

## 1. How does the utobo platform work?

### What is utobo all about?



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### What is utobo platform?

The simplest platform to sell your courses and digital products.

Thousands of creators, businesses, solopreneurs, educators, and coaches from over 50 countries use utobo to create courses & digital products, establish an authentic connection with subscribers, and grow revenue without switching between 10 odd tools.

### What do people use utobo for?

People on the utobo platform use online courses for all kinds of online teaching. E-learning courses are great for online learners & creators are helping them with the most valuable e-learning content.

### What features does utobo offer?

utobo helps you with every step of the online course selling goals, from course creation to launch, market & sell to your audience. To know more about our platform schedule demo with us: [support@utobo.com](mailto:support@utobo.com)

### Here are just a few of the things you can do on our platform:

- Create your course bundle in the Creator dashboard.
- Build a beautiful white label website with dark & light theme features to deliver your courses.

- Strip integrated e-commerce to accept payment for your online courses.
- Market and sell your courses using our marketing tools like blogs, Email campaigns.
- Teach your audience online and deliver your courses in our student-focused learning app with the highest course completion rates.

### **How much does utobo cost?**

You can always start with our seven days [free trial plan](#) and if you're looking for specific features, take a look at what's offered with our paid plans [on our Pricing Page](#).

**For more information, check out our article: [How much does utobo cost?](#)**

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### **What Next?**

You're in the right place. [Create an account](#) and head over to our [Getting Started Guide](#) to jump right in!

Congratulations to you on getting started with utobo

## **2. Why do Creators choose utobo?**

**Wonder, what is "utobo"? To start with, it is a cloud platform with a focus on making things easy for creators. The most important aspect of the utobo solution is the service that allows you to create e-learning courses for your learners.**

The logo for utobo, featuring the word "utobo" in a bold, blue, sans-serif font.

**The best way to connect with your learners :)**

Utobo is the perfect tool for creating your online courses. You can try it free, create your course with content in utobo & worldwide learners will buy your courses & get access to the utobo mobile application & start their learning. You can keep your students engaged using bulk emailing & coupon offers.

**Creators who care about their learners use utobo; what about you?**

Creators choose to focus on building their institute an online brand & making their online coaching business successful; most creators do it extremely well & making their audience reach globally and selling their course worldwide. We Want to Make this Possible for You.

utobo offers online service at various platforms through web and mobile applications that are seamlessly integrated. There is no need to be an expert in coding when it comes to imparting education as utobo takes care of it. It offers an easy user interface that helps to arrange different subjects, topics, audio, video, presentations, etc.

in the most effective manner. utobo can also consolidate with any kind of software such as CRM, Billing, ERP, Email, Payment Gateways or hardware applications such as biometric systems and bar code printers. It is the only marketplace that offers 'Class Isolation' with affordable pricing and performance tracker features.

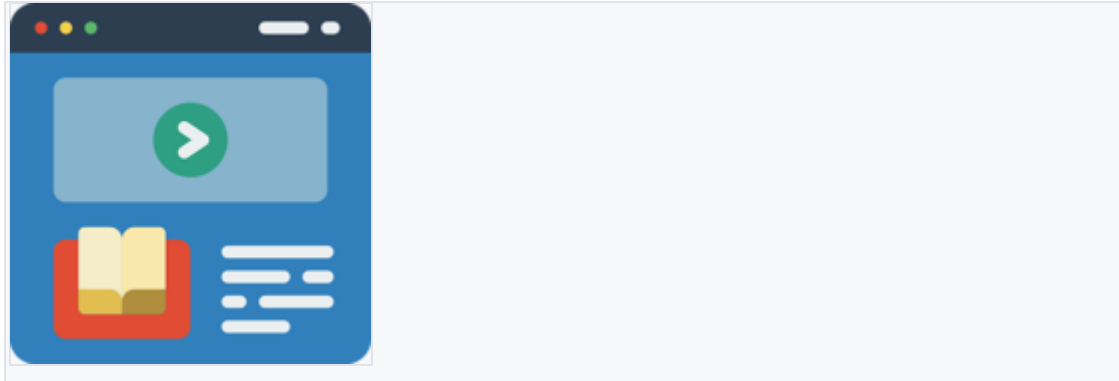
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**Go ahead**

[Get started with utobo](#)

### 3. How much does utobo cost?

Learn what pricing creators expect with the utobo account.



