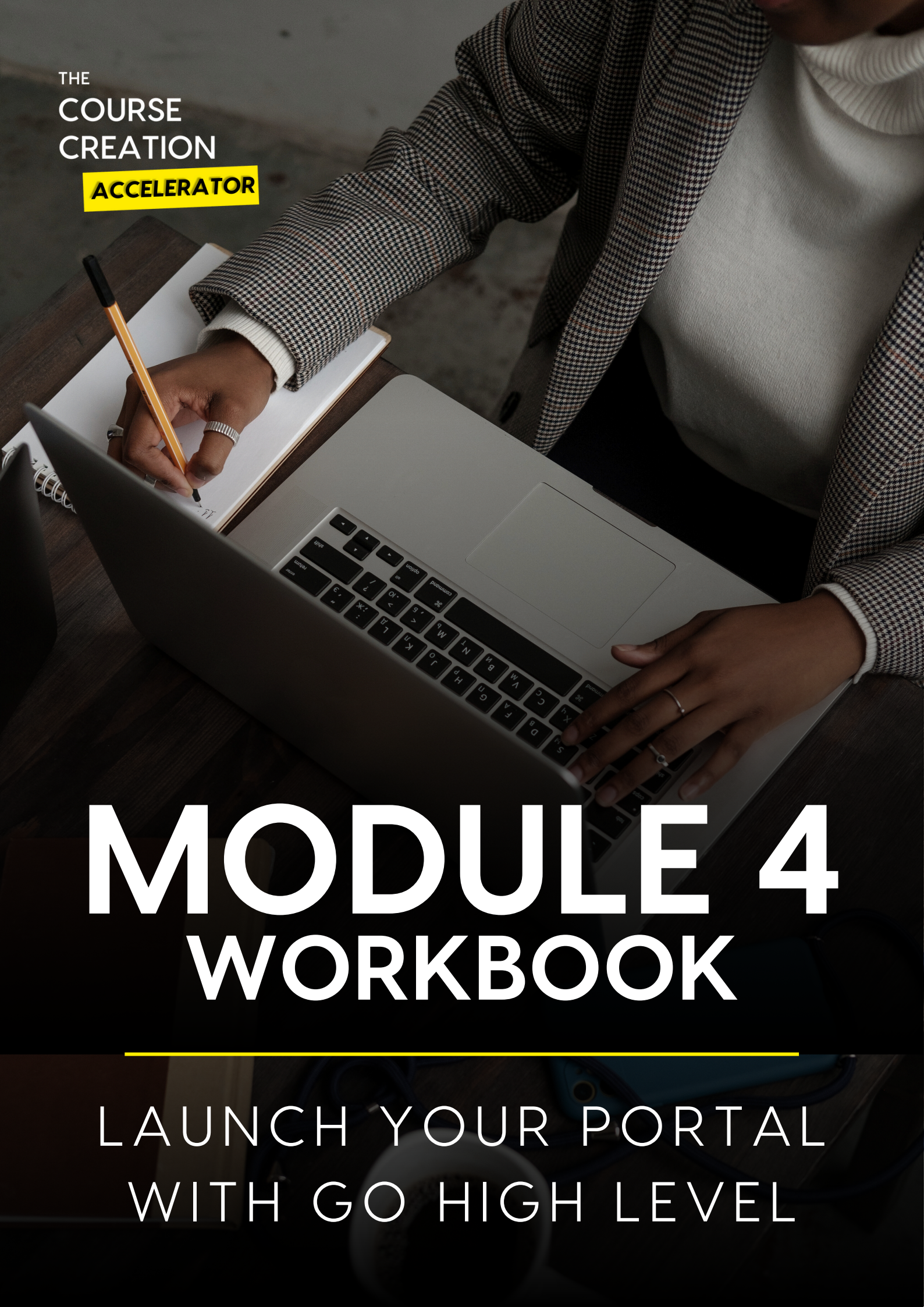


THE
COURSE
CREATION
ACCELERATOR

MODULE 4
WORKBOOK

LAUNCH YOUR PORTAL WITH GO HIGH LEVEL

Welcome to

MODULE 4

Ready to launch your portal? You're about to take a huge step forward in bringing your course to life—without the tech headaches!

First, you'll need to brief in your done-for-you portal, providing the key details our team needs to set everything up for you. While we handle the setup, this module will guide you through everything you need to navigate your portal with confidence.

You'll learn how to update, customize, and add content to your course so it truly feels like your own.

This Workbook will be your go-to guide for making small updates and tweaks—so you can manage your course without relying on tech support every step of the way.

Let's dive in and get you fully set up

In this module we'll cover...

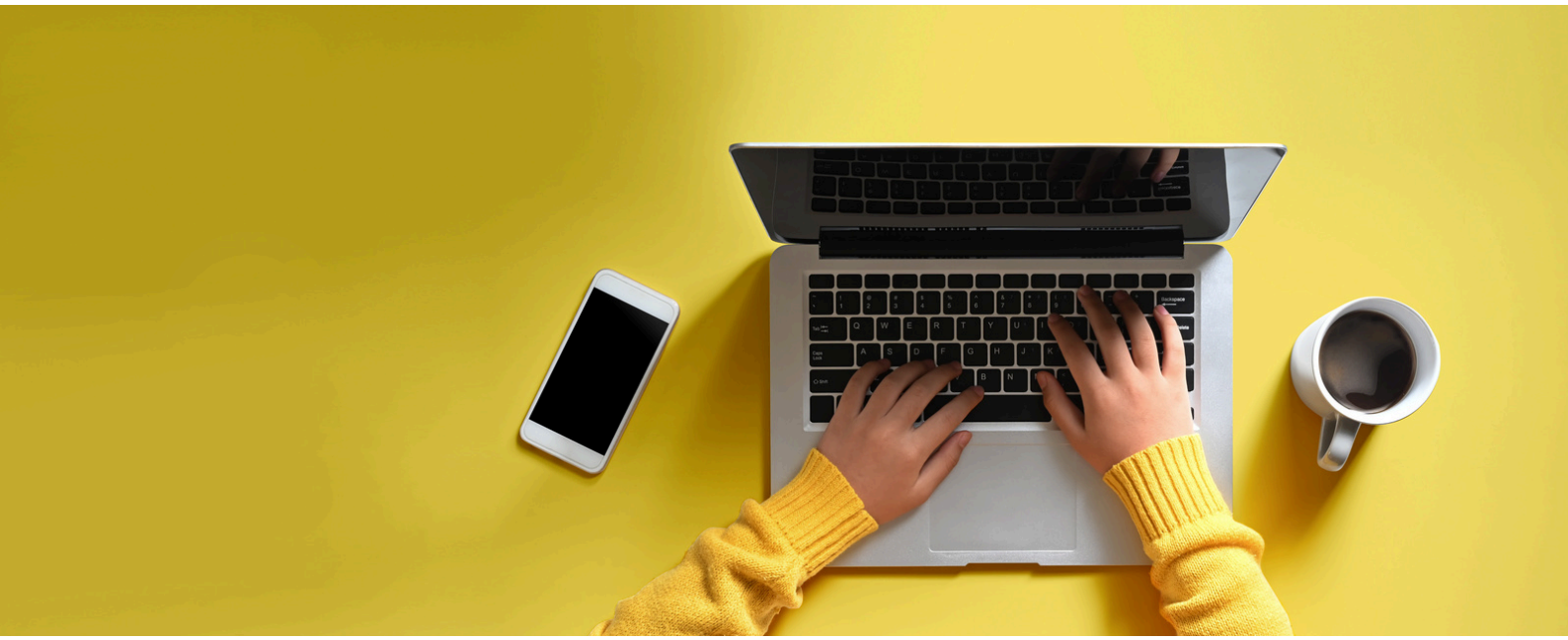
- [ ] Course Creation Tools
- [ ] Inside Your Portal
- [ ] Video Editing
- [ ] Video Hosting
- [ ] Your Done Checklist

