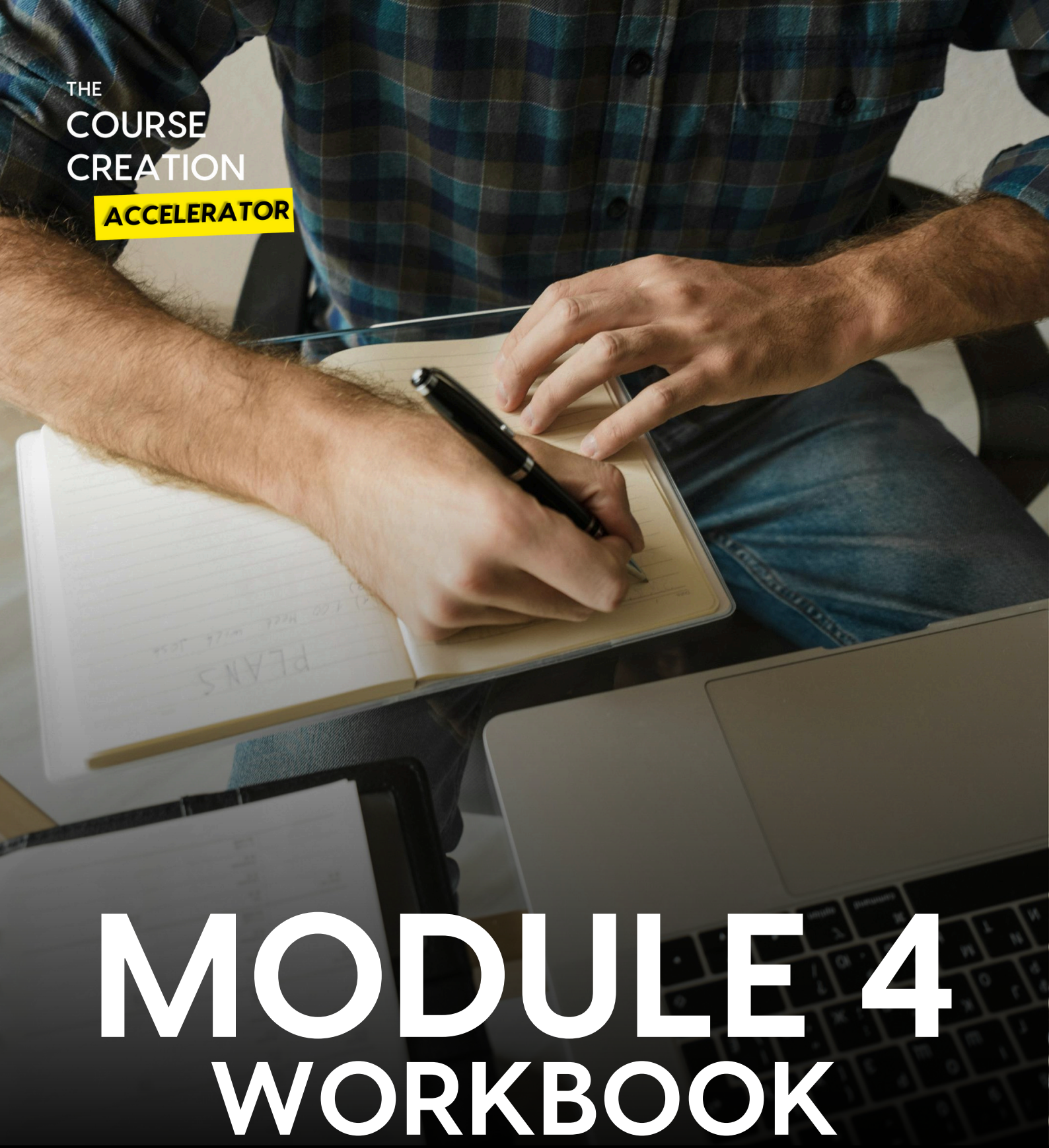


THE COURSE CREATION ACCELERATOR

MODULE 4 WORKBOOK

LAUNCH YOUR PORTAL WITH KAJABI

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

