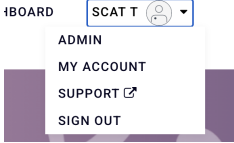
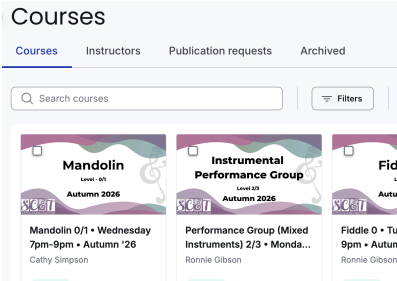
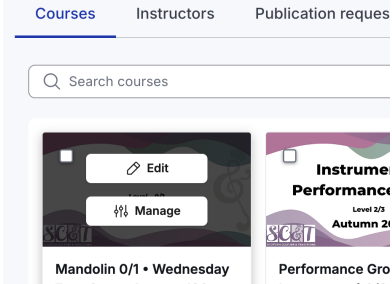
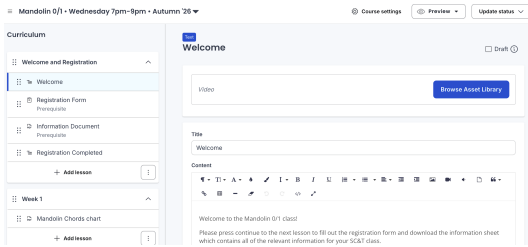
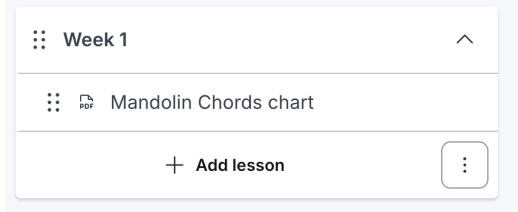
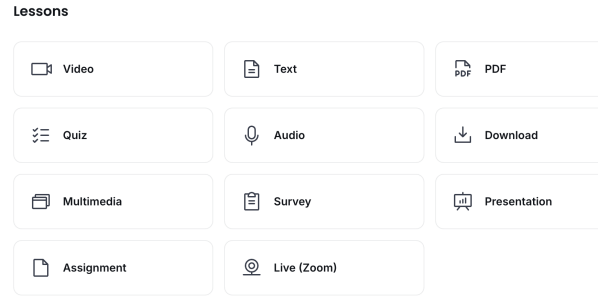
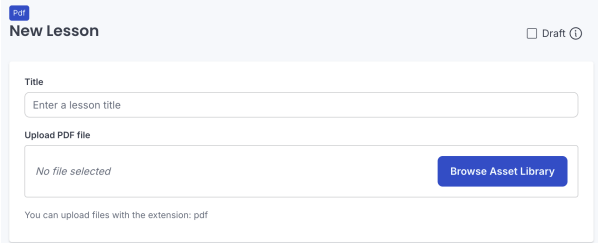
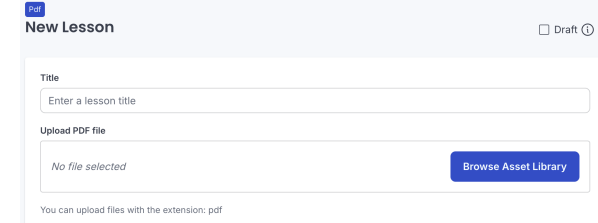
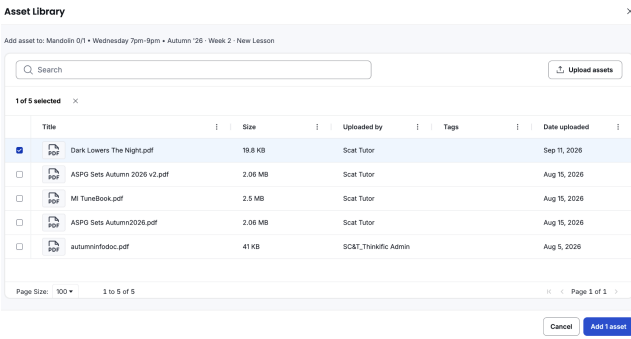
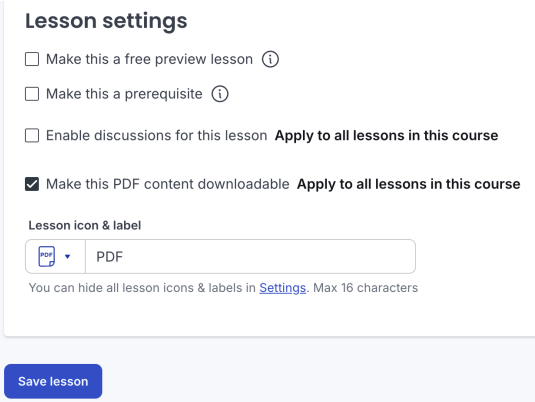
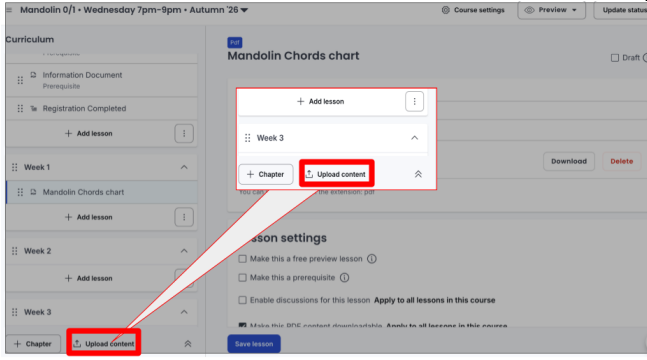
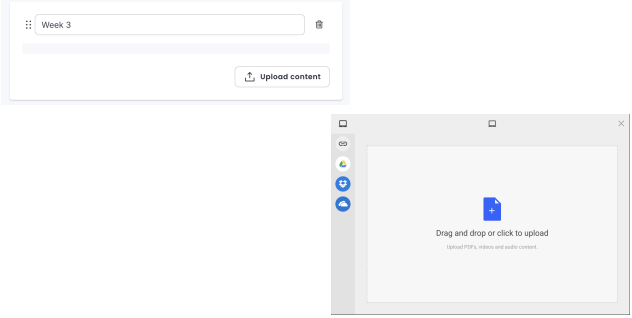
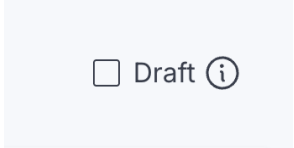