ADDING YOUR

COURSES AND LESSONS

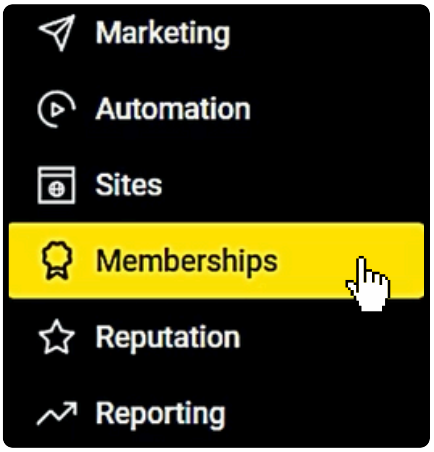
In this Section, we'll go over how to add the following Elements to your course...

- Courses
- Modules
- Lessons
- Lesson Content
- Image course cover photos



FINDING YOUR COURSE

First, go to the back end dashboard of your GHL site

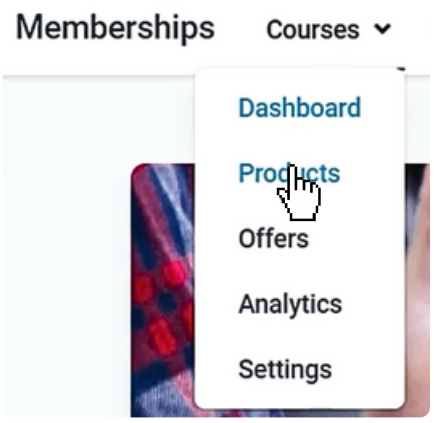


Menu Bar

- *Scroll down to* ***"Memberships"***

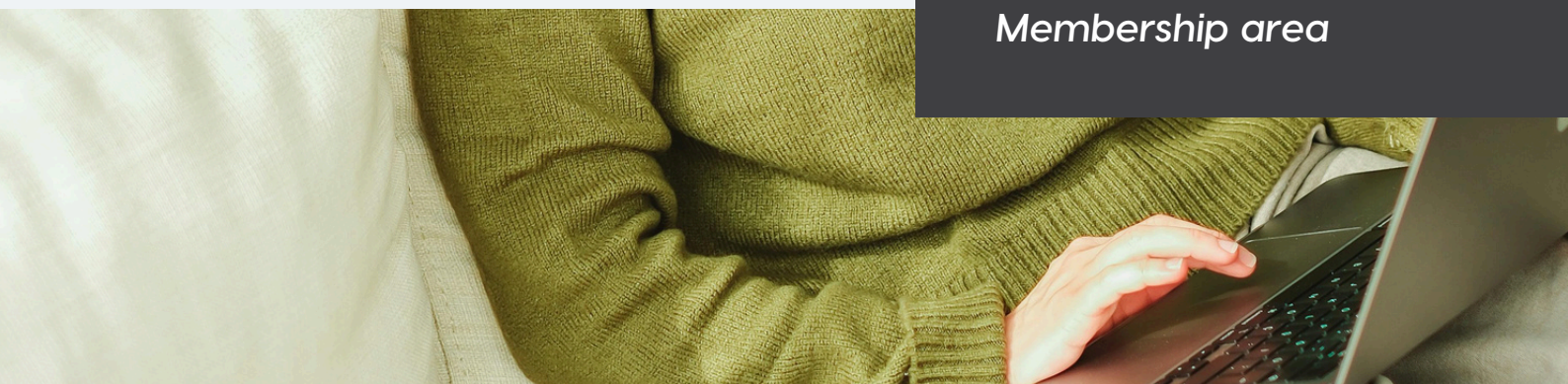
Memberships

- *Under* ***"Courses"*** *tab, select* ***"Products"***



This is where you'll see all existing courses

Your course is a Product, so it sits in the Product Library within the Membership area

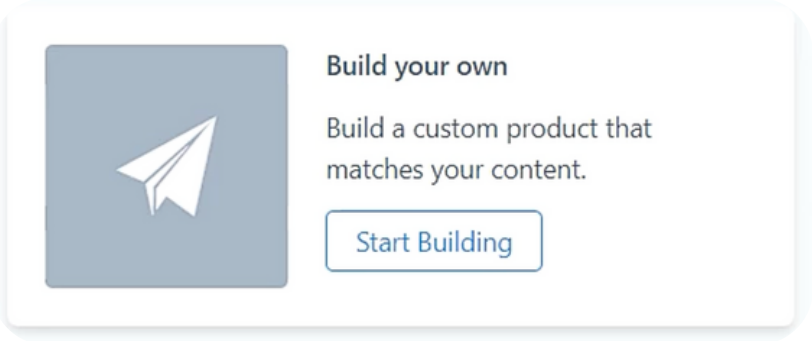


ADDING A BRAND NEW COURSE:

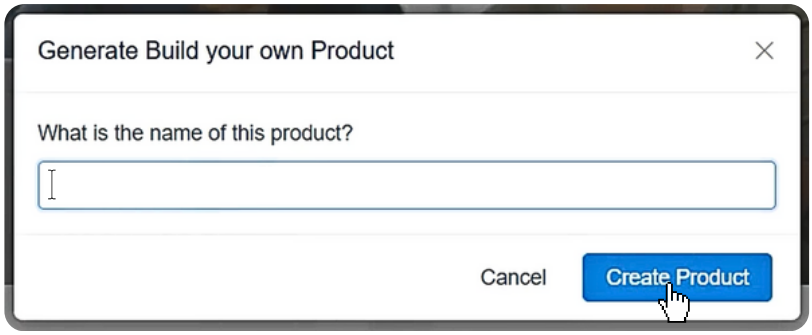
- *Click on **"+ Create Product"** and select **"Start from Scratch"***

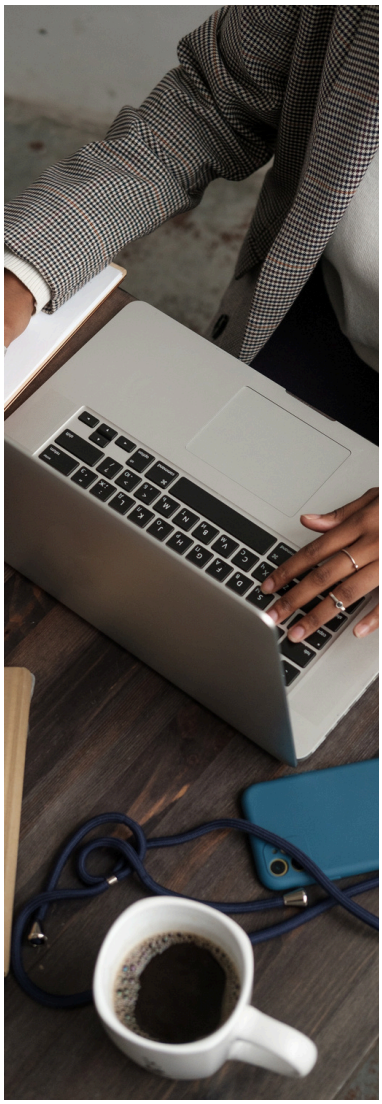


- *You'll see 4 different types of courses, for this example select **"Build your own"***



