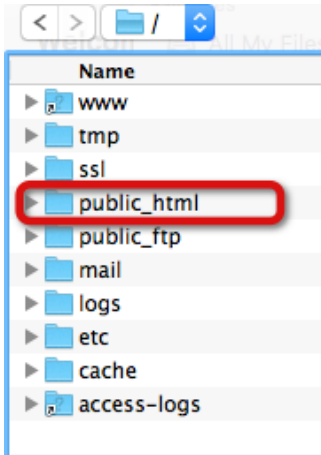




## 1 Connect to your server

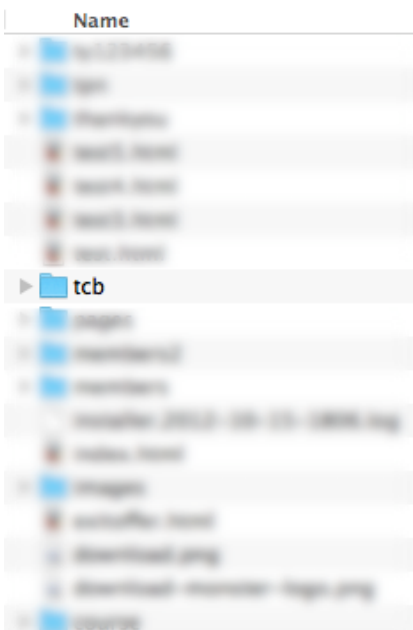
---



Connect to your server via FTP and open the /public\_html directory - in some servers it is the /www directory, or /htdocs. Alternatively you may login to your cPanel and use the File Manager to reach that directory.

## 2 Create a directory

---

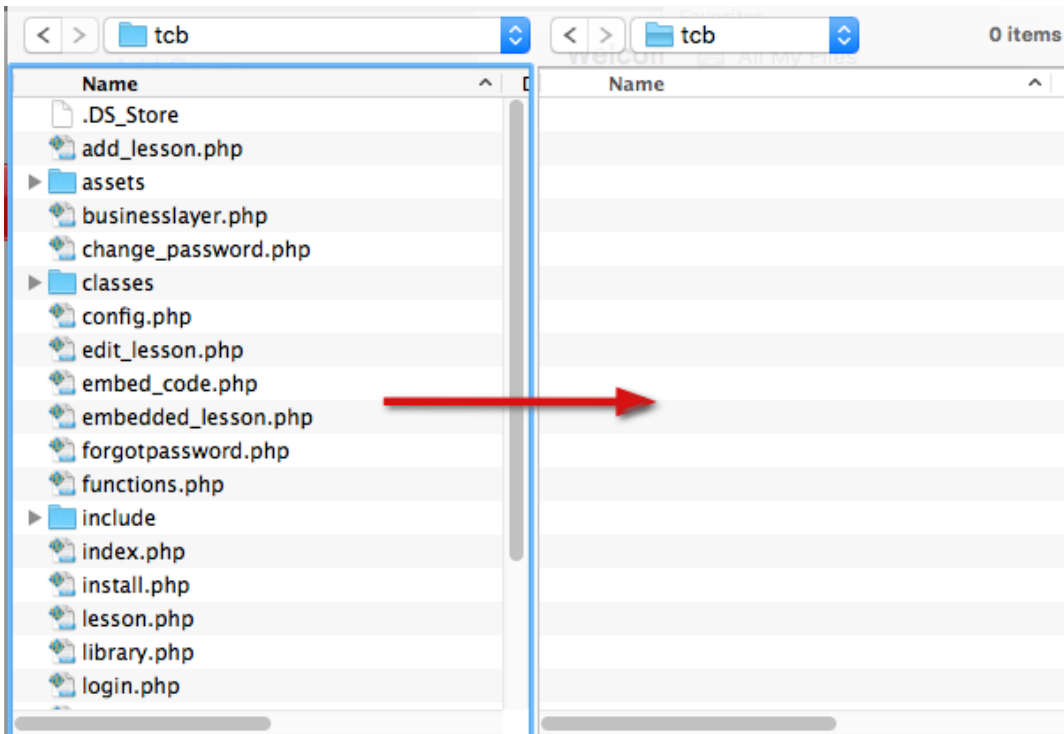


Create a directory on your server. That directory will hold the administration pages and this will be the directory where you will add the lessons of your course. You can name that directory as you wish - for example 'tcb'

Alternatively you may login to your cPanel and use the File Manager to create that directory.

