



EnlitenU
Guiding Your Path Within

Instructor Handbook



A curated collection of helpful forms and instructional resources to guide your course creation process at EnlitenU.

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Welcome to Your Instructor Handbook

This handbook is your trusted companion as you step into your role as an EnlitenU instructor. Inside, you'll find all the downloadable handouts from our onboarding course—gathered together for ease, reflection, and action.

Each resource is thoughtfully designed to guide you through a specific stage of the course creation process—from clarifying your vision and mapping your content, to organizing your assets and preparing to go live. Use the worksheets to capture your ideas, track your progress, and stay aligned with your purpose.

There's no single path to becoming a soul-centered teacher—but this handbook will help you find your way with clarity, confidence, and support.

Let's begin.



Your Course Handouts and Forms

Your Collection of Course Materials that Enhance Course Creation Success

1

Worksheet 3.0 – Clarifying Your Course Vision

A reflective guide to help you connect with your deeper “why,” define your ideal student, and articulate the transformation your course offers.

2

Worksheet 4.0 – Bloom’s Taxonomy Reference Guide

A powerful tool for writing clear, measurable learning objectives using Bloom’s six levels of cognitive engagement.

3

Worksheet 4.1 – Mapping Your Course Structure (Instruction Narrative)

A step-by-step narrative that walks you through turning your course idea into a structured, transformation-focused lesson sequence.

4

Worksheet 4.2 – Mapping Your Course Structure (Blank Form)

A printable planning table for outlining your course topics, lesson flow, and transformational path using the 5-Step method.

5

Worksheet 4.3 – Your Course Blueprint (Printable)

A lesson-by-lesson planning matrix that helps you define objectives, materials, delivery methods, and assessments for each class session.

INSTRUCTOR HANDOUTS AND FORMS



Your Course Handouts and Forms

Your Collection of Course Materials that Enhance Course Creation Success

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Worksheet 5.0 – Content Planning & Scripting Template

A lesson builder template to draft key talking points, media elements, delivery format, and student engagement tools for each lesson.

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Worksheet 5.1 – Asset Checklist Instructions

A sample-filled instructional guide showing how to use the asset checklist effectively to organize visuals, handouts, and media.

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Worksheet 5.1 – Asset Checklist (Blank Form)

A reusable form to list and track all your downloadable course assets, including file types, lesson alignment, and upload status.

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Worksheet 5.2 – Course Upload Guide Instructions

A written walkthrough explaining the full upload process—from recording and embedding videos to attaching assets and quizzes.

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Worksheet 5.2 – Course Upload Guide & Checklist (Blank Form)

A printable checklist to guide you step-by-step through uploading your course content into Tutor LMS for each lesson.



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Worksheet 5.3 – Quiz Planning Worksheet

A practical table for crafting and organizing your quiz questions, answer choices, and feedback before uploading to Tutor LMS.

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Worksheet 6.0 – Pricing & Revenue Planning

A reflective and strategic worksheet that guides you through valuing your course, choosing pricing models, setting financial goals, and exploring bonus or affiliate options.

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Worksheet 7.0 – Course Launch & Engagement Worksheet

A pre- and post-launch checklist that helps you finalize your course, track early engagement, and plan how to stay connected with your students after publishing.

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Notes & Reflections

Use this space to capture your insights, ideas, and inspired moments as you move through your course creation journey.

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Instructor Acknowledgement

This form affirms your commitment to originality, ethical content creation, and honoring the integrity of your teaching at EnlitenU.



Worksheet 1: Clarifying Your Course Vision & Topic



Hello, and welcome to the beautiful first step of your course creation journey. This isn't just about planning content; it's about connecting with the heart of your message. This worksheet is a sacred space for you to reflect, dream, and bring clarity to the unique gift you are about to share. Let's begin.

Part 1: Your "Why" – The Heart of Your Course

Before we explore what you will teach, let's connect with why. Your passion is the light that will illuminate the path for your students.

Reflection Prompt: What is the core belief, passion, or personal transformation that inspires you to teach this subject? What is the single most important feeling or piece of wisdom you hope to impart?



Part 2: Your "Who" – Envisioning Your Ideal Student

Imagine the person who is waiting for your guidance. Connecting with them will help you craft a course that speaks directly to their heart and their needs.

Guided Prompts:

- Who is this person? Describe them in a few sentences.

- What challenges or "pain points" are they experiencing right now? What are they longing for?

What is the transformation they are seeking? (e.g., from confusion to clarity, from anxiety to peace, from disconnected to aligned).



Part 3: Your "What" – Brainstorming Your Gifts

Let your ideas flow without judgment. This is a space for pure brainstorming. List all the potential topics you feel called to teach, big or small.