- *Enter your online course name and click **"Create Product"***
- *Insert the name of your online course*



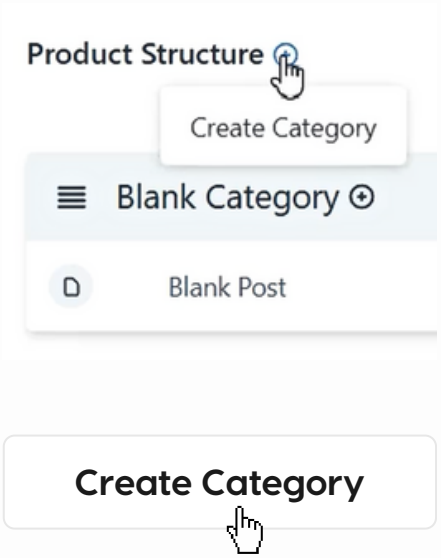


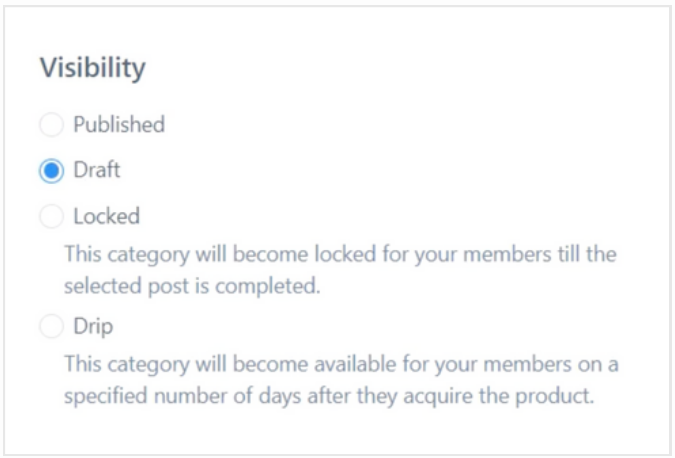
ADDING MODULES

NOTE: In Go High Level "Categories" are your Modules

Categories/Modules

- *Click **"Product Structure"** and select "**Create Category**"*
- *Enter your module name and click **"Save"***
- *There will be a **"Blank Category"** already added for you. You can either delete it or rename it with your module name.*





TIP #1: Save as a draft

TIP #2: You can hold down on the lines to the left of Module and drag around/rearrange modules

ADDING LESSONS

Module Details:

- *Jump back to the Module. Add Module description if you need*
- *To add a module cover image, click the* ***"Category Thumbnail"***

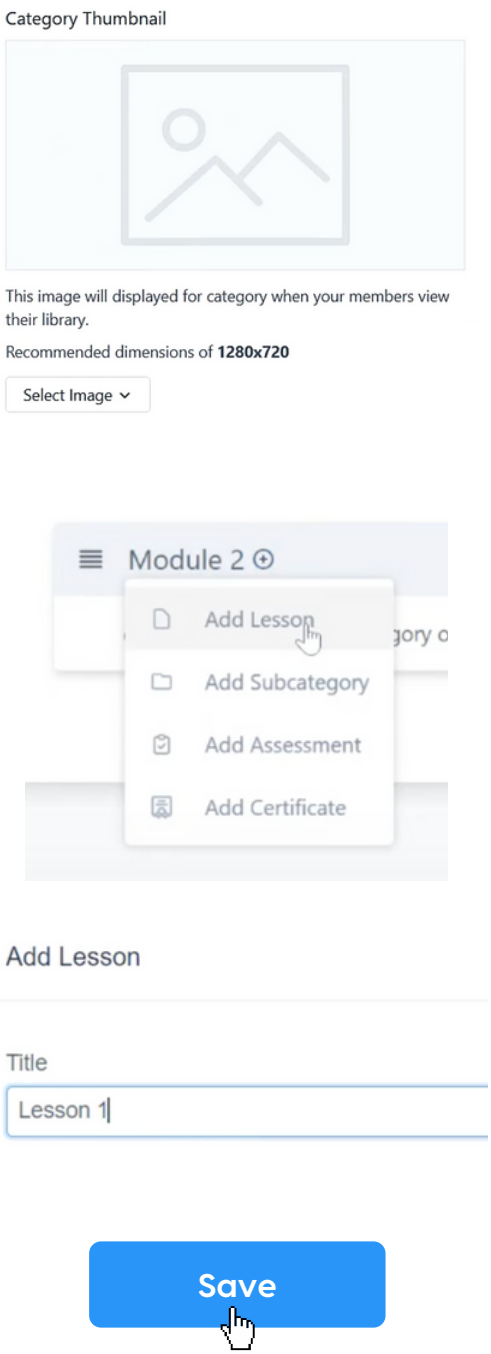
Lessons:

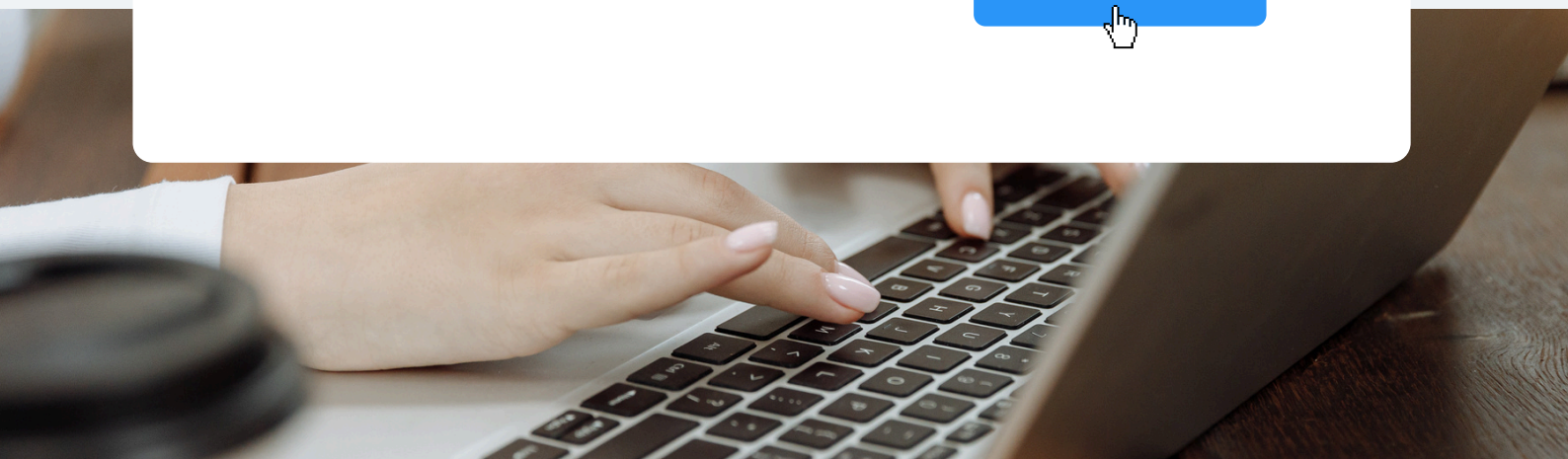
- *Click the* ***"Module +"*** *button and select* ***"Add Lesson"***
- *Type the* ***"Title"*** *eg. Lesson 1 and then click* ***"Save"***

*When you're happy with everything click "****Save"***

When you come back to the Course, you will see your updated content!