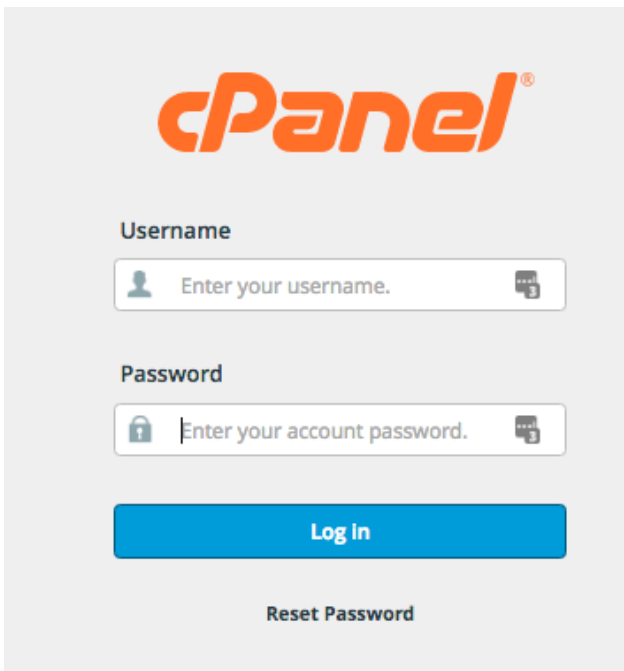
## 3 Upload all files

---

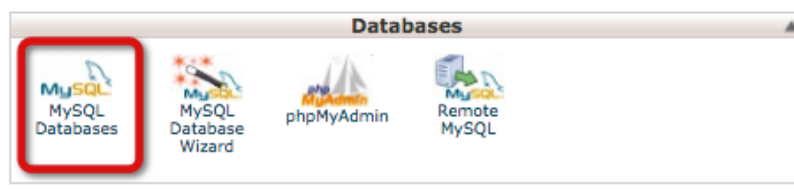


Once you create the directory on your server you just upload all files of the software into that new directory.

## 4 Login to your cPanel




## 5 Click on the MySQL icon



## 6 Create a new database

### Create a New Database

New Database:  

## 7 Return to cPanel

### MySQL Databases

#### Create a MySQL Database


Added the database "mysql\_tcb".


Click on the "Go Back" button to return to cPanel.


## 8 Create a new user

### MySQL Users

#### Add a New User

Username:   ①

Password:   ②

Password (Again):   ③

Strength (Why?): Very Strong (100/100)

④

Type in a username (1), a password twice (2) (3) and click on the button (4) to create the user.

## 9 Return to cPanel

### MySQL Users

You have successfully created a MySQL user named "mysql\_tcbuser".

Click on the "Go Back" button to return to cPanel.

## 10 Add user to database

### Add a User to a Database

User:

Database:

Select from the drop down menus the user and the database you created and click on the "Add" button.

## 11 Assign all privileges

### MySQL Account Maintenance

#### Manage User Privileges

User: myaccount\_tcbuser

Database: myaccount\_tcb

<input checked="" type="checkbox"/> ALL PRIVILEGES 1	
<input checked="" type="checkbox"/> ALTER	<input checked="" type="checkbox"/> ALTER ROUTINE
<input checked="" type="checkbox"/> CREATE	<input checked="" type="checkbox"/> CREATE ROUTINE
<input checked="" type="checkbox"/> CREATE TEMPORARY TABLES	<input checked="" type="checkbox"/> CREATE VIEW
<input checked="" type="checkbox"/> DELETE	<input checked="" type="checkbox"/> DROP
<input checked="" type="checkbox"/> EVENT	<input checked="" type="checkbox"/> EXECUTE
<input checked="" type="checkbox"/> INDEX	<input checked="" type="checkbox"/> INSERT
<input checked="" type="checkbox"/> LOCK TABLES	<input checked="" type="checkbox"/> REFERENCES
<input checked="" type="checkbox"/> SELECT	<input checked="" type="checkbox"/> SHOW VIEW
<input checked="" type="checkbox"/> TRIGGER	<input checked="" type="checkbox"/> UPDATE

Make Changes 2

← Go Back

Check the "ALL PRIVILEGES" (1) checkbox so to check all the box in the table and then click on the "Make Changes" button.


