|  |
| --- |
| Tutor LMS WORKSHEET |

|  |  |
| --- | --- |
| **Course hierarchy available will look like:** | **Example:** |
| * Course 1   + Topic 1     - Lesson 1     - Lesson 2     - Lesson 3     - Lesson 4     - Lesson 5     - Quiz       * Questions 1 through 10 | * English 101   + Punctuation     - Sentence Endings     - Comma, Semicolon, and Colon     - Dash and the Hyphen     - Brackets, Braces, and Parentheses     - Apostrophe, Quotation Marks, and Ellipsis     - Quiz       * Questions 1 through 10 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Location Info | **Instructor Registration Page:** | Y/N | **Place in Navigation:** |  |
| **Student Registration Page:** | Y/N | **Place in Navigation:** |  |
| **Display Courses on Shop page?** | Y/N | **If not, where should courses display?** |  |
| **Dashboard Place in Navigation:** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Instructors (if additional are needed, Site owner will automatically be an instructor) | | | |
| Instructor 1 (All Items are required for new Instructors except the Bio) | | | |
| First Name: |  | Last Name: |  | |
| User Name: |  | Email: |  | |
| Phone Number: |  | Password: |  | |
| Bio (Optional): |  | | | |
| Instructor 2 (All Items are required for new Instructors except the Bio) | | | |
| First Name: |  | Last Name: |  | |
| User Name: |  | Email: |  | |
| Phone Number: |  | Password: |  | |
| Bio (Optional): |  | | | |
| Instructor 3 (All Items are required for new Instructors except the Bio) | | | |
| First Name: |  | Last Name: |  | |
| User Name: |  | Email: |  | |
| Phone Number: |  | Password: |  | |
| Bio (Optional): |  | | | |

|  |  |
| --- | --- |
| Notes for Builder | |
| Please include any important notes for builder that they need to understand before they begin. |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Course 1 - | | | | | | | | | | | |
| Short Description | | | |  | | | | | | | |
| Course Category | | | |  | | | | | | | |
| Feature Q&A Section? | | | |  | | | | | | | |
| Featured Image | | | | *Do not paste image here, simply include in ticket and type out file name here.* | | | | | | | |
| Maximum Students | | | | *Number of maximum students can enroll in this course, set zero for no limits* | | | | | | | |
| Difficulty Level | | | | *(All Levels, Beginner, Intermediate, or Expert)* | | | | | | | |
| Paid or Free? | | | |  | | | | | | | |
| If Paid –  Subscription or One-Time purchase? Include cost information/duration. | | | |  | | | | | | | |
| Total Course Duration (Optional) | | | | *HH MM SS* | | | | | | | |
| Benefits of the course (Optional) | | | | *List the knowledge and skills that students will learn after completing this course. (One per line)* | | | | | | | |
| Requirements/Instructions (Optional) | | | | *Additional requirements or special instructions for the students (One per line)* | | | | | | | |
| Targeted Audience (Optional) | | | | *Specify the target audience that will benefit the most from the course. (One line per target audience.)* | | | | | | | |
| Materials Included (Optional) | | | | *A list of assets you will be providing for the students in this course (One per line)* | | | | | | | |
| Course Intro Video (Optional) | | | | *Link to YouTube, Vimeo, or other URL* | | | | | | | |
| Instructors (Will Default to site owner) | | | | *Only one instructor per course is allowed.* | | | | | | | |
| Announcements? (Optional) | | | | *Include Title and Description if applicable* | | | | | | | |
| Topic 1 - | | | | | | | | | | | |
| Summary (Optional) - | | | | | | | | | | | |
| Lesson 1 | | | | | | | | | | | |
| Title |  | | | | | | | | | | |
| Content |  | | | | | | | | | | |
| Image (Optional) | |  | | | | | Video URL (Optional) | |  | | |
| Additional Attachments? | |  | | | | | | | | | |
| Lesson 2 | | | | | | | | | | | |
| Title |  | | | | | | | | | | |
| Content |  | | | | | | | | | | |
| Image (Optional) | |  | | | | | Video URL (Optional) | |  | | |
| Additional Attachments? | |  | | | | | | | | | |
| Lesson 3 | | | | | | | | | | | |
| Title |  | | | | | | | | | | |
| Content |  | | | | | | | | | | |
| Image (Optional) | |  | | | | | Video URL (Optional) | |  | | |
| Additional Attachments? | |  | | | | | | | | | |
| Lesson 4 | | | | | | | | | | | |
| Title |  | | | | | | | | | | |
| Content |  | | | | | | | | | | |
| Image (Optional) | |  | | | | | Video URL (Optional) | |  | | |
| Additional Attachments? | |  | | | | | | | | | |
| Lesson 5 | | | | | | | | | | | |
| Title |  | | | | | | | | | | |
| Content |  | | | | | | | | | | |
| Image (Optional) | |  | | | | | Video URL (Optional) | |  | | |
| Additional Attachments? | |  | | | | | | | | | |
| Quiz – | | | | | | | | | | | |
| Description (Optional) - | | | | | | | | | | | |
| Time Limit? - | | | | | Allowed Attempts? - | | | | Passing Grade (%) - | | |