Another way to add a Lesson:
Under Module details, you can select ***"Contents +"*** *and then select* ***"Add Lesson."***





CUSTOMIZED EXISTING COURSES

(or when the template is provided)

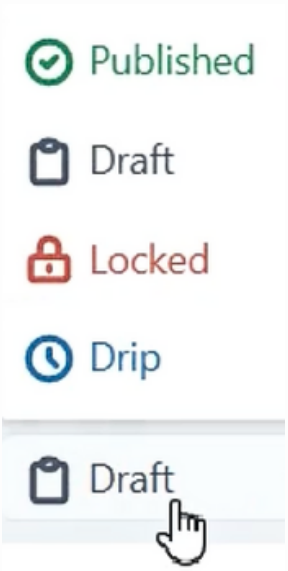
Courses Page

Go to "Products"

- *Select the Course provided and from there you can see all the existing lessons*
- *To add a course, select the **"Product Structure +" "Add Category"***
- *Insert your title and then click **"Save"***



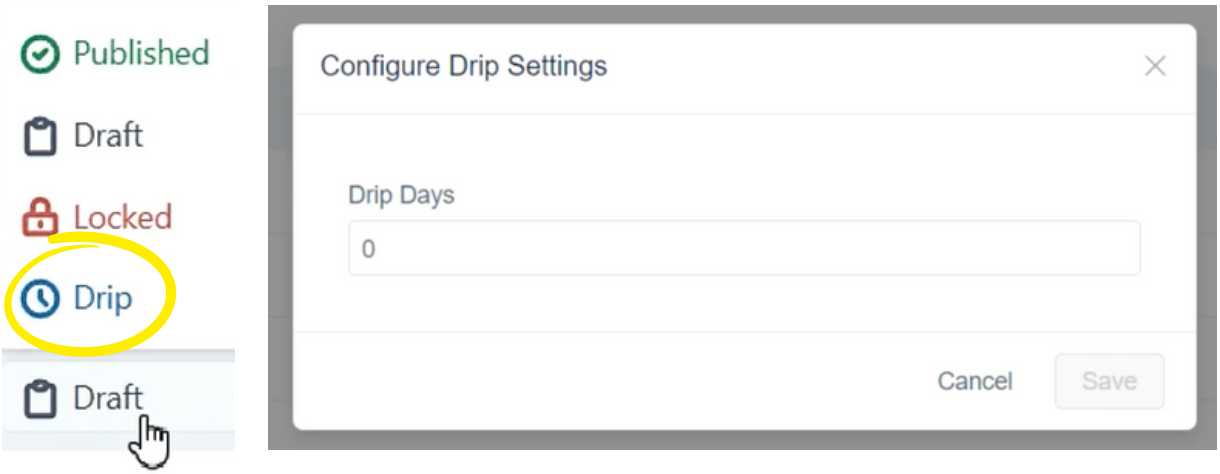
You can continue to build that process depending on what you need to do





PUBLISHING MODULES

When you're ready to publish the Modules click the right part section of the Module and then change the **"Draft"** to **"Publish"** **"Lock"** or **"Drip"**



Note: Drip is where the founder decides to Drip Fade their actual courses.

Example: Instead of releasing the course all at once. They release it weekly. It will be up to the founder.



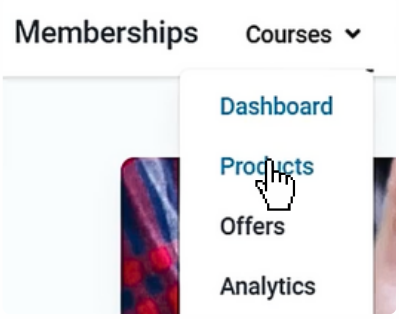


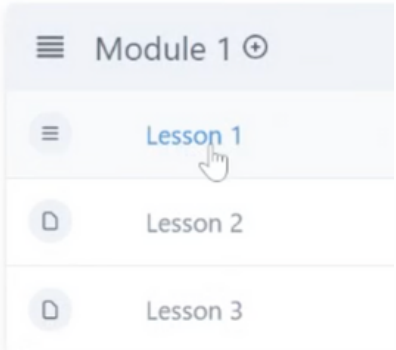
HOW TO UPLOAD

Course Content To A Lesson

First, follow the same steps as the beginning of the lesson ***"Finding Your Course."***

- *Go to* ***"Memberships"***
- *Under* ***"Courses"*** *tab, select* ***"Products"***



