



TRAINER & CONTENT PROVIDER USER GUIDE



A PARADIGM SHIFT in
BUSINESS EDUCATION & TRAINING

If you encounter any issue while using this User Guide,
please contact us at cs@GlobalSparks.com

NOTICE

The present User Guide is subject to constant changes & improvements.

It is being made available to guide early adopters through the process of using this new platform version.

We apologize for potential typos and missing information.

We would greatly appreciate your constructive criticism as to how we can make this User Guide better for you.

Send comments to: UserGuide@GlobalSparks.com

Thank you!

CONTENTS

DONE-FOR-YOU [Done4U]	6
CHEAT SHEET	7
STEP 1 - REGISTRATION	9
NEW USER	9
POTENTIAL ERROR MESSAGES	13
LOST or FORGOT YOUR PASSWORD?	13
UPGRADING FROM ANOTHER MEMBERSHIP	13
STEP #2: DASHBOARD and PROFILE UPDATE	14
PROFILE	15
PHOTO	16
BIO	17
STEP #3: ADDING COURSE CONTENT	18
GENERAL	19
DESCRIPTION tab	20
COVER/AVATAR	20
EXERCISE FILES	22
PRICING/PLANS	22
REQUIREMENTS	25
ADDING MODULES	26
ADDING LESSONS	28
GENERAL tab	29
LAYOUT tab	29
NARRATION/SOUND tab	31
PUBLISHING tab	32
ACCESS tab	32
REVIEW and EDIT	33
THE "DUPLICATE" OPTION	33
STEP #4: OTHER ELEMENTS TO SETUP	35
STUDENTS	35
What the students will see	37
PROJECTS	38
QUIZZES / FINAL EXAMS	39

REGULAR QUIZ - GENERAL	40
QUESTIONS	41
PASS or FAIL MESSAGE	46
FINAL EXAM	47
GENERAL.....	48
INCLUDED QUIZZES	48
PASS or FAIL MESSAGE	49
MEDIA	50
GRADE ESSAYS	51
SUPPORTED MEDIA PROVIDERS	51
COURSE OVERVIEW	52
VIEW	52
CURRICULUM	53
DETAILS	53
STATISTICS.....	54
PUBLISHED	54
STATUS	54
TO MARK	54
GoGLOBAL TrainOprenneur SUCCESS PATH	55
MISC INFORMATION	56
SUPPORT	56
AFFILIATE.....	57
END RESULTS & EXAMPLES	59
Certificate of Completion	59
Faculty	60
Trainings/Classes/Events list.....	61
Training/Class information display.....	62
Table of Contents	63
Description	63
\$ Price.....	63
Trainer/Teacher info	64
Requirements.....	64
STRIPE ACCOUNT FOR DIRECT PAYMENT	65
FEEDBACK.....	65

TRAINERS-TRAINOPRENEURS & CONTENT PROVIDERS

This User Guide contains the description of the process of registering as an official Content Provider, under the terms TrainOpeneur, Trainer, Teacher, or simply as Content Provider.

It also presents the details of creating and adding a training, course or event.

Although the process is relatively simple, it does require a certain amount of time to go through all the steps.

We recommend you start with the pre-requisites, i.e. joining one of the Memberships (free or fee-based), and applying for TrainOpeneur status. We will review your information and provide you with an Approval Code you will need in order to continue the process.

While waiting for your Approval Code, we strongly recommend you gather all the required information so that all you will need to do when using the online Form is to paste the information in the appropriate fields.

This User Guide includes two helpful tools you can use to complete the task:

- **Cheat sheet:** a summary of the information needed based on the screen that will be visible to the visitors and potential students of yours
- **Whole process details:** right after the cheat sheet below, you will find the complete details of the process

DONE-FOR-YOU [Done4U]

We understand the need for an e-learning platform to be simple and easy to use, and that is at all levels starting with YOU, as a content provider. You can setup your content totally free as a DIY project, or...

THE SIMPLER & EASIEST WAY TO GET IT DONE: we have created an optional system, tagged “Done4U”, allowing you to focus on the delivery of your message, and to market yourself to your target market, not on having to learn how to navigate all the layers of setting-up your content online.

Once your training is ready to post to the Internet, the industry average is that it takes between 3 and 5 hours to setup a very basic course. Using the Done4U approach, the same content can be added in as little as 15-20 minutes.

The reality is that someone still needs to do the backend work and actually enter & post the content in the correct order, and for everything to be appealing to the potential users & participants. So, in this system, after registering as a faculty member, you enter your information and content details on a simple online page following a step-by-step process, and one of our staff members will take it from there, and do the work mentioned in the present User Guide.

1. Profile 2. Setup 3. Details 4. Add content Options Media & files I'M DONE!

Public profile

This section is to guide you in providing the information that will appear when potential participants review your profile.

Email address on file*

Full name to appear*

Additional title

Website

Blog

Facebook

Twitter

Approval code (will be hidden)*

Referred by (will be hidden)*

Send a copy to yourself

SUBMIT THIS INFORMATION NOW >>

Cost: the basic fee for this service is us\$50, while more advanced content setup may cost around \$100. Extensive content may result in additional costs, subject to your approval.

Leadtime: depending on the content, your course/training/event should be ready to post within a day or two. Based on past experience, when delays occur it is normally caused by a breakdown in communication, so that element is key in this process.

How to get it Done4U? Simply contact us and we will follow-up with you: done4u@globalsparks.com

CHEAT SHEET

It may require some time for you to fill out all the required information. To save you time and improve your productivity we have prepared the following check list [cheat sheet] so you can prepare beforehand. The printable PDF version is available at globalsparks.com/docs/cheatsheet.pdf



CHEATSHEET

TRAINOPRENEUR & CONTENT PROVIDER REGISTRATION
+ PREPARING TRAININGS/CLASSES FOR PUBLICATION
ON THE GLOBAL SPARKS PLATFORM [v.2.06]
See the online User Guide for complete instructions

STEP 1: REGISTER AS TRAINOPRENEUR, CONTENT PROVIDER, FACULTY MEMBER

PLATFORM SCREENS	REQUIRED INFORMATION
REGISTRATION Link: [Main menu], [GoGlobal], then select [New TrainOprenneur]. Select your Country and Signup as a TrainOprenneur member.	<ul style="list-style-type: none">• Avatar: a headshot of yourself to appear next to your name• Your email address (it will become your username)• Password you would like to use• First and last name• Organization or company that you own or represent• Address (home or business), telephone number, and fax number (if you have one)• Payment information
PROFILE Once approved, you can access your profile and start setting up your courses/content/events For link to Dashboard: [Main menu], [GoGlobal], [TrainOprenneur]	<ul style="list-style-type: none">• Update your profile information, and add the following:• Website, Blog, Facebook and Twitter (all optional)• Approval code: must be entered in order to save your profile (contact us if not received)• Who referred you to this platform?• Photo (headshot), if you have not already entered your Avatar. Ideally 300x300px• Bio (at least a short version)

STEP 2: GOGLOBAL TRAINOPRENEUR SUCCESS PACKAGE

If would decide to follow your own path instead of the suggested path, skip to Step 3 below

ACTIONS	REQUIRED INFORMATION
#1 \$20 Intro class/training	<ul style="list-style-type: none">• Coordinate with GoGlobal your 30-minute interview to post.• Decide on what you want to offer as an introduction to your students for their payment of \$20. This could be a class, ebook, presentation, webinar, video, ...• Setup your introduction as a course by using Step 3 below.• Setup your first lesson as an introduction, and make it available to the public (that option is available when setting up your content).• If an ebook, webinar or video, setup your second lesson with your instructions on how the students having paid can access that content. IMPORTANT: make this lesson available on to "student"; that way, only the students having paid will access the content.
#2 \$200 coaching session (or other type)	<ul style="list-style-type: none">• Determine if you want to offer a coaching session for your second level, or if you would rather offer something else.• Setting up this level is basically is done using the regular course setup process (Step 3).• Setup your first lesson as an introduction, and make it available to the public (that option is available when setting up your content).• Setup your second lesson with your instructions on how you want the student to contact yo once their payment has been processed. IMPORTANT: make this lesson available only to "student"; that way, only the students having paid will access the instructions.

#3 \$500 online or offline programme	<ul style="list-style-type: none"> • For Online programme: use the regular content setup approach (Step 3 below) • For Offline programme/training, the simplest way to setup is with two lessons: <ul style="list-style-type: none"> • First lesson is an introduction explaining the content of your programme. Make it available to the public and instruct students to select the second lesson to register. • Second lesson: make this lesson available only to “students” so that they need to pay before accessing that content. Include in this lesson the instructions to get the content, continue the online course, or what to do to attend your live programme.
ADDING MORE COURSES/EVENTS	<ul style="list-style-type: none"> • You can add as many courses or events as you wish. • At times you may be asked for a small fee for additional courses to cover customer support costs. The amount is determined based on the amount of support required for your classes.

STEP 3: ADDING CONTENT: WE RECOMMEND BROWSING ALL TABS BEFORE STARTING

PLATFORM SCREEN	REQUIRED INFORMATION
Course(s)/Training	<ul style="list-style-type: none"> • Title of course/training • Category & Level (select one of the offered options) • Will there be quiz(zes) and/or final exam? • Passing score (if test involved) • Description (Summary & highlights) • Image to represent your course: 1200px(W) X 300px(H) • Image to use as “Avatar” (icon): 350px(W) X 200px(H) • Exercises for students to do? • Pricing (free or fee-based) • Any prerequisite(s)
Module & Lesson pages	<ul style="list-style-type: none"> • Name of module (series of lessons under same topic) <p>Each lesson requires the following info:</p> <ul style="list-style-type: none"> • Lesson title • Level of difficulty • Duration: average time to complete lesson, in minutes • Custom CSS class: modify only if needed (requires certain technical expertise) • Description (Summary & highlights) • Content (text, audio, video, webinar, etc.) • Option narration or audio file • Files for students to download
Quiz/Exam pages	<ul style="list-style-type: none"> • Questions & choice of answers • Type: True/False, Single choice, Multiple choice, Essay • Correct answer for each
Other information	<ul style="list-style-type: none"> • Free or paid? • If not free, how much + terms? • Who has access (public, registered users, paid users)? • Link out for class? • Do you want Preset user ID and passwords from us?
Media	<ul style="list-style-type: none"> • If your media (video, audio, files, etc) is ready to go, we recommend you enter it first under the [Media] tab, before setting up the rest of your class(s).

Any question(s)? Email cs@GlobalSparks.com

STEP 1 - REGISTRATION

NEW USER

On the Main Menu, select [GoGlobal] and [New TrainOpeneur]



The following screen will come up. Select your country:

Select your homebase country

(your headquarters and/or main operations)


Any question? We're here to support you: cs@GlobalSparks.com

A-B	C-E	F-K	L-N	O-S	S-Z
Afganistan	Cambodia	Falkland Islands	Laos	Oman	Singapore
Albania	Cameroon	Faroe Islands	Latvia	Pakistan	Slovakia
Algeria	Canada	Fiji	Lebanon	Palau Island	Slovenia
American Samoa	Canary Islands	Finland	Lesotho	Palestine	Solomon Islands
Andorra	Cape Verde	France	Liberia	Panama	Somalia
Angola	Cayman Islands	French Guiana	Libya	Papua New Guinea	South Africa
Anguilla	Central African Republic	French Polynesia	Liechtenstein	Paraguay	Spain
Antigua & Barbuda	Chad	French Southern Ter	Lithuania	Peru	Sri Lanka
Argentina	Channel Islands	Gabon	Luxembourg	Phillipines	Sudan
Armenia	Chile	Gambia	Macau	Pitcairn Island	Suriname
Aruba	China	Georgia	Macedonia	Poland	Swaziland
Australia	Christmas Island	Germany	Madagascar	Portugal	Sweden
Austria	Cocos Island	Ghana	Malavsia	Puerto Rico	Switzerland

On the next screen, click on [Sign Up].

Note: the price indicated here may change without notice. In the present example, an introductory price was in effect.

Membership for GoGlobal trainers, teachers, mentors, motivators, content providers



This is a special membership for trainers and content providers affiliated with GoGlobal Business School™ and requires approval from both GlobalSparks and GoGlobal Business School™.

Being a content provider on the GlobalSparks Academy offers many advantages seldom available elsewhere:

- Renewal 2-year Content Provider Membership
- Outstanding revenue-share model
- Lifetime GlobalSparks Silver and GoGlobal Memberships included
- Become part of one of the largest educational platform in the world
- Easy-to-use front-end
- Edit course(s) at will
- Statistics on your course(s) and students
- Automatic payment system, direct to your Paypal, AliPay, WeChat Pay account (or other account)
- Cross-marketing throughout the platform
- Affiliate program available, covering all fee-based courses on the GlobalSparks channel
- And more...

LIMITED TIME OFFER: SGD2,500 (REGULAR SGD5,000)

Setup Fee:	SGD75
Duration:	2 years
Price:	SGD2,500

[Sign Up](#)

The following screen will appear. If you are an existing Member (other than TrainOpeneur), use the top portion of the Form and enter the email address and password you used to register to that membership, and then continue to STEP #2 below.

TrainOpeneur Subscription

Please enter all requested information on the form below to process a membership request as a TrainOpeneur.

Existing user? Please login

Email *

Password *

[Login](#)

[Forgot your password?](#)

[Forgot your username?](#)

New User? Please register

Account Information

Avatar No file chosen

Email *

Password *

Retype Password *

As a NEW USER registering for a TrainOprenneur Membership, fill out the following form.

- Avatar: image (headshot of yourself) will appear next to your name when potential students inquire about you and/or your class(es).
- Email: your regular email address. It will become your username.
- Password: enter the password you would like to use. We do not keep a record of your password so make sure to use something you will remember. If you later forget it, you will need to reset it for a new one.
- Payment information
 - Coupon: use the coupon you might have received from GoGlobal or from a Licensee
 - Setup Fee: the payment processors we use (Paypal, Stripe and/or others) all charge a certain processing fee. We rounded the fee to 3%
 - Price: the Membership fee in effect
 - Discount Amount: if using a coupon, the discounted amount will appear here
 - Gross Amount: the total to pay
 - Payment Method: all payments are processed through the Renor Foundation, the public charity owning GlobalSparks
- Privacy Policy: read and check box
- Newsletter: check box
- Terms & Conditions: read and check box

New User? Please register

Account Information

Avatar No file chosen

Email *

Password *

Retype Password *

First Name *

Last Name *

Organization

Address *

Address2

City *

Zip *

Country *

State *

Phone

Fax

Comment

Payment Information

Coupon

Setup Fee

Price

Discount Amount

Gross Amount

Payment Method

[Privacy Policy](#) By signing up to this subscription plan and agreeing to the Privacy Policy you

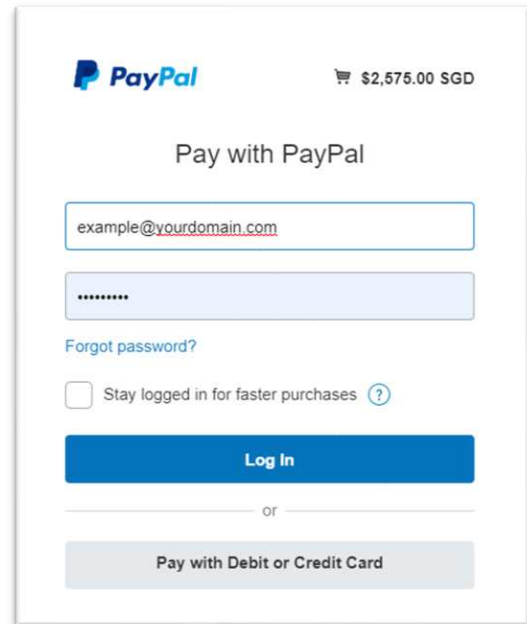
I want to subscribe to your newsletters

I accept [Terms and Conditions](#)

You will be redirected to either Paypal or Stripe (or other processor being used at the time).

You are able make a payment using a Paypal account, but you can also use any credit or debit card.

When using Stripe, you can also pay using a debit or credit card, but also AliPay, WeChat Pay, Apple Pay, Google Pay, and even using cryptocurrency.

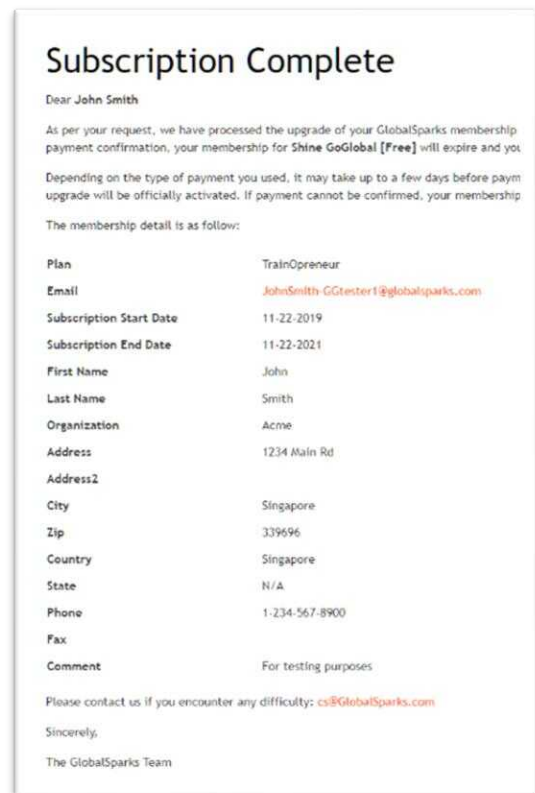


The next screen you will see is to advise you that your Subscription is Complete. It means that the online registration portion is completed, but not the whole process, yet.

