CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT

STEP-BY-STEP PROCESS FOR COURSE CONFIGURATION ON MOOC PLATFORM

This document provides configuration details of four courses created on MOOC. The courses developed on Udemy are:

COURSE 1: GERBERA CULTIVATION

COURSE 2: FUNDAMENTALS OF CULTURE

COURSE 3: CONTEMPORARY DEVELOPMENT COMMUNICATION

COURSE 4: DENDROBIUM ORCHIDS UNDER PROTECTED ENVIRONMENTS

Anita Patra

Dr. Anita Patra

Registrar, CUTM

Centurion University, Odisha

COURSE -1

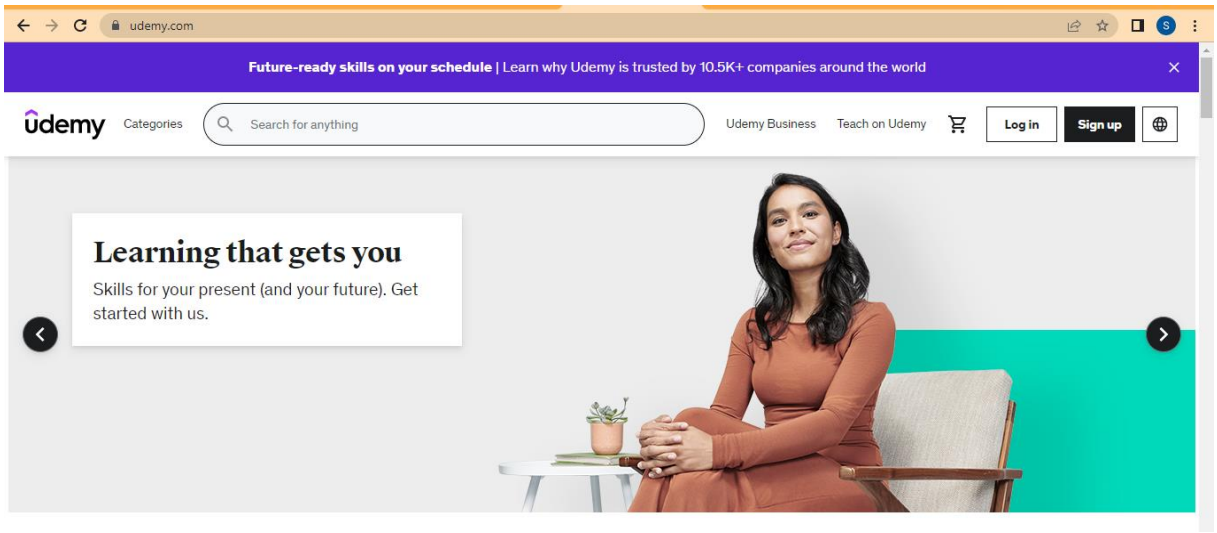
COURSE TITLE: GERBERA CULTIVATION
COURSE SUB-TITLE: A PROFITABLE ENTERPRISE
INSTRUCTORS:

Sagar Maitra and Lalichetti Sagar
Department of Agronomy and Agroforestry, MSSSoA, Centurion University of Technology and Management, Odisha.

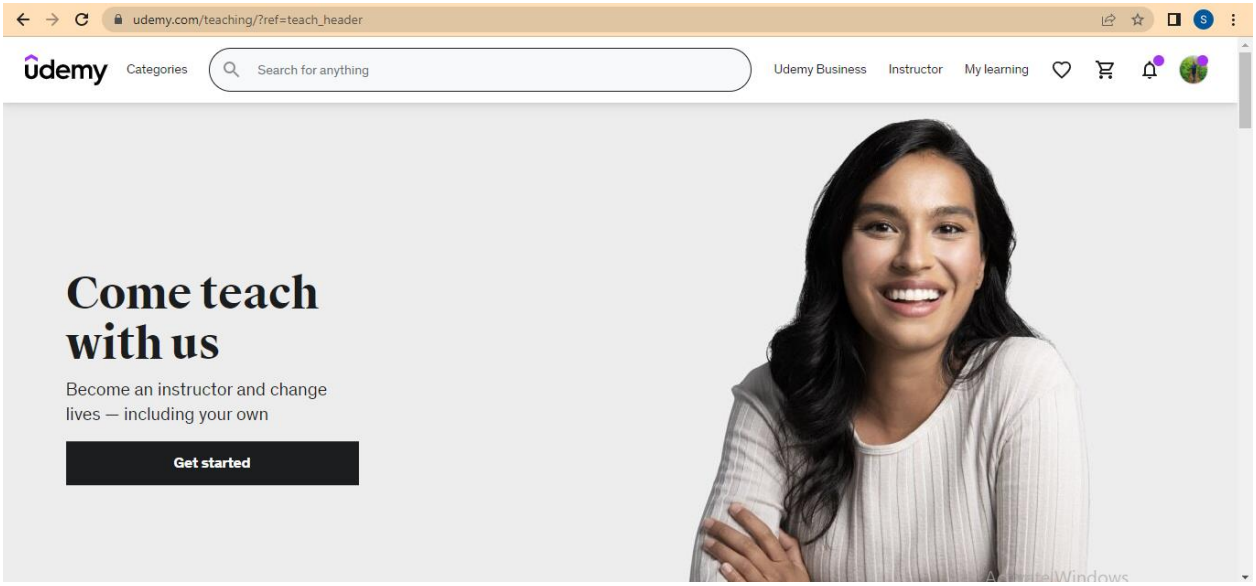
This document provides step-by-step instruction for course configuration on Udemy.

STEP 1: VISIT https://www.udemy.com/

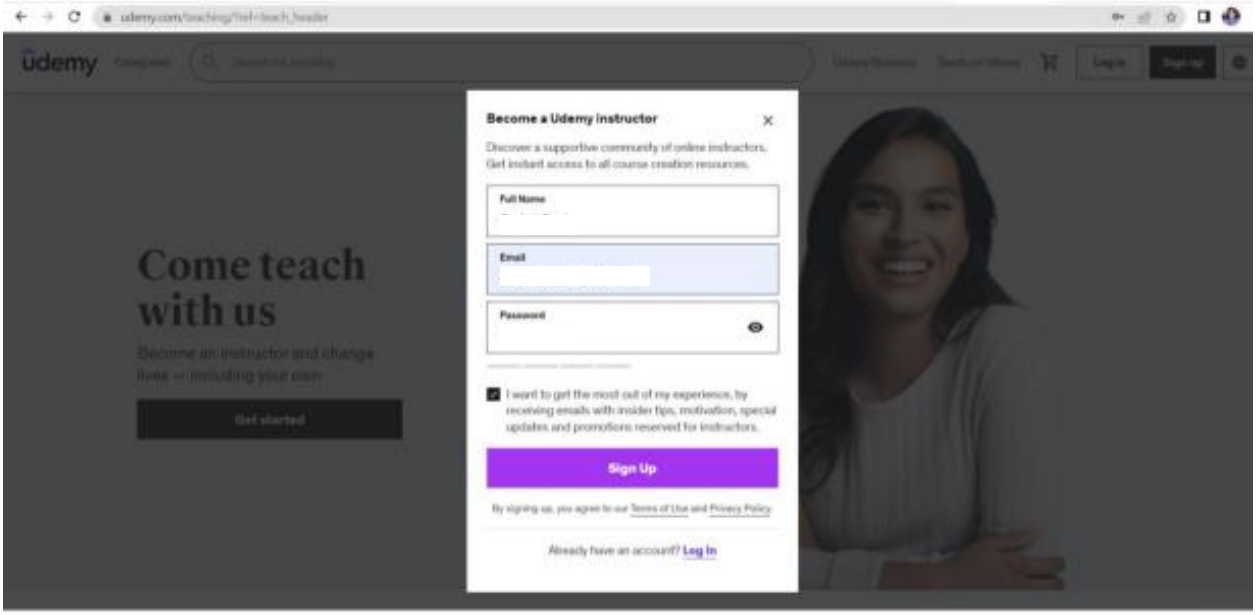
STEP- 2: CLICK ON TEACH ON UDEMY



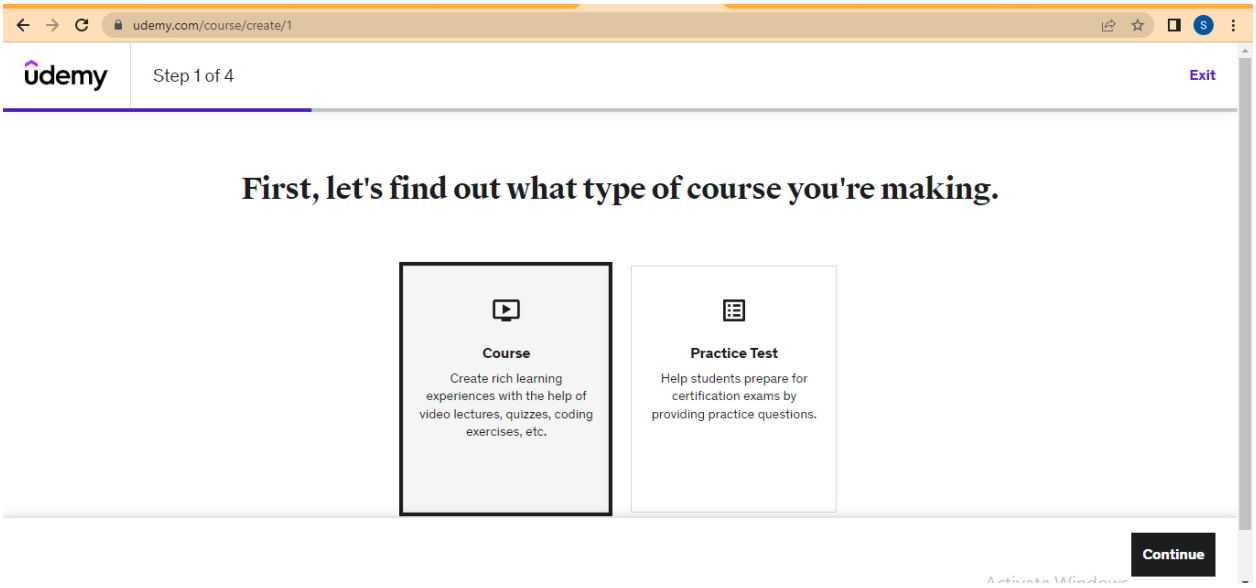
STEP 3: GET STARTED WITH THE COURSE CONFIGURATION



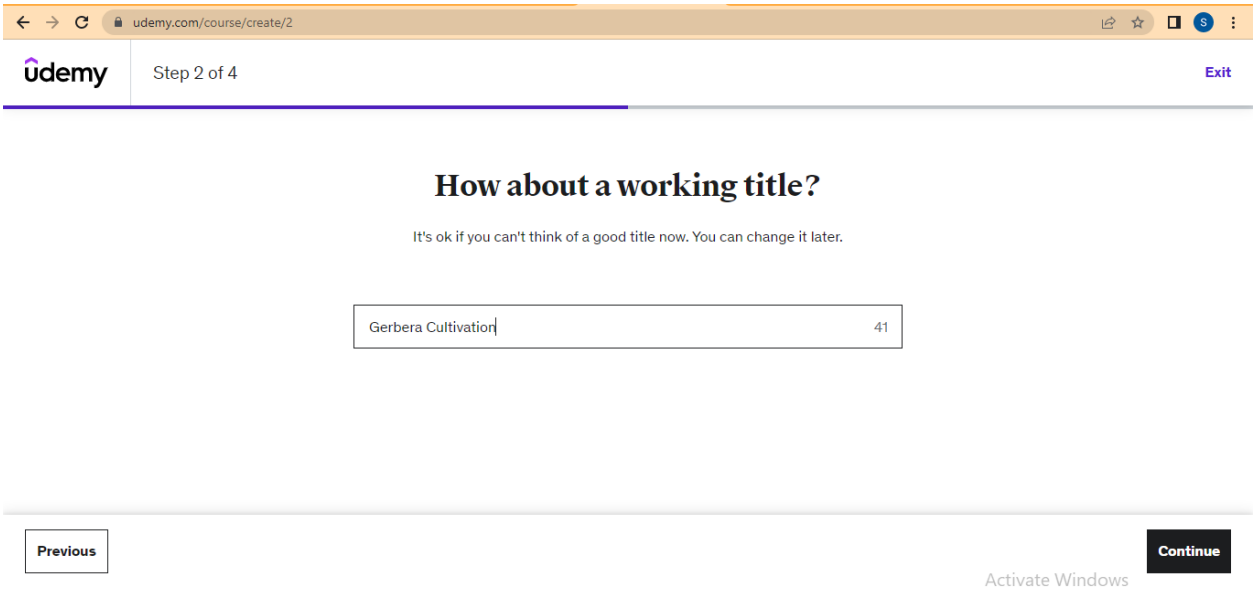
STEP 4: SIGN UP TO BECOME AN UDEMY INSTRUCTOR



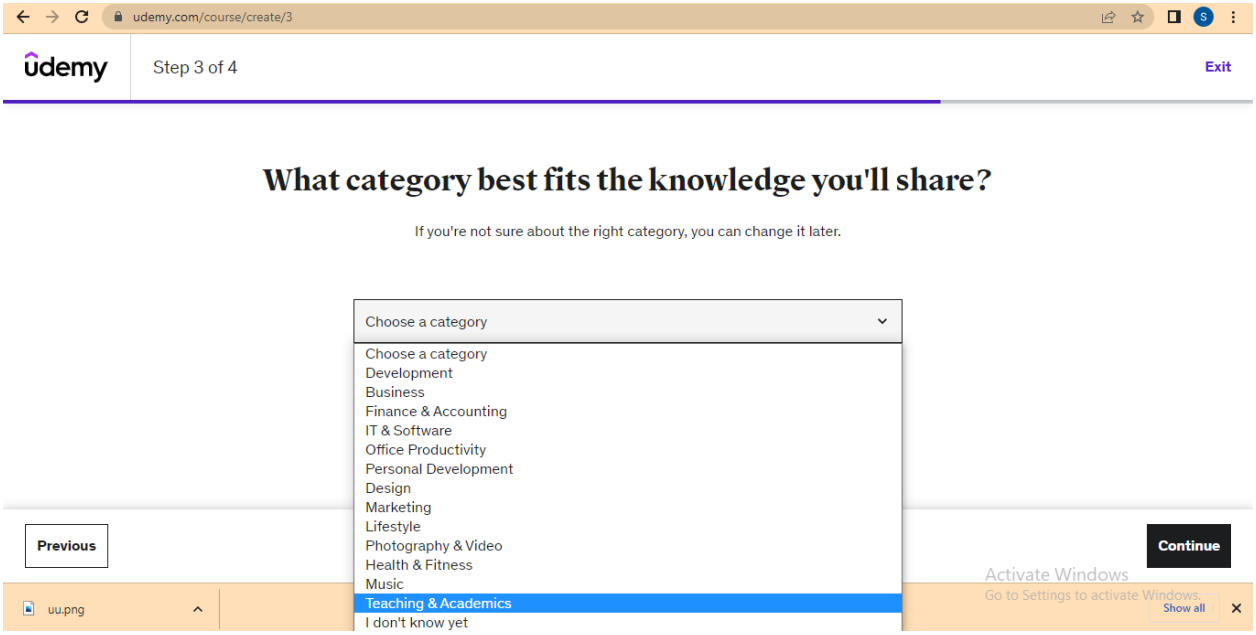
STEP 5: DECIDE WHAT TYPE OF COURSE YOU'RE MAKING



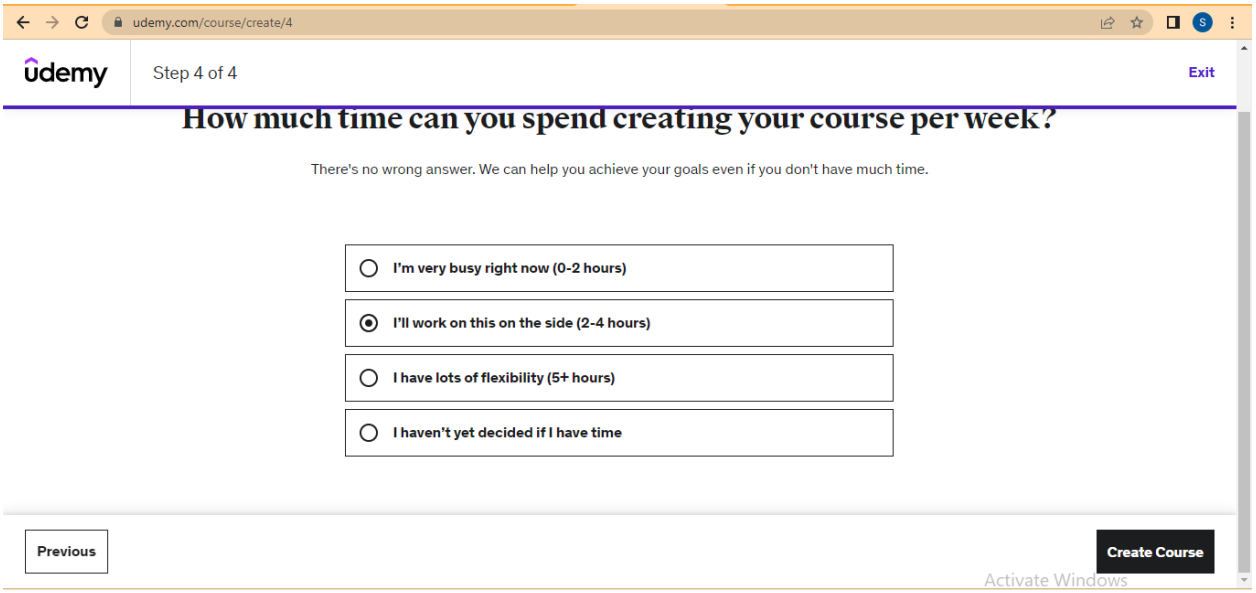
STEP 6: PROVIDE A TITLE



STEP 7: SELECT WHAT CATEGORY BEST FITS THE KNOWLEDGE YOU'LL SHARE



STEP 8: SELECT HOW MUCH TIME CAN YOU SPEND CREATING YOUR COURSE PER WEEK?



STEP 9: CONTINUE TO CREATE A COURSE

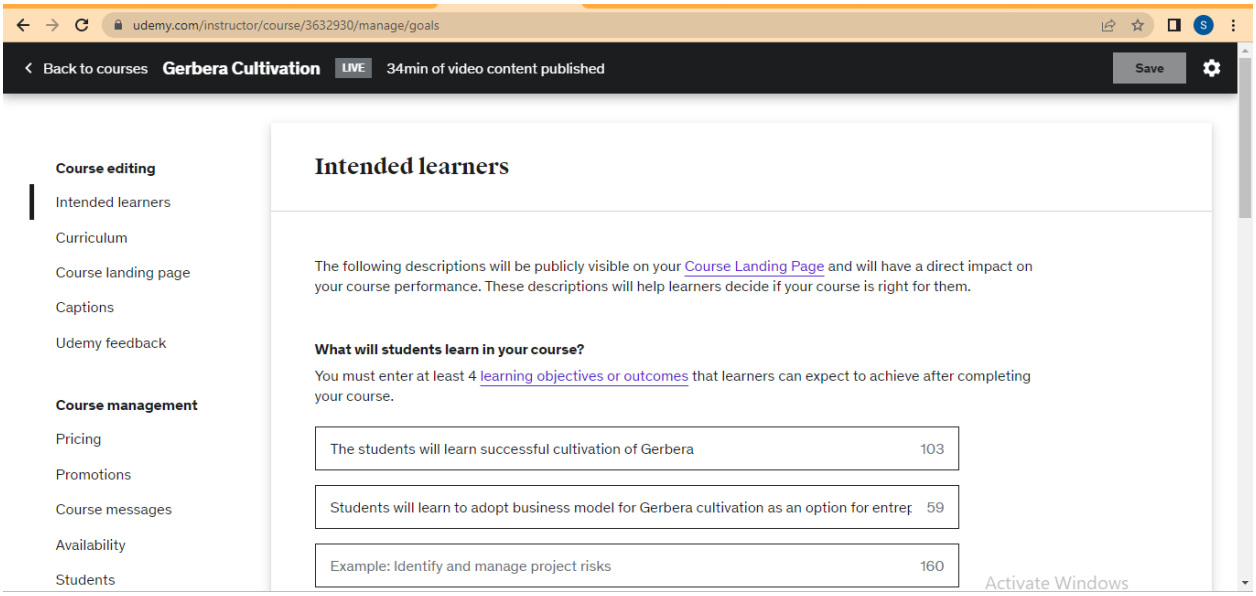
9.1. Intended Learners

The instructor need to answer three questions to fill this section

1) What will students learn in your course?