Brainstorming Space:

Idea 1: _____

Idea 2: _____

Idea 3: _____

Idea 4: _____

Idea 5: _____

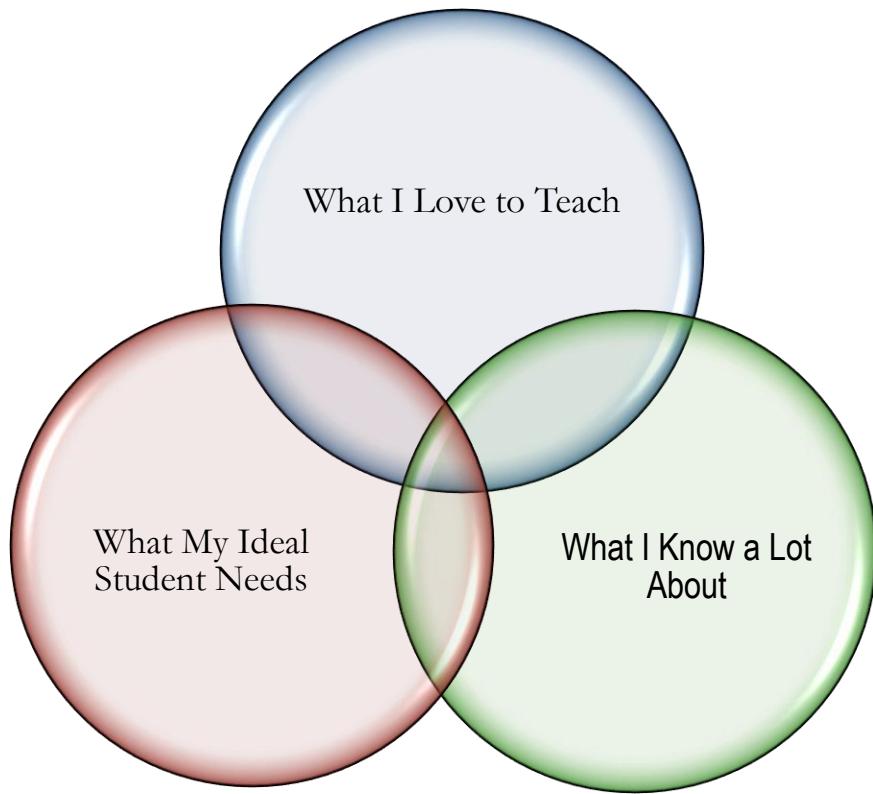
(Tip: Think about questions people frequently ask you, skills you've mastered, and knowledge that lights you up when you talk about it.)



Part 4: Finding the Sweet Spot

The most successful courses exist at the intersection of your passion, your expertise, and your students' needs.

Exercise: Look at your brainstormed list from Part 3. Which topics land in the center of this Venn diagram?



(Imagine three overlapping circles here, representing the "Sweet Spot"):

Circle 1: What I Love to Teach
Circle 2: What I Know a Lot About
Circle 3: What My Ideal Student Needs

The topic(s) that fit in all three circles are your strongest candidates!

My Top Course Topic Idea:



Part 5: Defining the Transformation – Your Course Promise

Now, let's distill your topic into a single, powerful statement. This will become the guiding star for your entire course.

Example: My course will guide aspiring artists on a journey from creative doubt to confident expression, so they can finally share their work with the world.

Fill-in-the-Blank: My course will guide *[Your Ideal Student from Part 2]* on a journey from *[Their Starting Point/Pain Point]* to *[Their Desired Transformation]*, so they can *[The Ultimate Outcome or Feeling]*.

Your Course Promise:

Your Next Steps

You've done beautiful work in laying this essential foundation.

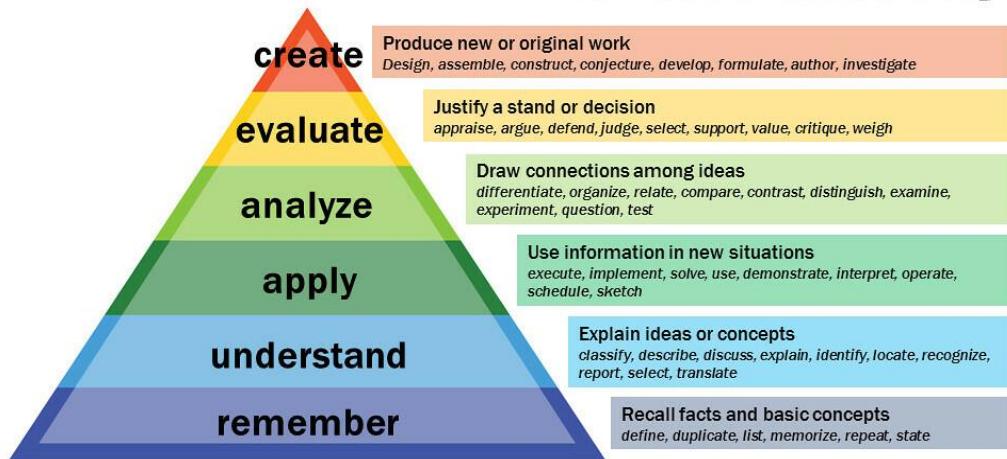
- Take a moment to honor the clarity you've created.
- Share your "Course Promise" with a friend or colleague for feedback.
- Proceed to the next lesson: Course Structure Mapping.
-

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Bloom's Taxonomy



At EnlitenU, we invite instructors to go beyond vague terms like "understand" or "know." Instead, use precise verbs that help you guide, assess, and transform your students' learning. Below are Bloom's six cognitive categories, each with a brief definition, example action verbs, and strong vs. weak objectives.

