Structuring and registering a Course to teach online at Limu

teach and tutor your subject or skill online

Limu is the global knowledge and learning marketplace, where providers of knowledge (we call them Teachers) offer Courses, teaching and tutoring in their particular area of expertise and knowledge. Consumers of knowledge (we call them Students) then book and take Courses and tutoring sessions live, online and interactively in Limu's unique web-based Virtual Classroom.

Teachers can offer one-on-one Courses (i.e. with one Student) or one-to-many Courses (i.e. with multiple Students). In both cases, Teacher and Students meet in Limu's Virtual Classroom to interact and hold the sessions of a Course.

registering your Course at Limu is simple and easy

We have prepared this document to help you structure and register a Course to teach online at Limu. It guides you through the process of preparing a structure for your Course, choosing which of the tools and features to utilise that are offered at Limu, and how to register a Course at Limu using the Course Registration Wizard.

This is the first of a series of three documents that are aimed at helping you to offer your knowledge at Limu and make the most of our service. The other two documents will deal with the booking process and how to teach your Course online.

when we say ...

Before we start, let's just quickly define some of the key concepts used in this document and at Limu in general:

The Teacher: We call a Teacher somebody that offers his or her knowledge about any subject to others online at Limu. This can include Courses in more traditional academic or school subjects, professional advice or exchange of experience, tutoring of school, college or university students, or anything else that one wants to share with others and that one is prepared to teach about online.

The Student: We call a Student somebody that has decided to book one of the Courses offered by a Teacher at Limu. Again, this can include real life students seeking tutoring, somebody who wishes to learn a new subject or skill, and anybody who simply wants to learn about something new.

The Course:	We define a Course as that which a Teacher offers to teach or tutor online at Limu. A Course can consist of a single one-hour live session, or multiple sessions spanning several weeks or even months. Courses can comprise any number of live sessions (where Teacher and Student(s) meet person-to-person in Limu's Virtual Classroom) and offline assignments (assignments that form part of the Course).
Limu's virtual classroom:	The Limu Virtual Classroom is where Courses take place. Primarily, the Virtual Classroom will be used by Teachers and Students to meet and hold live online sessions on the dates and times that were agreed during the booking process. In addition, Teachers and Students can visit the Virtual Classroom of the Course at any time to access the Course library, and to read and leave messages in the Course forum.

Why teach online

you decide what to teach, when and at what fee

There are many reasons why you would want to teach your subject or share your knowledge or skills online at Limu to a global community of Students.

First and foremost, teaching your Courses online at Limu will allow you to choose when and how often you would like to teach your subject. Because Limu is a marketplace, you are totally free to choose how many bookings to accept from Students. This allows you to set your own time schedule and determine how often you would like to teach your Course.

Second, because you choose the content of your Course, you can tailor the Course to those areas in which your expertise or skills are strongest.

Third, you set the price for your Course. When you register a Course you will set the proposed Course fee at which you are willing to teach your Course to a Student. This means that you are in full control over the value you obtain from teaching online.

Fourth, because it is convenient. Because the Limu Virtual Classroom is accessible through a standard browser, you offer and teach a Course from the comfort of your own

computer at home or anywhere you have access to the Internet. Since you can choose when to teach, it provides you with total flexibility in organising your teaching schedule.

Lastly, teaching online is simply fun. You will be teaching people from all over the world that have a real interest in taking your Course and learning about the subject that you offer. The Internet is a global community and as such you will have access to a truly global classroom at Limu.

What can you teach online

offer a Course in over 150 subject categories

You can offer online Courses and tutoring sessions in academic and school subjects, general fields of expertise or skills and hobbies. Courses offered can range from a single one-hour session to multiple sessions over a period of several weeks or even months. From Aromatherapy to Maths and from Painting to Zoology, there are over 150 subject categories in which real-life teachers, professionals, students and dedicated hobbyists offer Courses at Limu.

