

SYL-WP-004 Creating and Editing Online Courses and Programs

ShiftYourLife

1. Purpose and Overview

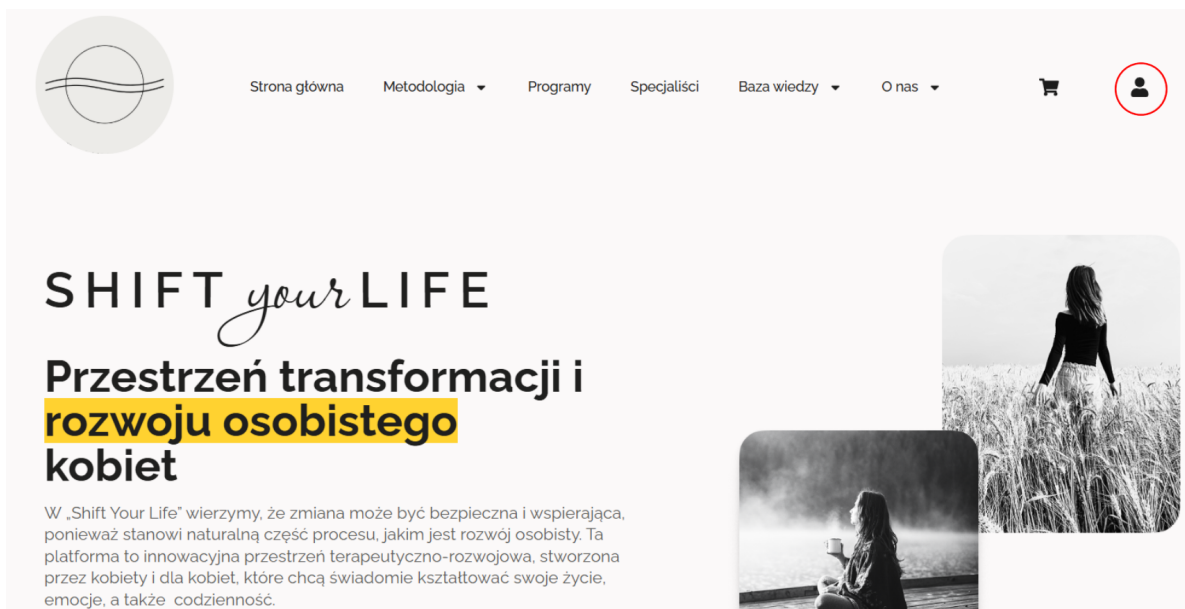
This guide explains the process of creating and editing online Programs and Courses by Instructors on the shiftyourlife.eu platform.

The document covers:

1. Logging into the system
 2. What is included in *My Account*
 3. Uploading video and document materials for Programs and Courses
 4. Step-by-step course creation
 5. Key notes
 6. Editing a course
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2. Logging In