Your Application will now go through an evaluation process During this approval procedure, you may receive an informational email at each stage. Simply follow the instructions in those emails.

Once payment is confirmed and your application is approved by both GlobalSparks and GoGlobal, you will receive an email with your Approval Code, and what to do next.

SUGGESTION: While waiting for confirmation and your Approval Code, to give you a better idea on how to proceed with the next step, i.e. entering the information for your own content, you may want to look at how other trainers, TrainOpeneurs and Content Providers are offering their content, what they write, what they include, etc. To do so, in the top navigation bar select “Faculty” from anywhere on the globalsparks.com platform.



Subscription Complete

Dear John Smith

As per your request, we have processed the upgrade of your GlobalSparks membership payment confirmation, your membership for **Shine GoGlobal [Free]** will expire and you

Depending on the type of payment you used, it may take up to a few days before payment upgrade will be officially activated. If payment cannot be confirmed, your membership

The membership detail is as follow:

Plan	TrainOpeneur
Email	JohnSmith-GGtestert1@globalsparks.com
Subscription Start Date	11-22-2019
Subscription End Date	11-22-2021
First Name	John
Last Name	Smith
Organization	Acme
Address	1234 Main Rd
Address2	
City	Singapore
Zip	339696
Country	Singapore
State	N/A
Phone	1-234-567-8900
Fax	
Comment	For testing purposes

Please contact us if you encounter any difficulty: cs@GlobalSparks.com

Sincerely,

The GlobalSparks Team

POTENTIAL ERROR MESSAGES

The GlobalSparks platform is experiencing a quick growth period which requires constant technical upgrades. Such changes in the platform structure may lead from time to time to temporary error messages, or you may be redirected to different screens than the ones shown in the present document.

In the event of any error message, please contact us so we can help you get to the right location on the platform, and resolve the issue at the same time.

Login error:

If you get this message, it is most probably because:



- you are already registered with GlobalSparks but not as a TrainOprenneur, or
- Your request is still pending

LOST or FORGOT YOUR PASSWORD?

Note that for your protection we do not have access to your password, so we are not able to look it up for you.

To reset your password, simply try logging in and look for the link “Forgot your password?” Click on it, enter your email address when asked for, and you will receive an email back with the code to enter to reset your password.

UPGRADING FROM ANOTHER MEMBERSHIP

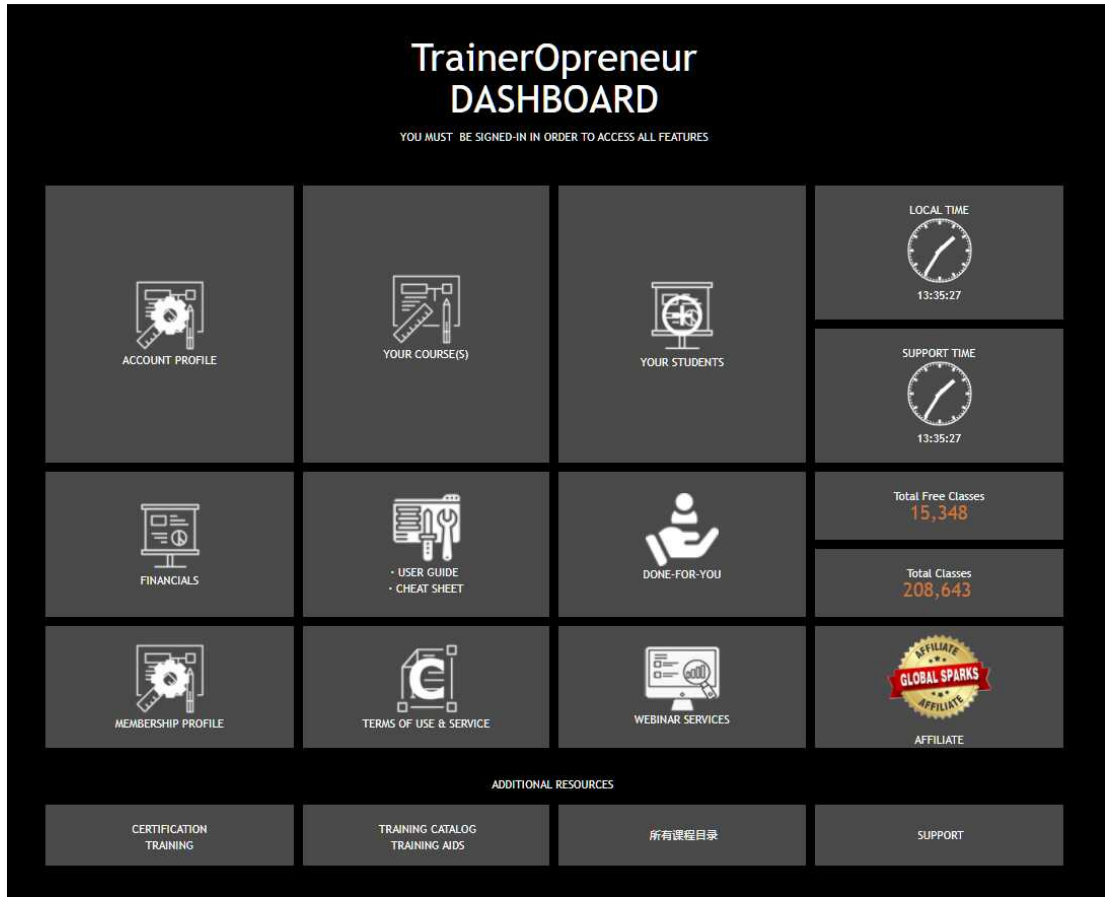
NOTE: Depending on your Membership, this might not relate to your Membership level.

If you already have a Membership status and wish to gain TrainOprenneur or Content Provider status, at the bottom of your profile you will see the Upgrade Membership option.

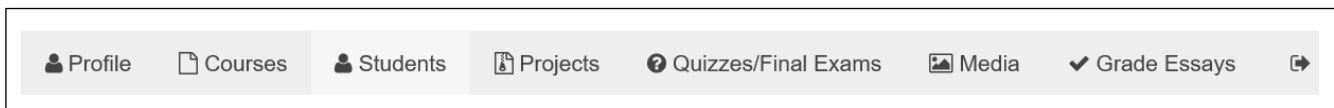
STEP #2: DASHBOARD and PROFILE UPDATE

Once your account is approved, your first task is to access the TrainOpreneur Dashboard to review and update your profile to ensure all the information is correct. Log-in and go to the TrainOpreneur Dashboard. Select the [Account Profile] icon.

Note: As we continue to improve the platform, the look of this Dashboard and the associated information may change over time.

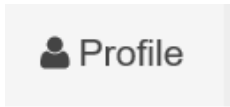


Your Course setup screen will come up with the following MAIN MENU at the top of screen:



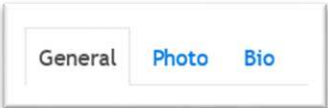
In this section we will go through the Profile tab.

PROFILE:



Your Profile is divided in three parts which you can access and edit at will.

GENERAL: The first tab under PROFILE Settings is the General information screen. The information you have entered in the registration process [Step 1, above] will come up here and you can now make changes at will.



Profile Settings

General **Photo** Bio

Name: *

Username: *

Title:

Email: *

Website URL: Show

Blog URL: Show

Facebook page URL: Show

Twitter ID: Show

Password: *

Confirm Password: *

I agree to consent to 'GlobalSparks' collecting my details via this form

[Terms and Conditions](#)

TrainOprenneur

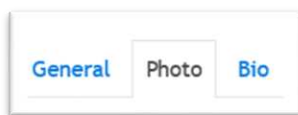
Approval code *

Referred by *

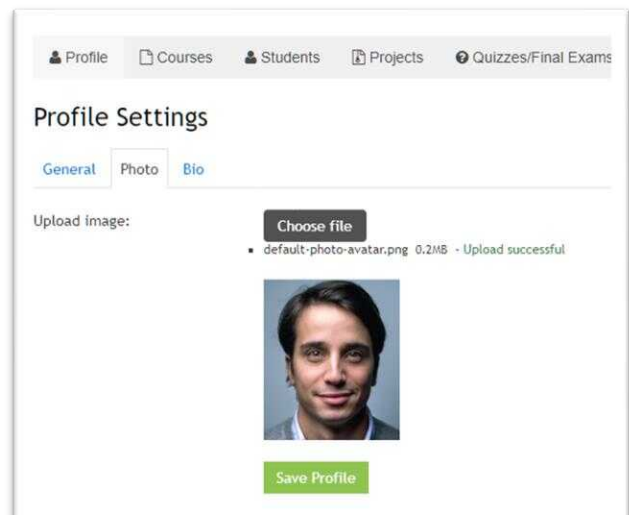
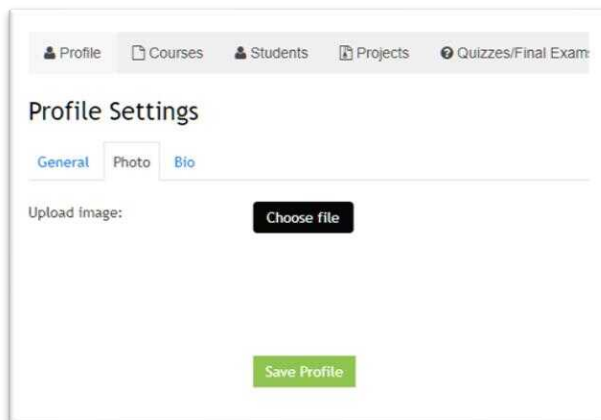
- NAME: how you want your name to appear.
- USERNAME: this was created when you registered. It can only be changed by the system administrator.
- TITLE: if you wish to use one.
- EMAIL: this is the email address you used to register. It can only be changed by the system administrator.
- WEBSITE, BLOG, FACEBOOK, TWITTER: enter the information and indicate if you want it to show or remain hidden to the public.
- PASSWORD: you can keep the same password as the one you registered with, or you can create another one.
- APPROVAL CODE: the unique code you receive when approved as a TrainOpreneur. Note that this **Approval Code** box might be empty, or not, at this time. If empty, please enter the Approval Code you should have received via email. If not received and this box is empty, contact us at cs@GlobalSparks.com. An Approval Code is required for proper management of your account and save any updates. If the box already contains a code, then you are all set. NEVER CHANGE THAT CODE.
- REFERRED BY: please indicate the person or entity that referred you to this platform. You must enter a name here before you can update any other information.

Make sure all the requested information is correct, and all fields are filled.

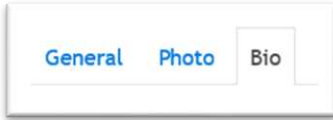
PHOTO



The next tab is Photo. You must include a proper “headshot” photo in your profile. Simply click on “Choose file” to upload your photo (jpg, gif or png).

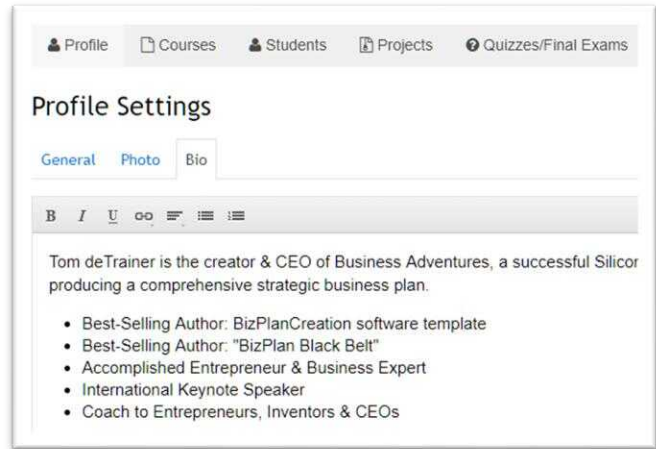


BIO



The final profile tab is for the short bio required to complete your profile. The “Bio” tab will open the screen allowing you to type in, or copy and paste your bio.

Make sure to click on **Save Profile** to save your information before moving to next tab.



STEP #3: ADDING COURSE CONTENT

After updating your profile, it is time to start adding actual content to your training/class/event. If you are ready for this STEP 3 but have not yet received your Approval Code, please contact us at cs@GlobalSparks.com as that Approval Code is required before your class can be published on the platform.



NOTE: The present section is to be used in concert with the [GoGlobal TrainOpreneur Success Path](#) as described later in this document.

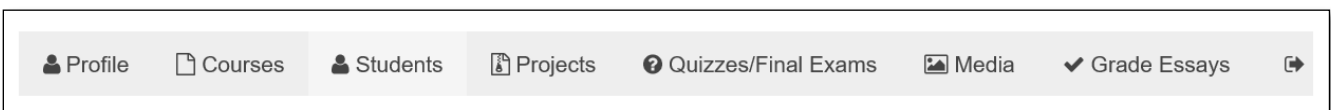
Creating a new course for the first time may be a bit overwhelming for some. To facilitate the process, a series of tabs will guide you one step at a time. Just make sure to SAVE your information every five to ten minutes to avoid a potential time-out at the server level (due to inactivity). If that happens, you may lose the information you entered since the last time you saved it, and you will need to re-signin and make your way back to where you were.

We recommend you review this whole section to better prepare yourself.

HINT: The approach used to enter the course details may differ from one person to another. Here is the approach we recommend:

1. Payout on paper what you want to include in your class: Modules, Lessons, Video, Audio, Text files, Quizzes and/or Final Exam;
2. When ready to enter the course details, start by uploading your files (text, pdf, etc.) in the [Media] section (you will see the tab in the course's navigation bar). You do not need to upload your video/audio file(s) – you will be asked to enter the location URL later.
3. Setup your quiz(zes) and/or Final exam right away by using the [Quizzes/Final Exams] tab;
4. Then set up your course details

If not already there, signin, access your dashboard and select the “YOUR COURSES” icon and the Course Settings screen will come up with the main top menu:



COURSES

Courses

The Courses tab is where you set up your first course as well as any future courses.



Click on **New** to enter a new class/training, and the “NEW COURSE” screen will open up.

Save
Save and Close
Close

New Course

General
Description
Cover/Avatar
Exercise files
Pricing/Plans
Requirements

Course name: * ?

Parent Category: * Select Category ▼ ?

Level: Beginners ▼ ?

Published: ?

Start publishing Date: 2020-01-01 18:21:30 📅 ?

End publishing Date: 📅 ?

Skip modules pages: ?

Reset course view lessons, quizzes and final exam for students that renew the license: ?

Course type: Non-Sequential ▼ ?

Final exam: * No final exam ▼ ?

Certificate Term: No Certificate ▼ ?

Certificate course message: ?

GENERAL tab

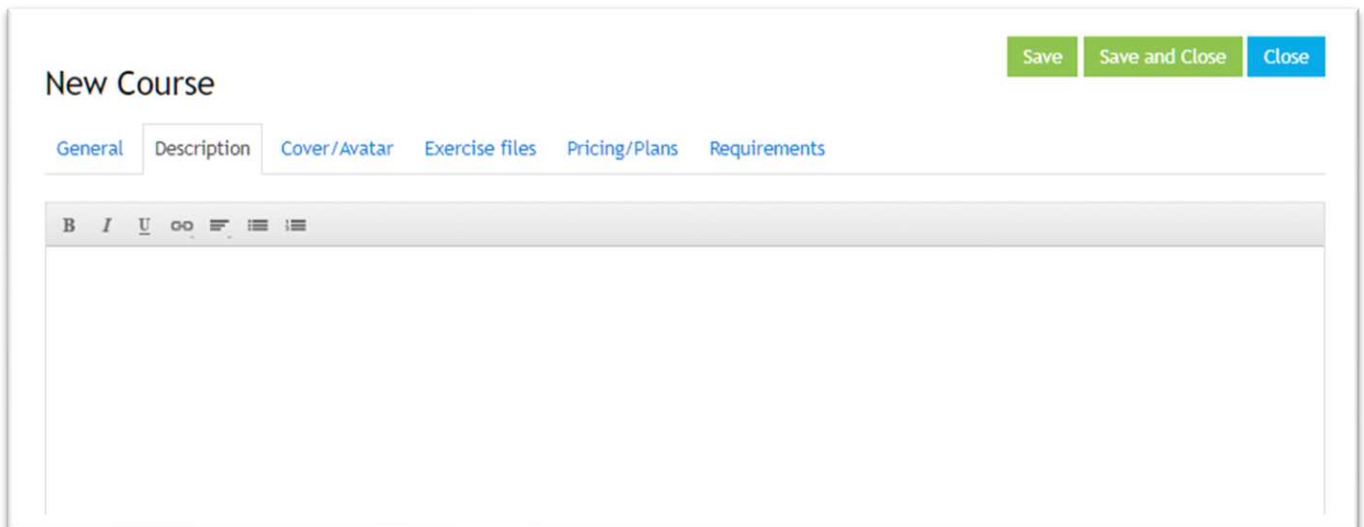
This is the general class information:

- Course name: enter the name of your course/training
- Parent Category: select which category your training relates most to
- Level: select the level of knowledge expertise the user should have {Beginners}, [Intermediate], or [Advanced]
- Published: check this box when you are done entering the class details and are comfortable offering it through the platform
- Start publishing Date: enter the start date of publication
- End publishing Date: if needed, enter the date you want your course to be taken off the platform

- Skip modules pages: check this box if:
 - you only have one module; or,
 - you do not want a blank page with the module's name to appear at the beginning of each module.
- Reset course view lessons, quizzes and final exam for students that renew the license: check this box if you want to reset the course on renewals
- Course type: select one of the options:
 - [Sequential] will force the user to go step by step through the course
 - [Non-Sequential] allows the user freedom to select the lessons in any order
- Final exam: select this box if you want users to take a final exam (quiz) to complete the class and receive a Certificate of Completion
- Certificate Term: Select when the user will receive a Certificate of Completion
- Certificate course message: Enter any special text you wish to see on your course's Certificate of Completion. If left empty, the default text will appear.

