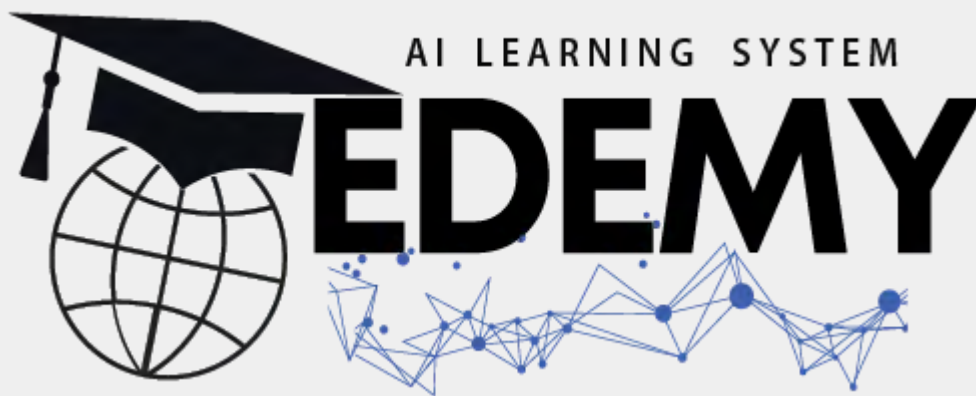




Documentation for teachers

Initial Completion of the training course

Version 1.03 March 2025

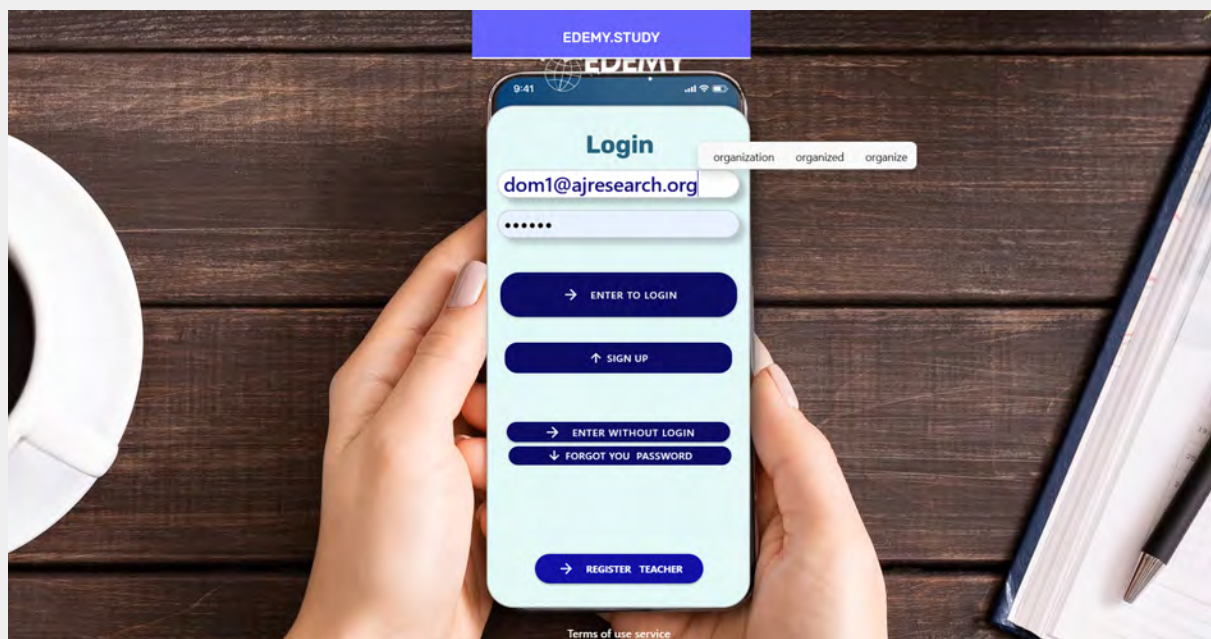
Documentation for completing the course for Edemy teachers

Introduction

Welcome to Edemy, a platform where you can not only share your knowledge, but also earn money by creating your own courses. Here you can:

- create and publish courses in 30 languages;
 - accept payments from students around the world;
 - use AI in the creation, maintenance and verification of knowledge;
 - post videos, texts, tests and educational materials;
 - conduct online webinars;
 - promote and advertise your courses.
-