1. Log in to ShiftYourLife at <https://shiftyourlife.eu/login/> and select your account.



3. What *My Account* Includes

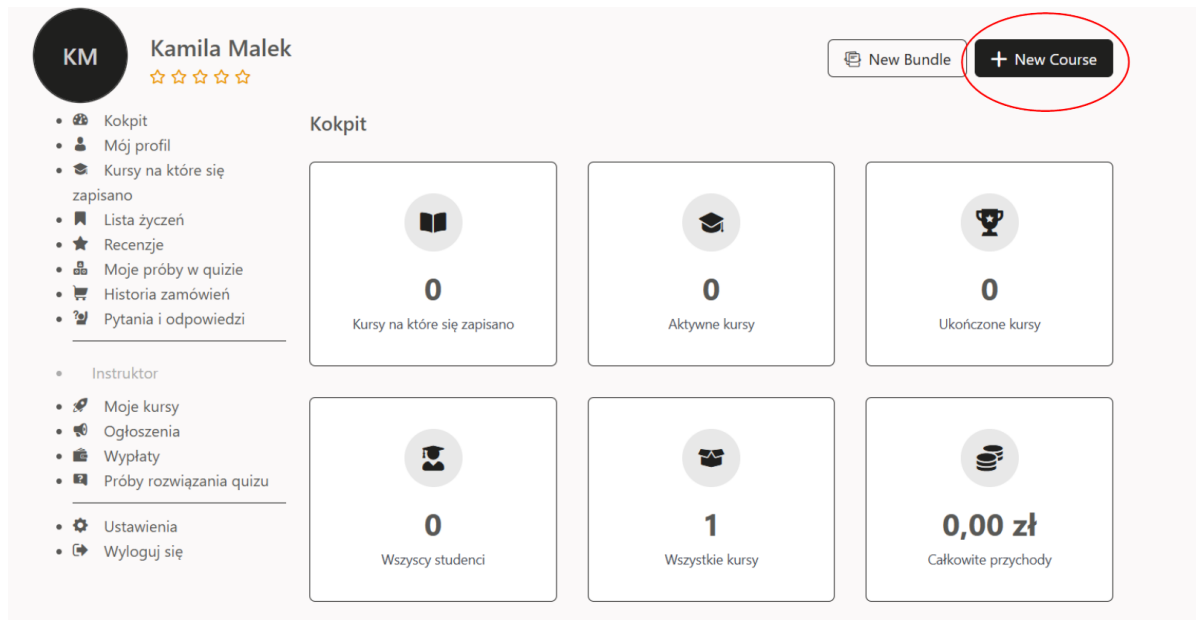
1. *My Account* contains information both for platform Users (courses and programs you have enrolled in, completed, or are currently taking) and for Instructors (Program creation tools).
2. A detailed overview of *My Account* is available in the guide: [SYL-WP-002 Navigating "My Account"](#).

4. Uploading Video and Audio Materials

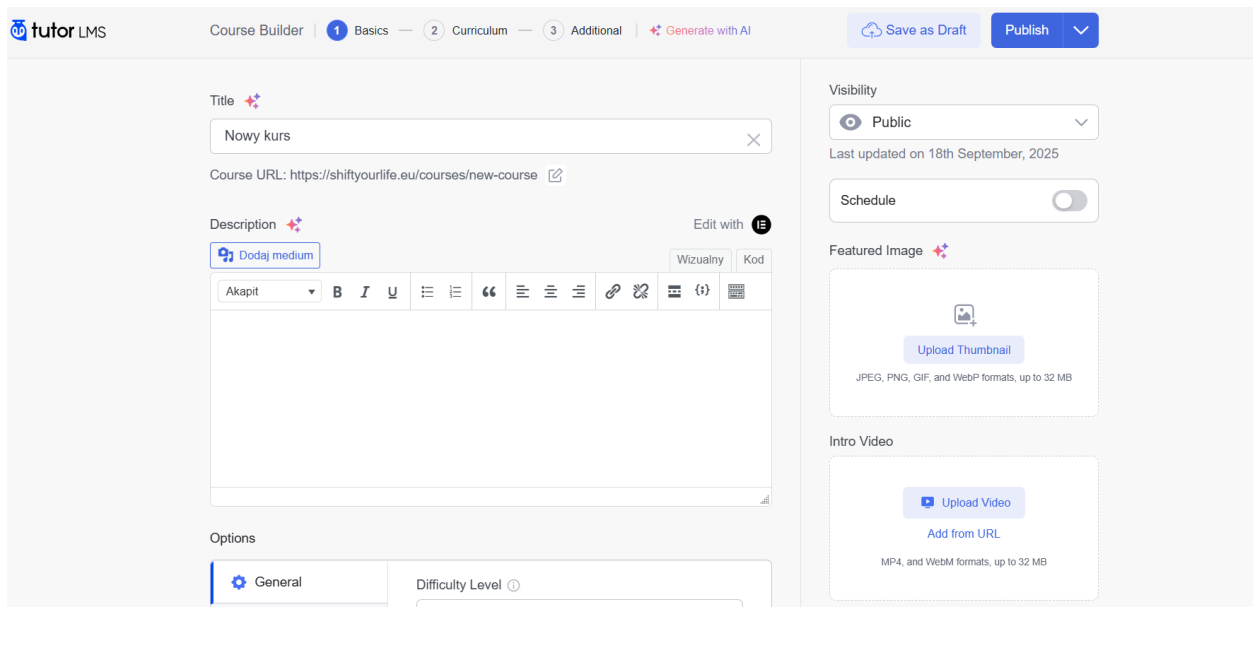
1. The ShiftYourLife platform uses a **secure streaming system** to protect content from copying and copyright violations.
2. To add your materials to a Program, send them to us via:
 - WeTransfer,
 - Filemail,
 - or request access to a personal folder on our drive.
3. Once uploaded, we will send you **secure links** to embed in your Program.