Your can offer a Course consisting of a basic introduction to a subject or one that focuses on a particular aspect of a subject or topic. From teaching an academic Course or tutoring school subjects to providing formal training or giving advice to others in areas you have gathered substantial expertise - you decide what Course to offer.

Remember, due to the fact that through Limu and the Internet you are able to reach millions of people all over the world, it is likely that you will find many people that are interested in learning about your particular area of expertise or knowledge.

How is teaching online different from traditional teaching

teaching at Limu is online, live and person-to-person

Teaching online at Limu is very similar to teaching a Course in a traditional way, whether in a classroom, giving a seminar to a group of people or one-to-one tutoring. In either case you first structure the content of what you want to teach, enrol your Students, and then teach them live, real-time and person-to-person. When you teach online, instead of being in a real location you will teach in Limu's Virtual Classroom using interactive tools and features such as live voice chat, a live interactive drawing board and more.

The Limu Virtual Classroom also provides you with a number of additional tools and features that enable you to teach in exciting new ways that have never been available before.

You can broadcast materials of any kind to your students during a live session (pictures, movies, web sites), or simply upload materials to the Course library, where your Students can access your files and upload their submissions to you (e.g. work assignments). In addition, when you teach a Course at Limu, the complete Course activity (text chat and slides of the drawing board) is archived in the form of session transcripts for later use by all Course participants.

One of the documents we have prepared in this series, called "Teaching your Course at Limu", will provide you with all the guidance you require in making the most of your teaching experience and providing your Students with a learning experience of a lifetime.

Reviewing and structuring what you want to teach online

your Course can consist of any number of sessions

1. Choosing the Course content

Before you register your Course at Limu, you may want to quickly review what it is that you want to cover in your Course. You might already have the structure of the Course clearly laid out in front of you, either because you are teaching your subject as part of a real life teaching or tutoring activity or simply because you are involved in your subject as part of your work, a hobby or another real life activity.

2. Creating a structure for your Course

Providing a good structure to your Course is important as it forms the skeleton of what your students will learn. In addition, Students browsing through Limu's database of offered Courses will look at your Course structure to better understand what they will be able to learn in taking your Course, which in turn will influence their decision about whether or not to book the Course.

Should you intend to offer a Course about a more general subject, you can choose not to use a Course structure at all and instead provide a description of the topic or subject you intend to teach about. This will most likely be the case if you offer tutoring services about school or other subjects or for shorter Courses consisting of a single session, where a Course structure is less relevant (remember that at Limu, any type of teaching, tutoring or "knowledge unit" is called a Course).

When you register your Course at Limu, you can create a Course structure using both live-sessions (where you hold a live session with your Students online in the Virtual Classroom) and non-live sessions (for example offline assignments). Offline assignments can be anything that involves a task, exercise or assignment that you want your Students to carry out as part of the Course.

live person-to-person teaching

2.1. Live sessions

Live sessions are those parts of your Course where you meet with your Students live and online in the Virtual Classroom and cover a certain part of the Course person-to-person, just as in a traditional classroom.

Choose live sessions for parts of your Course where it is important to explain a concept or aspect of the subject you are covering in person to your Students. Remember that having live sessions makes your Course interesting and exciting for your Students. To have a real person teach a subject person-to-person online will greatly increase the appeal of your Course.

Also choose to have a live session where you want to review or discuss certain aspects of the subject covered in your Course less formally.

When you register your Course you will be able to enter any number of live sessions as part of the Course structure. During the booking process you will then agree a date and time with your Students for each of the live sessions that you had entered when registering your Course.

hand out work assignments and tasks

2.2. Offline assignments

In addition to live sessions you can enter any number of offline assignments you want to give to your Students as part of your Course. You will be able to choose from a number of pre-set assignment types such as "prepare assignment" and "read a book" or you can define your own.

Offline assignments form part of your Course structure just as live sessions do, however they do not involve you and your Students meeting in the Virtual Classroom at a pre-agreed date and time.