Access Teacher HUB and create a course

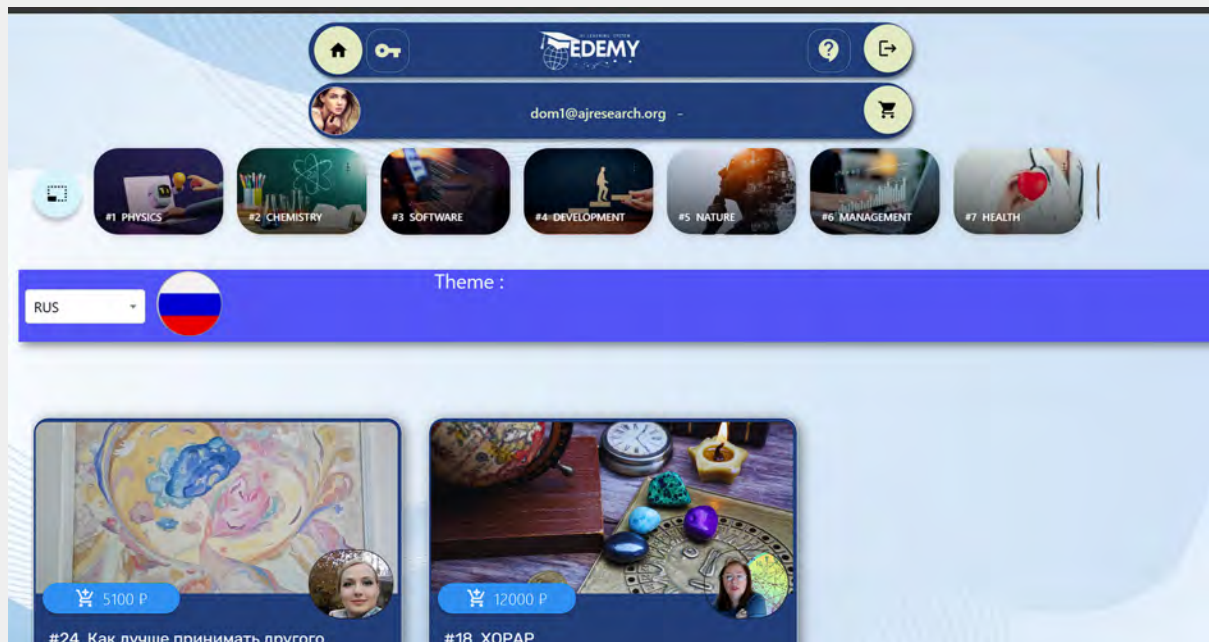


Checklist before filling out the course: To successfully complete the course you need to have the following information:

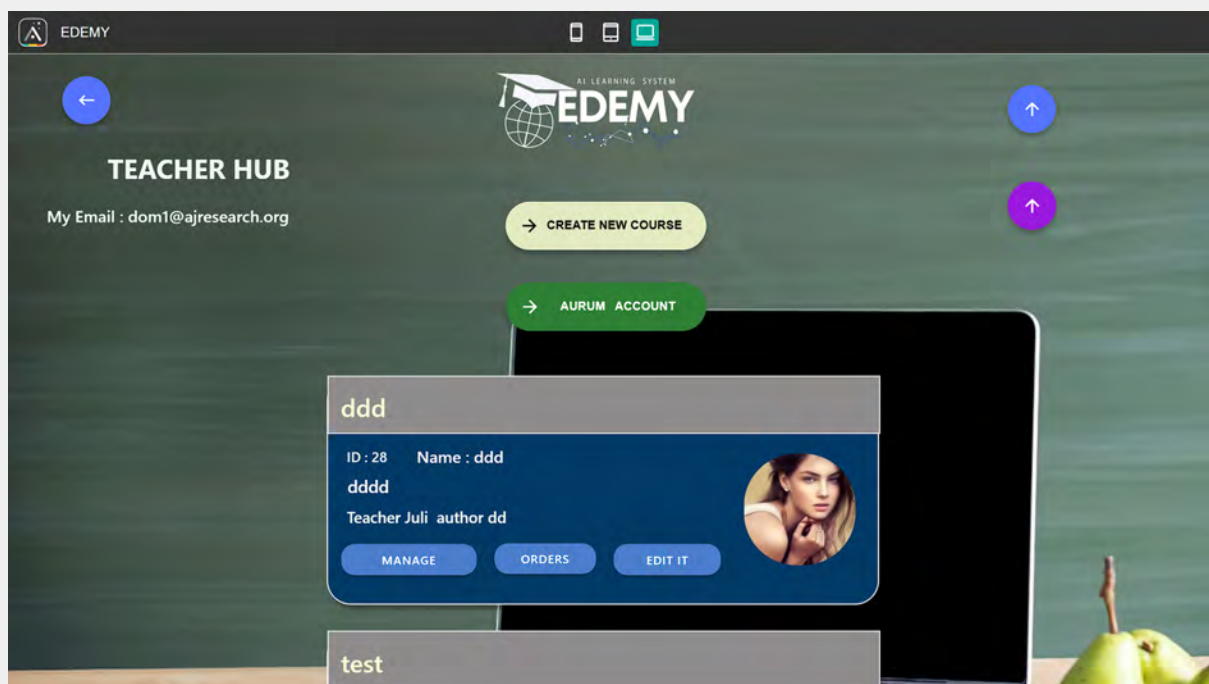
- Brief and full name of the course, brief description (up to 60 words)
- Pictures for the course business card and for lessons
- Title and brief description of each lesson
- Number and name of videos, webinars, documents, audio, also what lesson each relates to
- Language, course cost
- How to advertise the course (availability of the link page)

