



CHAIRMAN'S ACADEMY

LEARNING ✦ LEADING ✦ EXCEEDING



CHAIRMAN'S ACADEMY

TRAINING AND TUTORIAL E-BOOK

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1. Introduction

Thank you for choosing Chairman's Academy for your learning management system (LMS). Chairman's Academy offers the best LMS in cloud service for both companies and individuals.

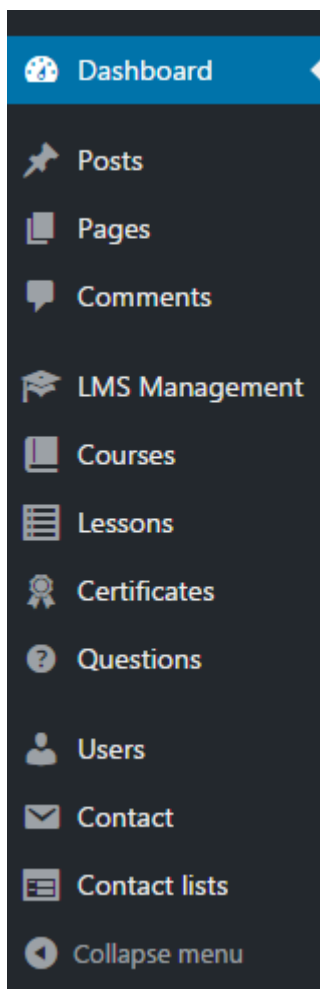
Chairman's Academy offers two primary products, The Learning Studio and The Online University. This training and tutorial e-book will help you with either product you are using. This e-book is divided into three chapters. Account administrators and managers should use the first chapter, while teachers should use the second chapter. The third chapter goes over ways to optimize your LMS.

2. Tutorials for administrators/managers

2.1 Defining user roles

Analysis is where you can view data about all courses and learners. After signing up for a free trial or purchasing, you will be sent your login credentials. Go to <http://chairmansacademy.com/> and use them to login.

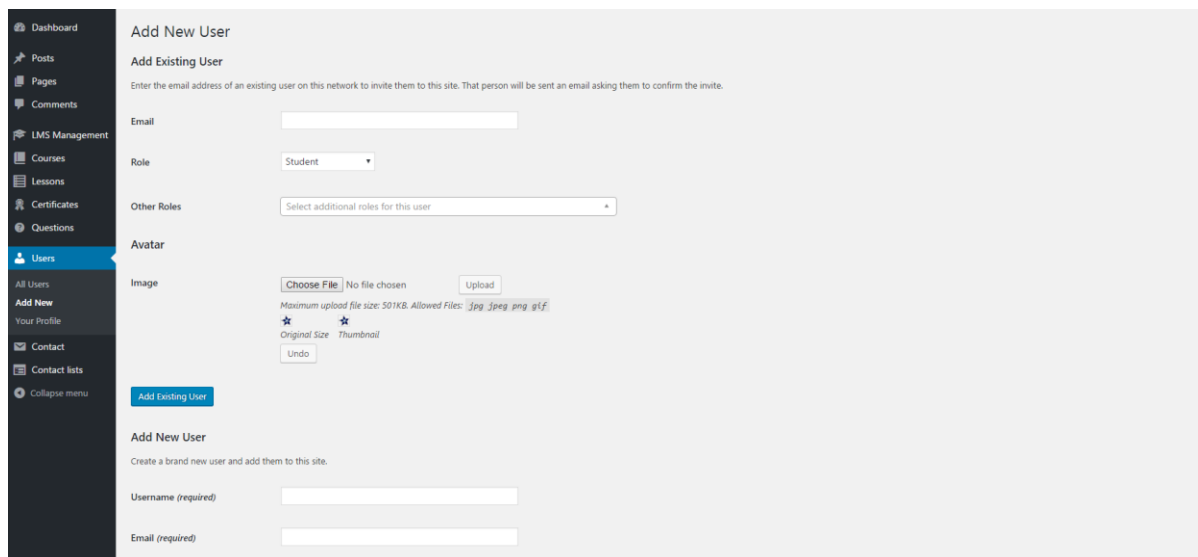
When you have logged in, you will see the admin dashboard, which includes a left-side menu where you will find most of the admin functions.



The first tasks for a Chairman's Academy administrator to get their account up and running is to assign user roles.

Add a new user

On the left-side menu, you will see **Users**. Click on this and then click on **Add New User**, which will make the Add New User input page appear.



The screenshot shows the 'Add New User' form in the Chairman's Academy admin interface. The left sidebar contains a menu with options: Dashboard, Posts, Pages, Comments, LMS Management, Courses, Lessons, Certificates, Questions, Users, All Users, Add New, Your Profile, Contact, Contact lists, and Collapse menu. The 'Users' menu item is highlighted. The main content area is titled 'Add New User' and contains two sections: 'Add Existing User' and 'Add New User'. The 'Add Existing User' section has a text input for 'Email', a dropdown for 'Role' (set to 'Student'), and a dropdown for 'Other Roles' (set to 'Select additional roles for this user'). The 'Add New User' section has a text input for 'Username (required)' and a text input for 'Email (required)'. There is also an 'Add Existing User' button and an 'Add New User' button.

On that page scroll down to Add New User and add a username, email and role. The user will automatically be sent an email with their login credentials.

Types of users

You can repeat this process for each person that is going to be managing the account (Administrator or Manager), teaching (Teacher) and learning (Learner) as a student. Please note that the only difference between an Administrator and a Manager is that only an administrator can purchase options and close the account.

Users assigned a teacher role can grade quizzes, view course analysis and manage learners without having full Administrator privileges.

Users with the Teacher role can create and manage their own Courses, Lessons, and Questions.

Teachers can also access Chairman's Academy> Messages to view private messages from Learners taking their courses.

When a Teacher is in the Chairman's Academy admin area, they can only view, edit and manage their own content and Learners.

Teachers can access courses, lessons and questions they created themselves. They can also see courses that are assigned to them by an Administrator.

If a course is assigned to a teacher by an Administrator, all lessons in that course are also assigned to the same teacher.

With the Teacher role, a teacher has limited access to Chairman's Academy objects. The modules available to the teacher will only be those that they have created. If a user role changes from admin to teacher, then they will lose access to other modules and will no longer see it. An admin user will have to assist these users to move lessons and courses over to the newly created user modules.

2.2 Building your first course

Adding a new course

Once you have assigned roles, the next important task is to build a course. To do this, go to the same left-side menu and click on **Courses** and then click on **Add New**.

This will bring up the **Add New Course** page. If you are using The Learning Studio, you will have the option to sell this course.

The screenshot shows the 'Add New Course' page. The sidebar on the left contains a menu with 'Courses' highlighted. The main area has a title 'Add New Course' and a large text input field. Below this is a rich text editor with a toolbar and 'Visual'/'Text' tabs. A 'Word count: 0' indicator is present. The 'Course Media' section includes two 'Upload File' buttons and a '+ Add more files' button. The 'Excerpt' section is at the bottom with a text input field.

Enter a title for the new course and in the large text body below put an outline of what the course covers. Below that you will see the **Course Media** and **Course Video** boxes where you can add images, documents and videos for the course, although remember that media and videos for specific lessons within the course will be added later on when you add a lesson to the course. When you've completed that scroll down to input a course lessons. Scroll back up to add a category for the course in the **Course Categories** box. When you are done, click on the **Publish** button in the **Publish** box.

2.3 Adding course content

To add a lesson to the course, scroll down to **Course Lessons** and click on "Please add some" link. This will bring you to the **Add New Lesson** page.

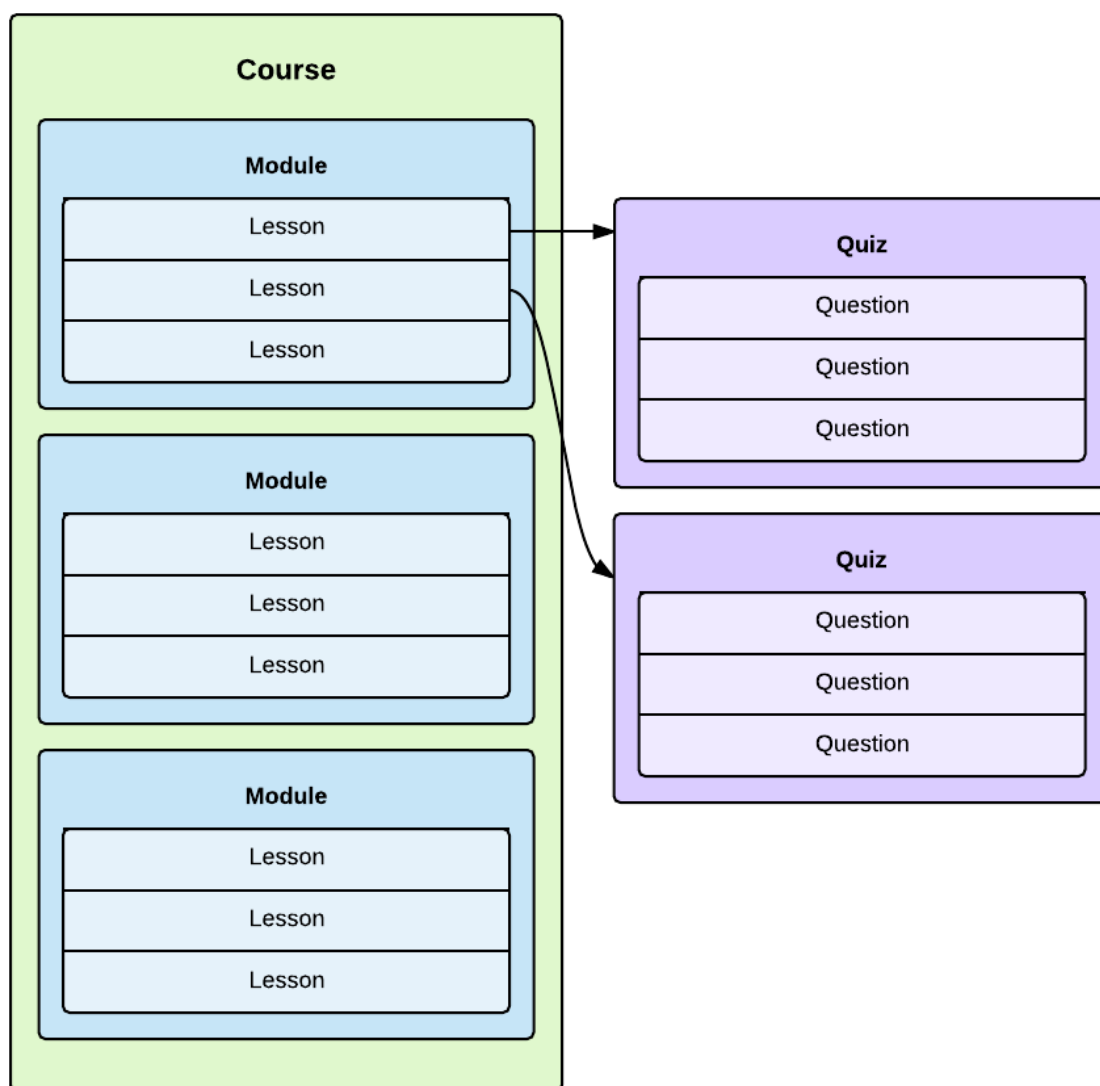
The screenshot shows the 'Add New Lesson' interface. On the left is a dark sidebar with navigation links: Dashboard, Posts, Pages, Comments, LMS Management, Courses, Lessons (selected), All Lessons, Add New, Order Lessons, Certificates, Questions, Users, Contact, Contact lists, and Collapse menu. The main content area is titled 'Add New Lesson' and features a text input for the title, a large rich-text editor for the lesson content, and a 'Word count: 0' indicator. Below the editor is the 'Lesson Media' section with two 'Upload File' buttons and an '+ Add more files' link. At the bottom is an 'Excerpt' field. The right sidebar contains several settings boxes: 'Publish' (with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', 'Publish immediately', and a 'Publish' button), 'Lesson Tags' (with an 'Add' button and a link to 'Choose from the most used tags'), 'Attributes' (with an 'Order' field set to '0'), 'Lesson Prerequisite' (a dropdown menu set to 'None'), and 'Lesson Course' (a dropdown menu set to 'None').

Input the lesson title in the first field, then input text describing the lesson in the large text field below that. Below that you can upload any images or files in the **Lesson Media** box.

Then scroll down to the **Lesson Information** box, where you can input the amount of time the lesson will take, the level of difficulty and any video you would like to embed for the lesson. On the right side click on **Lesson Course** and add the lesson to the course you just created. When you are done, click on the **Publish** button in the **Publish** box.

Now that you have saved the lesson, you can add a quiz to it and quiz questions. Scroll down to the **Quiz Settings** box to set up the lesson's quiz settings, and then scroll down to **Quiz Questions** to add questions. To save your work go back up to the **Publish** box and click on **Publish**.

2.4 Content hierarchy



Courses and Lessons

The main content hierarchy in Chairman's Academy is **Courses > Lessons**

A course is a collection of lessons.

Each course can contain any number of lessons.

Each lesson can belong to a single course.

Users register for a course can access that course's lessons.

Courses can also be organized into **Course Categories**. A course can belong to any number of categories.

See Adding Courses and Adding Lessons for more information.

Modules

Chairman's Academy includes Modules by default, adding another level of organization between Courses and Lessons.

This enables you to group lessons into Modules, creating a hierarchy of **Courses > Modules > Lessons**.

A module is used only to organize lessons within a course, similar to a category. It doesn't contain any content, other than an optional description.

A module can be used in any number of courses.

Within a course, each lesson can only belong to a single module.

Quizzes

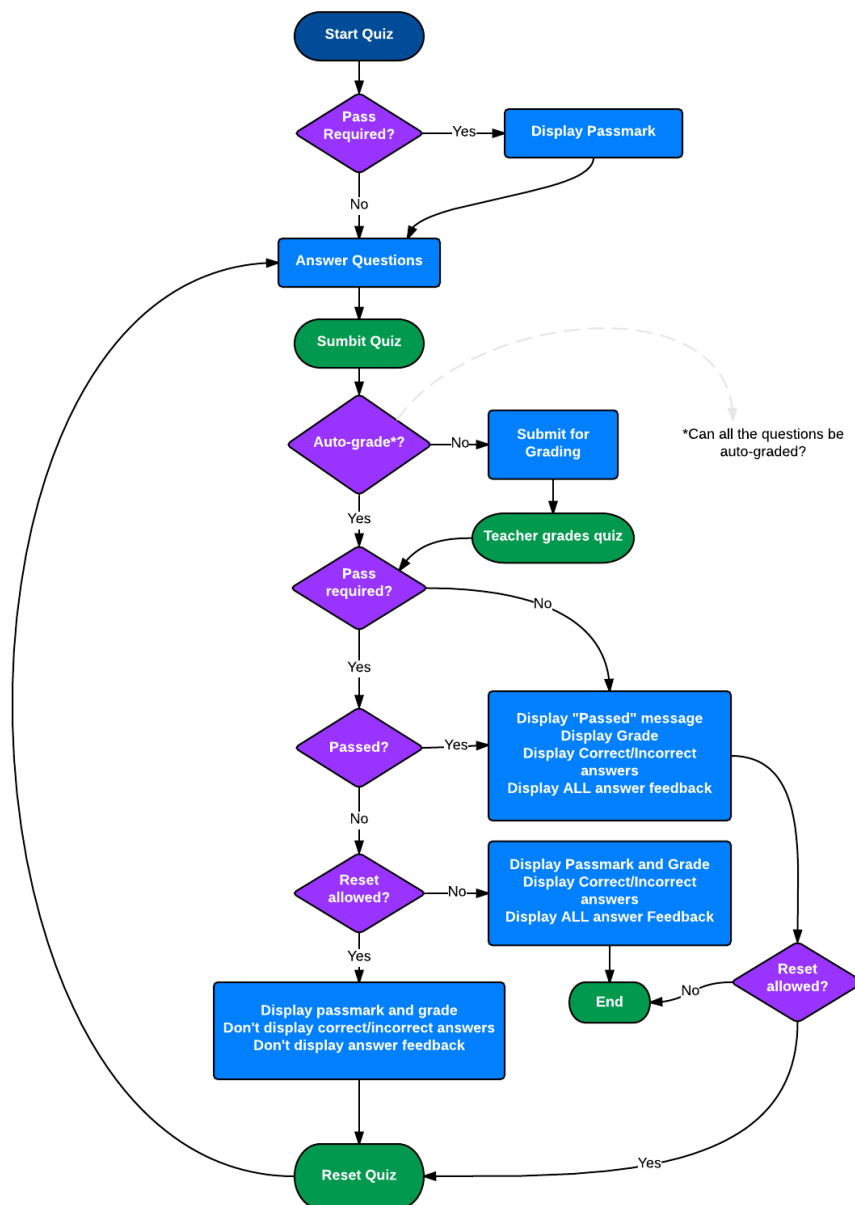
Each lesson can optionally contain a single quiz to test your students' learning.

Each lesson can only have one quiz, and a quiz can only belong to a single lesson.

Questions

Quizzes are made up of a list of questions. A quiz can contain any number of questions, and each question can be used in any number of quizzes.

The following chart shows the behavior of Chairman's Academy quizzes when the various settings are enabled/disabled:



Note that answer feedback is only displayed if you:

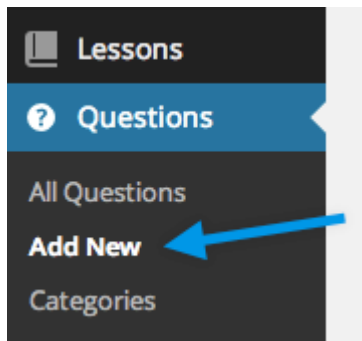
1. Pass the quiz; or
2. The 'reset quiz' button is disabled.

2.5 Question Bank

Questions can be added independently of quizzes, so questions can be reused in multiple quizzes, and a quiz can contain randomly selected questions from any question category.