DESCRIPTION tab

Once finished entering the General information, select the next tab: "Description". This screen allows you to type or copy & paste the description of your class/training. It also allows for basic formatting if needed.



COVER/AVATAR tab (see image below)

OG Information: The top portion of this screen related to Open Graph (OG) information. All information in this section is optional.

In short, Open Graph is a technology that allows integration between social media websites (such as Facebook, and a website. By integrating Open Graph meta tags into your page's content, you can identify which elements of your page you want to show when someone share's your page. For example, you could use the OGimage tag to specify what image you want Facebook to use when your page is shared. By specifying Open Graph information, Facebook doesn't have to guess what information to use when your page is shared. See the full article: <https://www.computerhope.com/jargon/o/open-graph.htm>

- OG Title: Normally the title of your class
- OG Type: The type of the object or page you are describing. Some of the types that could be used include course, training, article, music.album, video.movie, and website.
- OG Image: the URL of the image you want to use when the page is shared
- OG URL: the web address of the class (you first need to complete the creation of your class, and then use your browser to go to that class and copy the URL).
- OG Desc: How you want your class description to appear on social media.

Cover image: This image will appear at the top of the description page of your class. We strongly recommend the photo/image to be 1200 pixels wide by 300 pixels high.

Avatar image: This is the icon, or small image that will show on every screen of your class. We recommend an image/photo to be 350 pixels wide by 200 pixels high.

Save
Save and Close
Add/Edit Lessons
Close

Edit Course

General
Description
Cover/Avatar
Exercise files
Pricing/Plans
Requirements

OG Title:

OG Type:

OG Image:

OG URL:

OG Desc:

Cover Image

This image will be used on the course page

Cover Image: Choose file The recommended size for all cover photos is 1200 px (width) x 300 px (height) ⓘ

Current Cover Image:

Avatar Image

This image will be used on the list of courses

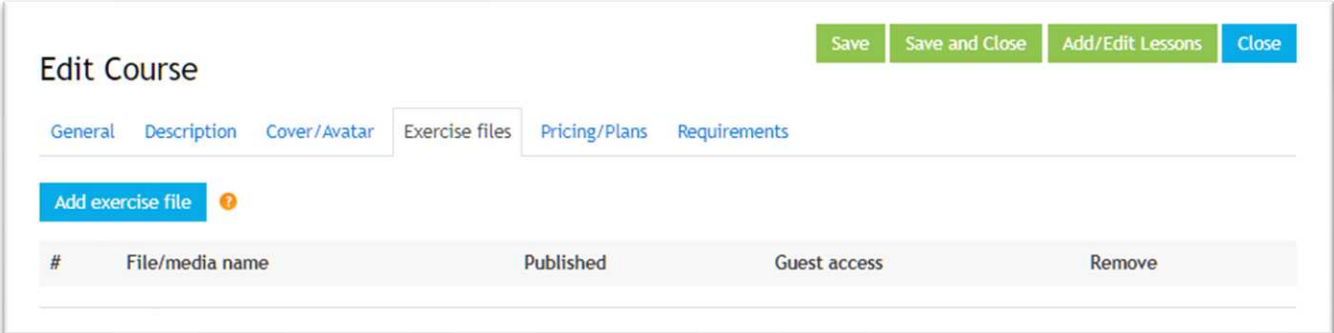
Avatar Image: Choose file The recommended size for all cover photos is 350 px (width) x 200 px (height) ⓘ

Current avatar Image:

EXERCISE FILES tab

You can add files you want to make available to your students. To do so, you first should add the files through the [Media] tab: much easier to create that way, and to manage.

Once added, you can come back here and click on [Add exercise file](#)



The screenshot displays the 'Edit Course' interface with the 'Exercise files' tab selected. At the top right, there are buttons for 'Save', 'Save and Close', 'Add/Edit Lessons', and 'Close'. Below the header, there are tabs for 'General', 'Description', 'Cover/Avatar', 'Exercise files', 'Pricing/Plans', and 'Requirements'. The 'Exercise files' tab is active, showing a table with columns for '#', 'File/media name', 'Published', 'Guest access', and 'Remove'. A blue button labeled 'Add exercise file' with a question mark icon is positioned above the table.

PRICING/PLANS tab

This section offers certain flexibility (free, fee-based, certain groups, subscription & renewal plans), and certain restriction at the same time (the U.S. dollar is the default currency).

If you wish to offer your course for free to a certain group, you would indicate it here. The optional groups are:

- Students: registered students to this course;
- Members: registers members on the platform. If you select this group, a dropdown list will appear. This might be enigmatic for some as the list is actually the list of all groups in the infrastructure of the platform. If this is what you want, we recommend you [contact our tech team](#) for advice;
- Guests: any visitor or user. We do not recommend this approach as you have no control on who takes your class, and there is no way for you to communicate with those students.

Subscription plans: Several options are offered, but unless you discussed the matter with us at GlobalSparks or GoGlobal, select the “Unlimited” option (meaning no time limit), select the Default button next to it, and enter the price in US dollars, which will be later converted to the local currency of the buying student).

Renewal plans: You do not need to enter anything here, unless you really want to charge a fee after a certain period of time.

Taxes: Sales tax, also known as Consumption tax, GST, PST, VAT or other term depending on the country, is not always clearly clear and defined.

GlobalSparks is taking a neutral approach in that regard: we do not handle, charge or collect tax for its users, and shall not be held responsible for any outcome regarding any tax aspect, in any country and for any product or service.

What it means for:

- **Users and students:** the general rule is that the price of a course, training, event or product offered by any type of service provider, including a TrainOpeneur, should include the applicable sales tax, therefore if there is any applicable tax(es) it becomes the responsibility of the content provider.
- **Service providers and TrainOpeneurs:** we recommend that you set your price so that it includes the right tax percentage to cover your potential responsibility and liability regarding the payment of those taxes to the proper authorities under which you come under.

Fees: Certain processing fees may be involved in the purchase of a course, event or product on the GlobalSparks platform, such as to cover the fees charged by a payment processor (Paypal, Stripe, etc.). Unless otherwise specified, the processing fee for payment processing is normally set to about 3%.

What it means for:

- **Users and students:** they may find that the total price they are being charged is different than the listed price. That means the processing fee was added afterwards.
- **Service providers and TrainOpeneurs:** unless you want to absorb that fee as a cost of doing business, set your price so that it includes the payment processing fee and any other fee applicable to you. If you feel the need to use a higher percentage than the one mentioned above, it is totally up to you to do so and add the amount to your price.

In other words, take that information into consideration when setting the price of your courses/training.

As the platform keeps growing and get upgraded, the present setup on the platform in regards to tax and processing fee may change in the future.

New Course

Save Save and Close Close

General Description Cover/Avatar Exercise files Pricing/Plans Requirements

This course is free for: Of

Set a limit number for students that can enroll for free to this course
(let the input empty for no limit, all the students can enroll for free to this course)

Subscription plans ?

Default	<input type="checkbox"/> Name	Terms	Price
<input type="radio"/>	<input type="checkbox"/> 1 Month	1 months	\$ <input type="text"/>
<input type="radio"/>	<input type="checkbox"/> 3 Months	3 months	\$ <input type="text"/>
<input type="radio"/>	<input type="checkbox"/> 1 Year	1 years	\$ <input type="text"/>
<input type="radio"/>	<input type="checkbox"/> 6 Months	6 months	\$ <input type="text"/>
<input checked="" type="radio"/>	<input checked="" type="checkbox"/> Unlimited	Unlimited	\$ <input type="text"/>

Renewal plans renewal plans ?

Default	<input type="checkbox"/> Name	Terms	Price
<input type="radio"/>	<input type="checkbox"/> 1 Month	1 months	\$ <input type="text"/>
<input type="radio"/>	<input type="checkbox"/> 3 Months	3 months	\$ <input type="text"/>
<input type="radio"/>	<input type="checkbox"/> 1 Year	1 years	\$ <input type="text"/>
<input type="radio"/>	<input type="checkbox"/> 6 Months	6 months	\$ <input type="text"/>
<input type="radio"/>	<input type="checkbox"/> Unlimited	Unlimited	\$ <input type="text"/>

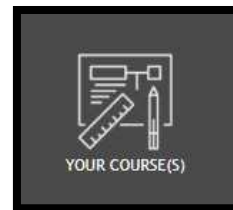
Save Save and Close Close

REQUIREMENTS tab

If students require certain prerequisites before starting your class, indicate it here. Save your information before moving forward.

The screenshot shows the 'Edit Course' interface with the 'Requirements' tab selected. At the top right, there are buttons for 'Save', 'Save and Close', 'Add/Edit Lessons', and 'Close'. Below the title, there are navigation tabs: 'General', 'Description', 'Cover/Avatar', 'Exercise files', 'Pricing/Plans', and 'Requirements'. The 'Requirements' tab is active. Under the heading 'Other prerequisites:', there is a rich text editor. The editor contains the text 'Here are the prerequisites for this class:' followed by a numbered list with three items: '1.', '2.', and '3.'.

ADDING MODULES



In order to better organize a course, the platform makes the use of modules and lessons in a format we call a “course tree” (the equivalent of a Table of content).

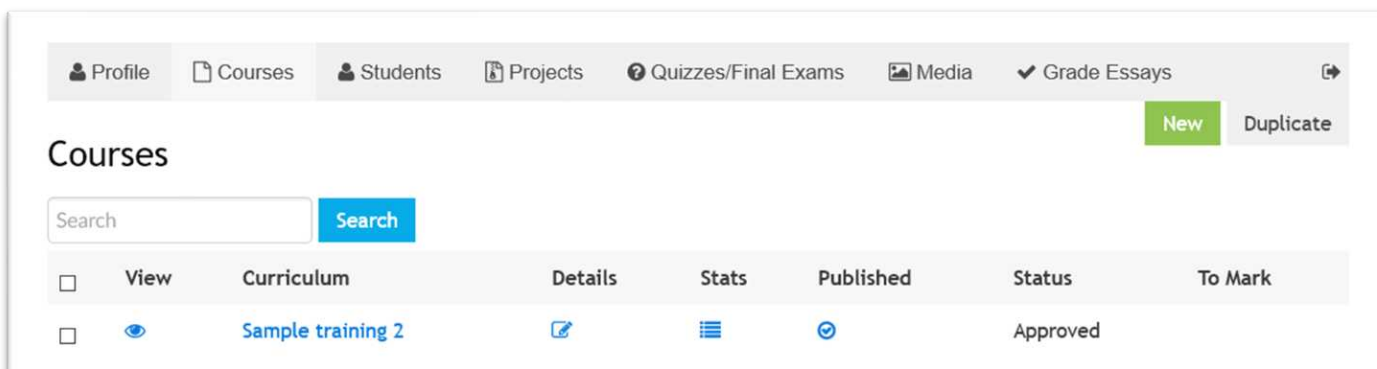
Module: a module is like a main branch of a tree. It includes a set of lessons, files, media and quiz related to one of the key elements of the course. You must setup at least one module, for which you have the option to make the name of it visible or not (see “Skip modules pages” under the “General” tab).

Lesson: a lesson is like a small branch of a tree. The content of your course is delivered through lessons to the user. A module may include a single lesson, or many lessons.

Here is an example of how a course tree starts taking shape using Modules and Lessons. In this example, “Intro” is the first module, and “Introduction to class” is the lesson assigned to this module:

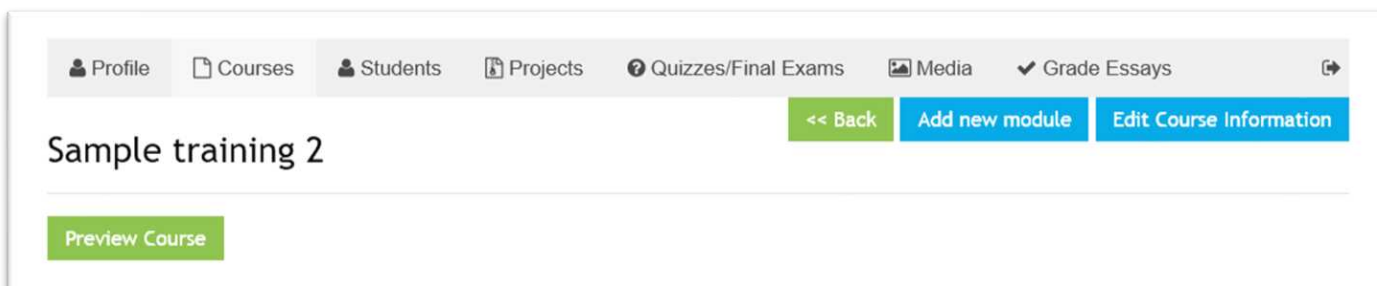


To add your first (or only) module and create your course’s structure, click on the title of the class you created:



And then click on

[Add new module](#)



This following screen will appear where you enter the name you want for this module, and who you want to give access to it:

- [Students] registered to this course
- [Members] registered on the platform
- [Guests] any user visiting the platform. This is not recommended unless it has a specific marketing purpose and/or this is a free class you are willing to offer to anyone, without present or future interaction. Save the module.

New Module

Module Name: *

[Select Media](#) or [Select Text](#)

Access:





Students

After saving, the first part of your class' tree will appear. Here is an example:

Sample training 2

Quickly make changes to more than one lesson:

Choose Action

   Intro  [\(Add new lesson\)](#)

ADDING LESSONS



The next step is to set up your first lesson. This could also be the first of several lessons in the same training/course, or it could be the only one if your whole training is in one segment (lesson).

Enter as much details as you feel is relevant and important to this lesson while keeping in mind to save your information frequently to avoid the possibility of the Form timing out after a certain time.

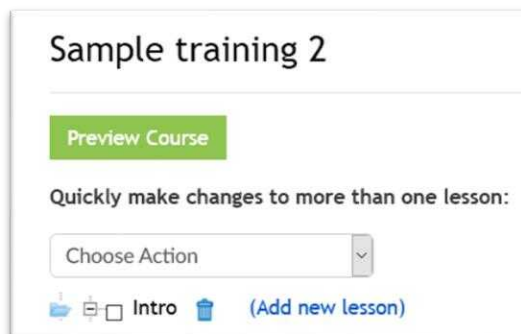
To add lessons (one, or more lessons). Click

[\(Add new lesson\)](#)

or

[Add/Edit Lessons](#)

depending on the screen you are on.

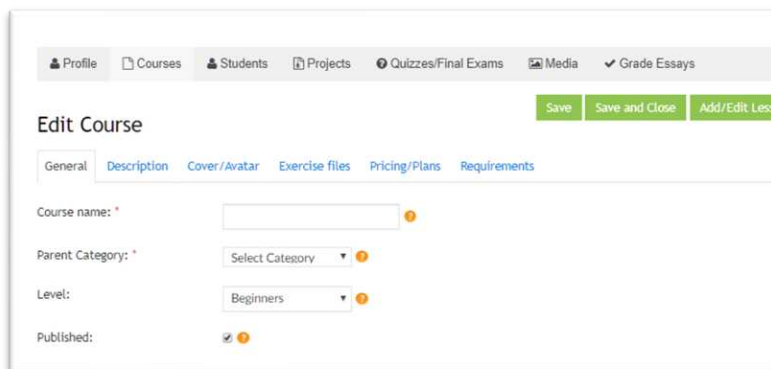


Sample training 2

[Preview Course](#)

Quickly make changes to more than one lesson:

Choose Action [\(Add new lesson\)](#)



Profile Courses Students Projects Quizzes/Final Exams Media Grade Essays

[Save](#) [Save and Close](#) [Add/Edit Lesson](#)

Edit Course

General Description Cover/Avatar Exercise files Pricing/Plans Requirements

Course name: *

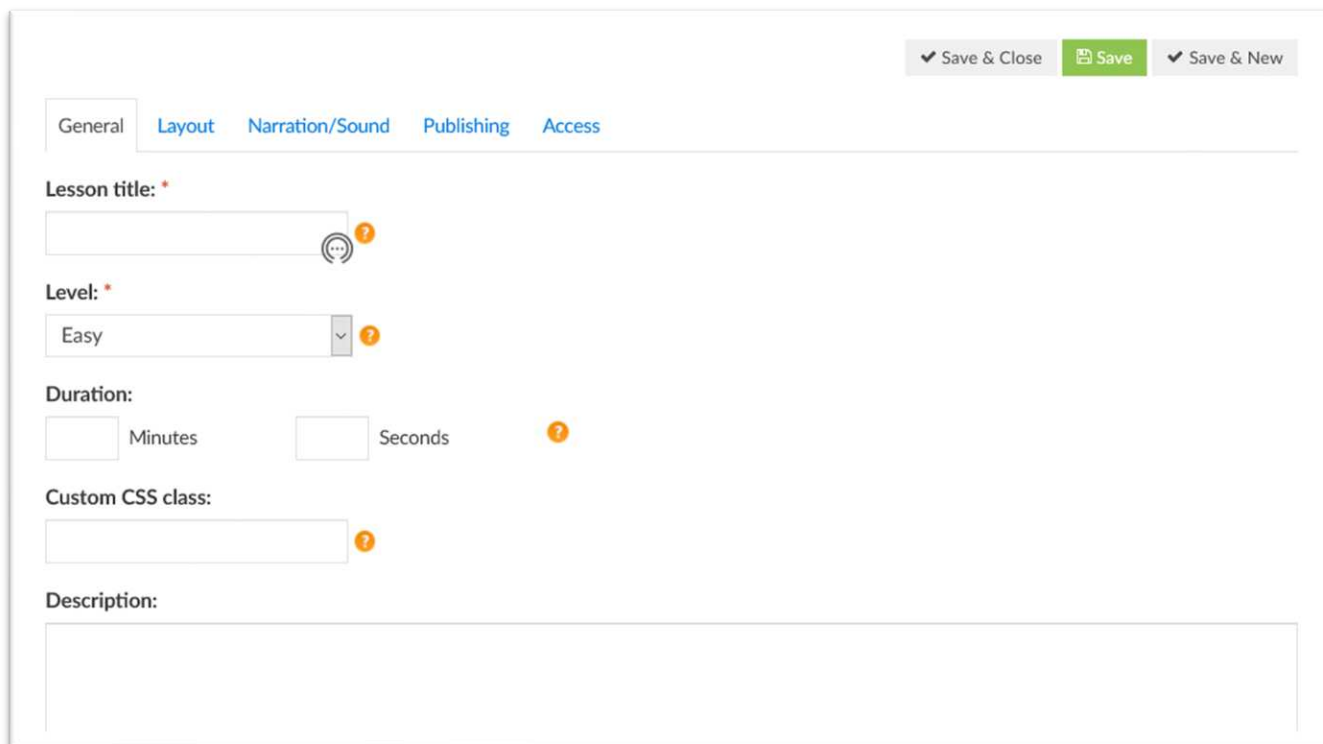
Parent Category: *

Level:

Published:

Remember that in order for your course to show up on the platform and for students to be able to access it (whether for a fee or not), at least one lesson is required.