Step 1. Login to your personal account

Go to the website edemy.study, log in with your username and password. A button will appear in the upper left corner next to the Home icon **Key** - click on it to go to **Teacher HUB**.



Step 2. Teacher HUB - teacher interface



In this place you can see your previously created courses. You can manage the course and your clients (Manage button), providing access and checking payment.

ORDERS button - shows all orders of your course, in this panel you can check orders and give access (or limit) to your clients

EDIT IT button - editing the current course



instructor)

- Course country and language

Click **Save and continue**.

Here are:

- Button **Create new course** — creation of a new course;
- Button **GOLD Account** — access to your payment account to track income.

Click **Create new course** to start creating a course.



Basic information about the course

1. Select a course topic from the list provided.

If your topic is not presented, write to technical support.

2. Fill in the information:

- Short course name
- Cover (image)
- Full name
- Brief description (up to 110 characters)
- Author's name (may differ from

Main course content panel

Panel 1: Title Course

Enter a course title and description. They will be displayed in the catalog and course card.

Make the text clear, inspiring and understandable.

The screenshot shows the 'EDIT YOUR COURSE' interface with a dark blue header. Below the header, the course ID is '28 ddd' and the theme is 'MYSTICS'. The main content area is divided into several panels:

- TITLE COURSE:** Contains input fields for 'ddd', 'ddd', and 'dddd', a text area for 'About your course', and input fields for 'dd', 'Juli', and email addresses 'dom1@ajresearch.org'.
- DECLARE CONTENT:** Includes checkboxes for 'Video', 'webinar', 'files', 'Chat', 'Certificate', 'Subscription', and 'No entry'.
- LINK PAGE:** Features 'EDIT', 'PREVIEW', and 'Activate link page' buttons.
- UPLOAD IMAGE:** Shows a placeholder for a 'Course image' and a 'Teacher: Juli' profile picture.
- CREATE LESSONS:** Includes an 'ADD LESSON' button and a list with '1. test'.
- SET CONTENT:** Contains a 'PUBLISH COURSE' toggle, buttons for 'VIDEO', 'WEBINAR', 'DOCS', and 'RECORD', and a 'SELECT LANGUAGE, CURRENCY & PRICE' section with 'RUS' selected.
- Footer:** Includes a 'Set Price' field, a 'TO SAVE COURSE' button, and a 'TO ALRUM ACCOUNT' button.

Panel 2: Declare Content

1. Activate the necessary switches (videos, webinars, files);
2. Please indicate:
 - Call-in video
 - Number of webinars
 - Number of files (texts, PDFs, etc.)

The system will determine the number of lessons automatically.

Panel 3: Link Page (optional)

Allows you to create a promotional link page for a course. Optional tool. Details are in a separate training video.

Panel 4: Upload Image

Upload a photo of the teacher. Click on the area labeled, select a file from

your computer and confirm the upload. The photo will update your business card.

Panel 5: Add Lesson

Click **Add lesson**. Enter:

- Lesson number (required)
- Title and description
- (optional) lesson image

After entering, click **Add new lesson**. The first lesson will be created.