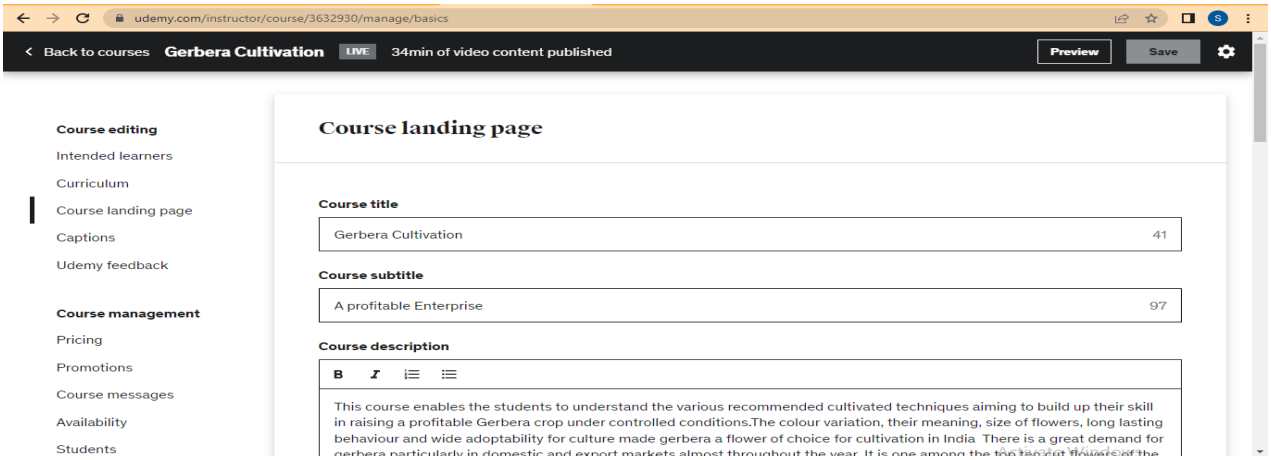
2) What are the requirements or prerequisites for taking your course?

3) Who is this course for?



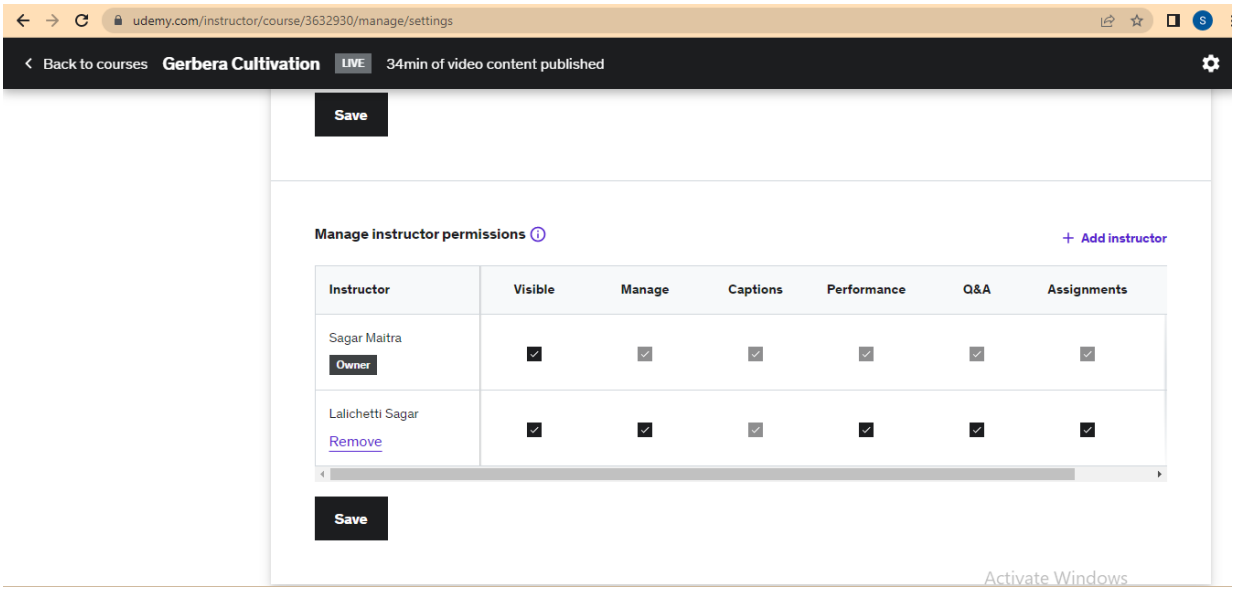
9.2. CREATE COURSE LANDING PAGE

This instructor should provide course title, subtitle, course description, basic information, course image, promotional video and add instructors profile



9.3 ADDITION OF CO-INSTRUCTORS

The owner of the course shall click on setting option in the course landing page to add co-instructors



9.4 CURRICULUM

Here's where you add course content—like lectures, course sections, assignments, and more. Click a + icon on the left to get started.

Course structure

Planning your course carefully will create a clear learning path for students and help you once you film. Think down to the details of each lecture including the skill you'll teach, estimated video length, practical activities to include, and how you'll create introductions and summaries.

Follow the guidelines

Tips

- Start with your goals.
- Setting goals for what learners will accomplish in your course (also known as learning objectives) at the beginning will help you determine what content to include in your course and how you will teach the content to help your learners achieve the goals.
- Create an outline.
- Decide what skills you'll teach and how you'll teach them. Group related lectures into sections. Each section should have at least 3 lectures, and include at least one assignment or practical activity. Learn more.
- Introduce yourself and create momentum.
- People online want to start learning quickly.
- Make an introduction section that gives learners something to be excited about in the first 10 minutes.
- Sections have a clear learning objective.
- Introduce each section by describing the section's goal and why it's important.
- Give lectures and sections titles that reflect their content and have a logical flow.
- Lectures cover one concept.

- A good lecture length is 2-7 minutes to keep students interested and help them study in short bursts. Cover a single topic in each lecture so learners can easily find and re-watch them later.
- Mix and match your lecture types.
- Alternate between filming yourself, your screen, and slides or other visuals. Showing yourself can help learners feel connected.
- Practice activities create hands-on learning.
- Help learners apply your lessons to their real world with projects, assignments, coding exercises, or worksheets.
- Requirements
- See the complete list of course quality requirements
- The course must have at least five lectures
- All lectures must add up to at least 30+ minutes of total video
- Your course is composed of valuable educational content and free of promotional or distracting materials

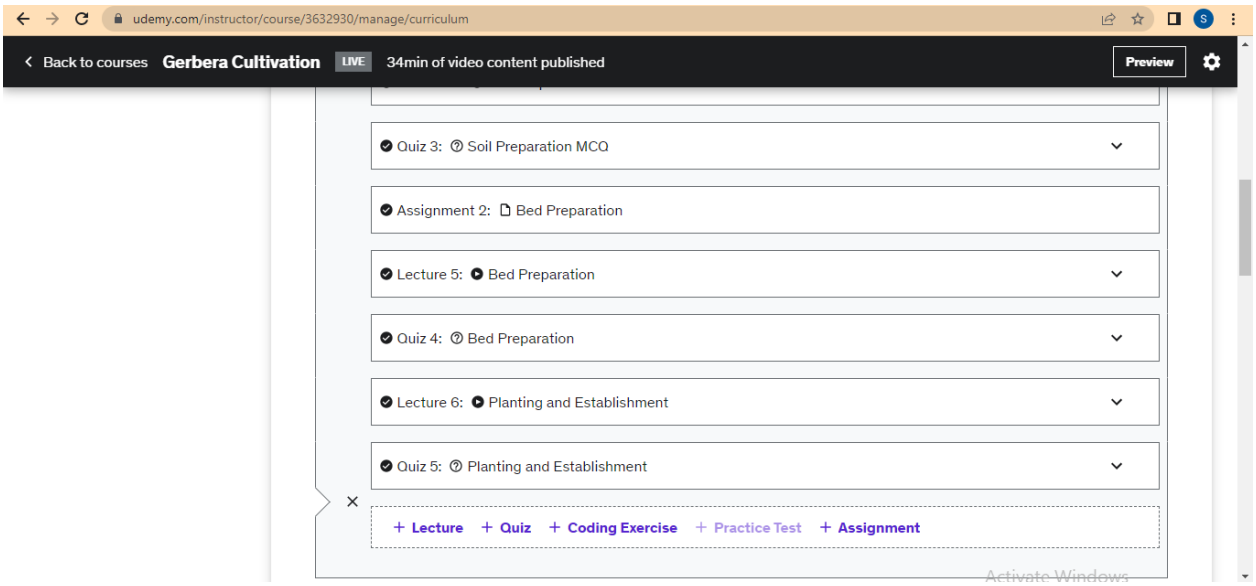
Check Resources on Udemy Site

- Udemy Trust & Safety
- Our policies for instructors and students
- Join the instructor community
- A place to connect with other instructors
- Official Udemy Course: How to Create an Online Course
- Learn about course creation from the Udemy Instructor Team and experienced instructors

CLICK A + ICON ON THE LEFT TO GET STARTED.

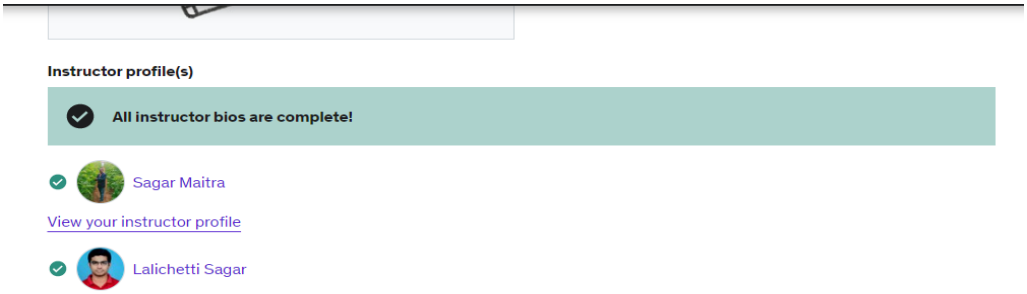
Click a + icon Outside the box to add new section

Click a + icon Inside the box to add course content—like lectures, course sections, assignments, and more

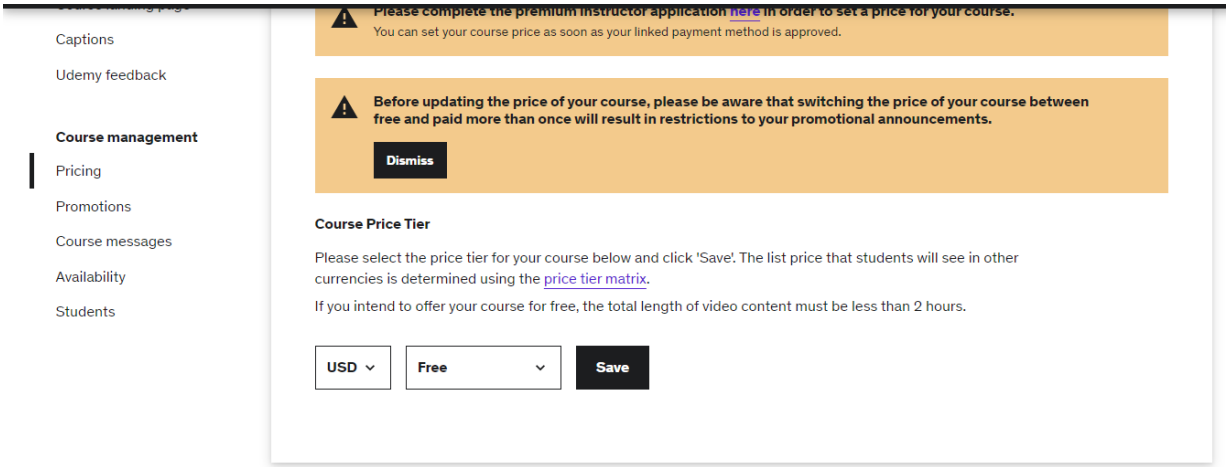


10. INSTRUCTOR PROFILE AND SETTINGS

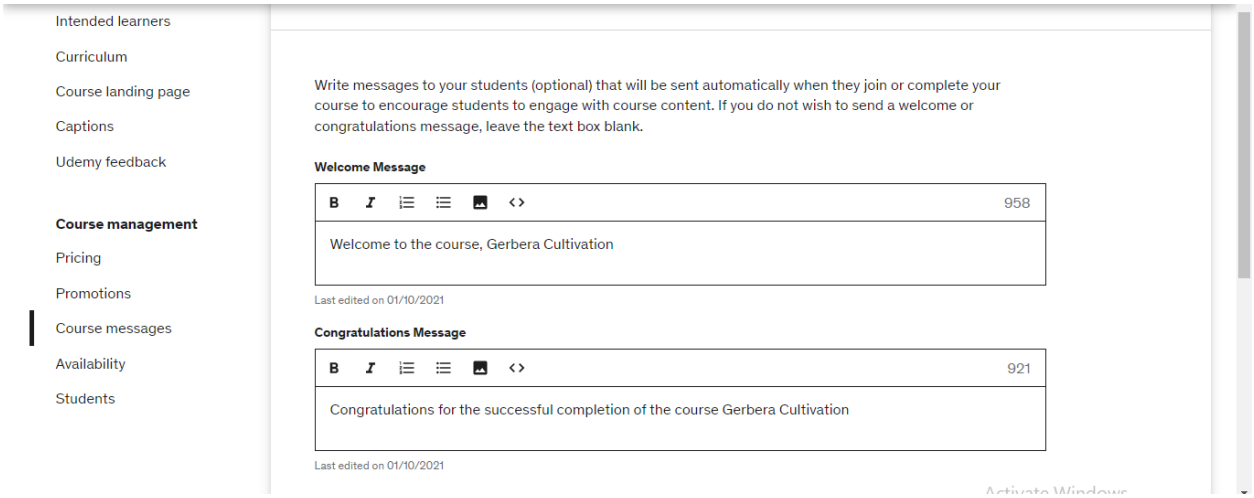
View and save your instructor profile



11. DECIDE THE PRICING OF THE COURSE

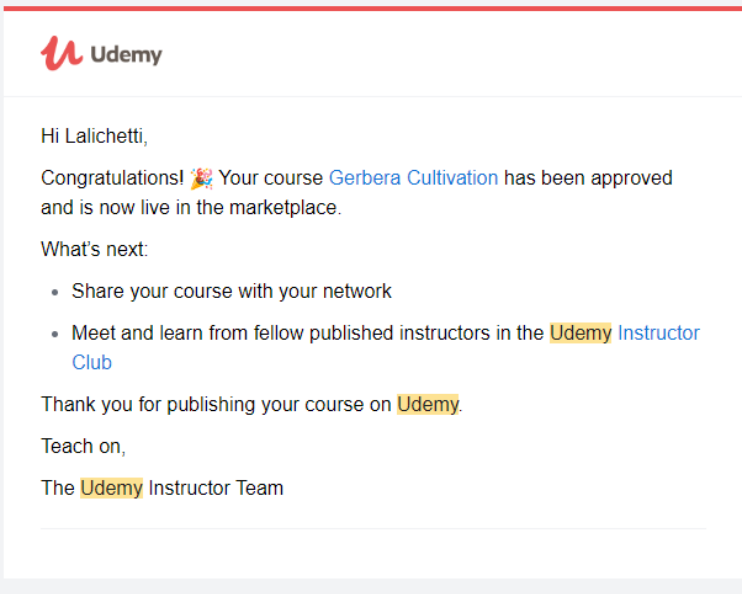


12. WRITE COURSE MESSAGES THAT WILL BE SENT AUTOMATICALLY WHEN STUDENTS JOIN OR COMPLETE YOUR COURSE TO ENCOURAGE STUDENTS TO ENGAGE WITH COURSE CONTENT.



13. SUBMIT FOR REVIEW

The course is reviewed and published live on MOOC Platform



Udemy

Hi Lalichetti,

Congratulations! 🎉 Your course Gerbera Cultivation has been approved and is now live in the marketplace.

What's next:

- Share your course with your network
- Meet and learn from fellow published instructors in the Udemy Instructor Club

Thank you for publishing your course on Udemy.