## 12 Return to cPanel

### MySQL Account Maintenance

#### Manage User Privileges

User: myaccount\_tcbuser

Database: myaccount\_tcb

 You have successfully granted privileges on the database "myaccount\_tcb" to the MySQL user "myaccount\_tcbuser". ×

Click to close. [10]

<input checked="" type="checkbox"/> ALL PRIVILEGES	
<input checked="" type="checkbox"/> ALTER	<input checked="" type="checkbox"/> ALTER ROUTINE
<input checked="" type="checkbox"/> CREATE	<input checked="" type="checkbox"/> CREATE ROUTINE
<input checked="" type="checkbox"/> CREATE TEMPORARY TABLES	<input checked="" type="checkbox"/> CREATE VIEW
<input checked="" type="checkbox"/> DELETE	<input checked="" type="checkbox"/> DROP
<input checked="" type="checkbox"/> EVENT	<input checked="" type="checkbox"/> EXECUTE
<input checked="" type="checkbox"/> INDEX	<input checked="" type="checkbox"/> INSERT
<input checked="" type="checkbox"/> LOCK TABLES	<input checked="" type="checkbox"/> REFERENCES
<input checked="" type="checkbox"/> SELECT	<input checked="" type="checkbox"/> SHOW VIEW
<input checked="" type="checkbox"/> TRIGGER	<input checked="" type="checkbox"/> UPDATE

Make Changes

← Go Back

Click on the "Go Back" button to return to cPanel.

## 13 Reach the directory in your browser

---



Open your browser and type in the URL of the directory you have created. So for example if your domain name was mydomain.com and the directory you used was tcb then the URL you'd use would be mydomain.com/tcb

## 14 Fill in the installation form

---

### Install

Database Host	<input type="text" value="localhost"/>	1
Database User	<input type="text" value="mydomain_tcbuser"/>	2
Database Password	<input type="password" value="*****"/>	3
Database Name	<input type="text" value="mydomain_tcb"/>	4
Admin Email	<input type="text" value="admin@mydomain.com"/>	5
Username	<input type="text" value="admin"/>	6
Password	<input type="password" value="*****"/>	7
<input type="button" value="Submit"/>		8

Use localhost for the "Database host", insert the name of the user you created (2), insert the password of the user you created (3), insert the database name you created (4), insert your email address (5), type in a username and password you will use for logging in to your administration panel (6) (7) and click on the button (8).

## 15 Login

---

### Login

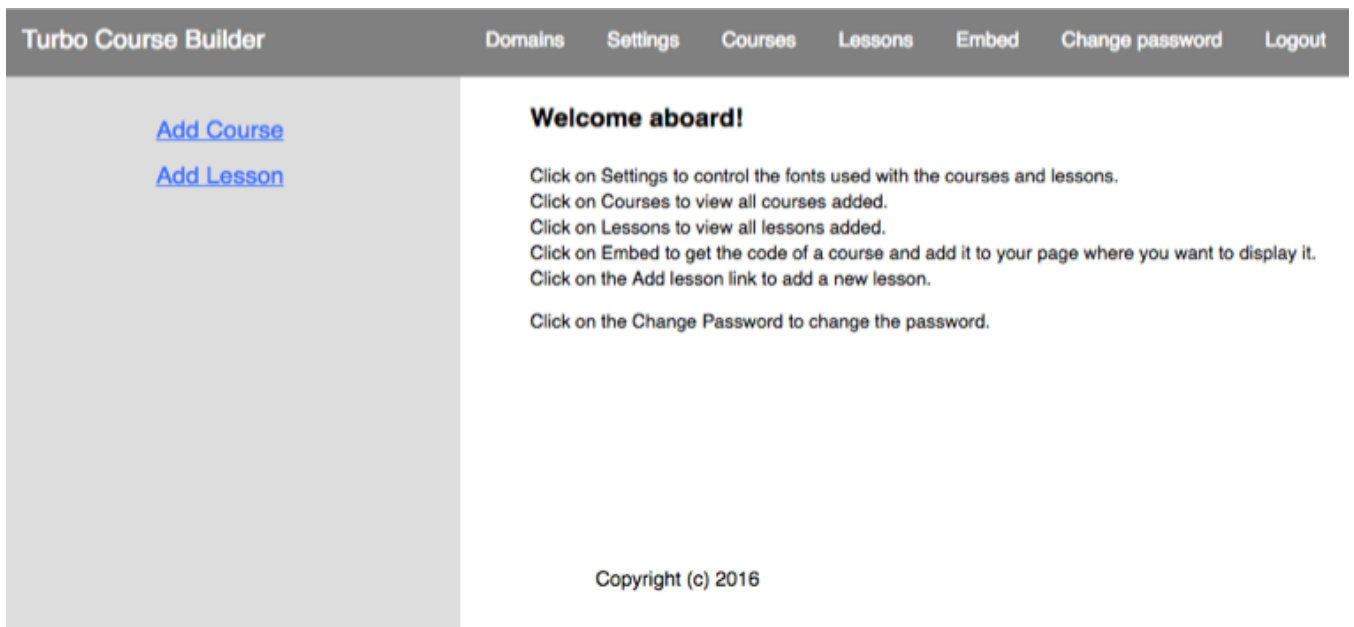
Username or email	<input type="text" value="admin"/>
Password	<input type="password" value="*****"/>
<input type="button" value="Submit"/>	