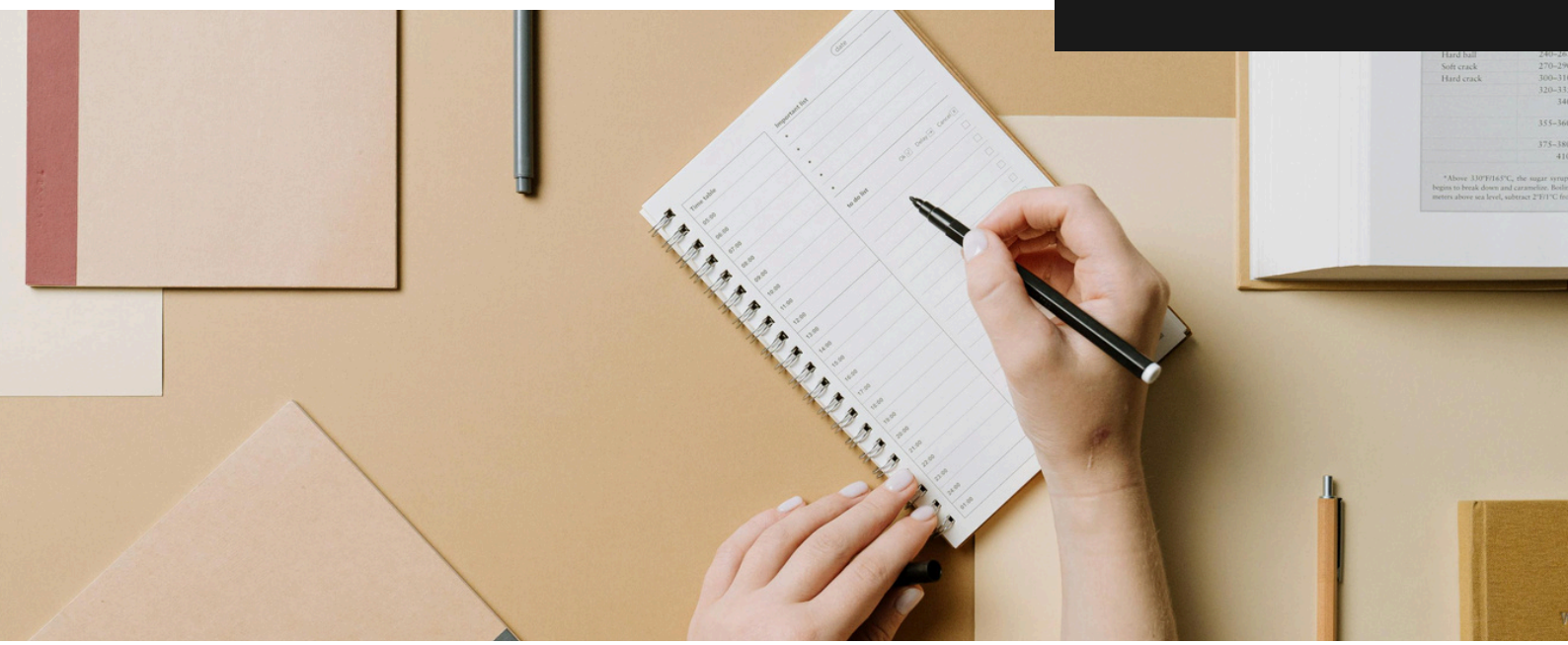
BUILDING YOUR

COURSE STRUCTURE

IFirst, we'll go over how to add the following Elements to your course...