When adding a lesson, the following screen will come up:



[Save & Close](#) [Save](#) [Save & New](#)

General [Layout](#) [Narration/Sound](#) [Publishing](#) [Access](#)

Lesson title: *

Level: *

Duration: Minutes Seconds

Custom CSS class:

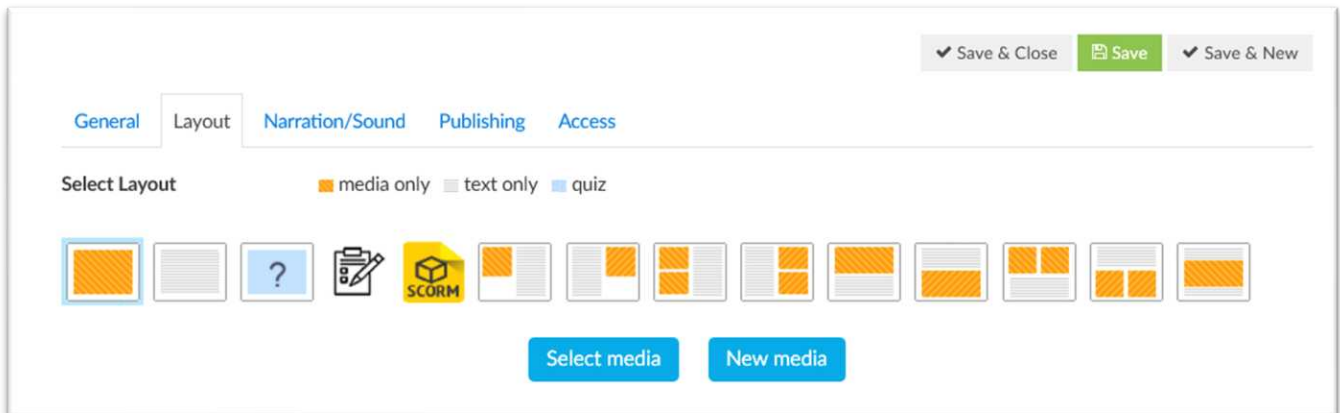
Description:

GENERAL tab

- Lesson title: Enter the title for this lesson
- Level: Specify the level of difficulty for this lesson, either Easy, Medium or Hard
- Duration: enter the approximate time duration it should complete this lesson
- Custom CSS class: this is totally optional and should be used only if you are very familiar with this language.
- Description: A short description of this lesson (optional)

LAYOUT tab

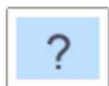
This is an important element of your lesson. You need to determine the type of content and the general layout. On this page, you are presented with several icons representing different payouts:



The orange squares represent any type of media to include in this lesson. When fully orange, it means that you will insert only media, no text. Note that although you can add new media here, we recommend you set up the media file ahead of time. To do so, select the [MEDIA] tab – once setup there you will be able to select “Existing Media” in the media layout here.



The gray spaces represent text your lesson will include. If all gray, you will include nothing else than text. You can use text you already edited in the Media menu, or set it up here. Although you can add unformatted “NEW TEXT” here, if you want to format any of your text you will need to first setup it up using the [MEDIA] tab first, and then select “Existing Text” here.




The blue box is for a quiz (optional) or for the final exam (optional). You can insert a quiz at any time in your class, but if you include a final exam you need to enter it as the last lesson. Note that you first need to create a quiz (or final exam) before including here. You do this through the Quizzes/Final Exams menu.

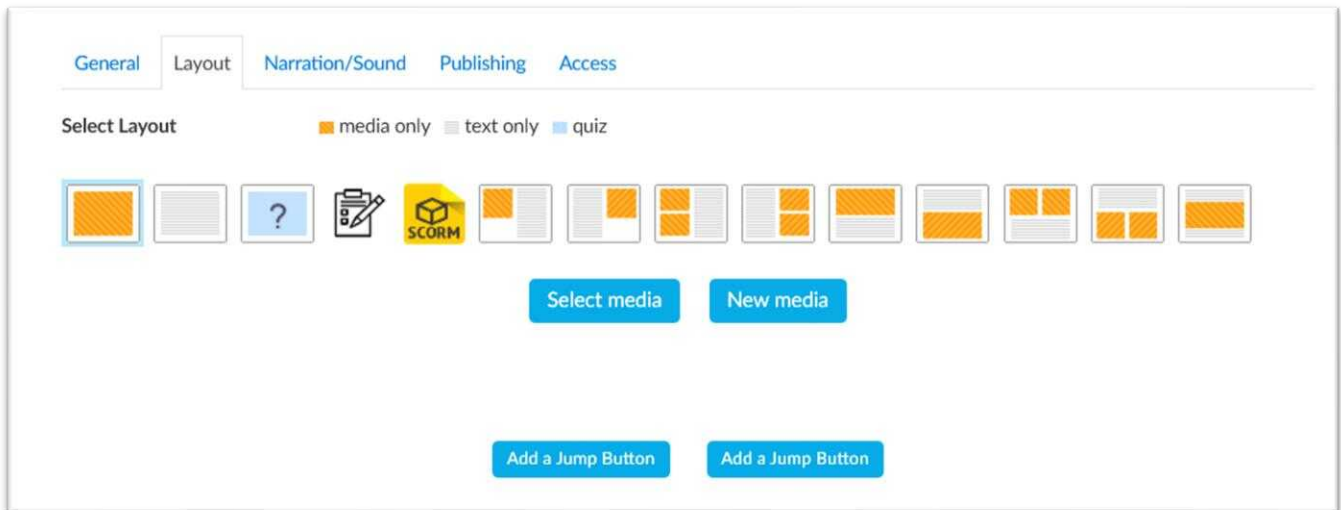


This icon is for a project you might want to request your students to complete. You can select an existing project you previously prepared in the Projects menu, or create a new one here.




If your class/course/training is already on another SCORM-compliant online platform, you might be able to import the details here. Unless you are familiar with SCORM, you most probably do not need to use this option. In summary, SCORM stands for “Sharable Content Object Reference Model”. SCORM defines a specific way of constructing Learning Management Systems (LMSs) and training content so that they work well with other SCORM conformant systems.

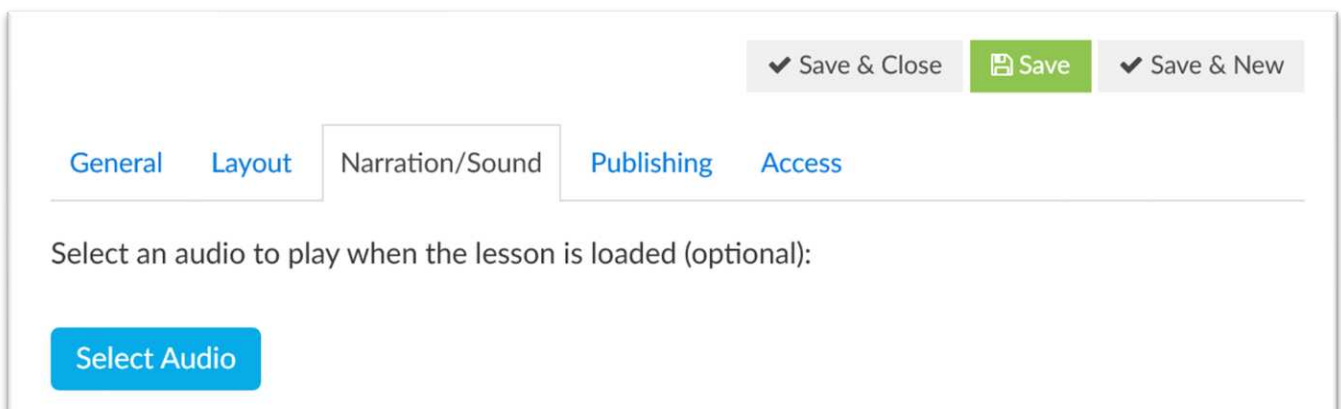
Add a Jump Button: if you want to give the option(s) for the user to jump (go to) to another part of the lesson, or to another lesson, under each option you have the opportunity to create up to four Jump Buttons. Simply click on  and a screen will open offering you options on where to Jump to.



WARNING: Some users have reported an issue when using Mozilla Firefox browser when selecting PDF as the media content. The issue is that when in the Trainer Frontend (i.e. in this present section of the user guide), whenever you try editing the lesson containing the PDF a popup window appears asking what to do with the file (open, save, or cancel) – you need to click about 15 times on any of the options for the popup to close. Not all Firefox users are experiencing the same issue so we can only assume that it relates to a certain individual option setting in that browser.

NARRATION/SOUND tab

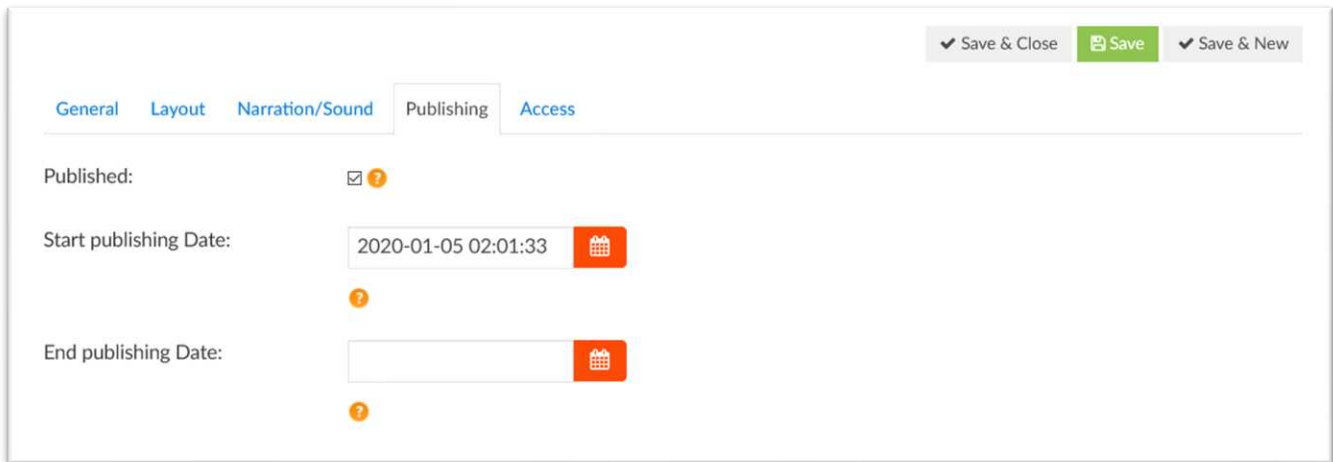
As an option, you can add an audio file to play when the lesson is loaded. You first need to set it up in the Media menu. The select that file by  clicking



PUBLISHING tab

Check the “Published” box when ready to publish this lesson.

Also indicate the starting date, and the ending date (if you want to stop offering the lesson at a future date).



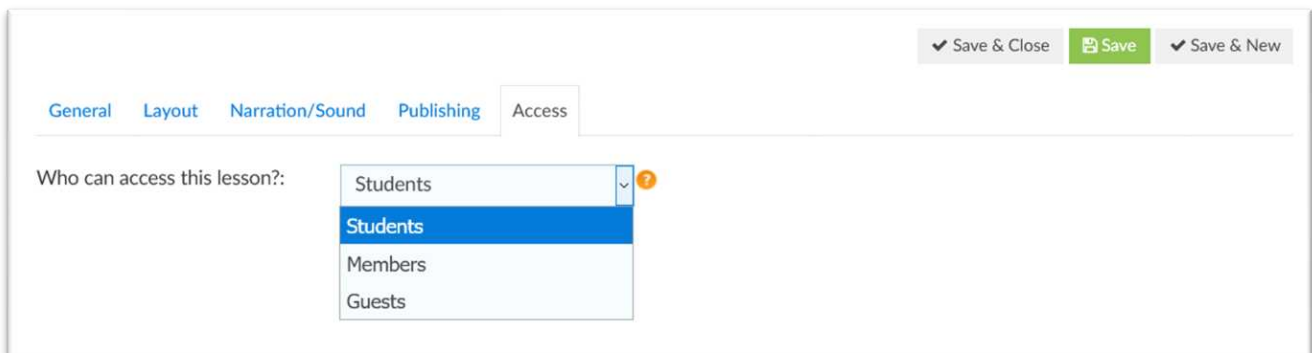
The screenshot shows the 'Publishing' tab of a lesson editor. At the top right, there are three buttons: 'Save & Close', 'Save', and 'Save & New'. Below the tabs, the 'Published' checkbox is checked. The 'Start publishing Date' is set to '2020-01-05 02:01:33' with a calendar icon. The 'End publishing Date' field is empty, also with a calendar icon. There are question mark icons next to the 'Published' checkbox and both date fields.

ACCESS tab

Select who you want to allow to access this lesson. Normally it would be the same as for the rest of the course, but you might have reasons to decide otherwise.

Reminder:

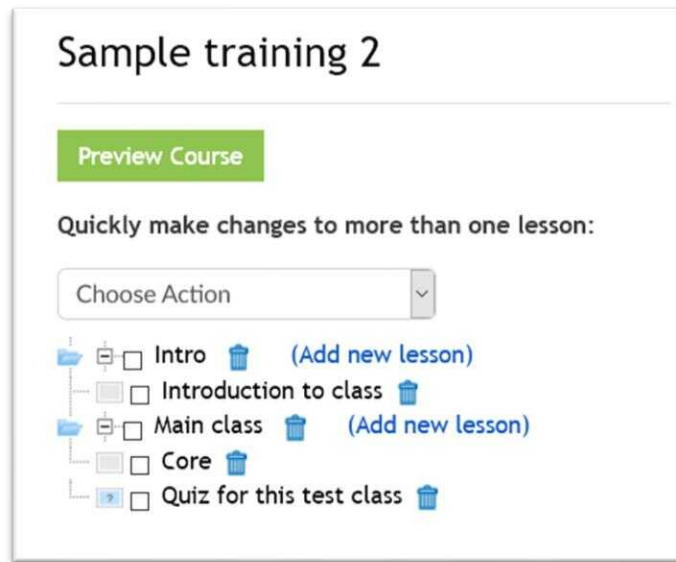
- {Students} registered to this course
- [Members] registered on the platform
- [Guests] anyone



The screenshot shows the 'Access' tab of a lesson editor. At the top right, there are three buttons: 'Save & Close', 'Save', and 'Save & New'. Below the tabs, the 'Who can access this lesson?:' label is followed by a dropdown menu. The dropdown menu is open, showing three options: 'Students' (highlighted in blue), 'Members', and 'Guests'. There is a question mark icon next to the dropdown menu.

Please ensure you enter the correct information while keeping in mind that after a certain period of time, about 10-15 minutes, the Form may **time out**, so we recommend Saving the information you are working on every 8 to 10 minutes.