[Forgot Password?](#)

Login to your administration panel.

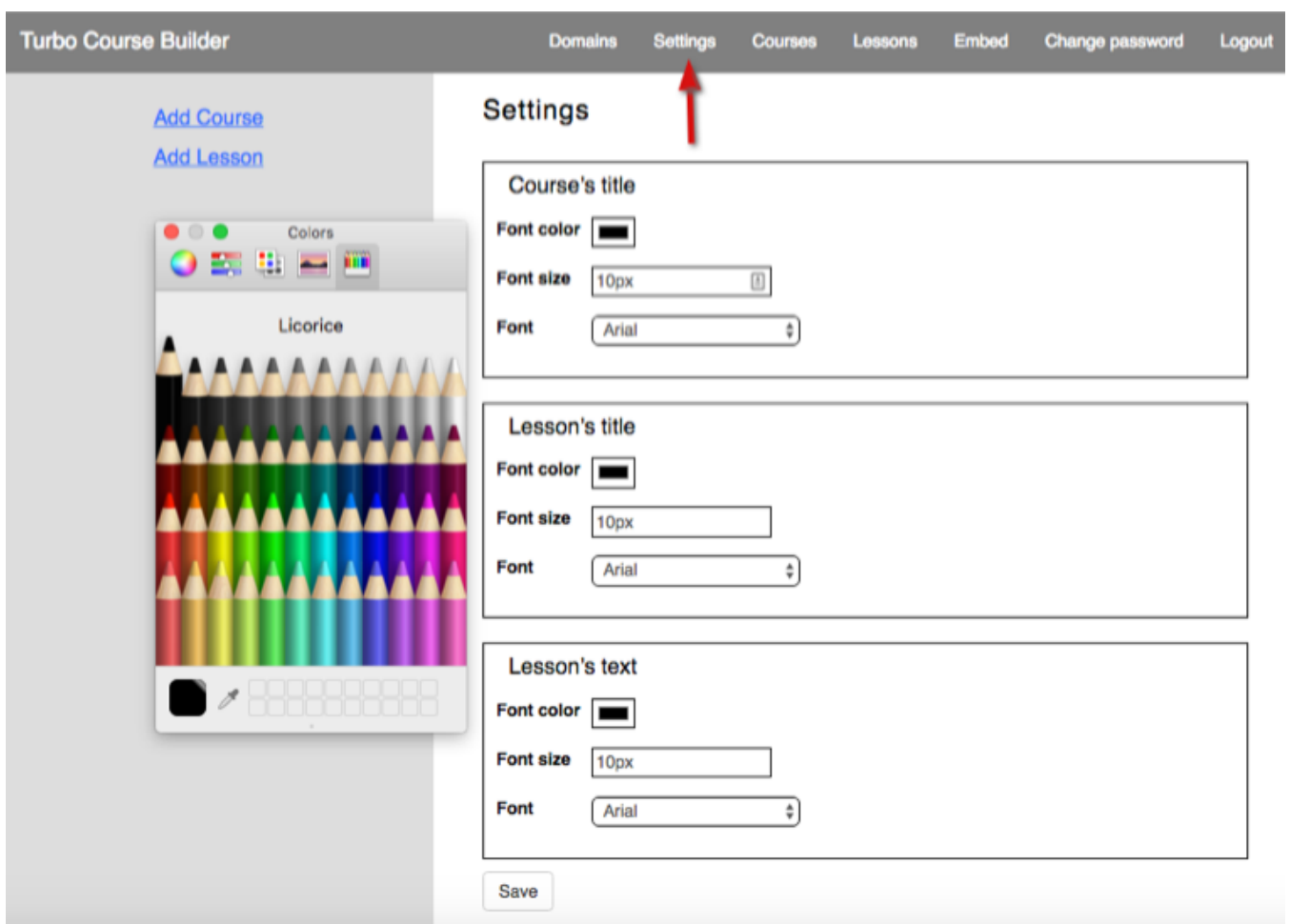
