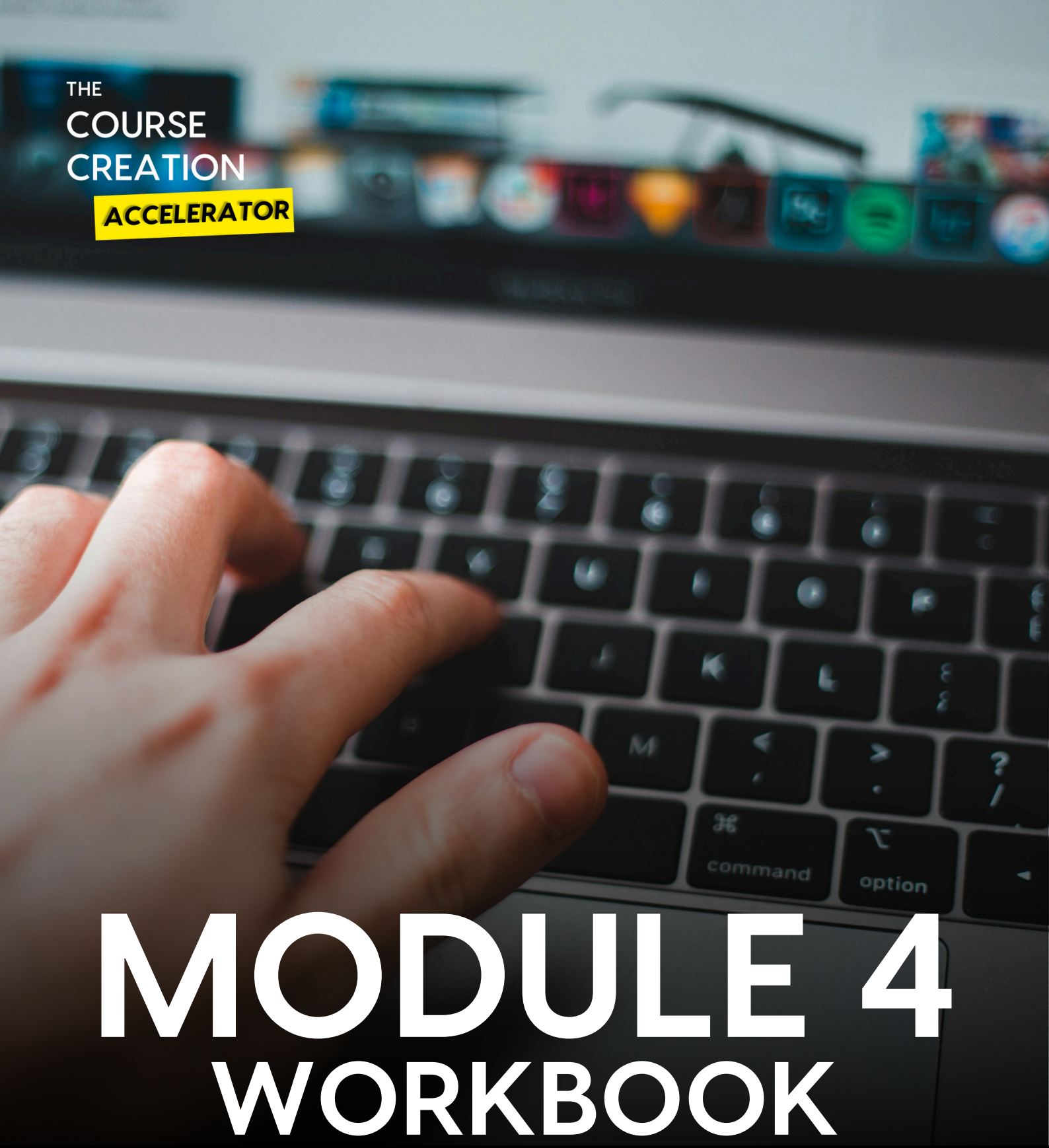


THE COURSE CREATION ACCELERATOR

MODULE 4 WORKBOOK

LAUNCH YOUR PORTAL WITH LEARNDASH

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...

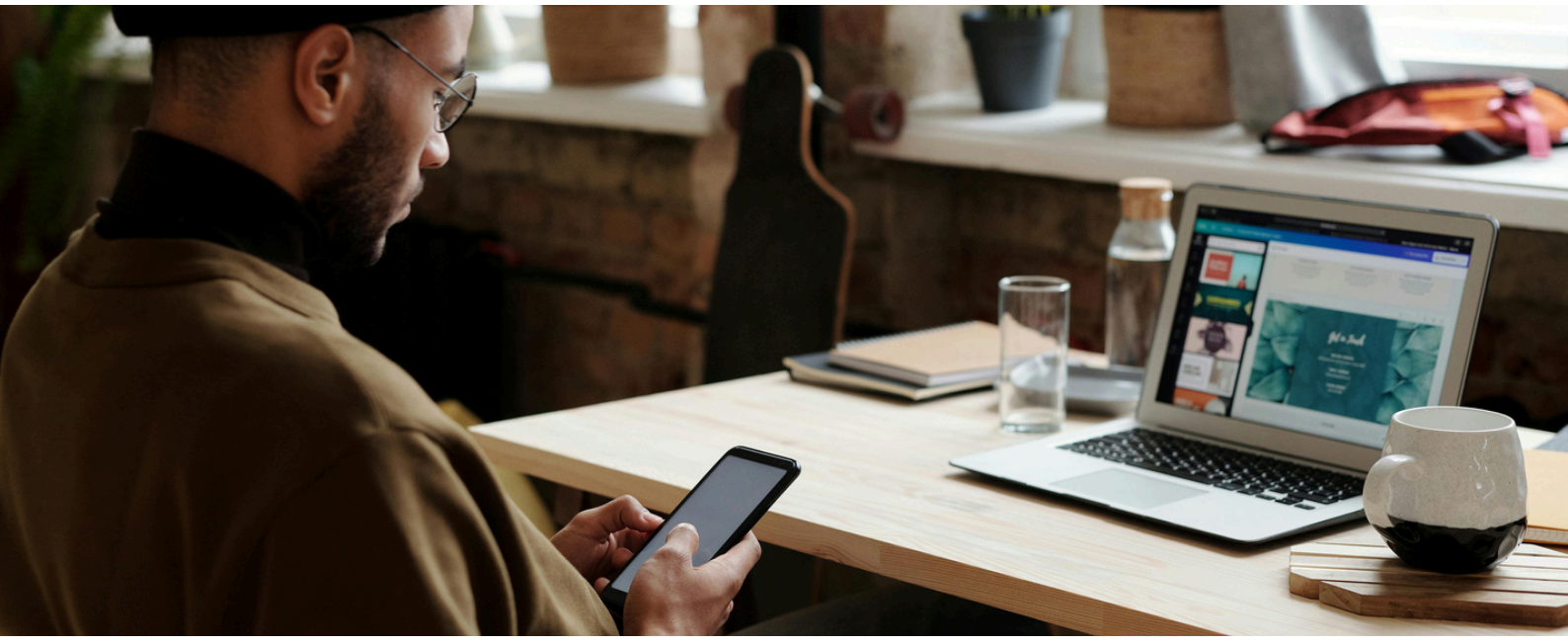
- [ ] Course Creation Tools
- [ ] Inside Your Portal
- [ ] Video Editing
- [ ] Video Hosting
- [ ] Your Done Checklist

