

How to Create and Upload Your Own Training Videos into Udemy Transcript

NAU has now partnered with Udemy to offer Enterprise Udemy. This opportunity allows you to create and upload your own training videos into Udemy where others at the university can enroll in and watch.

It's important to note that only those with an NAU login will be able to access content that you upload.

You can also create a learning path for faculty, staff, and students to follow. Learning paths are a collection of learning materials that can include existing videos in Udemy, full Udemy courses, external links like podcasts or industry articles, or internal links. An example of this would be the "New Employee Welcome" learning path. We recommend adding at least two instructors to the course in case someone moves on to a new position. This will allow one person to continue to edit or see the performance of the course.

You'll be brought to the Enterprise Udemy homepage. To upload your own course, click "Teach" in the upper right-hand corner of the screen. Click "New Course." You will be prompted to produce a working title. If you are not sure about this yet, do not worry. You can edit your title later. Then click "Create Course" in the bottom right-hand corner.

You will be prompted to answer questions about the course you are looking to upload. List a handful of learning objectives or outcomes under "What will students learn in your course?" You can add more objectives or outcomes by clicking "add more to your response", you can also delete or move the order of the objectives or outcomes by hovering over the right side of the one you wish to adjust. And, click the trash can to delete or click the three lines and drag-and-drop where you want to move it to.

In the next section, list the required skills, experience, tools or equipment learners should have prior to taking your course. If there are no requirements, use this space as an opportunity to lower the barrier for beginners.

In the last section on this page, write a description of who this course is for. Once all sections are complete, scroll to the top of the page and click "Save" in the top right corner. Now it's time to move onto curriculum. On the left-hand side of the page, under the "Course Editing" header click "Curriculum".

Here's where you add course content—like lectures, course sections, assignments, and more. Click "+ Content" on the left side to get started. Select the main type of content you will be uploading from the options listed. Once your content is uploaded, click "+ Description" to add a description and click "Save." Click "+ Resources" if you have any resources to add.

By hovering over the top left side of the content section, you'll see an arrow with a plus button pop up. Click the arrow. This allows you to add "new sections" – when you add new sections, you'll need to enter a title and a learning objective. Then, click "Add Section." By hovering on the lower left-hand side of the box you can add "additional content" within sections. Once all your content is uploaded, titles are added, and descriptions are filled out, it's time to move onto the course landing page. Click "Course landing page" on the left-hand side of the screen. Enter your course title, sub-title and description. Use the dropdowns under "Basic info" to select the language and level of the course. Next, you'll want to add a course image. Course image must meet Udemy's guidelines. It must be 750x422 pixels; JPEG, GIF or PNG; and have no text on the image. You can also upload a promotional video if you have one.

Once you finalized the course landing page, be sure to click "Save" in the upper right-hand corner. Now it's time to upload captions. Click "Captions" on the top left-hand side of the screen. Captions are important because you want to make sure users that are hearing impaired can fully access your trainings. Caption files must be in .vtt form.

Once captions are uploaded, you're ready to publish your course. Click "Publish Course" on the lower left-hand side of the screen. A pop-up box will appear. Type in the course URL that you would like. Please note that once you set your course URL it cannot be changed. Select a category that is suitable for your course and click "Request Publishing Course". Under the Udemy Enterprise account, your video will be sent to the Udemy Admins at Northern Arizona University for approval. If you have any questions regarding this process reach out to Joshua.Mackey@nau.edu.

To view your published course or make edits, from the Udemy Enterprise home page, click "Teach" in the upper right-hand corner. You'll be brought to the courses page showing the course that you have created. To edit any course, hover over the left side of course you wish to edit, and "Edit/Manage Course" will appear. Click "Edit/Manage Course" and make any necessary changes. Be sure to click save when those changes are made.

Congratulations! Your course is now live and people at the university can learn from your published course.

Here are some helpful tips to keep in mind when it comes to publishing courses on Udemy: On the "Teach" landing page, you have access to view communication from students, performance of the course, and additional resources if you have questions about Udemy. On the left-hand side, hover over the black bar and select "Communication." On the Q&A page, you can create featured questions, view messages, look at assignments from your students, and send educational announcements or promotional emails.

On the left-hand side, hover over the black bar again and select "Performance". You'll be brought to your Course engagement page. Here you can view helpful statistics about your course. You can select which course you want to view from the "Courses" dropdown next to "Course engagement" and the

time frame you're interested in viewing. You can select from the last 12 months, last 30 days, and the last 7 days.

On this page, you can see how many minutes were consumed by active students, how many active students who've started the lecture over the selected time period. You can view your student list by clicking "Go to student list" underneath the chart.

Under "Lecture Highlights" you can see most bookmarked lectures, most lectures dropped, if any. Lastly, under "Lecture details," you can expand all sections and view how many students have watched each lecture, at which lecture people dropped, and the amount of each lecture students have watched.

If you run into any issues, while uploading or publishing your course you can contact Udemy or open a support ticket by clicking "Help and Support" on the bottom of the page.