Thinkific for SC&T Tutors

1	Navigate to https://scatclasses.thinkific.com Log in with username scattutor@gmail.com and password Autumn24 Make sure you are logged in as this user and not a personal account.	
2	In the Top Right menu select Admin	
3	Navigate to this page - Courses	
4	Navigate to your course - it might be on the next page. Hover over the course and select Edit Thinkific organises material in Chapters (Weeks) and Lessons (Individual learning items)	
5	This is the Curriculum screen It opens on the Welcome Chapter The Welcome, Registration lessons and the Weeks Chapters are set up for you already - no need to change these.	
6	Each “Week” (chapter) is a single class meeting. Each “Lesson” is a separate item - a document, video or audio file. You can add as many Lessons as you like to any Week. In this example the Mandolin Chords Chart Lesson is already uploaded to the Week 1 Chapter (its a PDF) Click + Add Lesson	

7	You now have several choices. You can choose Text for general instructions and for sharing links to websites and youtube video etc.. Sheet Music, Audio and Video can all be added as individual lessons Sheet music can be added as a PDF and the content will be displayed. Common formats like MP3/4 and Wav are accepted for Audio and video. Make sure your students have the necessary software to open any files. Download presents a list of files to download but doesn't display the content.	 The 'Lessons' menu displays a grid of options for adding content to a lesson. The options include Video, Text, PDF, Quiz, Audio, Download, Multimedia, Survey, Presentation, Assignment, and Live (Zoom). Each option is represented by a button with a corresponding icon.
8	For example - this is the PDF upload screen Enter a good title for the item Note: You must name your files carefully to identify the content and Don't have any "Special" characters in the filename eg: "&"	 The 'New Lesson' screen for PDF upload includes a title field, an upload PDF file section with a 'Browse Asset Library' button, and a note about file extensions.
9	There are now 2 ways to upload material. A. Upload via the Asset Library - See 9A B. Upload directly into the Chapter (Week) - See 9B Both methods are easy We'll begin with the most obvious one - 9A	 This screenshot is identical to the one in row 8, showing the 'New Lesson' screen for PDF upload.
9A	Upload via the Asset Library Click the Browse Asset Library button The Asset Library will appear. Select an existing item or upload a new one. Click Upload Assets to load a new item. You will be presented with a Dialogue Box to navigate to your document/video etc. (This box will look different depending on what device you are using - PC/Mac/Phone etc.) Upload your item/s and then select from the list. Click Add 1 Asset	 The 'Asset Library' dialog box displays a table of assets. The table has columns for Title, Size, Uploaded by, Tags, and Date uploaded. The assets listed include 'Dark Lowers The Night.pdf', 'ASPG Sets Autumn 2026 v2.pdf', 'M1 TuneBook.pdf', 'ASPG Sets Autumn 2026.pdf', and 'autumninfodoc.pdf'.

9A	Remember to fill in the lesson Title box Now scroll down and check the lesson settings These Lesson settings are set for you already but make sure they look like this. When you are happy remember to press Save Lesson This method will display the file contents AND allow the student to download/play the file	
9B	Upload directly into the Chapter (Week) Starting from the Curriculum Screen (See 5 Above) Click the Upload Content button (Bottom Left of the screen)	
9B	In the next screen main window Scroll to the week (Chapter) you want to add to and click Upload Content In the Dialogue Box that appears navigate to your item and Upload it. The item will now appear in your Chapter (Week) as a Lesson. This method bypasses the Asset Library but the item will now appear there also	
10	Draft You can use the Draft button on individual Lessons to hide them from students until you are ready. The draft button appears on all lessons in the top right corner of the editing screen.	
	Thats It You've updated your course. Now go back to the Admin Dashboard (Top Left "Hamburger" menu) and click Account and then Log Out	