

The Of Course Course

Presented to Solopreneurs who want to present courses to clients

Prepared by LowellAnn Fuglsang and Vivek Rao

COURSE DESCRIPTION

This course will walk you through the steps toward creating your own course and making it available on your website. It makes use of components available in Google Drive that are usable without expending a lot of money and time.

COURSE PREREQUISITES

1. You have a Gmail or Google Workspace account and are familiar with Google Docs, Sheets and Forms;
2. You have a WordPress website ready for the addition of this course. You manage the website yourself and are familiar with the new WP Block Editor;
3. You manage a video channel such as YouTube or Vimeo;
4. You plan on charging a fee for your course and you know how to work with PayPal and/or Stripe. If you plan a free course, you will require additional support;
5. You know how to capture screen images for inclusion in your course when required;
6. You have extensive knowledge of a subject that people need and/or want.

Please Note: If you require help managing these requirements, we are available for online coaching at an additional cost.

DESIGNER BIO & CONTACT INFORMATION

Vivekananda Rao (known as Vivek) is a software developer who believes in keeping things simple. He has been in the software industry since 1985. He runs Wake Technology Pvt. Ltd. He maintains the website (<https://wake-technology.com>) and YouTube channel (<https://www.youtube.com/c/Wake-technology/>) for the company himself.

LowellAnn Fuglsang is a business and career coach who works with clients online using Zoom. She has facilitated the online Being Your Own CEO Success Circle weekly for solopreneurs over the past seven years. Recordings of these sessions can be viewed on her website

(<https://beingyourownceo.com>). Having created three websites of her own, she also creates simple websites for solopreneurs and small business.

COURSE OBJECTIVES/OUTCOMES

1. To learn how to set up Google Docs showing separate course modules;
2. To learn how to set up Google Forms facilitating engagement with the student;
3. To learn how to integrate Google Docs and Forms into a web page;
4. To learn how to manage the course pages in the website backend;
5. To learn how to manage the Google Sheets coding that manages the complete engagement process.

INSTRUCTIONAL METHODS/MATERIALS

The following methods will be used to deliver course materials:

1. Text
2. Screenshots
3. Video Presentations

EXPECTED SCHEDULE/DURATION

This is a self-paced course. You will complete one module before you receive the next module content. There are ten modules and it could take up to a week or more to complete each module - depending on your focus and time available.

EVALUATION/FEEDBACK

1. At the end of each module, there will be questions to be answered in the Form provided.
2. Submission of your answers will trigger an email that provides access to the next module.
3. Every module will give you an opportunity to ask questions and to provide feedback to us.
4. We will answer your questions promptly by email or short Zoom /Meet conversation if you prefer, however you will need to indicate your need for this in the Forms.

Item	Objectives	Orientation	Experience	Application	Evaluation
Lesson Item	What is to be learned	Explain Why, Benefits	Activity, Story, Presentation	Where/How it fits. An exercise.	Giving it a try. Trial run
0. Intro - Why	An overview	Provides context	Opportunity to sign up	Make a Decision	Complete the form provided
1.Course Preparation	Make decisions on course details	Give direction for the complete course	Completion of the template	Setting up Course Environment for continuation	Answer questions and/or seek support
2.Course Content	Map out the Modules in Google Docs	Having all content ready for posting to website	Add content	All Modules completed.	Answer questions and/or seek support
3. Visuals	Map out images and videos to be included	Having all content ready for posting to website	Add visuals to each Module	All Modules completed.	Answer questions and/or seek support
4. Questions	To ensure student engagement	Student must complete and indicate understanding before moving on	Create a Google Form to complement each Module	All Forms Completed	Answer questions and/or seek support
5. Website Template	To decide the look & feel of course pages	Provides consistency for the student	Create and save the Page Template	Site is ready to receive each Module & Form	Answer questions and/or seek support
6. Webpage	To set up each Module on its own website page	Content appears on the website	Create a webpage with Google Doc & Form for each Module	Website site Pages are complete	Answer questions and/or seek support

Item	Objectives	Orientation	Experience	Application	Evaluation
Lesson Item	What is to be learned	Explain Why, Benefits	Activity, Story, Presentation	Where/How it fits. An exercise.	Giving it a try. Trial run
7.Registration	To set up the landing page and registration page	To make the course registration easy for the student to pay and receive the first Module	To create a web page that links to PayPal & Stripe	Accounts & links are set up in PayPal & Stripe	Answer questions and/or seek support
8..Master Course Register	To create Master Register Spreadsheet	To view all course activity in one place	To create a Master List spreadsheet template	Template is filled by URLs and Form Responses	Answer questions and/or seek support
9.Tracking Student Progress & Special Code	To set up each Form to automate communication with student To add the special code to spreadsheets	Student progress is facilitated and instructor can track. To enable the automation process	Create the Google spreadsheet behind each Form Add special code to every Form spreadsheet	All Forms have a spreadsheet All spreadsheets have special code	Answer questions and/or seek support
10.The Finished Product	To see a walkthrough of the finished course	To ensure the whole process makes sense.	Share a pre-recorded video showing the full process	Here we will point to a congratulations message	Say farewell