Here is an example of your course tree after starting to enter your lessons:

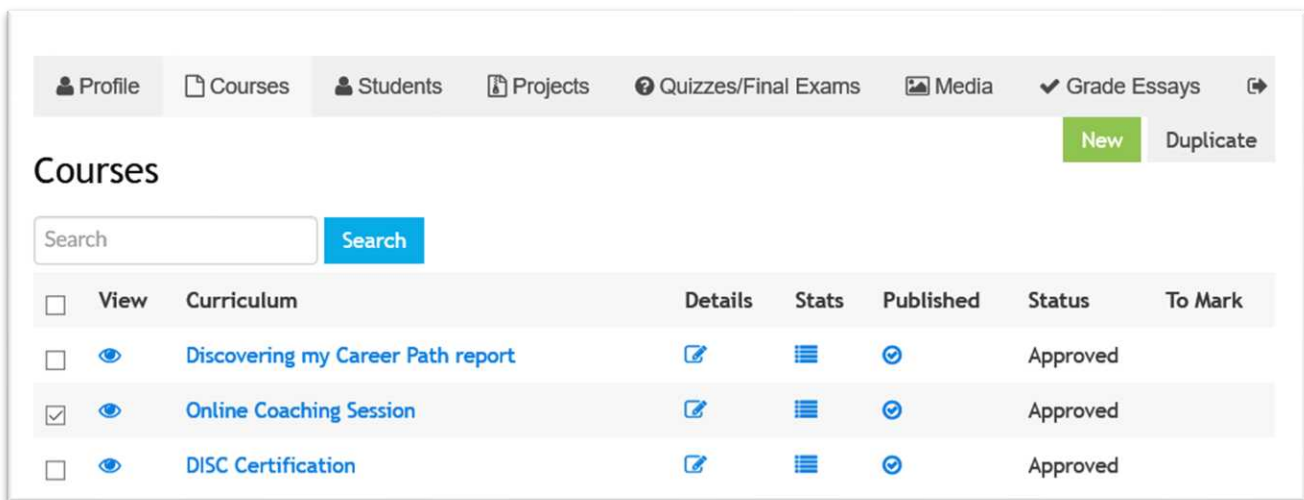


REVIEW and EDIT

To review and edit your course information and modules or classes details, simply go back to the related screen, make the change and SAVE.

THE "DUPLICATE" OPTION

One of the most useful features is to be able to DUPLICATE courses or lessons so you can use the information you already entered as a template. You can save a lot of time that way. In the following example, under your [COURSES} menu, you can check the box to the left of a class title and click on the [Duplicate] button. It will create a "Copy" of the class and its lessons. You can then go to that class, change its name, the text, images, links, and whatever else is needed to create a new class without having to start from scratch.



For this example, a class titled “Copy: Online Coaching Session” is created:

<input type="checkbox"/>	View	Curriculum	Details	Stats	Published	Status	To Mark
<input type="checkbox"/>		Copy: Online Coaching Session				Approved	
<input type="checkbox"/>		Discovering my Career Path report				Approved	
<input type="checkbox"/>		Online Coaching Session				Approved	

When opening that class, we recommend you start with [Edit Course Information](#) and customize your new class (new name of course, and whatever else you want to change):

The screenshot shows the course management interface for "Copy: Online Coaching Session". At the top, there is a navigation bar with tabs for Profile, Courses, Students, Projects, Quizzes/Final Exams, Media, and Grade Essays. Below the navigation bar, there are three buttons: "<< Back", "Add new module", and "Edit Course Information". The main heading is "Copy: Online Coaching Session". Below the heading, there is a "Preview Course" button. Underneath, there is a section titled "Quickly make changes to more than one lesson:" followed by a "Choose Action" dropdown menu. Below the dropdown, there is a list of lessons with checkboxes and trash icons: "Coaching session with experts", "Details on this coaching session", and "Order a coaching session". There is also a link "(Add new lesson)".

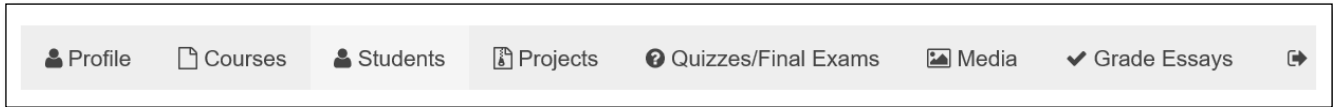
Note that the same [DUPLICATE] option is available for other elements, such as media files, text, URLs and many more.

STEP #4: OTHER ELEMENTS TO SETUP

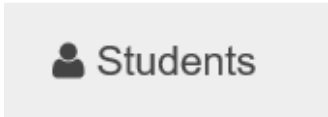


When you are done entering all your lessons, it is time to work on other important elements in order to finalize the whole process.

This is an important step as it adds all the training aids you want to include.



STUDENTS



Under the Students tab you have access to key information about your students as well as statistics.


The screenshot shows the 'Students' page with a navigation bar at the top. Below the navigation bar, there is a search bar and a 'Select Course' dropdown menu. The main content is a table with the following columns: Full Name, Stats, Email, Courses, and Certificates. The table lists five students: John Smith, Jane Doe, Ali Baba, Steve Wang, and Max Lim.

Full Name	Stats	Email	Courses	Certificates
John Smith		JohnSmith-Tester1@globalsparks.com	1	1
Jane Doe		JaneDoe@xyz.com	3	2
Ali Baba		AliBaba@xyz.com	1	1
Steve Wang		SteveWang@xyz.com	1	1
Max Lim		MaxLim1@xyz.com	1	1

Clicking on the student's name will show you which of your courses this student is registered to.

Course	Progress	Last Visit	Average Quiz Score	Final Exam Score	Options
Sample training 2 Expires: Never (Unlimited Plan)	Module 2: Main class Lesson 2: Quiz for this test class	2020-01-05	100%(Passed!)	No final exam	Not eligible (Why?)
Sample class Expires: Never (Unlimited Plan)			Not Taken	No final exam	Not eligible (Why?)

Clicking on the stats icon for that student will open the statistics page.

Course Name	Completed	Quizzes Completed / Total Quizzes	Average Score / Average Score To Pass	Final Exam Score / Score To Pass	lessons/viewed	Results
 Sample training 2	No	1 / 1	100.00% / 100.00%	0% / %	2 / 2	Result

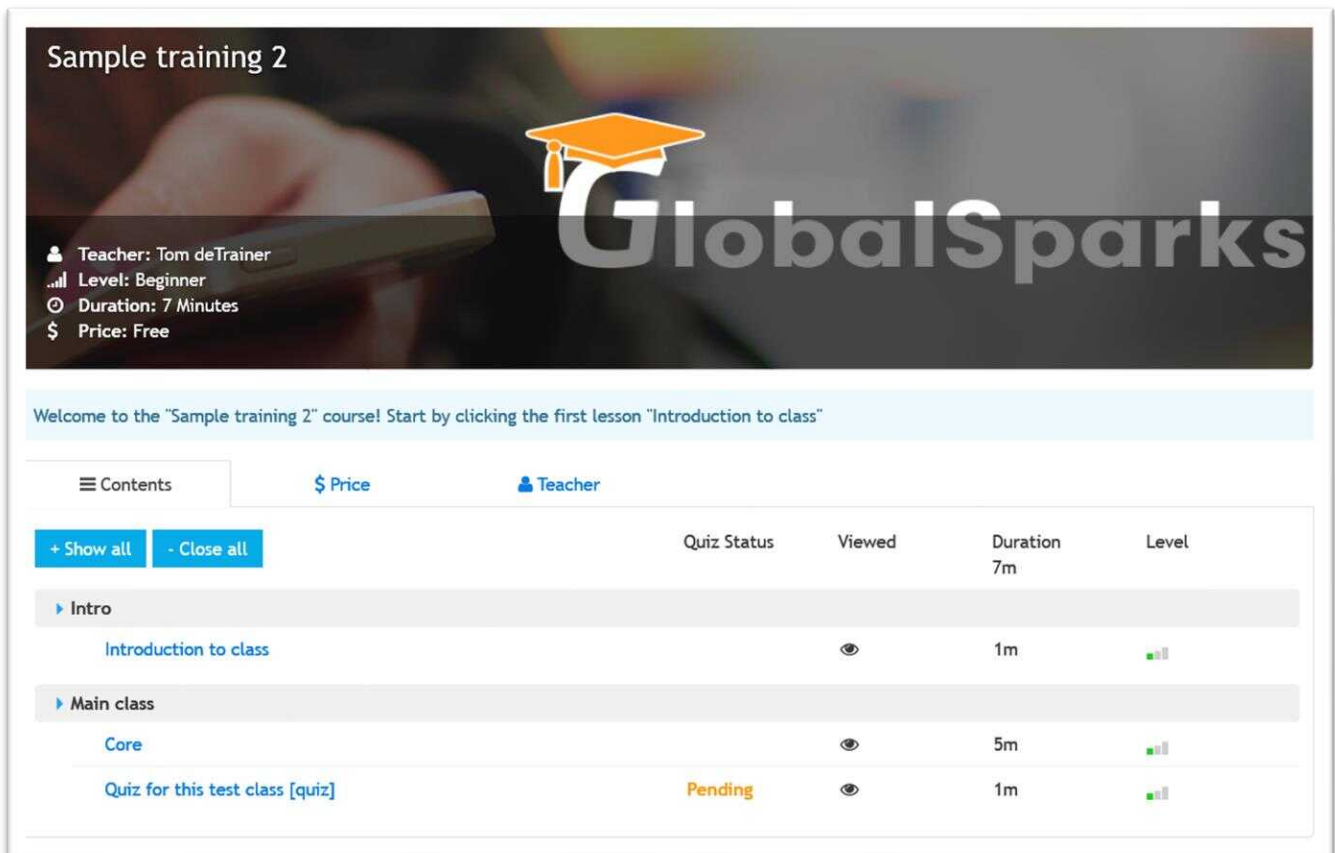
Clicking on the Certificate number for that student will show you a copy of the certificate.



What the students will see

For your information, below is an example of what students see when visiting a [course page](#). For details, see the Member User Guide available through the [Main Menu] at [globalsparks.com](#).

If you would like to be able to view all aspects of your own class exactly the way your students will, you can request a special code from GlobalSparks that will allow you to register as a student without having to pay for the course. You will need to register to the platform using a different email address which will create the username that will be different from your TrainOpeneur username. With “student” username you will be able to access only the student elements while with the “TrainOpeneur” username you will have access to the trainer elements, but not vice-versa.



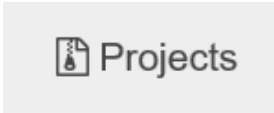
Sample training 2

Teacher: Tom deTrainer
Level: Beginner
Duration: 7 Minutes
Price: Free

Welcome to the "Sample training 2" course! Start by clicking the first lesson "Introduction to class"

Contents Price Teacher

	Quiz Status	Viewed	Duration	Level
+ Show all - Close all				
Intro				
Introduction to class		👁️	1m	📊
Main class				
Core		👁️	5m	📊
Quiz for this test class [quiz]	Pending	👁️	1m	📊



Profile Courses Students Projects Quizzes/Final Exams Media Grade Essays

Projects

New Project Duplicate Delete

Select Course Search Search

<input type="checkbox"/>	Title	Course	Results	Start publishing Date	End publishing Date
--------------------------	-------	--------	---------	-----------------------	---------------------

Under the Projects tab, you are able to add project(s) you want your students to complete as part of your course curriculum. Click on **New Project** to add a new project and the following screen will appear:

Add Project

Save Save and Close Close

Course: * Select Course

Title: *

Description:

File: * Choose file

Published:

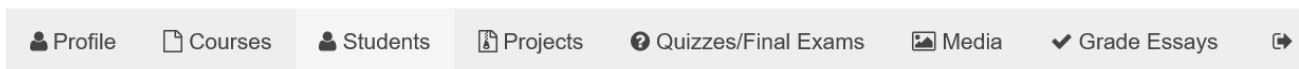
Start publishing Date: 2020-01-05 13:27:11

End publishing Date:

- Course: select your course, or which one of your courses, you want the project to be part of.
- Title: Enter the title you want for this project.
- Description: Here you can enter a short, or long description of the project, and you can also enter instructions if not part of the file you would want students to download.
- File: upload the optional file from your computer. This file will be available for students to download.
- Published: check this box when ready to publish the project.
- Start publishing date: this could be today, or a day in the future.
- End publishing date: enter a date only if you want to put a time frame for this project.

If you want to create another course which has similar content, you can also create a duplicate course and customize it at will.

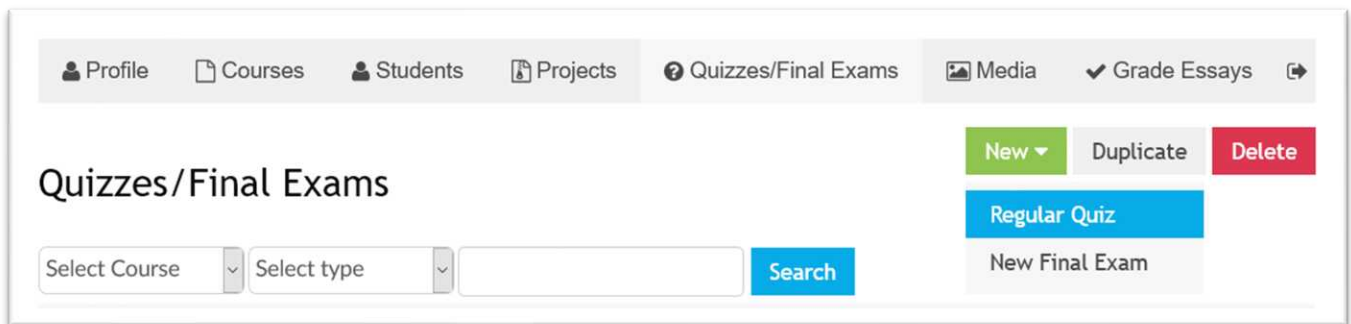
Save your project before moving on.




QUIZZES / FINAL EXAMS

? Quizzes/Final Exams

The Quizzes/Final Exams tab gives you the option to prepare quizzes and a final exam (which is basically a quiz but is at the end of the class and normally required for the student to receive a Certificate of Completion).



Hover on  add select one of the two options: [Regular Quiz] or [New Final Exam] to start that process.

REGULAR QUIZ - GENERAL

Selecting [Regular Quiz] will open the New Quiz Creation screen with the [General] tab opened:

[Save](#) [Save and Close](#) [Close](#)

New Quiz Creation

General **Questions** Pass and Fail Message

Name: * ?

Description: ?

Show correct answers: ?

Minimum score to pass this quiz: Show ?

Quiz can be taken up to: Times Show ?

Select up to: * random questions to construct the quiz Show ?

Questions Per Page: ?

If student fails all attempts: ?

Timer

Limit time for quiz: Show ?

Show countdown: ?

Time finished alert: before the time is up Show ?

- Name: the name of your quiz
- Description: short description
- Show correct answers: check this box for students to see the correct answer after taking the quiz
- Minimum score to pass this quiz: enter the minimum passing score, and determine if you want it to show or remain hidden
- Quiz can be taken up to: enter the number of times the quiz can be taken by a student, and determine if you want it to show or remain hidden

- Select up to ___ random questions to construct the quiz: you have the option to include all questions in your quiz, or up to a certain number of questions. Determine if you want this to show to or remain hidden
- Questions Per Page: how many questions you want to see appearing on a page (disregard if you have less than 5)
- If student fails all attempts: determine if the student is allowed to take further lessons if he/she fails this quiz
- Limit time for quiz: enter the total time limit you want to allocate for this quiz, and determine if you want it to show or remain hidden
- Show countdown: do you want a countdown clock to be visible to the student
- Time finished alert ___ before the time is up: Do you want to an alert when there's a certain amount of time left? Also determine if you want this to show or remain hidden

QUESTIONS

The next step is to enter the quiz's question(s), by selecting the Questions tab.

The screenshot shows the 'Edit Quiz' interface. At the top right, there are three buttons: 'Save', 'Save and Close', and 'Close'. Below these are three tabs: 'General', 'Questions', and 'Pass and Fail Message'. The 'Questions' tab is currently selected. At the bottom left of the interface, there is a green button labeled 'Add Question' with a dropdown arrow and a small orange question mark icon.

Click on **Add Question** to add one or several questions.

Towards the bottom of the screen you will see the options: True/False, Single Choice, Multiple Choice, or Essay

The screenshot shows the 'Edit Quiz' interface with the 'Questions' tab selected. At the top, there are tabs for 'General', 'Questions', and 'Pass and Fail Message'. Below these is a green 'Add Question' button with a dropdown arrow and a help icon. Below the button is a table with the following columns: 'Questions', 'Type', 'Remove', 'Copy', and 'Published'. Under the 'Questions' column, there is a dropdown menu showing '25'. At the bottom of the interface, there is a list of question types: 'True/False', 'Single Choice', 'Multiple Choice', and 'Essay'.




TRUE/FALSE question

When you have a question is answered by True or False.

Save and Close Save

True/False Question

The Question

B *I* U   

Attach Media:

Enter media name...

Pick The Correct Answer

True False

Options

Question Weight

- The Question: enter the question to be answered.
- Attach media: if desired, attach preset media (through the Media tab) to this question.
- Pick the correct answer: Being a True/False question, select which one is correct.
- Question Weight (option): in which order this question will be shown on the quiz. You can disregard this option if you enter your questions in the desired order, or if the order does not matter.

SINGLE CHOICE question

When you have a question with only one correct answer.

The screenshot shows a form for creating a 'Single Choice Question'. At the top right, there are two green buttons: 'Save and Close' and 'Save'. The main title is 'Single Choice Question'. Below it, there is a section 'The Question' with a rich text editor containing a toolbar with icons for Bold (B), Italic (I), Underline (U), Undo (GO), and other editing tools. To the right of the question editor is the 'Pick The Correct Answer' section, which includes three radio button options. Each option has a text input field and a red 'X' icon. Below each option is an 'Attach Media:' label and an input field for 'Enter media name...'. At the bottom of this section is a blue 'Add More' button. Below the 'Add More' button is the 'Options' section, which includes a 'Question Weight' input field with the value '1' and a dropdown arrow.