Image Source: <https://cft.vanderbilt.edu/guides-sub-pages/blooms-taxonomy>

	Definition	Action Verbs	Weak Objective	Strong Objective
Remember	Recall facts, basic concepts, or information.	List, Define, Name, Identify, Recognize, Describe, Label	Students will understand the chakra system	Students will be able to list the seven principles of energy hygiene practiced in intuitive healing.
Understand	Explain ideas or concepts in your own words.	Explain, Summarize, Interpret, Paraphrase, Classify, Compare, Illustrate	Students will know how meditation works.	Students will be able to explain how guided meditation affects the nervous system and emotional regulation.
Apply	Use information in new situations or apply it to real-world scenarios.	Demonstrate, Implement, Use, Perform, Solve, Practice, Execute	Students will learn how to balance energy.	Students will be able to demonstrate a chakra alignment technique using breathwork and visualization.
Analyze	Break down information into parts and examine relationships.	Analyze, Differentiate, Organize, Deconstruct, Investigate, Correlate, Contrast	Students will understand spiritual traditions.	Students will be able to compare and contrast the Law of Attraction and Law of One models of manifestation.
Evaluate	Justify a decision, critique, or stance using evidence.	Critique, Judge, Recommend, Justify, Assess, Prioritize, Argue	Students will appreciate healing techniques.	Students will be able to assess the effectiveness of three spiritual grounding techniques for empathetic overload.
Create	Generate new ideas, products, or ways of understanding.	Design, Create, Build, Compose, Develop, Construct, Formulate	Students will know how to set intentions.	Students will be able to create a 5-day personal ritual incorporating sound, affirmation, and nature immersion for emotional renewal.





Worksheet 2: Mapping Your Course Structure

Your Sacred Blueprint for Teaching Transformation



Welcome to the next step of your course creation journey. This worksheet is designed to help you give shape and flow to your course—one that not only imparts wisdom but also carries your students toward the transformation they seek. In this sacred container, you'll begin to map your lessons, identify key activities, and envision how each element supports your purpose.

Use this space to experiment, reflect, sketch, and refine. There are no wrong answers—just inspired beginnings.

Step 1: Define Your Course Idea

“Clarity of intention shapes powerful transformation.”



Example: From Idea to Instruction

The following example illustrates how a single course idea can be expanded into a structured journey using five clear steps.

Reflection Prompt: What do you want your students to know, feel, or be able to do by the end of your course?

Step 2: Clarify the Main Objective



LEARNING OBJECTIVE (Global)

🎯 “By the end of the course, students will be able to describe the seven chakras, recognize signs of imbalance, and apply daily techniques to restore energetic harmony.”

Step 3: Identify Your Key Topics



TOPICS with Aligned Learning Objectives

Topic	Learning Objective
Introduction to the Chakra System	Students will be able to define what chakras are and explain their purpose in the body.
The 7 Chakras Overview	Students will be able to identify and describe the characteristics of each of the 7 chakras.
Understanding Chakra Imbalance	Students will be able to recognize common physical, emotional, and spiritual signs of chakra imbalance.
Energy Balancing Tools & Techniques	Students will be able to demonstrate simple techniques (e.g., breathwork, sound, visualization) to balance individual chakras.
Creating a Daily Chakra Practice	Students will be able to design and commit to a personalized daily routine that supports chakra health.

Step 4: Select and Sequence Your Topics



SEQUENCE (Suggested Lesson Flow)

- 1 What Are Chakras? (Intro)
- 2 Meet the 7 Chakras
- 3 Spot the Imbalance
- 4 Tools for Realignment
- 5 Build Your Daily Ritual

Step 5: Reflect on the Transformation

“This course takes students from being unaware of chakra energy to confidently integrating energetic balance into their daily lives.”



COURSE OUTLINE

“Chakra Wisdom for Everyday Balance”

By using this simple 5-step process, you'll be able to create a foundational course outline with clarity and purpose. The example below demonstrates how one inspired idea can be expanded into a full course structure—complete with learning objectives, logical lesson flow, and meaningful transformation.



Course Overview

This course introduces the fundamentals of chakra energy, empowering students with daily techniques to recognize and rebalance their energy. By the end of the course, students will confidently describe the seven chakras and integrate practical self-healing rituals into their lives.

Main Learning Objective

Students will be able to describe the chakra system, recognize signs of energetic imbalance, and apply simple techniques to maintain daily balance and alignment.

Module Breakdown

Module 1: What Are Chakras?

- **Lesson Objective:** Define the chakra system and its role in human energy.
- **Content:**
 - Introduction to energy centers
 - Historical and spiritual roots
 - The connection between energy and well-being

Module 2: Root to Crown – Understanding the 7 Chakras

- **Lesson Objective:** Identify and describe each of the seven chakras, including color, location, emotional and physical traits.

- **Content:**
 - Overview of all seven chakras
 - Symptoms of balance vs imbalance
 - Chakra quiz or self-reflection activity

Module 3: Signs of Imbalance

- **Lesson Objective:** Recognize how energetic misalignment manifests physically, emotionally, and spiritually.
- **Content:**
 - Underactive vs overactive chakras
 - Body-mind-spirit symptom checklist
 - Journal activity

Module 4: Balancing Tools & Practices

- **Lesson Objective:** Demonstrate practical tools to restore balance in specific chakras.
- **Content:**
 - Breathwork
 - Affirmations
 - Visualization
 - Crystals, oils, and sound healing

Module 5: Creating Your Daily Ritual

- **Lesson Objective:** Guide students in building a personalized chakra-balancing routine.
- **Content:**
 - Sample daily schedules
 - Meditation walkthrough

- Template: Design Your Ritual
- Final quiz or reflection

Transformation Statement

By the end of this course, students will move from vague curiosity about chakras to confidently understanding their energy and practicing daily rituals that support balance, clarity, and peace.

