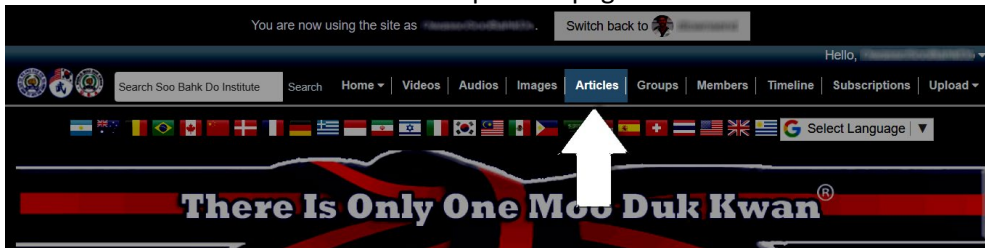


# How To Create an Article for Your School Account

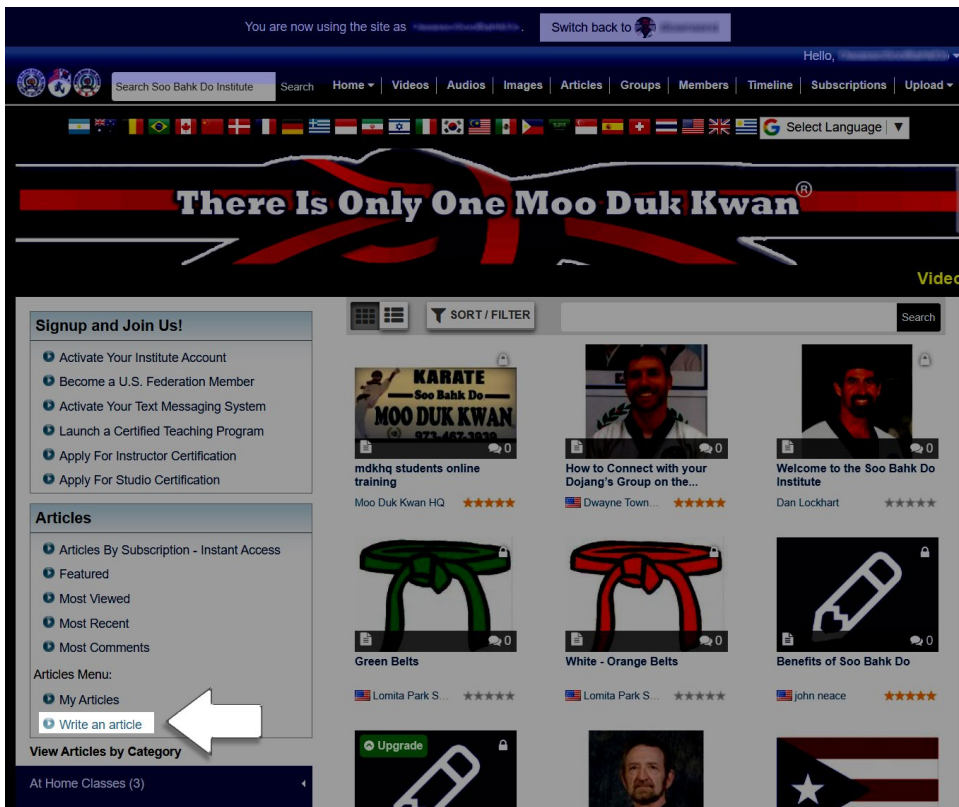
*An Institute Guide for Instructors  
(Time to complete 5 min or more)*

These instructions will guide you through setting up an article page on the institute for your school content.

- First, make sure you are logged in and you are using your school account (verify by checking at the top)
- Click the “Articles” menu item at the top of the page



- You may see several articles listed.
- Look in the menu on the left-hand side. There will be a group for Articles. Click the “Write an article” link.