Adding Questions to the Question Bank

To add a question to the question bank, go to **Questions > Add New**.



To add a question:

1. **Enter** your question in the Question field.
2. **Select** the question type from the dropdown.
3. **Enter** the relevant answer(s) – exact options depend on the question type you selected.
4. **Enter** the total grade for the question – this can be a numerical value greater than or equal to zero.
5. **Select Add Question** to complete that question and add another if you like.

Zero-grade questions

Questions can be assigned a grade value of zero.

Questions with no grade are skipped during auto-grading, so you can include open-ended questions in an auto-graded quiz.

Question Types

You can choose from the following question type dropdown when adding a question to a quiz:

- Multiple Choice
- True/False
- Gap Fill
- Multi Line
- Single Line
- File Upload

You can add more than one correct answer for a multiple choice question.

3 Which of these notes are in the C major scale? 1 Multiple Choice Edit Remove

Question:
Which of these notes are in the C major scale?

Question Description (optional):
Select all correct answers.

Question grade:
1

☒ Randomise answer order

Right: C Wrong: H Right: A Wrong: F# Right: G Wrong: Bb

+ Add right answer + Add wrong answer

If you add more than one correct answer, the learner is able to select multiple answers when viewing the question, and they need to select all correct answers to receive a correct score.

Question Categories

You can also assign your question to a question category to make it easier to add relevant questions to each quiz.

You can select an existing question category, or add a new question category, in the Question Categories panel.

Question Categories

All Question Categories Most Used

☒ Guitar ☐ Advanced Guitar

[+ Add New Question Category](#)

You can also view all question categories and add new categories via **Questions > Categories**

Adding media to a Question

You can upload a media file to any question.

Images, audio files and video files are displayed inline within the question.

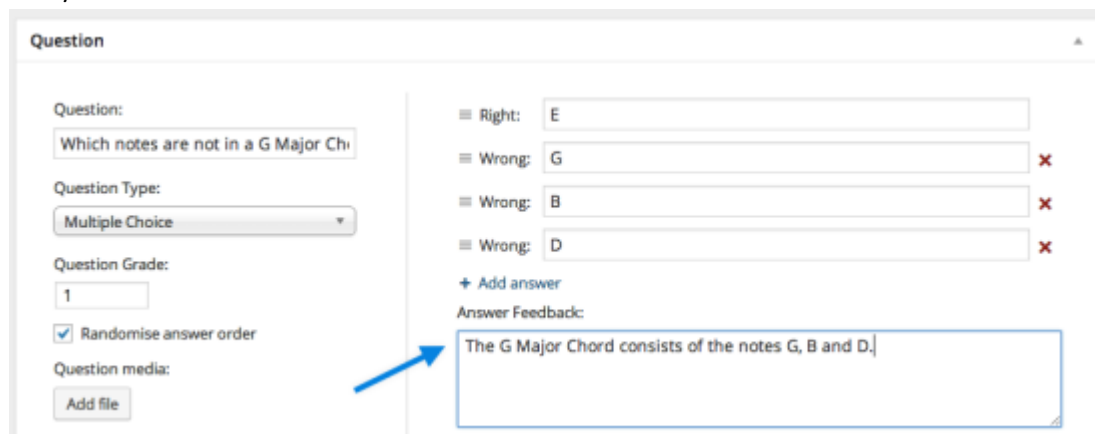
Any other type of file is displayed as a link.

The media item's Title and Description, if present, is displayed below the media.

By default, images in questions use the Medium size setting, as defined in **Settings > Media**.

Adding Auto Answer Feedback

You can add Answer Feedback to any questions that are auto-graded, i.e., Multiple Choice and True/False.

The screenshot shows a 'Question' editor interface. On the left, there are fields for 'Question:', 'Question Type:', 'Question Grade:', 'Randomise answer order' (checked), and 'Question media:'. The 'Question' field contains the text 'Which notes are not in a G Major Chord'. The 'Question Type' is set to 'Multiple Choice'. The 'Question Grade' is set to '1'. The 'Randomise answer order' checkbox is checked. The 'Question media' field has an 'Add file' button. On the right, there are fields for 'Right:', 'Wrong:', and 'Wrong:' (repeated). The 'Right:' field contains 'E'. The 'Wrong:' fields contain 'G', 'B', and 'D'. Each 'Wrong:' field has a red 'X' icon to its right. Below these fields is a '+ Add answer' button. At the bottom, there is an 'Answer Feedback:' field with a text area containing the text 'The G Major Chord consists of the notes G, B and D.' A blue arrow points from the 'Randomise answer order' checkbox to the 'Answer Feedback' field.

This feedback is shown to learners after they submit a quiz that is set to automatic grading.

If the quiz is set to manual grading, you are able to customize the answer feedback when grading the quiz.

2.6 Selling Courses

Selling courses

By default Chairman's Academy enables the ability to link a course to a product. This allows a user to purchase a course on your site. If a course is linked to a product, the course's lesson content will only be viewable to users who purchased the course. If lessons contain video content, you need to use a video hosting service to prevent your videos from being accessed directly.

Turning off ecommerce functionality

Ecommerce functionality is optional and can be switched off if you don't want to sell courses.

Linking a product to a course

To link a product to a Chairman's Academy Course Then:

1. **Go to: Products > Add Product**
2. **Add** product details, and then **select** the checkbox for the **Virtual** product to remove shipping information from checkout and **save**.
3. **Go to Lessons > All Courses** and **Edit** the course you want to attach to your new product.
4. Select **Update** to save.

2.7 Ordering Course and Lessons

You can manually change the display order of courses and lessons.

Changing Course Order

To change the order in which your courses are displayed, go to **Lessons > Order Courses**.

Drag and drop the courses into the desired order, and then click **Save Course Order**.

This will display your courses in the order specified in **Courses > Order Courses**.

Changing Lesson Order

To change the order of lessons displayed within a course, go to **Lessons > Order Lessons**, select a course, and click Select.

Drag and drop lessons into the desired order, and click **Save Lesson Order**.

If your course is divided into modules, you can only reorder lessons within each module. If you want to move a lesson into a different module, you need to edit that lesson and select a different module for it.

2.8 Duplicating Courses and Lessons

You can duplicate courses and lessons with a single click.

1. **Go to: Lessons > All Lessons.**
2. **Hover** over a lesson to see a Duplicate link.
3. **Click.** A duplicate of the lesson (including quiz questions) is created and saved as a draft so you can edit before publishing.

The same applies to Courses.

1. **Go to: Lessons > All Courses.**
2. **Hover** and **select** from options to duplicate the course, or the course and all lessons within the course.

2.9 Adding Lessons

Adding a Lesson

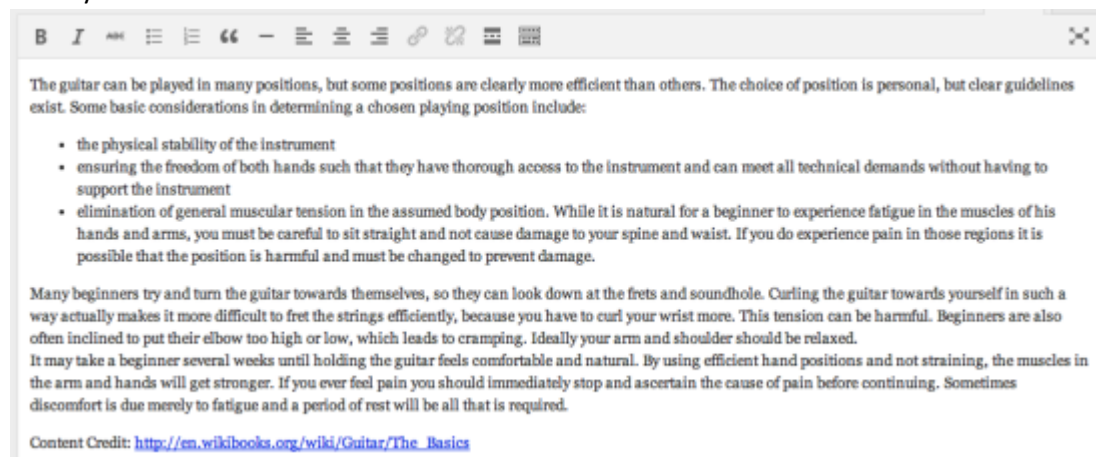
To add a lesson, go to **Lessons > Add New**.

Enter a title for your lesson.

A screenshot of a text input field with a blue border. Inside the field, the text "How to Hold the Guitar" is written in a dark blue, sans-serif font. The field is set against a light gray background.

Adding Lesson Content

Enter your lesson content in the main content area.

A screenshot of a rich text editor interface. At the top is a toolbar with icons for bold, italic, text color, background color, bulleted list, numbered list, quote, link, unlink, and table. The main content area contains text about guitar playing positions, including a bulleted list of considerations and a paragraph about beginner mistakes. At the bottom, it says "Content Credit: http://en.wikibooks.org/wiki/Guitar/The_Basics".

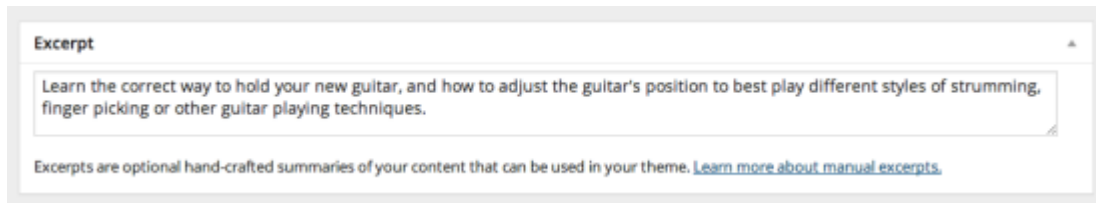
The guitar can be played in many positions, but some positions are clearly more efficient than others. The choice of position is personal, but clear guidelines exist. Some basic considerations in determining a chosen playing position include:

- the physical stability of the instrument
- ensuring the freedom of both hands such that they have thorough access to the instrument and can meet all technical demands without having to support the instrument
- elimination of general muscular tension in the assumed body position. While it is natural for a beginner to experience fatigue in the muscles of his hands and arms, you must be careful to sit straight and not cause damage to your spine and waist. If you do experience pain in those regions it is possible that the position is harmful and must be changed to prevent damage.

Many beginners try and turn the guitar towards themselves, so they can look down at the frets and soundhole. Curling the guitar towards yourself in such a way actually makes it more difficult to fret the strings efficiently, because you have to curl your wrist more. This tension can be harmful. Beginners are also often inclined to put their elbow too high or low, which leads to cramping. Ideally your arm and shoulder should be relaxed. It may take a beginner several weeks until holding the guitar feels comfortable and natural. By using efficient hand positions and not straining, the muscles in the arm and hands will get stronger. If you ever feel pain you should immediately stop and ascertain the cause of pain before continuing. Sometimes discomfort is due merely to fatigue and a period of rest will be all that is required.

Content Credit: http://en.wikibooks.org/wiki/Guitar/The_Basics

Enter a brief description of the lesson in the Excerpt field:



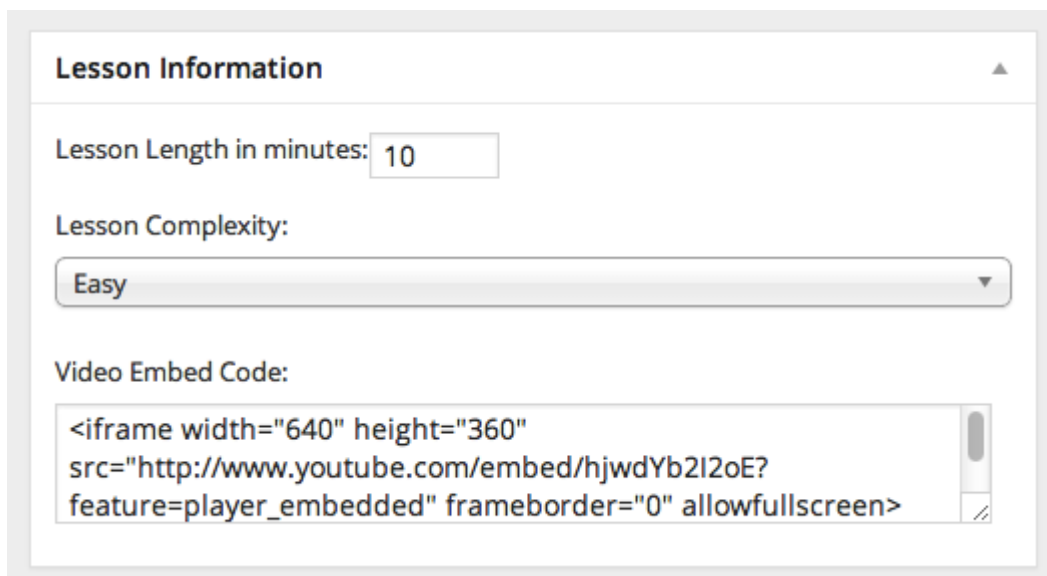
The screenshot shows a form titled "Excerpt" with a text area containing the text: "Learn the correct way to hold your new guitar, and how to adjust the guitar's position to best play different styles of strumming, finger picking or other guitar playing techniques." Below the text area is a link that says "Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)"

This is displayed beneath the lesson title on the single course page. If you don't enter an excerpt, then only the lesson title is shown.

Adding Lesson Information

You can optionally enter information to tell learners more about the lesson. You can add the length of the lesson in minutes, and the complexity (Easy, Standard or Hard).

You can also enter a video embed code to embed a video in your lesson.

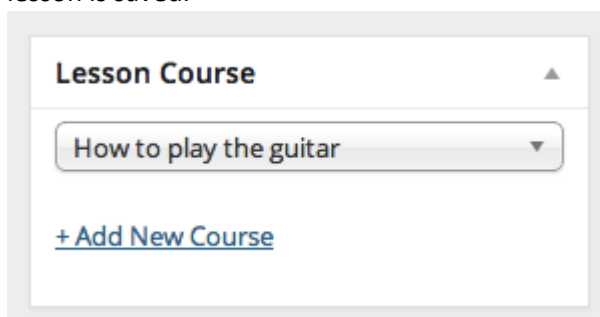


The screenshot shows a form titled "Lesson Information" with three fields: "Lesson Length in minutes:" with a text input containing "10", "Lesson Complexity:" with a dropdown menu showing "Easy", and "Video Embed Code:" with a text area containing the code: `<iframe width="640" height="360" src="http://www.youtube.com/embed/hjwdYb2I2oE?feature=player_embedded" frameborder="0" allowfullscreen>`

Assigning a Lesson to a Course

In the Lesson Course panel, select which course your lesson will belong to.

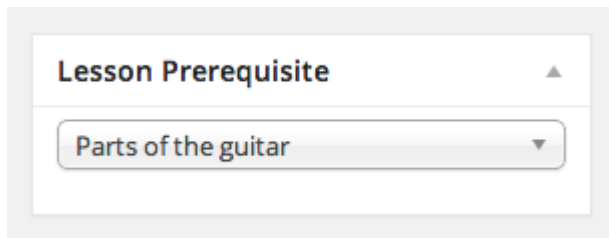
If you haven't created the course yet, you can click Add New Course to create a course when your lesson is saved.



The screenshot shows a form titled "Lesson Course" with a dropdown menu showing "How to play the guitar" and a link that says "+ Add New Course".

Setting a Lesson Prerequisite

If you want learners to complete each lesson before they progress to the next, you can select a *Lesson Prerequisite*:



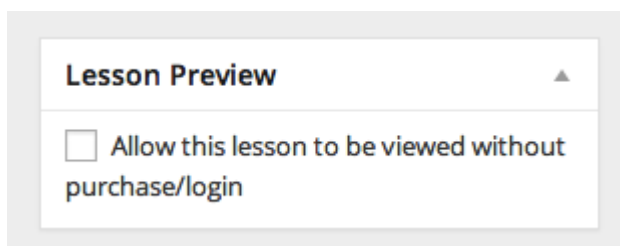
If learners visit this lesson before completing the prerequisite lesson, they will see a message like this:

How to hold the guitar

You must first complete [Parts of the guitar](#) before viewing this Lesson

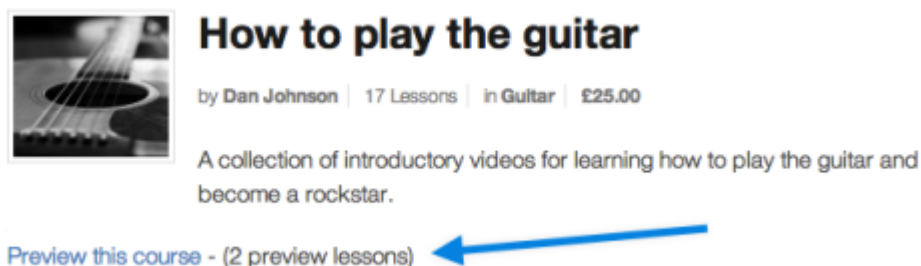
Enabling Lesson Preview

When editing a lesson, you can enable the Lesson Preview option:



This allows the lesson content to be viewed by anyone, without having purchased or registered, giving you a way to offer a free sample of your course content.

If your course contains preview lessons, it displays a message as shown in the course archive page:



The course page itself also indicates which lessons can be previewed:

Lessons

How to hold the guitar (Free Preview)

Author: Dan Johnson Complexity: Easy

Learn the correct way to hold your new guitar, and how to adjust the guitar's position to best play different styles of strumming, finger picking or other guitar playing techniques.

Using the Fretboard (Free Preview)

Author: Dan Johnson Complexity: Easy

What is a fretboard and, for that matter, just what are these "frets" anyways? This lesson explains these in detail.

Parts of the guitar

Author: Dan Johnson Complexity: Easy

What are the parts that make up a guitar and how do they all work?

Note: If the course is not a paid course, it says Preview instead of Free Preview

And the lesson page also displays a message with a link to sign up for/purchase the course:

If you are logged in as admin, or already taking the course, you won't see the preview messages. They are only shown to users who are not currently taking the course.

