completed it and the feedback they've provided.

By following these steps, you'll be able to create a successful online course that engages and informs your students.