Teach on,

The Udemy Instructor Team

COURSE -2

Udemy

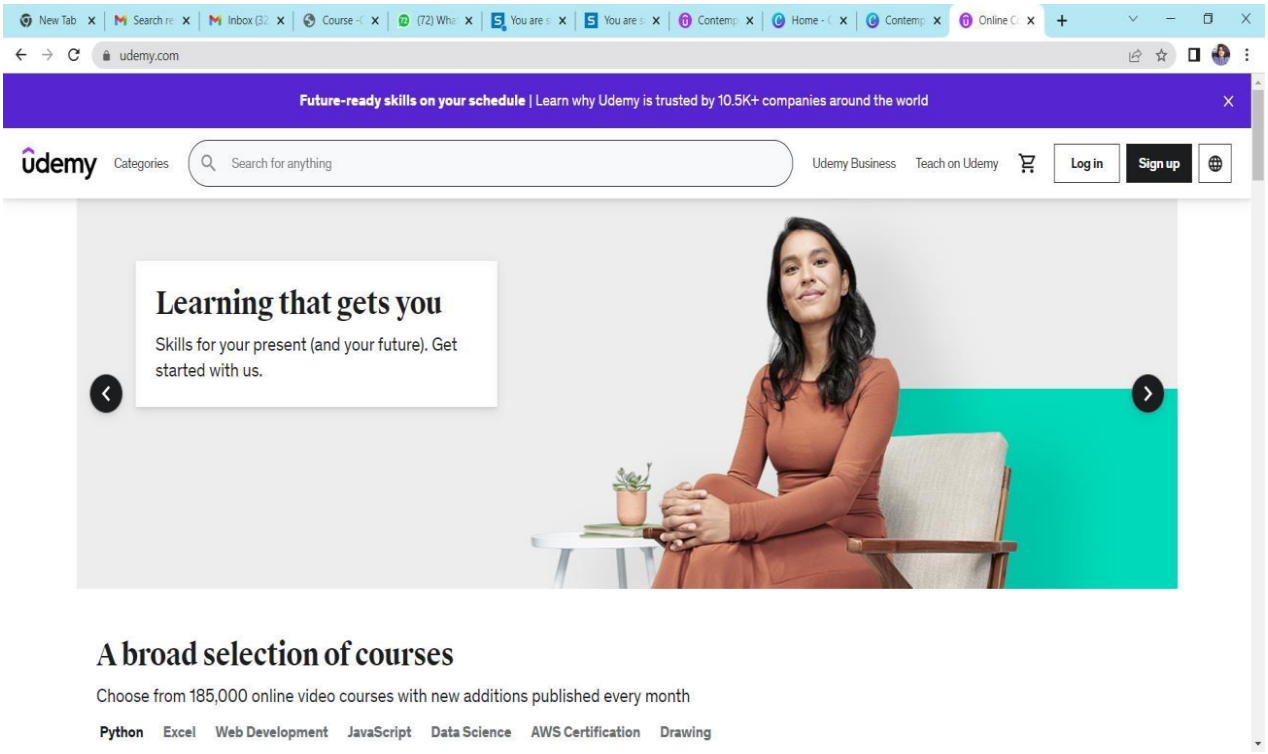
COURSE TITLE: FUNDAMENTALS OF CULTURE

Dr. Atanu Deb
Associate Professor, Agricultural Extension Education,
Centurion University of Technology & Management

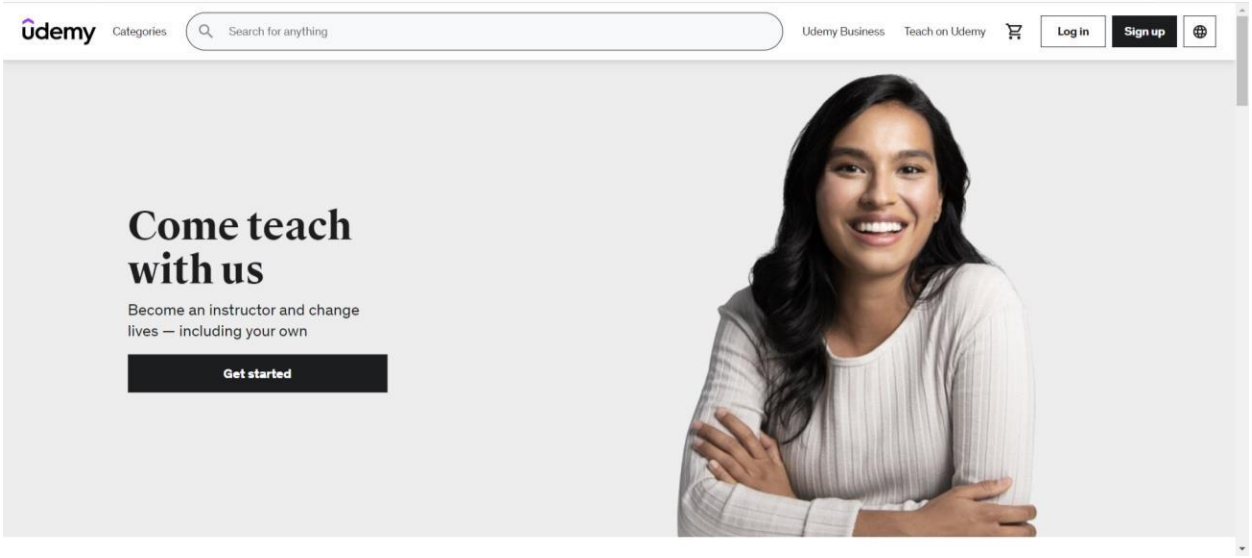
This document provides step-by-step instruction for course configuration on MOOC platform.

Step 1: VISIT https://www.udemy.com/

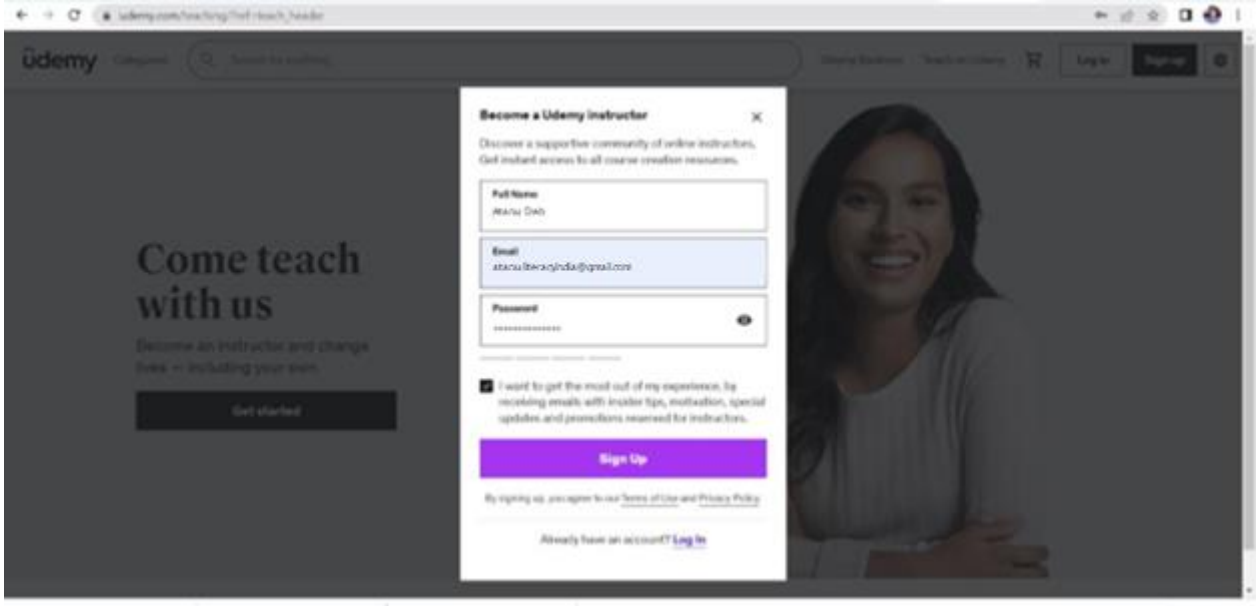
STEP- 2: CLICK ON TEACH ON UDEMY



STEP 3: GET STARTED WITH COURSE CONFIGURATION

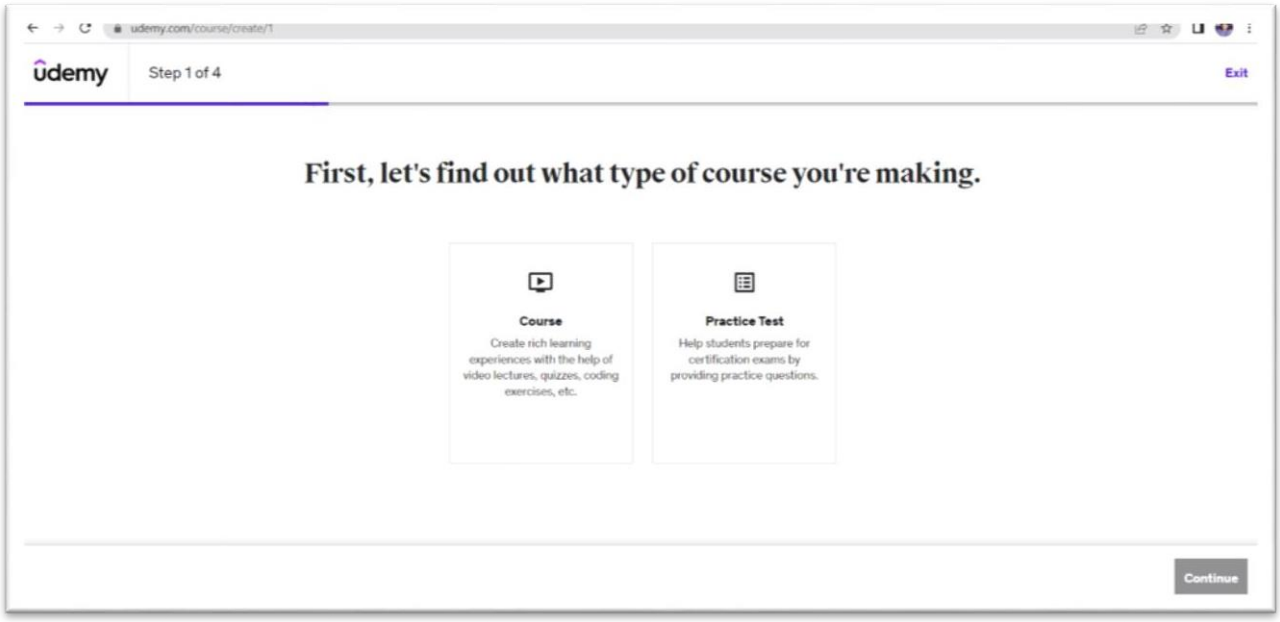


STEP 4: SIGN UP TO BECOME UDEMY INSTRUCTOR



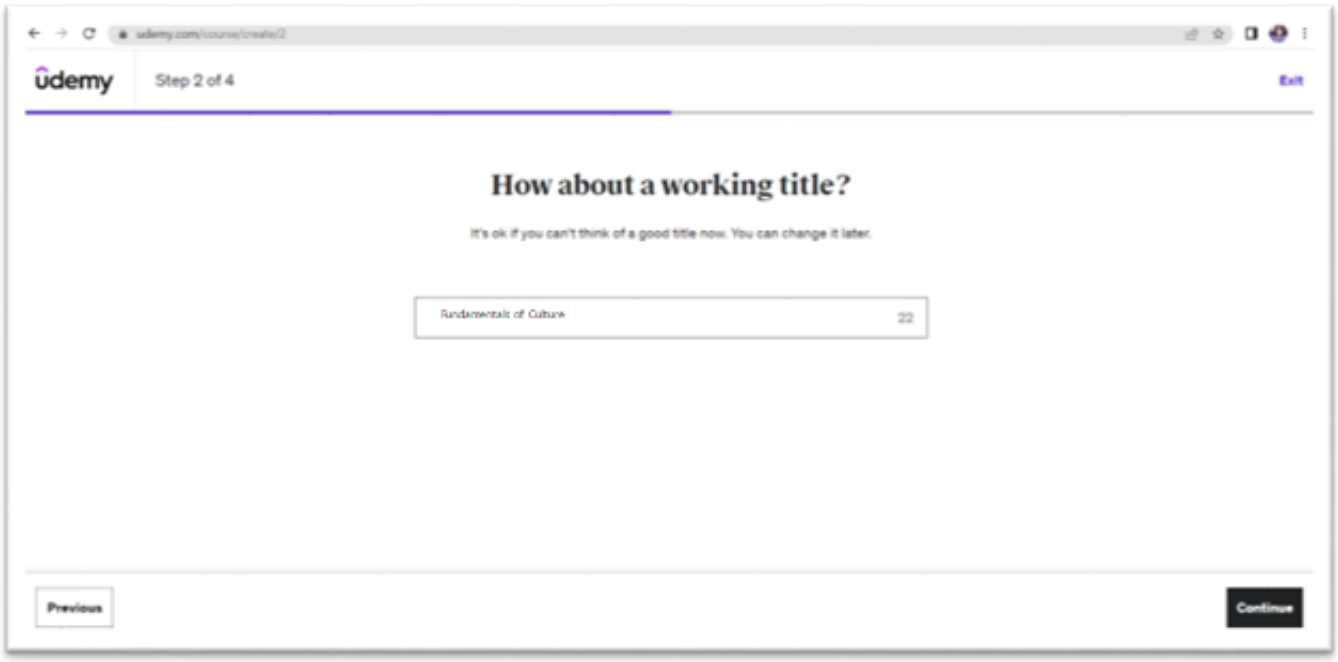
STEP 5: DECIDE WHAT TYPE OF COURSE YOU'RE MAKING

Click on course and practice test to explore about the type of courses.

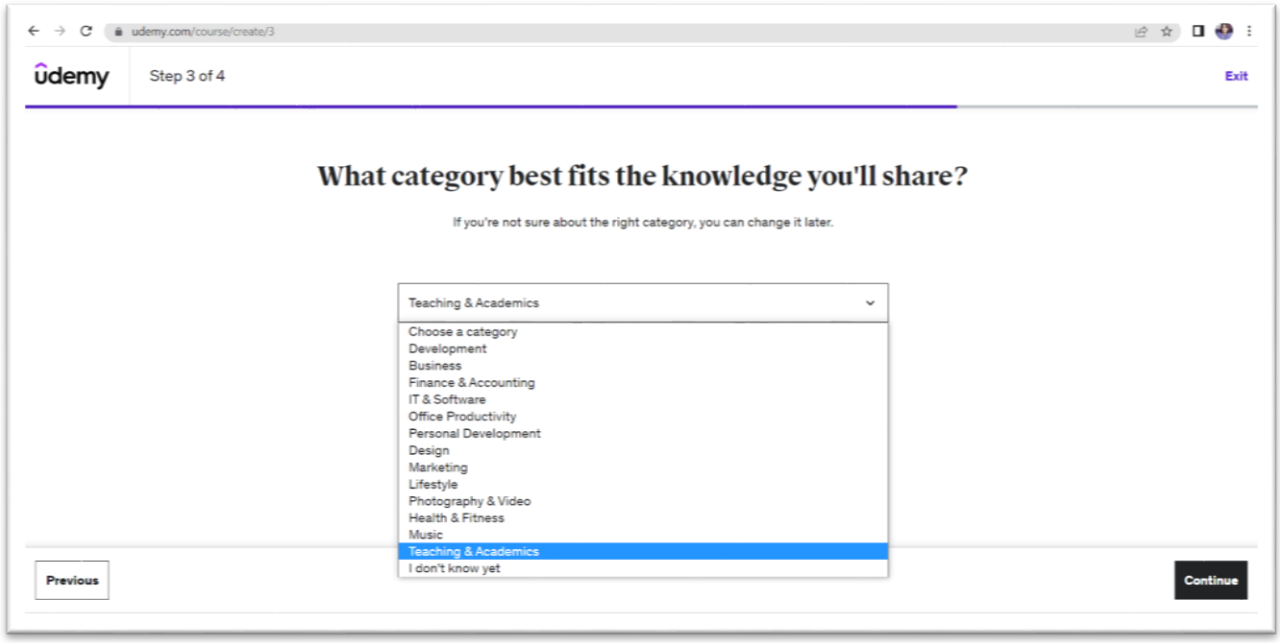


STEP 6: PROVIDE A TITLE

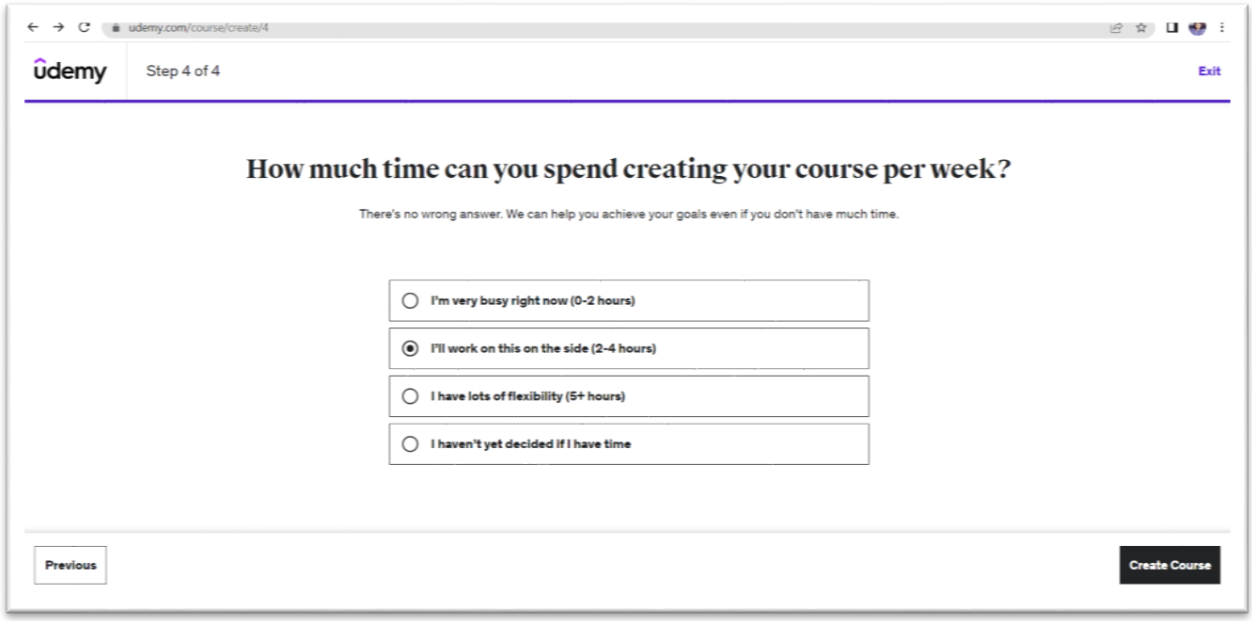
Provide course title. The title can be changed later.



STEP 7: SELECT WHAT CATEGORY BEST FITS THE KNOWLEDGE YOU'LLSHARE?



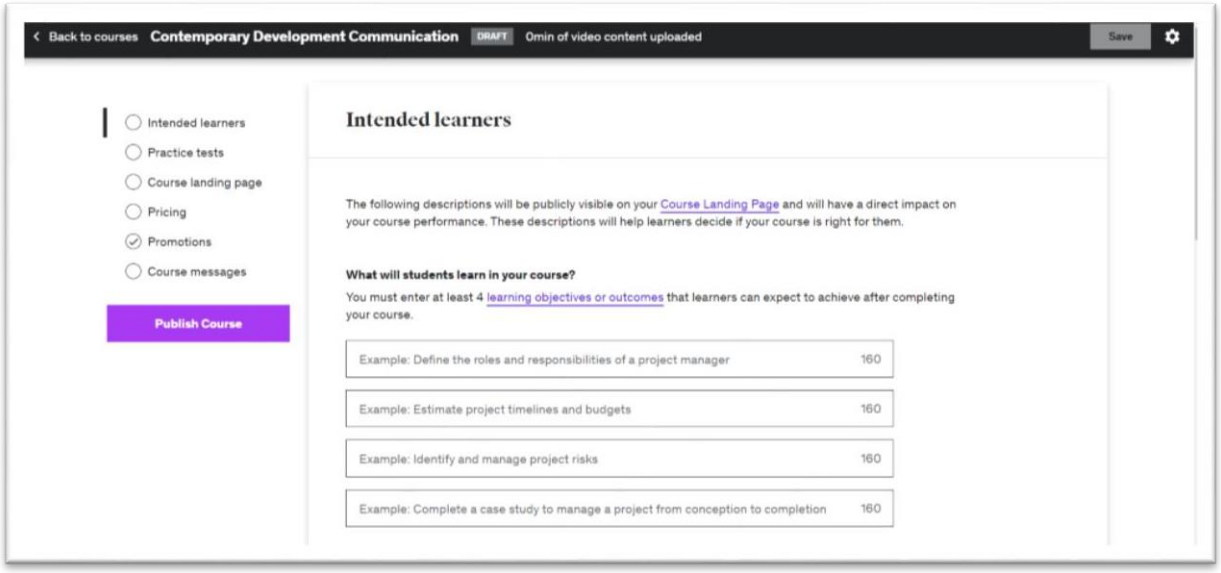
STEP 8: SELECTION OF TIME FOR CREATING COURSE PER WEEK



STEP 9: CONTINUE TO CREATE A COURSE (FUNDAMENTALS OF CULTURE)

9.1. Intended Learners

This section should contain intended learners and define the course objectives. The instructor must add at least 4 learning objectives or outcomes that learners can expect to achieve after completing your course. Learning objectives can't be longer than 160 characters



