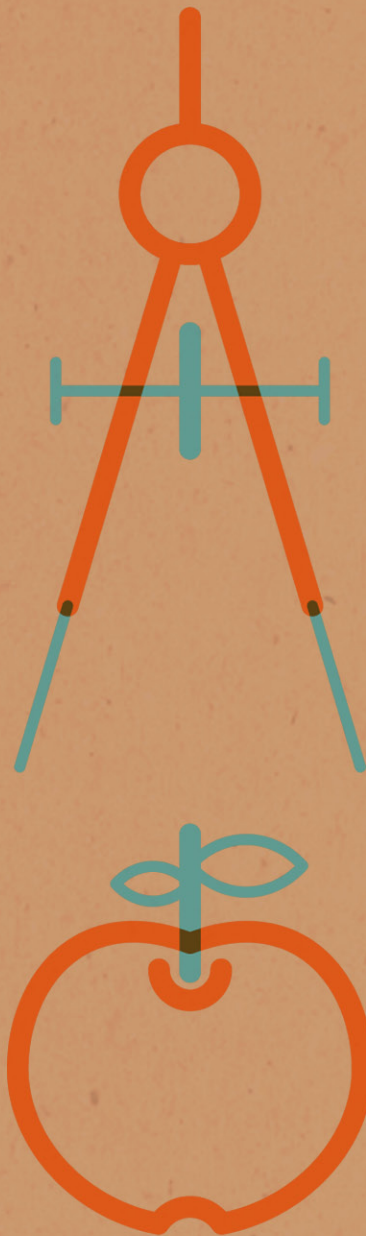


SKILLSHARE



TEACHER HANDBOOK

A guide to becoming a world class teacher

In this handbook you'll find

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The 3x3x3 Principle: The Special Skillshare Formula for Teaching a Successful Class

We use this phrase to represent the 3 core elements of Skillshare and each of their 3 accompanying characteristics. You should consider all of these when planning, teaching, and reteaching your class.

Core Element 1: Learning

Students and teachers should learn consistently, in a continuous cycle. Learning never stops nor ends - it's lifelong!

- **Before:** Send a pre-class message to your students to remind them about the session, share details about the location (i.e., buzzer to press, directions), and provide your contact information. This is also your opportunity to ensure that your students will arrive to class prepared and ready to dive in; provide them with resources to look over before class or brainstorming to do so that they can get hands on right away.
- **During:** See below for information on how to structure your class and make it memorable.
- **After:** After class, send your students links you've mentioned, follow up with resources and further reading - once you've piqued your students' curiosity, you've opened Pandora's box! And, of course, take into account their feedback and

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prepare for your next class (see below for more information about lining up your second class).

Core Element 2: Teaching

Whether you order the following three sections of a class chronologically as listed or you simply ensure that these sections are somehow incorporated into your class before it ends, your students will be satisfied!

- Context & Intros
- Lesson
- Interaction & Collaboration

Core Element 3: Community

Skillshare is nothing without its community members - its skillsharers and lifelong learners. The Skillshare community is united by a shared passion for learning and sharing skills. As you prepare for, teach, and revise your class, consider your audience - they're the ones who will ultimately help spread the word about your session, provide you with food for thought and productive feedback, and simply share your passions!

- Teacher
- Student
- Passion

How to Structure Your Class

Less Talking is More

It's important to diversify your class time so that students stay engaged and focused. We've found that our students want to learn from hands-on experiences and genuine interaction. We recommend you try to keep your lecture or instructional component of class to less than $\frac{1}{3}$ of the overall time. Alternating between lecture and activity will help keep your audience engaged.

Set a Goal

If you followed our advice from the Writing a Class Description handbook, you'll have a clear goal for your students to accomplish by the time class is up. As long as you come back to this goal again and again throughout class and everything you do is related to the achievement of this goal, from conversation to practice, your class will be a success.

Pick the Structure You Like Best

Don't feel constrained by traditional class structures! That said, you're more than welcome to teach a lecture/Q&A-style class if that's what best suits the topic you're teaching. Anything from study sessions where you're the facilitator to lectures to hands-on workshops to classes that involve walking around and experiencing things goes.

Check out these recommendations of some of the [best lesson planning sites](#) on the web.

Here's a helpful and innovative blog about [rethinking learning](#).