- The Question: enter the question to be answered.
- Attach media: if desired, attach preset media (through the Media tab) to this question.
- Pick the correct answer: Enter a least two possible answers and select which one is correct. You can add more possible answers. You can attach media to each or any of the choices (optional).
- Question Weight (option): in which order this question will be shown on the quiz. You can disregard this option if you enter your questions in the desired order, or if the order does not matter.

MULTIPLE CHOICE question

When you have a question with more than one correct answer.

The screenshot shows a web-based editor for creating a Multiple Choice Question. At the top right, there are two green buttons: "Save and Close" and "Save". The main title is "Multiple Choice Question". Below the title is a section labeled "The Question" with a rich text editor containing a toolbar with icons for Bold (B), Italic (I), Underline (U), Undo, Redo, Bulleted List, and Numbered List. Below the editor is a text area for the question. To the right, under "Pick The Correct Answer", there are three identical choice blocks. Each block consists of a checkbox, a text input field, a red square with a white 'X' icon, and the text "Attach Media:". Below each choice block is another text input field labeled "Enter media name...". At the bottom right, there is a blue "Add More" button. Below that, there is an "Options" section with a "Question Weight" dropdown menu currently set to "1".

- The Question: enter the question to be answered.
- Attach media: if desired, attach preset media (through the Media tab) to this question.
- Pick the correct answer(s): Enter the possible answers and select which ones are correct. You can add more possible answers. You can attach media to each or any of the choices (optional).
- Question Weight (option): in which order this question will be shown on the quiz. You can disregard this option if you enter your questions in the desired order, or if the order does not matter.

ESSAY question

When you want your students to write an essay-type answer to your question. Note that the essay could be as short or as long as you want. We recommend you include in your question the desired length of the essay. For example: “In a few words, explain...” or “Write a 200 words essay on ...”

The screenshot shows a form for creating an essay question. At the top right, there are two green buttons: "Save and Close" and "Save". The form is titled "Essay Question". It is divided into two main sections: "The Question" and "Options". Under "The Question", there is a large, empty text box for entering the question. Under "Options", there is a "Question Weight" dropdown menu currently set to "1". Below these sections is an "Attach Media:" section with a text input field labeled "Enter media name...".

- The Question: enter the question to be answered.
- Attach media: if desired, attach preset media (through the Media tab) to this question.
- Question Weight (option): in which order this question will be shown on the quiz. You can disregard this option if you enter your questions in the desired order, or if the order does not matter.
- Make sure to SAVE your question(s) before moving forward.

PASS or FAIL MESSAGE

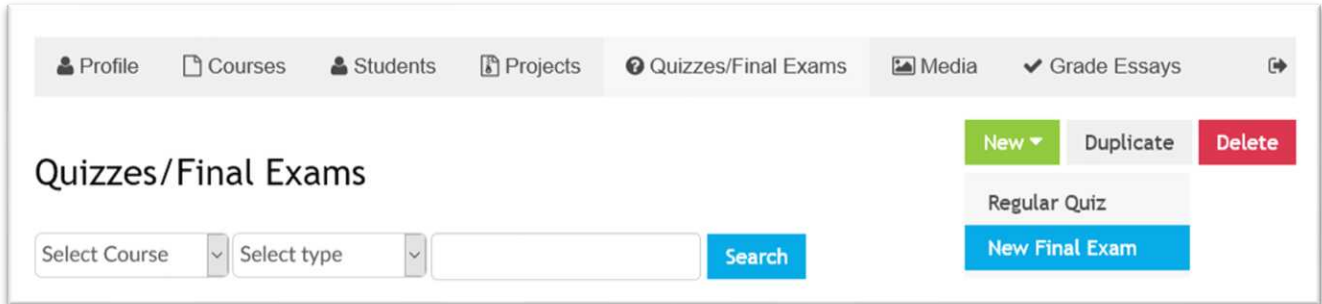
You have the option of editing the messages students will receive depending on the status of the quiz and/or final exam. Leaving the edit boxes empty will activate the default messages.

The screenshot shows the 'Edit Quiz' interface with the 'Pass and Fail Message' tab selected. At the top right, there are three buttons: 'Save' (green), 'Save and Close' (green), and 'Close' (blue). Below the title, there are three tabs: 'General', 'Questions', and 'Pass and Fail Message'. The 'Pass and Fail Message' tab contains three text editors. Each editor has a label on the left and a rich text toolbar at the top. The toolbar includes icons for Bold (B), Italic (I), Underline (U), Link (chain icon), Unlink (chain icon with slash), Bulleted List (list icon), and Numbered List (list icon). The text editors are currently empty.

- PAST message: the message the students receive when they successfully pass the quiz or final exam
- FAIL message: the message the students receive when they failed the quiz or final exam
- PENDING message: the message the students receive when the quiz, exam or essay is pending while being reviewed

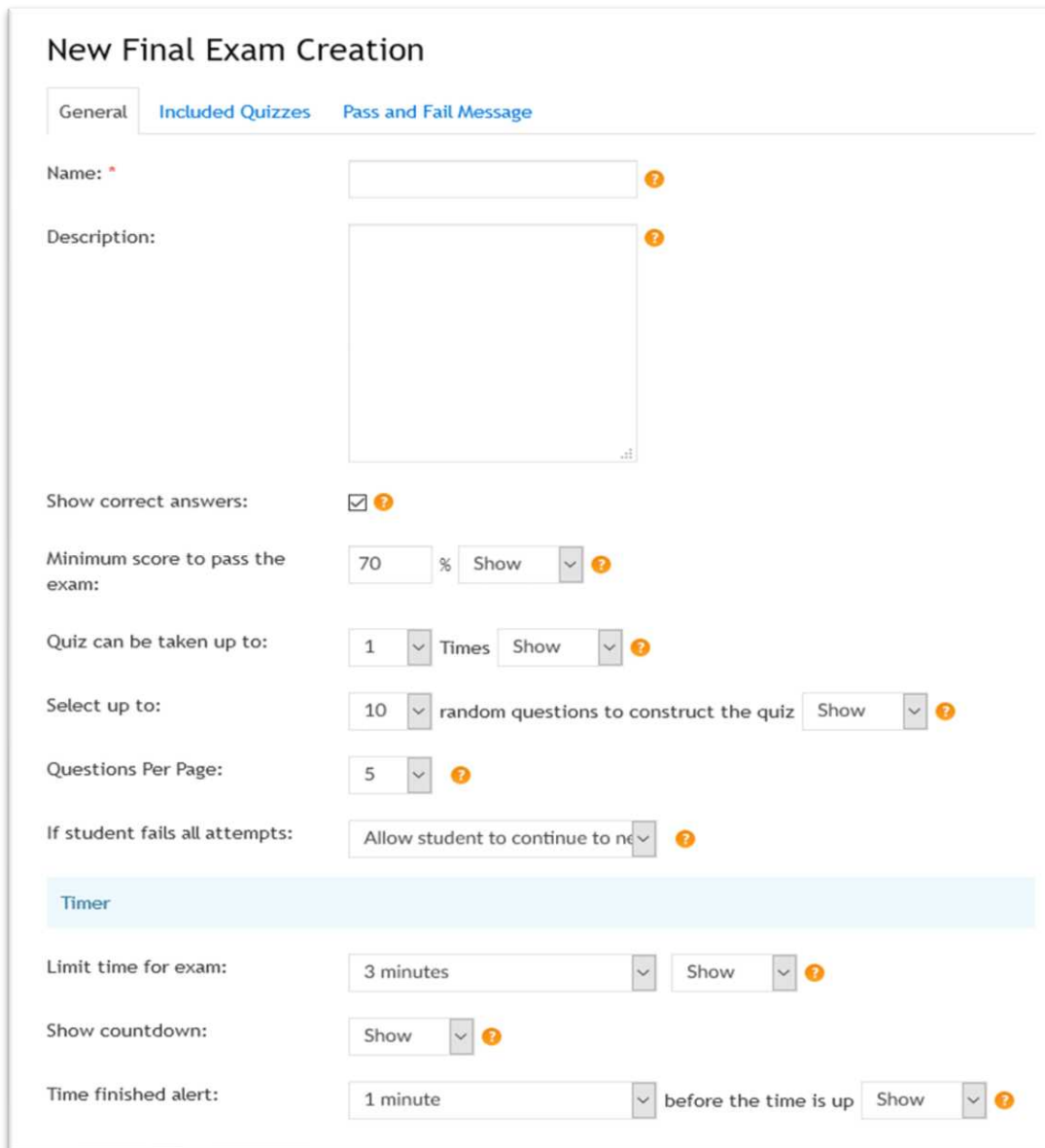
FINAL EXAM

If you want a final exam, select that option



The screenshot shows a navigation bar with icons for Profile, Courses, Students, Projects, Quizzes/Final Exams, Media, and Grade Essays. Below the navigation bar, the title "Quizzes/Final Exams" is displayed. To the right of the title are three buttons: "New" (green), "Duplicate" (grey), and "Delete" (red). Below these buttons are two more buttons: "Regular Quiz" (grey) and "New Final Exam" (blue). On the left side, there are two dropdown menus labeled "Select Course" and "Select type", followed by a search input field and a "Search" button.

The following screen will come up, with three tabs: [General], [Included Quizzes] and [Pass & Fail Message]:



The screenshot shows the "New Final Exam Creation" form. It has three tabs: "General", "Included Quizzes", and "Pass and Fail Message". The "General" tab is active. The form contains the following fields and options:

- Name:** A text input field with a red asterisk and a help icon.
- Description:** A large text area with a help icon.
- Show correct answers:** A checkbox that is checked, with a help icon.
- Minimum score to pass the exam:** A text input field with "70" and a percentage sign, followed by a "Show" dropdown and a help icon.
- Quiz can be taken up to:** A text input field with "1" and "Times", followed by a "Show" dropdown and a help icon.
- Select up to:** A text input field with "10" and "random questions to construct the quiz", followed by a "Show" dropdown and a help icon.
- Questions Per Page:** A text input field with "5" and a help icon.
- If student fails all attempts:** A dropdown menu with "Allow student to continue to ne" and a help icon.

Below these fields is a section titled "Timer" with a light blue background. It contains the following fields and options:

- Limit time for exam:** A text input field with "3 minutes", followed by a "Show" dropdown and a help icon.
- Show countdown:** A dropdown menu with "Show" and a help icon.
- Time finished alert:** A text input field with "1 minute" and "before the time is up", followed by a "Show" dropdown and a help icon.

GENERAL tab

- Name: the name of your exam
- Description: short description
- Show correct answers: check this box if you want students to see the correct answer after taking the exam
- Minimum score to pass this exam: enter the minimum passing score, and determine if you want it to show or remain hidden
- Quiz can be taken up to: enter the number of times the exam can be taken by a student, and determine if you want it to show or remain hidden
- Select up to ___ random questions to construct the quiz: you have the option to include all questions in your exam, or up to a certain number of questions. Determine if you want this to show to or remain hidden
- Questions Per Page: how many questions you want to see appearing on a page (disregard if you have less than 5)
- If student fails all attempts: determine if the student is allowed to take further lessons if he/she fails this exam
- Limit time for exam: enter the total time limit you want to allocate for this exam, and determine if you want it to show or remain hidden
- Show countdown: do you want a countdown clock to be visible to the student?
- Time finished alert ___ before the time is up: Do you want to an alert when there's a certain amount of time left? Also determine if you want this to show or remain hidden

INCLUDED QUIZZES tab

This is where you add the quiz or quizzes you wish to have included in your final exam.

If you do not have a quiz, or do not wish to use the quiz/quizzes you have already setup, create a new quiz (see step above) and use it as your final exam.

New Final Exam Creation

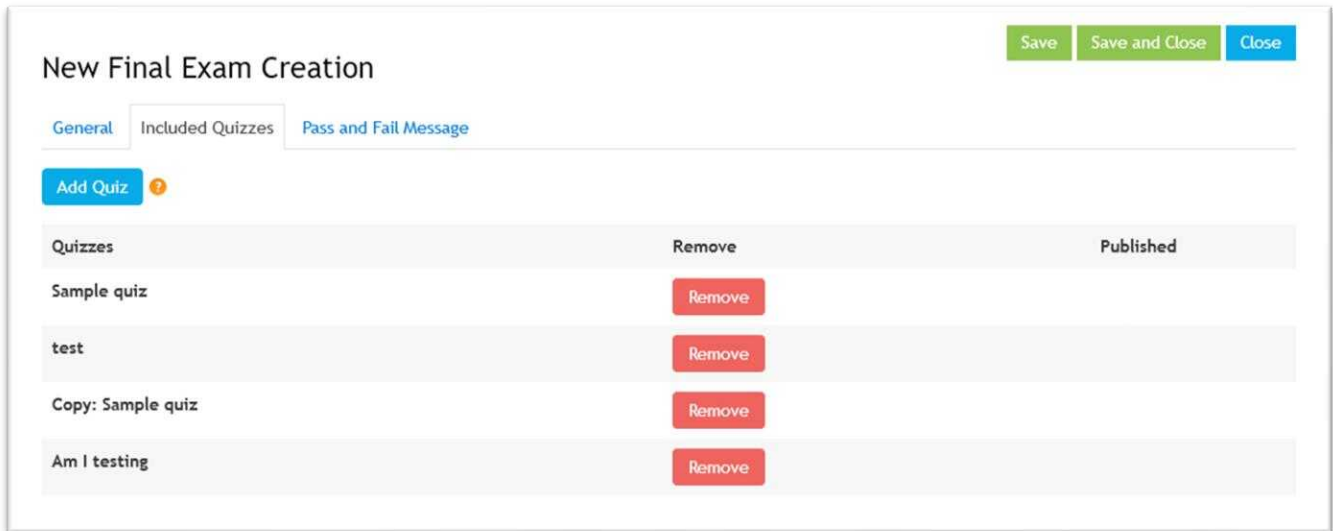
Save Save and Close Close

General Included Quizzes Pass and Fail Message

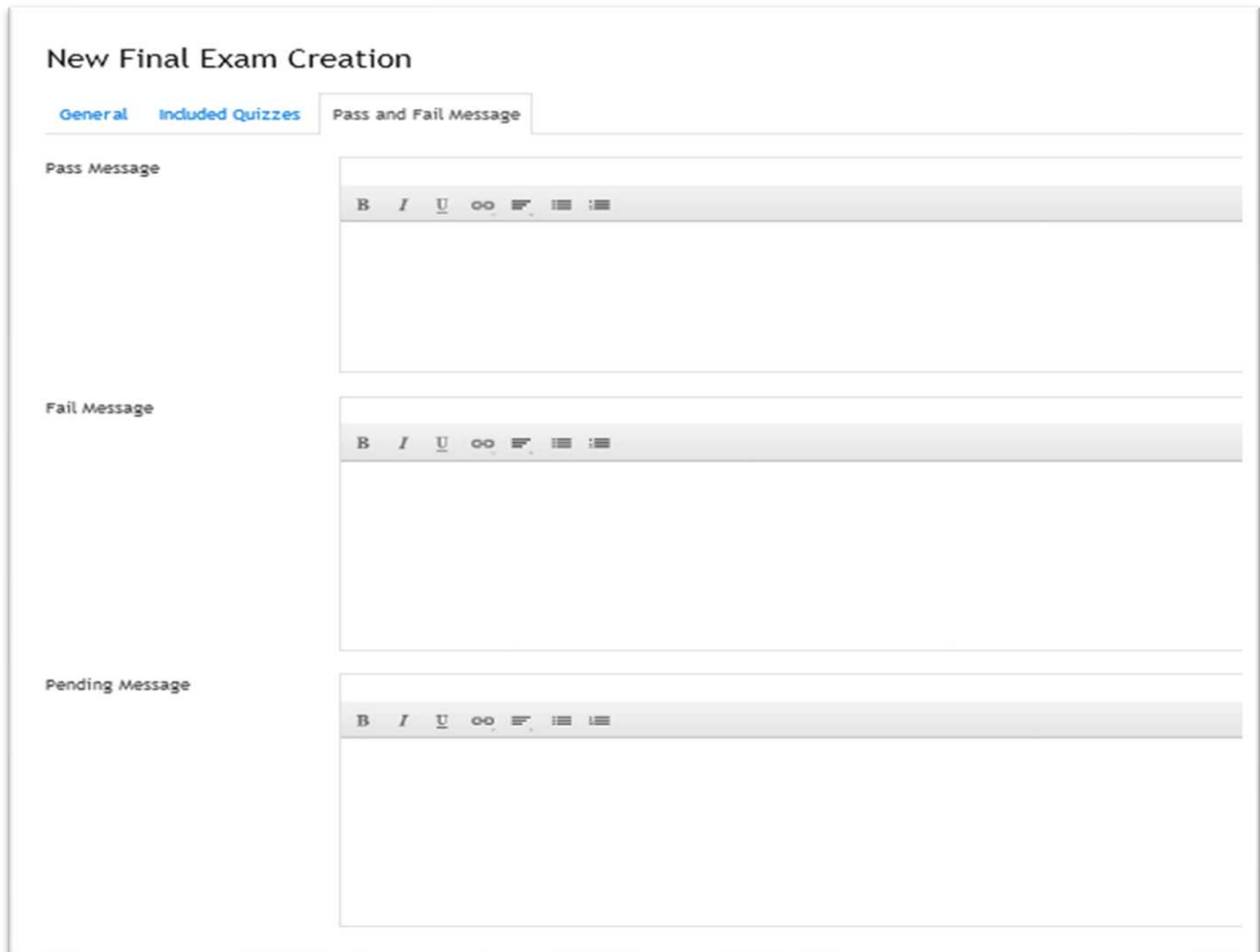
Add Quiz ?