9.2. CREATE COURSE LANDING PAGE

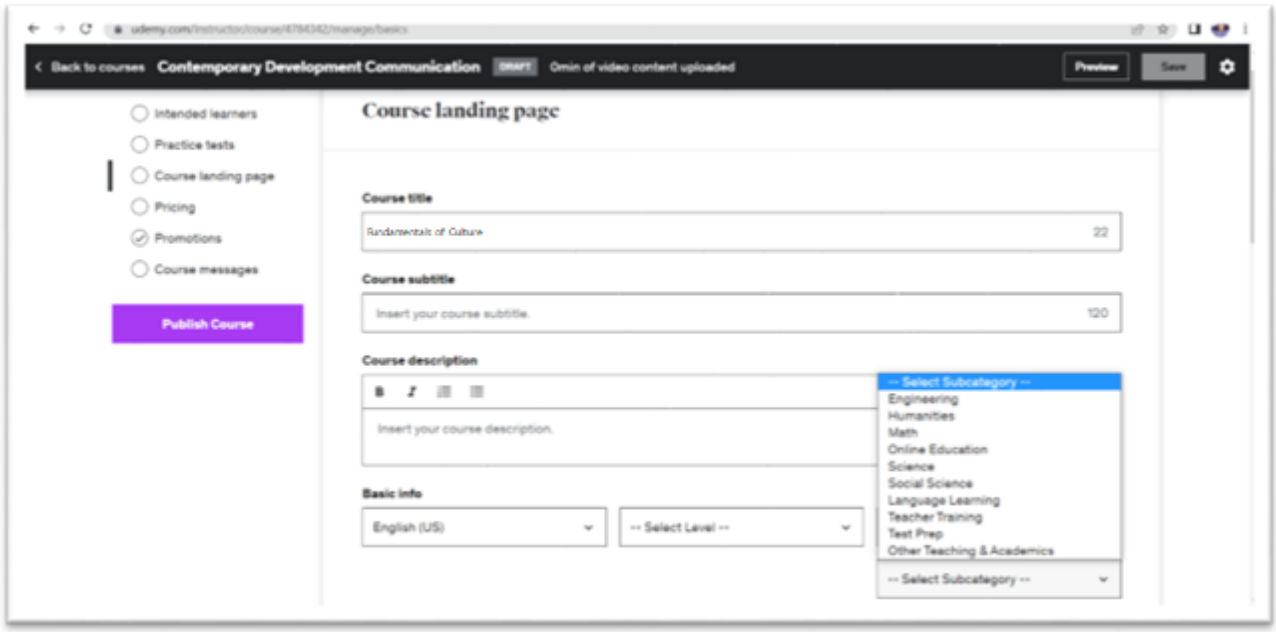
The landing page should contain the following information:

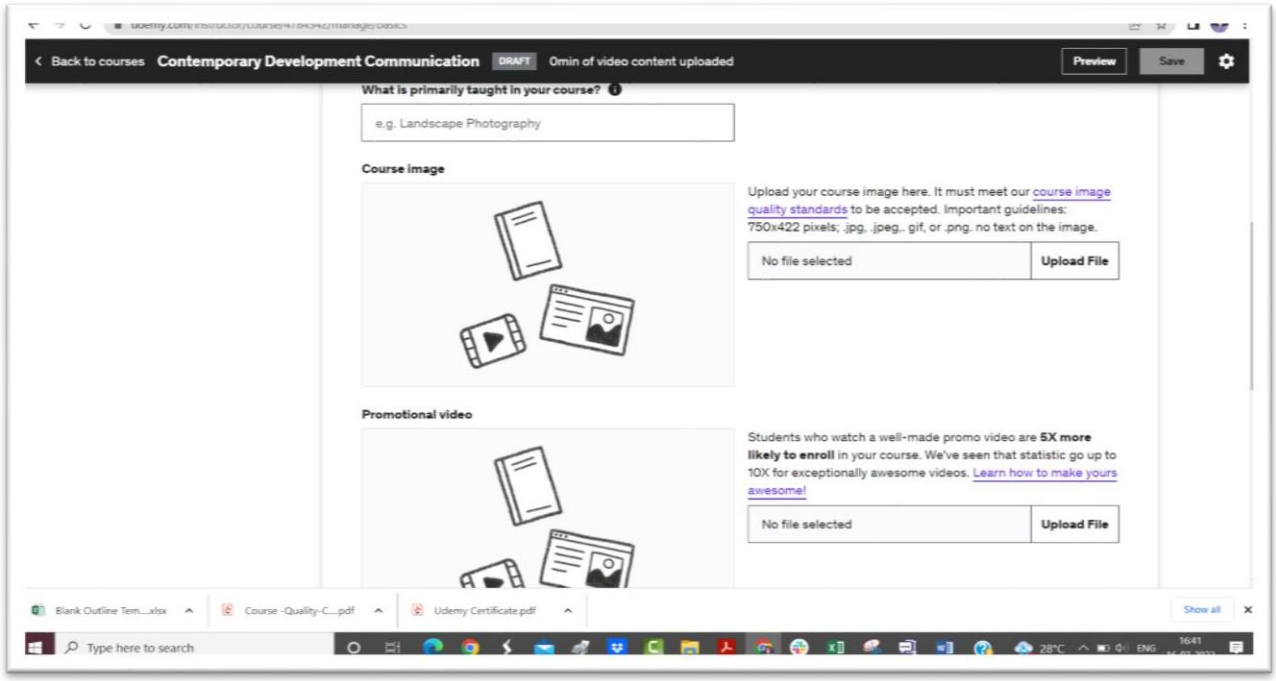
What will students learn in your course?

What are the requirements or prerequisites for taking your course?

Who is this course for?

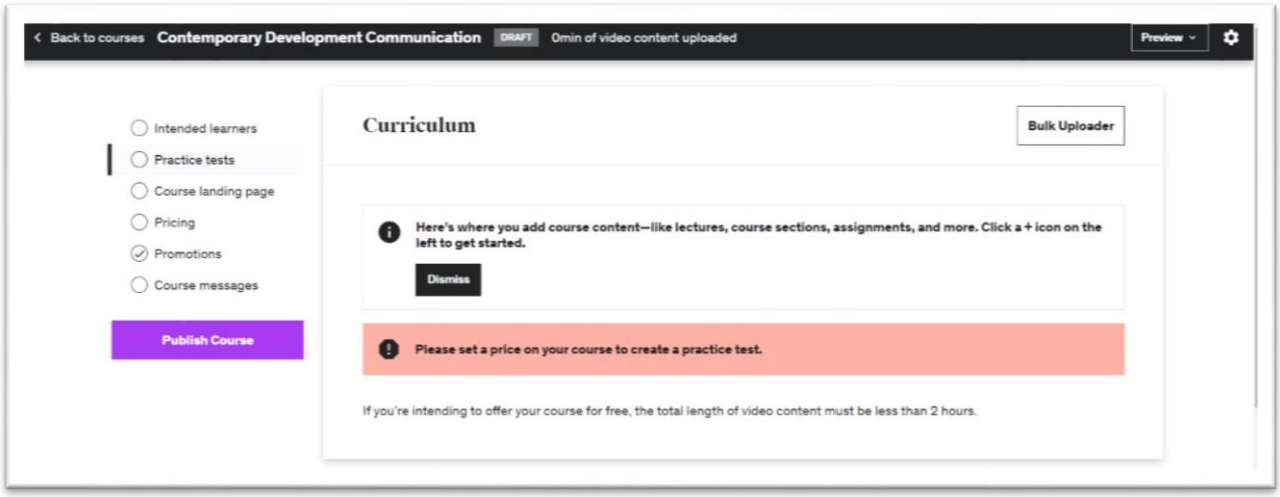
Provide the course title, subtitle, course description, basic information, course image, promotional video.





9.3. Practice Tests in Curriculum

Here's where you add course content—like lectures, course sections, assignments, and more. Click a + icon on the left to get started.



Course structure

Planning your course carefully will create a clear learning path for students and help you once you film. Think down to the details of each lecture including the skill you'll teach, estimated video length, practical activities to include, and how you'll create introductions and summaries.

Follow the guidelinesTips

- Start with your goals.
- Setting goals for what learners will accomplish in your course (also known as learning objectives) at the beginning will help you determine what content to include in your course and how you will teach the content to help your learners achieve the goals.
- Create an outline.
- Decide what skills you'll teach and how you'll teach them. Group related lectures into sections. Each section should have at least 3 lectures, and include at least one assignmentor practical activity. Learn more.
- Introduce yourself and create momentum.
- People online want to start learning quickly. Make an introduction section that giveslearners something to be excited about in the first 10 minutes.
- Sections have a clear learning objective.
- Introduce each section by describing the section's goal and why it's important. Givelectures and sections titles that reflect their content and have a logical flow.
- Lectures cover one concept.
- A good lecture length is 2-7 minutes to keep students interested and help them study in short bursts. Cover a single topic in each lecture so learners can easily find and re-watchthem later.
- Mix and match your lecture types.
- Alternate between filming yourself, your screen, and slides or other visuals. Showingyourself can help learners feel connected.

- Practice activities create hands-on learning.
- Help learners apply your lessons to their real world with projects, assignments, codingexercises, or worksheets.
- Requirements
- See the complete list of course quality requirements
- The course must have at least five lectures
- All lectures must add up to at least 30+ minutes of total video
- Your course is composed of valuable educational content and free of promotional ordistracting materials

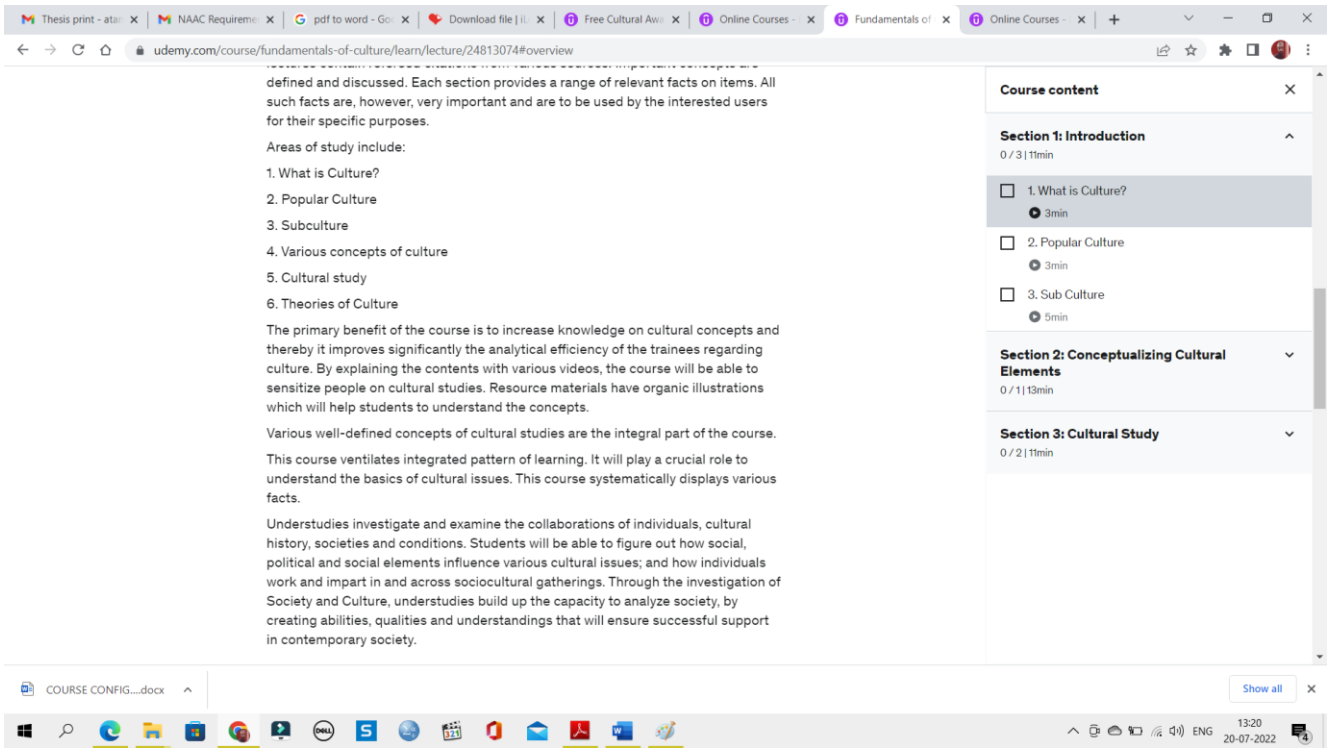
Check Resources on Udemy Site

- Udemy Trust & Safety
- Our policies for instructors and students
- Join the instructor community
- A place to connect with other instructors
- Official Udemy Course: How to Create an Online Course
- Learn about course creation from the Udemy Instructor Team and experienced instructors

CLICK A + ICON ON THE LEFT TO GET STARTED.

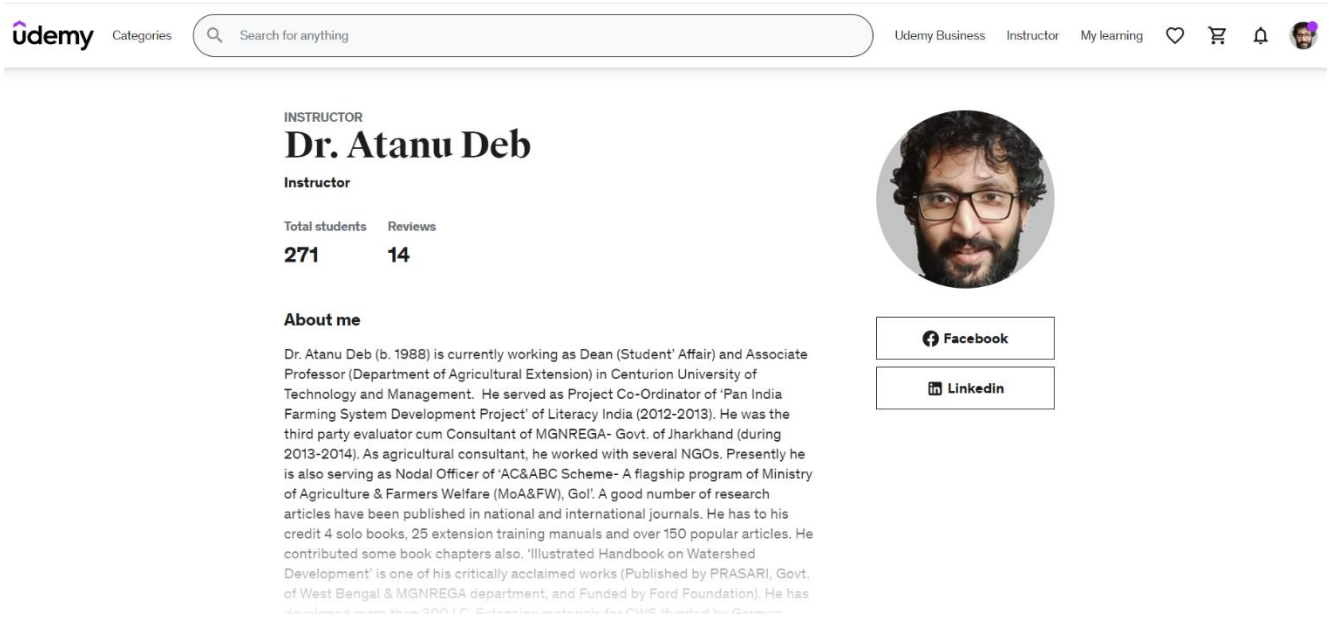
Click a + icon Outside the box to add new section

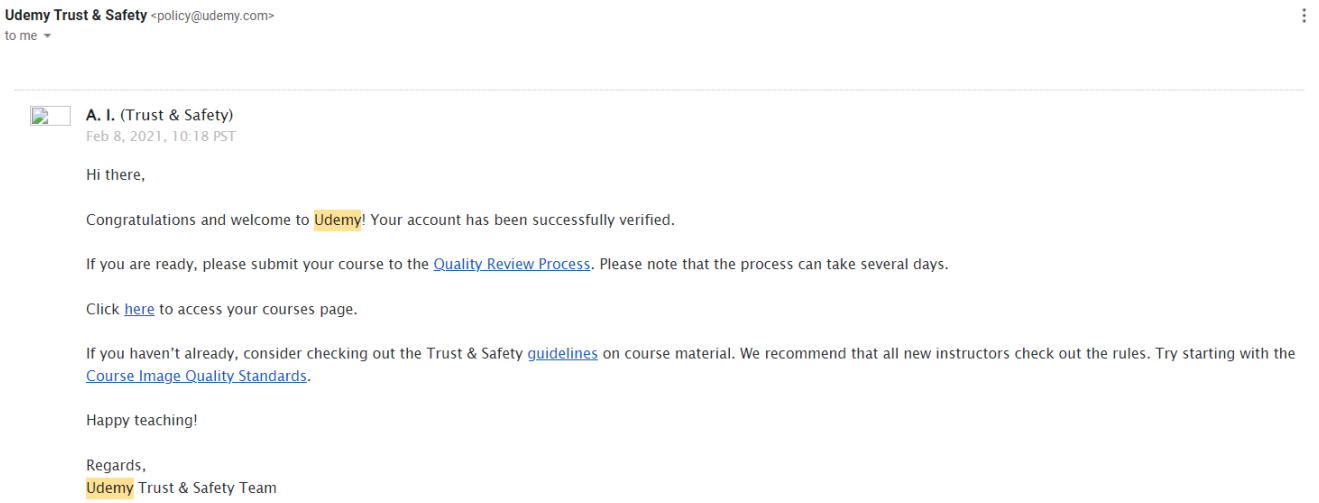
Click a + icon Inside the box to add course content—like lectures, course sections,assignments, and more.



10. INSTRUCTOR PROFILE AND SETTINGS

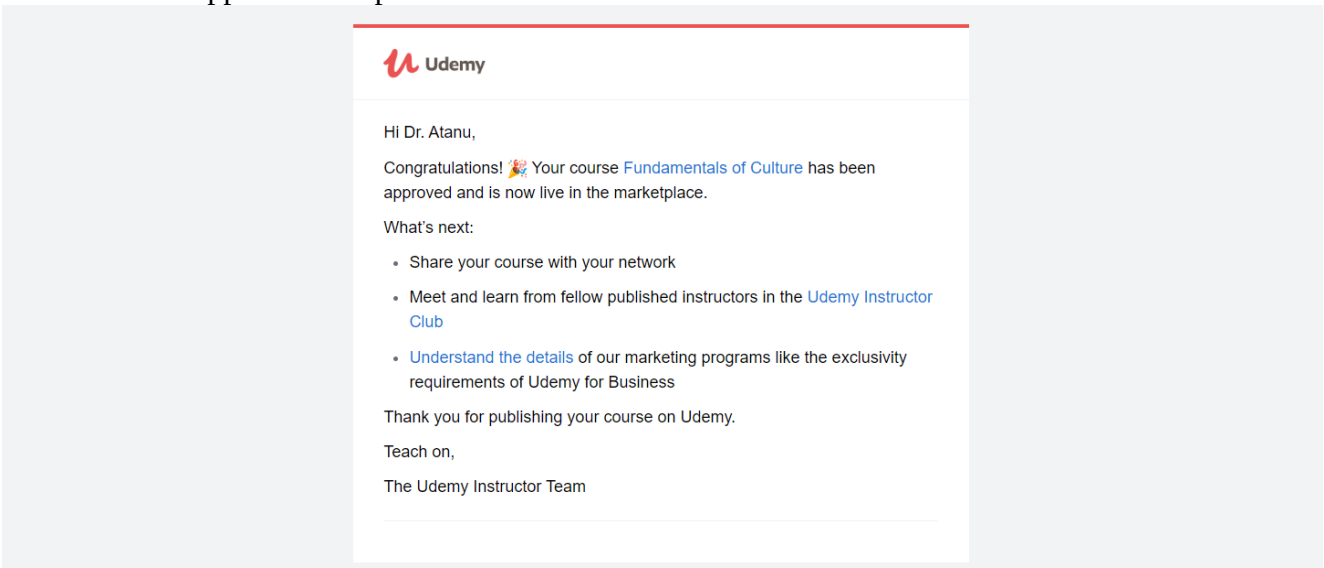
View and save your instructor profile





11. SUBMIT FOR APPROVAL

The course is approved and published on MOOC Platform.