5. Creating a New Course

1. To create a new course, click **+ New Course**.



You will be redirected to the course builder. At present, this page is still in English. If you encounter any difficulties with the language, contact us for support.



6. Navigating Tutor LMS

1. Basics – core course information

2. Curriculum – course structure and modules
3. Additional – extra course settings: duration, completion certificate
4. Save as Draft – saves a draft version (not publicly visible)
5. Publish – sends the course for Administrator approval. Once approved, it becomes **available online**.

The screenshot shows the 'Course Builder' interface. At the top, there are three tabs: '1 Basics' (selected), '2 Curriculum', and '3 Additional'. To the right of these tabs is a 'Generate with AI' button. On the far right, there are two buttons: 'Save as Draft' and 'Publish'. The 'Publish' button has a dropdown arrow. The main content area is divided into two sections. The left section is for the 'Title' and 'Description'. The 'Title' field contains 'Nowy kurs'. Below it, the 'Course URL' is shown as 'https://shiftyourlife.eu/courses/new-course'. The 'Description' field contains 'Akapit'. The right section is for 'Visibility' and 'Featured Image'. The 'Visibility' dropdown is set to 'Public'. Below it, it says 'Last updated on 18th September, 2025'. There is a 'Schedule' toggle switch. The 'Featured Image' section has an 'Upload Thumbnail' button and a note: 'JPEG, PNG, GIF, and WebP formats, up to 32 MB'.

7. The **Basic** Tab – Details

1. Enter the essential information about your Program:
 - **Title** – the course name displayed on the platform.
 - **Description** – detailed overview of the Program:
 - purpose, target audience, expected results.
 - You can use headings, bullet lists, and links.

Course Builder | 1 Basics — 2 Curriculum — 3 Additional | ✨ Generate with AI

Title ✨

Nowy kurs

Course URL: <https://shiftyourlife.eu/courses/new-course>

Description ✨

[Dodaj medium](#)

Wizualny Kod

Akapit B I U

- **Visibility** – choose who can view the course.

⚠️ Always use **Public**.

Course Builder | 1 Basics — 2 Curriculum — 3 Additional | ✨ Generate with AI

[Save as Draft](#) [Publish](#)

Title ✨

Nowy kurs

Course URL: <https://shiftyourlife.eu/courses/new-course>

Description ✨

Visibility

Public

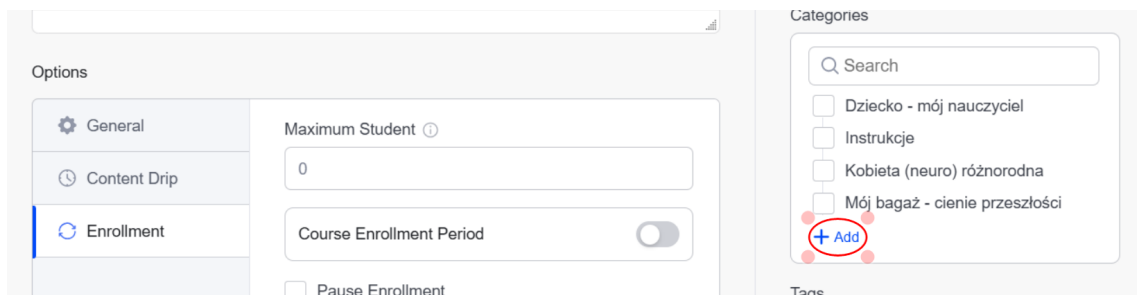
Last updated on 18th September, 2025

Schedule

- **Schedule** – currently not integrated.
- **Course Thumbnail** – upload an image to serve as the course cover.
- **Intro Video** – optional welcome video.
- **Pricing Model** – choose:
 - Free

- Paid
- **Course Category** – select from available categories:
 - *Child – My Teacher*
 - *Woman (Neuro)diverse*
 - *My Baggage – Past Self*

⚠ **Do not create new categories – your course will not display correctly.**



- **Tags** – add keywords for better search results.
- **Author** – assigned automatically.
- **Instructors** – ⚠ currently inactive.