Quizzes	Remove	Published
---------	--------	-----------

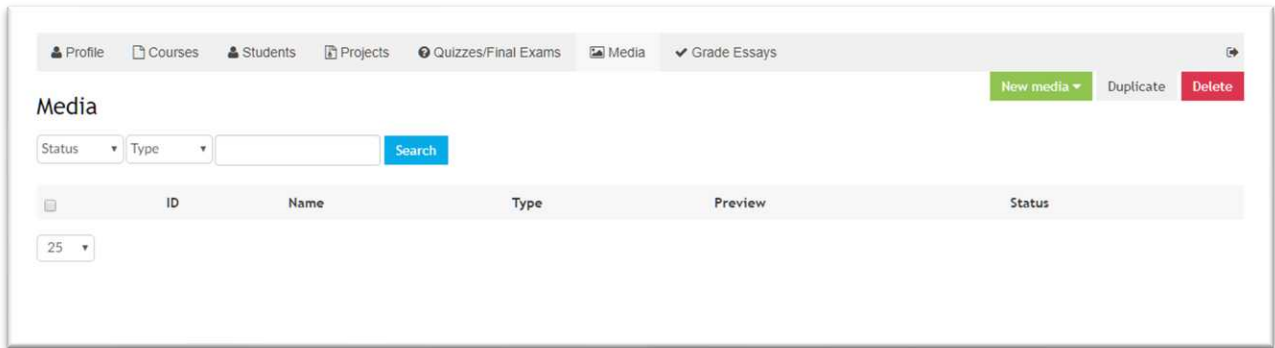
After adding one or more quizzes, the screen will look something like this:



PASS or FAIL MESSAGE tab. If you want to override the default messages, use this screen:



SAVE your information before moving on.



Click on **New media** to view and select the type of media you wish to add.

The options are: Video, Audio, Document, URL, Image, Text and File

Each option requires its own set of information, such as:

TYPE: select the type of media

NAME: enter the name you are giving to that media

SUB-TITLE / INSTRUCTION: you can enter a sub-title and/or instructions

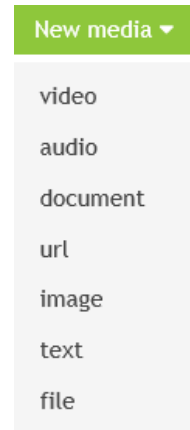
SHOW INSTRUCTION: select where you want the instructions to be displayed

AUTO PLAY: when applicable, indicate if you want the media to start playing automatically

SOURCE: Determine the source of the media you want to use, such as the URL (if already somewhere online), the Embed code (for example with YouTube), or either Upload a File (from your computer) or Select an existing file (that you already uploaded to the platform).

DISPLAY: a few types media will ask you if you want to display that media in a wrapper (inside the lesson's window) or as a link (new window)

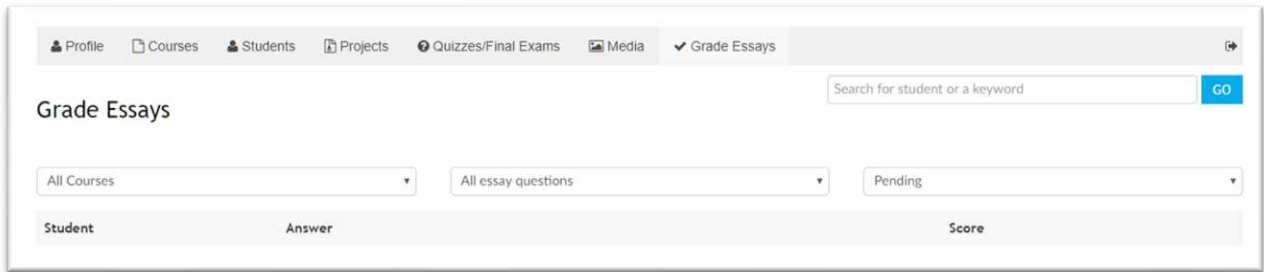
SAVE the media information before moving forward.



MEDIA HOSTING

While we strongly recommend you use specialized media hosting & streaming platforms such as youtube, vimeo and others, GlobalSparks can host your audio and video files for a small fee. Contact us for details and a quote.

If you included one or more essays in the quiz/exam section, here is where you do the grading:



SUPPORTED MEDIA PROVIDERS

The platform supports the embedding of the following media providers. In other words, we can work with pretty much any popular technology. If you are planning to use any of these, we recommend you contact us for details on how to facilitate the process.

- ActBlue
- Adways
- Altru
- AmCharts
- Animoto
- Apester
- Archivos
- Audioboom
- AudioClip
- Audiomack
- Avocode
- Backtracks
- BeautifulAI
- BlackfireIO
- Broadcast
- Buttontdown
- Byzart
- Ceros
- ChartBlocks
- Chirbit
- CircuitLab
- Clyp
- CocoCorp
- CodeHS
- CodePen
- Codepoints
- CodeSandbox
- Commaful
- Coub
- DailyMotion
- Datawrapper
- Deseretnews
- Deviantart
- Didacte
- Digiteka
- DocDroid
- DotSUB
- EduMedia
- Embedery
- Ethfiddle
- Eyrie
- Facebook
- Fader
- FaithLifeTV
- Fitapp
- FITE
- Flickr
- Flourish
- GeographCI
- GeographDE
- GeographUK
- GettyImages
- Gfycat
- Giphy
- GloriaTV
- GoogleDocs
- GoogleMaps
- Gyazo
- Hearthis
- HiHaHo
- Huffduffer
- iFixit
- IHeartRadio
- Infogram
- Infoveave
- Injurymap
- Inoreader
- Instagram
- Issuu
- Jovian
- KakaoTV
- Kickstarter
- Kidoju
- KirimEmail
- Kit
- Kmdr
- Knacki
- LearningApps
- LillePod
- Livestream
- Ludus
- Lumiere
- Matterport
- MediaLab
- MedienArchivKuenste
- Meetup
- MermaidInk
- MessesInfo
- MicrosoftStream
- MixCloud
- ModeloIO
- MusicboxManiacs
- Namchey
- Nanoo
- NaturalAtlas
- Nfb
- NoPaste
- Omniscope
- OnSizzle
- OraTV
- Orbitvu
- Outplayed
- OverflowIO
- Oz
- Padlet
- Pastery
- Pinpoll
- Pixdor
- Playbuzz
- Podbean
- PolariShare
- Polldaddy
- Portfolium
- Posixon
- RadioPublic
- Rcvis
- Reddit
- ReleaseWire
- Replit
- ReverbNation
- Roomshare
- RoosterTeeth
- Rumble
- RunKit
- Saooti
- SapoVideos
- Screencast
- ScreenNine
- ScribbleMaps
- Scribd
- SendToNews
- Shortnote
- Shoudio
- ShowTheWay
- Simplecast
- Slideshare
- SmashNotes
- Smugmug
- SocialExplorer
- SongLink
- SoundCloud
- SpeakerDeck
- Spotful
- Spotify
- Spreaker
- StanfordDigitalRep
- Streamable
- Subscribi
- Sutori
- Sway
- Ted
- TheNewYorkTimes
- Tickcounter
- TikTok
- Toornament
- TourHero
- Tumblr
- Tuxx
- Tvcf
- TwentyThreeHq
- Twitter
- Typecast
- Typlog
- UniversitePantheonSorbonne
- UniversityCambridgeMap
- Uppy
- UstreamTV
- Ustudio
- Veer
- Verse
- Vidyart
- Vimeo
- Viously
- Vlipsy
- Vlive
- VoxSnap
- WaveVideo
- Wistia
- Wizer
- Wokwi
- WolframCloud
- Wordwall
- Youtube
- Zeplin
- Zingsoft
- Znipetv
- Zoom
- Zoomable

COURSE OVERVIEW

You can see the details of your course setup once you entered all the related details.

The dashboard features navigation tabs for Profile, Courses, Students, Projects, Quizzes/Final Exams, Media, and Grade Essays. The 'Courses' tab is active, showing a search bar and a 'Search' button. Below is a table of courses with columns for View, Curriculum, Details, Stats, Published, Status, and To Mark. A dropdown menu shows '25' items.

<input type="checkbox"/>	View	Curriculum	Details	Stats	Published	Status	To Mark
<input type="checkbox"/>		Sample training 2				Approved	

VIEW: see how your class comes out when viewed by a student. Example:

The course page for 'Sample training 2' by Tom deTrainer. It includes course details: Level: Beginner, Duration: 7 Minutes, Price: Free. A welcome message says: 'Welcome to the "Sample training 2" course! Start by clicking the first lesson "Introduction to class"'. Below is a table of contents with tabs for Contents, Price, and Teacher.

	Quiz Status	Viewed	Duration	Level
Intro				
Introduction to class			1m	
Main class				
Core			5m	
Quiz for this test class [quiz]	Pending		1m	

CURRICULUM: clicking on the name of the class, the “class tree” will come up. There you can make certain changes:

The image shows two side-by-side screenshots of a course management interface for "Sample training 2".

Left Screenshot: Shows the "Sample training 2" header, a "Preview Course" button, and the instruction "Quickly make changes to more than one lesson:". Below this is a "Choose Action" dropdown menu. A tree view of lessons is displayed, including "Intro", "Introduction to class", "Main class", "Core", and "Quiz for this test class". Each lesson has a checkbox and a trash icon. "Intro" and "Main class" have "(Add new lesson)" links.

Right Screenshot: Shows the same interface, but the "Choose Action" dropdown menu is open. The menu is titled "Choose Action" and contains three sections: "Actions" (Delete selected lessons, Publish selected lessons, Unpublish selected lessons), "Access" (Change selected lessons access for students, Change selected lessons access for members, Change selected lessons access for guests), and "Ordering" (Order all lessons inside modules alphabetically - Descending, Order all lessons inside modules alphabetically - Ascending).

 **DETAILS:** back to the course setup screen allowing you to make changes

The image shows the "Edit Course" screen for "Sample training 2".

At the top right, there are four buttons: "Save", "Save and Close", "Add/Edit Lessons", and "Close".

Below the buttons are tabs for "General", "Description", "Cover/Avatar", "Exercise files", "Pricing/Plans", and "Requirements". The "General" tab is selected.

The "General" tab contains the following fields:

- Course name:** * Sample training 2 (with a help icon)
- Parent Category:** * - Testing (with a help icon)
- Level:** Beginners (with a help icon)
- Published:** (with a help icon)
- Start publishing Date:** 2020-01-03 17:10:31 (with a calendar icon)

Profile Courses Students Projects Quizzes/Final Exams Media Grade Essays

Stats For Course "Sample training 2"

#Students	Completed	Not completed	Quizzes/Average Score	Final Exam/Pass
4	0 (0.00%)	4 (100.00%)	1 / (100.00%)	No 0 (0%)

 PUBLISHED

This shows if your course is published on the platform or not.

STATUS

This shows the status of the class: Approved or Pending (under review)

TO MARK

If there are quizzes, exams, essays or projects to be marked, it will be indicated here

GoGLOBAL TrainOpreneur SUCCESS PATH

GoGlobal recommends a very specific success path to help you achieve your financial goals with the GlobalSparks/GoGlobal educational & training platform.

ACTIONS	REQUIRED INFORMATION
<p>#1 \$20 Intro class/training</p>	<ul style="list-style-type: none"> • Coordinate with GoGlobal your 30-minute interview to post. • Decide on what you want to offer as an introduction to your students for their payment of \$20. This could be a class, ebook, presentation, webinar, video, ... • Setup your introduction as a course by using Step 3 below. • Setup your first lesson as an introduction, and make it available to the public (that option is available when setting up your content). • If an ebook, webinar or video, setup your second lesson with your instructions on how the students having paid can access that content. IMPORTANT: make this lesson available only to "student"; that way, only the students having paid will access the content.
<p>#2 \$200 coaching session (or other type)</p>	<ul style="list-style-type: none"> • Determine if you want to offer a coaching session for your second level, or if you would rather offer something else. • Setting up this level is basically is done using the regular course setup process (Step 3 below) • Setup your first lesson as an introduction, and make it available to the public (that option is available when setting up your content). • Setup your second lesson with your instructions on how you want the student to contact you once their payment has been processed. IMPORTANT: make this lesson available only to "student"; that way, only the students having paid will access the instructions.
<p>#3 \$500 online or offline programme</p>	<ul style="list-style-type: none"> • For Online programme: use the regular content setup approach (Step 3 below) • For Offline programme/training, the simplest way is to setup is with two lessons: <ul style="list-style-type: none"> • First lesson is an introduction explaining the content of your programme. Make it available to the public and instruct students to select the second lesson to register. • Second lesson: make this lesson available only to "students" so that they need to pay before accessing that content. Include in this lesson the instructions to get the content, continue the online course, or what to do to attend your live programme.
<p>ADDING MORE COURSES/EVENTS</p>	<ul style="list-style-type: none"> • You can add as many courses or events as you wish. • At times you may be asked for a small fee for additional courses to cover customer support costs. The amount is determined based on the amount of support required for your classes.

MISC INFORMATION

On the Dashboard you will find links for miscellaneous information you may need to refer to from time to time, such as Terms & conditions, and the platform's Privacy Policy. Click on the icon representing the desired information.



SUPPORT

Two major types of support:

- Downloadable User Guide and Cheat Sheet (summary)
- Free email support

On the Dashboard select the icon representing the type of support you need



AFFILIATE

As a TrainOprenneur and Content Provider, you are offered the opportunity to join GlobalSparks’ affiliate system. By doing so, you earn a certain commission when one of your students or anyone you invited and became a member of GlobalSparks purchases your fee-based content, and any fee-based content offered on the platform. Please note that is a 2-level affiliate program, i.e. you get paid for the purchases made by the people you introduced to the platform, and the ones they introduced it to.

On your dashboard, click the “Affiliate” icon that will open the Affiliate Dashboard. On that dashboard click only on “Request Affiliate Link” which will open one of the two following pages, depending if you are logged in or not.

You can find additional information and tips on how to maximize your affiliate link in the Affiliate User Guide available through the Dashboard.



Affiliate DASHBOARD

STEP 1 BECOME A MEMBER	STEP 2 REQUEST AFFILIATE LINK	STEP 3 PROMOTE	LOCAL TIME 22:30:10
EDIT MEMBER PROFILE	EDIT AFFILIATE PROFILE	STATS & REPORTS	SUPPORT TIME 22:30:10
AFFILIATE TERMS & CONDITIONS	GLOBALSPARKS TERMS OF SERVICE & USE	PRIVACY POLICY	Total Free Classes 10,127
			Total Classes 12,638
			Tech Support
			General Support

IF NOT LOGGED IN

TO DO

Login

IF/WHEN LOGGED IN

TO DO

Enter the requested information:

- Account name
- Contact name
- Company
- Email address
- Your address
- Phone number
- Payment option: Paypal, bank, or leave blank and we will get back to you
- Accept Terms & conditions
- Submit request

END RESULTS & EXAMPLES

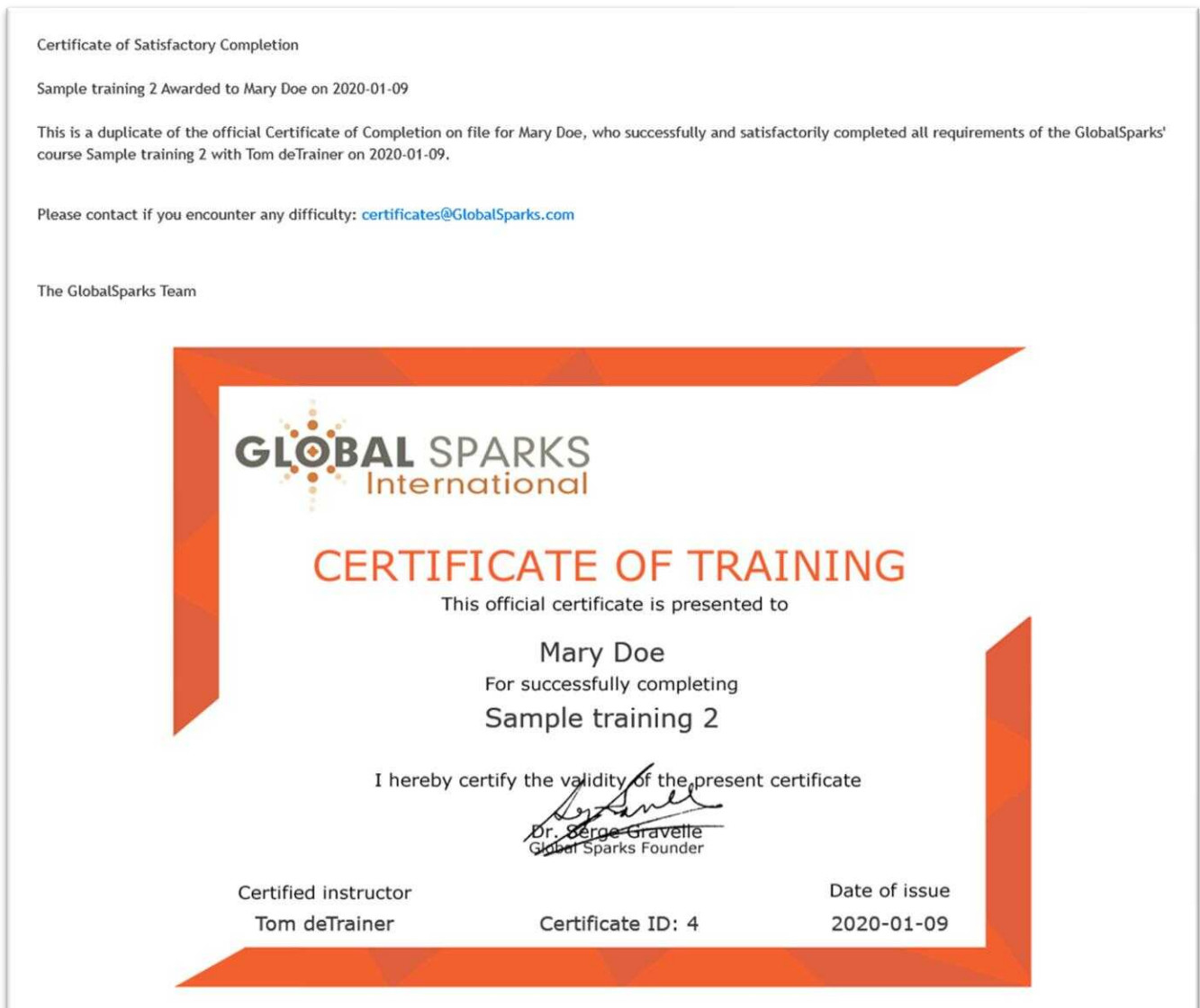
We offer here a series of examples taken directly from GlobalSparks.com, to help you visualize the end-result of submitting your content to the platform.