Adding Lesson Tags

You can assign tags to lessons in the same way as you can with regular posts.

Adding a Quiz to your Lesson

See Adding Quizzes for information on adding a quiz to a lesson.

If you don't add a quiz to a lesson, the lesson automatically displays the "Complete Lesson" button, allowing learners to mark the lesson complete without taking a quiz.

2.10 Adding Quizzes

Adding a Quiz to a Lesson

When adding a lesson, a *Quiz Questions* panel says there is no quiz for this lesson.

To add a quiz, click the Add button to begin.

Quiz Questions

There is no quiz for this lesson yet. Please add one.

Add

Adding Questions to a Quiz

To add questions to a quiz in the Edit Lesson screen, choose from three methods of adding questions: New Question, Existing Questions and Category Questions

New Question

Use this option to add a new question directly to a quiz.

You may also select a Question Category for the new question, and any new question you add is added to the Question Bank so you can reuse it on other quizzes.

New Question

Existing Questions

Category Questions

Add a new question to this quiz - your question will also be added to the [question bank](#).

Question:

Question Type:

Multiple Choice

Question Category:

None

Question Grade:

1

☒ Randomise answer order

Question media:

Add file

≡ Right:

≡ Wrong:

≡ Wrong:

≡ Wrong:

≡ Wrong:

+ Add answer

Answer Feedback:

See Question Bank for more information on how to add new questions.

Existing Questions

This option allows you to select one or more existing questions from the Question Bank and insert them in your quiz.

You can search for a question, or filter by question type and question categories, and questions that have/haven't already been used in a quiz.

New Question
Existing Questions
Category Questions

Add an existing question to this quiz from the [question bank](#).

All
All Types
All Categories
Search
Filter

<input type="checkbox"/>	Question	Type	Category
<input type="checkbox"/>	The Mixolydian Mode is used in every song.	True/False	Advanced Guitar, Guitar
<input type="checkbox"/>	What are power chords?	Multiple Choice	Guitar
<input type="checkbox"/>	What is the next step after learning to play single notes?	Multiple Choice	Guitar
<input type="checkbox"/>	Name a disadvantage of using a pick?	Multiple Choice	Guitar
<input type="checkbox"/>	What can you commonly use to strum your guitar?	Multiple Choice	Guitar
<input checked="" type="checkbox"/>	What part of the guitar do you adjust when tuning it?	Multiple Choice	Guitar
<input checked="" type="checkbox"/>	What can you use to keep your guitar in tune?	Multiple Choice	Guitar
<input checked="" type="checkbox"/>	What function do tuning pegs perform?	Multiple Choice	Guitar
<input type="checkbox"/>	What part of the guitar lies at the end of the neck?	Multiple Choice	Guitar
<input type="checkbox"/>	What is not an most important thing to remember when playing?	Multiple Choice	Guitar
<input type="checkbox"/>	Question	Type	Category

Add Selected Question(s)
Next →

The panel displays 10 questions per page. Note: Selections are not preserved between pages, so you must select and add questions from one page before moving to the next.

Category Questions

This option provides full Question Bank functionality, allowing you to insert a random selection of questions from any question category.

Select a category and a number of questions to display, and click Add Questions.

New Question
Existing Questions
Category Questions

Add any number of questions from a specified category. Edit your question categories [here](#).

Guitar

Number of questions: 5
Add Question(s)

Questions appear as a single entry in your question list.

You can add multiple groups of category questions if you want to include questions from more than one category in the same quiz.

You can also use a mixture of Category Questions and Existing Questions if you want to use randomly selected questions, and you have certain questions that need to be included in the quiz each time.

#	Question	Grade	Type	Action
1	What kind of guitar playing style most interests you?	1	Multiple Choice	Edit Remove
2 - 5	Selected from 'Intermediate Guitar'			Remove
6 - 9	Selected from 'Advanced Guitar'			Remove
#	Question	Grade	Type	Action

Note: Using the Existing Questions and Category Questions options, it is technically possible to add multiple instances of the same question, but no questions are duplicated on the frontend of your site.

File Uploads

Students can upload files for quiz questions. This gives students the ability to create artwork, documents, video or other types of files as part of a test or to submit as homework.

Removing Questions from a Quiz

To remove a question or group of questions from a quiz, click 'Remove' next to the question or group of questions.

Note: Removing a question from a quiz doesn't delete it from the Question Bank. To delete a question, you need to go to **Questions > All Questions** and click the 'Trash' link on the question you want to delete.

Quiz Settings

Once you've added questions to your quiz, you can customize settings for the quiz in the Quiz Settings panel:

Quiz Settings

Pass required to complete lesson

☒ *The passmark must be achieved before the lesson is complete.*

Quiz passmark percentage

Number of questions to show

Show a random selection of questions from this quiz each time a student views it.

Randomise question order

☒

Grade quiz automatically

☒ *Grades quiz and displays answer explanation immediately after completion. Only applicable if quiz is limited to Multiple Choice & True/False questions.*

Allow user to retake the quiz

☒ *Enables the quiz reset button.*

Pass required to complete lesson

Learners need to achieve a specified pass mark before the lesson is completed.

If this is not ticked, the pass mark is automatically set to 0, and the learner can complete the lesson without passing the quiz.

Quiz passmark percentage

The score needed to pass this quiz. This setting is only visible if “Pass required” is ticked.

Number of questions to show

You can optionally choose to limit how many of this quiz’s questions are displayed each time the quiz is taken.

Note: You can also reset all quizzes to display all questions by going to **Chairman’s Academy > Updates** and running the ‘Set all quizzes to show all questions’ update.

Randomize question order

Displays the quizzes questions in different order each time.

Grade quiz automatically

If your quiz contains only multiple choice, gap fill* or true/false questions, you can have it graded automatically as soon as the learner submits the quiz. This also displays any answer feedback for each question. See Question Bank for more information.

Allow user to retake the quiz

This adds a ‘Reset Quiz’ button below the quiz, so learners can take the quiz again if needed.

When auto-grading a gap-fill question, the case and leading/trailing spaces are ignored. For example, the following question accepts both “silver” and “Silver” as the correct answer, and also ignores any spaces before and after the given answer.

<p>Question:</p> <input type="text" value="Complete the sentence"/>	<p>Text before the Gap:</p> <input type="text" value="Every cloud has a"/>
<p>Question Description (optional):</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<p>The Gap:</p> <input type="text" value="silver"/>
<p>Question Type:</p> <div style="border: 1px solid #ccc; padding: 2px;">Gap Fill ▼</div>	<p>Text after the Gap:</p> <input type="text" value="lining."/>
	<p>Preview:</p> <p>Every cloud has a <u>silver</u> lining.</p>

If there is more than one possible answer, or you want to account for common spelling mistakes, you can also add the correct answer as a regular expression.

The most common use for this would simply be listing all possible correct answers (separated by a pipe “|”) e.g.:

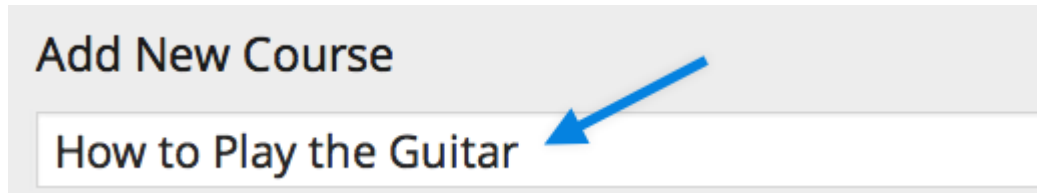
<p>Question:</p> <input type="text" value="Complete the sentence"/>	<p>Text before the Gap:</p> <input type="text" value="All the"/>
<p>Question Description (optional):</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<p>The Gap:</p> <input type="text" value="colours colors"/>
<p>Question Type:</p> <div style="border: 1px solid #ccc; padding: 2px;">Gap Fill ▼</div>	<p>Text after the Gap:</p> <input type="text" value="of the rainbow."/>
	<p>Preview:</p> <p>All the <u>colours</u> <u>colors</u> of the rainbow.</p>

2.11 Adding Courses

Adding a course

To add a Course, go to **Courses > All Courses** and click Add New.

Enter a title for your course.

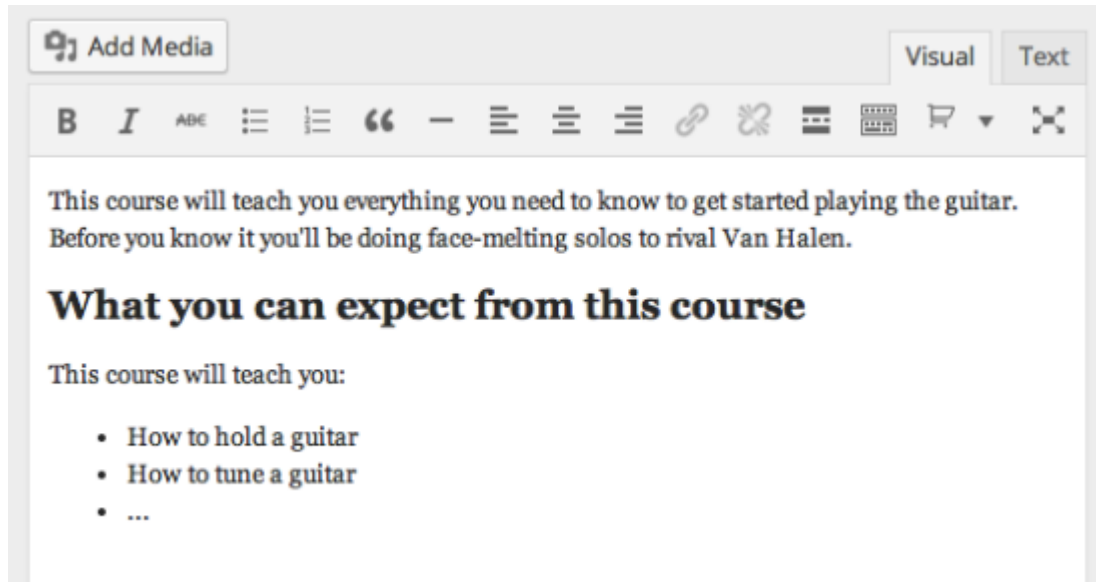


Add New Course

How to Play the Guitar

Adding course content

Enter the content for your course page in the main content area.



Add Media Visual Text

B I ADE [List Icons] [Quote Icon] [Link Icon] [Image Icon] [Table Icon] [More Icon]

This course will teach you everything you need to know to get started playing the guitar. Before you know it you'll be doing face-melting solos to rival Van Halen.

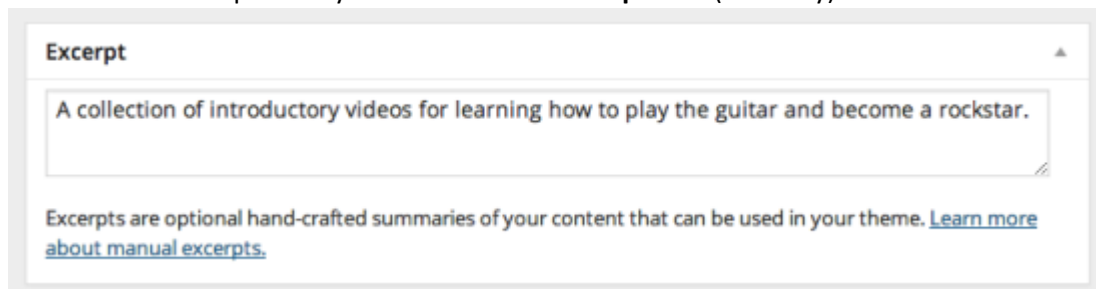
What you can expect from this course

This course will teach you:

- How to hold a guitar
- How to tune a guitar
- ...

This content should describe the course, and explain what learners can expect to learn if they take your course. This can contain any type of content you like, including images, videos and HTML.

Enter a brief description of your course in the **Excerpt** field (text only).



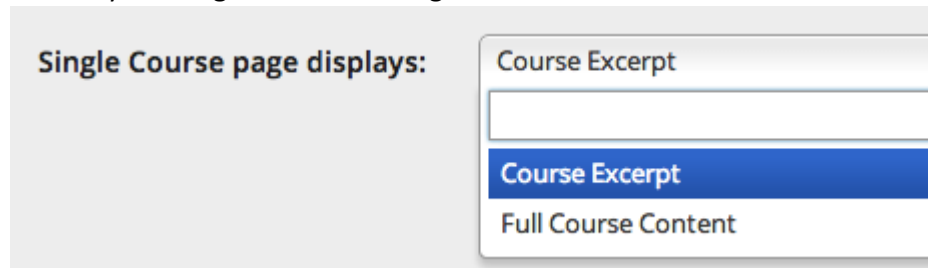
Excerpt

A collection of introductory videos for learning how to play the guitar and become a rockstar.

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

Note: When a prospective learner visits your course page, they either see the full content or only the excerpt, depending on what you select for the “Single Course page displays” setting in Chairman’s

Academy> **Settings** > **Course Settings**:

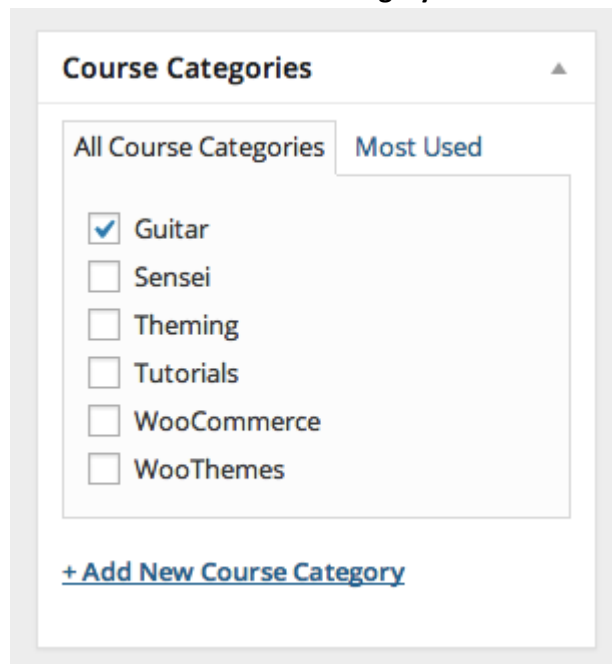


The screenshot shows a dropdown menu titled "Single Course page displays:". The menu is open, showing three options: "Course Excerpt", "Course Excerpt" (highlighted in blue), and "Full Course Content".

Admin users always see the full content.

Categorizing your course

Optionally assign the course to one or more course categories. You can select any existing ones, or click the **Add New Course Category** link to add a new one.



The screenshot shows the "Course Categories" section. It has two tabs: "All Course Categories" and "Most Used". Under "All Course Categories", there is a list of categories with checkboxes: "Guitar" (checked), "Sensei", "Theming", "Tutorials", "WooCommerce", and "WooThemes". At the bottom, there is a link: "+ Add New Course Category".

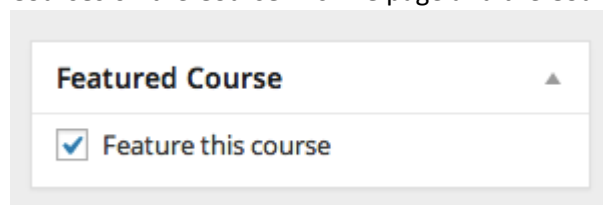
Setting course prerequisite

If you want learners to take another course before taking this one, you can choose a **Course Prerequisite**.

Learners will be unable to start taking your course until they complete the prerequisite.

Setting course as featured

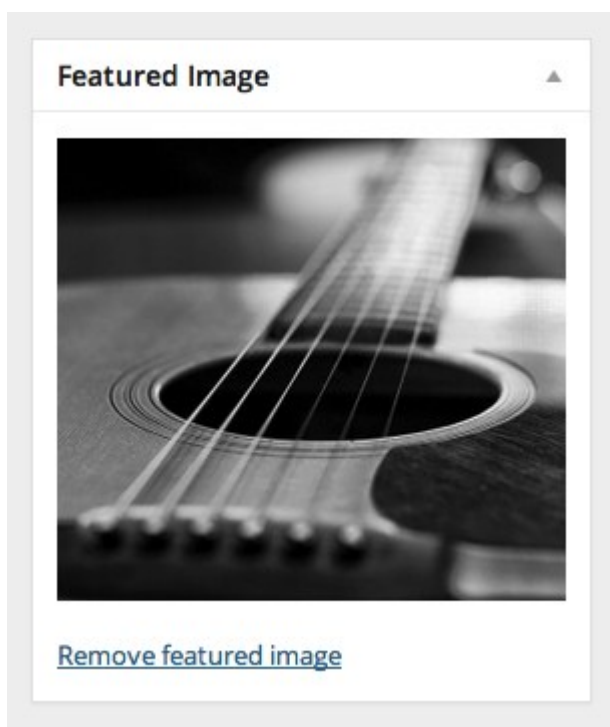
You can tick the **Feature this course** box to mark a course as featured, so it displays under **Featured Courses** on the **Course Archive** page and the **Course Component** widget.



The screenshot shows the "Featured Course" section. It has a checkbox labeled "Feature this course" which is checked.

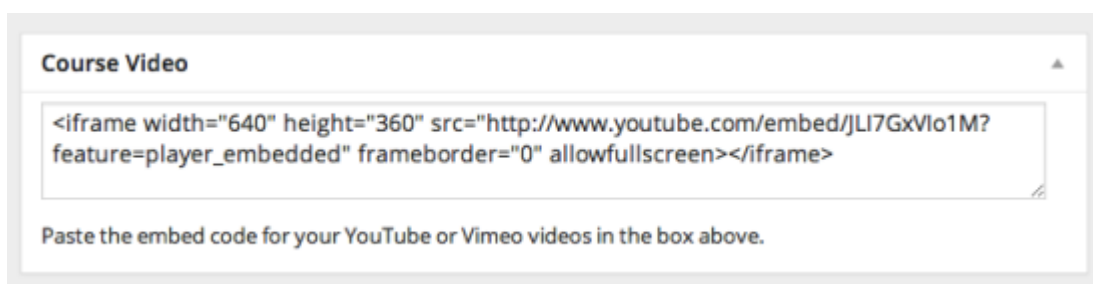
Adding course image

You can optionally add a featured image to a course. The image displays on the **Course Archive** page and **Single Course** page, depending on your settings in Chairman's Academy > **Settings** > **Course Settings**.