ADDING YOUR

COURSES AND LESSONS

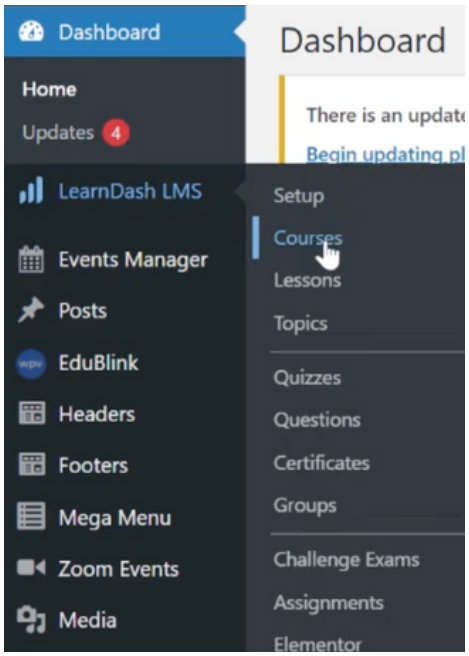
In this Section, we'll go over how to add the following Elements to your course...

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



ADDING COURSES

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



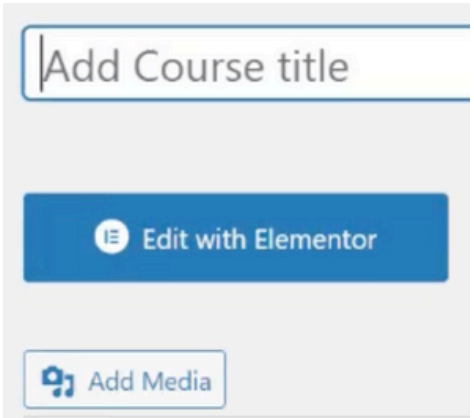
LearnDash LMS

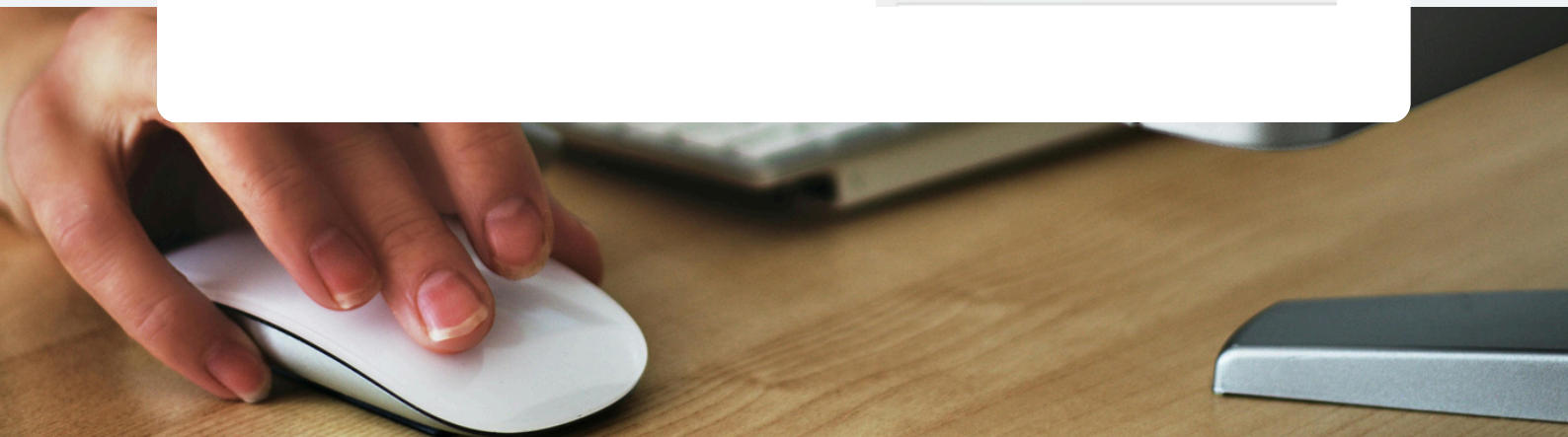
- *Click "**Courses**"*



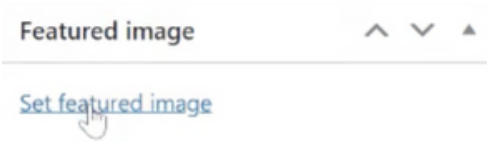
Course Page

- *You will see list of courses you already have*
- *Click "**Add New**"*
- *Name your Course*
- *You can add a description/course overview*



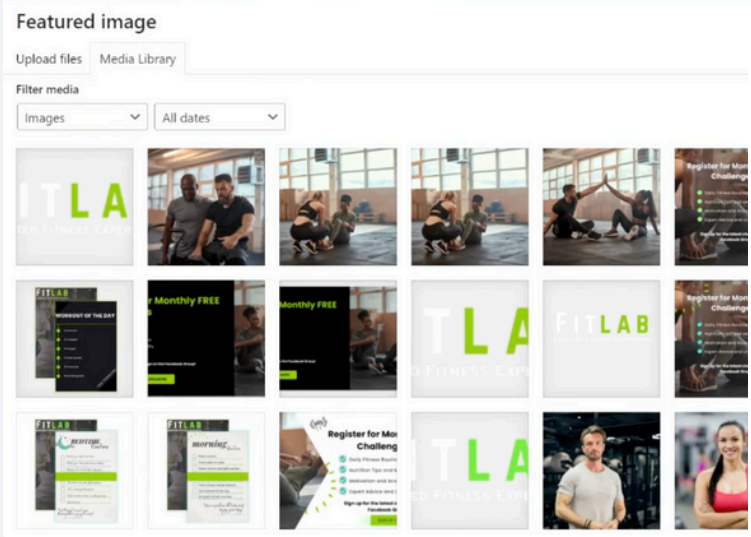


ADDING COURSES



Featured image:

- *Scroll down to the bottom right side of the page and select "**Set featured image"***
- *Choose from existing photos or click "**Upload files**" to add new images*
- *Select the image you want to add and then click "**Set featured image**"*
- *Scroll up and click "**Publish**" to save changes*





ADDING CONTENT

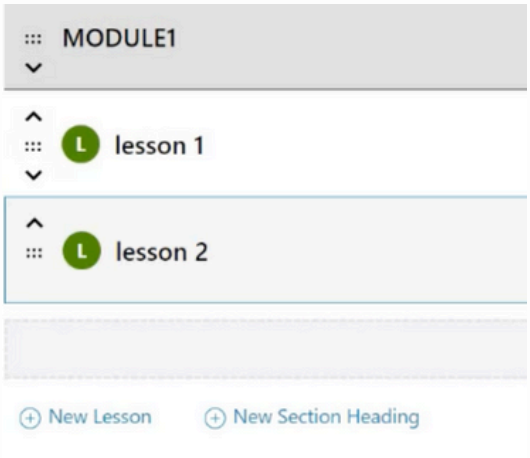
Courses Page

Click on the "builder icon"



Modules

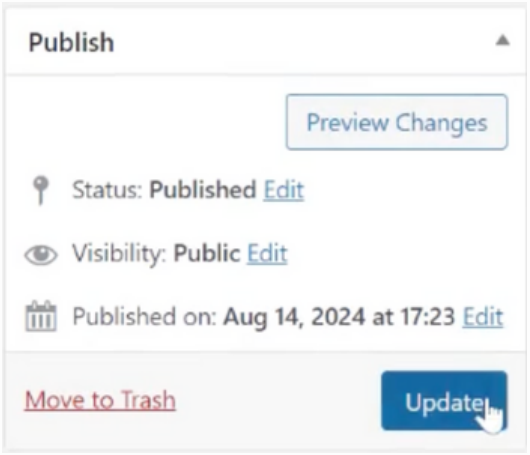
- *Select "**New Section Heading**"*
- *Name module + click "**Add Section Heading**"*

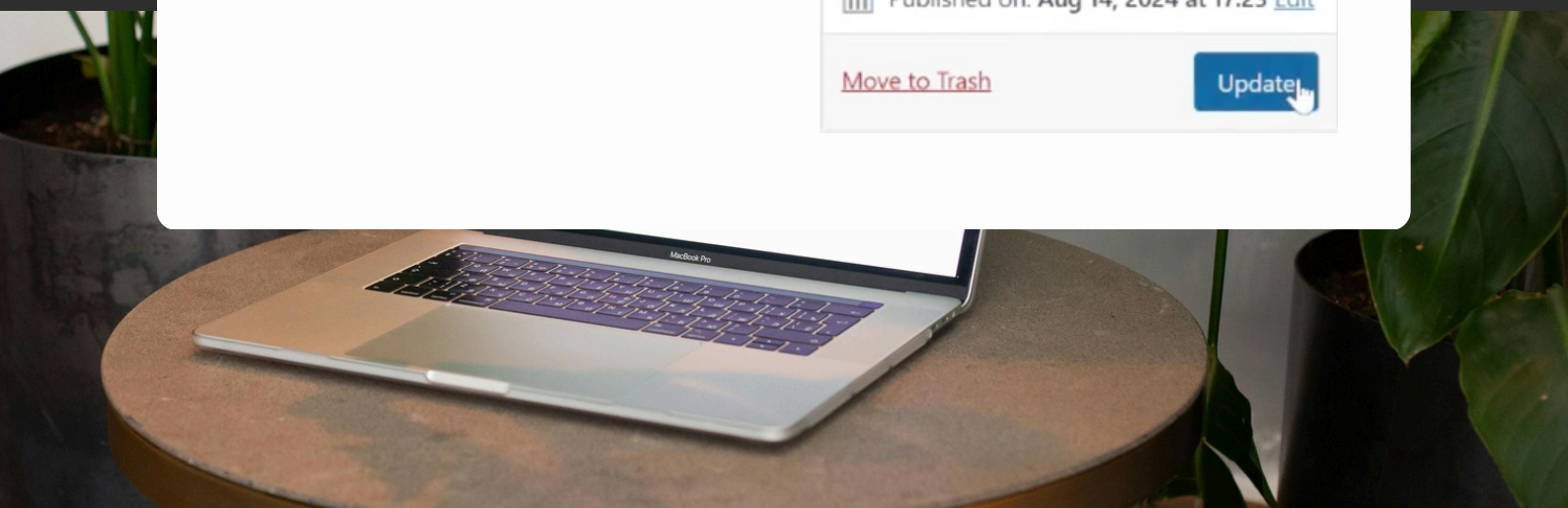


Lessons

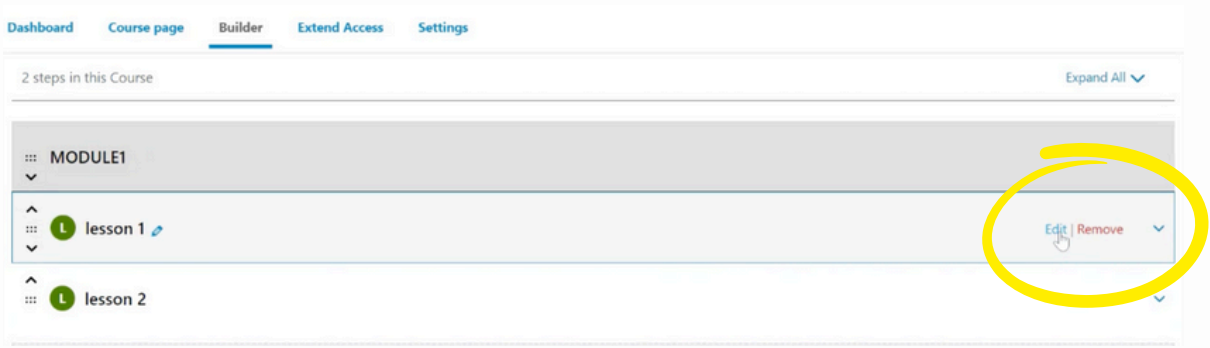
- *Inside the header section, click "**New Lesson**"*
- *Name your lesson and click "**Add Lesson**"*