Certificate of Completion

There are three options available to the students to access their Certificate of Completion upon completion of the course.

- Download as a PDF
- View online via direct link
- Send a copy to themselves, or to anyone else

Here's an example of how it looks when sent via email or via a link:




Faculty

You will become part of our Faculty and be added to the list of Certified Trainers which looks similar to this, in one or two columns:

Teacher List

Alejendrah East




Alejendrah K. East is an impact-full Trainer for Personal, Organizational and Spiritual Development with a wide experience teaching in Japan, Singapore, Malaysia, the Philippines, USA, New Zealand, Colombia, Peru and online. Her international experience and decades of uplifting clients and...

[Read more](#)

Courses: 0

Ayyappa Kunnath




Co-Founder of Our SHINE GoGLOBAL Ltd, Singapore and its group of companies, including GoGLOBAL Business School Founder & Managing Trustee, International Federation of Professional Trainers (IFPT), India National President, Akhila Bharatheeya AyyappaDharma PracharaSabha, India In Rotary Movement...

[Read more](#)

Courses: 0

Burke Franklin




Burke Franklin is the creator & CEO of Business Power Tools (formerly JIAN), a successful Silicon Valley software company renowned for BizPlanBuilder, the popular software package for producing a comprehensive strategic business plan. Best-Selling Author: BizPlanBuilder software template Best-Selling ...

[Read more](#)

Courses: 2

Carol Dysart




Carol Dysart, Masters of Science in Counselling and resident of San Diego, CA, is known by her clients and students as a DISC Master. She has gained mastery in the "art and science of understanding people", from working with thousands of students that have received the gift of their profiles...

[Read more](#)

Courses: 1

DISC trainers




The DISC track is a series of courses, assessments, e-books, Certification and other DISC-related content. Although there are several trainers involved in different courses, the key instructors are: Carol Dysart, Masters of Science in Counselling and resident of San Diego, CA, is known by...

[Read more](#)

Courses: 13

Doria (DC) Cordova




Dame DC Cordova, PhD (Hon.), CEO, Global Business Developer, Sustainability Entrepreneur, Ambassador of New Education, Mentor of Nurturing. Dame DC Cordova owns Excellerated Business Schools® for Entrepreneurs and Money & You®, a global organization that has over 105,000 graduates from over 80...

[Read more](#)

Courses: 2


Dr. Azeeza Jalaludeen



Dr. h.c. Azeeza Jalaludeen is: Founder of Our SHINE GoGLOBAL Ltd, Singapore and its group of companies, including GoGLOBAL Business School. * Alumni & Ambassador of "Miracles of Capital Network" and Excellerated Business Schools®, Money & You® (1978) * Honorary Doctorate in Global...

[Read more](#)

Dr. Jerry Teplitz





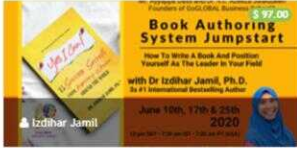









Dr. Jerry V. Teplitz' background is as unique as the techniques and approaches he teaches. He originally graduated from Hunter College and Northwestern University School of Law and practiced as an attorney for the Illinois Environmental Protection Agency. Jerry then studied and received Masters...

[Read more](#)

Trainings/Classes/Events list


Here is how your course listing will be displayed for the public to see:

 <p>The Journey To The SyncFlow Zone - Episode #3</p> <p>6 EPISODES - EVERY SATURDAY - June 6th to July 11 What could have been? What could have been? What could have...</p> <p>Read more</p>	 <p>The Journey To The SyncFlow Zone - Episode #4</p> <p>6 EPISODES - EVERY SATURDAY - June 6th to July 11 What could have been? What could have been? What could have...</p> <p>Read more</p>	 <p>The Journey To The SyncFlow Zone - Episode #5</p> <p>6 EPISODES - EVERY SATURDAY - June 6th to July 11 What could have been? What could have been? What could have...</p> <p>Read more</p>	 <p>The Journey To The SyncFlow Zone - Episode #6</p> <p>6 EPISODES - EVERY SATURDAY - June 6th to July 11 What could have been? What could have been? What could have...</p> <p>Read more</p>
 <p>Book Authoring System Jumpstart</p> <p>FROM THE AUTHOR OF BESTSELLING AUTHOR VIP PACKAGE ...</p> <p>Read more</p>	 <p>21-Day Energia Quality Sleep Challenge - Basic</p> <p>Welcome to Energia We provides the technological leap for the wellness and health care industry, Energia Therapy...</p> <p>Read more</p>	 <p>21-Day Energia Quality Sleep Challenge - Intermediate</p> <p>Welcome to Energia We provides the technological leap for the wellness and health care industry, Energia Therapy...</p> <p>Read more</p>	 <p>21-Day Energia Quality Sleep Challenge - PREMIUM</p> <p>Welcome to Energia - PREMIUM PACKAGE We provides the technological leap for the wellness and health care industry...</p> <p>Read more</p>
 <p>21-Day Energia Quality Sleep Challenge - Free version</p> <p>Welcome to Energia We provides the technological leap for the wellness and health care industry, Energia Therapy...</p> <p>Read more</p>	 <p>WomenOpreneur Free Online Series</p> <p>Read more</p>	 <p>Yes I Can! 16 Success Secret from Inspiring Women Around the World</p> <p>Read more</p>	 <p>BUSINESS - INNER ALIGNMENT COACHING</p> <p>COURAGE CLARITY CONSISTENCY</p> <p>Business and Relationship Alignment Coaching with Dr. h.c. Azeeza Jalaludeen</p> <p>Need help?</p>

Training/Class information display

Let's look at a made-up training called "How to Use Guru" as an example of how each training/class will appear.

How to use Guru



Teacher: JohnnyTeacher
Level: Beginner
Duration: 16 Minutes, 35 Seconds
Price: \$ 0

[Take This Course](#)

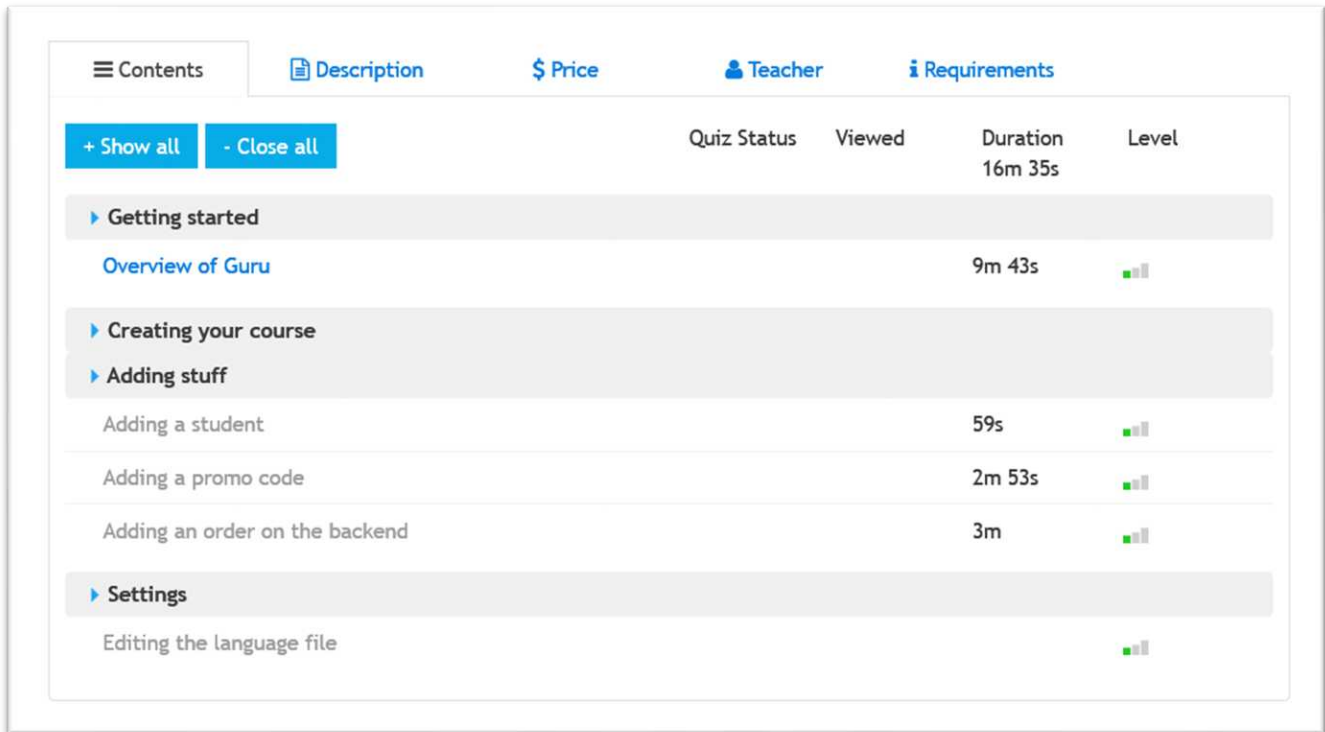
Get access to all the tutorials in the course now!

[Contents](#) | [Description](#) | [Price](#) | [Teacher](#) | [Requirements](#)

		Quiz Status	Viewed	Duration	Level
+ Show all - Close all				16m 35s	
▶ Getting started					
Overview of Guru				9m 43s	■ ■ ■
▶ Creating your course					
▶ Adding stuff					
Adding a student				59s	■ ■ ■
Adding a promo code				2m 53s	■ ■ ■
Adding an order on the backend				3m	■ ■ ■
▶ Settings					
Editing the language file					■ ■ ■

Table of Contents

The default tab shows the Table of Contents for the training/class:

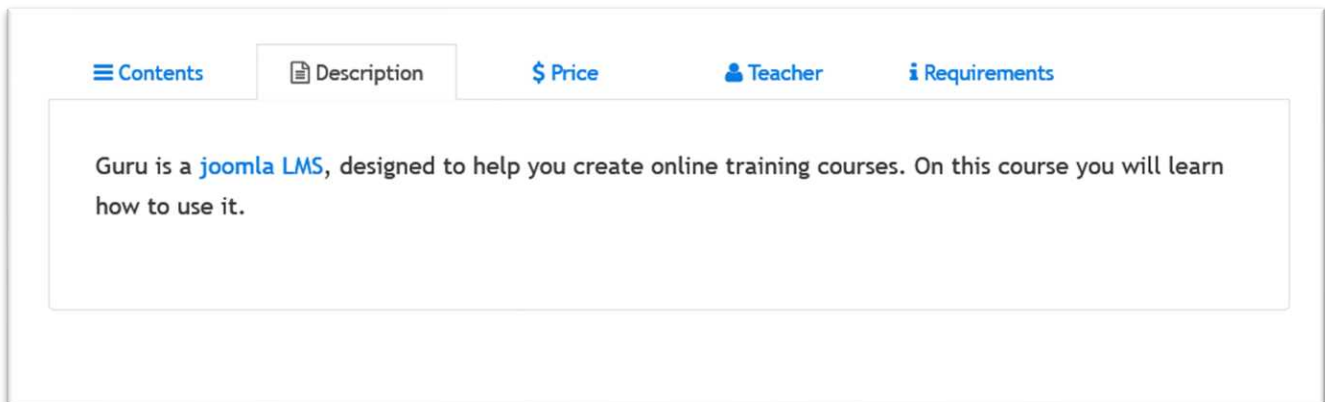


The screenshot shows the 'Contents' tab selected. At the top, there are navigation tabs: 'Contents', 'Description', '\$ Price', 'Teacher', and 'Requirements'. Below the tabs, there are two buttons: '+ Show all' and '- Close all'. The main content area displays a list of course sections with columns for 'Quiz Status', 'Viewed', 'Duration', and 'Level'. The sections are grouped into expandable categories: 'Getting started', 'Creating your course', 'Adding stuff', and 'Settings'. Each section has a duration and a progress indicator.

	Quiz Status	Viewed	Duration	Level
Getting started				
Overview of Guru			9m 43s	
Creating your course				
Adding stuff				
Adding a student			59s	
Adding a promo code			2m 53s	
Adding an order on the backend			3m	
Settings				
Editing the language file				

Description

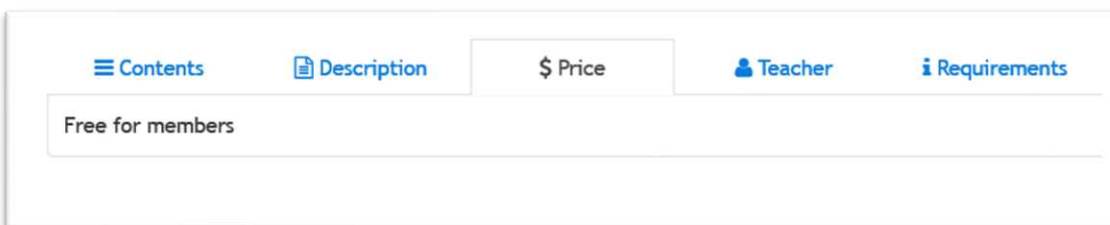
The second tab is for Description of the training/class



The screenshot shows the 'Description' tab selected. The main content area contains the following text: "Guru is a [joomla LMS](#), designed to help you create online training courses. On this course you will learn how to use it."

\$ Price

The cost of this course is indicated under the Price tab



The screenshot shows the '\$ Price' tab selected. The main content area displays the text: "Free for members".


Trainer/Teacher info

The next tab shows the information on the Teacher/Trainer, as well as the trainings/classes offered by this content provider

[Contents](#) [Description](#) [Price](#) **Teacher** [Requirements](#)

JohnnyTeacher

[Email](#) [Site](#)



[iJoomla.com](#) is the winner of "The Best Joomla App Development Firm" award at the 2010 CMS Expo.

At iJoomla, we combine open source with professional standards. Our developers are all experienced, full-time professionals dedicated to producing Joomla components that take Joomla sites to the next level. While other developers are limited to weekend coding and occasional debugging, our staff are constantly working to improve your site.

The quality of our work is seen in its usability, its design and its functionality. All our commercial components come with first rate technical support. If you've got a question about one of our components, a member of our team will be back with an answer in no time at all. Ultimately, our goal is to create a new standard for the Joomla community: top quality components with professional service for a very low price.

Courses by this teacher

Name	Level	Release Date
How to use Guru	■ ■ ■	2019-12-02 04:19:54

Requirements

The final tab shows any prerequisite (requirements) a student should have before taking the class:

[Contents](#) [Description](#) [Price](#) [Teacher](#) **Requirements**

Others:

Basic Joomla knowledge

STRIPE ACCOUNT FOR DIRECT PAYMENT

If you live in certain countries (list below), you may be able to setup a Stripe account sponsored by GlobalSparks so that you get paid directly, as soon as a student purchases your class(es). Note that international laws are in constant changes so that Stripe and other processing companies are forced to adapt and change certain services from time to time, including the countries for which they can offer their services.

Australia	Hong Kong SAR China	Norway
Austria	Ireland	Poland
Belgium	Italy	Portugal
Canada	Japan	Singapore
Denmark	Latvia	Slovakia
Estonia	Lithuania	Slovenia
Finland	Luxembourg	Spain
France	Netherlands	Sweden
Germany	New Zealand	Switzerland
Greece	Norway	United Kingdom
		United States

If you wish to explore this very simple option, and saving certain processing fees in the process, contact us so we can guide you further.

FEEDBACK

We take pride in our work on this platform. We would greatly appreciate your feedback, especially with constructive criticism about this User Guide, and/or about the platform in general.

Over time it will get even better, but we need to know what our users want to see and how we can support them to the best of our abilities.

Please email us at cs@GlobalSparks.com

Thank you
for using GlobalSparks!