

# ■■■■ How to Add a Course on Incogia Learning

Welcome to Incogia Learning! If you are an instructor and ready to share your knowledge with the community, here's how you can easily add a course to the platform.

■ Website: [www.incogialearning.com](http://www.incogialearning.com)

## ■ 1. Log into Your Instructor Account

- Go to [www.incogialearning.com](http://www.incogialearning.com)
- Click on "Login" and enter your credentials.
- If you don't have an account yet, register as an Instructor and fill out the necessary information.

## ■ 2. Create a New Course

- Once logged in, go to your Dashboard.
- Click on "Add New Course".

## ■ 3. Fill in the Course Information

- Course Title: Provide a clear, concise, and attractive title.
- Category: Select the appropriate category.
- Description: Write a clear description of what students will learn.
- Level: Choose the course level (Beginner, Intermediate, Advanced).
- Language: Indicate the language used in the course.

## ■ 4. Add an Introductory Video

- The course introduction must be a video and is required.
- This video must be FREE and accessible to all site visitors, even if they don't purchase the course.
- If using YouTube, be sure to set the video to "Unlisted" so it doesn't appear publicly on YouTube but remains accessible on the platform.

## ■ 5. Add Modules and Lessons

- Divide your course into sections or modules.
- Add each lesson with:
  - Video
  - Text or PDF
  - Quiz or assignments if necessary
- Each lesson can have a description to provide more context to students.

## ■ 6. Set the Course Price

- Choose whether the course is Free or Paid.
- Enter the price clearly if it's a paid course and verify all payment details.

### ■ **7. Submit the Course for Review**

- Review all the content you've entered.
- Click on "Submit for Review".
- Your course will be reviewed by the Incogia Learning team before being published on the platform.

### ■ **Important Recommendations**

- YouTube videos must be set to "Unlisted", not "Public" or "Private".
- The course introduction video must be FREE and visible to everyone on the course page.
- Make sure all your videos have good sound and image quality for a professional learning experience.

If you have any questions or need technical support, feel free to contact the Incogia Learning support team directly through the website.

Incogia Learning – More than community, more than learning.  
[www.incogialearning.com](http://www.incogialearning.com)