Select "Update" to save changes



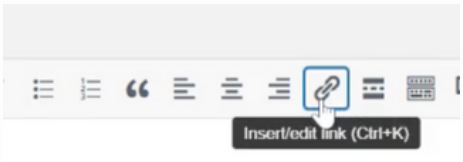


LESSON CONTENT



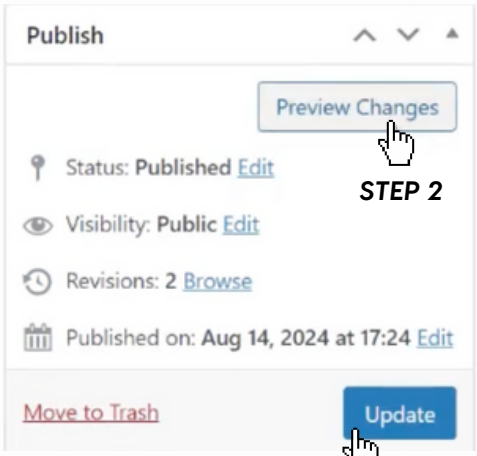
Lesson Content

- *Hover over lesson and select "**Edit**"*
- *Add lesson overview/description*
- *Insert video link*
- *Add any additional media*



Select "Update" to save changes

Select "Preview Changes" to view your page



STEP 2

STEP 1



CHANGING YOUR

SITE DESIGN AND STYLE

In this section, we will go over how to change your logo, favicon and colors

First, open up your site (make sure you're logged in)

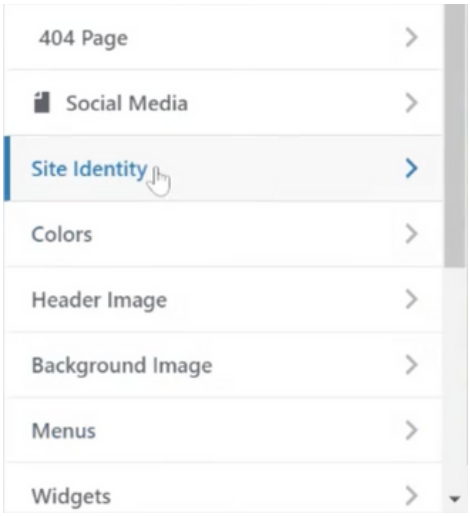
Go to "Customize"





LOGO & FAVICON

Scroll down to "Site Identity"



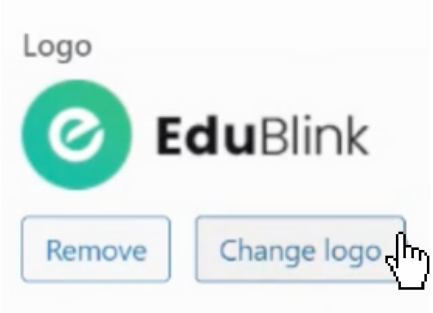
Site Identity:

- *This allows you to update the site logo + favicon*

*Click "**Change logo**": There will be suggested image dimensions*

*Choose logo from media or click "**Upload files**" to add a new logo:*

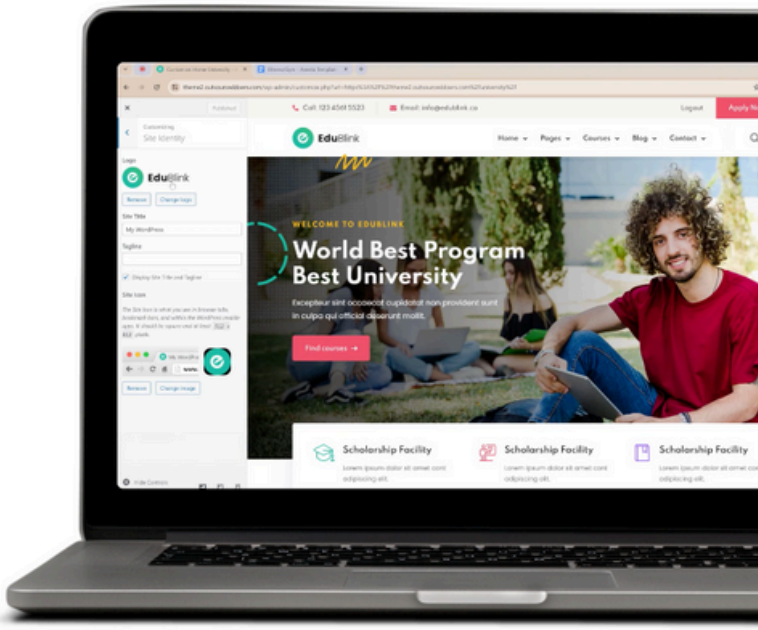
- *You may use "Edit with Elementor AI" to help it fit inside the required dimensions*
- *You may also crop image*