8. Options Tab – Basics

1. General Options

- **Difficulty Level** – Beginner, Intermediate, Advanced.
- **Public Course** – ⚠ **do not change; must remain disabled.**
- **Q&A** – enables participants to ask questions within the course.

Options

 General	Difficulty Level ⓘ Średnio zaawansowane ▼
 Content Drip	
 Enrollment	Public Course ⓘ ☒
	Q&A ⓘ ☐

2. **Content Drip Options** – schedule how lessons are released:

- By calendar date,
- X days after enrollment,
- Sequential unlock (must complete previous lesson first),
- After prerequisites,
- Or all available immediately.

Options

⚙️ General 🕒 Content Drip 🔄 Enrollment	Content Drip Type You can schedule your course content using one of the following Content Drip options ☐ Schedule course content by date ☐ Content available after X days from enrollment ☐ Course content available sequentially ☐ Course content unlocked after finishing prerequisites ☒ None
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3. Enrollment Settings

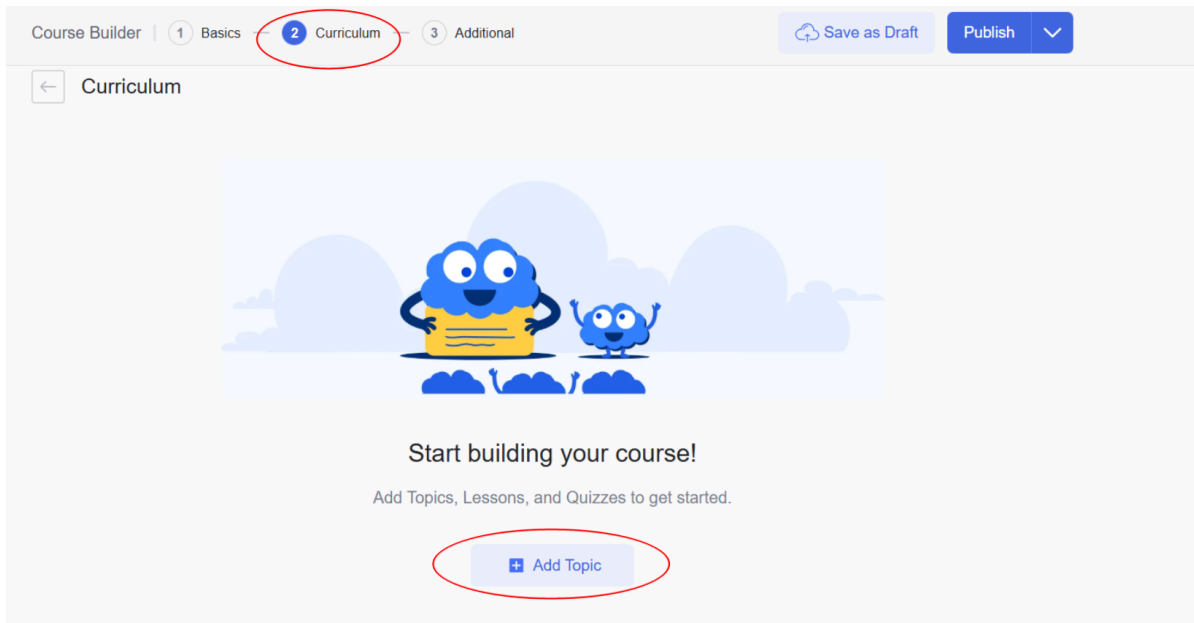
- **Maximum Students** – ⚠️ set to 0 = unlimited.
- **Enrollment Period** – define open/close dates.
- **Pause Enrollment** – disables new sign-ups.

