

**Outline Your Skillshare Class**

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| Step 1: Make a Copy or Download Template | In order to use this template you will need to make a copy. To do so, select **File** (in the upper right hand corner) → **Make a Copy → Save to your drive** to create your own editable version of this Google Doc (note: you’ll need a Gmail account).  Alternatively, you can download the template as a word document. To do so, select **File** (in the upper right hand corner) → **Download as → Microsoft Word** (you will not need a Gmail account for this). |
| Step 2: Check out a Few Tips | Check out [this section](https://www.skillshare.com/teach/handbook/draft-your-class-outline/205222607) of our Teacher Handbook for tips on how to outline your video lessons. |
| Step 3: Outline Your Class | Outline your class using the “Video Lesson Outline” table below. Add your class project in the “Project Description” table. |
| Step 4: Get Feedback | Select **Share (blue button on the top right-hand corner)** → **Advanced** → **On - Anyone with the Link Can View**. Share that link in the [Skillshare Teachers Group](https://www.skillshare.com/groups/skillshare-teachers) or email a link or attachment to our Community team at [teach@skillshare.com](mailto:teach@skillshare.com) for feedback. |

**Video Lesson Outline**

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| **Class Title:** Excel translation files with Max Chars and JSON export - It's Easy! :-) *Best practices:*   * ***Be specific***    + Keep your title to 30 -70 characters * ***Incorporate keywords relevant to your class***   + Topic, skills or techniques, tools, project, takeaways * ***Use proper capitalization*** |
| **Class Description**  *Your class description is a brief overview of your class and should cover:*   * *What the class is about and a few of the skills students will learn* * *An overview of the class project* * *Who the class is geared toward or if any prior knowledge or experience is required* |
| Let’s say you are preparing Excel translation files for Translators, and the same files shall be used by Web Developers to implement the new languages in your web site. I’ve worked both as a Web Developer and as a Translator for many years, so I will here share best practices used by many companies, and also make it a bit easier for all parts involved.  For Web Developers, the JSON format can be very handy as it is, and it can also easily be converted to other formats. UX/UI Designers might also want to control how long sentences the Translators use, in order to fit all content well in for instance tight menus, or small headers/buttons in mobile devices etc.  Marketing/communications departments are often responsible for the copy texts and translations. And they prefer to use tools they are familiar with, like MS Word and MS Excel. MS Excel now also have translation tools built in, which makes it faster for Translators to work with, compared to many online tools. |

Outlining your class is one of the best ways to ensure your video lessons are well-organized and engaging.

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| **Tips & Best Practices** | **Video Lesson Title** | **Video Format** | **Video Length** | **Talking Points & Key Concepts** |
| *\*Add as many video lessons as you need. To add more rows: Right click > Insert row* | *Give each video lesson a clear, concise title.* | *Examples: Talking Head, Physical Demo, Screencast and Slides. Aim to vary your video format every 1 - 2 minutes to keep your audience engaged.* | *Video lessons are 2-5 minutes, on average.* | *Skillshare classes are typically 20-60 minutes in total length. Each video lesson can include: a demonstration of techniques, definition of concepts, examples and your unique perspective!* |
| *In the first video, give a brief (<4 min) overview of who you are, what you'll be teaching, what students will learn and why this class is important. For a more complete intro video template, head* [*here*](https://docs.google.com/document/d/1ncXVCkjfsfJ62RpjyFUxE6Hi4zoB2qni606h8cB3hoQ/edit)*.* | *Introduction* | Talking head | 30 sec | Quick presentation of me and what I’ll teach about in this course. |
| *Throughout your video lessons, be sure to:*   * *Define key concepts* * *Show students how to complete the class project* * *Share personal tips, tricks and hacks* |  |  |  |  |
| Video 1 | *Introduction* | Talking head | 30 sec | Quick presentation of me and what I’ll teach about in this course. |
| Video 2 | What we will achieve | Screen cast | 2 min | This is how your Excel sheet and JSON files will look like when you are done. Compare JSON data to Excel data. |
| Video 3 | Description of each Excel column | Screen cast | 3 min | Showing how the Excel sheet will be built up to be used by both Translators and Web Developers, and the purpose of each column. |
| Video 4 | How to count characters | Screen cast | 2 min | Showing how to use =LEN(cell) to count the numbers of characters in a cell. |
| Video 5 | How to change cell color if too many characters are entered in a cell | Screen cast | 2 min | Showing how to use conditional formatting to highlight a cell if the number of characters are greater than a specified value. |
| Video 6 | Introduction to the JSON format | Talking head | 30 sec | Talking about how the JSON format is used and the benefits |
| Video 7 | Similarities between JSON and Excel | Screen cast | 3 min | Demonstrating the similarities between JSON data and data in Excel cells, and showcase the simple JSON structure. |
| Video 8 | The formula for creating the JSON from Excel columns | Screen cast | 2 min | Showing how the final formula shall look like. Comparing it to the JSON string. |
| Video 9 | Join texts with Excel =CONCAT function | Screen cast | 2 min | How to join data from two columns |
| Video 10 | How to create strings containing double quotes in Excel formulas | Screen cast | 2 min | Using char(34) in excel to create strings containing double quotes in Excel formulas |
| Video 11 | Adding more double quotes and repeating formula to create the final JSON | Screen cast | 2 min | Creating the final JSON string from the Excel cells |
| Video 12 | Wrapping up! | Screen cast | 4 min | Repeating what we just did and explaining some details. Please post your result to the project gallery to get feedback and ideas! |
| *In your last video lesson recap key points of the class and encourage students to post their projects to the project gallery.* |  |  |  |  |