Update image

Follow the same steps for favicon

Select "Publish" to save changes



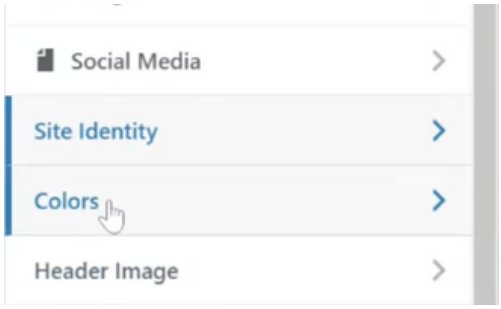
WEBSITE COLORS

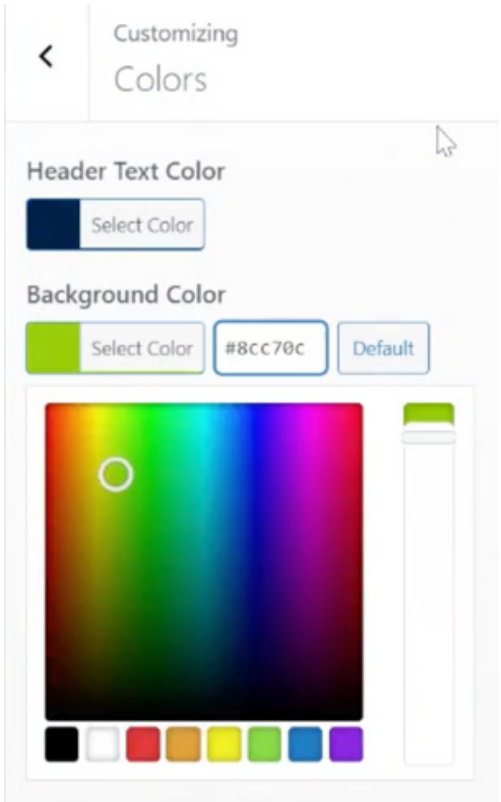
Go back to menu bar

*Select "**Colors**"*

- *Update your Header Text Color and Background Color*
- *Reference you brand style guide to input brand hex codes*

Select "Publish" to save changes



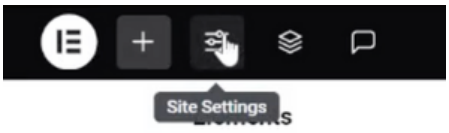




CHANGING SITE

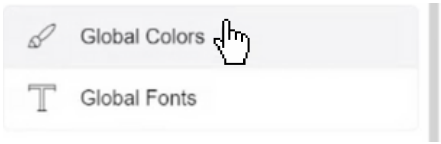
COLORS AND FONTS

First, open up your site (make sure you're logged in)



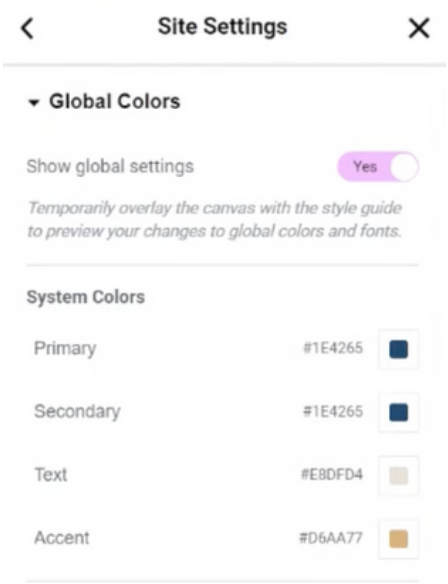
Select "Edit with Elementor"

- *Click "Site Settings" in the top left corner*



Go to "Global Colors"

- *Grab hex codes from your brand style guide add them to your "System Colors"*



Click "Save changes"



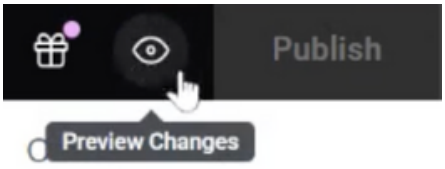
GLOBAL FONTS

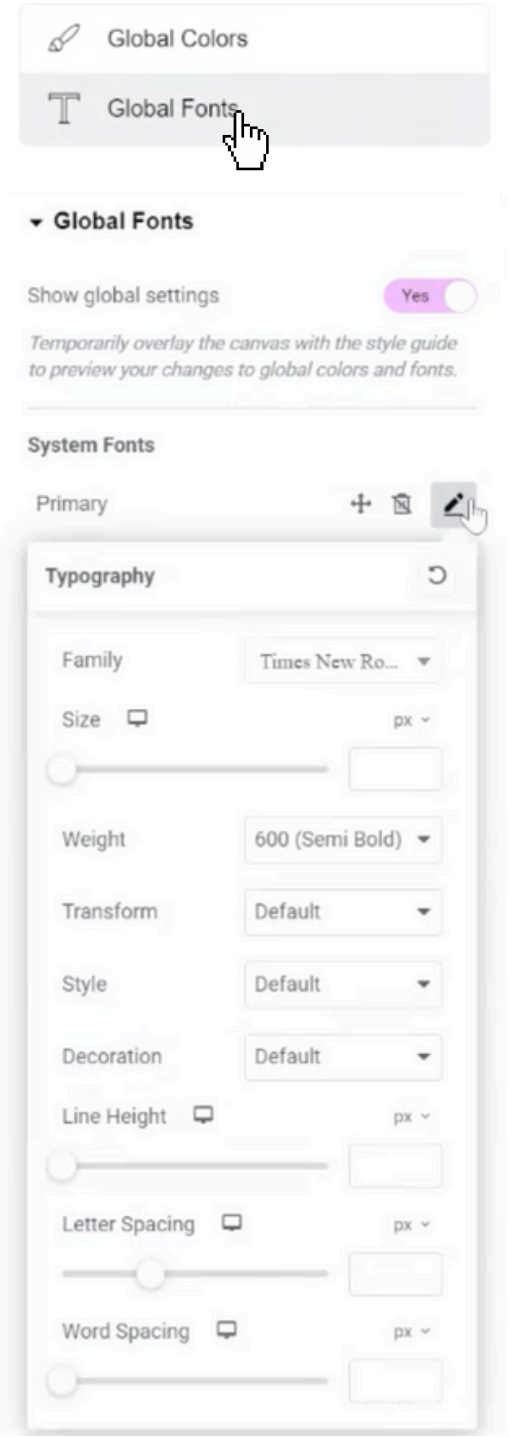
Go to "Global Fonts"

Update primary, secondary, text, and accent fonts

- *You can adjust the size, weight (ie. regular, **bold**), transform (ie. uppercase), style, decoration, line height, letter spacing, + word spacing*
- *We recommend staying between 14-16px for font size*
- *When you're satisfied, Select "save changes"*

