



StackSkills Instructor Guide



page 2	StackSkills Instructor: How To
page 3	Admin Breakdown: Author Bio
page 4	Admin Breakdown: Payout Details
page 6	Creating: New Courses
page 7	New Courses: Course Titles
page 8	New Courses: Description
page 8	New Courses: Class Curriculum
page 10	Uploading Content

StackSkills Instructor

How To <<<<



Getting Started <<<<

We're thrilled to be partnering with you!

To begin uploading your courses, please sign into StackSkills. Once you're logged in, please select Author (located on the top-left side of the page).

**Credentials to login to StackSkills were provided via email

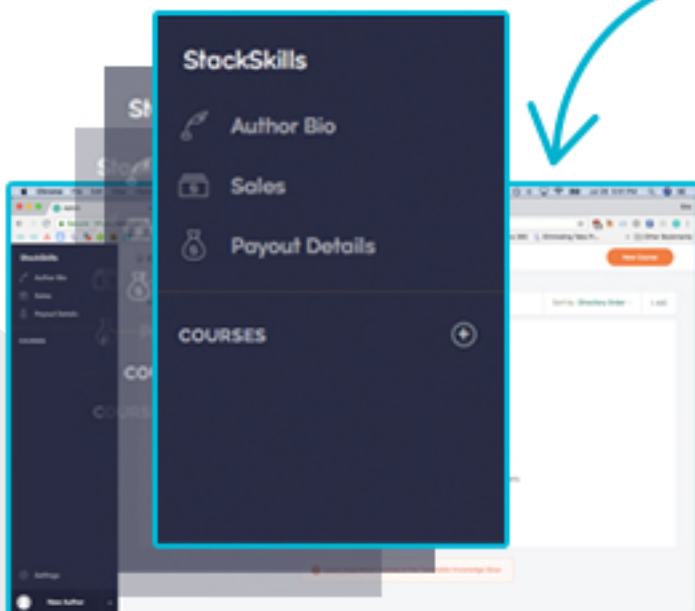


Admin

From there, you will be directed to your [Author Admin Page](#) as seen here:

This page includes all information pertaining to your **uploaded courses** such as sales, enrollment, and more.

Please find the Admin Breakdown of information on the next page.



Admin Breakdown

Author Bio <<<<



Full Name: Please include the Name or Company Name that will teach this course. If there will be multiple instructors, please only include the Company Name.

Headline: Include a quick one-liner that describes the author (e.g. Design Master, Coding for all!, etc).

Image: Add your profile image here. We recommend a solid background. Note: this image may be used for marketing purposes.

Bio: Use Arial font and 12px font size for this section.** Please keep your bio **under 200 words**. You bio will be published on all your StackSkills course homepages, so verify that all information relates to you as the author/instructor and not to a specific course. This is an important selling point!

Begin with a brief introduction to the instructor 'as a person, or the host company. Include any professional details that you feel are important. (e.g. **10+ years experience in email marketing, taught at XYZ University, worked at companies such as ABC Inc.**). Additionally, be sure to include any areas of expertise — and feel free to add special touches to show off your personality!

Full Name
AUTHOR FULL NAME or COMPANY NAME

Headline
Togline (e.g. Design Master)

Image
Add Image

Bio

****Please use Arial Font and 12px Font Size for this section.****

Please keep this section under **2 paragraphs**. This will be published on all your StackSkills' courses, so make sure the information relates to you as the author and not to a specific course, as you will have that space available once you begin uploading the individual course. Begin with a brief introduction to who you are or who your company is. Include any details that you feel are important (e.g. 10+ years experience in email marketing, taught at XXX University, worked at companies such as ABC Inc, etc.).

Admin Breakdown

Payout Details <<<<



PayPal Email Address: Add your PayPal email address here. This will be used to pay you on a monthly basis, should any of your courses be purchased through the StackSkills platform.

Past Payouts: This will be a record of all of the payouts made through **PayPal**.

StackSkills



Author Bio



Sales



Payout Details

COURSES

You'll be paid out via PayPal on the first business day of each month, with a one-month delay to allow for student refund request. For example, earnings from all purchases made between march 1-31 will be paid out to you in May.

PayPal Email Address

This is the PayPal address Teachable will use to pay you out monthly

Payment Info

TAX FORMS

See the tax form questionnaire located in your Partner Portal if you need help finding out which tax form to complete.

TRACK YOUR EARNINGS

1. Log into your Partner Portal [here](#).
2. Click on “Earnings” on the left-hand side of the page.
3. Select “Earnings” to view your monthly or all-time sales revenue.
4. Apply filters to track your earnings and refunds and download via CSV file.

PAYMENT HISTORY

1. Click on “Earnings” on the left-hand side of the Partner Portal (login [here](#)).
2. Select “Payment Status.”
3. Track the total amount paid to you by StackCommerce.
 - a. Select the arrow next to a payment to see more payment details.
 - b. Export to excel as needed.

PAYMENT SCHEDULE*

Payments are triggered on the 1st of each month; please allow 5-7 business days for processing.

