Course Creation Guidelines For Instructors

These guidelines were created for instructors to enable fast approval for submitted courses provided the courses meet the required criteria.

As an instructor, Below are key important components that your courses must have, to enable fast approval

REQUIREMENTS FOR COURSES TO BE APPROVED

1. Every course must have a course introductory video as shown on the course creation page, this is to get your prospective student familiar with what to expect from your course. Your introductory video speaks a lot about how well students will enroll for your courses.

2. Every course must have an attractively designed course thumbnail with 700*430 pixels.

3. Every course video must show your face concurrently as you speak or at intervals during the video. This is important to avoid impersonation or plagiarism of courses on our platform.

4. Every course must have high video (HD) and audio quality to be approved by Trevolearn.

5. Every course video must be **"unlisted"** on YouTube or not visible by any visitor on your YouTube page or any other video hosting platform you're using

6. All courses must be recorded in English Language (USA or British)

7. All courses must have a detailed course description and learning objectives(**Must contain course curriculum**)

8. You cannot upload an entirely free course

9. A course video should not exceed 10 mins per video in every lesson.

10. You are advised not to add an external link as an attachment to your course, Adding an external link will subject your course to a longer review time.

- **In a case where an Instructor adds an unrelated external link, the course will not be approved.**
- **In a case where the external link leads to another platform to induce payment or selling of any service, the course will be taken down immediately.**

Course Tips

- Set the Course Price option or make it free.
- Standard size for the course thumbnail is 700×430.
- Video section controls the course overview video.
- Course Builder is where you create & organize a course.
- Add Topics in the Course Builder section to create lessons, quizzes, and assignments.
- Prerequisites refers to the fundamental courses to complete before taking this particular course.
- Information from the Additional Data section shows up on the course single page.