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THIS ARTICLE IS ALL ABOUT UTOBO.COM PRICING AND PLANS

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#### **utobo is the world's best online course creation platform**

Since utobo is the only tool that is made with love considering every kind of course creator like Coaching Institutes & Colleges as well as an individual online educator & who runs online hobby classes like guitar learning, Yoga Instructor & more.

utobo has an exclusive pricing plan with many features & the best thing about utobo is that we are **Not taking any transaction fees & commission on your course selling**. Along with we are giving Email, chat & call support on any query.

**Pick a plan that suits your requirement**

All the plans come with Web App, Website, Android and iOS app access

Monthly Yearly

Plan	You'll Pay
Basic	\$ 69 / Per month
Premium	\$ 129 / Per month
Ultimate	\$ 199 / Per month

**Basic**  
Platform crafted uniquely for you

- 5 courses
- 3 creators access
- No transaction fees
- 3000 learners
- e-com website
- 3 Zoom account integration
- Stripe integration
- 500 GB storage
- Unlimited tests (coming soon)\*
- Reports
- Email support

**Add Ons**

- 10 USD/month/live class account
- \$0.025 per email (valid for a month)

**Premium**  
Platform crafted uniquely for you

- 25 courses
- 10 creators access
- No transaction fees
- 25000 learners
- e-com website
- 10 Zoom account integration
- Stripe integration
- 2 TB storage
- Unlimited tests (coming soon)\*
- Reports
- Email & chat support

**Add Ons**

- 10 USD/month/live class account
- Additional access 27 USD/creator/month
- \$0.025 per email (valid for a month)

**Ultimate**  
Platform crafted uniquely for you

- 100 courses
- 25 creators access
- No transaction fees
- 100000 learners
- e-com website with your domain
- 25 Zoom account integration
- Stripe integration
- 5 TB storage
- Unlimited tests (coming soon)\*
- Reports
- Email, chat, call support
- 30 min Onboarding call

**Add Ons**

- 10 USD/month/live class account
- Additional access 27 USD/creator/month
- \$0.025 per email (valid for a month)

## Monthly or Annual Subscription Cost

This is the monthly or annual cost for your specific utobo plan. All monthly and yearly prices are in USD. Monthly plans are billed on the same day each month, and Annual plans are billed on the same day each year. If a month is missing your plan renewal day, the billing date will shift to the last day of the month.

Check out our [Pricing Page](#) for prices on each plan and all associated features. Need help deciding which plan is best suited for your needs? Head [here](#) to get in touch with the team!

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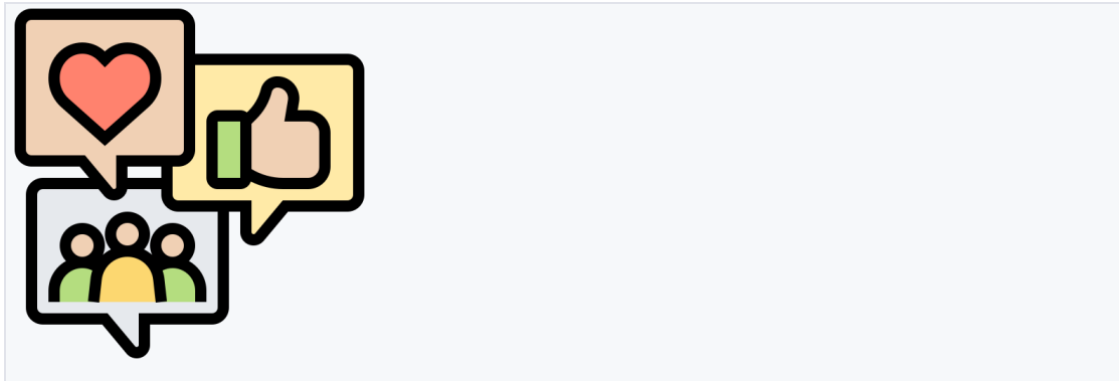
## Next