If you want your Students to prepare an assignment for the Course, they will be able to upload it to the Course

library in their private upload space that is accessible only to you as the Teacher of the Course.

Tools available to teach your Course at Limu

powerful tools and features at every step

At Limu you will find a variety of tools and features that you can use to teach your Course online. Following is a short description of the most important ones, so that you can design your Course taking into consideration when and how to deploy a certain feature. For a more detailed description of these tools and features please read the third document in this series entitled "Teaching your Course at Limu" or visit our online help section.

1. Live sessions

When you register your Course, you can enter any number of live Course sessions.

You then meet with your Students on the pre-agreed dates and times in the Virtual Classroom to hold one of the live sessions of your Course. You and your Students will be able to communicate via voice chat, text chat and the virtual drawing board. You can broadcast materials to your Students in real time, and agree on and make Course schedule changes.

As soon as you start a live session, a session transcript will be created for that session and added to the Course library. The transcript will contain a transcript of all text chat and saved drawing board slides, and is accessible from the Course library.

As in a real classroom, you will be able to moderate or control any live session. You can pass the drawing board "chalk" to any Student so that he or she may use the drawing board. You may also silence any Student so that he or she will be unable to use voice chat or text chat until you remove the "silence".

2. Live voice chat

The Virtual Classroom allows you and your Students to talk to each other using a microphone attached to the computer. This is just like using the telephone, but at no cost since all voice traffic travels over the Internet.

You can talk at any time, even if you have opened a different document on your computer. This means that you can broadcast a Word document to your Students and then comment on and explain the document while viewing it in Microsoft Word.

3. Live text chat

In addition to using voice chat, Course participants can also use text chat to communicate between each other. This should be used if you or one of your Students does not have access to a microphone and therefore is unable to use the voice chat facility.

4. Live drawing board

The Virtual Classroom provides a drawing board where you and your Students can draw diagrams or anything else you would normally draw on a real drawing board. All other Course participants will be able to see what is being drawn on the board in real time, and you as the Teacher can take snapshots of the drawing board at any time. These snapshots are then available to be viewed at a later time as part of the session's transcript.

5. The Course forum

The Virtual Classroom also features a Course forum where you and your Students can post or reply to messages at any time. As the Teacher of the Course you can create as well as customise any number of forums for different topics. You can also fully administer the forum and remove any messages should you wish to do so.

6. The Course library

When you register your Course, you can also upload files and materials as well as resources such as links to other web pages. These files, materials and resources will then be available to your Students from the Course library.

During a Course you can fully manage the Course library contents by deleting, updating or uploading new materials. Students can also upload files to the Course library, either as private files which only you can access (such as assignments or homework) or as public files which can be accessed by all Course participants.

Limu

7. Out of class communication

In addition to live sessions there will be occasions when you need to communicate with your Students about a change in the Course schedule or other aspects of the Course. You can make a general announcement in the Course forum or send a broadcast message to all Students or to individual Students. Similarly, Students will be able to post a message to the Course forum or send you a message through the Classroom.

What to do next

You should now have a good understanding of (1) what you want to cover in your Course, (2) the basic structure of the Course, and (3) which of the tools and features available at Limu you will want to use.

You can now register your Course by using the Course registration wizard accessible from your Limu account area. As an alternative, you can use the quick Course registration form accessible from Limu's home page under "offer a Course", and enter more details of your Course later.

There are two additional documents available in this series entitled "How your Courses are booked" (a walk through of the process of receiving and accepting bookings from your Students) and "Teaching your Course at Limu" (a step by step guide that explains how to teach a Course online and make the most of the Limu Virtual Classroom).

For more extensive help on any aspect of using Limu, please consult our online help section.

We hope you will enjoy teaching at Limu, and encourage you to send feedback and any questions you may have to us at info@limu.com.

Your Limu Team