- *Courses*
- *Modules*
- *Lessons*
- *Lesson Content*

NOTE: *Tools will be dependent on the type of Kajabi subscription you have.*



ADDING COURSES

Products > Courses

Courses Tab

- *Click +New Course*

Course details

- *Add name + description*

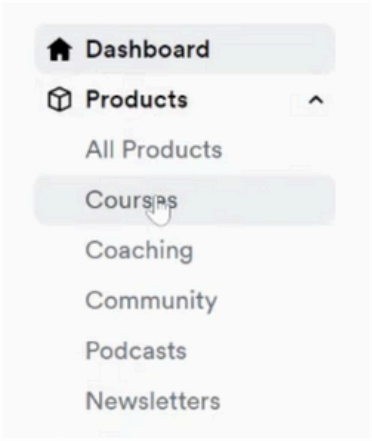
Choose primary + accent colors

Add thumbnail

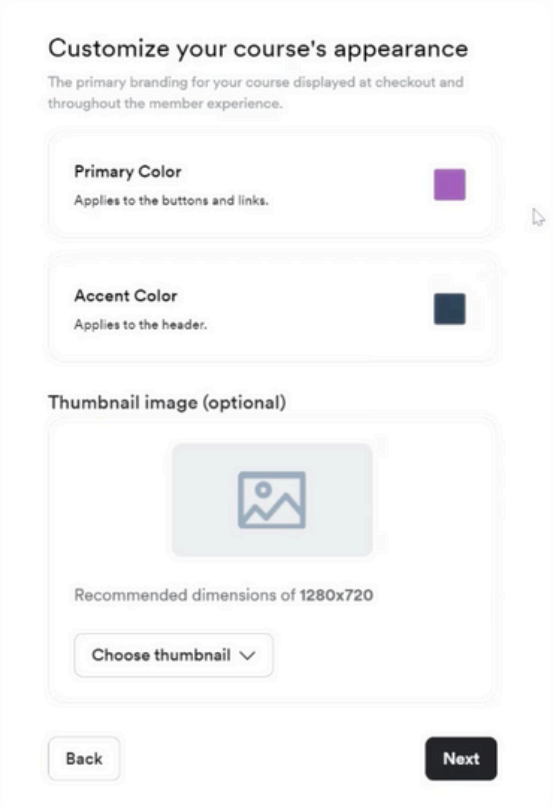
- *This will be displayed on the Home + All Courses Page*

Build out price structure

- *If paid, link your payment*





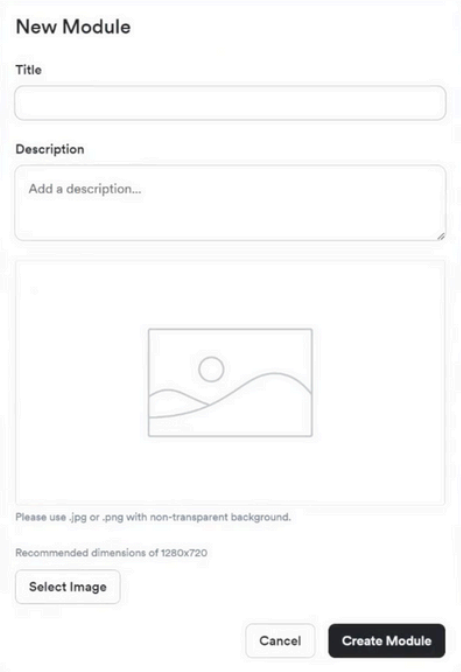


ADDING CONTENT

Courses Page

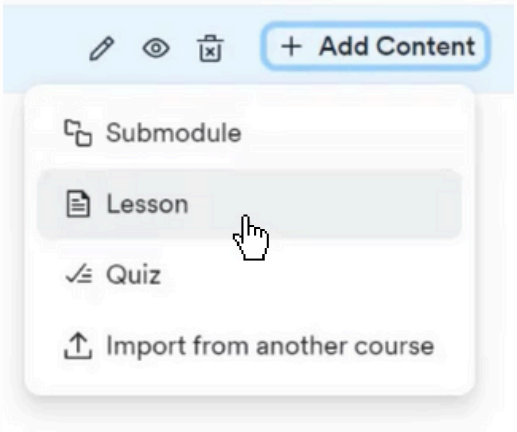


Click "Add Content"



New Module

- *Fill in the title. description + image*
- *May add submodule, lesson, quiz or import from another course*



Lessons

- *Default "Draft" mode*
- *Add thumbnail*
- *Edit Lesson - add videos, audios, copy*
- *Press save!*

ADDING TO

YOUR RESOURCE HUB

*Resources are located under **Website** > **Landing pages***

YOUR 3 LANDING PAGES:

1. *Onboarding Congrats*
2. *Onboarding Next Steps*
3. ***Resource Hub***

***NOTE:** Copy the URL for clients to access resource page directly*



Done.inc

ADDING RESOURCES

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

Why Compress PDFs Before Uploading to Your Portal?

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

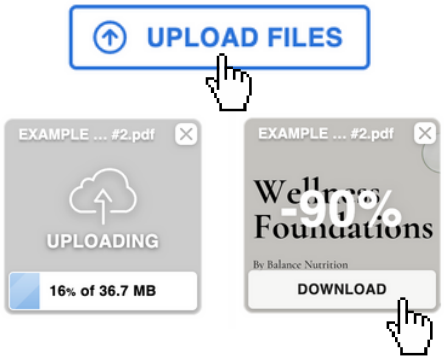
- *Saves portal storage space and reduces hosting costs*
- *Prevents upload failures due to large file sizes*
- *Improves overall site speed and responsiveness*

How to Compress PDFs Before Uploading?