Udemy

Hi Dr. Atanu,

Congratulations! 🎉 Your course Fundamentals of Culture has been approved and is now live in the marketplace.

What's next:

- Share your course with your network
- Meet and learn from fellow published instructors in the Udemy Instructor Club
- Understand the details of our marketing programs like the exclusivity requirements of Udemy for Business

Thank you for publishing your course on Udemy.

Teach on,

The Udemy Instructor Team

COURSE -3

COURSE CONFIGURATION ON MOOC PLATFORM

Udemy

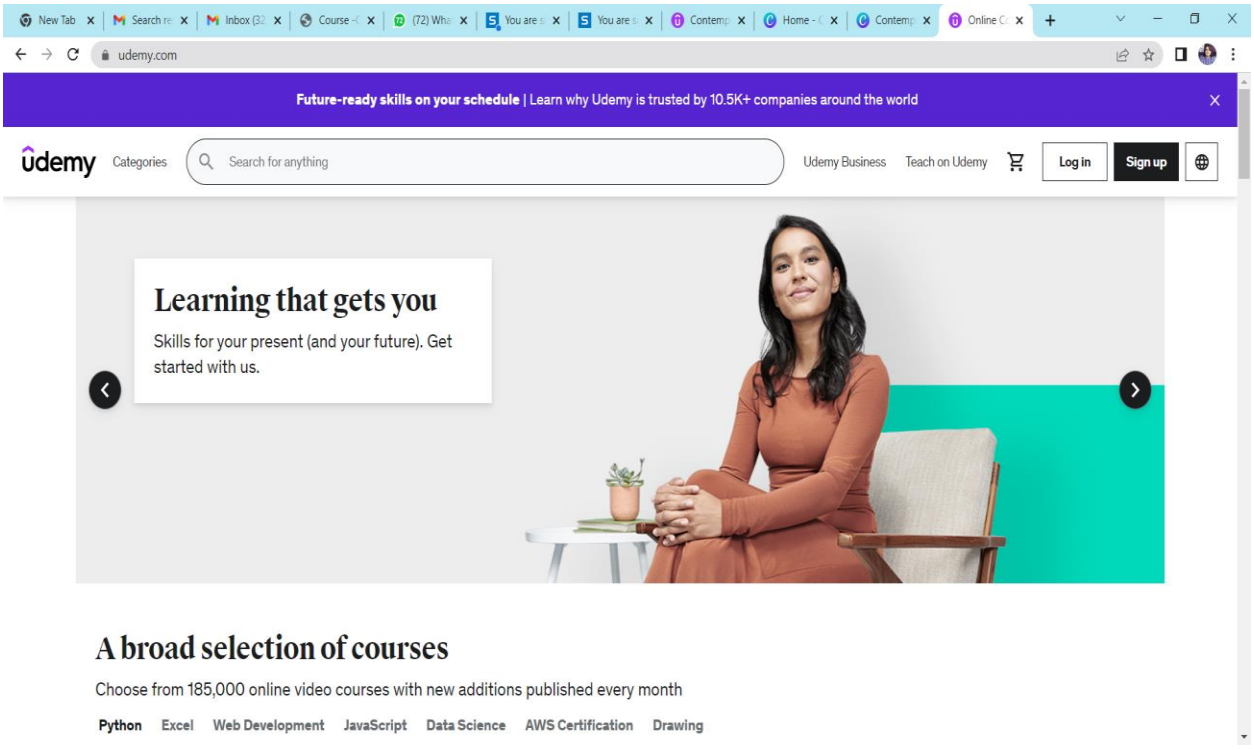
COURSE TITLE: CONTEMPORARY DEVELOPMENT COMMUNICATION

Dr. Prajna Pani, Professor of English
Centurion University of Technology & Management

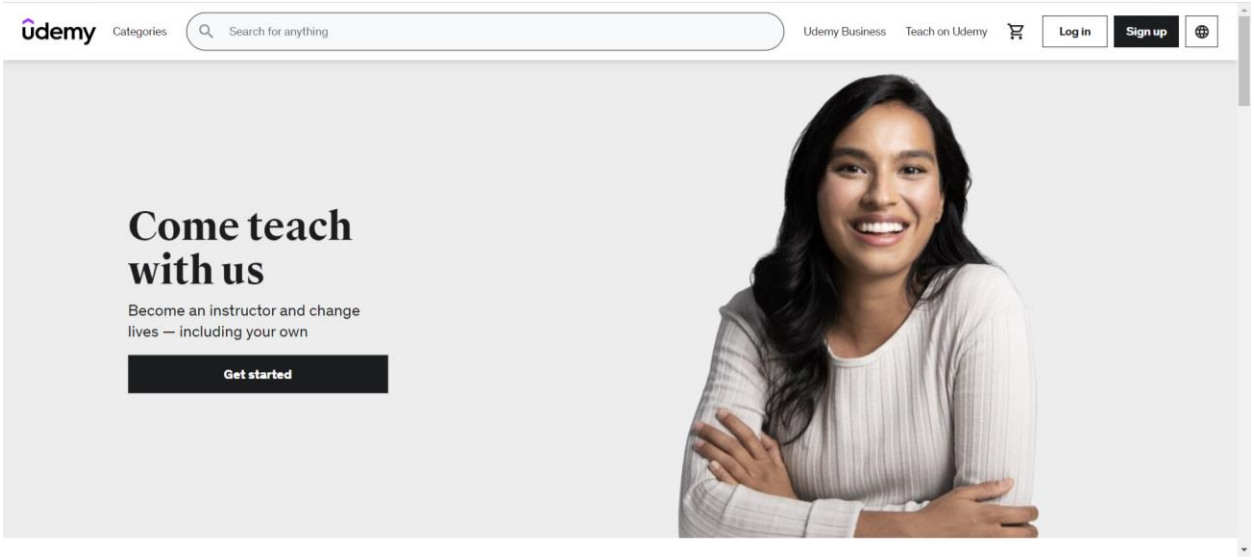
This document provides step-by-step instruction for course configuration on Udemy.

Step 1: VISIT https://www.udemy.com/

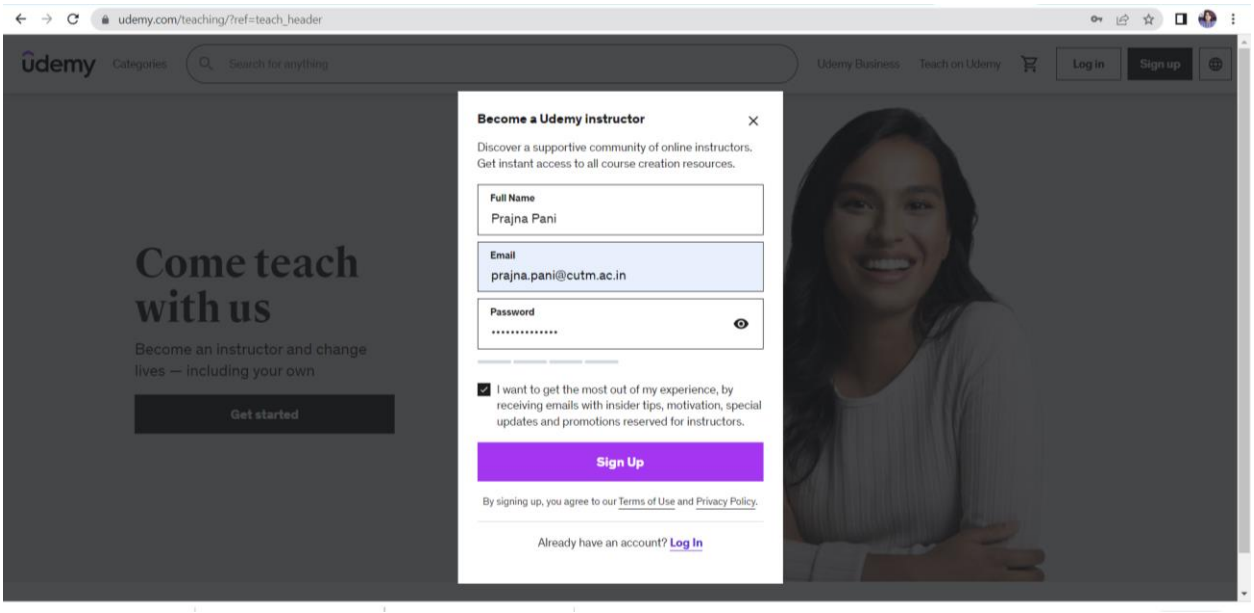
STEP- 2: CLICK ON TEACH ON UDEMY



STEP 3: GET STARTED WITH COURSE CONFIGURATION

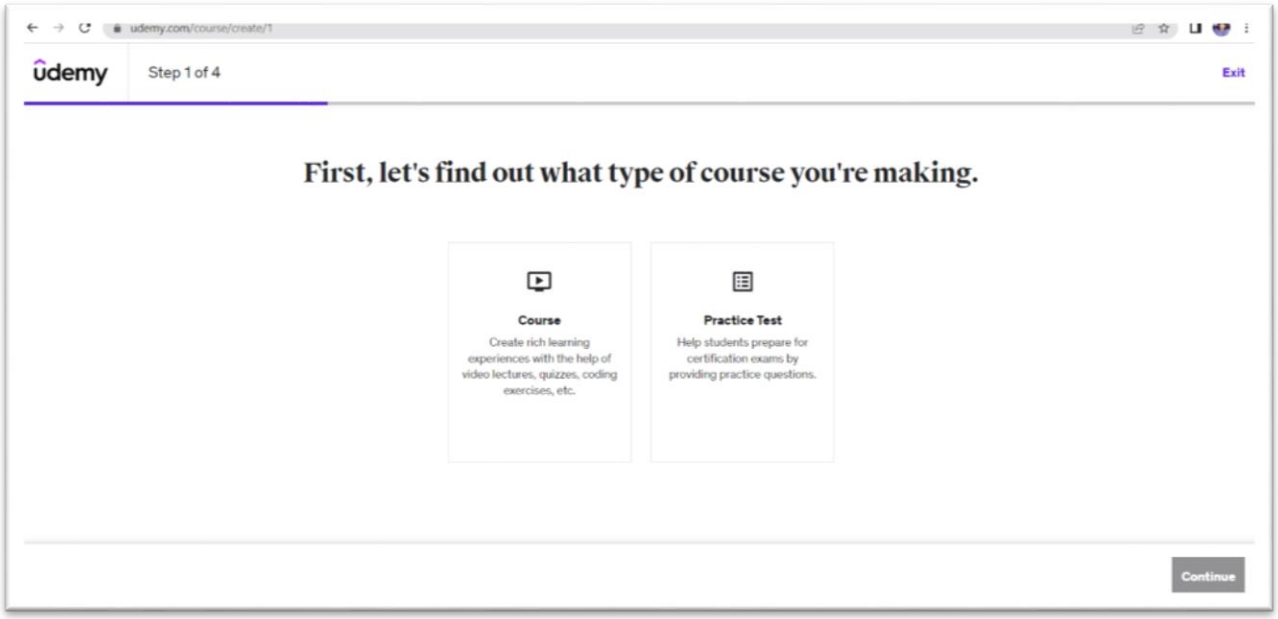


STEP 4: SIGN UP TO BECOME UDEMY INSTRUCTOR



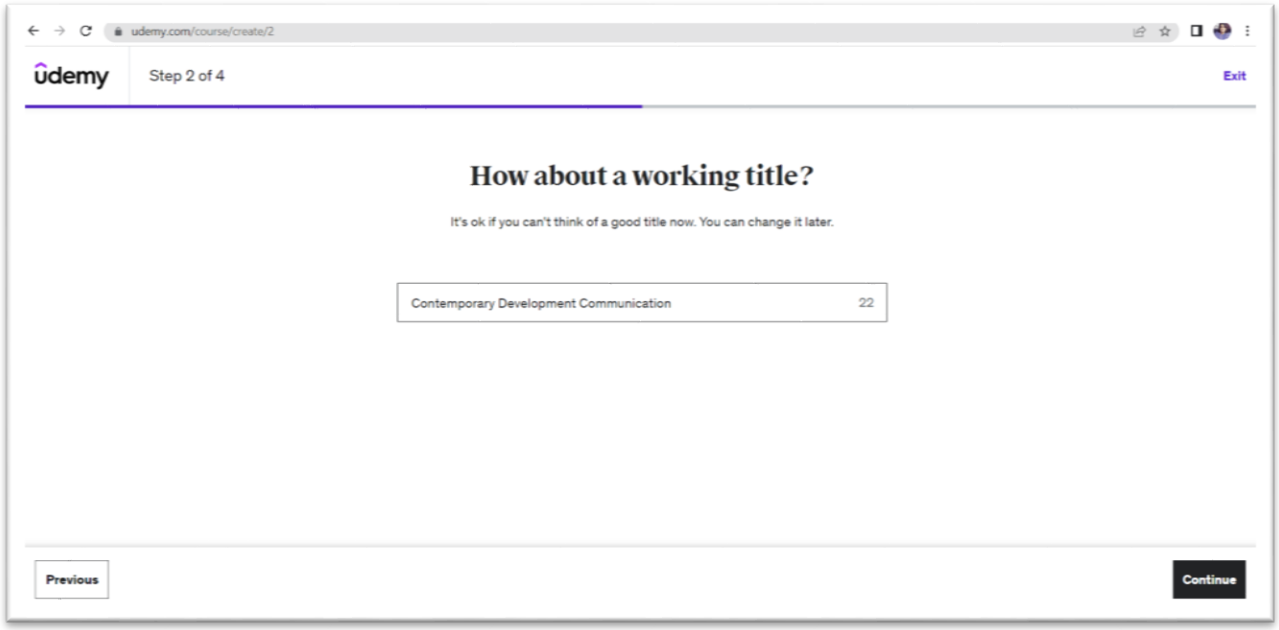
STEP 5: DECIDE WHAT TYPE OF COURSE YOU'RE MAKING

Click on course and practice test to explore about the type of courses.

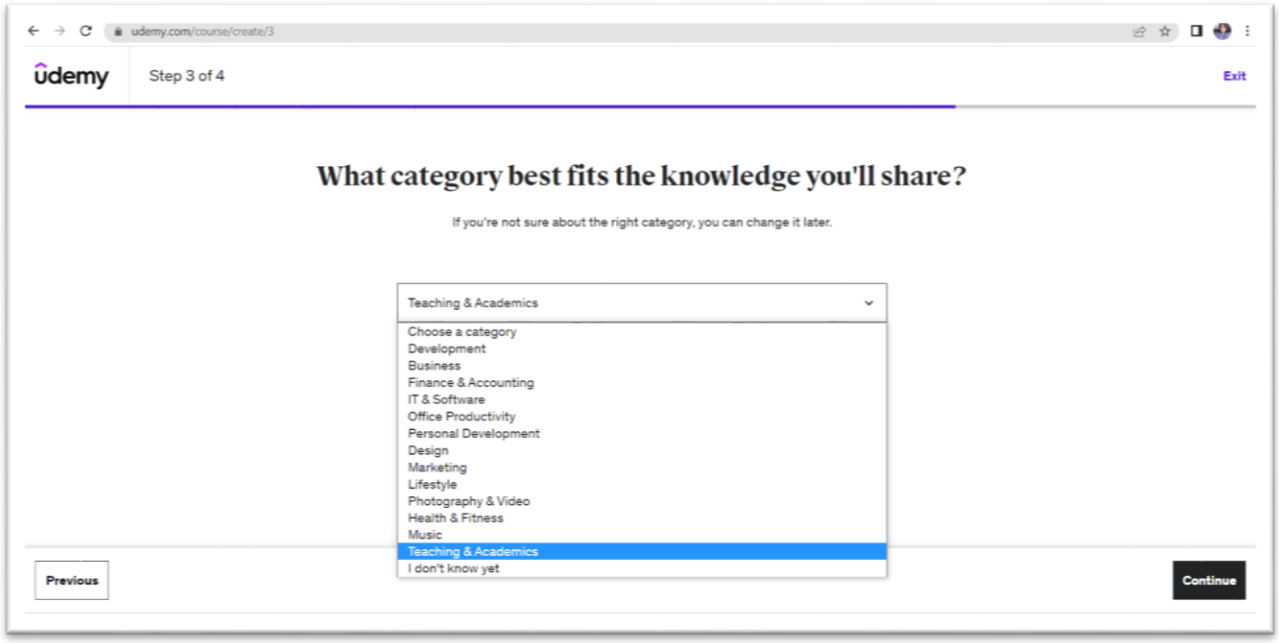


STEP 6: PROVIDE A TITLE

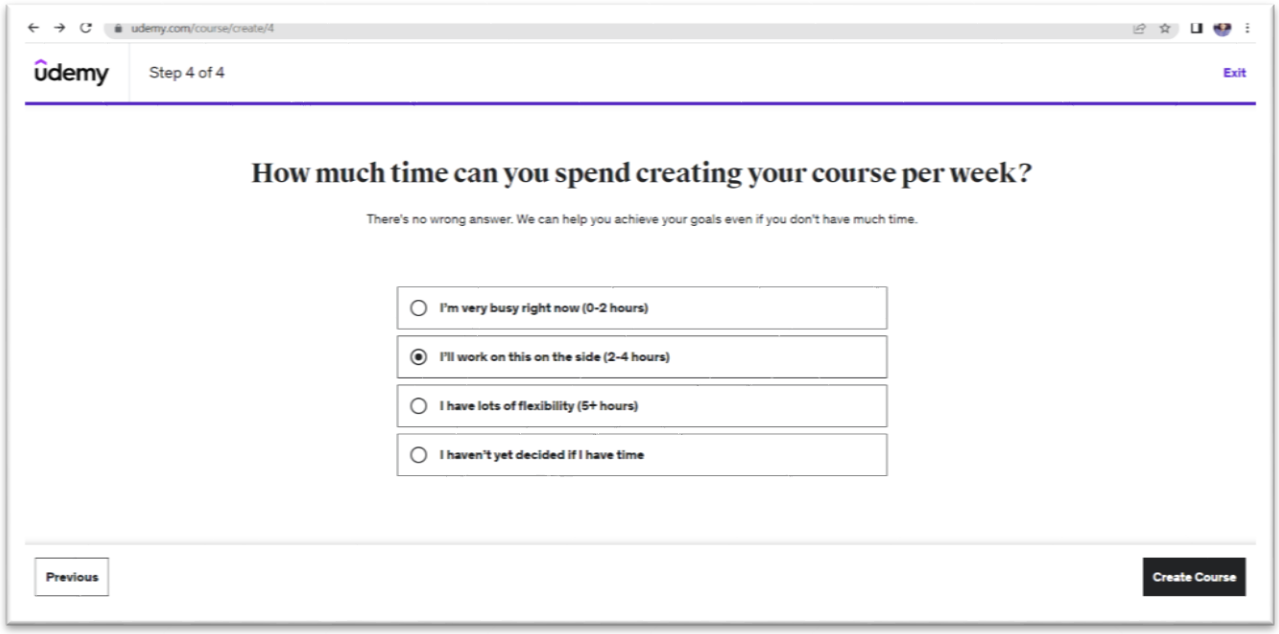
Provide course title. The title can be changed later.



STEP 7: SELECT WHAT CATEGORY BEST FITS THE KNOWLEDGE YOU'LL SHARE?