[Subscribe to utobo plan](#)

[Create an utobo account now :\)](#)

## 4. Update Your utobo Subscription Plan

## In this article, you will learn to update your plan



### HOW TO UPGRADE MONTHLY TO YEARLY OR CANCEL UTOBO SUBSCRIPTION

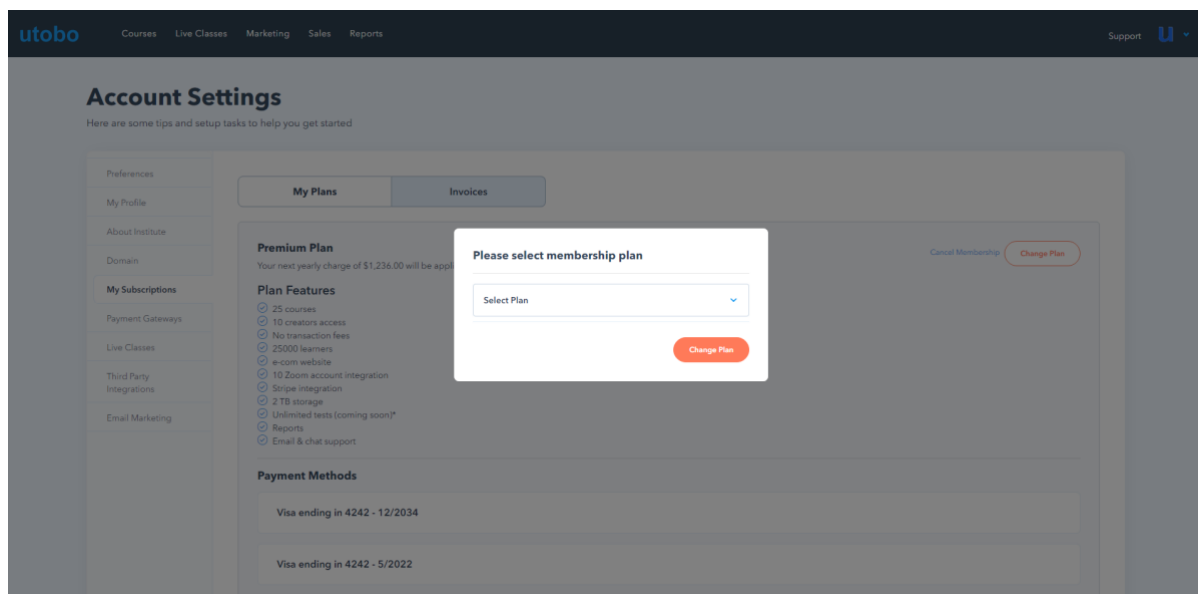
## Upgrade plan within your utobo account

You can upgrade directly within your account and will have the option to select **"Change Plan."**

A screenshot of the utobo web application's 'Account Settings' page. The page has a dark blue header with the 'utobo' logo and navigation links for 'Courses', 'Live Classes', 'Marketing', 'Sales', and 'Reports'. On the right side of the header, there is a 'Support' link and a user profile icon. The main content area is titled 'Account Settings' and includes a sub-header: 'Here are some tips and setup tasks to help you get started'. On the left, there is a sidebar menu with categories like 'Preferences', 'My Profile', 'About Institute', 'Domain', 'My Subscriptions', 'Payment Gateways', 'Live Classes', 'Third Party Integrations', and 'Email Marketing'. The main content area is divided into two tabs: 'My Plans' (selected) and 'Invoices'. Under the 'My Plans' tab, there is a section for the 'Premium Plan' with a 'Cancel Membership' link and a 'Change Plan' button. Below this, there are two sections: 'Plan Features' with a list of benefits (e.g., 25 courses, 10 creators access, 25000 learners, e-com website, 10 Zoom account integration, Stripe integration, 2 TB storage, Unlimited tests (coming soon)\*, Reports, Email &amp; chat support) and 'Payment Methods' which lists two Visa cards: 'Visa ending in 4242 - 12/2034' and 'Visa ending in 4242 - 5/2022'.