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

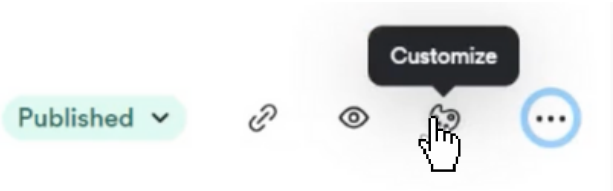
PDF Compressor Walkthrough:

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



ADDING RESOURCES

Resource Page

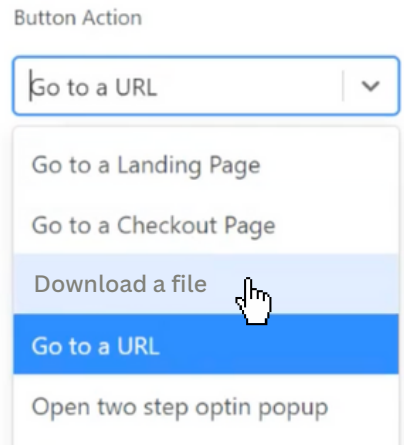


Click "Customize"

- *Click image to update image*
- *Click button to update resource*

Call to action tab (under "Button Action")

- *"Go to URL"*
- *Change to "Download a file"*
- *Save changes!*



Note: To duplicate a section, hover over 3 columns . Then, click the 3 dots and hit duplicate!



EDITING SITE

COLORS AND FONTS





*Go to **Website** > **Design***

Hover over template

- *Click "Customize Page"*

Click Settings > Style Guide

- *Design tools: show guides or show grid for added guidance*
- *Style guide: page background, colors, + fonts*

Sections are already built for you.

Simply update the images and text to customize the page to your brand!

EDITING YOUR

ONBOARDING PAGES

*Go to **Website** > **Landing Pages***

Select the page you want to edit

- *Click "Customize Page"*
- *This will take you to the backend of the page*
- *You can updates/customize the content at any time you'd like!*

Remember these editing tips can also be applied to other pages on this site





Done.inc

EDITING TOOLS

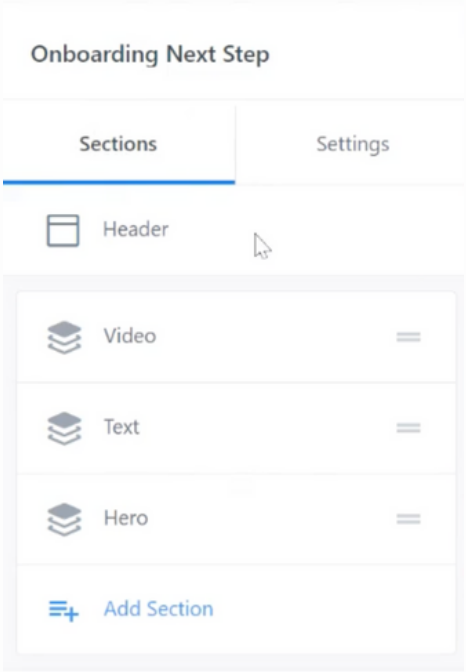
Sections

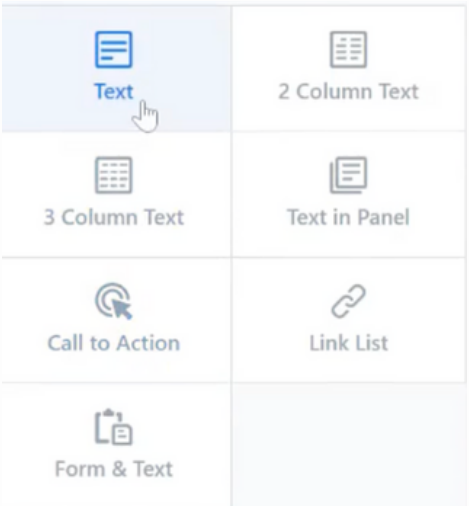
Header

- *Update the color + logo*

Video

- *Upload a new video or select a recent file*
- *Explore the different settings*





Editing Layout

Updating sections is up to you! You can also add new sections + to the page. This could include an image, text box, CTA, etc.