Your Turn to Begin

The following pages contain the full 5-Step process, with space for you to input your own ideas, objectives, topics, and lesson flow—just as demonstrated in the example above. Also included is a 2-page blank template to organize your work which can be printed and completed manually.

This outline is **foundational**—a strong starting point from which your full course will grow. Once your structure is in place, you can begin developing each lesson in more detail. That might include:

- Writing out talking points or a full script
- Deciding what visual aids or graphics you'll use (e.g., a diagram of the chakra system in Module 1)
- Planning student-facing content like handouts, journal prompts, or quizzes
- Determining how each lesson will be delivered—video, audio, PDF, or a mix

As you expand, stay connected to your course promise. Let each lesson support the transformation you're guiding your students through.

This is where your course truly begins to come alive—lesson by lesson, light by light.

Let's begin. 



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Lesson Planning Table – Based on Your 5-Step Outline

This template helps you translate your 5-Step planning process into detailed, structured lesson plans. The 5-Step method ensures that each lesson you create is rooted in your original vision, aligned with your course objectives, and guided by the transformation you want your students to experience.

The 5-Step Planning Logic

1. Define Your Course Idea – What core transformation or subject do you want to teach? What is Your Course promise?

By the end of the course, students will:

2. Clarify the Main Learning Objective – What should students know, feel, or do by the end of the course?

3. Identify Key Topics – What major themes or sections support that transformation?

Topic 1: _____

Topic 2: _____

Topic 3: _____

Topic 4: _____

Topic 5: _____

4. Sequence the Lessons – How should those topics unfold in a logical learning path?

Topic 1: _____

- Lesson _____ : _____
- Lesson _____ : _____
- Lesson _____ : _____

Topic 2: _____

- Lesson _____ : _____
- Lesson _____ : _____
- Lesson _____ : _____

Topic 3: _____

- Lesson _____ : _____
- Lesson _____ : _____
- Lesson _____ : _____

Topic 4: _____

- Lesson _____ : _____
- Lesson _____ : _____
- Lesson _____ : _____

Topic 5: _____

- Lesson _____ : _____
- Lesson _____ : _____
- Lesson _____ : _____

5. Reflect on the Transformation – How does each lesson contribute to the outcome you promised?

Next Step: Turning Your Map Into a Blueprint

Now that you've thoughtfully completed the 5-Step planning process and captured your core ideas, you're ready to bring your course to life—lesson by lesson.

The next worksheet, **Your Course Blueprint**, is where it all comes together. You'll begin outlining each individual lesson in greater detail:

- What you'll teach
- How you'll teach it
- What students will receive
- And what transformation each step will support

Use this planning table to decide on your delivery methods, brainstorm visuals or materials, and map out meaningful content and experiences for your learners.

You've built the foundation. Now, let's start constructing the journey. 



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Course Map Template (Printable)

Guiding the Journey: Instructions for Mapping Your Lessons

This Course Map Template is your sacred **blueprint**—an overview of how your course will gently unfold over time. Each row represents a lesson, a steppingstone on your learner's path. Whether your journey takes place weekly or over more fluid intervals, you are encouraged to customize this map to reflect the natural rhythm and depth of your course.

Lesson Number & Title

Begin by naming each lesson based on the topics you've prioritized. This sequence should feel intentional—designed to build insight, reinforce understanding, and invite transformation. Lessons may span a single week or flow across several; follow the inner logic of your course, not the calendar alone.

Lesson Objectives

For each lesson, articulate what students will be able to do, express, or demonstrate as a result of your guidance. Keep your objectives clear, measurable, and rooted in action. Use strong, specific verbs like **describe**, **identify**, **analyze**, or **discuss** to capture what real learning looks like. Avoid abstract terms like “understand” or “know”—your students deserve clarity and confidence in their growth.

Learning Materials

List the materials your students will engage with in each lesson. This may include reading assignments, video teachings, sacred texts, articles, or guided practices. List these in the order they should be explored, creating a clear and accessible learning journey.

Assignments, Reflections, and Evaluations

Now, outline the ways your students will deepen their learning and demonstrate their progress. Include any assignments, journaling prompts, discussion boards, creative projects, quizzes, or live interactions. For each, indicate which objectives they align with (e.g., **Reflection 1: Vision Mapping [Obj. 1, 3]**).

As you design these, reflect on these guiding questions:

1. Are my activities balanced in complexity—offering both foundational and higher-order thinking?
2. Is the workload spacious enough to allow learners time to integrate, reflect, and respond?
3. Is there room for meaningful feedback before the next challenge arrives?

This planning space is more than logistical—it's an energetic alignment between your intent and your learners' experience. Use it to build a course that is not only informative, but transformational.

“When intention meets structure, learning becomes alchemy.” – EnlitenU Teaching Wisdom