AFTER site is saved, you can select preview changes at the top right corner







EDITING YOUR

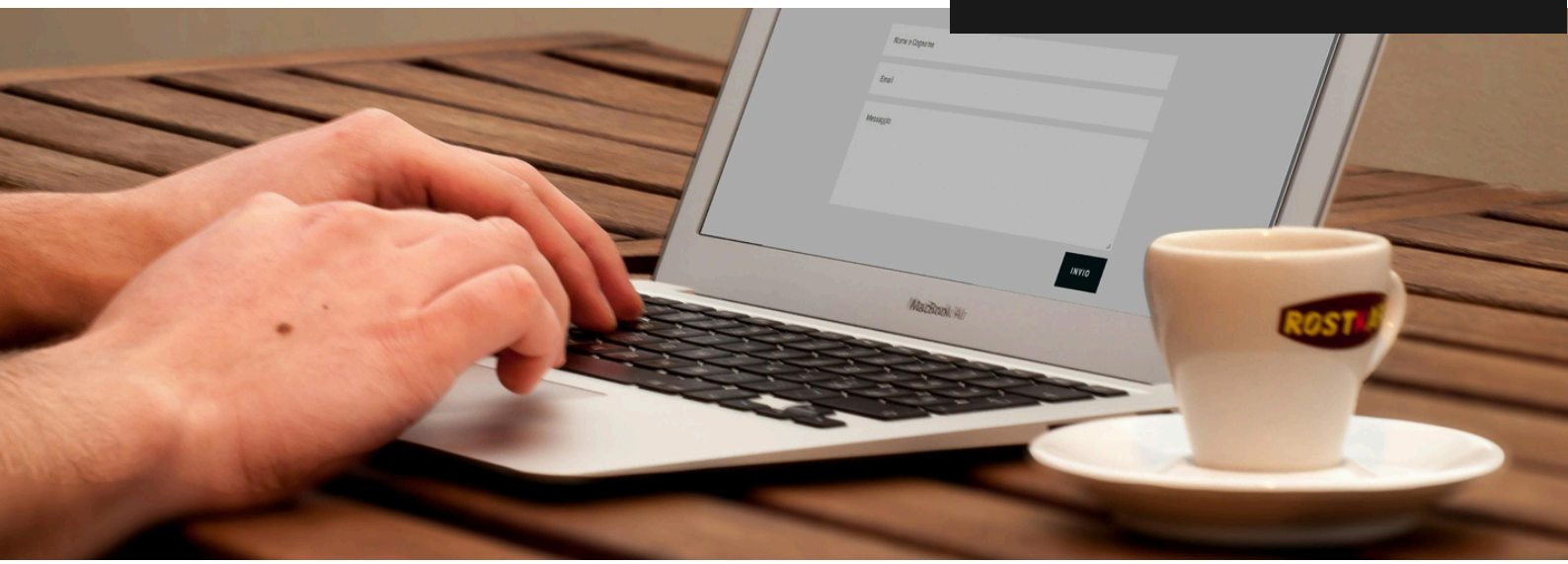
ONBOARDING + RESOURCE PAGES

This Workbook will cover how to edit your ***landing pages***

YOUR 3 LANDING PAGES:

1. *Member's Only Resources*
2. *Onboarding Congrats*
3. *Onboarding Next Step*

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

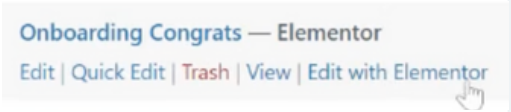


Done.inc

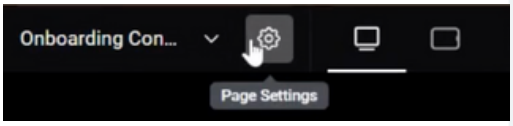
EDITING PAGE SETTINGS

Go to your Onboarding Congrats page

- *Select **"Edit with Elementor"***



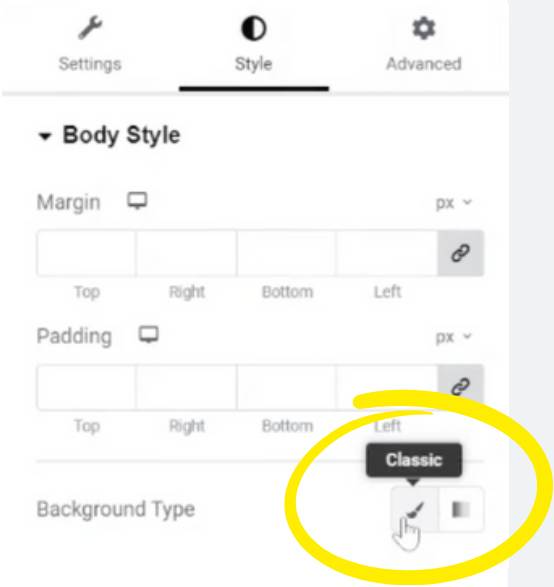
Click "Page Settings" at the top of the page



CHANGING BACKGROUND:

Go to "style" tab

- *Background type*
- *Select "classic" or gradient"*
- *Choose your colors*

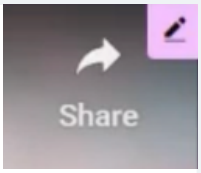


UPDATING LOGO:

- *Click the logo*
- *Click "**choose image**"*
- *Select an image from your media library or click the "upload files" tab to add new media*