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Make Your Class Memorable

Planning a class is just like planning an event. You want to remember the small things and make it an experience to remember. The better of a time your students have, the more likely they'll be to promote your class to others and give you helpful feedback.

The X Factor

Think: what will the memorable details of your class be? Don't let this stress you out, just think about your own style and what kinds of experiences you'd want to have in a learning setting and apply them to your own session. For instance, will you provide handouts, get people to stand on chairs and sing out their work, bring homemade snacks?

Inspire Your Students

To get the information you're teaching your students to stick in their minds and to inspire them to act, be sure to include stories/examples and vivid detail in your explanations. Involve your students throughout class by asking them questions, getting their opinions and input, and allowing them to answer other students' questions when they have helpful tips to share.

The ladies of [Plant Brooklyn](#) have some excellently creative tips about how to create memorable events and actually teach [their own Skillshare class](#).

Teaching Your First Class

Practice Before You Preach. Ask a couple of friends to let you to do a test run of your class on them before you actually teach. That way, you can make mistakes on them and get honest feedback, rather than slip up in class and get thrown off!

Teach What You're Passionate About. If you've chosen to teach a topic that you care deeply about and/or have tons of fun thinking about and practicing, your first class will truly fly by. It takes work to get your first class all lined up, but if you're excited about teaching it, things will feel more effortless.

The First Time is Always the Hardest. But it only gets more fun and easy!

- **Pre-Class Checklist:**

- Any extras (i.e., handouts, snacks) prepared and packed

- Venue confirmed (check in a day before to be certain you're all set and to find out if there are any special instructions for setting up)
- Reminder email sent to students
- Technology set up (i.e., loading up your presentation on your computer, bringing speakers if needed, etc.)
- Attendee list printed (this will help you make sure only paying students show up and will help you determine whom to follow up with about signing up for your next class if they couldn't make this one)

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For insight from a Skillshare teacher on what he learned from teaching his first class, read Albert Wenger's blog post, ["What I Learned from Teaching My Skillshare Class."](#)

Teaching Again...and Again: Becoming a Skillshare Master Teacher

It's incredibly simple to teach your class again: just click the Add a Date button on your class listing!

Every single time you teach, you'll get public props and private feedback from your students, which you can use to revise and refresh your class for the next session. Once you put the work in on the front end to create your initial lesson plan, it only gets easier every subsequent time you teach, since you'll just be making small tweaks based on what you've learned from each class experience.

Anyone can become a top Skillshare teacher, but it all comes down to passion and effort. As a Skillshare Master Teacher, you'll join a committed group of top teachers and receive extra benefits and services from the Skillshare team in return for your hard work. Skillshare Master Teachers are edupreneurs from all backgrounds who have become part of the Skillshare community and who want to heighten the quality of their inspiring and productive classes. Whether you're a first-time Skillshare user and thrive off the idea of "winning" the platform and becoming a master user or you're passionate about being a valued contributor and role model whom everyone knows, a Master Teacher is who you want to be.

Benefits to You:

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Here's what Skillshare does to help you sell tickets:

- Free up your time from stressful logistics and spend your precious minutes on teaching with energy and connecting with fellow Skillshare community members
- Forget the logistics: we'll help you with everything from writing clear and compelling class descriptions that'll grab any student's attention to booking you space for your upcoming class
- Fill the seats: it can be difficult and time consuming to market your class to the masses and sell all of your tickets - we're here to help. We'll make sure your class gets extra love on the Skillshare site and that external audiences know about your upcoming session
- Elite opportunities: private social networking with other master teachers, participation in Skillshare-led teacher workshops especially for Teacher's Lounge members, and opt to have a Skillshare team member attend your class as a TA to help you prepare and ensure class runs smoothly feature it.
- There are Twitter, Facebook, and email buttons linked to each class listing, so anyone can share info about your class by promoting its link on the interwebs

What it Takes:

Here are some best practices and strongly recommended steps for you to take to get students to sign up for your class, in addition to utilizing the tools Skillshare already provides:

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- Confirm Class(es) or Course Topic(s)
 - Pick at least two class dates per month for the next three months
 - If you'd like to help other Skillshare teachers, here's what you can do: mentor them, nominate excellent candidates, provide class listing feedback, help promote classes to your networks

How it Works:

[Apply here.](#) Everyone can work towards this accomplishment!