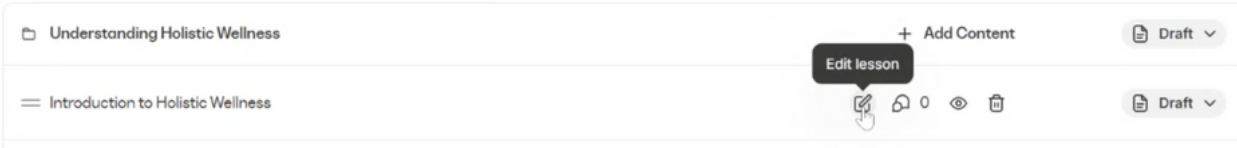
UPLOADING

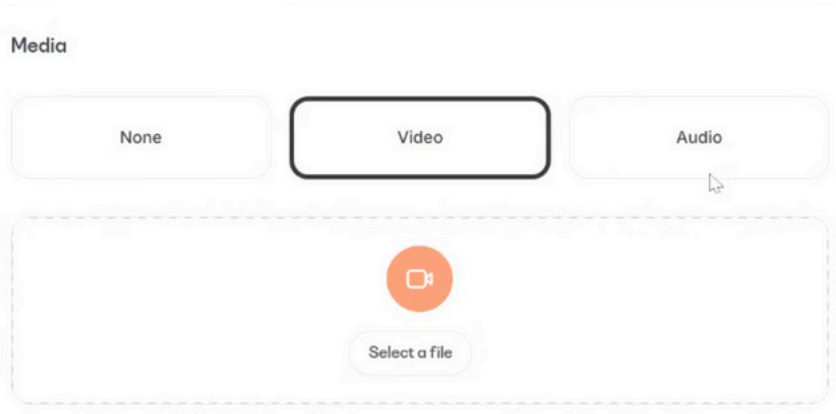
AND EMBEDDING VIDEOS

First record your video and upload it to your hosting tool!
(we recommend Vimeo)

Courses

- *Select "Edit Lesson"*
- *Under Media, select "Video"*
- *Here you can upload a downloaded video file*





NOTE: *Most hosting tools (ie. Vimeo, Youtube, + Wistia) will give you a direct embed code or direct link*

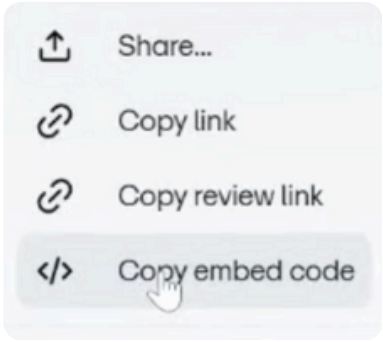


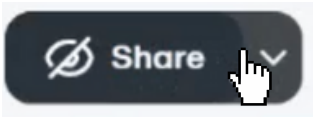
EMBEDDING VIDEOS

For additional videos...

Go to your hosting tool

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

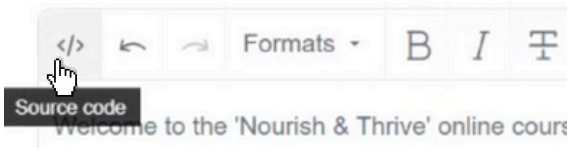


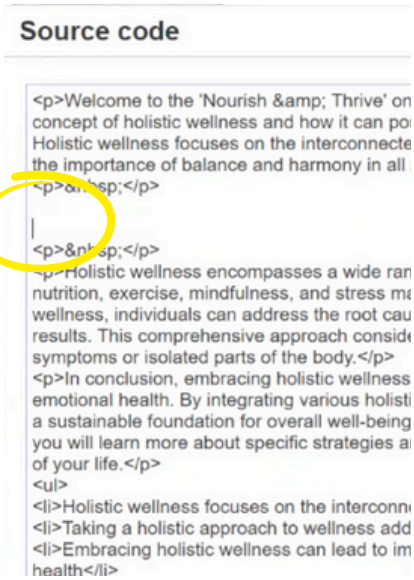




Go back to Kajabi

- *Scroll to lesson description/text box*
- *Figure out where you want to place your video*
- *Select "Source Code"*
- *Paste the embed code where you would like the video to sit*
- *Select "save"*
- *Preview page to ensure video has uploaded properly*





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**