UPDATING VIDEOS



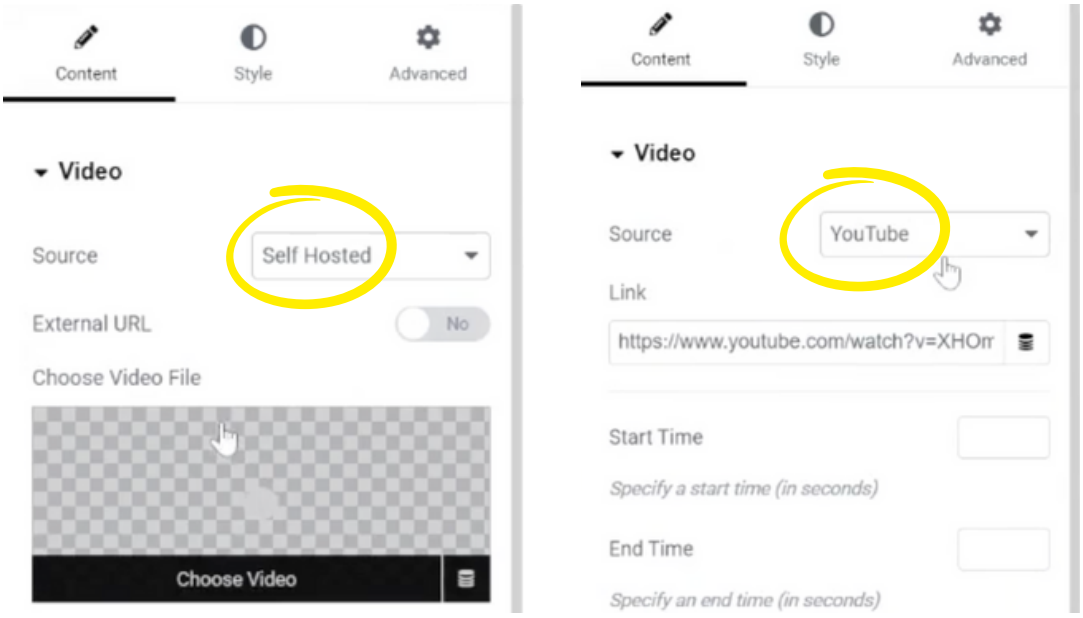
VIDEO SETTINGS

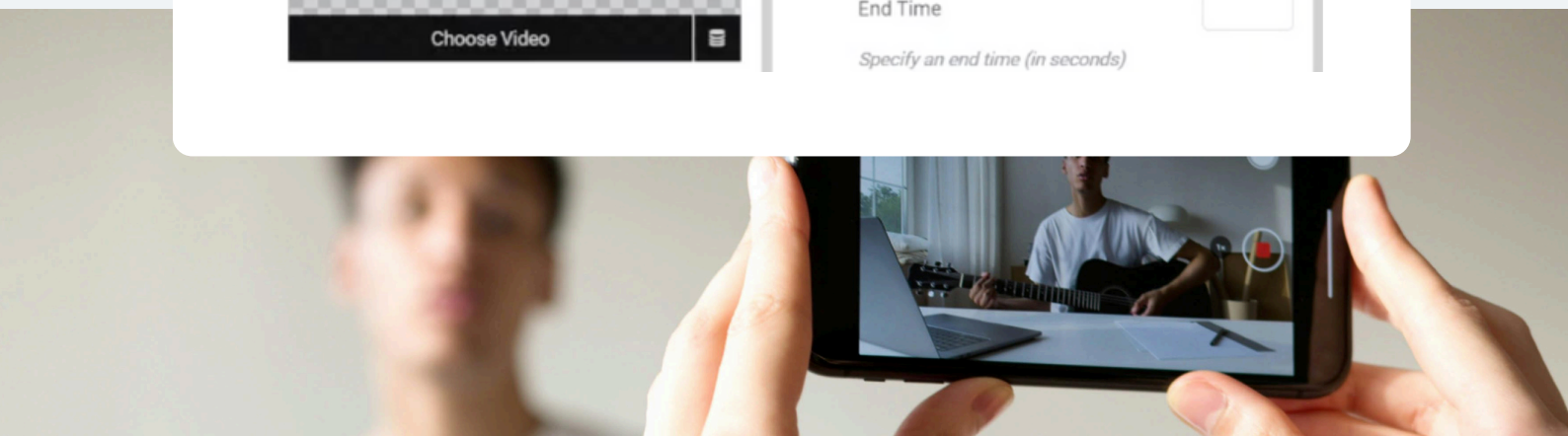
Hover over the video and click on the ***pink pencil "edit"*** *button on the top right corner*

In the left menu bar, select your ***video source*** *(YouTube, Vimeo, daily motion, video press, or self hosted)*

Self hosted*: Click choose video and then upload/select video your media library*

All other options: *Insert video link*



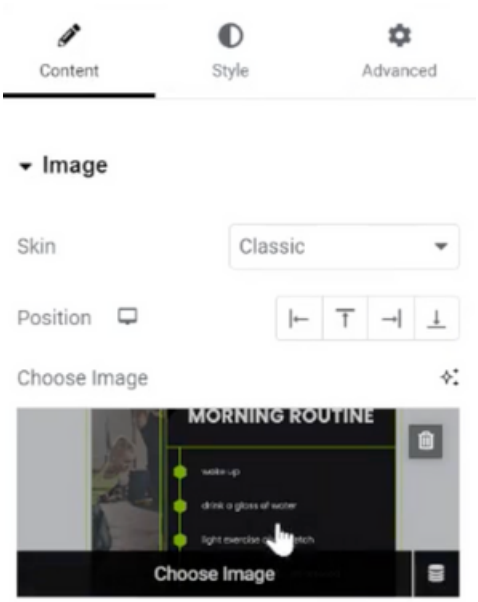


IMAGES, TEXT & BUTTONS

IMAGES + TEXT:

Click on any elements/media you would like to change/update and then edit on the left hand tool bar

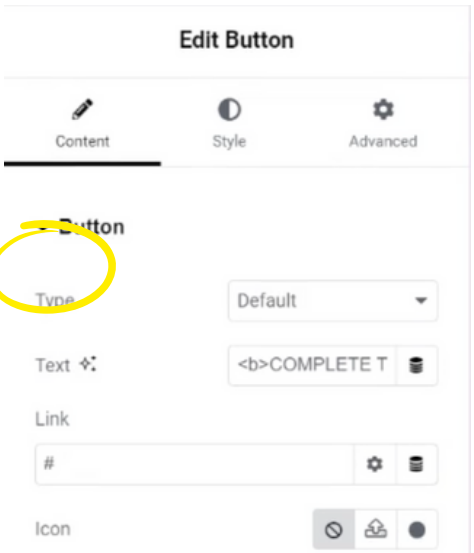
If you want to edit a section, select the pink container



LINKING BUTTONS:

- *Click on button*
- *Select "**type**"*
- *Update text with your CTA (ie. Complete form, download now)*
- *Insert link*