## 16 Dashboard

---



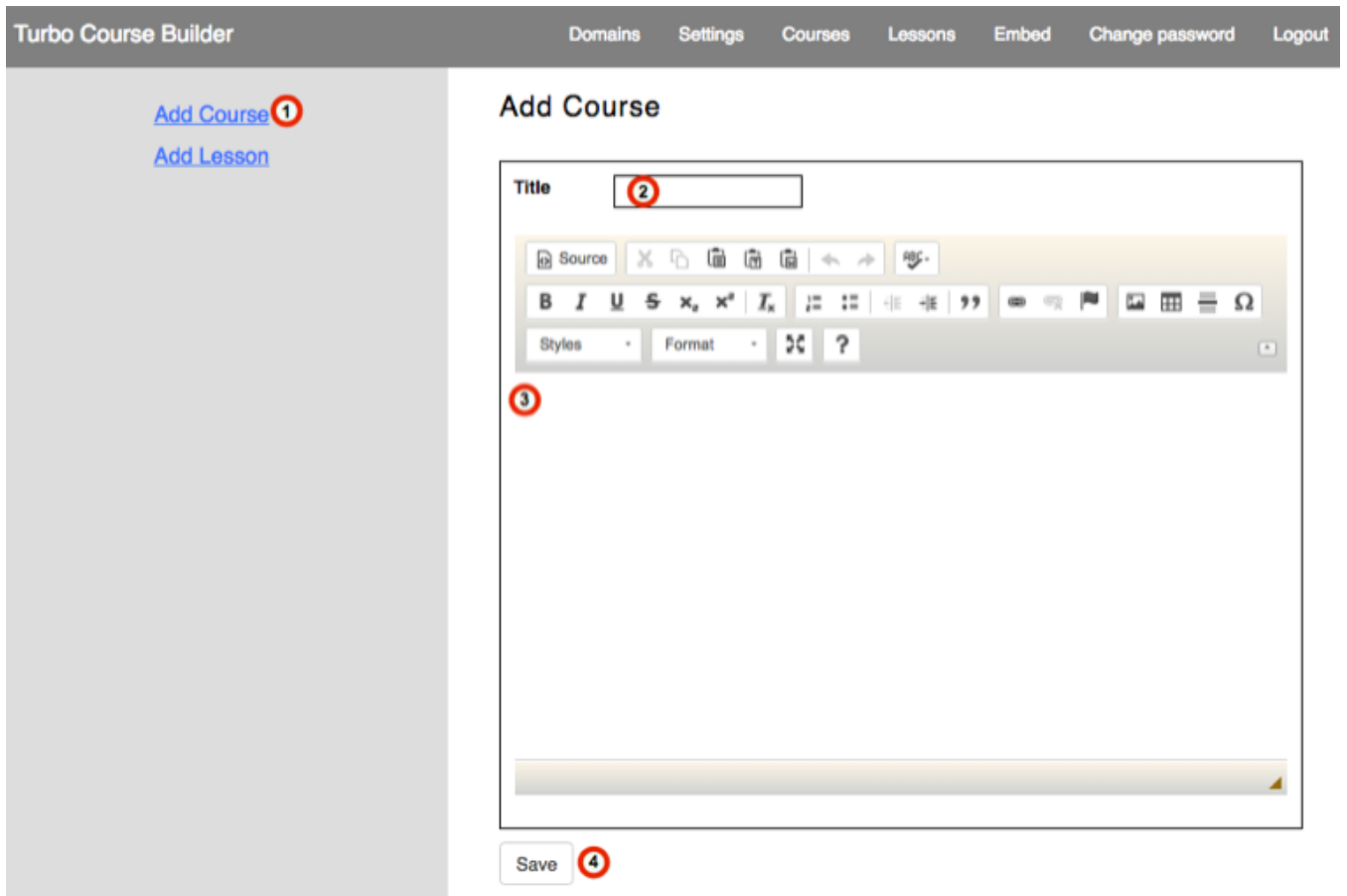
You can control everything through your dashboard.