Adding course video

You can optionally add a video to your Course page by adding the video embed code (from YouTube, Vimeo, etc.) in the **Course Video** field:



This video displays for both users who are taking the course and those who are not.

If you don't want to display this video to users who are not taking the course, you can embed the video in the main page content instead of using the Course Video field, and make sure you have "Single Course Page displays" set to "Course Excerpt" in Chairman's Academy > **Settings** > **Course Settings**.

Disabling email notifications

There is a Course Notifications panel in the course edit screen, which gives you the option to disable all email notifications for that course only.

This option overrides the global email options in Chairman's Academy> **Settings**.

2.12 Adding Modules

Chairman's Academy Modules Overview

Chairman's Academy Modules adds an additional level of organization to your Chairman's Academy content between Courses and Lessons. A Course can contain any number of Modules, and each Lesson can be assigned to a single Module within that Course.

Note: Modules are only provided for organizational purposes; they don't contain any content other than an optional text description.

Adding Modules

To add a Module:

1. Go to **Courses > Modules**.
2. Under **Add New Module**, give the Module a Name.
3. Under **Course(s)**, search for and select one or more Courses that will use this Module.

If you prefer, you can leave the Course(s) field blank and assign modules to courses later from the course edit screen.

Add New Module

Name
Basics
The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent
None ▾

Description

The description is not prominent by default; however, some themes may show it.

Course(s)
How to play the guitar ×
Search for and select the courses that this module will belong to.

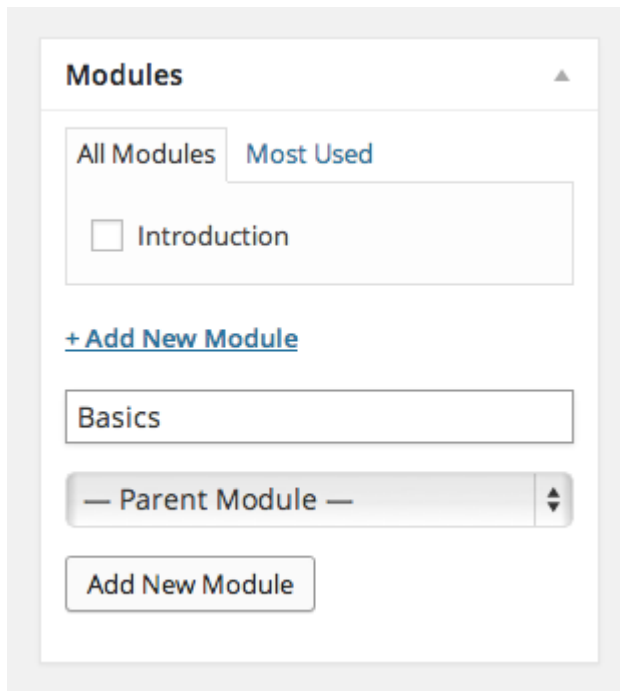
Add New Module

Note: Modules can be used by multiple Courses. e.g., you may have a piano course and a guitar course, both of which use the Basics module. The Module is a container for a group of lessons in each course, so the lessons in the Module are unique to each course.

Adding Modules from within a Course

Alternatively, you can add Modules from within a Course Edit page when creating/editing a Course.

1. Go to **Courses > All Courses**.
2. Click **Add New**, or edit an existing Course. You will see a Modules panel in the sidebar.
3. Select any existing Modules you want to add to this Course.
4. And/or click **Add New Module**, enter a Module name, and click the **Add New Module** button.

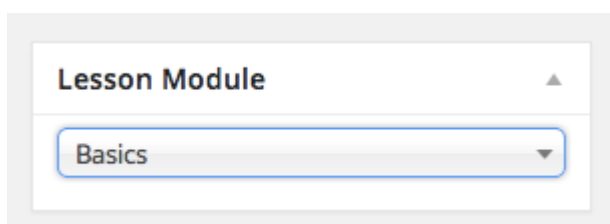


Assigning Lessons to Modules

Once you have added some Modules to a Course, you can then assign each of the Course's Lessons to any of the Modules used in that Course.

To assign a Lesson to a Module:

1. Go to **Lessons > All Lessons**, and edit the Lesson in question. You will see a new **Lesson Module** panel in the sidebar, listing all the Modules available in this Course.
2. Select the Module you want to assign this Lesson to.
3. Update the Lesson.



Ordering Modules

By default, any modules you add to a course will be displayed in alphabetical order. To reorder your Modules, go to **Courses > Order Modules**, select the course you want to edit, and simply drag and drop the modules into your desired order and click save.

Order Modules

Piano Course

Select

≡ Basics

≡ Advanced

Save module order

Edit course

Module Display

If a Course contains Modules, they will be displayed on the Single Course page, under the Modules heading, with each Module displaying a link to the Single Module page, and a list of links to the Lessons within that Module.

Modules

Chords 101 - The Building Blocks of Music

Lessons

☐ The Key of C

☐ Your Friend, the Triad

Rhythm 101 - The Heartbeat of Music

Lessons

☐ Introduction to Rhythm

☐ Subdividing – Musical Math

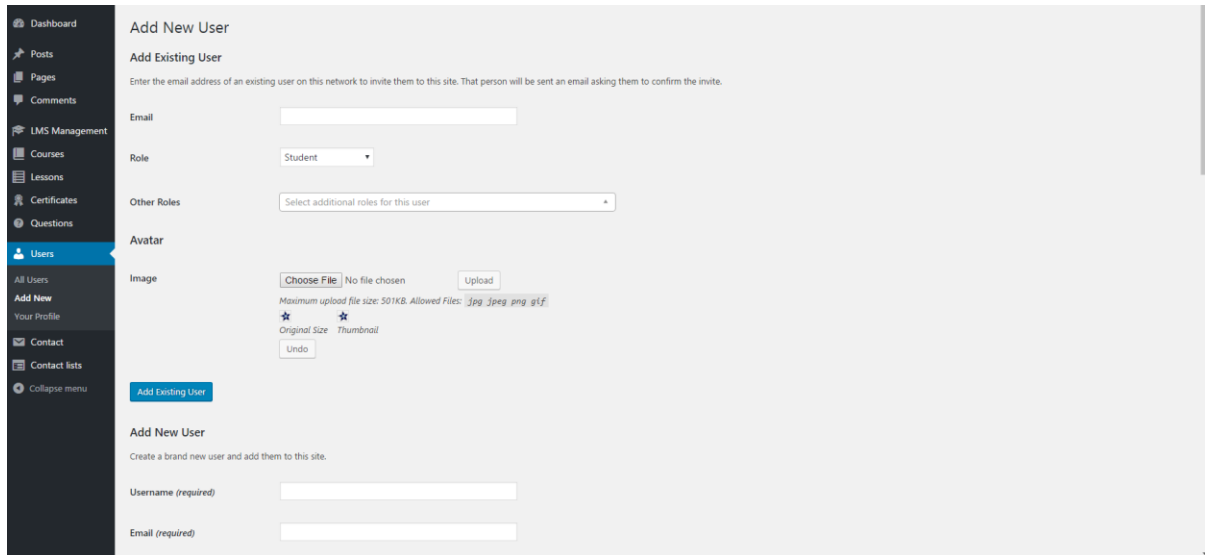
After a user has completed one or more of the lessons in a module, they will see an 'In progress' indicator for that module on the Module page, and the Course page.

After a user has completed all the lessons in a module, they will see a 'Completed' indicator for that module on the Module page and the Course page.

Any Lessons not assigned to Modules will be displayed below, under the *Other Lessons* heading.

2.13 Course Administration

Now that you have set up your course, you will want to add learners to it. If you have not already added learners to the account, after logging in and reaching the admin dashboard, on the left-side menu click on **Users** and **Add Users**. Scroll down to Add New User and input a username, email address and password which will be sent to that email address. Then choose that user's role, which in this case is student.



The screenshot shows the 'Add New User' form in the LMS dashboard. The left sidebar is dark blue with the 'Users' menu item highlighted. The main content area is light gray and contains the following sections:

- Add Existing User**: A section with a text input for 'Email' and a 'Role' dropdown menu set to 'Student'. Below this is a 'Select additional roles for this user' dropdown.
- Avatar**: A section with an 'Image' input field. It includes a 'Choose File' button, a 'No file chosen' status, and an 'Upload' button. Below the input field, it shows 'Maximum upload file size: 501KB. Allowed Files: .jpg .jpeg .png .gif'. There are also 'Original Size' and 'Thumbnail' labels with star icons, and an 'Undo' button.
- Add Existing User**: A blue button.
- Add New User**: A section with a text input for 'Username (required)' and a text input for 'Email (required)'.

Once you have learners set up in your account, go to the left-side menu and click on **Courses** and select the course you would like to manage.

When you arrive at the course page, scroll down to the bottom and click on **Manage Learners**. This will bring you to the **Learning Management** page for this course. To add learners to the course, go to the **Add Learner to Course** and type in the name of whichever learner you would like to add and click on the **Add to (course title)** button.

2.14 Analysis

There are three core areas of Analysis: **Overview**, **Courses** and **Lessons**. The three areas are deeply connected and output information depending on whether you are viewing an individual learner's data or a particular course or lesson.

Overview

This page shows a general overview of your site's learners and stats. From this page you can export the data for learners and drill down into each learner's profile.

Learner Profile Page

The learner's profile page shows a list of courses they are taking, as well as status. You can drill down further into the learner's progress by clicking the course title. This loads a list of lessons in the course, showing the progress and grades for each lesson. You can also click to view all learners taking the course and each individual lesson.

Courses

Similar to the Overview page, this page shows a general overview of courses on your site and course-centric stats for learners. From this page you can export data for your courses and drill down into a specific course's information.

Once you have drilled down into a course information page, you can see a list of lessons in the course and the option to switch to a list of learners taking the course. Much like the learner's profile, you can click the individual lesson page and see which learners are taking the lesson.

Lessons

Much like the Overview and Courses pages, this shows a general overview of lessons on your site and lesson-centric stats for learners. From this page you can export data for your lessons and drill down into a specific lesson's information.

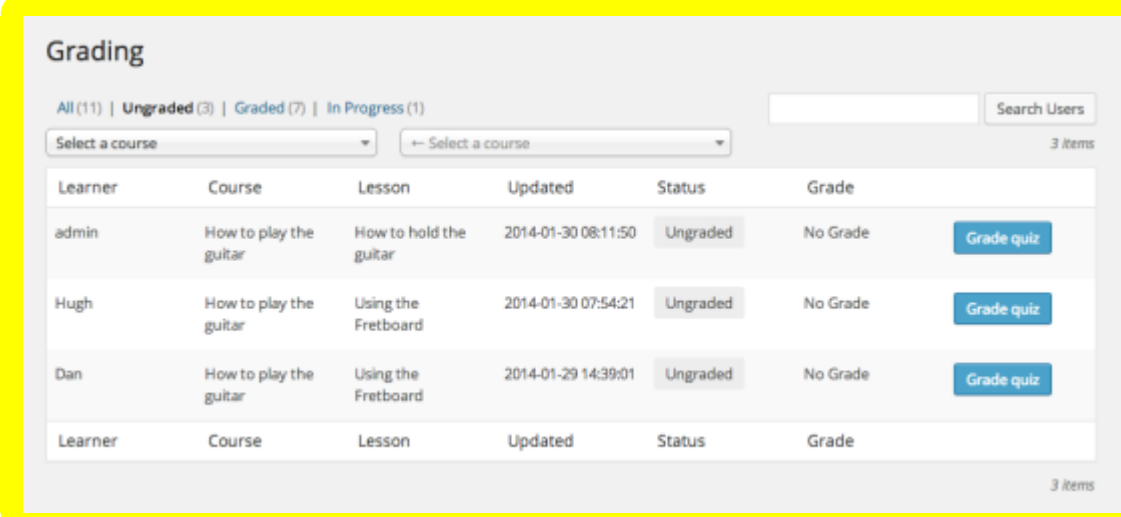
You can drill down into a specific lesson's information page, which shows a list of learners taking the lesson.

Each area of Analysis is designed to seamlessly link to each other, so you are able to click through to a learner's profile wherever their name appear. The same is true for courses and lessons. You can also filter every data table displayed, usually searching the first column of the tables for matches.

2.15 Grading Quizzes

Chairman's Academy allows teachers to manually grade a Lesson. To access this area, go to Chairman's Academy > **Grading**.

On the Grading page, you are presented with a table containing any ungraded quizzes that have been submitted for manual grading.



The screenshot shows the 'Grading' page with a table of ungraded quizzes. The table has columns for Learner, Course, Lesson, Updated, Status, and Grade. There are three rows of data, each with a 'Grade quiz' button. The interface includes filters for 'All (11)', 'Ungraded (3)', 'Graded (7)', and 'In Progress (1)'. There are also search bars for 'Search Users' and 'Select a course'.

Learner	Course	Lesson	Updated	Status	Grade
admin	How to play the guitar	How to hold the guitar	2014-01-30 08:11:50	Ungraded	No Grade Grade quiz
Hugh	How to play the guitar	Using the Fretboard	2014-01-30 07:54:21	Ungraded	No Grade Grade quiz
Dan	How to play the guitar	Using the Fretboard	2014-01-29 14:39:01	Ungraded	No Grade Grade quiz

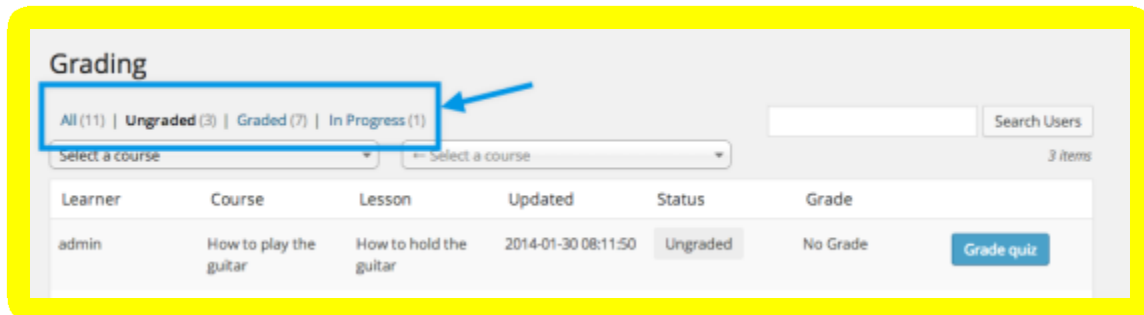
The grading table displays:

- Learner's name
- Which course and lesson for which they submitted a quiz
- Date and time of submission
- Grading status (Ungraded, Graded, In Progress)

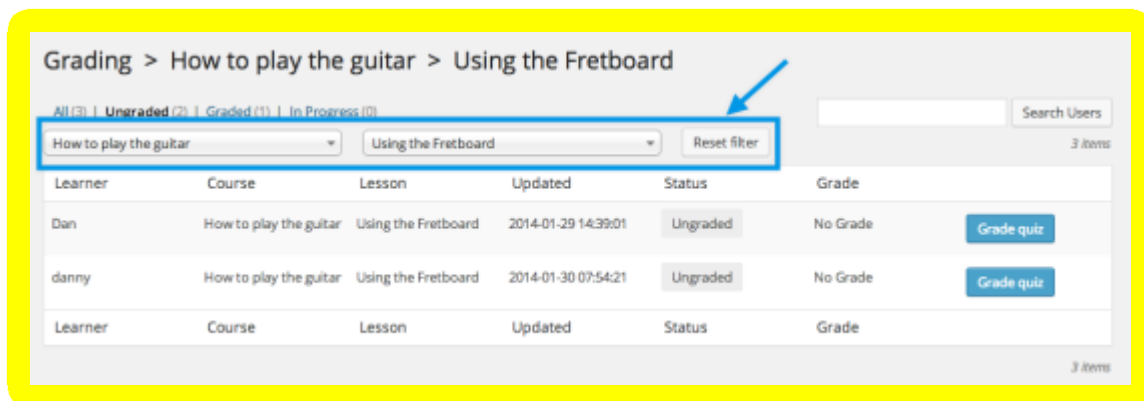
- Learner's grade for that quiz
- Button for grading the quiz or reviewing an existing grade

Filtering Quizzes

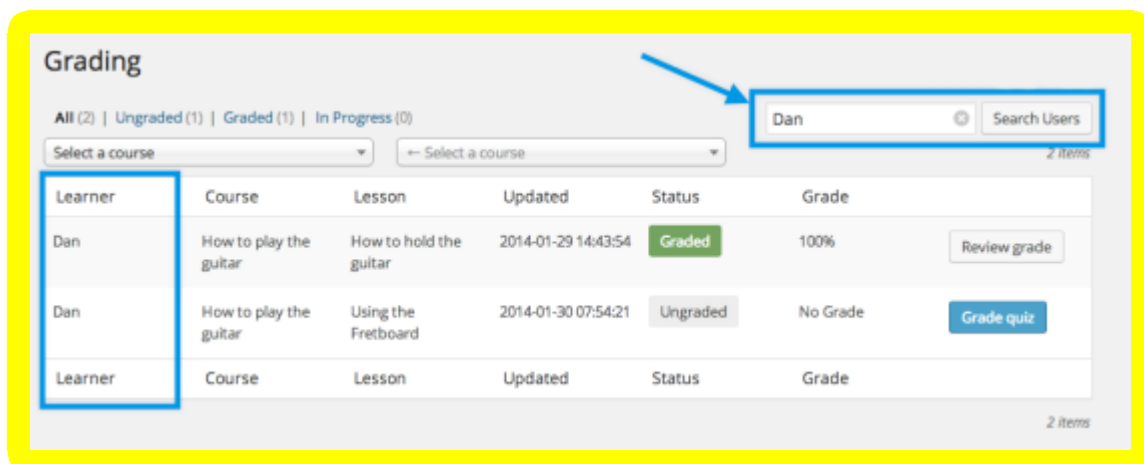
You can use links at the top of the grading page to display all submitted quizzes, or only those that are graded, ungraded or in progress.