Sale Start Month	1st Payment**	For Orders Placed:
JANUARY	MARCH	JANUARY
FEBRUARY	APRIL	FEBRUARY
MARCH	MAY	MARCH
APRIL	JUNE	APRIL
MAY	JULY	MAY
JUNE	AUGUST	JUNE
JULY	SEPTEMBER	JULY
AUGUST	OCTOBER	AUGUST
SEPTEMBER	NOVEMBER	SEPTEMBER
OCTOBER	DECEMBER	OCTOBER
NOVEMBER	JANUARY	NOVEMBER
DECEMBER	FEBRUARY	DECEMBER

*Your signed partner agreement may override the above schedule.

**After your 1st Payment, you will be paid monthly.

Your Course Launch

Once your course material has been uploaded, it will be reviewed by our merchandising team and placed into our production queue. We will then determine the optimal time to launch your course.

TIMING

The sooner you have your course content uploaded to StackSkills, the sooner we can launch your course!

INSTRUCTOR REVIEW

We'll email you once your course is ready to launch with a live preview for you to review.

Live Sale: Things to Know

OUR SUPPORT PROMISE

StackCommerce will manage the fulfilment and redemption process of your course(s) and ensure all students can access course content without issue.

YOUR SUPPORT PROMISE

You will be responsible for responding to and resolving any student inquiries that are beyond the scope of reasonability for StackCommerce Support.

SATISFACTION GUARANTEE

We offer a 15-Day Satisfaction Guarantee applicable to all Online Courses as iterated [here](#). If you receive a refund notification from us please be sure to deactivate any serial codes listed within 24 business hours of receiving the notification.

TERMS & CONDITIONS

[Click here](#) to review what you agreed to.

FAQ

[Click here](#) to access our Instructor FAQ.

Creating New Courses <<<<



Here you will see all of your StackSkills courses that are completed and ready to go live. To upload your courses, please follow the below instructions.

****StackSkills is powered by Teachable, so if your content is already on the Teachable platform, email us and we will make sure to port the information over automatically.****

****Important: Please do not include any Udemy logos or watermarks in any of your content.****

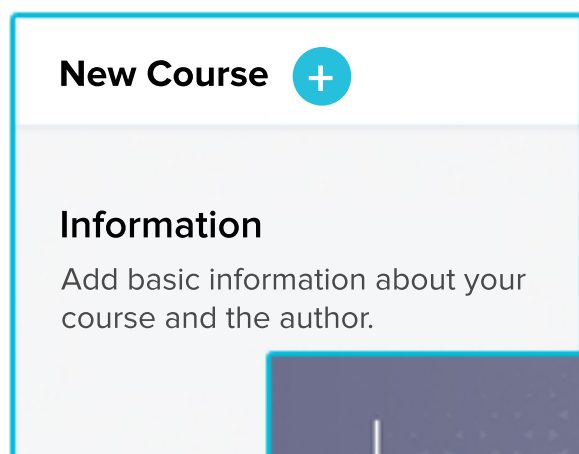
1. To begin uploading your courses, select the **Courses tab** on the left sidebar.

2. You will then be directed to the “**New Course**” page. Here you will input the Course Title, Subtitle, and Course Description.

a. Course Title: The Course Title is vital, as it will be what customers will search for to locate the course in StackSkills. It will also be used by our merchandising team to identify courses to be included in bundles and special campaigns.

- i.** Write the Title In Caps
- ii.** Keep all titles within 3-7 words
- iii.** Use “&” instead of “and”

1. Use “+” if there is a second

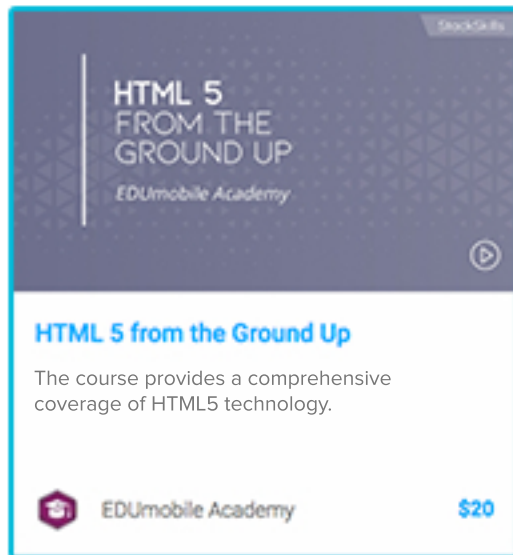


New Courses

Course Title <<<<



Example:



b. Subtitle: This is a one-liner that should capture what your course is all about. Included in bundles and special campaigns.

i. Written in Title Case

1. Keep lower case:

- a. **Articles:** a, an, the (unless directly after an ampersand)
- b. **Conjunctions:** and, but, or
- c. **Prepositions:** on, in, with