Course Title: _____

Topic	Lesson (chapter, unit) # and Name	Lesson Objectives	Readings	Instructional Content Delivery (Lecture/Videos)	Assignments	Deliverables	Quizzes	Comments/ Questions
0	Course Orientation	<p><i>At the end of this course, you will be able to...</i></p> <ol style="list-style-type: none"> 1. <i>Describe the seven chakras</i> 2. <i>Recognize the signs of imbalance</i> 3. <i>Apply daily techniques to restore energetic harmony.</i> 	Syllabus	<i>Instructor Introduction Video;</i> <i>PowerPoint to YouTube video</i>	Journal activity	The Chakra System Handout	Course Orientation Quiz	
1	Lesson 1: [Title]	<p><i>At the end of this Lesson, you will be able to...</i></p> <ol style="list-style-type: none"> 1. 2. 						
2	Lesson 2: [Title]	<p><i>At the end of this Lesson, you will be able to...</i></p> <ol style="list-style-type: none"> 1. 2. 						
3	Lesson 3: [Title]	<p><i>At the end of this Lesson, you will be able to...</i></p> <ol style="list-style-type: none"> 1. 2. 						
4	Lesson 4: [Title]	<p><i>At the end of this Lesson, you will be able to...</i></p> <ol style="list-style-type: none"> 1. 2. 						
5	Lesson 5: [Title]	<p><i>At the end of this Lesson, you will be able to...</i></p> <ol style="list-style-type: none"> 1. 2. 						
6	Lesson 6: [Title]	<p><i>At the end of this Lesson, you will be able to...</i></p> <ol style="list-style-type: none"> 1. 2. 						
7	Lesson 7: [Title]	<p><i>At the end of this Lesson, you will be able to...</i></p> <ol style="list-style-type: none"> 1. 2. 						
8	Lesson 8: [Title]	<p><i>At the end of this Lesson, you will be able to...</i></p> <ol style="list-style-type: none"> 1. 2. 						

Topic	Lesson (chapter, unit) # and Name	Lesson Objectives	Readings	Instructional Content Delivery (Lecture/Videos)	Assignments	Deliverables	Quizzes	Comments/ Questions
9	Lesson 9: [Title]	At the end of this Lesson, you will be able to... 1. 2.						
10	Lesson 10: [Title]	At the end of this Lesson, you will be able to... 1. 2.						
11	Lesson 11: [Title]	At the end of this Lesson, you will be able to... 1. 2.						
12	Lesson 12: [Title]	At the end of this Lesson, you will be able to... 1. 2.						
13	Lesson 13: [Title]	At the end of this Lesson, you will be able to... 1. 2.						
14	Lesson 14: [Title]	At the end of this Lesson, you will be able to... 1. 2.						
15	Lesson 15: [Title]	At the end of this Lesson, you will be able to... 1. 2.						

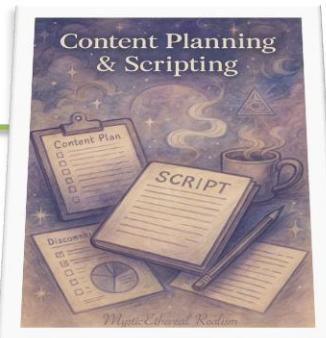
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Content Planning & Scripting Worksheet

Use this template to design each lesson in your course. Duplicate this page for each lesson to build out your complete content plan.



1. Lesson Title and Objective

Lesson # _____ **Title:** _____

Lesson Objective (*from your course blueprint*):

2. Key Talking Points or Script Outline

(Use this section to jot down the main points or write a full script.)

Main Teaching Points and Speaking Script:

-
-
-

Script:

3. Visual Aids and Demonstrations

(*What visuals or media will help reinforce this lesson?*)

- 1.
- 2.
- 3.
- 4.
- 5.

4. Delivery Method

Choose all that apply and describe how they'll be used:

Video (face-to-camera, animated, or slides)	Text + image lesson
Audio meditation or voice recording	PDF handout or worksheet
Google Meet (live or recorded session)	Other:

Describe how this lesson will be delivered:

5. Student Engagement Elements

What prompts, discussions, practices, or quizzes will help students internalize the lesson?

6. Downloadables or Resources

What files or materials will you attach for students? (e.g., PDFs, handouts, guides)



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Downloadables and Asset Checklist Instructional Sheet

Use this worksheet to plan and organize all supplemental materials for your course. Downloadables help reinforce your teaching and provide valuable tools your students can revisit. List each asset, what lesson it belongs to, and its purpose. Update status as you go.

Below, you'll find a **fully mapped example** of how to plan your downloadable assets and enhancements for two lessons, including optional bonus materials.

We've included a **blank version of the same worksheet**—ready for you to use as a repeatable template. Use this planning space to organize assets for multiple lessons and ensure your course remains engaging, well-structured, and efficient to deliver.



Course Title: Chakra Essentials: Your Guide to Inner Balance

Lesson # and Title	Asset Name/Type (PDF, MP3, Slide, etc.)	Purpose of Asset	Format / File Type	Upload Destination / Notes	Status (Planned / In Progress / Done)
Lesson 1: Understanding the Body's Chakra System	Slide Deck (PowerPoint or Gamma) → Exported as Video	Visually introduce and organize the 7 chakras	MP4 (converted from PPT or Gamma)	Upload to YouTube or Vimeo (unlisted) → Embed link in Lesson 1	Planned
	Chakra System Diagram	Reinforce chakra locations, colors, and keywords	PNG	Media Library → Embedded in lesson text	Complete
	Intro Audio (Optional)	Offer an auditory welcome and brief overview of what's to come	MP3	Media Library → Audio Block	Planned
	Journal Prompt Handout	Encourage personal reflection about student's current energetic awareness	Fillable PDF	Media Library → Linked in Text	In Progress
Lesson 2: The Root Chakra – Foundations of Safety and Stability	Guided Meditation Audio	Ground students in the body and promote a felt sense of safety	MP3	Media Library → Embedded in Lesson 2	In Progress
	Grounding Reflection Journal	Invite students to explore personal connection to stability and support	Fillable PDF	Media Library → Downloads section	Planned
	Affirmation Card (Bonus)	Provide printable mantras for daily grounding	Printable PDF	Media Library → Bonus Assets	Done
	Root Chakra Symbol Graphic	Visually reinforce chakra location, color, and theme	PNG	Media Library → Linked in Lesson 2	Done

Downloadable Resource Inventory

Use this section to **brainstorm** and list all types of supplemental materials you plan to include.