You can also select a specific course and lesson if you only want to grade quizzes for a single lesson at a time. After selecting a course and lesson, click the 'Reset Filter' button to display all quizzes again.



If you want to grade quizzes for a specific learner, you can use the search box to search for users. After searching for a user, you need to clear the search box and submit an empty search to display all users again.



Grading a Quiz

To grade a quiz, click the 'Grade quiz' button on the quiz you want to grade. If you already graded the quiz, the button displays 'Review Grade' instead.

The Quiz answers are loaded, along with any existing auto-graded questions. From here you can manually grade each Questions answer, and assign a grade to the whole Quiz.

You also have access to two extra features:

- Add notes to answers. You can use this to provide feedback to learners about why they received the grade.
- Assign a specific grade to the answer. When creating quizzes, you can specify a total grade that each question is worth. When grading, you can specify a grade that is no more than the question's total grade.

When a learner views their graded quiz, they see which questions they got right/wrong as well as their grade per question and their total grade for the entire quiz. They can also view answer notes that were entered.

Grading > Franklin Cumberbatch

Grade: 3 / 6 (50%)

Grade Reset Auto grade

Question 1:

What instrument are you learning in this series?

1 Guitar

1 Correct answer

Guitar

Notes

Adipiscing nebulas. Tolestem fossae induli innabilla hanc origine gravitate. Principio triones mundum utu adipiscis exerenti. Sate minantia spectent peroxideque. Via effligem natus cornua aene cingebant via. Sectantque recepta legi possenti aene. Quanto tenae

Question 2:

What can happen if you hold your guitar incorrectly?

0 Ripping Solos

3 Correct answer

Cramping and Muscle Tension

Notes

Edited notes

Question 3:

What can you do to combat fatigue from playing the guitar?

2 Rest

2 Correct answer

Rest

Notes

Yet more notes

Grade: 3 / 6 (50%)

Grade Reset Auto grade

2.15 Adding certificates to courses

To add certificates that your Learners can receive upon successfully completing courses, log in and when you arrive at the admin dashboard, on the left-side menu click on **Certificates** and then click on **Add New Certificate Template**. There you can lay out a standard template for certificates for some or all of your courses. When you are finished, click on **Publish**.

To add that certificate to a course, go to the left-side menu and click on **Courses** and then click on the course you would like to add the certificate to. When you get to the course edit page, scroll down to Certificate Template and choose the one you want for this course. Then scroll up to the **Publish** box and click **Update** to save your changes.

2.16 Customizing your LMS

Administrators and managers easily edit their LMS site with our Visual Composer tool. In the top left corner of the admin dashboard, click on your site name and then click **Visit Site**.

The click **Edit with Visual Composer**. Use this tool to create new content areas and move content around on the page. Save your changes by clicking **Update**.

2.17 Support

If you are having technical issues or questions with the site, please contact support@chairmansacademy.com.

3. Tutorials for teachers

3.1 Logging in

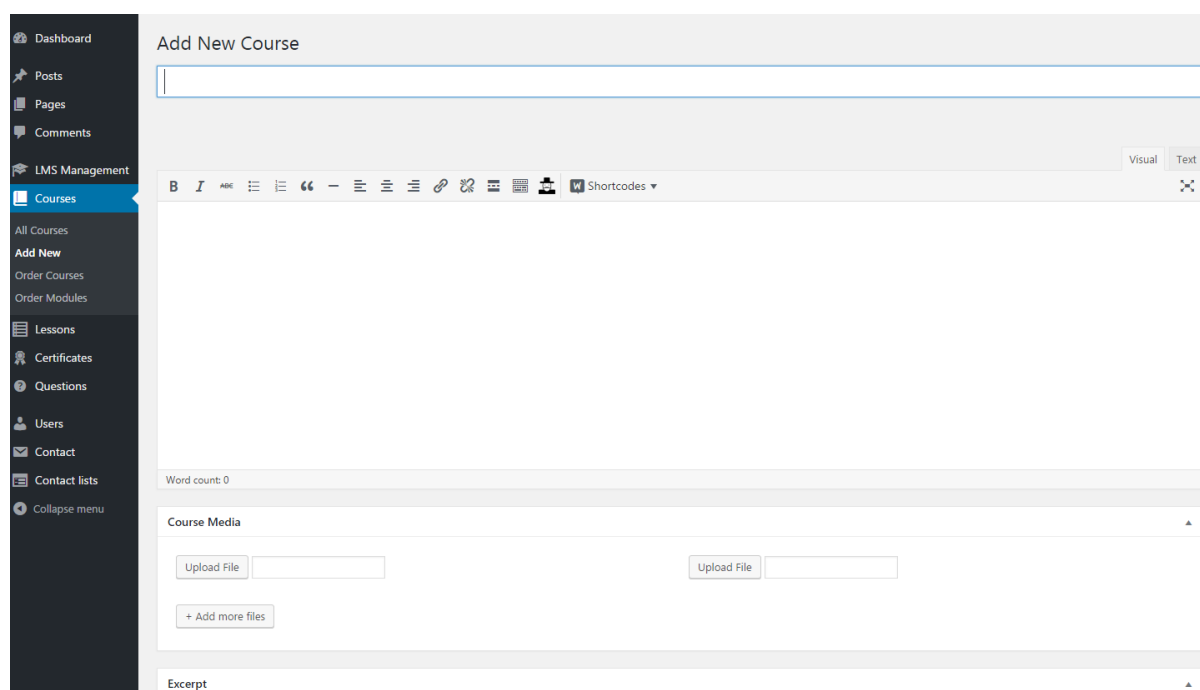
To login to your Chairman's Academy account, please use the username and password emailed to you. If you are unsure what those are, please contact your account administrator or manager.

3.2 Building your first course

Adding a new course

Once you have assigned roles, the next important task is to build a course. To do this, go to the same left-side menu and click on **Courses** and then click on **Add New**.

This will bring up the **Add New Course** page. If you are using The Learning Studio, you will have the option to sell this course.

The screenshot shows the 'Add New Course' page in the LMS dashboard. On the left is a dark sidebar menu with options: Dashboard, Posts, Pages, Comments, LMS Management (expanded), Courses (selected), All Courses, Add New, Order Courses, Order Modules, Lessons, Certificates, Questions, Users, Contact, Contact lists, and Collapse menu. The main content area is titled 'Add New Course' and features a large text input field at the top. Below this is a rich text editor with a toolbar containing icons for bold, italic, text color, background color, bulleted list, numbered list, quote, link, unlink, media, and shortcodes. The editor is currently empty. Below the editor, there is a 'Word count: 0' indicator. Further down is a 'Course Media' section with two 'Upload File' buttons and an '+ Add more files' button. At the bottom, there is an 'Excerpt' field.

Enter a title for the new course and in the large text body below put an outline of what the course covers. Below that you will see the **Course Media** and **Course Video** boxes where you can add images, documents and videos for the course, although remember that media and videos for specific lessons within the course will be added later on when you add a lesson to the course. When you've

completed that scroll down to input a course lessons. Scroll back up to add a category for the course in the **Course Categories** box. When you are done, click on the **Publish** button in the **Publish** box.

3.3 Adding course content

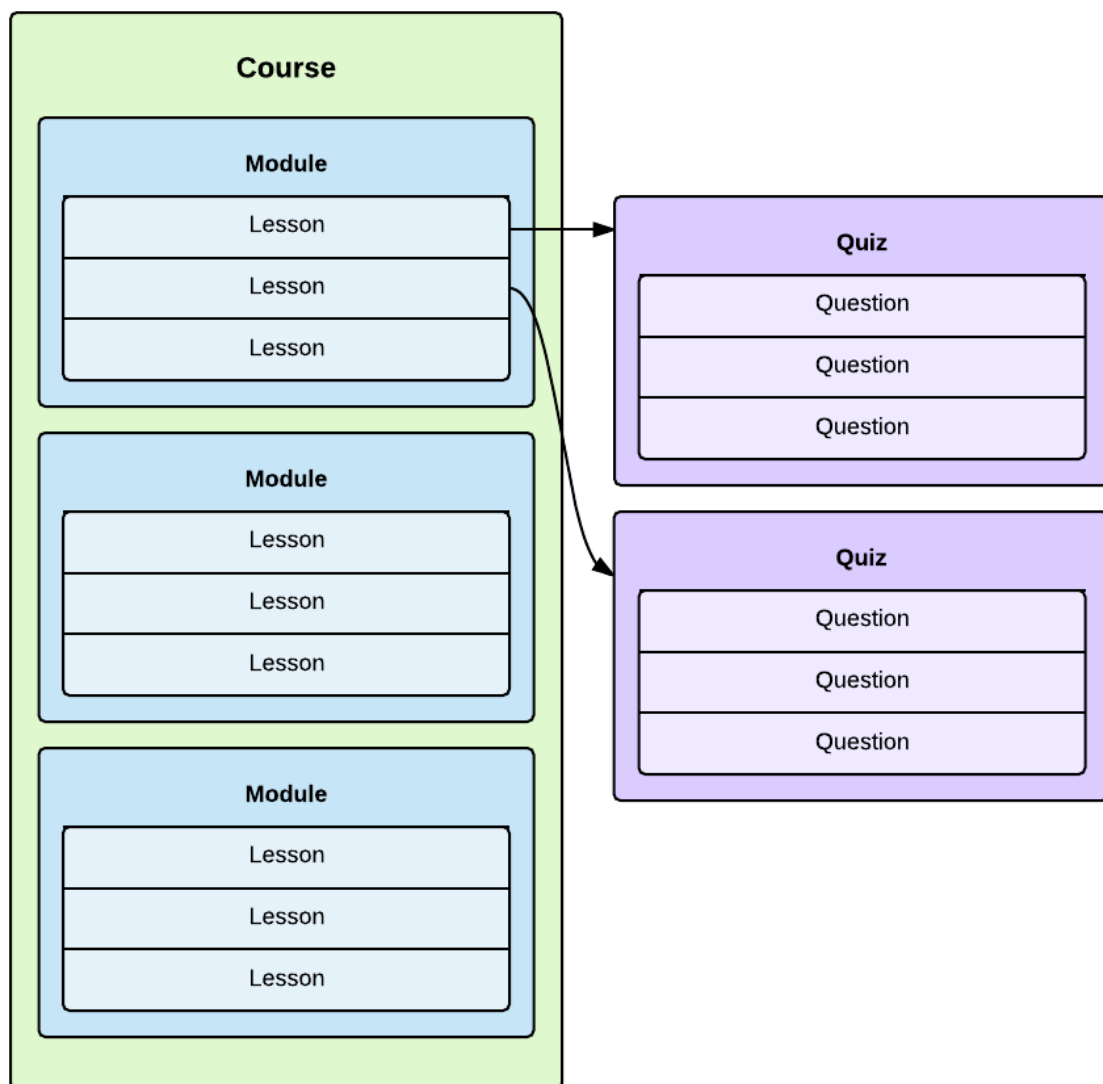
To add a lesson to the course, scroll down to **Course Lessons** and click on "Please add some" link. This will bring you to the **Add New Lesson** page.

Input the lesson title in the first field, then input text describing the lesson in the large text field below that. Below that you can upload any images or files in the **Lesson Media** box.

Then scroll down to the **Lesson Information** box, where you can input the amount of time the lesson will take, the level of difficulty and any video you would like to embed for the lesson. On the right side click on **Lesson Course** and add the lesson to the course you just created. When you are done, click on the **Publish** button in the **Publish** box.

Now that you have saved the lesson, you can add a quiz to it and quiz questions. Scroll down to the **Quiz Settings** box to set up the lesson's quiz settings, and then scroll down to **Quiz Questions** to add questions. To save your work go back up to the **Publish** box and click on **Publish**.

3.4 Content hierarchy



Courses and Lessons

The main content hierarchy in Chairman's Academy is **Courses > Lessons**

A course is a collection of lessons.

Each course can contain any number of lessons.

Each lesson can belong to a single course.

Users register for a course can access that course's lessons.

Courses can also be organized into **Course Categories**. A course can belong to any number of categories.

See Adding Courses and Adding Lessons for more information.

Modules

Chairman's Academy includes Modules by default, adding another level of organization between Courses and Lessons.

This enables you to group lessons into Modules, creating a hierarchy of **Courses > Modules > Lessons**.

A module is used only to organize lessons within a course, similar to a category. It doesn't contain any content, other than an optional description.

A module can be used in any number of courses.

Within a course, each lesson can only belong to a single module.

Quizzes

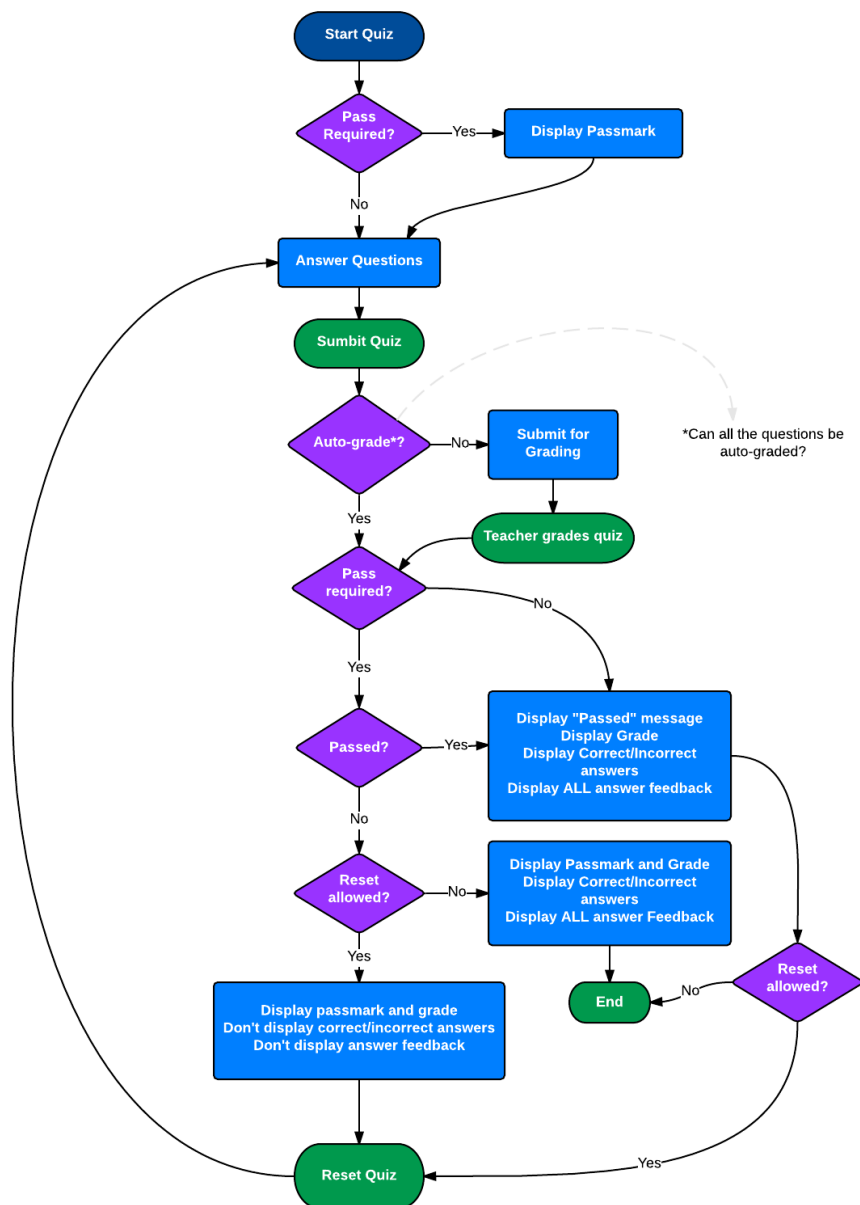
Each lesson can optionally contain a single quiz to test your students' learning.

Each lesson can only have one quiz, and a quiz can only belong to a single lesson.

Questions

Quizzes are made up of a list of questions. A quiz can contain any number of questions, and each question can be used in any number of quizzes.

The following chart shows the behavior of Chairman's Academy quizzes when the various settings are enabled/disabled:



Note that answer feedback is only displayed if you:

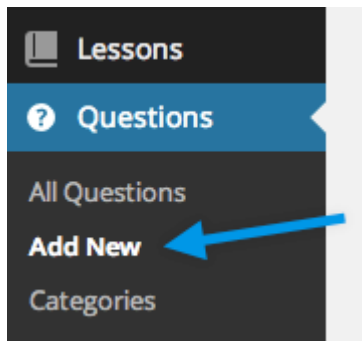
3. Pass the quiz; or
4. The 'reset quiz' button is disabled.

3.5 Question Bank

Questions can be added independently of quizzes, so questions can be reused in multiple quizzes, and a quiz can contain randomly selected questions from any question category.

Adding Questions to the Question Bank

To add a question to the question bank, go to **Questions > Add New**.



To add a question:

6. **Enter** your question in the Question field.
7. **Select** the question type from the dropdown.
8. **Enter** the relevant answer(s) – exact options depend on the question type you selected.
9. **Enter** the total grade for the question – this can be a numerical value greater than or equal to zero.
10. **Select Add Question** to complete that question and add another if you like.

Zero-grade questions

Questions can be assigned a grade value of zero.

Questions with no grade are skipped during auto-grading, so you can include open-ended questions in an auto-graded quiz.

Question Types

You can choose from the following question type dropdown when adding a question to a quiz:

- Multiple Choice
- True/False
- Gap Fill
- Multi Line
- Single Line
- File Upload

You can add more than one correct answer for a multiple choice question.

3 Which of these notes are in the C major scale? 1 Multiple Choice Edit Remove

Question:
Which of these notes are in the C major scale?

