Welcome to March Teaching Madness Week!

How It Works:
With our accelerated planning guide you can publish your class in just one week. Follow the plan exactly or adjust it based on your schedule.

Day One

Choose Your Topic and Plan Your Project (1-2 hours)
You can teach any topic you are passionate about! Reflect on your skills to choose a topic that you feel confident sharing, as well as what you want students to create and share.

Classes on Skillshare include a class project that helps students practice their new skills as they learn. Think of it as a fun exercise students can do to apply what you've taught them and share their work with other students for feedback.

Outline Your Video Lessons (1-2 hours)
Use our outline template to map out your content. Outlining your class is one of the best ways to ensure your videos are well-organized and engaging.

Start Your Draft (less than 1 hour)
Head to www.skillshare.com/teach to create a class draft. This is where you'll upload your class info and video lessons. You can save it and come back as many times as you'd like before publishing.

Checklist:
- ❏ **Choose a class topic**
- ❏ **Plan a project for students to complete**
- ❏ **Outline your video lessons**
- ❏ **Start your class draft**

Day Two

Choose Your Filming Technique + Tools (2-3 hours)

Screencast: Guide students through an engaging slide presentation or software demo with two simple tools: your computer and a microphone.

Physical Demonstration: Present your skills through a "talking-head" style video where you appear in front of the camera. Achieve this technique with a camera, microphone, and tripod.

Many teachers opt to use both of these filming techniques to create an engaging class. We recommend using the "talking-head" style within your intro video.

Prepare to Film (1-2 Hours)

Gather your equipment and create a test video. Find the ideal the lighting in your space, and check your audio.

Practice: Do a run-through of each video lesson so that you can iron out any kinks and make sure your class feels natural.

Days Three and Four

Film Your Class (3-4 Hours)

Set up your equipment or computer to film. Follow our tips for teaching with confidence. Remember if you make a mistake, you can always edit it out so take a breathe and start again!

Checklist:

- ❏ **Choose your filming technique + tools**
- ❏ **Create a test video**
- ❏ **Practice your talking points**
- ❏ **Film your class videos**

Day Five

Edit Your Footage (3-4 hours)

Most computers come with built-in editing softwares. For Macs, we prefer Quicktime or iMovie. For PC users, we recommend Movie Maker or Camtasia. Once you've selected your software, follow our four easy steps for editing your footage: transfer, import, edit + cut, and export.

Day Six

Export + Upload Your Video (1-2 hours)

Ensure your videos meet our technical specifications here. Then head to your class draft to upload your video lessons. We recommend uploading videos one at a time to speed up the process.

Merchandise Your Class (1 hour)

Set your class up for success by putting on some finishing touches that will make it stand out for students. Follow our best practices here.

Class Title + Cover Image: An engaging class title is fun and catchy, but also clearly conveys what students will learn or create from taking your class. Utilize an eye-catching cover image that illustrates your class topic.
Class Description: Give students a brief overview of you and your class topic, the key concepts you'll cover, and what new skills they can expect to take away from your class.
Category, Skills + Level: Be sure to select the appropriate category and subcategory that represents your topic. Select a class level, and add up to 7 skills to help students find your class.

Checklist:

- ❏   **Edit your footage**
- ❏   **Export + upload your videos**
- ❏   **Merchandise your class**
- ❏   **Click Publish. You're now a Skillshare Teacher!**