- Documents (worksheets, journals, prompts):
- Audio/Video (meditations, sound clips):
- Visual Aids (diagrams, infographics):
- Templates (planners, trackers):
- Slide Decks (presentations):
- Certificates (optional):
- Other: _____
- Other: _____



Content Integrity Reminder

Please ensure that all assets you include are either original or used with explicit permission. Properly cite all sources where applicable, and refrain from reusing third-party materials without clear attribution. This includes—but is not limited to—images, audio recordings, written text, videos, and downloadable documents. Honoring source integrity protects both your creative voice and the sacred trust of our learning community.



Delivery Format and Upload Prep

Media Upload Guidance & Lesson Asset Mapping

You are welcome to use the TutorLMS Media Library to upload most course materials—such as PDFs, audio clips, diagrams, and small graphics. These assets enhance the student experience and are well-supported within the platform.

However, **please do not upload full-length lesson videos directly to the LMS**, as media storage is limited across the entire site.

For all video content, we recommend uploading to an external host like **YouTube (unlisted)**, which is free to use, or **Vimeo** and then embedding the video link directly into your lesson. This preserves system performance and ensures faster, smoother playback for your students.

Optional Bonus Materials (Student Gifts)

 Consider adding extras that enhance your course experience:

- Affirmation cards
- “Thank-you” download for completing the course
- Phone lock screens with mantras
- Printable altar images



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Downloadables and Asset Checklist

This worksheet is designed to be printed and filled out by hand — but feel free to recreate it in your favorite digital tool like Google Docs, Word, or Notion if that's more your style. What matters most is that you stay organized and inspired.

Course Title:

Lesson # and Title	Asset Name/Type (PDF, MP3, Slide, etc.)	Purpose of Asset	Format / File Type	Upload Destination / Notes	Status (Planned / In Progress / Done)

Course Upload Flow & Checklist

This guide walks you through the repeatable process of uploading and structuring each lesson in your course using Tutor LMS.



EnlitenU Course Upload Flow – For Each Lesson

1. Record Your Teaching

- Open your PowerPoint slides
- Record narration (if not already done)
- Export as MP4

2. Upload the Video

- Go to YouTube
- Upload your MP4 as **Unlisted**
- Copy the YouTube video link

3. Create or Open Your Topic in Tutor LMS

- Name your Topic (e.g., *Introduction*)
- Create a new **Lesson** under that Topic (e.g., *Lesson 1 – Welcome*)

4. Embed the Video

- Paste your YouTube video link into the **Lesson Content** field using the embed block

5. Add Supporting Materials

- Find supporting materials on your computer (PDFs, audio, visuals) for this lesson
- Upload them to the **Tutor LMS Media Library**
- Embed or link them in the lesson

6. Step 5: Add a Quiz (Optional but Encouraged)

- If this lesson includes a quiz or reflection prompt, now is the time to **add it inside Tutor LMS**.
- You should **already have your questions and answers written out** ahead of time in a Word doc or planning worksheet.
- Go to the **Quiz** section in the lesson, click “Add New Quiz,” and input your saved questions.

🚫 Avoid trying to write quiz questions during the upload process — it breaks your flow and adds frustration.

7. **Repeat for the Next Lesson**

 **Instructor Reminders:**

- Don't rush – take it one lesson at a time.
- Preview your course in Student View before publishing.
- Write your quiz questions in advance to stay in your teaching flow.
- Chatbots Arion and Amara are always here to support you if you need help.



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Course Upload Flow & Checklist



Course: _____

Lesson #	Step	Details
	Step 1: Record Your Teaching	Open your PowerPoint slides, record your narration (if not already done), and export as an MP4.
	Step 2: Upload the Video	Upload your MP4 to YouTube as 'Unlisted'. Copy the video link.
	Step 3: Create a Topic & Add Lesson	Log in to Tutor LMS. Create a Topic and then add your first Lesson under that Topic.
	Step 4: Embed the Video	Paste your YouTube video link into the Lesson Content field using the embed block.
	Step 5: Add Supporting Materials	Upload PDFs, audio files, and other assets to the Media Library. Embed or link them into your lesson.
	Step 6: Add a Quiz (Optional but Encouraged)	If this lesson includes a quiz, add it now.
	Step 7: Repeat	Repeat the process for each new lesson in your course.
Lesson #	Step	Details
	Step 1: Record Your Teaching	Open your PowerPoint slides, record your narration (if not already done), and export as an MP4.
	Step 2: Upload the Video	Upload your MP4 to YouTube as 'Unlisted'. Copy the video link.
	Step 3: Create a Topic & Add Lesson	Log in to Tutor LMS. Create a Topic and then add your first Lesson under that Topic.
	Step 4: Embed the Video	Paste your YouTube video link into the Lesson Content field using the embed block.
	Step 5: Add Supporting Materials	Upload PDFs, audio files, and other assets to the Media Library. Embed or link them into your lesson.
	Step 6: Add a Quiz (Optional but Encouraged)	If this lesson includes a quiz, add it now.
	Step 7: Repeat	Repeat the process for each new lesson in your course.
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Quiz Planning Worksheet

Use this worksheet to prepare your quiz questions before entering them into Tutor LMS. Planning ahead will help you stay in flow and reduce upload time.