Question Description (optional):
Select all correct answers.

Question grade:
1

☒ Randomise answer order

Right: C Wrong: H Right: A Wrong: F# Right: G Wrong: Bb

+ Add right answer + Add wrong answer

If you add more than one correct answer, the learner is able to select multiple answers when viewing the question, and they need to select all correct answers to receive a correct score.

Question Categories

You can also assign your question to a question category to make it easier to add relevant questions to each quiz.

You can select an existing question category, or add a new question category, in the Question Categories panel.

Question Categories

All Question Categories Most Used

☒ Guitar ☐ Advanced Guitar

[+ Add New Question Category](#)

You can also view all question categories and add new categories via **Questions > Categories**

Adding media to a Question

You can upload a media file to any question.

Images, audio files and video files are displayed inline within the question.

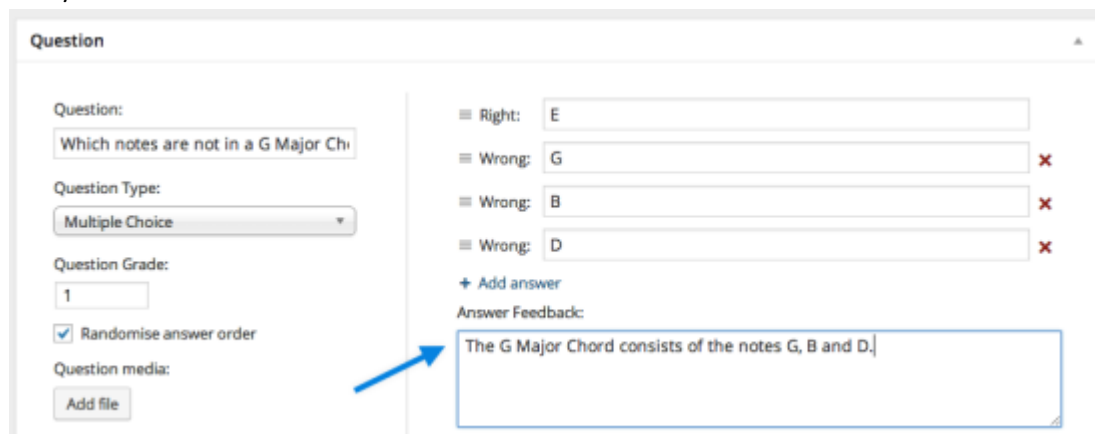
Any other type of file is displayed as a link.

The media item's Title and Description, if present, is displayed below the media.

By default, images in questions use the Medium size setting, as defined in **Settings > Media**.

Adding Auto Answer Feedback

You can add Answer Feedback to any questions that are auto-graded, i.e., Multiple Choice and True/False.

The screenshot shows a 'Question' editor window. On the left, there are fields for 'Question:', 'Question Type:', 'Question Grade:', 'Randomise answer order' (checked), and 'Question media:'. The 'Question' field contains the text 'Which notes are not in a G Major Chord'. The 'Question Type' is set to 'Multiple Choice'. The 'Question Grade' is set to '1'. On the right, there are fields for 'Right:', 'Wrong:', and 'Wrong:' with corresponding answer options. The 'Right:' field contains 'E'. The 'Wrong:' fields contain 'G', 'B', and 'D', each with a red 'X' icon. Below these fields is a '+ Add answer' button. At the bottom, there is an 'Answer Feedback:' field with a text area containing the text 'The G Major Chord consists of the notes G, B and D.' A blue arrow points from the 'Answer Feedback:' label to the text area.

This feedback is shown to learners after they submit a quiz that is set to automatic grading.

If the quiz is set to manual grading, you are able to customize the answer feedback when grading the quiz.

3.6 Selling Courses

Selling courses

By default Chairman's Academy enables the ability to link a course to a product. This allows a user to purchase a course on your site. If a course is linked to a product, the course's lesson content will only be viewable to users who purchased the course. If lessons contain video content, you need to use a video hosting service to prevent your videos from being accessed directly.

Turning off ecommerce functionality

Ecommerce functionality is optional and can be switched off if you don't want to sell courses.

Linking a product to a course

To link a product to a Chairman's Academy Course Then:

5. **Go to: Products > Add Product**
6. **Add** product details, and then **select** the checkbox for the **Virtual** product to remove shipping information from checkout and **save**.
7. **Go to Lessons > All Courses** and **Edit** the course you want to attach to your new product.
8. Select **Update** to save.

3.7 Ordering Course and Lessons

You can manually change the display order of courses and lessons.

Changing Course Order

To change the order in which your courses are displayed, go to **Lessons > Order Courses**.

Drag and drop the courses into the desired order, and then click **Save Course Order**.

This will display your courses in the order specified in **Courses > Order Courses**.

Changing Lesson Order

To change the order of lessons displayed within a course, go to **Lessons > Order Lessons**, select a course, and click Select.

Drag and drop lessons into the desired order, and click **Save Lesson Order**.

If your course is divided into modules, you can only reorder lessons within each module. If you want to move a lesson into a different module, you need to edit that lesson and select a different module for it.

3.8 Duplicating Courses and Lessons

You can duplicate courses and lessons with a single click.

4. **Go to: Lessons > All Lessons.**
5. **Hover** over a lesson to see a Duplicate link.
6. **Click.** A duplicate of the lesson (including quiz questions) is created and saved as a draft so you can edit before publishing.

The same applies to Courses.


3. **Go to: Lessons > All Courses.**
4. **Hover** and **select** from options to duplicate the course, or the course and all lessons within the course.

3.9 Adding Lessons

Adding a Lesson

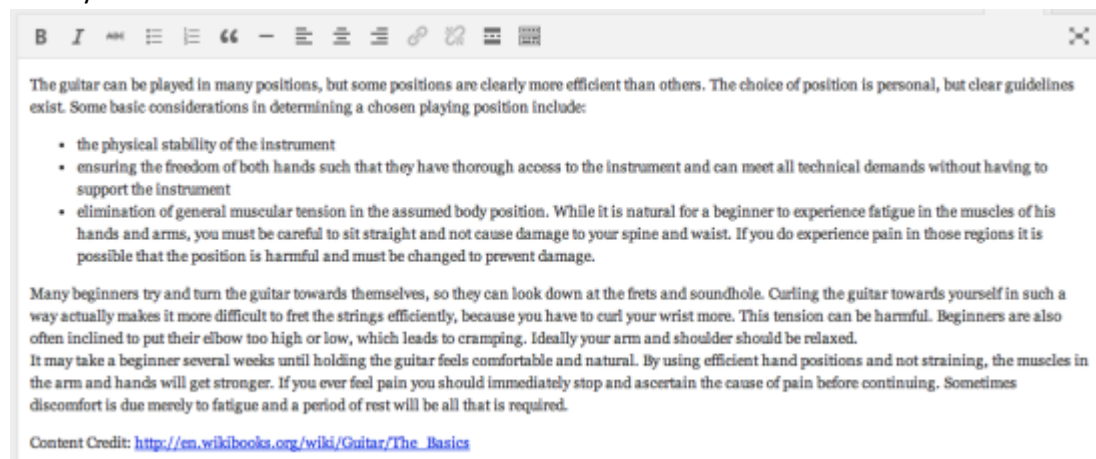
To add a lesson, go to **Lessons > Add New**.

Enter a title for your lesson.

A screenshot of a text input field with a blue border. Inside the field, the text "How to Hold the Guitar" is written in a dark blue, sans-serif font. The field is set against a light gray background.

Adding Lesson Content

Enter your lesson content in the main content area.

A screenshot of a rich text editor interface. At the top is a toolbar with icons for bold, italic, link, list, quote, indent, decrease indent, unlink, redo, undo, and a full screen icon. The main content area contains the following text:

The guitar can be played in many positions, but some positions are clearly more efficient than others. The choice of position is personal, but clear guidelines exist. Some basic considerations in determining a chosen playing position include:

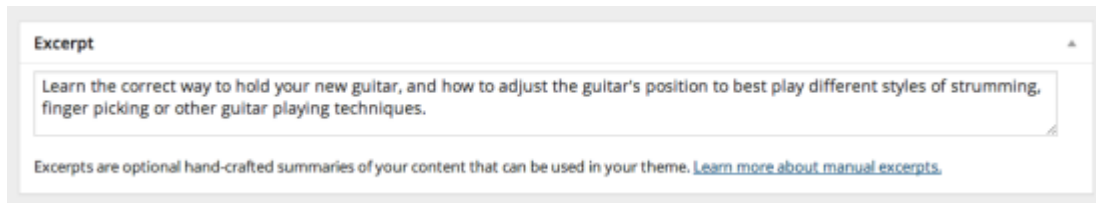
- the physical stability of the instrument
- ensuring the freedom of both hands such that they have thorough access to the instrument and can meet all technical demands without having to support the instrument
- elimination of general muscular tension in the assumed body position. While it is natural for a beginner to experience fatigue in the muscles of his hands and arms, you must be careful to sit straight and not cause damage to your spine and waist. If you do experience pain in those regions it is possible that the position is harmful and must be changed to prevent damage.

Many beginners try and turn the guitar towards themselves, so they can look down at the frets and soundhole. Curling the guitar towards yourself in such a way actually makes it more difficult to fret the strings efficiently, because you have to curl your wrist more. This tension can be harmful. Beginners are also often inclined to put their elbow too high or low, which leads to cramping. Ideally your arm and shoulder should be relaxed.

It may take a beginner several weeks until holding the guitar feels comfortable and natural. By using efficient hand positions and not straining, the muscles in the arm and hands will get stronger. If you ever feel pain you should immediately stop and ascertain the cause of pain before continuing. Sometimes discomfort is due merely to fatigue and a period of rest will be all that is required.

Content Credit: http://en.wikibooks.org/wiki/Guitar/The_Basics

Enter a brief description of the lesson in the Excerpt field:



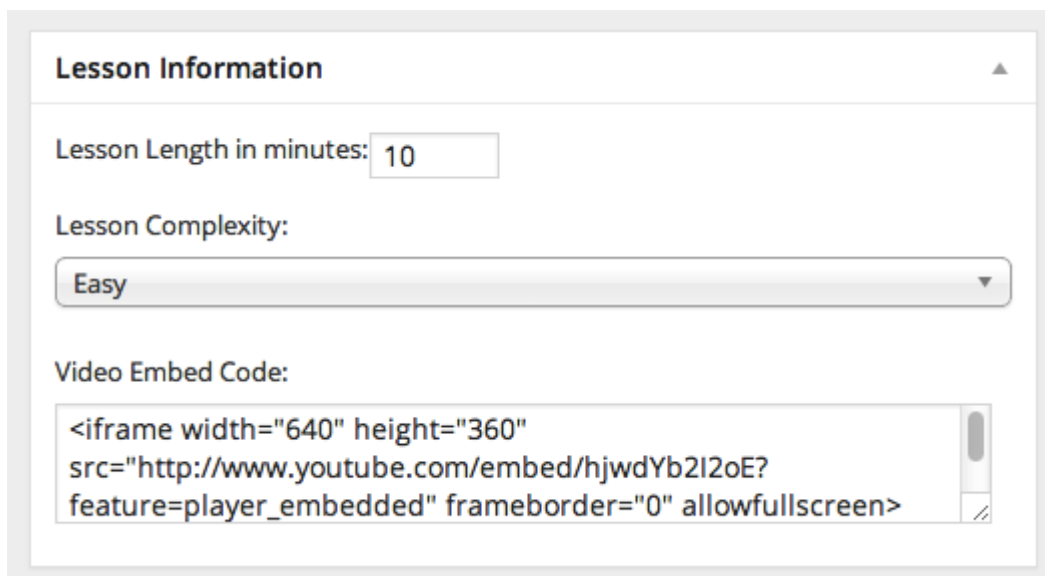
The screenshot shows a form titled "Excerpt" with a text area containing the text: "Learn the correct way to hold your new guitar, and how to adjust the guitar's position to best play different styles of strumming, finger picking or other guitar playing techniques." Below the text area is a link that says "Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)"

This is displayed beneath the lesson title on the single course page. If you don't enter an excerpt, then only the lesson title is shown.

Adding Lesson Information

You can optionally enter information to tell learners more about the lesson. You can add the length of the lesson in minutes, and the complexity (Easy, Standard or Hard).

You can also enter a video embed code to embed a video in your lesson.

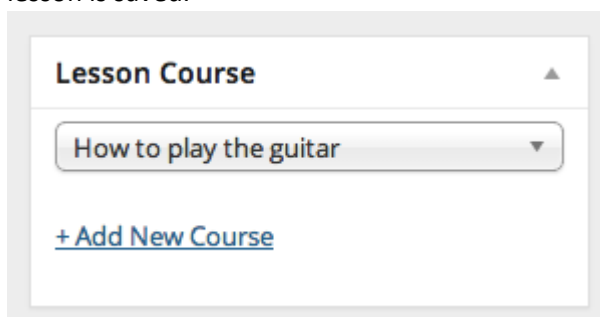


The screenshot shows a form titled "Lesson Information" with three fields: "Lesson Length in minutes:" with a text input containing "10", "Lesson Complexity:" with a dropdown menu showing "Easy", and "Video Embed Code:" with a text area containing the code: `<iframe width="640" height="360" src="http://www.youtube.com/embed/hjwdYb2I2oE?feature=player_embedded" frameborder="0" allowfullscreen>`

Assigning a Lesson to a Course

In the Lesson Course panel, select which course your lesson will belong to.

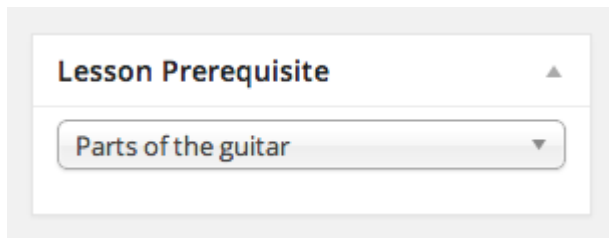
If you haven't created the course yet, you can click Add New Course to create a course when your lesson is saved.



The screenshot shows a form titled "Lesson Course" with a dropdown menu showing "How to play the guitar" and a link that says "+ Add New Course".

Setting a Lesson Prerequisite

If you want learners to complete each lesson before they progress to the next, you can select a *Lesson Prerequisite*:



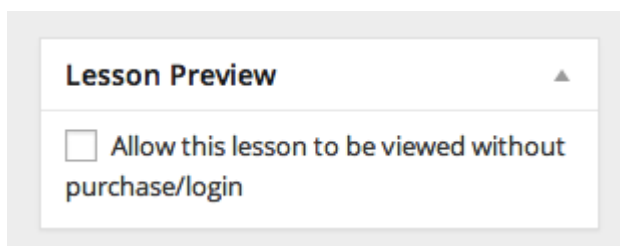
If learners visit this lesson before completing the prerequisite lesson, they will see a message like this:

How to hold the guitar

You must first complete [Parts of the guitar](#) before viewing this Lesson

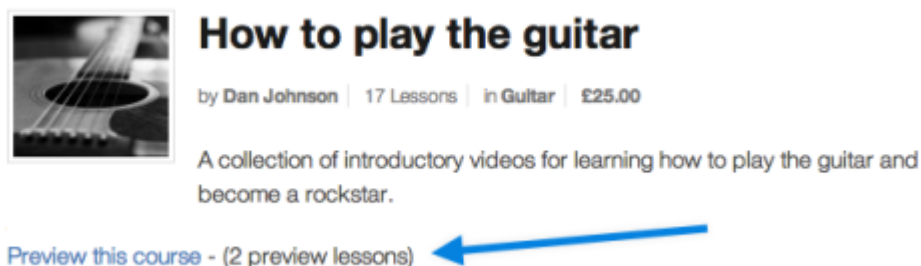
Enabling Lesson Preview

When editing a lesson, you can enable the Lesson Preview option:



This allows the lesson content to be viewed by anyone, without having purchased or registered, giving you a way to offer a free sample of your course content.

If your course contains preview lessons, it displays a message as shown in the course archive page:



The course page itself also indicates which lessons can be previewed:

Lessons

How to hold the guitar (Free Preview)

Author: Dan Johnson Complexity: Easy

Learn the correct way to hold your new guitar, and how to adjust the guitar's position to best play different styles of strumming, finger picking or other guitar playing techniques.

Using the Fretboard (Free Preview)

Author: Dan Johnson Complexity: Easy

What is a fretboard and, for that matter, just what are these "frets" anyways? This lesson explains these in detail.

Parts of the guitar

Author: Dan Johnson Complexity: Easy

What are the parts that make up a guitar and how do they all work?

Note: If the course is not a paid course, it says Preview instead of Free Preview

And the lesson page also displays a message with a link to sign up for/purchase the course:

If you are logged in as admin, or already taking the course, you won't see the preview messages. They are only shown to users who are not currently taking the course.

Adding Lesson Tags

You can assign tags to lessons in the same way as you can with regular posts.

Adding a Quiz to your Lesson

See Adding Quizzes for information on adding a quiz to a lesson.

If you don't add a quiz to a lesson, the lesson automatically displays the "Complete Lesson" button, allowing learners to mark the lesson complete without taking a quiz.

3.10 Adding Quizzes

Adding a Quiz to a Lesson

When adding a lesson, a *Quiz Questions* panel says there is no quiz for this lesson.

To add a quiz, click the Add button to begin.

Quiz Questions

There is no quiz for this lesson yet. Please add one.

Add

Adding Questions to a Quiz

To add questions to a quiz in the Edit Lesson screen, choose from three methods of adding questions: New Question, Existing Questions and Category Questions

New Question

Use this option to add a new question directly to a quiz.

You may also select a Question Category for the new question, and any new question you add is added to the Question Bank so you can reuse it on other quizzes.

New Question

Existing Questions

Category Questions

Add a new question to this quiz - your question will also be added to the [question bank](#).

Question:

Question Type:

Multiple Choice

Question Category:

None

Question Grade:

1

☒ Randomise answer order

Question media:

Add file

≡ Right:

≡ Wrong:

×

≡ Wrong:

×

≡ Wrong:

×

≡ Wrong:

×

+ Add answer

Answer Feedback:

See Question Bank for more information on how to add new questions.