**To upgrade your account:**

1. Go to **Account Settings** & then **My Subscriptions**
2. My Plans
3. Select **Change Plan**
4. Please select a **membership plan**
5. Then simply **select the plan of your choice!**
6. Select **Annual** or **Monthly** plans
7. Click again **Change Plan**



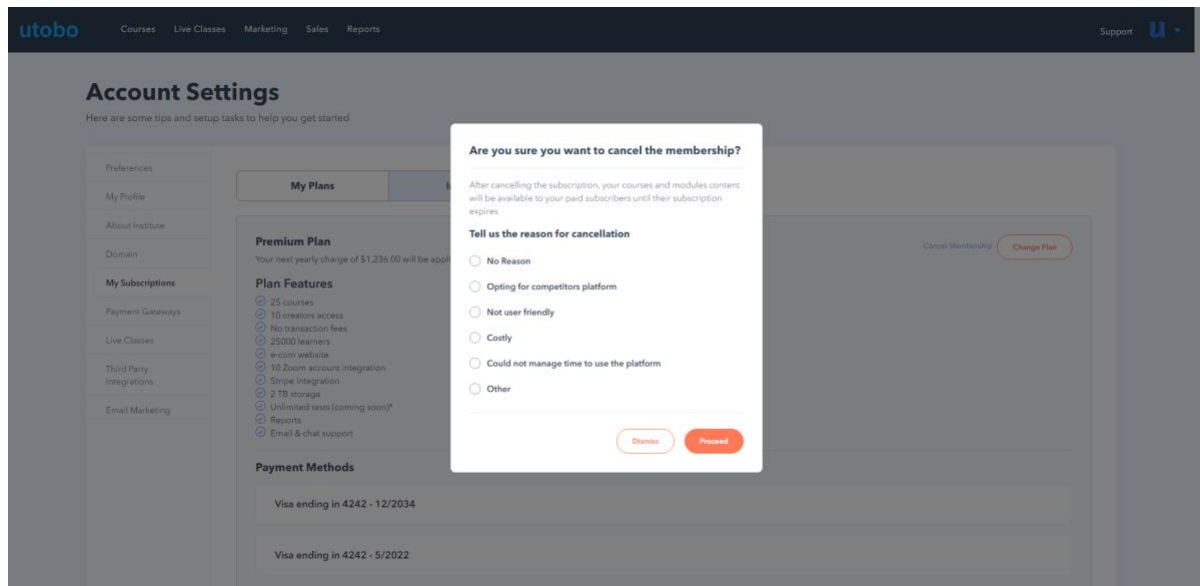
### **To cancel your utobo subscription:**

Need to cancel your payments for a little while? We're sorry to see you go!

You can **cancel your subscription** or change your plan at any time

### **To Cancel Your Subscription:**

1. Click **Cancel membership**
2. Select the reason for the cancellation
3. Click on proceed



After canceling the subscription, your courses and modules content will be available to your paid subscribers until their subscription expires

[Let us know if you have any questions!](#)

## 5. Your utobo Subscription

### Your subscribed plan & invoices



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HOW TO MANAGE UTOBO SUBSCRIPTION?