Course Title: _____

Lesson Number & Title: _____

Quiz Details

How many questions will this quiz include? _____ Minimum passing score (%): _____

Will students be allowed to retake the quiz? Yes / No

Question Planning Table

Use the table below to map out each question and its answer choices.

💡 Tip: *Keep your quiz focused and supportive. 3–5 thoughtful questions are often more effective than 10 superficial ones.*

Question Type	Question	Answer Choices (A, B, C, D)	Correct Answer	Feedback & Notes

Pricing & Revenue Planning

Introduction: How to Use This Worksheet

Before you can price your course, it's important to understand the value it offers — not just in terms of content, but in terms of transformation.

This worksheet is designed to help you reflect intentionally on your course's impact and set pricing that feels both ethical and empowering.



You'll walk through a series of prompts that ask you to consider your course's value, your pricing options, your financial goals, and how you may want to approach affiliate support or bonus content. There are no right answers — this is a space for honest exploration.

By the end, you'll have clarity not just about the number you place on your course, but the meaning behind it.

Take your time, be thoughtful, and let this be a grounding part of your journey as an instructor at EnlitenU.



SECTION 1: Honoring the Value of Your Course

Prompt 1: What transformation are you offering your students?

Describe the emotional, spiritual, or practical outcome your course helps students achieve.

Prompt 2: Why is this transformation valuable?

How might this impact their lives or their inner journey?

Prompt 3: What would this transformation be worth to someone in need of it?

Brainstorm a few possible price points — not what they can pay, but what the value might be worth.

Ideal Value: \$ _____

Accessible Value: \$ _____

Minimum Sustainable Price: \$ _____

SECTION 2: Choose Your Pricing Model

EnlitenU allows two types of course pricing:

- Free Course (gift to the community)
- Paid Course (price reflects true course value)

Prompt 4: Will this course be free or paid?

Free

Paid — If paid, what is your intended course price? \$ _____

Prompt 5: Do you plan to offer a coupon code?

Yes

No

If yes, what will the code be and who is it for?

Section 2.5: Researching Comparable Courses

Why This Matters:

Understanding the broader market gives you insight into what students are already paying for courses like yours. It also helps ensure your pricing is realistic, competitive, and aligned with your course's true value.

Action Steps:

- Search for courses on platforms like Udemy, Teachable, Insight Timer, or spiritual learning sites.
- Use keywords similar to your course (e.g., “chakra healing,” “mindfulness for beginners,” “Reiki Level I”).
- Make note of:
 - Course price
 - Number of lessons or total course length
 - Whether the course includes extras like downloads, guided meditations, or certificates
 - Instructor background or credibility

Reflection Prompt:

How does your course compare in terms of content, value, and transformation offered?

Tip: *Don't underprice out of fear. Use this data to affirm your course's unique strengths—and price with confidence.*

SECTION 3: Revenue & Payout Planning

Prompt 6: What is your understanding of how instructor payouts work on EnlitenU? (Check all that apply)

- EnlitenU shares revenue fairly
- I retain copyright over my content
- I get paid monthly based on course sales
- EnlitenU does not discount my course without permission

Prompt 7: What is your financial intention for this course?

Examples: Cover production costs, build passive income, supplement other services

SECTION 4: Optional Bonuses & Affiliate Planning

Prompt 8: Will you include any bonus materials or gifts for students?

Prompt 9: Will you invite others to promote your course with an affiliate link?

- Yes
- No

If yes, who might be a good promotional partner?

SECTION 5: Action Steps

Before You Launch:

- [] Finalize your course price
- [] Decide on any coupon codes
- [] Read EnlitenU's Revenue Guide (downloadable in Lesson 6)
- [] Email Jasmine if you need affiliate support or payout clarification



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Course Launch and Engagement Worksheet



How to Use This Worksheet

This worksheet is your practical companion for finalizing and launching your course on EnlitenU. It guides you through essential pre-launch tasks, helps you track early student engagement, and encourages intentional post-launch teaching. By completing this worksheet, you'll not only ensure your course is polished and ready for students—you'll also build habits for monitoring impact, fostering connection, and planning future growth. Use it as both a checklist and a reflection tool to stay grounded, organized, and aligned with your teaching mission.



Section 1: Final Course Readiness Checklist

Task	Notes/Status
All lessons are finalized and edited	
All videos, PDFs, and downloads are uploaded and embedded	
All internal links (e.g., PDFs, meditations) have been tested	
Previewed each lesson in Student Mode	
Added pricing and course image	
Completed your Course Review Checklist	
Submitted course for approval in dashboard	

Section 2: Course Launch Milestones

Milestone	Date Completed	Notes
 Submitted for Review		
 Feedback Received		
 Revisions Made (if any)		
 Course Published		
 Announcement Sent (email, socials, etc.)		

Section 3: Early Student Engagement Tracker

Metric	Where to Find It	Your Numbers
Total Enrollments (first 30 days)	Instructor Dashboard > Enrollments	
Most Completed Lesson	Instructor Dashboard > Course Analytics	
Student Ratings & Comments	Course Page or Dashboard	
Q&A or Forum Activity	Q&A Tab or Forum	
Time Spent per Lesson	Advanced Analytics (if available)	

Section 4: Post-Launch Teaching Intentions

Prompt 1: How will you engage with students after launch? (Check any that apply)

- Respond to Q&A regularly
- Check forum comments twice weekly
- Host a live Q&A on Google Meet
- Offer a student reflection journal or bonus activity
- Invite feedback through a survey

Prompt 2: What would success look like in the first 30 days?

