



Class Creation Checklist

- ✓ Unique Title
- ✓ Class Intro Image* that visually represents class content (600px wide by 350 px tall)
- ✓ Brief Description (2-3 sentences) - For those who have not yet signed up: to be displayed on all classes page <https://stvrainhabitatclasses.org/all-classes/>
- ✓ Welcome / Intro (2-3 sentences) - A short statement to students about what they can expect from the class.
- ✓ Lessons: A class may be made up of one or more lessons. Each lesson should include:
 - Lesson intro - Let the student know what they can expect within the lesson.
 - Lesson content - This may include any combination of text, links, images*, audio* or video files*.
 - Quiz questions - A lesson may also include a quiz. Quiz questions may be multiple choice, true/false, or fill in the blank style.
- ✓ Next steps (if applicable) – Many times it is helpful for the student, if the last lesson of a class offers some next steps to take in their home buying journey.
- ✓ Certificate of completion - If desired, students can receive a certificate of completion once they have finished a class.

All submitted class materials must meet the following criteria:

- Video* format: Link to Vimeo, YouTube, Canva or Prezi presentation
- Audio* format: .mp3 or .wav
- Image* format: jpg or png
- Class materials must be publication ready: no additional edits needed.

Presented by:



***Copyright Agreement**

By posting or submitting any material (*including but not limited to: text, links, images, PDFs, presentations, videos*) for posting to the Homebuyer Education Center website as class work or otherwise, the partner represents that you are the owner of the material and that you have the right to publically share the material, or are making your posting or submission with the express written consent of the owner of the materials.

Point of Contact

- Please note that the email associated with your registration will also be used as contact email for new student registrations from your location.
- To request new student registrations be sent to a different point of contact, please reach out to us here:
<https://stvrainhabitatclasses.org/contact-us/>.

Access Expiration

Partners will have access to the site as long as they have a current subscription. Partners may cancel their subscription at any time by contacting us here:
<https://stvrainhabitatclasses.org/contact-us/>.

Partner classes may be removed if subscription is canceled. However, St. Vrain Habitat for Humanity reserves the right to continue use of partner submitted classes on a case-by-case basis.

NOTE: Student access to the site and student data will be deleted one year from date of registration. Students may re-register, for free, at any time to regain access.