Options

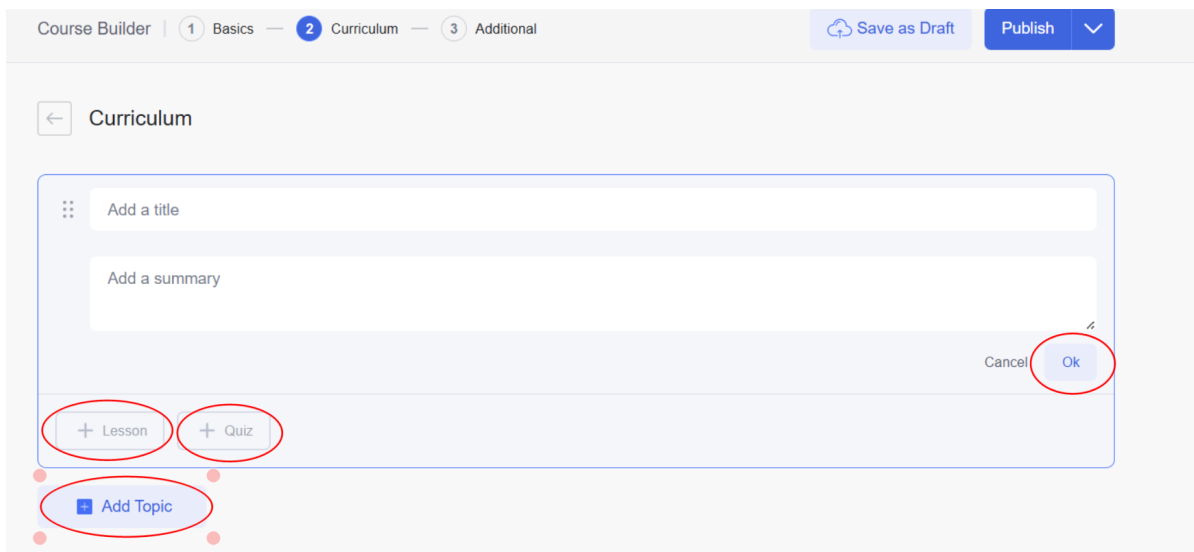
⚙️ General 🕒 Content Drip 🔄 Enrollment	Maximum Student ⓘ 0 Course Enrollment Period ☐ Pause Enrollment If you pause enrolment, students will no longer be able to enroll in the course.
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9. Curriculum – Course Structure

1. Begin by clicking **Add Topic**.



2. Build your course step by step:



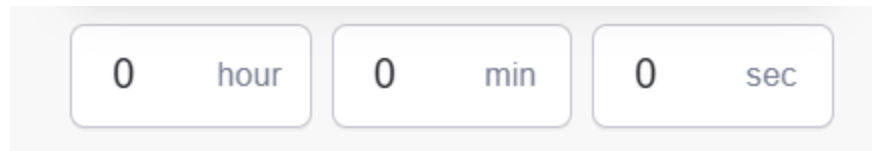
- **Add Title** – e.g., *Module 1. Self-Confidence*

👉 Each Topic can contain multiple lessons and quizzes.

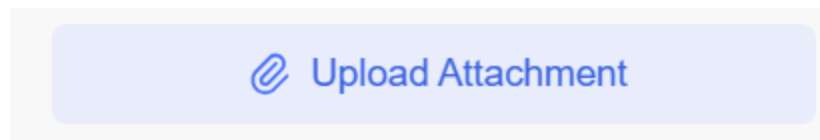
- **Add Summary** – short description of the topic.
- **+ Lesson** – add lessons (video, text, PDFs). No limit.
 - Upload images, videos (via secure link or upload)

⚠ If uploading your own video, ShiftYourLife is not responsible for copyright issues.

- lesson duration,

A screenshot of a lesson duration input interface. It consists of three rounded rectangular boxes arranged horizontally. The first box contains the number '0' followed by the word 'hour'. The second box contains the number '0' followed by the word 'min'. The third box contains the number '0' followed by the word 'sec'.

- documents and exercises -  **Important!** For more complex exercises, we recommend creating a separate **"Exercise"** lesson.



- **+ Quiz** – you can add knowledge checks.
- **+ Add Topic** – create another section (e.g., *Module 2*).