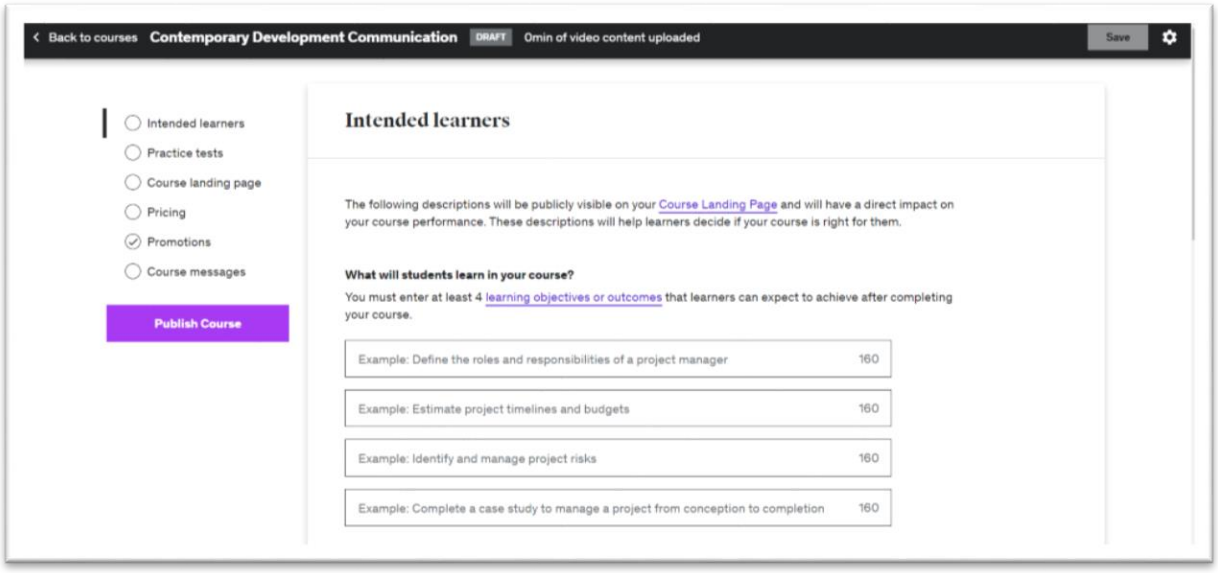
STEP 8: SELECTION OF TIME FOR CREATING COURSE PER WEEK



STEP 9: CONTINUE TO CREATE A COURSE (CONTEMPORARY DEVELOPMENT COMMUNICATION)

9.1. Intended Learners

This section should contain intended learners and define the course objectives. The instructor must add at least 4 learning objectives or outcomes that learners can expect to achieve after completing your course. Learning objectives can't be longer than 160 characters



9.2. CREATE COURSE LANDING PAGE

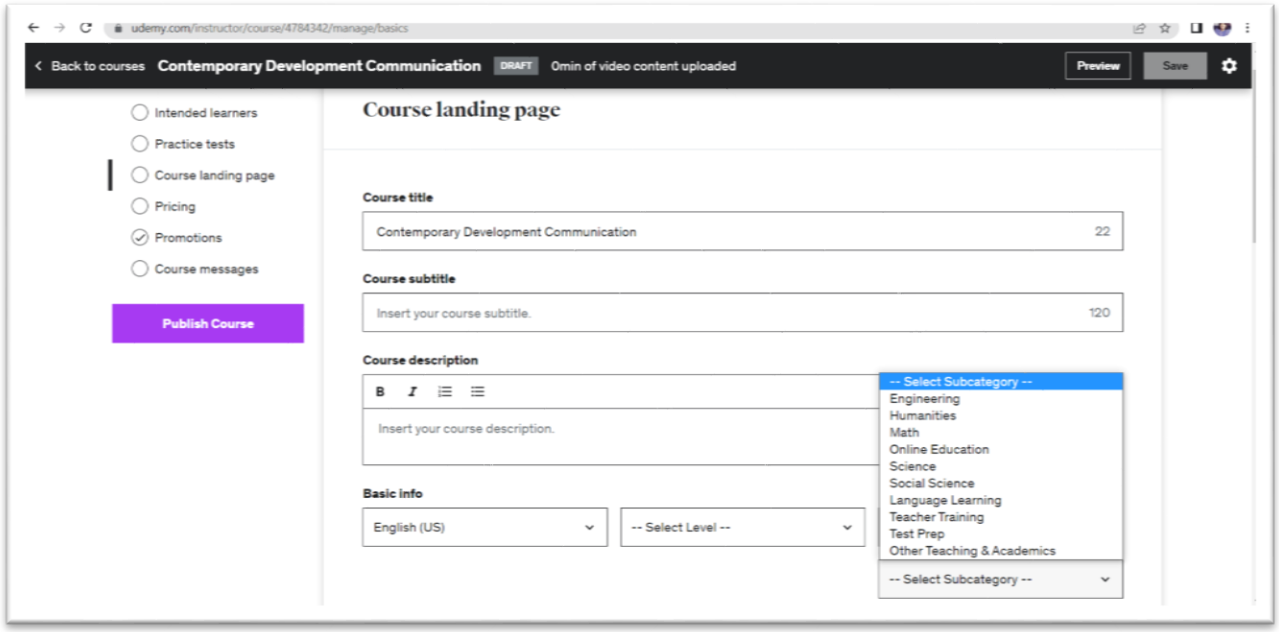
The landing page should contain the following information:

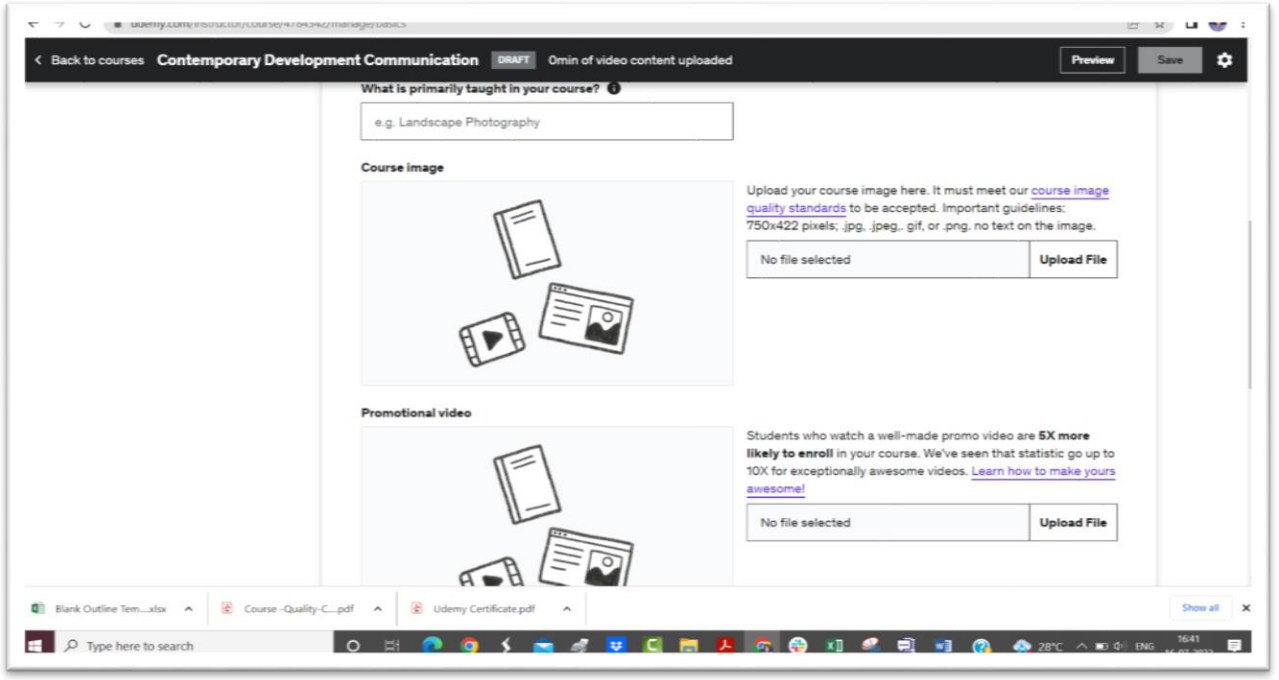
What will students learn in your course?

What are the requirements or prerequisites for taking your course?

Who is this course for?

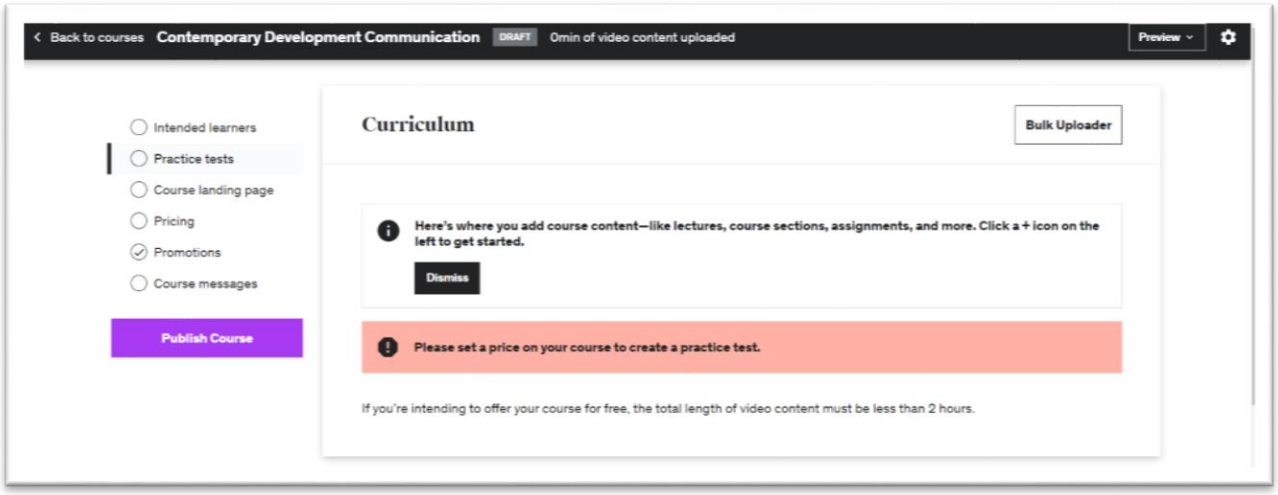
Provide the course title, subtitle, course description, basic information, course image, promotional video.





9.3. Practice Tests in Curriculum

Here's where you add course content—like lectures, course sections, assignments, and more. Click a + icon on the left to get started.



Course structure

Planning your course carefully will create a clear learning path for students and help you once you film. Think down to the details of each lecture including the skill you'll teach, estimated video length, practical activities to include, and how you'll create introductions and summaries.

Follow the guidelines

Tips

- Start with your goals.
- Setting goals for what learners will accomplish in your course (also known as learning objectives) at the beginning will help you determine what content to include in your course and how you will teach the content to help your learners achieve the goals.
- Create an outline.
- Decide what skills you'll teach and how you'll teach them. Group related lectures into sections. Each section should have at least 3 lectures, and include at least one assignment or practical activity. Learn more.
- Introduce yourself and create momentum.
- People online want to start learning quickly. Make an introduction section that gives learners something to be excited about in the first 10 minutes.
- Sections have a clear learning objective.
- Introduce each section by describing the section's goal and why it's important. Give lectures and sections titles that reflect their content and have a logical flow.
- Lectures cover one concept.
- A good lecture length is 2-7 minutes to keep students interested and help them study in short bursts. Cover a single topic in each lecture so learners can easily find and re-watch them later.
- Mix and match your lecture types.
- Alternate between filming yourself, your screen, and slides or other visuals. Showing yourself can help learners feel connected.

- Practice activities create hands-on learning.
- Help learners apply your lessons to their real world with projects, assignments, coding exercises, or worksheets.
- Requirements
- See the complete list of course quality requirements
- The course must have at least five lectures
- All lectures must add up to at least 30+ minutes of total video
- Your course is composed of valuable educational content and free of promotional or distracting materials

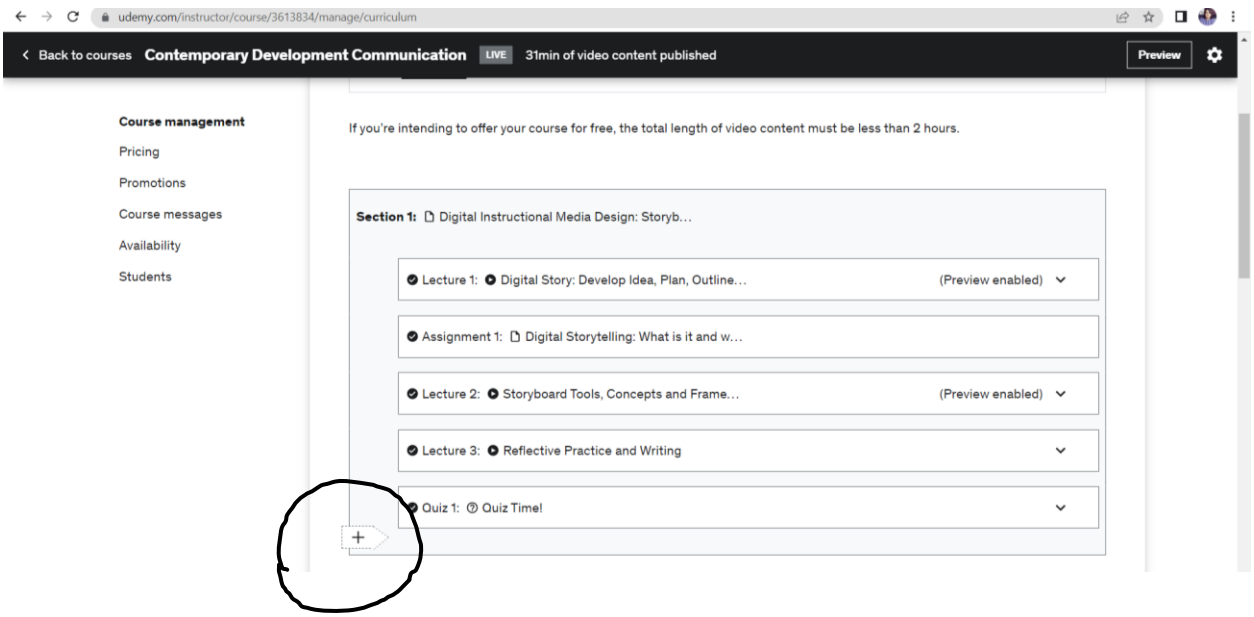
Check Resources on Udemy Site

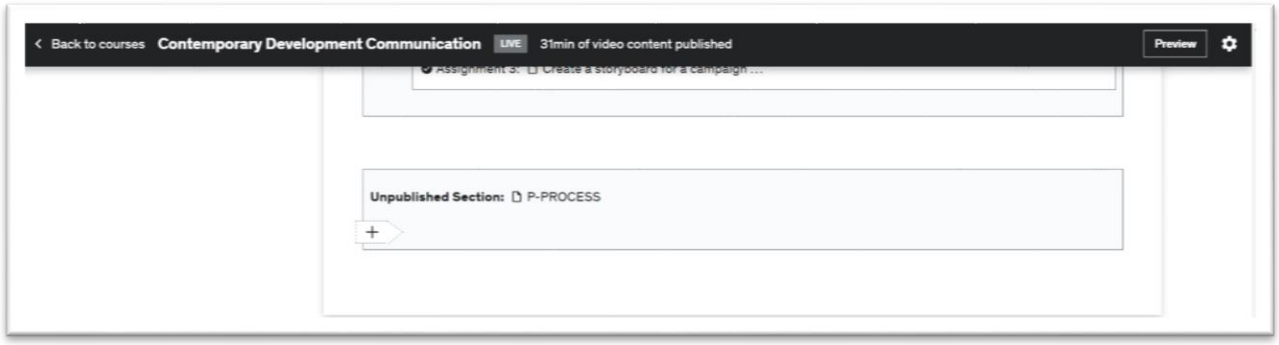
- Udemy Trust & Safety
- Our policies for instructors and students
- Join the instructor community
- A place to connect with other instructors
- Official Udemy Course: How to Create an Online Course
- Learn about course creation from the Udemy Instructor Team and experienced instructors

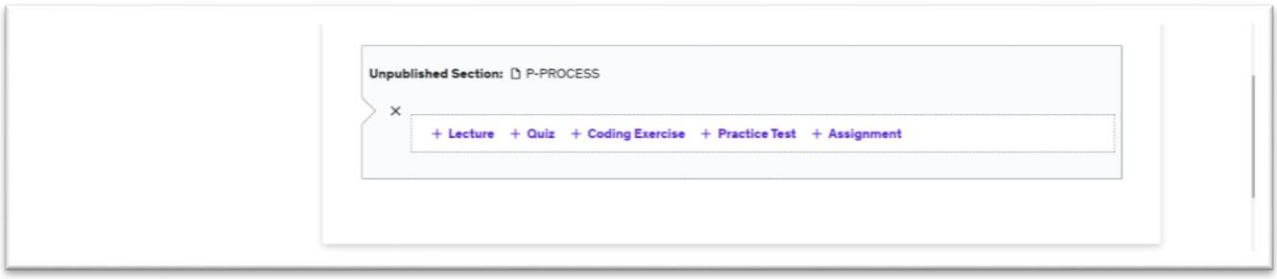
CLICK A + ICON ON THE LEFT TO GET STARTED.

Click a + icon Outside the box to add new section

Click a + icon Inside the box to add course content—like lectures, course sections, assignments, and more.

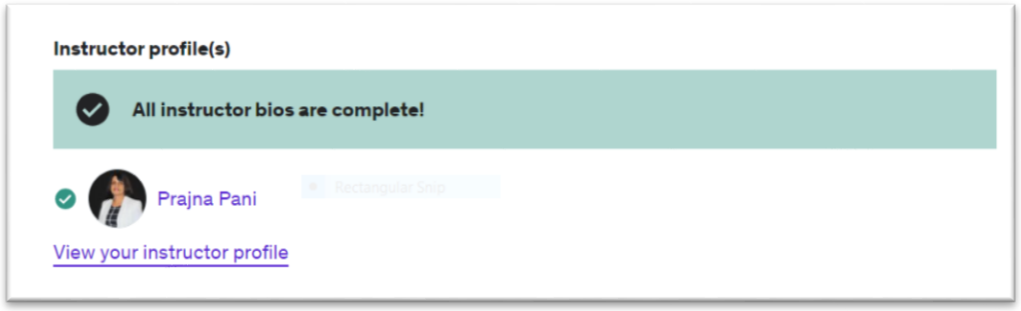


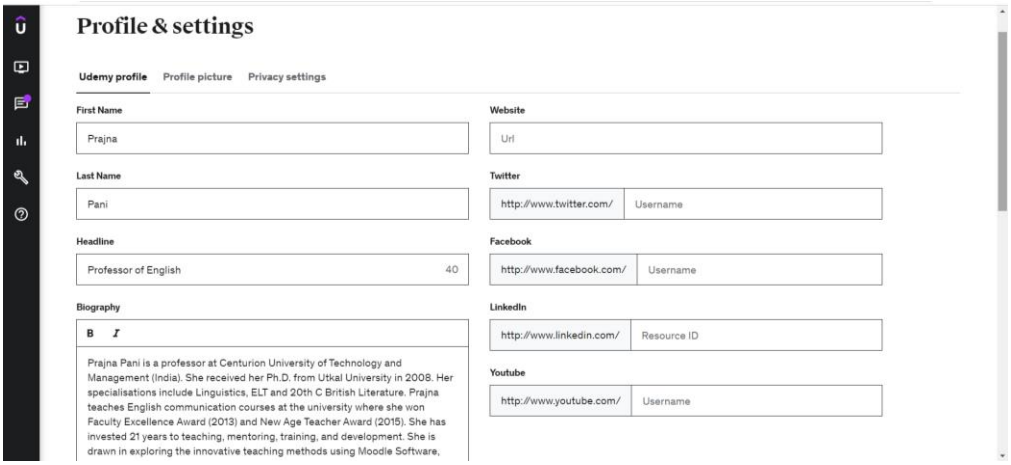




10. INSTRUCTOR PROFILE AND SETTINGS

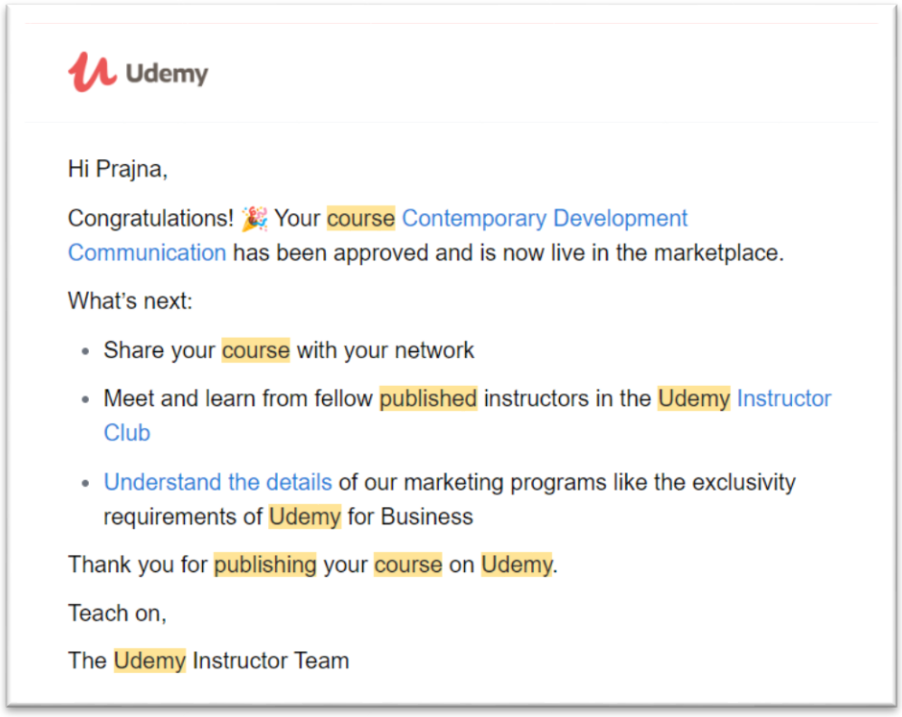
View and save your instructor profile





11. SUBMIT FOR APPROVAL

The course is approved and published on MOOC Platform.