- Click the link and you will be taken to the page where you can create your article.
- This page is like the video upload page. There are several fields to fill out, but it should be simple.
- Choose the purpose for the upload (and optional note). The Purpose field is really just to help the moderator understand what your intent is.
- Choose a Title for the article that will help others know what the main purpose of the article is and add a description for more detail.
- Tags are used here to help with searching. You must use at least two tags.

**Write an article** 0 of 100

**Choose the purpose for this upload:**

For My School Only ▾

**Optional note about why only for school / students:**

Course material for my school. ⓘ

**Title:**

Preparation for Orange Belt (8th Gup) Exam

**Description:**

This course will help you prepare for your Orange Belt Test by detailing what you should be practicing.

**Tags:**

Test × Orange ×

You must enter at least two tags that describe your article.

- Now, the Categories section. First, you will choose the package. For the video, the default package was “Default – Registered User”. We’ll use the same package here, but this time, you have to select it.
- To limit the number of options, start typing part of the package name you are looking for. In this scenario, it is “default”.
- After clicking the checkbox, click Next.

**Categories:**

Select A Package To Choose Categories From: ⓘ

default ←

**Selected Packages (1)**

Default - Registered User

**Available Packages**

Default - Registered User

**Next** ▶

**Assigned Categories And Subscription Packages:**

No categories or packages selected.

- You will now see the Package listed under the Selected Subscription Package

**Categories:**

Selected Subscription Package: ⓘ  
Default - Registered User

- Now, select the appropriate Category to go along with the package. For this article, we'll select "At Home Classes For Rank Advancement"
- Once you click the checkbox, it will appear in the window on the right

**Categories:**

Selected Subscription Package: ⓘ  
Default - Registered User

**Available Categories:**

sort by name

At Home Classes For Rank Advancement » Discount Code(s) For You ⓘ

At Home Classes For Rank Advancement » Live Streamed Classes ⓘ

At Home Classes For Rank Advancement ⓘ

**Assigned Categories And Subscription Packages:**

At Home Classes For Rank Advancement ⓘ

**Included Subscription Packages:**

Default - Registered User

- Now, you can determine if you want to allow replies and/or ratings. The article will be private by default.
- You can and should also upload a blog image for the article. Something that is relevant for the class/article itself will help others identify it more quickly.

**Allow replies:**

No ▼

**Allow ratings:**

Yes ▼

**Public / Private:**

Private ▼

Your content will only be visible to your friends.

**Upload blog image:**

No file chosen

- Next, you will enter your content using the Rich Text Editor provided on the page.
- There are a lot of options to create content. The best approach is to keep it simple and provide images and/or links to break it up visually. In the following example, we created an Orange Belt

(8<sup>th</sup> Gup) test requirement page with links to different videos to support the student. *These videos were already on the institute in the White and Orange subscriptions.*

Article content:

**9<sup>th</sup> Gup to 8<sup>th</sup> Gup | Demonstration of Ability |**

The test will be divided into a few different portions. To prepare effectively, be sure you review the following requirements. Links are provided in the title of each section to help you visualize the techniques.

[Hand Techniques \(Soo Gi\)](#)

Hand Technique	Soo Gi
High Block	Sang Dan Mahk Kee
Inside to Outside Block	Ahneso Pakuro Mahk Kee

[Foot Techniques \(Jok Gi\)](#)

Foot Technique	Jok Gi
Round House Kick	Dollyo Cha Gi
Inside to Outside Kick	Ahneso Pakuro Cha Gi

**Forms (Hyung)**

*Use links provided for each form to review video*

Form	Hyung
Basic Form #1	<a href="#">Ge Cho Hyung Il Bu</a>
Basic Form #2	<a href="#">Ge Cho Hyung E Bu</a>

- When you are done, click “Submit Article” in the lower right-hand corner of the page to complete. You can always come back to the article to edit it as needed by clicking the gear icon at the bottom of the article. (You will need to in order to change the visibility.)