10. Additional (Additional Information)

1. Additional information – these fields are important because they are **not duplicated** in the basic section.
 - What Will I Learn? → List the main outcomes of the course – what the participant will gain. One line = one benefit.
 - Target Audience → Repeat here who the course is intended for.
 - **Total Course Duration** → Enter the total length of the course in hours and minutes.
 - **Materials Included** → List all materials participants will receive (e.g., PDFs, audio recordings, worksheets).
 - **Requirements/Instructions** → Add preliminary guidelines, such as necessary tools, prior experience, or preparation needed for the course.

Course Builder | 1 Basics — 2 Curriculum — 3 Additional

Save as Draft Publish

← Additional

Overview
Provide essential course information to attract and inform potential students

What Will I Learn?
Define the key takeaways from this course (list one benefit per line)

Target Audience
Specify the target audience that will benefit the most from the course. (One Line Per target audience)

Total Course Duration
0 hour(s) 0 min(s)

Materials Included
A list of assets you will be providing for the students in this course (One Per Line)

2. Completion Certificate → select your certificate template.

Certificate
Select a certificate to award your learners.

Templates Custom Certificates

None

Certificate of Achievement

Certificate of Achievement

Certificate of Achievement

Certificate of Achievement

Certificate of Achievement

Certificate of Achievement

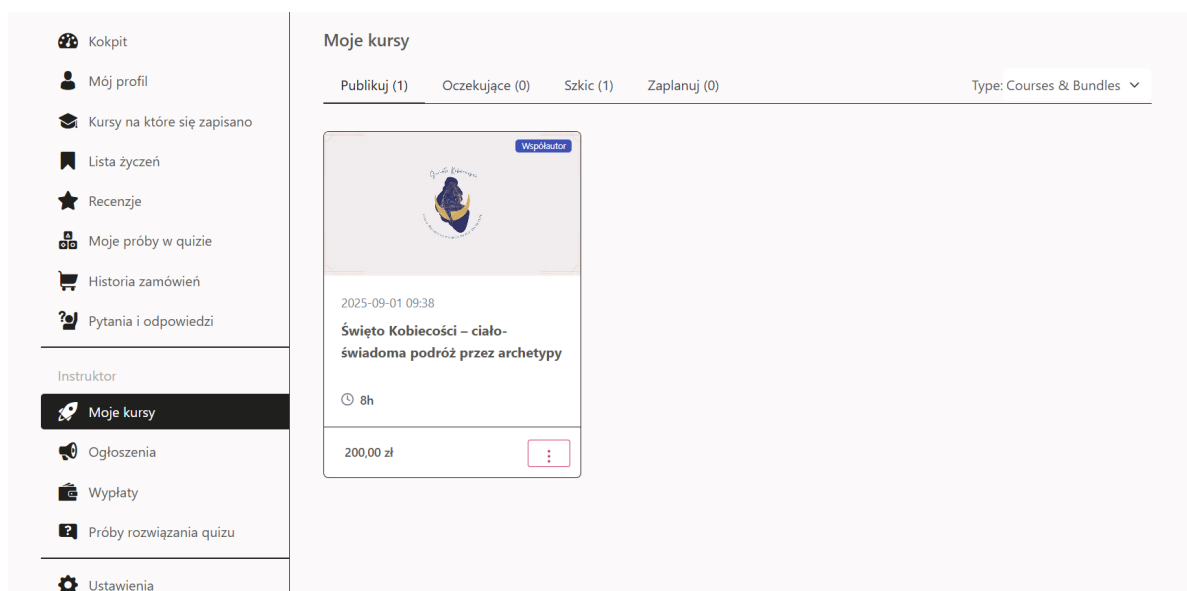
Certificate of Achievement

Certificate of Achievement

11. Publication

1. After filling in all the fields, click **Save Draft** or **Publish**.

2. You can find all your Programs under your account in the **Instructor → My Courses** section.



12. Important Notes

1. Your course must be approved by the Administrator before it is published.
2. Courses can be developed over time – you may add new lessons and materials even after publication.
3. Editing does not require Administrator access – everything can be managed directly from your account.
 - Go to the **My Courses** tab. Hover over the course – next to the three dots, you will see the edit button.

- After making changes, click **Publish** to save your updates.