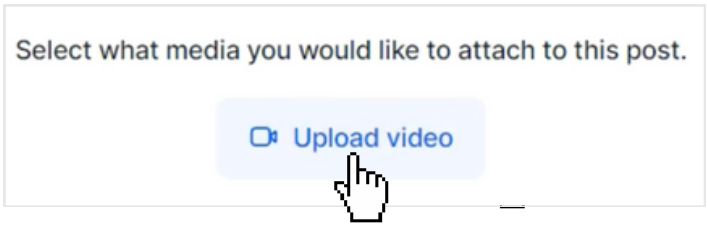


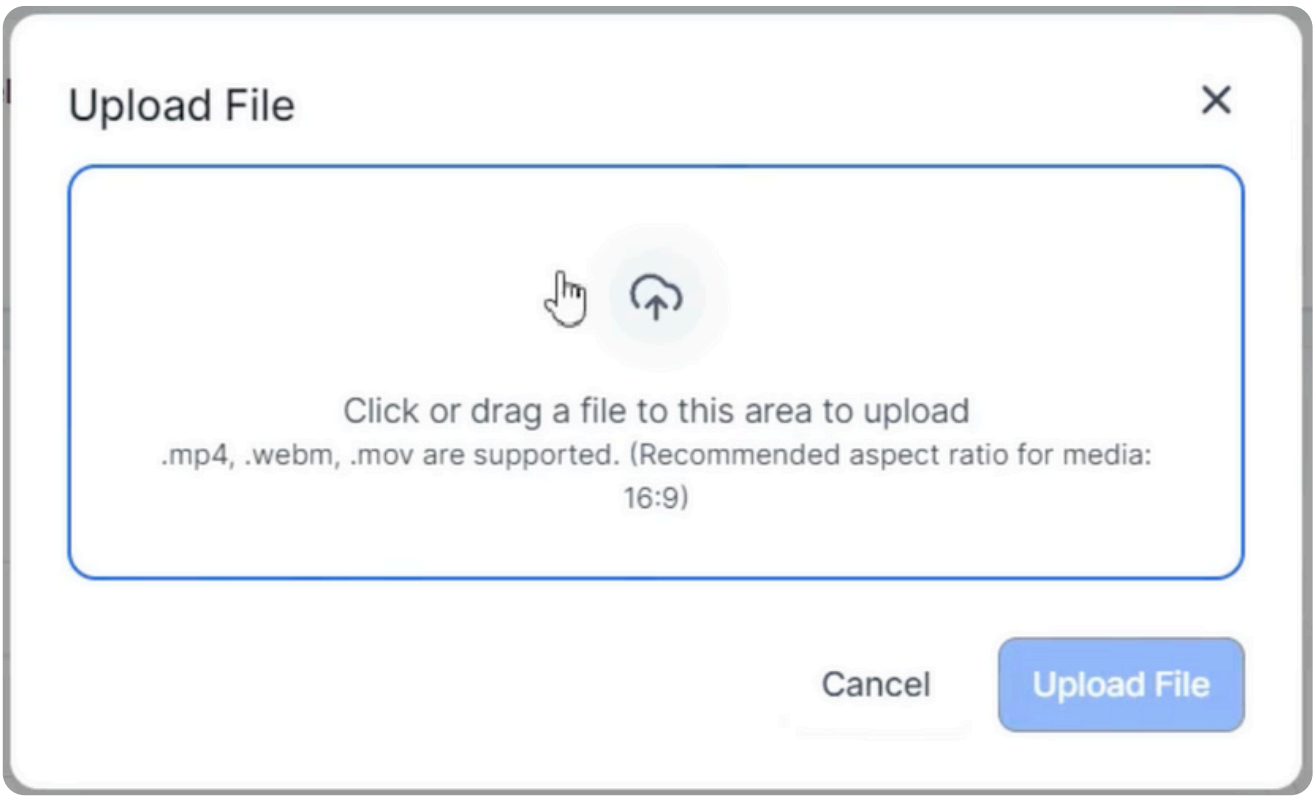
Now, select the lesson where you'd like to add content.

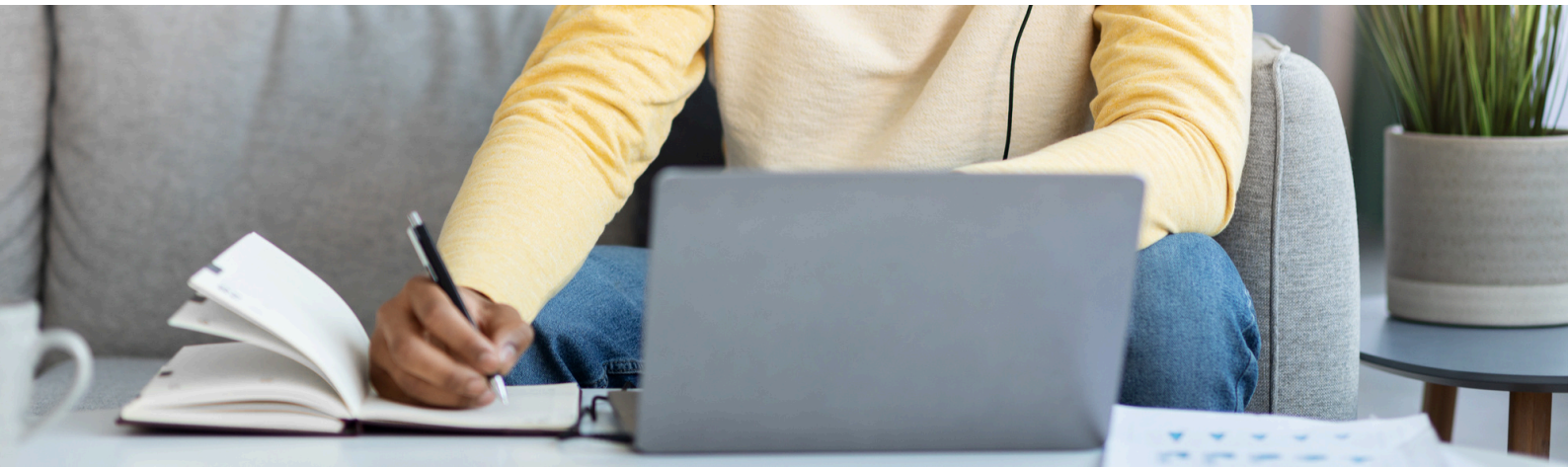


UPLOADING VIDEOS

*Click "**Upload Video**" – you can either click to browse or drag and drop a file into the upload area.*



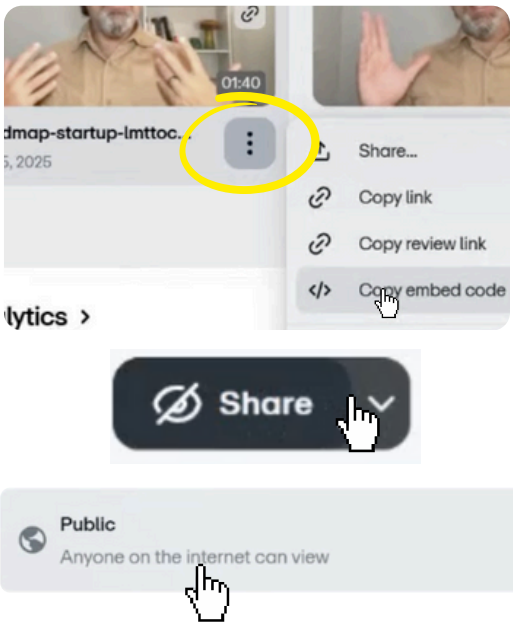




EMBEDDING VIDEOS

For additional videos...

Where to find it in Vimeo:

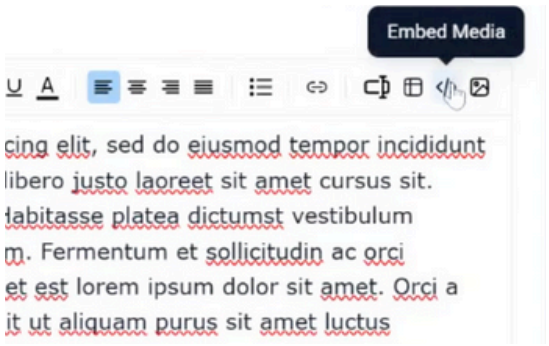


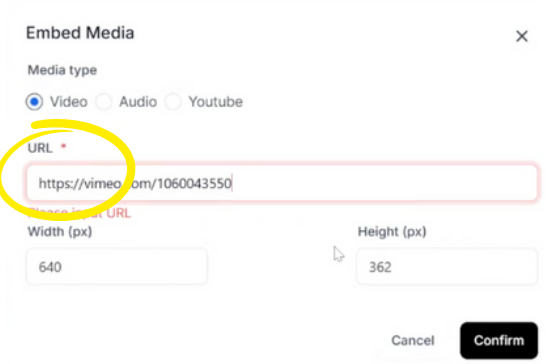
Go to your hosting tool

- *Copy your embed code*
- *Make sure your video share settings are public*

Go back to your lesson

- *Scroll to **Post Details***
- *Select where you want to place your video*
- *Select "**Embed Media**"*
- *Paste the embed code under URL*
- *Select "**save**"*
- *Preview page to ensure video has uploaded properly*





ADDING RESOURCES

Before uploading resources (worksheets, downloads, etc.) to your portal. We recommend compressing your files first

Why Compress PDFs Before Uploading to GHL?