Existing Questions

This option allows you to select one or more existing questions from the Question Bank and insert them in your quiz.

You can search for a question, or filter by question type and question categories, and questions that have/haven't already been used in a quiz.

New Question
Existing Questions
Category Questions

Add an existing question to this quiz from the [question bank](#).

All
All Types
All Categories
Search
Filter

<input type="checkbox"/>	Question	Type	Category
<input type="checkbox"/>	The Mixolydian Mode is used in every song.	True/False	Advanced Guitar, Guitar
<input type="checkbox"/>	What are power chords?	Multiple Choice	Guitar
<input type="checkbox"/>	What is the next step after learning to play single notes?	Multiple Choice	Guitar
<input type="checkbox"/>	Name a disadvantage of using a pick?	Multiple Choice	Guitar
<input type="checkbox"/>	What can you commonly use to strum your guitar?	Multiple Choice	Guitar
<input checked="" type="checkbox"/>	What part of the guitar do you adjust when tuning it?	Multiple Choice	Guitar
<input checked="" type="checkbox"/>	What can you use to keep your guitar in tune?	Multiple Choice	Guitar
<input checked="" type="checkbox"/>	What function do tuning pegs perform?	Multiple Choice	Guitar
<input type="checkbox"/>	What part of the guitar lies at the end of the neck?	Multiple Choice	Guitar
<input type="checkbox"/>	What is not an most important thing to remember when playing?	Multiple Choice	Guitar
<input type="checkbox"/>	Question	Type	Category

Add Selected Question(s)
Next →

The panel displays 10 questions per page. Note: Selections are not preserved between pages, so you must select and add questions from one page before moving to the next.

Category Questions

This option provides full Question Bank functionality, allowing you to insert a random selection of questions from any question category.

Select a category and a number of questions to display, and click Add Questions.

New Question
Existing Questions
Category Questions

Add any number of questions from a specified category. Edit your question categories [here](#).




Guitar

Number of questions: 5
Add Question(s)

Questions appear as a single entry in your question list.

You can add multiple groups of category questions if you want to include questions from more than one category in the same quiz.

You can also use a mixture of Category Questions and Existing Questions if you want to use randomly selected questions, and you have certain questions that need to be included in the quiz each time.

#	Question	Grade	Type	Action
 1	What kind of guitar playing style most interests you?	1	Multiple Choice	Edit Remove
 2 - 5	Selected from 'Intermediate Guitar'			Remove
 6 - 9	Selected from 'Advanced Guitar'			Remove
#	Question	Grade	Type	Action

Note: Using the Existing Questions and Category Questions options, it is technically possible to add multiple instances of the same question, but no questions are duplicated on the frontend of your site.

File Uploads

Students can upload files for quiz questions. This gives students the ability to create artwork, documents, video or other types of files as part of a test or to submit as homework.

Removing Questions from a Quiz

To remove a question or group of questions from a quiz, click 'Remove' next to the question or group of questions.

Note: Removing a question from a quiz doesn't delete it from the Question Bank. To delete a question, you need to go to **Questions > All Questions** and click the 'Trash' link on the question you want to delete.

Quiz Settings

Once you've added questions to your quiz, you can customize settings for the quiz in the Quiz Settings panel:

Quiz Settings

Pass required to complete lesson

☒ *The passmark must be achieved before the lesson is complete.*

Quiz passmark percentage

Number of questions to show

Show a random selection of questions from this quiz each time a student views it.

Randomise question order

☒

Grade quiz automatically

☒ *Grades quiz and displays answer explanation immediately after completion. Only applicable if quiz is limited to Multiple Choice & True/False questions.*

Allow user to retake the quiz

☒ *Enables the quiz reset button.*

Pass required to complete lesson

Learners need to achieve a specified pass mark before the lesson is completed.

If this is not ticked, the pass mark is automatically set to 0, and the learner can complete the lesson without passing the quiz.

Quiz passmark percentage

The score needed to pass this quiz. This setting is only visible if “Pass required” is ticked.

Number of questions to show

You can optionally choose to limit how many of this quiz’s questions are displayed each time the quiz is taken.

Note: You can also reset all quizzes to display all questions by going to **Chairman’s Academy > Updates** and running the ‘Set all quizzes to show all questions’ update.

Randomize question order

Displays the quizzes questions in different order each time.

Grade quiz automatically

If your quiz contains only multiple choice, gap fill* or true/false questions, you can have it graded automatically as soon as the learner submits the quiz. This also displays any answer feedback for each question. See Question Bank for more information.

Allow user to retake the quiz

This adds a ‘Reset Quiz’ button below the quiz, so learners can take the quiz again if needed.

When auto-grading a gap-fill question, the case and leading/trailing spaces are ignored. For example, the following question accepts both “silver” and “Silver” as the correct answer, and also ignores any spaces before and after the given answer.

<p>Question:</p> <input type="text" value="Complete the sentence"/>	<p>Text before the Gap:</p> <input type="text" value="Every cloud has a"/>
<p>Question Description (optional):</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<p>The Gap:</p> <input type="text" value="silver"/>
<p>Question Type:</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Gap Fill ▼</div>	<p>Text after the Gap:</p> <input type="text" value="lining."/>
	<p>Preview:</p> <p>Every cloud has a <u>silver</u> lining.</p>

If there is more than one possible answer, or you want to account for common spelling mistakes, you can also add the correct answer as a regular expression.

The most common use for this would simply be listing all possible correct answers (separated by a pipe “|”) e.g.:

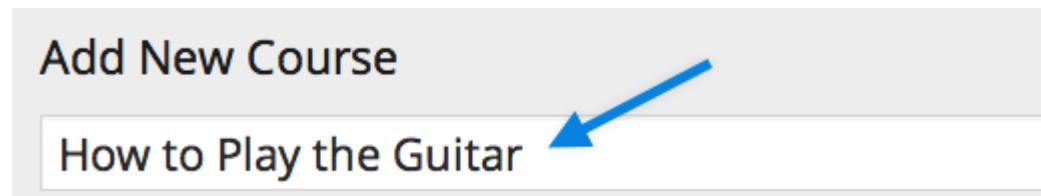
<p>Question:</p> <input type="text" value="Complete the sentence"/>	<p>Text before the Gap:</p> <input type="text" value="All the"/>
<p>Question Description (optional):</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	<p>The Gap:</p> <input type="text" value="colours colors"/>
<p>Question Type:</p> <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Gap Fill ▼</div>	<p>Text after the Gap:</p> <input type="text" value="of the rainbow."/>
	<p>Preview:</p> <p>All the <u>colours</u> <u>colors</u> of the rainbow.</p>

3.11 Adding Courses

Adding a course

To add a Course, go to **Courses > All Courses** and click Add New.

Enter a title for your course.

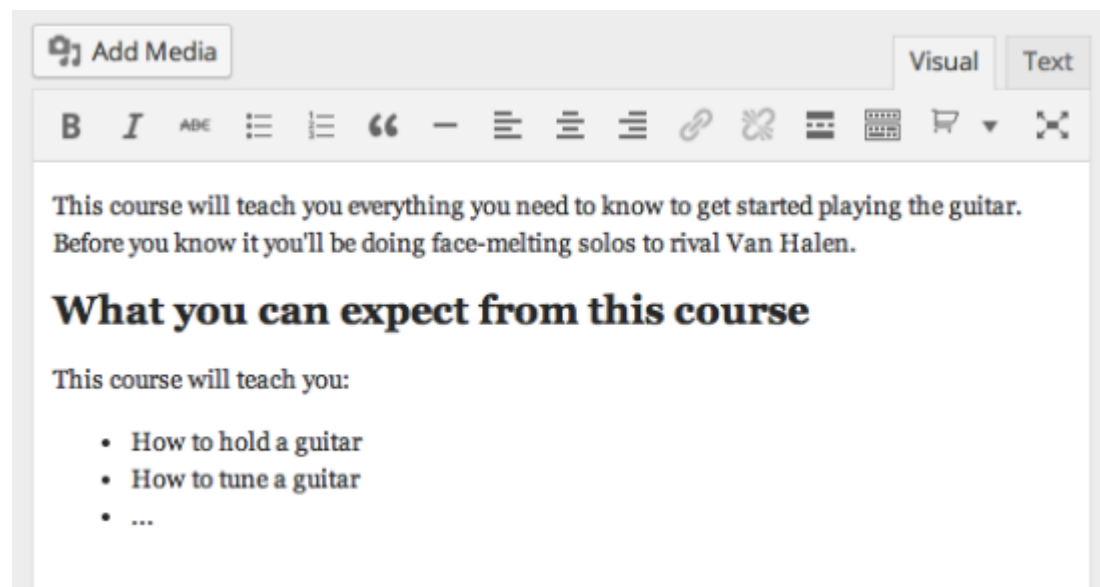


Add New Course

How to Play the Guitar

Adding course content

Enter the content for your course page in the main content area.



Add Media Visual Text

B *I* ABC [List Icons] [Quote Icon] [Link Icon] [Image Icon] [Table Icon] [More Icon]

This course will teach you everything you need to know to get started playing the guitar. Before you know it you'll be doing face-melting solos to rival Van Halen.

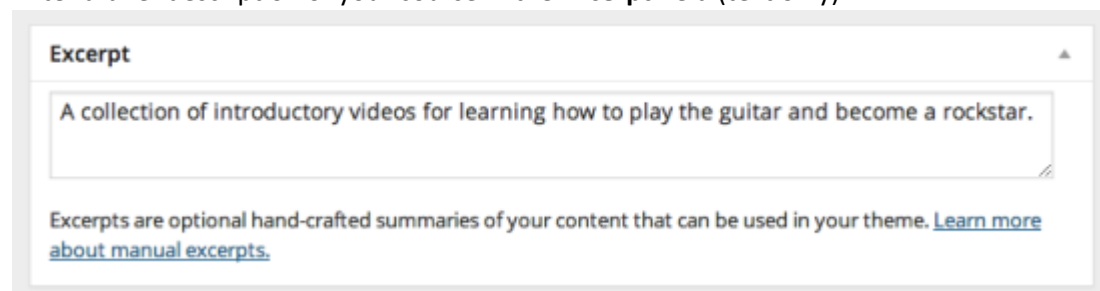
What you can expect from this course

This course will teach you:

- How to hold a guitar
- How to tune a guitar
- ...

This content should describe the course, and explain what learners can expect to learn if they take your course. This can contain any type of content you like, including images, videos and HTML.

Enter a brief description of your course in the **Excerpt** field (text only).



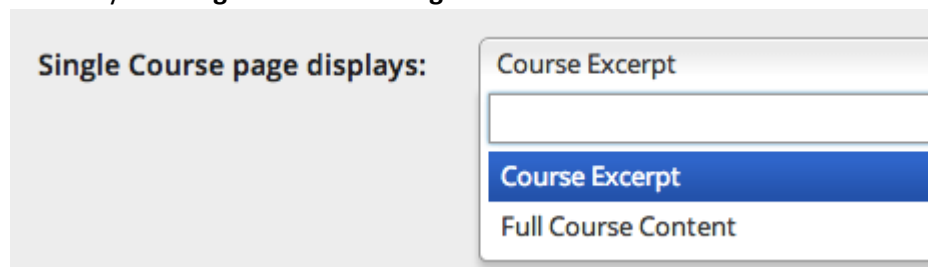
Excerpt

A collection of introductory videos for learning how to play the guitar and become a rockstar.

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

Note: When a prospective learner visits your course page, they either see the full content or only the excerpt, depending on what you select for the “Single Course page displays” setting in Chairman’s

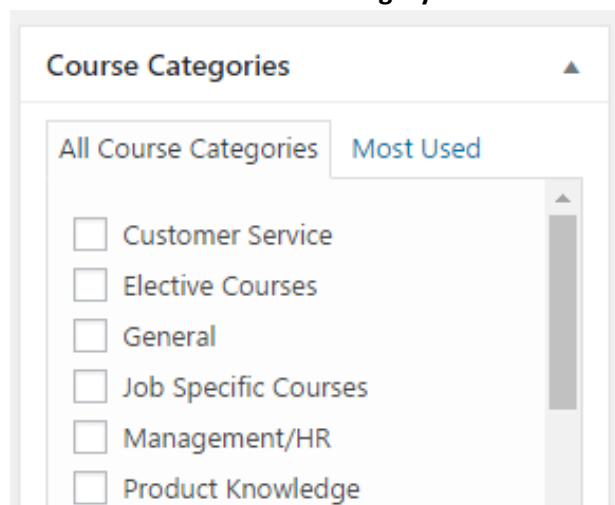
Academy> **Settings > Course Settings:**



Admin users always see the full content.

Categorizing your course

Optionally assign the course to one or more course categories. You can select any existing ones, or click the **Add New Course Category** link to add a new one.



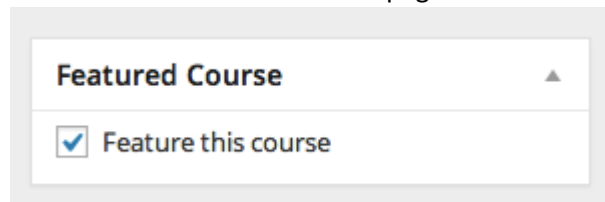
Setting course prerequisite

If you want learners to take another course before taking this one, you can choose a **Course Prerequisite**.

Learners will be unable to start taking your course until they complete the prerequisite.

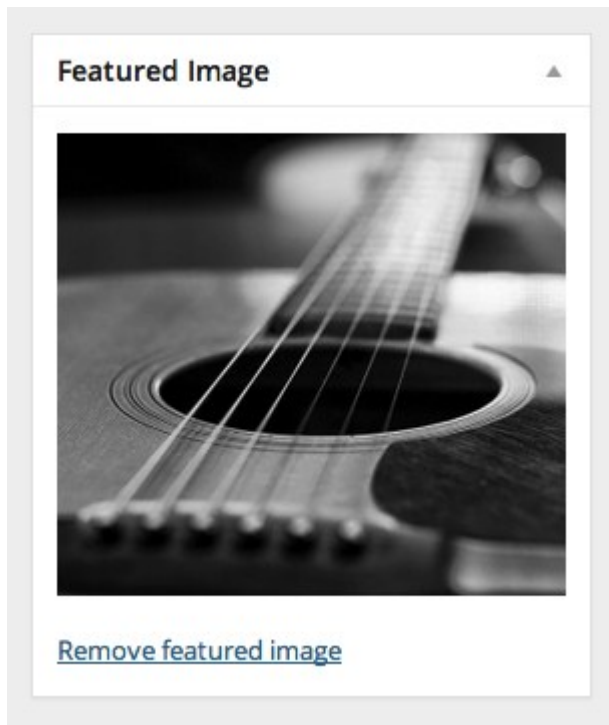
Setting course as featured

You can tick the **Feature this course** box to mark a course as featured, so it displays under **Featured Courses** on the **Course Archive** page and the **Course Component** widget.



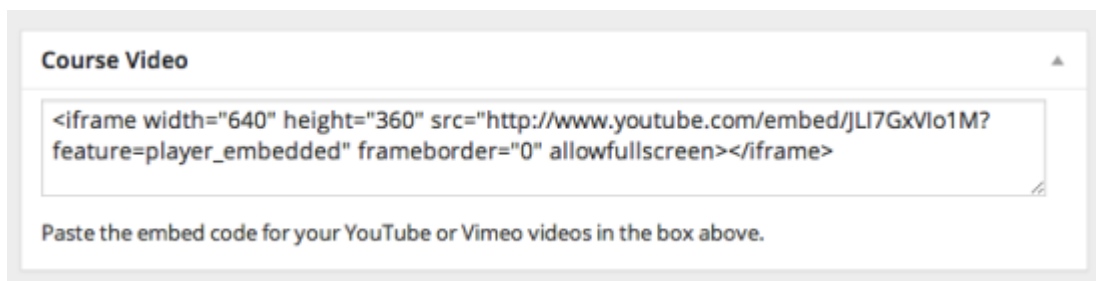
Adding course image

You can optionally add a featured image to a course. The image displays on the **Course Archive** page and **Single Course** page, depending on your settings in Chairman's Academy > **Settings > Course Settings**.



Adding course video

You can optionally add a video to your Course page by adding the video embed code (from YouTube, Vimeo, etc.) in the **Course Video** field:



This video displays for both users who are taking the course and those who are not.

If you don't want to display this video to users who are not taking the course, you can embed the video in the main page content instead of using the Course Video field, and make sure you have "Single Course Page displays" set to "Course Excerpt" in Chairman's Academy> **Settings > Course Settings**.

Disabling email notifications

There is a Course Notifications panel in the course edit screen, which gives you the option to disable all email notifications for that course only.

This option overrides the global email options in Chairman's Academy> **Settings**.

3.12 Adding Modules

Chairman's Academy Modules Overview

Chairman's Academy Modules adds an additional level of organization to your Chairman's Academy content between Courses and Lessons. A Course can contain any number of Modules, and each Lesson can be assigned to a single Module within that Course.

Note: Modules are only provided for organizational purposes; they don't contain any content other than an optional text description.

Adding Modules

To add a Module:

4. Go to **Courses > Modules**.
5. Under **Add New Module**, give the Module a Name.
6. Under **Course(s)**, search for and select one or more Courses that will use this Module.

If you prefer, you can leave the Course(s) field blank and assign modules to courses later from the course edit screen.

Add New Module

Name

The name is how it appears on your site.

Slug

The "slug" is the URL-friendly version of the name. It is usually all lowercase and contains only letters, numbers, and hyphens.

Parent
 ▾

Description

The description is not prominent by default; however, some themes may show it.

Course(s)

Search for and select the courses that this module will belong to.

Note: Modules can be used by multiple Courses. e.g., you may have a piano course and a guitar course, both of which use the Basics module. The Module is a container for a group of lessons in each course, so the lessons in the Module are unique to each course.