Udemy

Hi Prajna,

Congratulations! 🎉 Your course Contemporary Development Communication has been approved and is now live in the marketplace.

What's next:

- Share your course with your network
- Meet and learn from fellow published instructors in the Udemy Instructor Club
- Understand the details of our marketing programs like the exclusivity requirements of Udemy for Business

Thank you for publishing your course on Udemy.

Teach on,

The Udemy Instructor Team

COURSE 4

Udemy

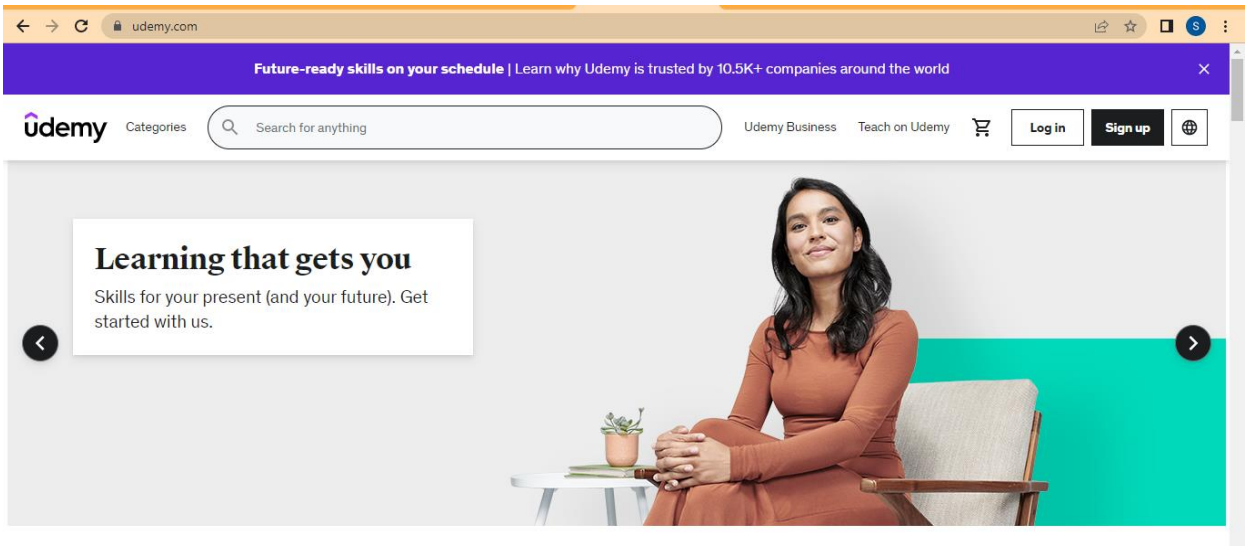
COURSE TITLE: DENDROBIUM ORCHIDS UNDER PROTECTED ENVIRONMENTS
COURSE SUB-TITLE: A PRACTICAL APPROACH

INSTRUCTORS:
Sagar Maitra and Lalichetti Sagar
Department of Agronomy and Agroforestry, MSSSoA, Centurion University of Technology and Management, Odisha.

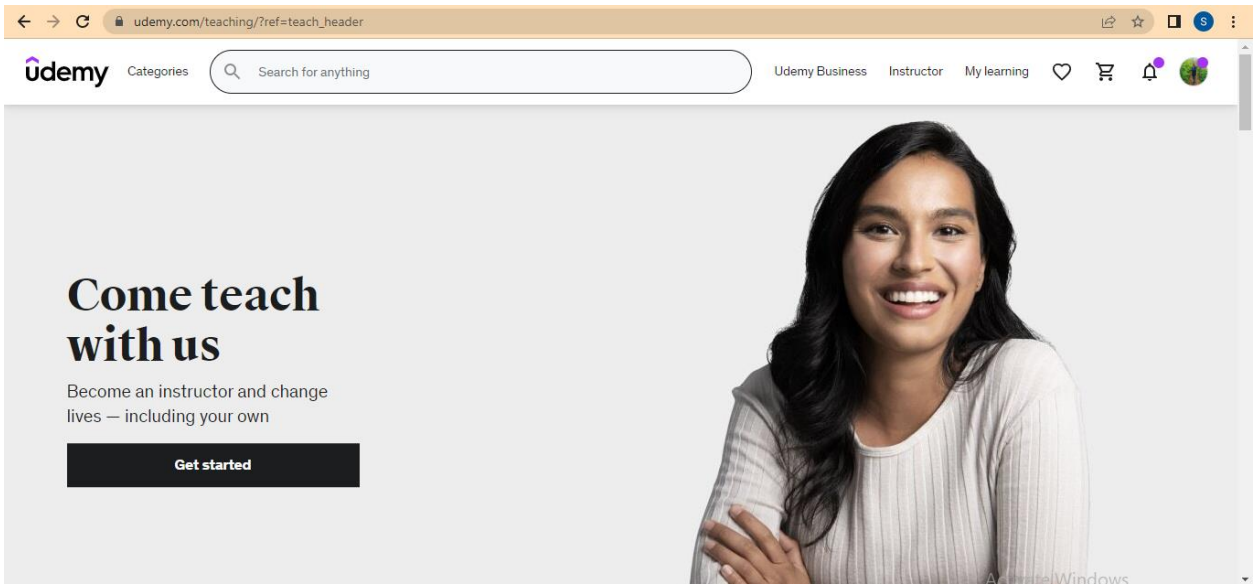
This document provides step-by-step instruction for course configuration on Udemy.

STEP 1: VISIT https://www.udemy.com/

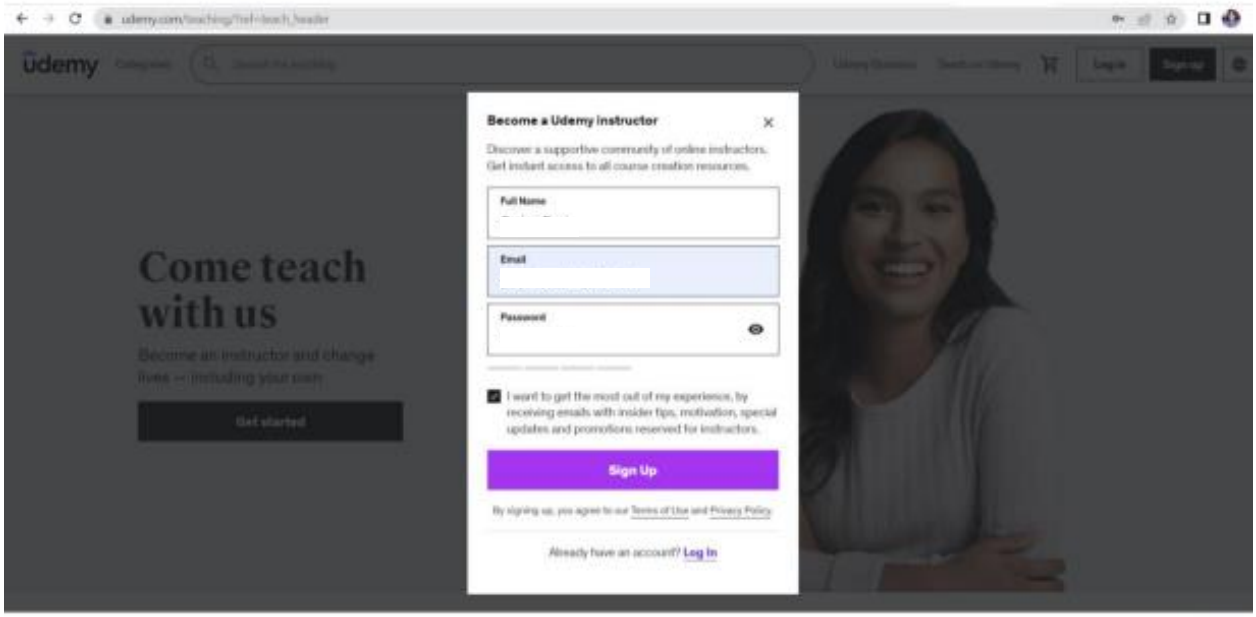
STEP- 2: CLICK ON TEACH ON UDEMY



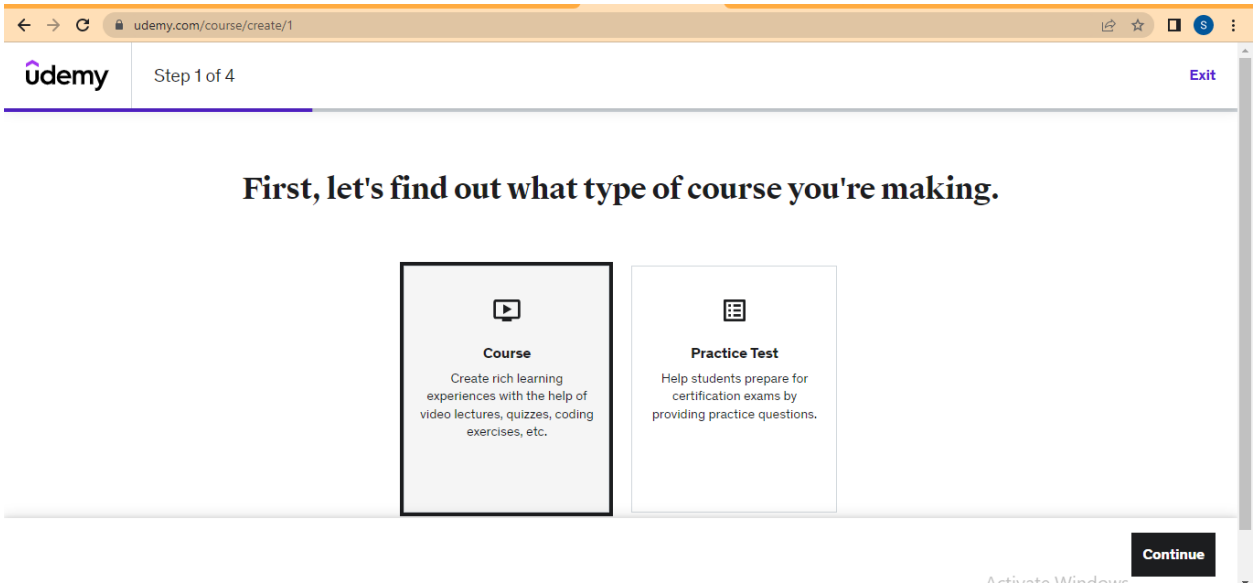
STEP 3: GET STARTED WITH THE COURSE CONFIGURATION



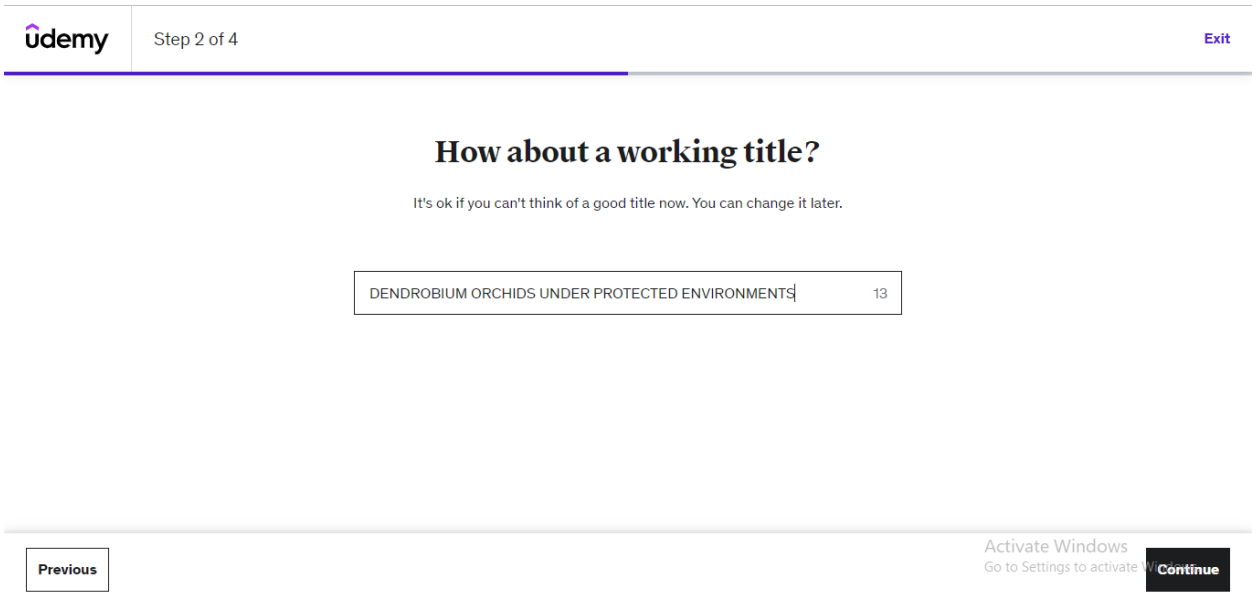
STEP 4: SIGN UP TO BECOME AN UDEMY INSTRUCTOR



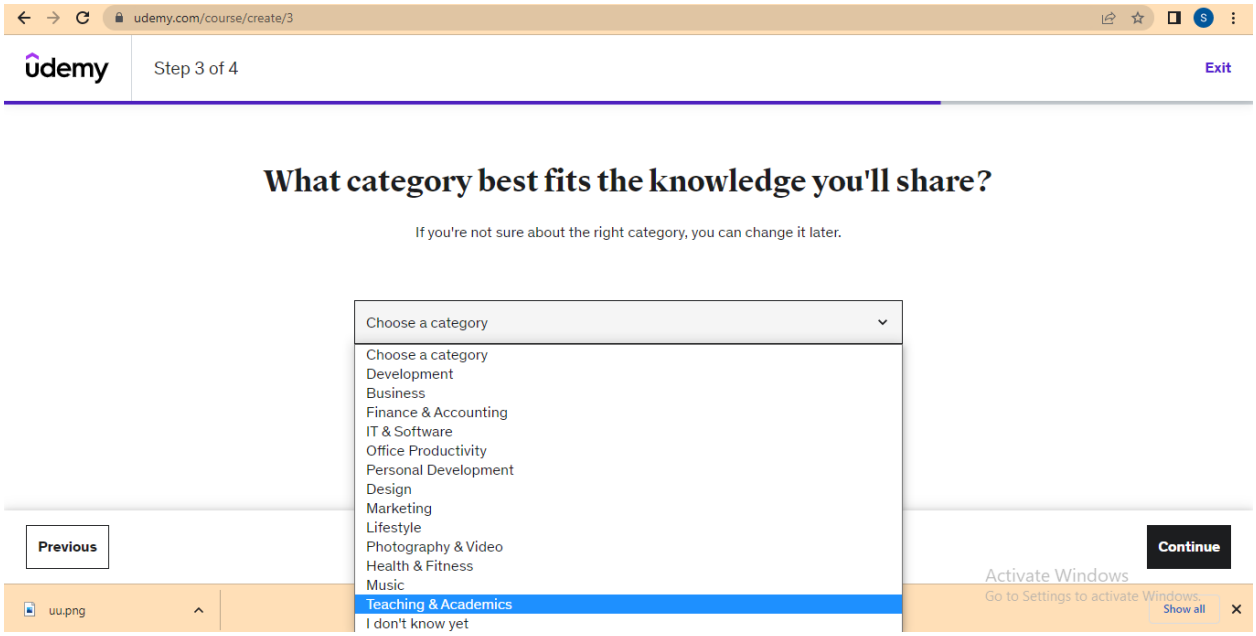
STEP 5: DECIDE WHAT TYPE OF COURSE YOU'RE MAKING



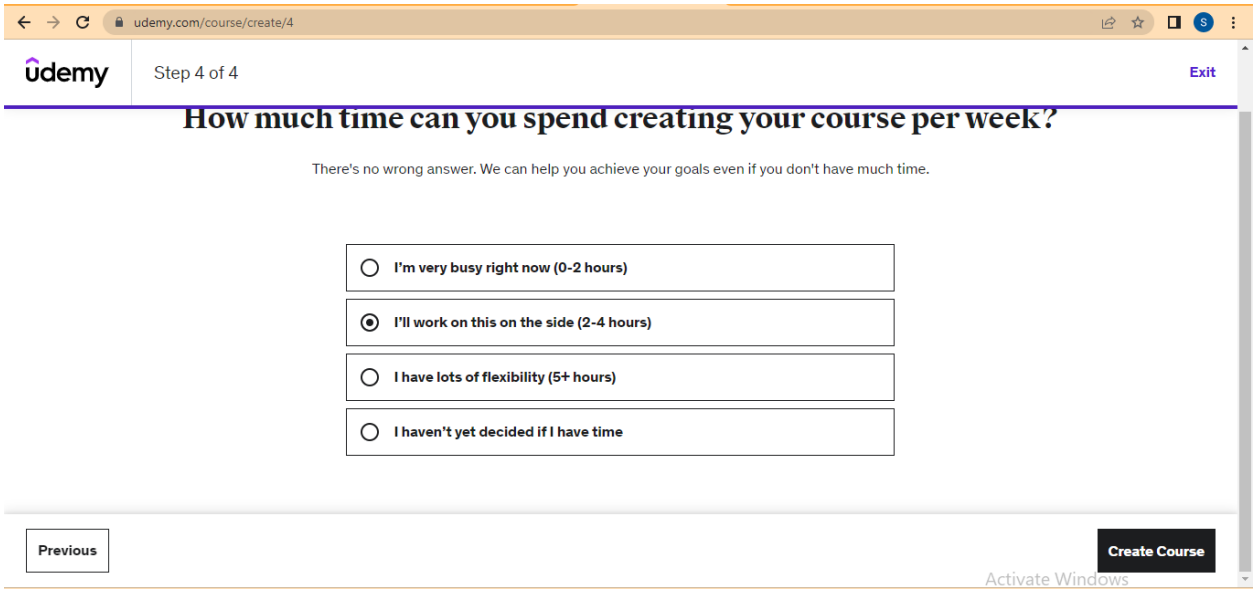
STEP 6: PROVIDE A TITLE



STEP 7: SELECT WHAT CATEGORY BEST FITS THE KNOWLEDGE YOU'LL SHARE



STEP 8: SELECT HOW MUCH TIME CAN YOU SPEND CREATING YOUR COURSE PER WEEK?