Section 5: Reflection & Future Vision

What are you most proud of in this course?

What will you do differently in your next course?

Course idea you want to explore next:



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Notes and Reflections

Use this space to capture insights, next steps, reminders, or reflections—anything that supports your progress and keeps your vision clear.



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At EnlitenU, we view teaching as a sacred act of spiritual generosity and creative expression. Your courses are part of a global movement to awaken, empower, and heal. This privilege carries a profound responsibility to uphold originality, integrity, and ethical standards, ensuring your work honors both your unique voice and the broader community of wisdom-sharers.

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- Repackaging others' work as your own.
- Failing to cite guided meditations, copyrighted templates, or third-party resources.

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As an EnlitenU instructor, you agree to:

1. Submit **original content** that reflects your unique voice, perspective, and lived or studied experience.
2. **Properly credit all sources**, including quotations, videos, downloadable materials, or traditional wisdom. For example:
 - “Quote from Eckhart Tolle, *The Power of Now*, used with permission.”

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- “Graphic licensed under Creative Commons CC BY-SA 4.0, created by [Author Name].”

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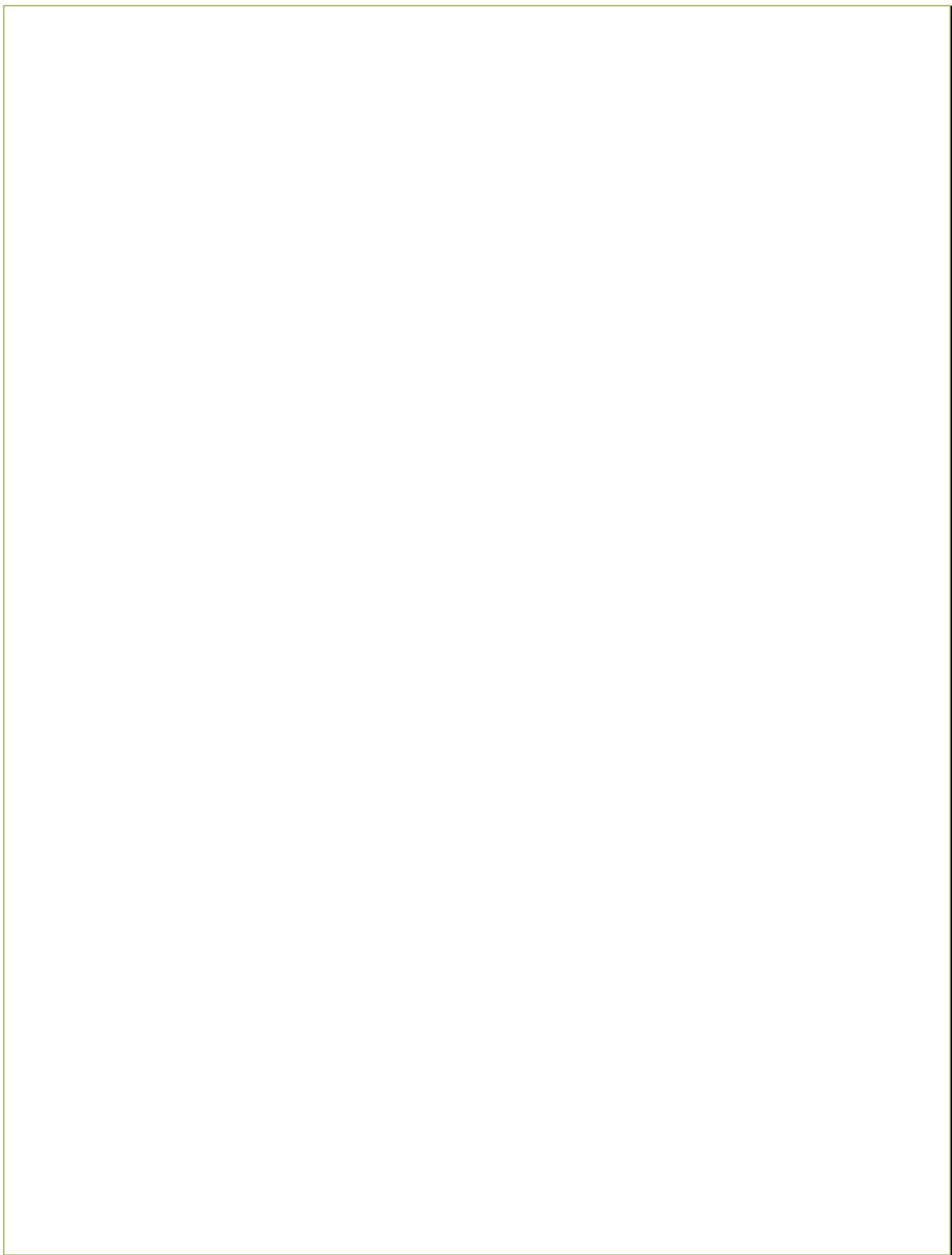
Instructor Name: _____

Signature (Type to Sign): _____

Date: _____

Peace, Love, Light, and Unity.

– The EnlitenU Team





Thank You & A Gentle Reminder

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L. Jasmine Harris, Ph.D.

www.enlitenu.net