| Question 1 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 2 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 3 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 4 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 5 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 6 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 7 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 8 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 9 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 10 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Topic 2 - | | | | | | | | | | | |
| Summary (Optional) - | | | | | | | | | | | |
| Lesson 1 | | | | | | | | | | | |
| Title |  | | | | | | | | | | |
| Content |  | | | | | | | | | | |
| Image (Optional) | |  | | | | | Video URL (Optional) | |  | | |
| Additional Attachments? | |  | | | | | | | | | |
| Lesson 2 | | | | | | | | | | | |
| Title |  | | | | | | | | | | |
| Content |  | | | | | | | | | | |
| Image (Optional) | |  | | | | | Video URL (Optional) | |  | | |
| Additional Attachments? | |  | | | | | | | | | |
| Lesson 3 | | | | | | | | | | | |
| Title |  | | | | | | | | | | |
| Content |  | | | | | | | | | | |
| Image (Optional) | |  | | | | | Video URL (Optional) | |  | | |
| Additional Attachments? | |  | | | | | | | | | |
| Lesson 4 | | | | | | | | | | | |
| Title |  | | | | | | | | | | |
| Content |  | | | | | | | | | | |
| Image (Optional) | |  | | | | | Video URL (Optional) | |  | | |
| Additional Attachments? | |  | | | | | | | | | |
| Lesson 5 | | | | | | | | | | | |
| Title |  | | | | | | | | | | |
| Content |  | | | | | | | | | | |
| Image (Optional) | |  | | | | | Video URL (Optional) | |  | | |
| Additional Attachments? | |  | | | | | | | | | |
| Quiz – | | | | | | | | | | | |
| Description (Optional) - | | | | | | | | | | | |
| Time Limit? - | | | | | Allowed Attempts? - | | | | Passing Grade (%) - | | |
| Question 1 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 2 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 3 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 4 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 5 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 6 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 7 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 8 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 9 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 10 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Topic 3 - | | | | | | | | | | | |
| Summary (Optional) - | | | | | | | | | | | |
| Lesson 1 | | | | | | | | | | | |
| Title |  | | | | | | | | | | |
| Content |  | | | | | | | | | | |
| Image (Optional) | |  | | | | | Video URL (Optional) | |  | | |
| Additional Attachments? | |  | | | | | | | | | |
| Lesson 2 | | | | | | | | | | | |
| Title |  | | | | | | | | | | |
| Content |  | | | | | | | | | | |
| Image (Optional) | |  | | | | | Video URL (Optional) | |  | | |
| Additional Attachments? | |  | | | | | | | | | |
| Lesson 3 | | | | | | | | | | | |
| Title |  | | | | | | | | | | |
| Content |  | | | | | | | | | | |
| Image (Optional) | |  | | | | | Video URL (Optional) | |  | | |
| Additional Attachments? | |  | | | | | | | | | |
| Lesson 4 | | | | | | | | | | | |
| Title |  | | | | | | | | | | |
| Content |  | | | | | | | | | | |
| Image (Optional) | |  | | | | | Video URL (Optional) | |  | | |
| Additional Attachments? | |  | | | | | | | | | |
| Lesson 5 | | | | | | | | | | | |
| Title |  | | | | | | | | | | |
| Content |  | | | | | | | | | | |
| Image (Optional) | |  | | | | | Video URL (Optional) | |  | | |
| Additional Attachments? | |  | | | | | | | | | |
| Quiz – | | | | | | | | | | | |
| Description (Optional) - | | | | | | | | | | | |
| Time Limit? - | | | | | Allowed Attempts? - | | | | Passing Grade (%) - | | |
| Question 1 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 2 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 3 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 4 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 5 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 6 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 7 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 8 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 9 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |
| Question 10 | | | | | | | | | | | |
| Question |  | | | | | | | | | | |
| Question Type | *True/False, Single Choice, Multiple Choice, Open Ended/Essay, or Fill in the Blanks* | | | | | | | | | | |
| Required? | *Yes/No* | | Randomize? | | *Yes/No* | Point(s) for this answer | |  | | Display Points? | *Yes/No* |
| Description (Optional) |  | | | | | | | | | | |
| Answer Options | *Highlight correct answers in green* | | | | | | | | | | |