Panel 6: Set Content

Will open after creating the first lesson. Here you can attach to each lesson:

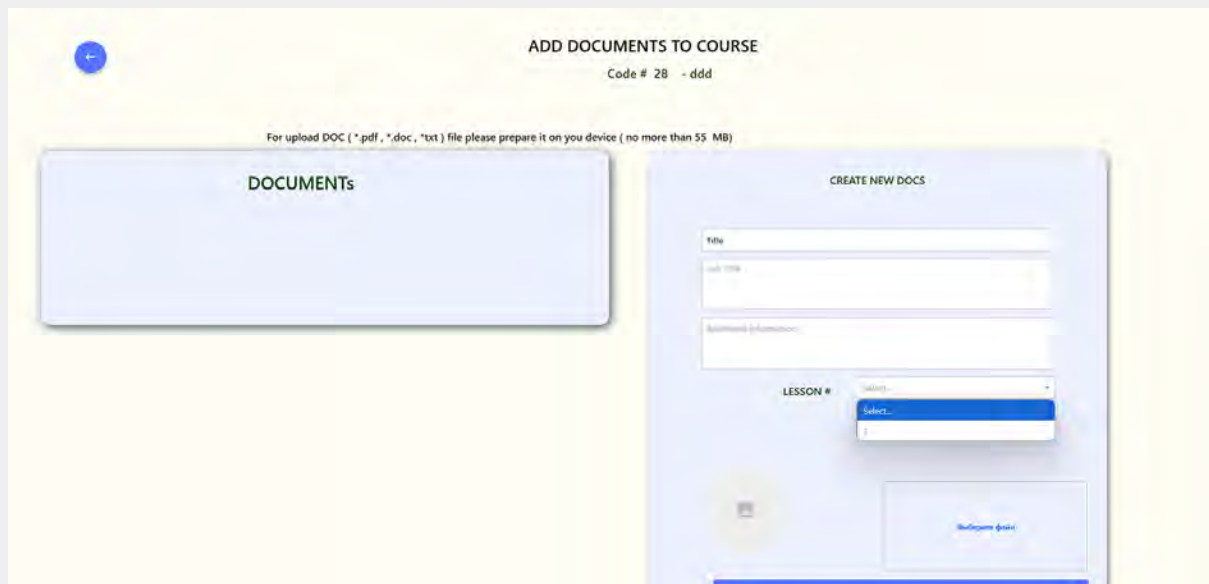
- Video - when posting a video, only the link is inserted. The video itself can be posted in an additional service (if you have any questions, write support@edemy.pro)

The screenshot shows the 'ADD VIDEO TO COURSE' interface for 'Course # 28 - ddd'. A note states: 'For insert video is need to prepare LINK to video (from any VIDEO HOSTING)'. The interface is split into two main sections. On the left is a 'LIST OF VIDEO' box, which is currently empty. On the right is the 'SAVE MOVIE' form. This form includes a 'LESSON' dropdown menu set to '1', a 'test' label, and input fields for 'First video', 'Sub title of video', and 'Description of video'. Below these is a text area for a description with a placeholder link. There is a small video thumbnail placeholder and a 'Short: Title:' label. At the bottom of the form is a blue button labeled '+ SAVE VIDEO'.

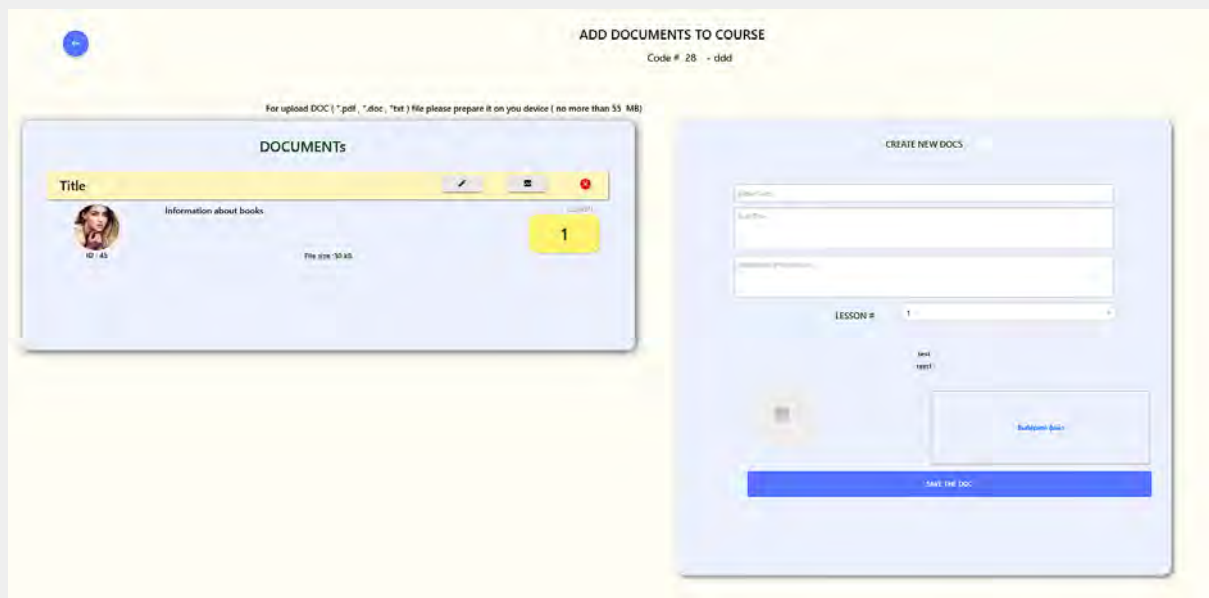
This screenshot shows the same 'ADD VIDEO TO COURSE' interface after a video has been added. The 'LIST OF VIDEO' box now contains one entry titled 'First video' with a small video thumbnail, the subtitle 'Sub title of video', and an ID of '47'. To the right of the entry is a yellow button with the number '1'. The 'SAVE MOVIE' form on the right remains the same, with the 'LESSON' dropdown set to '1' and the 'test' label. The input fields for video details are still present, and the '+ SAVE VIDEO' button is at the bottom.