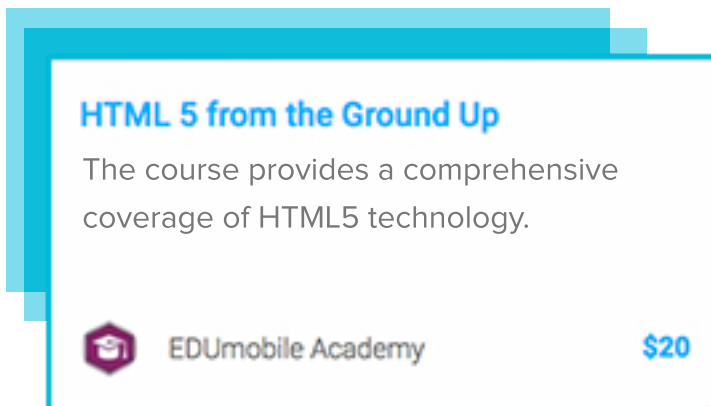
ii. **Straightforward**
(7-18 words — no longer!)

iii. GRAB the reader's

- 1. Popular or up-and-coming skills
- 2. Award-winning

iv. Use "&" to replace "and"

- 1. Use "+" if there is a second "&" in the title



New Courses

Descriptions <<<<



c. Description: Please use Arial font and 12px font size for this section. Please break this description into two parts: a short description and top feature bullet points.

i. Short Description: This description should seal the deal. It provides the What and the Why—what is the course, and why does the student need to take it? It should be comprehensive yet brief. It . **MUST be under 200 words.**

ii. Bullet Point Features: 5-7 bullets is ideal, but not always possible. Don't stretch - hit the major value points and leave it at 3 or 4 bullets if necessary.

- 1.** Answers all the questions a customer may be asking
- 2.** Include all major skills + any certifications exams that will be included.
- 3.** Keep them grammatically consistent .

Example:

The course provides a comprehensive coverage of HTML5 technology. It has been created by industry professionals already working on web development. The course is divided in 8 sections and each section should take a maximum of one week to cover it.

Section 1 - Introduction to HTML5 and CSS3

Section 2 - HTML5 syntax

Section 3 - Introduction to CSS3

Section 4 - Canvas and Drawing

Section 5 - Multimedia

Section 6 - Advance HTML5.

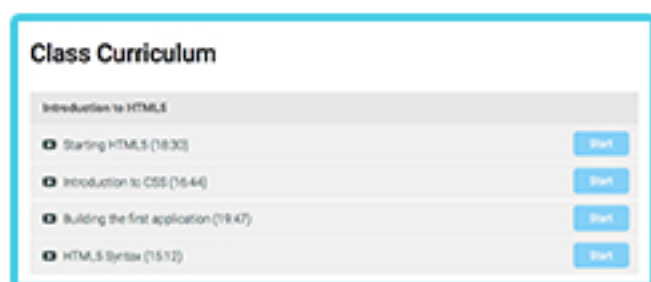
*Please make sure the information relates to the specific course.

New Courses

Class Curriculum <<<<



Create Course



3. Once all the course information is provided, select Create Course on the lower-right hand side of the page.

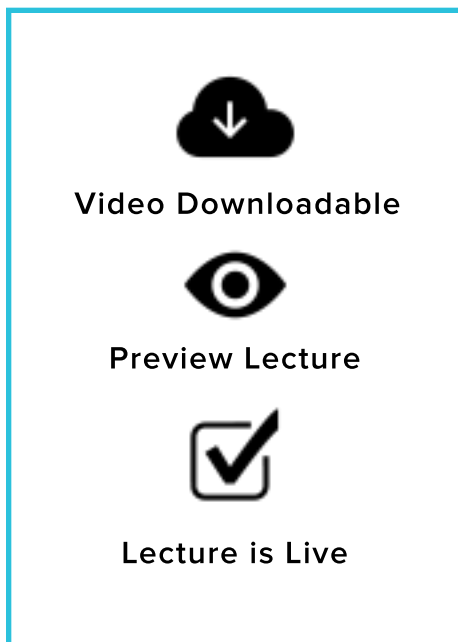
4. You will then be prompted to go to the next page buildout, Curriculum, where you will begin uploading your content.

Additional <<<< Course Information



1. **SEO Sub Section:** Alter the default settings on how your course page is found online.

2. **Branding:** Brand your course by setting a custom thumbnail logo, featured background, and/or promo video. You can set different images to use on the iOS app. The Recommended format for each subsection can be found on the course page.



Drop Video, audio,
PDF or other files here or

Choose File

Troubleshooting Tip: If a video stops working (i.e. on the enrolled view, it appears blank), but there is still a file uploaded under the lecture, the file needs to be reuploaded

When you login to your account you'll be directed to upload a course through a series of prompts.

Perform a Bulk Upload: This feature allows you to upload all of your lectures at one time. The lectures will upload under the same file name, therefore they will need to be renamed

Click **New Section** to create a new blank section within the course. You can then label it and drag and drop lectures accordingly.

Click **"New Lecture"** to create an individual lecture within a specific section.

Click into any lecture to navigate to the screen below. You can add files (text, video, audio, quizzes, etc) by dragging and dropping or by selecting **"Choose Files."**