Faster Load Times & Better User Experience

- *Ensures quick access to course materials*
- *Prevents lag on mobile and desktop*
- *Makes files easier to download and open*

Optimized Storage & Performance

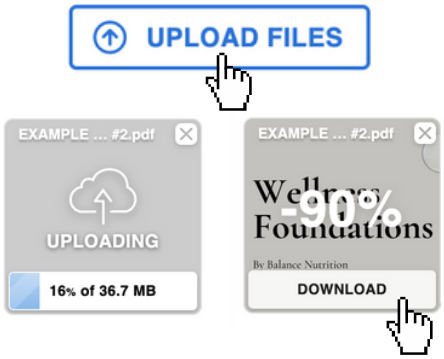
- *Saves portal storage space and reduces hosting costs*
- *Prevents upload failures due to large file sizes*
- *Improves overall site speed and responsiveness*

How to Compress PDFs Before Uploading?

- *Use Free Online Tools (e.g., Smallpdf, PDF Compressor)*
- *Use Adobe Acrobat (Save as Reduced Size PDF)*

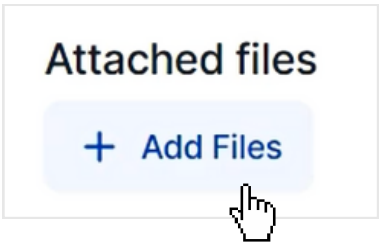
PDF Compressor Walkthrough:

1. *Simply upload your PDF*
2. *Wait for the file to upload & compress*
3. *Download your new file!*



ADDING RESOURCES

Lessons Page



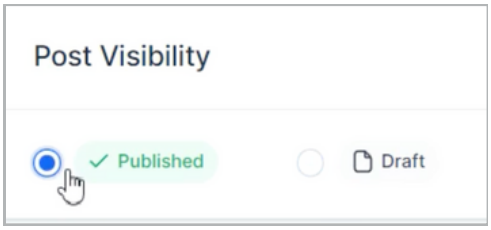
Adding Files:

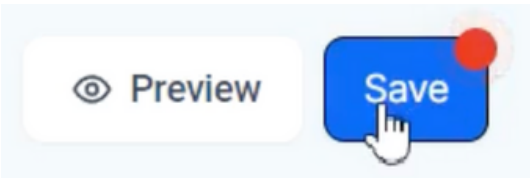
- *Click **"Attach File"** to upload any supplementary materials*
- *(e.g., workbooks, checklists, or other downloadable files).*

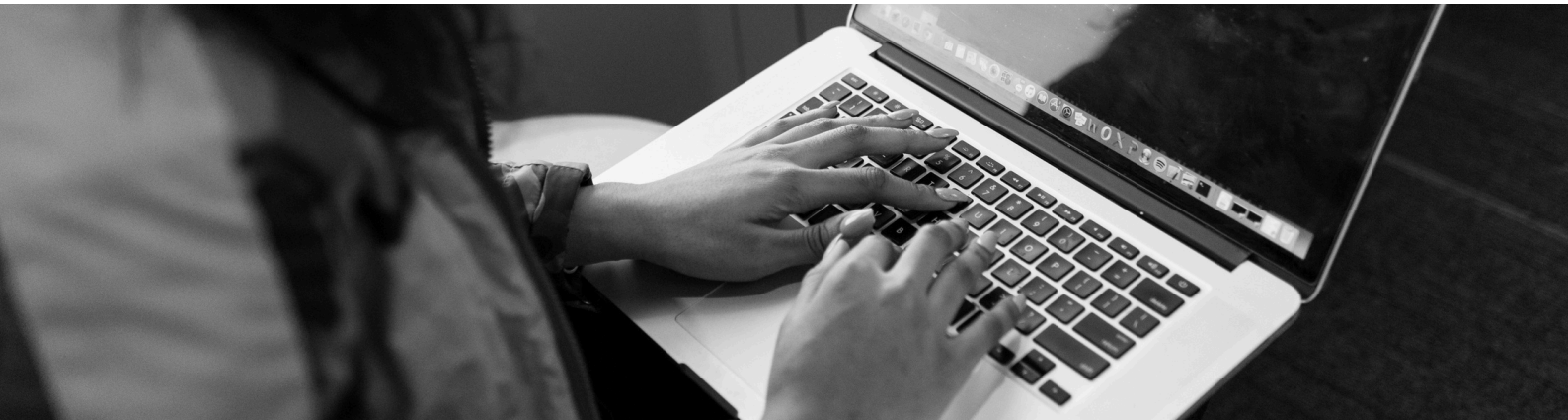


Finalizing & Publishing:

- *Ensure the lesson is set to **"Published".***
- *Click **"Save"** to apply all changes.*
- *Click **"Preview"** to review how the lesson will appear to users.*







HOW TO CREATE

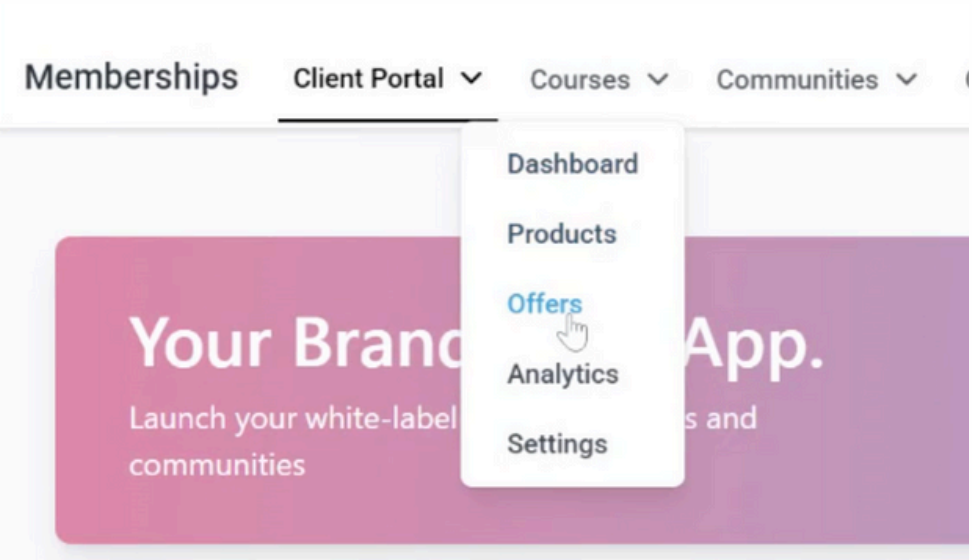
An Online Offer Page

This is where you will create offers that go directly to your course, so people can enroll, make purchases and learning your content

Navigate to "Memberships"

Click on "Courses", then select the "Offers"

- *This is where you'll find all existing offer pages.*





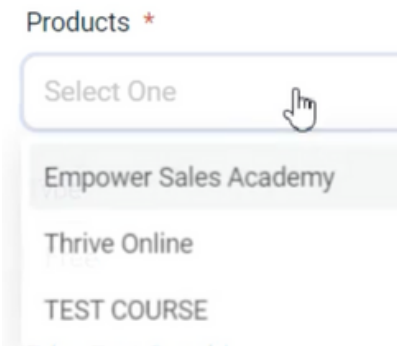
To create a new offer, click ***"Create Offer".***

- *Enter the* ***Title*** *of your online course.*
- *Under Product, select the correct course you are selling through this offer page.*

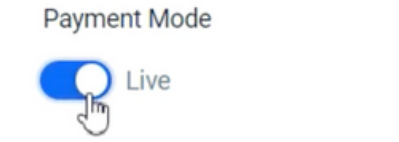
In the Type section, choose the appropriate offer type.