## 17 Settings



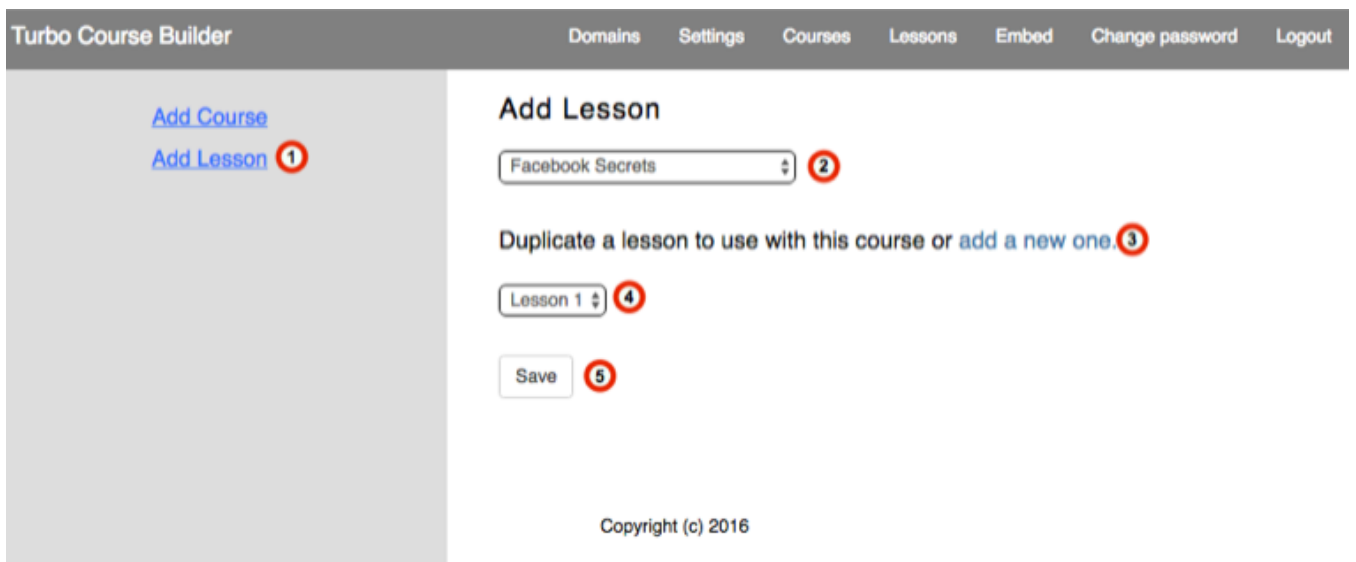
Click on the Settings link to control the font, font size and color of the lessons' title and lesson's text. Be sure to save the changes.

## 18 Add a course



Click on the "Add Course" (1) to add your first lesson. Insert the title (2) and the description of the course (3). Be sure to save the changes (4).

## 19 Add a lesson - Choose a Course



Click on the "Add Lesson" (1) to add your first lesson. Select the course (2) and you can either create a new lesson (3) or duplicate an existing one (4). Be sure to save the changes (5).

## 20 Add a lesson - Title & Text



**Files**  
☐ Display files 1  
[+Add](#) 5  
**Title**  
 2  
**Url**  
 3  
Or upload a file  
 No file chosen 4  
[Remove](#)  
 6

You can attach files on each lesson. Just check the box (1) and then type in the title (2) and the URL (3) of the file or click on the button (4) to upload a file. Click on the +Add (5) link to add a new file. Save the changes.

Repeat the process until you add all the lessons in your course.

## 23 Get the embed code

Turbo Course Builder

DomainsSettingsCoursesLessonsEmbedChange passwordLogout

[Add Course](#)  
[Add Lesson](#)