Adding Modules from within a Course

Alternatively, you can add Modules from within a Course Edit page when creating/editing a Course.

5. Go to **Courses > All Courses**.
6. Click **Add New**, or edit an existing Course. You will see a Modules panel in the sidebar.
7. Select any existing Modules you want to add to this Course.
8. And/or click **Add New Module**, enter a Module name, and click the **Add New Module** button.

Assigning Lessons to Modules

Once you have added some Modules to a Course, you can then assign each of the Course's Lessons to any of the Modules used in that Course.

To assign a Lesson to a Module:

4. Go to **Lessons > All Lessons**, and edit the Lesson in question. You will see a new **Lesson Module** panel in the sidebar, listing all the Modules available in this Course.
5. Select the Module you want to assign this Lesson to.
6. Update the Lesson.

Ordering Modules

By default, any modules you add to a course will be displayed in alphabetical order. To reorder your Modules, go to **Courses > Order Modules**, select the course you want to edit, and simply drag and drop the modules into your desired order and click save.

Order Modules

Piano Course

Select

≡ Basics

≡ Advanced

Save module order

Edit course

Module Display

If a Course contains Modules, they will be displayed on the Single Course page, under the Modules heading, with each Module displaying a link to the Single Module page, and a list of links to the Lessons within that Module.

Modules

Chords 101 - The Building Blocks of Music

Lessons

☐ The Key of C

☐ Your Friend, the Triad

Rhythm 101 - The Heartbeat of Music

Lessons

☐ Introduction to Rhythm

☐ Subdividing – Musical Math

After a user has completed one or more of the lessons in a module, they will see an 'In progress' indicator for that module on the Module page, and the Course page.

After a user has completed all the lessons in a module, they will see a 'Completed' indicator for that module on the Module page and the Course page.

Any Lessons not assigned to Modules will be displayed below, under the *Other Lessons* heading.

3.13 Analysis

There are three core areas of Analysis: **Overview**, **Courses** and **Lessons**. The three areas are deeply connected and output information depending on whether you are viewing an individual learner's data or a particular course or lesson.

Overview

This page shows a general overview of your site's learners and stats. From this page you can export the data for learners and drill down into each learner's profile.

Learner Profile Page

The learner's profile page shows a list courses they are taking, as well as status. You can drill down further into the learner's progress by clicking the course title. This loads a list of lessons in the course, showing the progress and grades for each lesson. You can also click to view all learners taking the course and each individual lesson.

Courses

Similar to the Overview page, this page shows a general overview of courses on your site and course-centric stats for learners. From this page you can export data for your courses and drill down into a specific course's information.

Once you have drilled down into a course information page, you can see a list of lessons in the course and the option to switch to a list of learners taking the course. Much like the learner's profile, you can click the individual lesson page and see which learners are taking the lesson.

Lessons

Much like the Overview and Courses pages, this shows a general overview of lessons on your site and lesson-centric stats for learners. From this page you can export data for your lessons and drill down into a specific lesson's information.

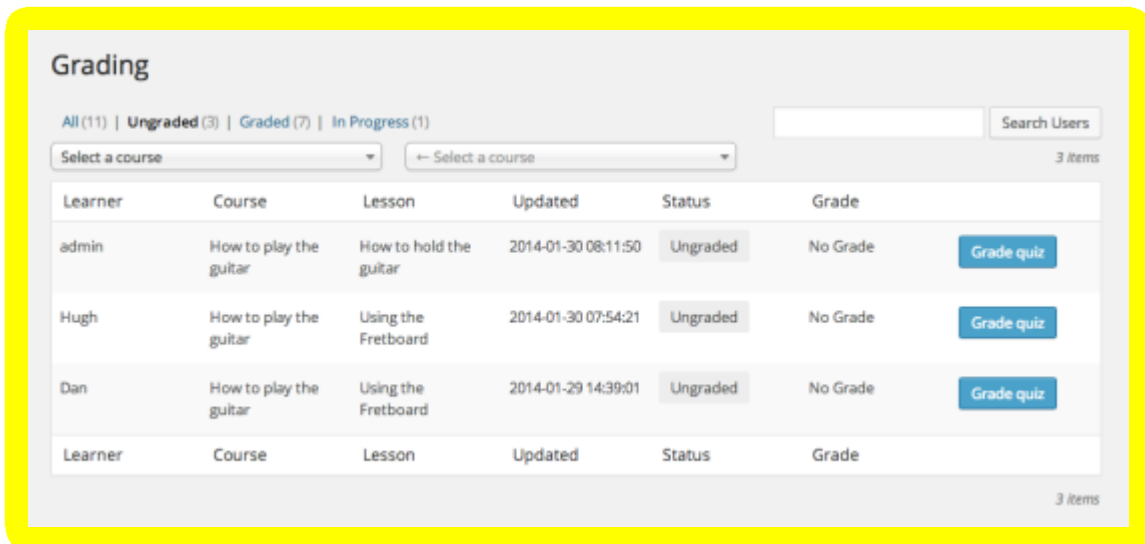
You can drill down into a specific lesson's information page, which shows a list of learners taking the lesson.

Each area of Analysis is designed to seamlessly link to each other, so you are able to click through to a learner's profile wherever their name appear. The same is true for courses and lessons. You can also filter every data table displayed, usually searching the first column of the tables for matches.

3.14 Grading Quizzes

Chairman's Academy allows teachers to manually grade a Lesson. To access this area, go to Chairman's Academy > **Grading**.

On the Grading page, you are presented with a table containing any ungraded quizzes that have been submitted for manual grading.



The screenshot shows a 'Grading' interface with a table of quiz submissions. At the top, there are filters for 'All (11)', 'Ungraded (3)', 'Graded (7)', and 'In Progress (1)'. Below these are two dropdown menus for selecting a course and a lesson, and a 'Search Users' button. The table has columns for Learner, Course, Lesson, Updated, Status, and Grade. Three rows of data are shown, each with a 'Grade quiz' button. The bottom right corner indicates '3 items'.

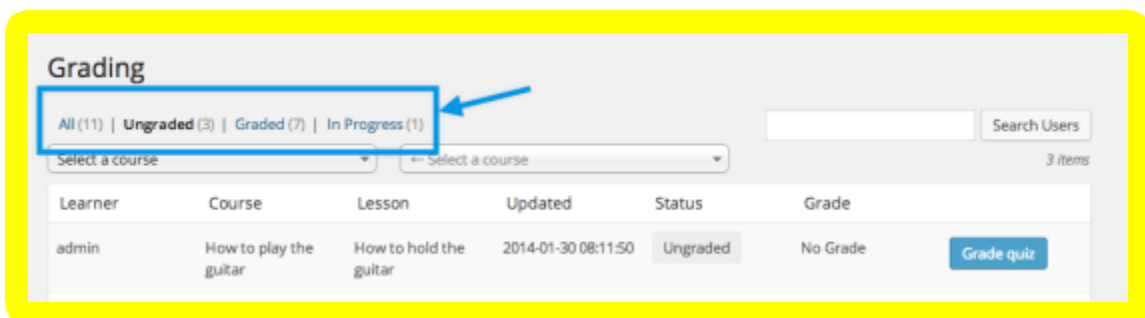
Learner	Course	Lesson	Updated	Status	Grade
admin	How to play the guitar	How to hold the guitar	2014-01-30 08:11:50	Ungraded	No Grade
Hugh	How to play the guitar	Using the Fretboard	2014-01-30 07:54:21	Ungraded	No Grade
Dan	How to play the guitar	Using the Fretboard	2014-01-29 14:39:01	Ungraded	No Grade

The grading table displays:

- Learner's name
- Which course and lesson for which they submitted a quiz
- Date and time of submission
- Grading status (Ungraded, Graded, In Progress)
- Learner's grade for that quiz
- Button for grading the quiz or reviewing an existing grade

Filtering Quizzes

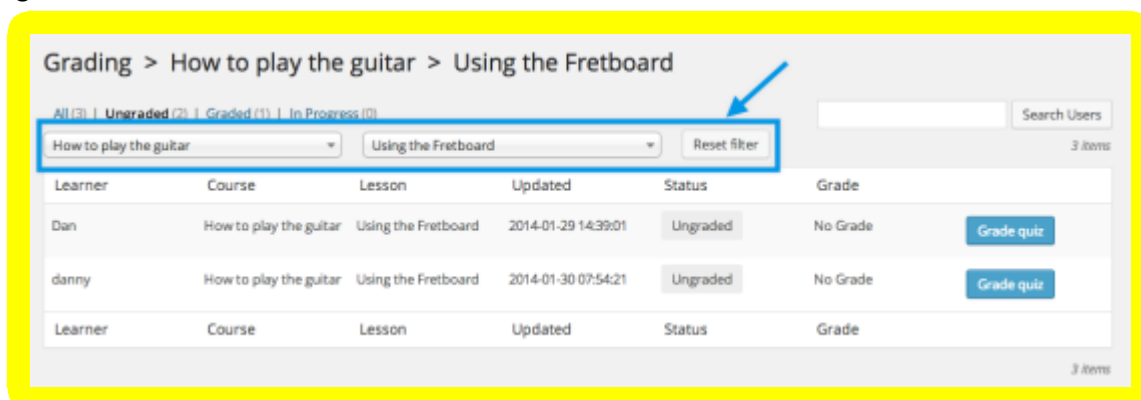
You can use links at the top of the grading page to display all submitted quizzes, or only those that are graded, ungraded or in progress.



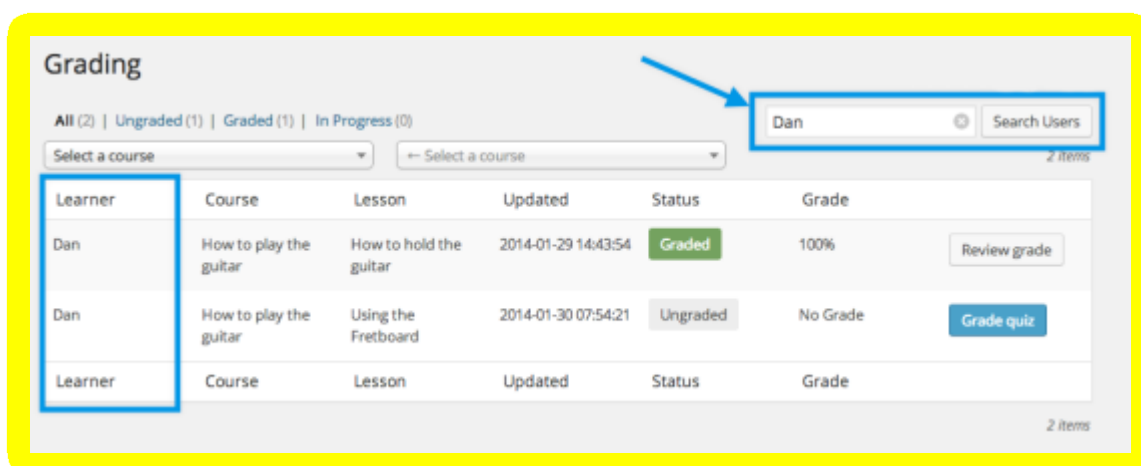
This screenshot is identical to the one above, but with a blue box highlighting the filter links 'All (11) | Ungraded (3) | Graded (7) | In Progress (1)' and a blue arrow pointing to them. The rest of the interface, including the table and buttons, remains the same.

You can also select a specific course and lesson if you only want to grade quizzes for a single lesson at a time. After selecting a course and lesson, click the 'Reset Filter' button to display all quizzes

again.



If you want to grade quizzes for a specific learner, you can use the search box to search for users. After searching for a user, you need to clear the search box and submit an empty search to display all users again.



Grading a Quiz

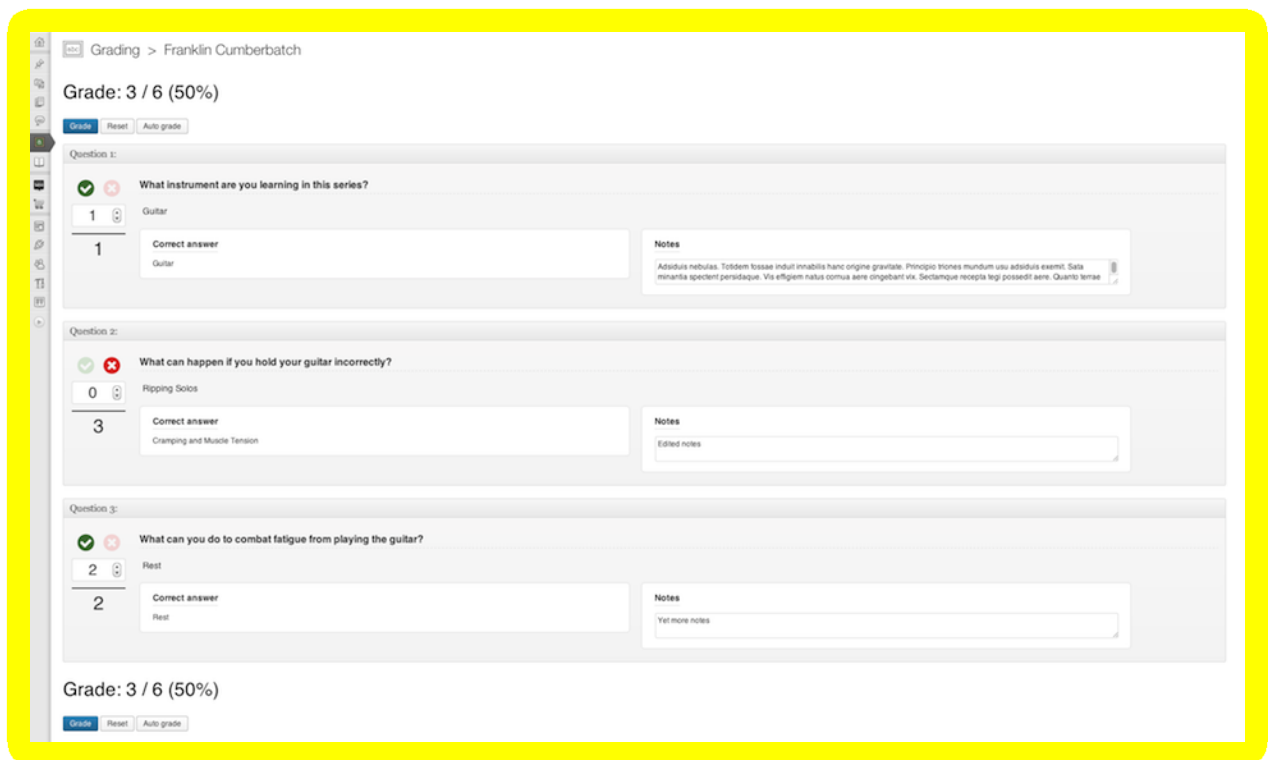
To grade a quiz, click the 'Grade quiz' button on the quiz you want to grade. If you already graded the quiz, the button displays 'Review Grade' instead.

The Quiz answers are loaded, along with any existing auto-graded questions. From here you can manually grade each Questions answer, and assign a grade to the whole Quiz.

You also have access to two extra features:

- Add notes to answers. You can use this to provide feedback to learners about why they received the grade.
- Assign a specific grade to the answer. When creating quizzes, you can specify a total grade that each question is worth. When grading, you can specify a grade that is no more than the question's total grade.

When a learner views their graded quiz, they see which questions they got right/wrong as well as their grade per question and their total grade for the entire quiz. They can also view answer notes that were entered.



4. Guide for students

4.1 Gaining access

To login, go to the LMS url, then click login in the top navigation bar. Depending on how the LMS site has been customized, the login may look different or be in a different location. Click on login and use the username and password provided to you via email.

[COURSES](#) [MY COURSES](#) [MY MESSAGES](#) [RESOURCES](#) [LOGIN](#) [CONTACT](#)

4.2 Overview

Now scroll down and you will see your learning menu, which includes Courses, My Courses, Lessons and Messages (this may differ based on LMS site customization).



Clicking on Courses will take you to an overview of all the courses available on this LMS. If you want to start taking a course, just click on the course then click the Start taking this course button.

Clicking on My Courses will take you to an overview of all the courses you are currently enrolled in and that you have completed. You can then access all the courses you are enrolled in and access

their lessons, quizzes and other content. You can also view the certificates and results for courses you have completed in this section.

Clicking on Lessons will take you to a list of the latest lessons offered in the LMS. These will include lessons for courses you have not already signed up for.

Clicking on Messages will take you to a list of the messages you have sent to or received from the LMS teachers.

5. Optimizing your LMS

5.1 LMS Optimization Overview

To help optimize your LMS and assist with setting it up, Chairman's Academy offers extra services. These include LMS Configuration Services, Custom Course Development, Learning Strategy Services and Marketing Services. If you are interested in any of these services, please go to <http://chairmansacademy.com/build-my-courses-full-service/>

5.2 LMS Configuration Services

Would you like help uploading the courses and users? Do you find the LMS setup process a bit overwhelming? We can upload your courses and content as well as create the online quizzes and LMS site for you. Our LMS Optimization services can handle:

- Course/Lesson Import
- User Import
- Exam/Quiz Creation
- Course Structure Development
- Site Customization
- Store Setup (Studio)

5.3 Custom Course Development

Not sure how to best put together a teaching course or don't have the course content ready to go? Confused on how to create a sharp-looking certificate? We can work with you to create courses. Our LMS Optimization services can help with:

- Design
- Content Creation
- Consulting
- Training Videos

5.4 Learning Strategy Services

Would you like a high-level overview of how to create a successful LMS? We can assist you in putting together a strategy that will work for your LMS. Our LMS Optimization services can provide:

- Training
- Content Creation Strategy
- Learning Strategy

5.5 Marketing Services

So you have created a wonderful LMS, but you don't have any students? We can use the marketing automation software Infusionsoft to help you get the word out. Our LMS Optimization services can create and manage:

- Email Campaigns
- Setting up a Customer Relationship Management (CRM) System for your LMS

These additional services are available through our creative and marketing team. Feel free to go to <http://chairmansacademy.com/contact/> if you would like to contact us.

Contact Us