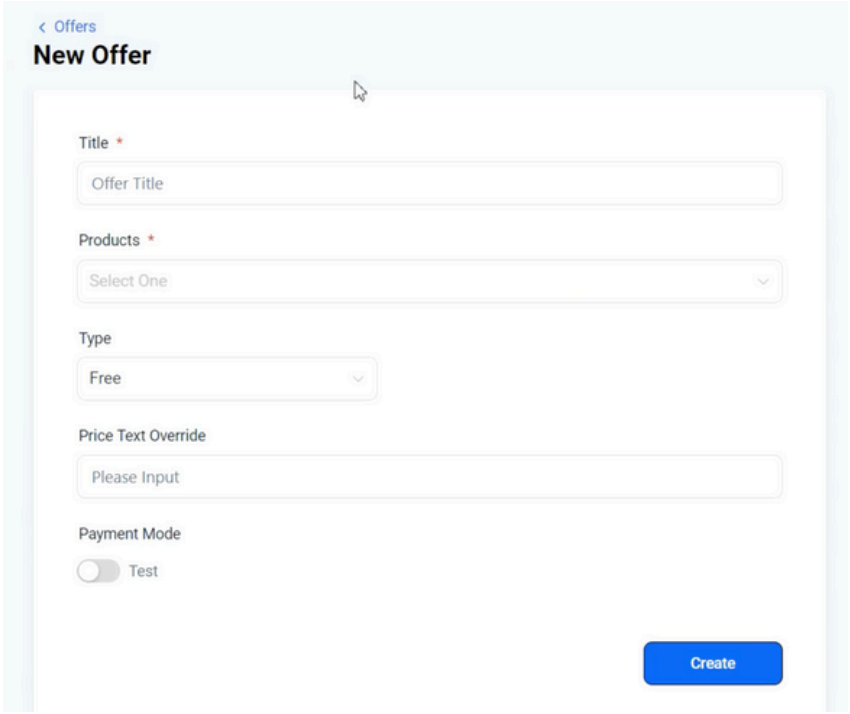
- *In this example, select* ***"Free"***





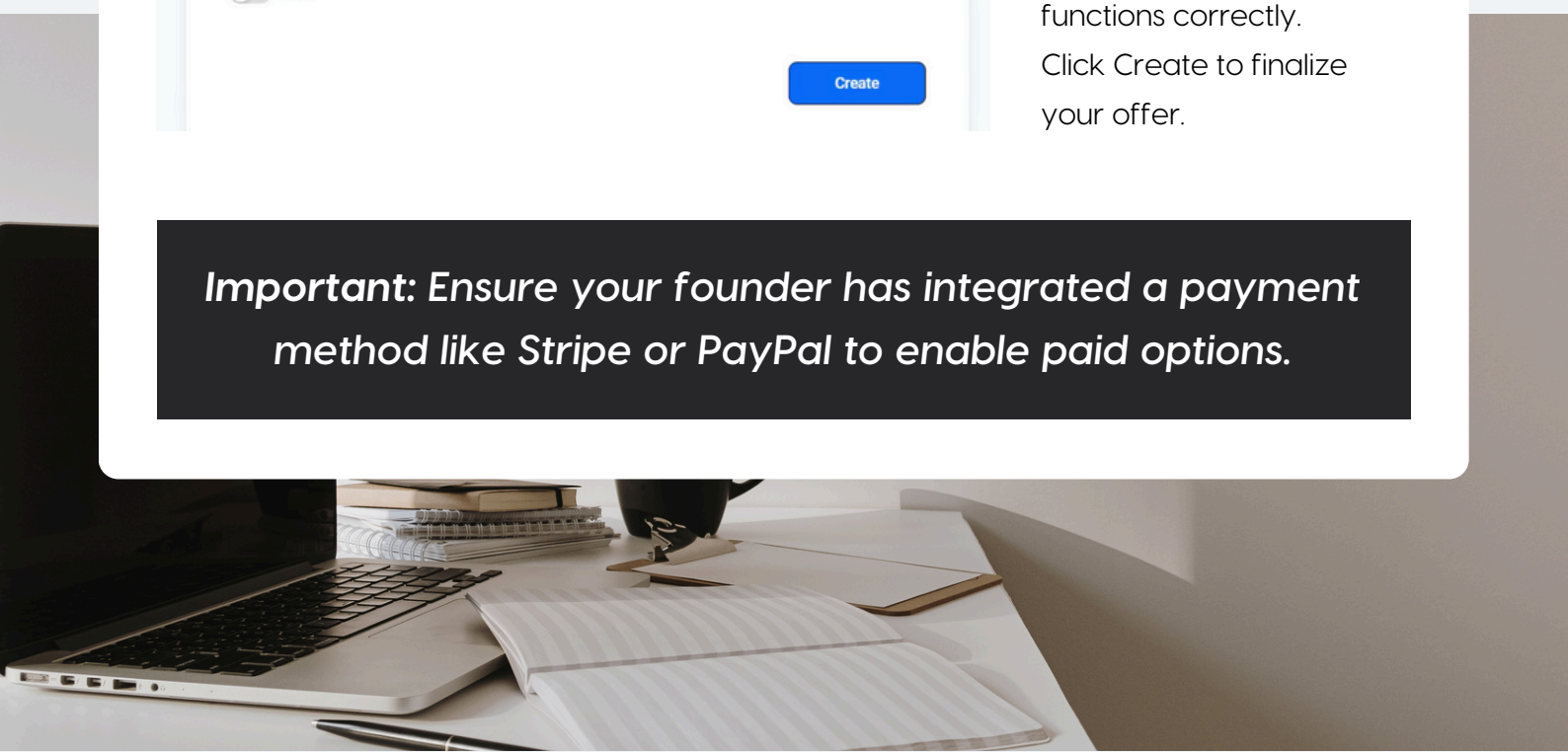






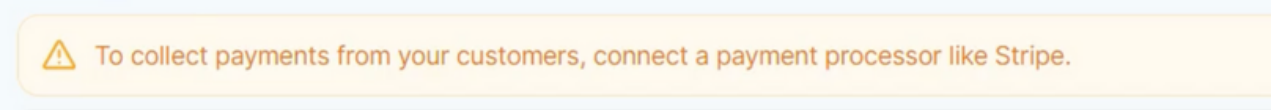
(Optional) Enable Test Mode if you want to test the payment process and ensure the offer page functions correctly.
Click Create to finalize your offer.