**Embed code**  

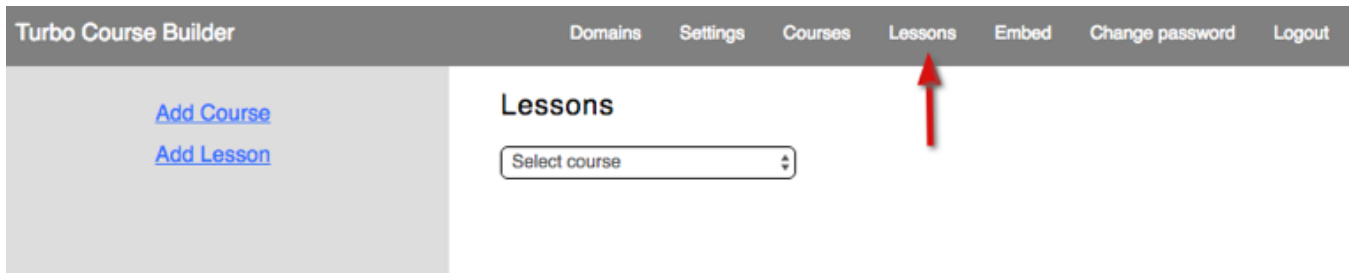
Select course

Copy the code from below and paste it in your page where you want to display the lessons.

Copyright (c) 2016

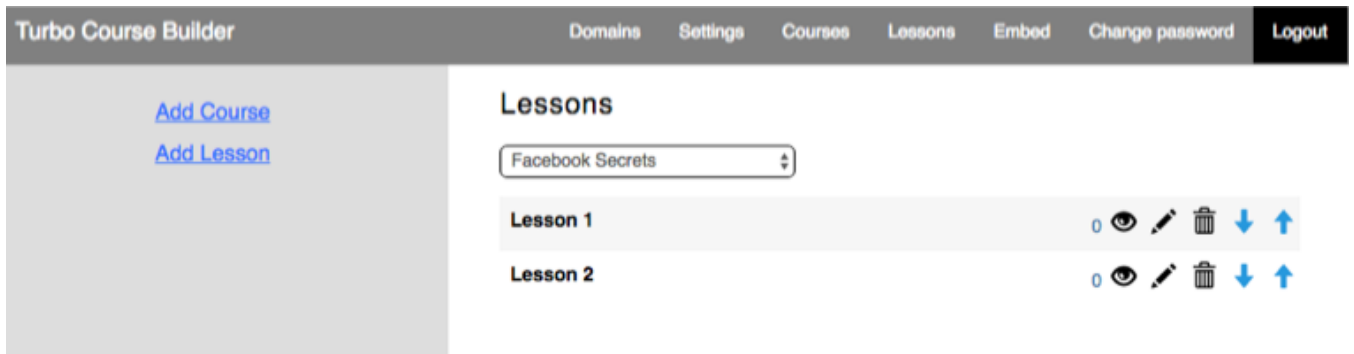
Click on the Embed link on the top , select the Course from the dropdown menu and the code will be displayed in the textarea. This is the code to add in the webpage where you want to display the course.

## 24 Edit Lessons - Choose a Course



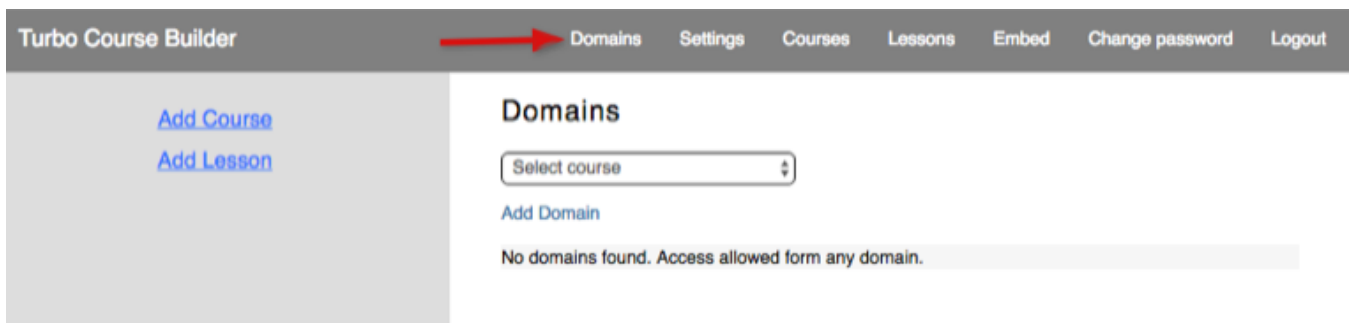
Click on the Lessons link on the top and select a course.