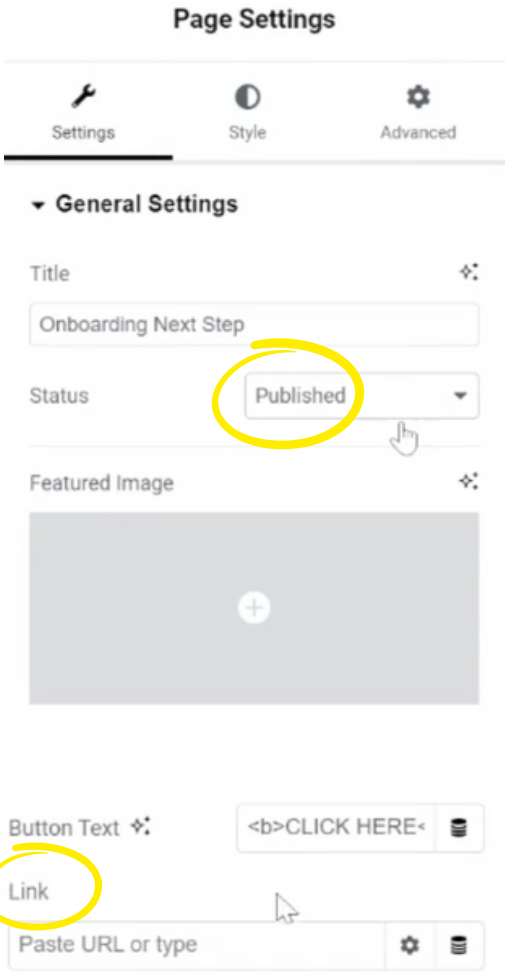


Press Publish to save changes

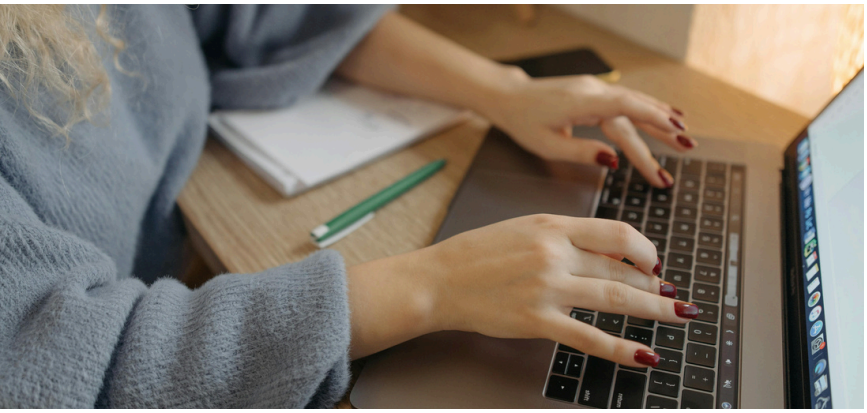
NEXT STEPS PAGE: TIPS

Repeat steps from previous onboarding page for your ***Onboarding Next Steps Page***

TIP #1: Under the settings tab you can update the title of the page. You can also check on the status. If the page is private, make sure you have the link for this page saved. The link will send users directly to onboarding



TIP #2: Retrieve resource page link and add link to buttons on ***Next Steps Page***





ADDING RESOURCES

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

Why Compress PDFs Before Uploading to LearnDash?

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

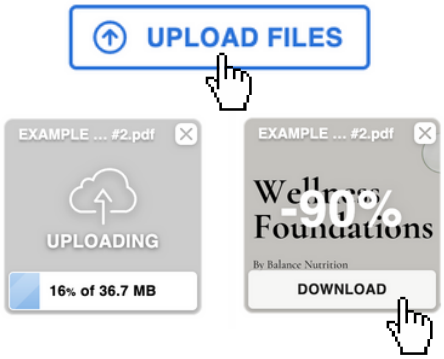
- *Saves portal storage space and reduces hosting costs*
- *Prevents upload failures due to large file sizes*
- *Improves overall site speed and responsiveness*

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!*



RESOURCE HUB

To customize page content, repeat steps from previous onboarding pages

HOW TO UPLOAD RESOURCES:

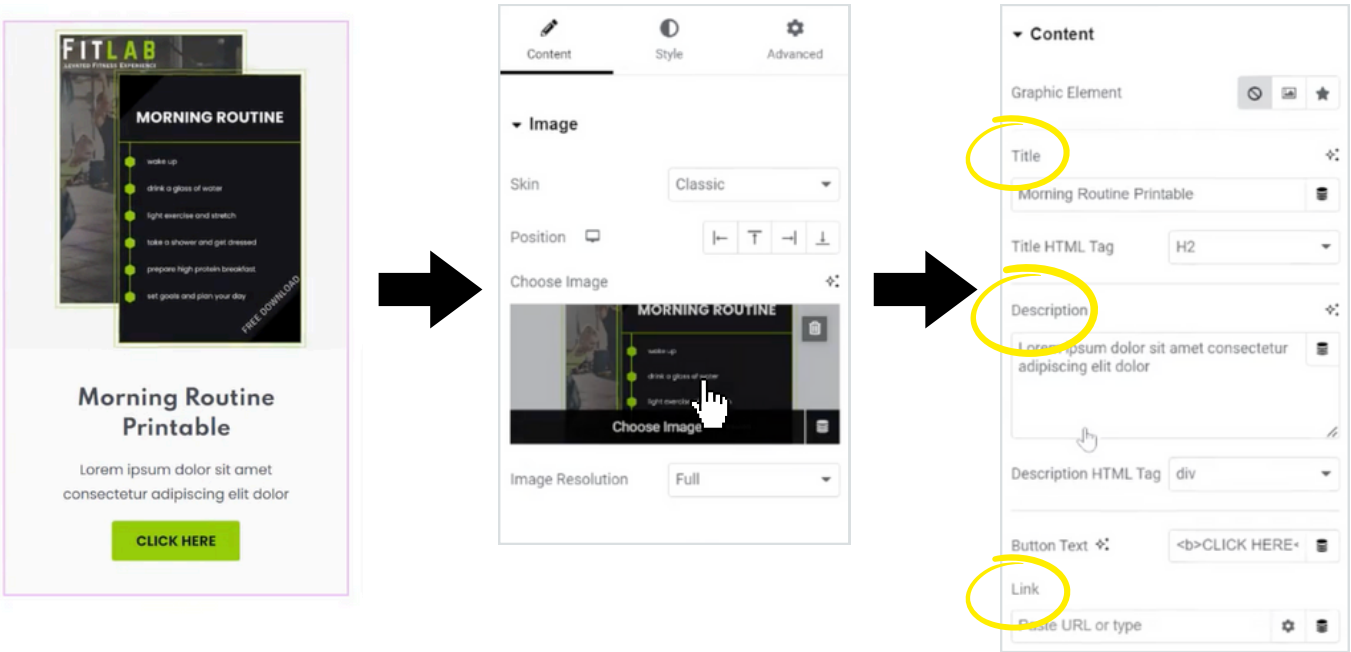
Upload image for your resource

- *We recommend creating a graphic!*

Update title + description

- *Make sure you have the URLs for you resources so you can link your buttons to them*

Hit publish & preview your page



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**