***Important:** Ensure your founder has integrated a payment method like Stripe or PayPal to enable paid options.*



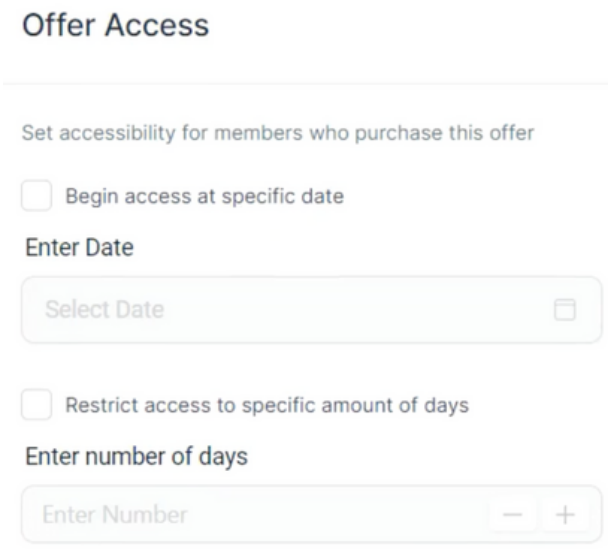
*After clicking **"Create"**, a notification may appear prompting you to connect a payment processor.*

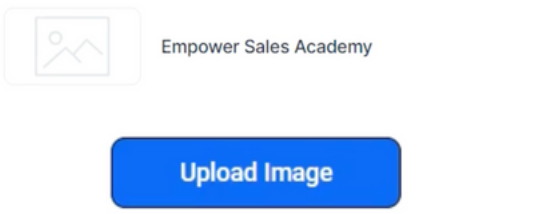
- *If your founder hasn't done this yet, you'll be notified.*
- *Reach out to your founder to ensure Stripe or PayPal is integrated so payments can be processed through the offer page.*



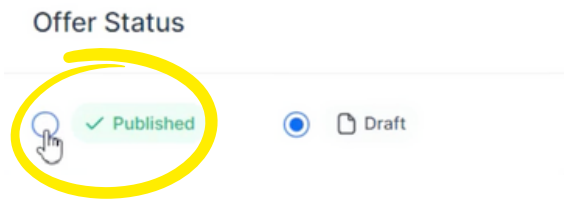
Adding Offer Details:

- *Enter a **Description** for the offer.*
- *Set the **Offer Access** based on your preference:*
  - ***Open Access** (available indefinitely).*
  - ***Limited Access** (closes after a certain number of days).*
- *Upload **Offer Images** to ensure branding remains consistent.*





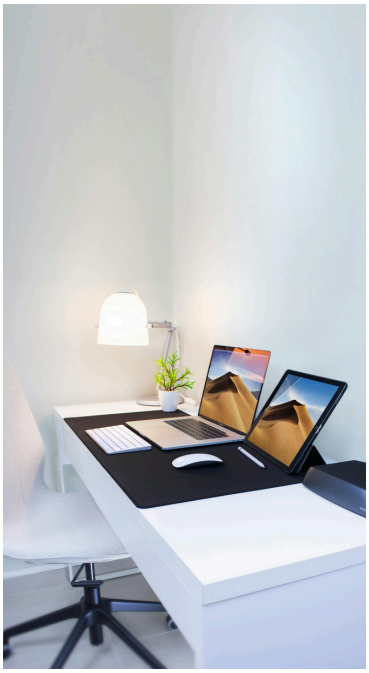
Once all details are finalized and your founder is satisfied, click "Publish".

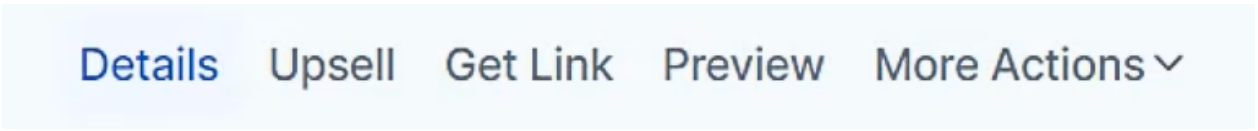


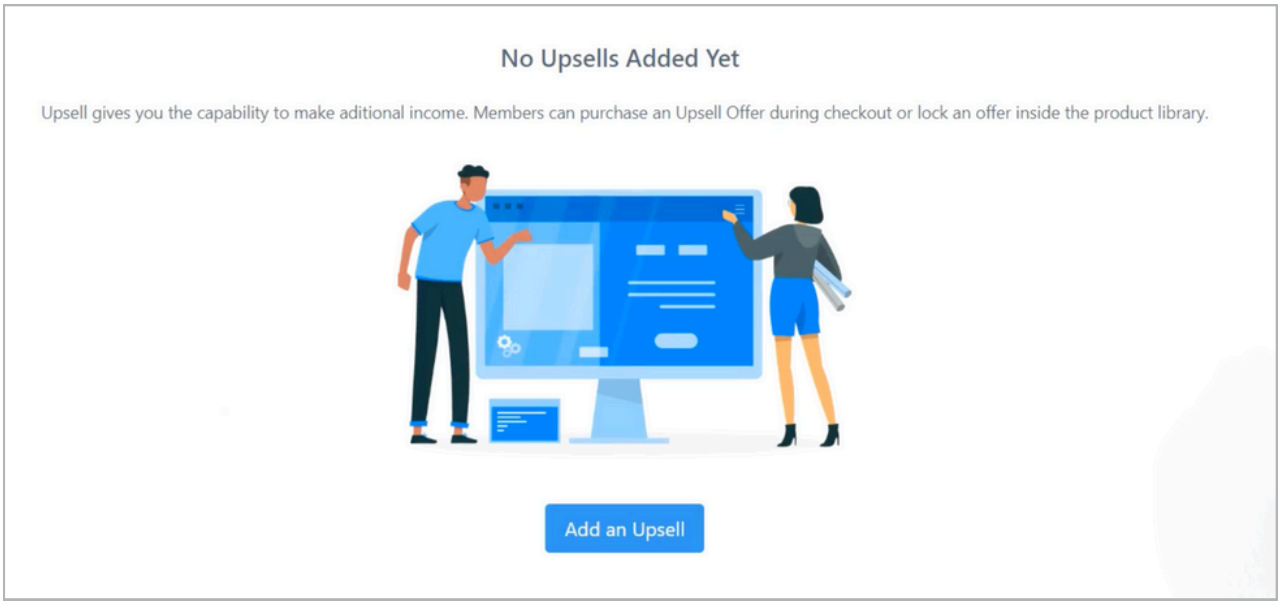
ADDITIONAL FEATURES

At the top of the offer settings, you'll find additional options:

- **Upsell –** If your client wants to offer an additional product alongside the main course, you can configure an upsell.
- **Get Link –** Copy the offer page link for sharing.
- **Preview –** View how the offer page appears to users.



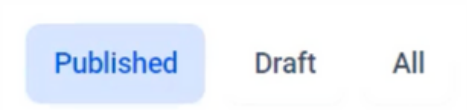




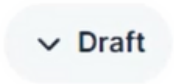
MANAGING OFFER PAGES

Memberships > Courses > Offers

- *You will see your offer page listed, either as* ***Published*** *or in* ***Draft****.*



- *Keep the offer page in* ***Draft*** *until your founder has reviewed and approved it.*



- *Once approved, you can officially* ***Publish*** *the offer.*





Module 4

DONE CHECKLIST

The below is a summary of everything we've covered already in Module 4.

Check off every task below and if there's any you haven't completed, follow the page number to go back to that section and video and get it done.

Let's DO this!

Module 4 Done Checklist	
☐ Choose your Course Creation Tool	**Lesson 2**
☐ Learn how to navigate your course portal	**Lesson 3**
☐ Upload worksheets and resources to your portal	**Lesson 3**
☐ Choose a video hosting platform and upload your course videos	**Lesson 4**