STEP 9: CONTINUE TO CREATE A COURSE (CONTEMPORARY DEVELOPMENT COMMUNICATION)

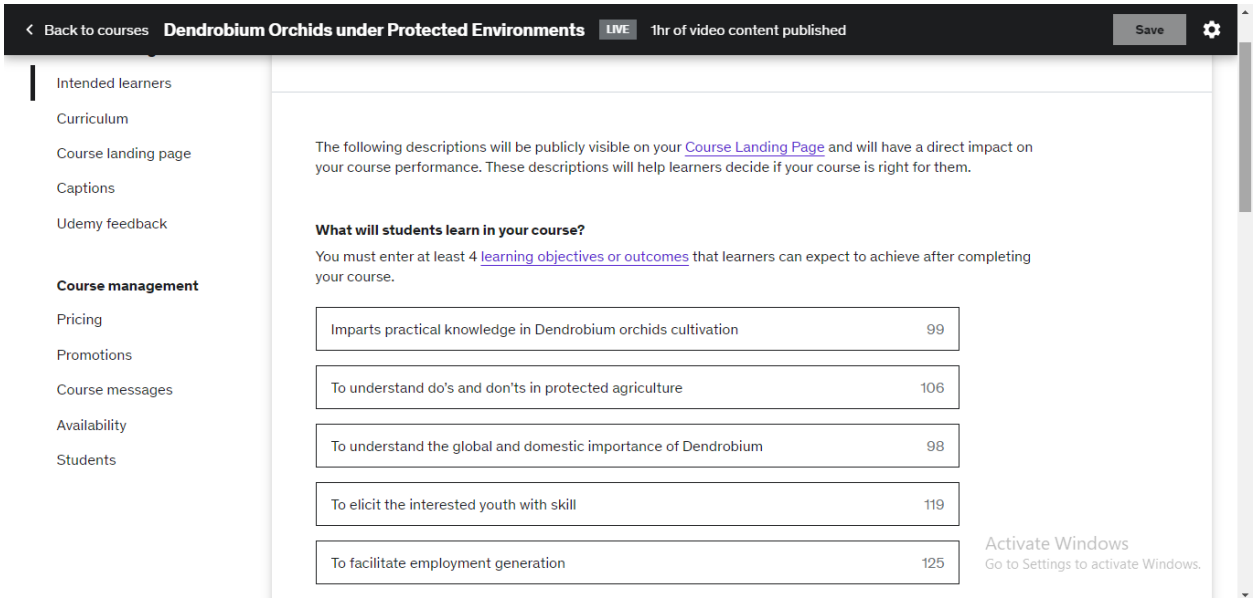
9.1. Intended Learners

The instructor need to answer three questions to fill this section

1) What will students learn in your course?

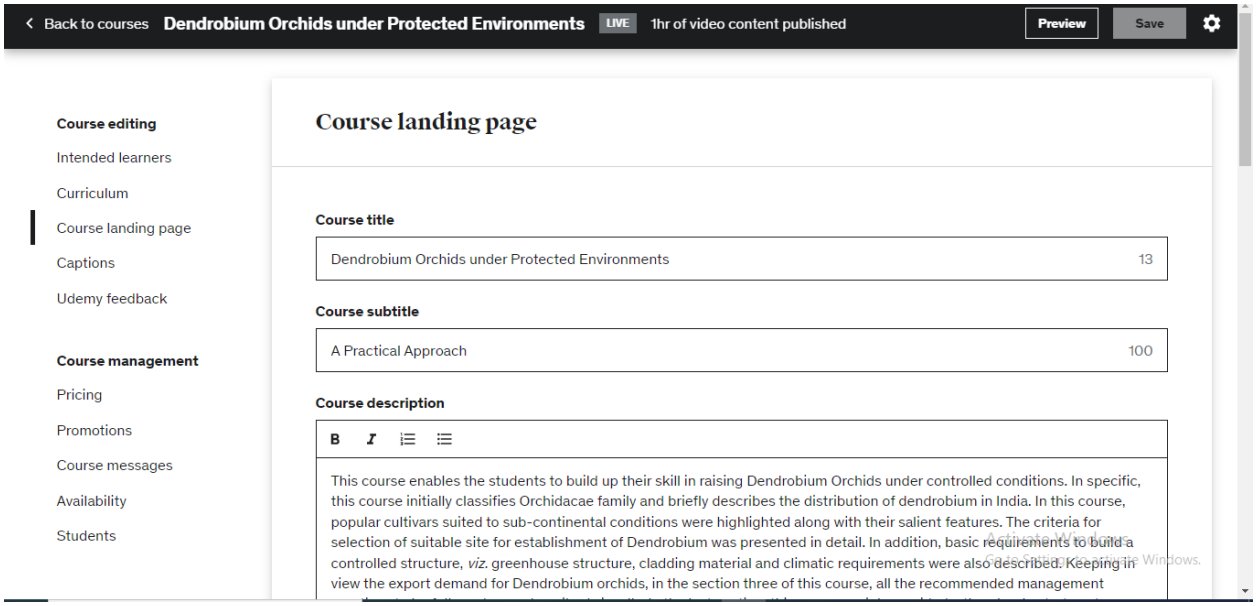
2) What are the requirements or prerequisites for taking your course?

3) Who is this course for?



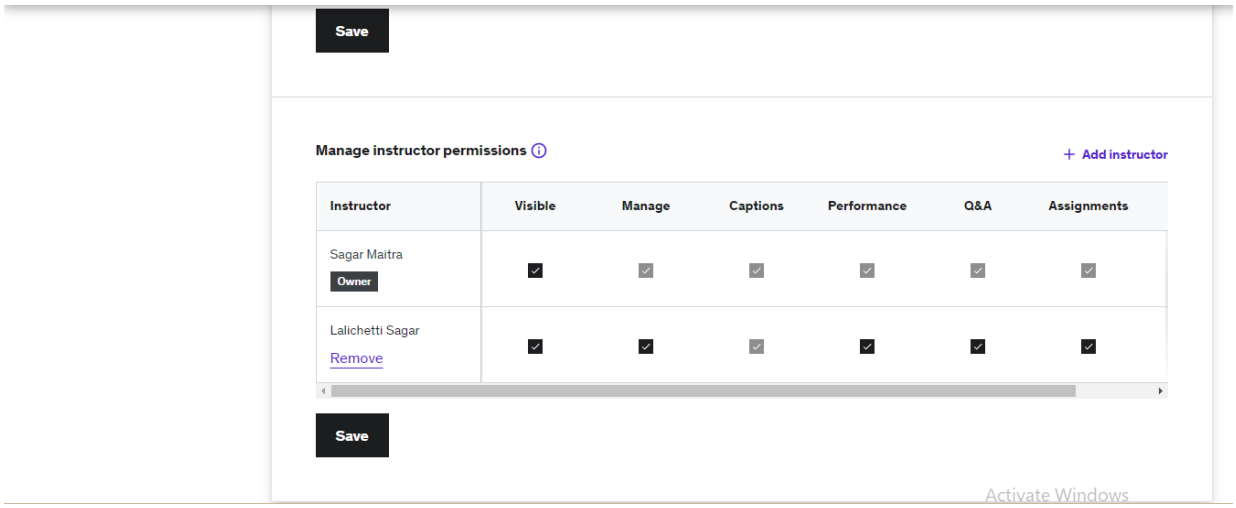
9.2. CREATE COURSE LANDING PAGE

This instructor should provide course title, subtitle, course description, basic information, course image, promotional video and add instructors profile



9.3 ADDITION OF CO-INSTRUCTORS

The owner of the course shall click on setting option in the course landing page to add co-instructors



9.4 CURRICULUM

Here's where you add course content—like lectures, course sections, assignments, and more. Click a + icon on the left to get started.

Course structure

Planning your course carefully will create a clear learning path for students and help you once you film. Think down to the details of each lecture including the skill you'll teach, estimated video length, practical activities to include, and how you'll create introductions and summaries.

Follow the guidelines

Tips

- Start with your goals.
- Setting goals for what learners will accomplish in your course (also known as learning objectives) at the beginning will help you determine what content to include in your course and how you will teach the content to help your learners achieve the goals.
- Create an outline.
- Decide what skills you'll teach and how you'll teach them. Group related lectures into sections. Each section should have at least 3 lectures, and include at least one assignment or practical activity. Learn more.
- Introduce yourself and create momentum.
- People online want to start learning quickly.
- Make an introduction section that gives learners something to be excited about in the first 10 minutes.
- Sections have a clear learning objective.
- Introduce each section by describing the section's goal and why it's important.
- Give lectures and sections titles that reflect their content and have a logical flow.
- Lectures cover one concept.
- A good lecture length is 2-7 minutes to keep students interested and help them study in short bursts. Cover a single topic in each lecture so learners can easily find and re-watch them later.
- Mix and match your lecture types.
- Alternate between filming yourself, your screen, and slides or other visuals. Showing yourself can help learners feel connected.
- Practice activities create hands-on learning.
- Help learners apply your lessons to their real world with projects, assignments, coding exercises, or worksheets.
- Requirements
- See the complete list of course quality requirements
- The course must have at least five lectures
- All lectures must add up to at least 30+ minutes of total video
- Your course is composed of valuable educational content and free of promotional or distracting materials

Check Resources on Udemy Site

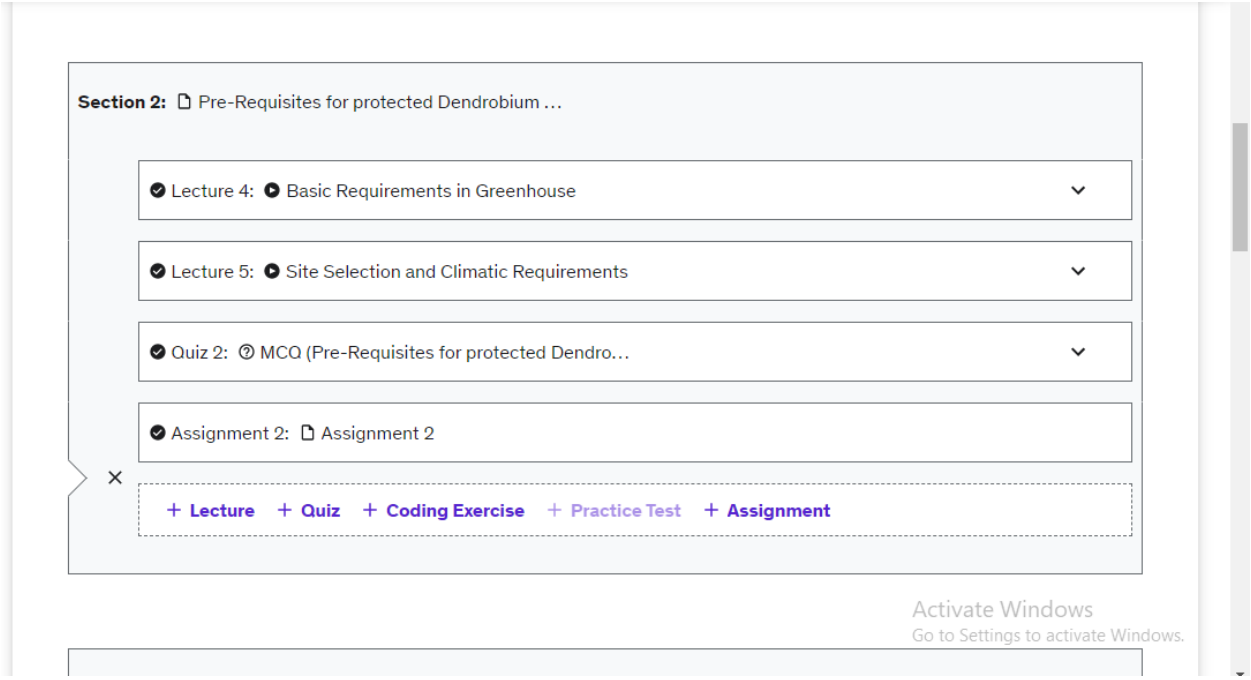
- Udemy Trust & Safety
- Our policies for instructors and students
- Join the instructor community

- A place to connect with other instructors
- Official Udemy Course: How to Create an Online Course
- Learn about course creation from the Udemy Instructor Team and experienced instructors

CLICK A + ICON ON THE LEFT TO GET STARTED.

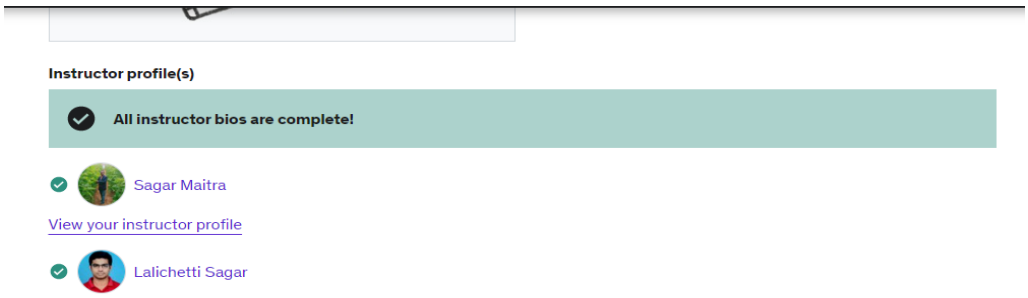
Click a + icon Outside the box to add new section

Click a + icon Inside the box to add course content—like lectures, course sections, assignments, and more

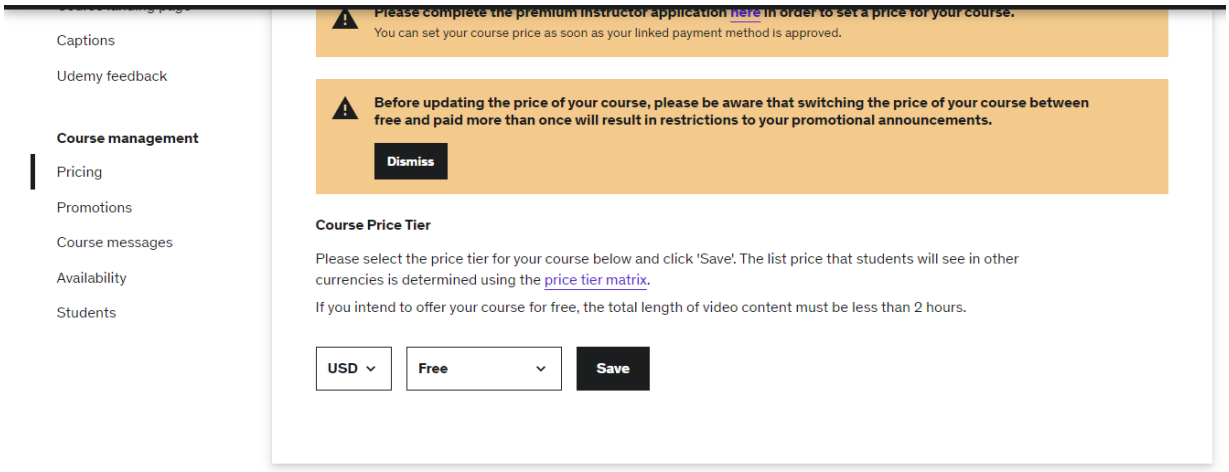


10. INSTRUCTOR PROFILE AND SETTINGS

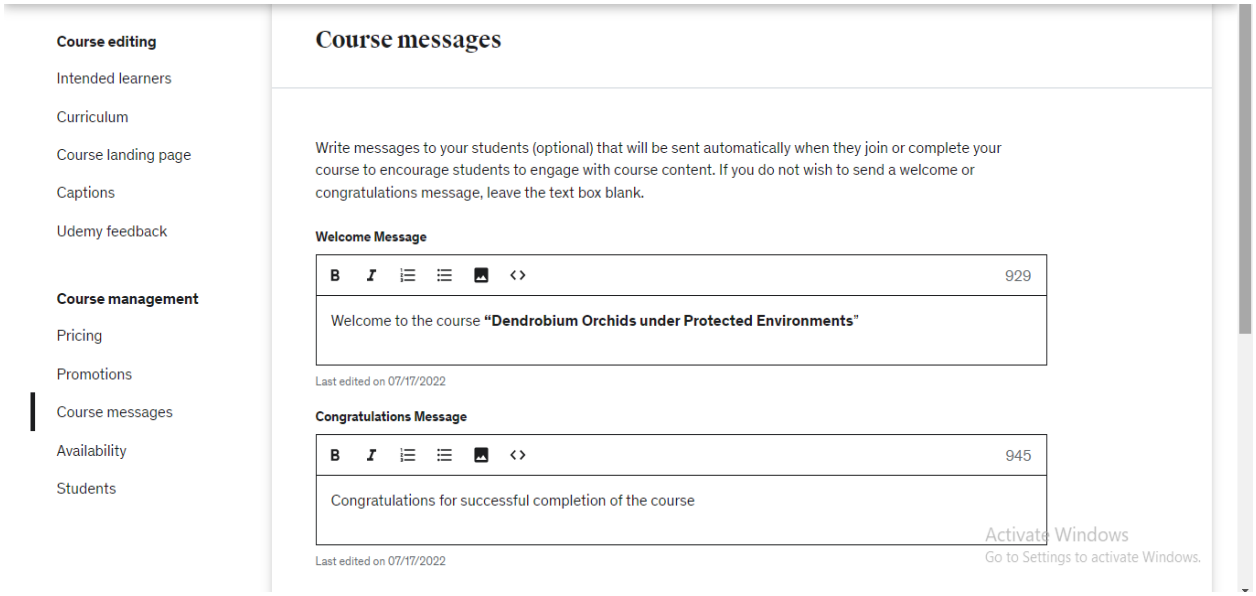
View and save your instructor profile



11. DECIDE THE PRICING OF THE COURSE

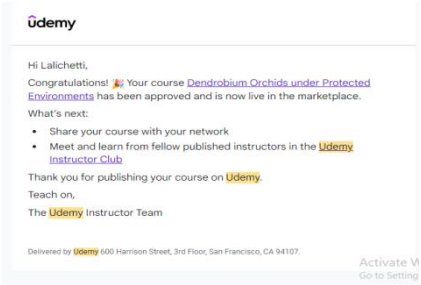


12. WRITE COURSE MESSAGES THAT WILL BE SENT AUTOMATICALLY WHEN STUDENTS JOIN OR COMPLETE YOUR COURSE TO ENCOURAGE STUDENTS TO ENGAGE WITH COURSE CONTENT.



13. SUBMIT FOR REVIEW

The course is reviewed and published live on MOOC Platform



udemy

Hi Lalichetti,

Congratulations! 🎉 Your course Dendrobium Orchids under Protected Environments has been approved and is now live in the marketplace.

What's next:

- Share your course with your network
- Meet and learn from fellow published instructors in the Udemy Instructor Club

Thank you for publishing your course on Udemy.

Teach on,

The Udemy Instructor Team

Delivered by Udemy 600 Harrison Street, 3rd Floor, San Francisco, CA 94107.

Activate W
Go to Setting

Anita Patra

Dr. Anita Patra

Registrar, CUTM

Centurion University, Odisha