## 25 Edit a lesson



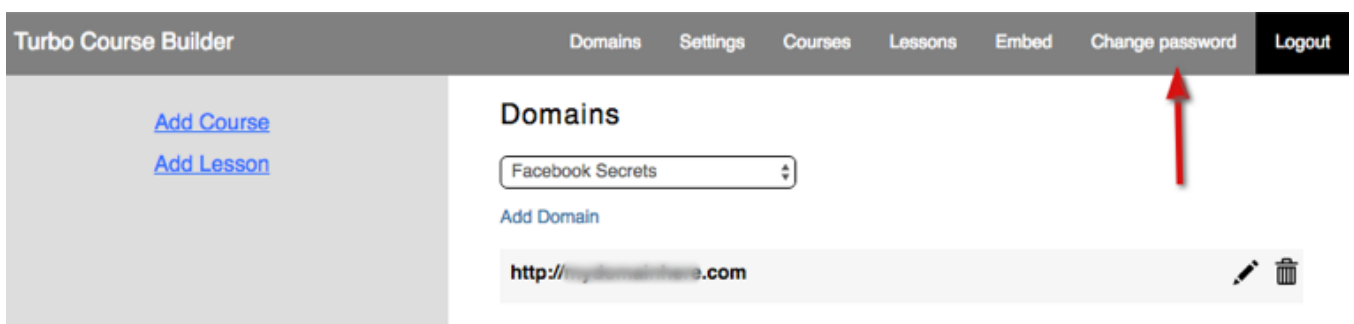
From there you can view the times a lesson has been viewed online, you can click on the eye icon to hide a lesson (and click on it again to display a hidden lesson), you can click on the pencil icon to edit a lesson, you can delete a lesson by clicking on the trash icon and you can move the records of lessons up and down by clicking on the corresponding icons.

## 26 Add a domain name - Select course



Click on the Domains link on the top and select the course you want to control.

## 27 Add a domain name



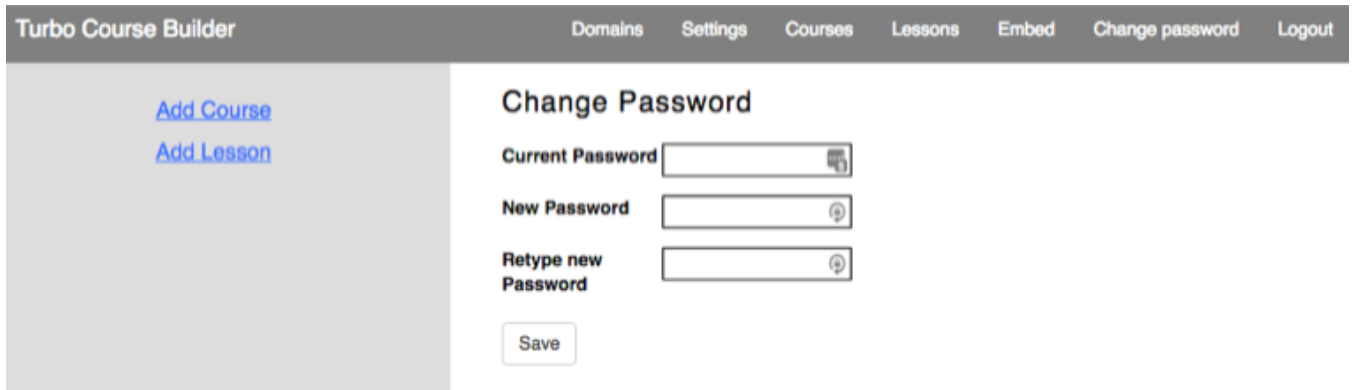
Once you have selected the course you want to control click on the "Add domain" link to add a domain name - this should be the domain name where the page that included the embed code of your course resides.

You can always edit the domain names by clicking on the edit icon or delete a domain by clicking on the trash icon.

IF NO DOMAIN HAS BEEN ADDED THEN THE COURSE CAN BE DISPLAYED ON ANY DOMAIN.

## 28 Change your password

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The screenshot shows the 'Turbo Course Builder' interface. At the top is a navigation bar with links: Domains, Settings, Courses, Lessons, Embed, Change password, and Logout. On the left side, there is a sidebar with two links: 'Add Course' and 'Add Lesson'. The main content area is titled 'Change Password' and contains three input fields: 'Current Password', 'New Password', and 'Retype new Password'. Each field has a small icon on the right side. Below the input fields is a 'Save' button.

You may change your password periodically for security reasons. Just click on the link you will find on the top, fill in the form and save changes.