- Audio - inserted similarly to video files, following the link

- Documents - files are uploaded to the service directly
- Tests are a type of text file and are also uploaded



After entering a file in the left panel - you will be able to see the entered files



- Online webinars - when entering a webinar, the main thing is to enter the time and topic of the event

Code # 28 - ddd

ONLINE CONFERENCIES

Title event

sub title event

Print description of conference

April 2025

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Time 11:14

Mon Apr 5 '2025 11:14 AM

Tue Apr 5 '2025 11:14 AM

Once entered it looks like this. Do not forget that you cannot fail to enter the lesson number; the button will appear only after entering the lesson number.

Code # 28 - ddd

ONLINE CONFERENCIES

27 Title event ✖

sub title event

25.04.2025 11:37 - 24.04.2025 11:37

Title event

sub title event

Print description of conference

LESSON # 1

test

test1

Fri, Apr 25, 2025 11:37 AM

Thu, Apr 24, 2025 11:37 AM

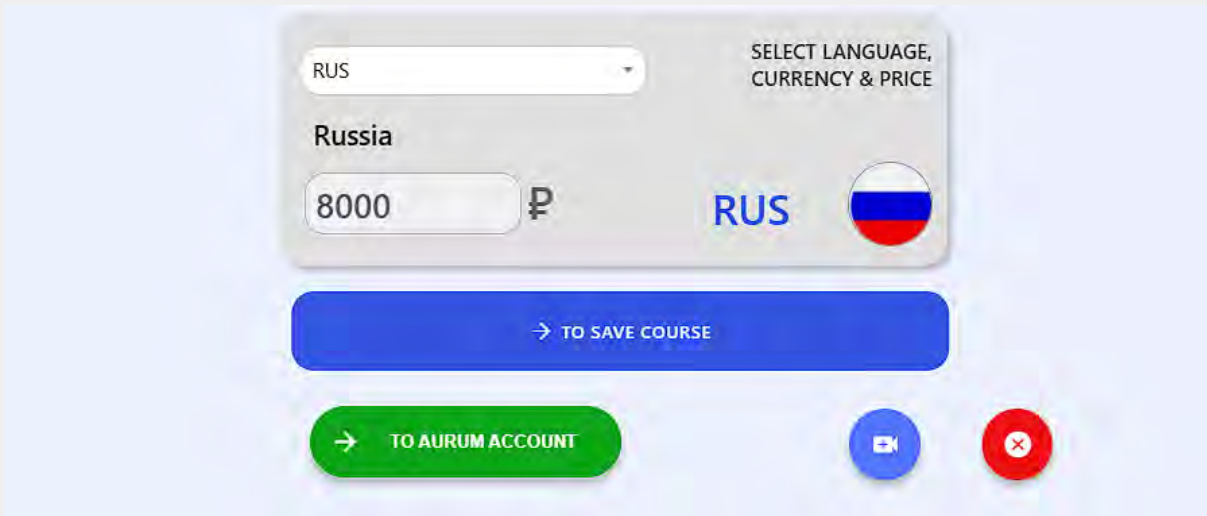
↓ CREATE NEW CONFERENCE EVENT

Each topic is designed as a separate lesson with its own content.

Final settings: language, country, price

Go to panel **Select Language**:

1. Select your country of distribution from the drop-down menu.
2. The system will automatically show the country's currency and flag.
3. Enter the rate price in this currency.



Click **To save course**.

🎉 The course has been created! It can be edited, expanded and published for students.

Before the course is published, the service checks, only after that the course becomes available to everyone

Edemy gives teachers everything they need:

- A simple and flexible system for creating courses;
- The ability to start with one lesson and develop the course over time;
- Payment integration and transparent content management.

You're ready to start! 🚀