**Class Project**

All Skillshare classes include a class project that prompts students to put their new skills to action. Come up with an exercise or assignment that students can easily complete. Learning more about crafting a class project [here](https://www.skillshare.com/teach/handbook/crafting-your-class-project/205222597).

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| **Project Description**  *Start with a concise sentence that summarizes the entire project. Follow with a few lines or a brief paragraph explaining the details of the project in more depth. What will students need to do to complete the project? If appropriate, you can share a step-by-step list of instructions.*  *Wrap up the class project description by describing exactly what the finished project will look like, what format it should be in, etc… Finally, encourage your students to share their project in the class project gallery.*  So, I will show you how you easily can get JSON strings from Excel columns and make Excel warn Translators if they write a too long word or sentence for a menu item, button etc. |
| 1. Here I have prepared a ready to use Excel sheet. 2. The JSON format will later look like this. 3. In the Excel we have 2 separate columns for the English and French translations. 4. Web or App Developers often also want a tag name for the text. 5. We will also have a short description of how the text is used in the interface, to make it easier for the Translator to understand the context. 6. Here we show the current number of characters used for the French translation. 7. And in this column, we set the maximum number of characters allowed. 8. In the last column we will write our formula to convert two columns to JSON and copy that formula to all rows below. |

**Helpful Links:**

[Class Publishing Checklist](https://s3.amazonaws.com/skillshare/assets/email/Publishing_Checklist.pdf)

[Teacher Handbook](https://www.skillshare.com/teach/handbook)

[Class Merchandising Guide](https://s3.amazonaws.com/skillshare/assets/email/SK_Merchandising_Guide.pdf)

[Teach Challenge](https://www.skillshare.com/teach-challenge)

**Curious to see how a great outline can produce a fantastic class? Check out these outlines and the fabulous classes that came from them!**

* Dylan Mierzwinski’s [outline](https://docs.google.com/document/d/17LX2Gzrfl_1A9rD_7glmu_P0MqwsRGs90Fk4gHdidG8/edit) for her class [Digitizing Hand Drawn Sketches with Character](https://www.skillshare.com/classes/Digitizing-Hand-Drawn-Sketches-with-Character/2096566119?via=search-layout-grid)
* Stanley Idesis’ [outline](https://docs.google.com/document/d/15em25xyR-ss8IHj4HbtXcA7TVDRkYVHUFVThMFvXybs/edit) for his class [Content That Attracts: Discover Content Ideas and Grow Your Audience](https://www.skillshare.com/classes/Content-That-Attracts-Discover-Content-Ideas-and-Grow-Your-Audience/1588728061?via=user-profile)