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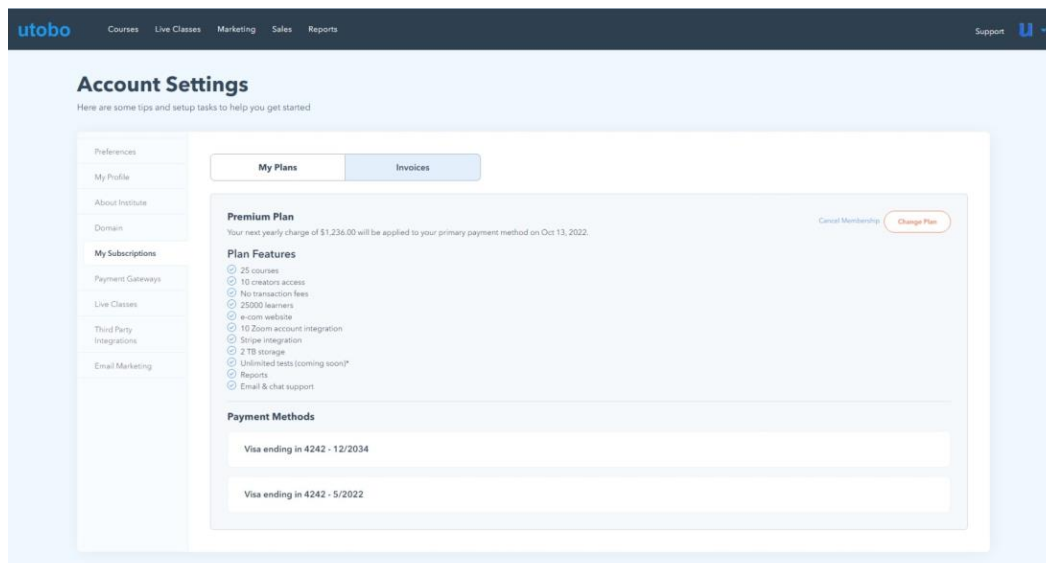
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## My Subscriptions

By going to the "My Plans" tab, you can manage your **Uto** billing information and view:

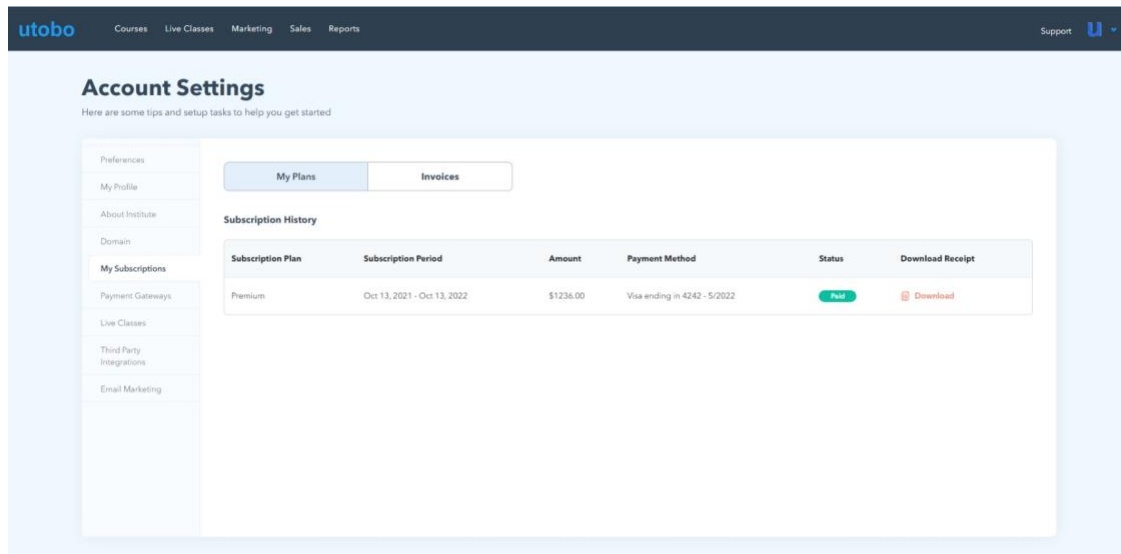
- **My Plans** - here, you can see your current utobo subscription
- **Cancel Membership** - if you want to cancel your subscription with Uto, click on the Cancel Membership link and tell us the reason for the cancellation. That's it.
- **Change Plan** - you have the option to change your Price Plan at any time if you decide that you need more to expand your Institute or less if you want to scale back
- **Enter Coupon Code** - if you have a coupon or you have received a new coupon code during your subscription, you can apply it here at any time, and you will get a discount on the next billing cycle
- **Payment Gateways** - here, you can set up payment gateways of your choice for your Institute to receive payments from your students. For now, we support the following:
  - **Stripe**
  - **Offline Pay**



**Note:** A Price Plan change will apply after the current billing cycle ends.

## Download your Invoice

By going to the "Invoices" tab, you can download your invoices:

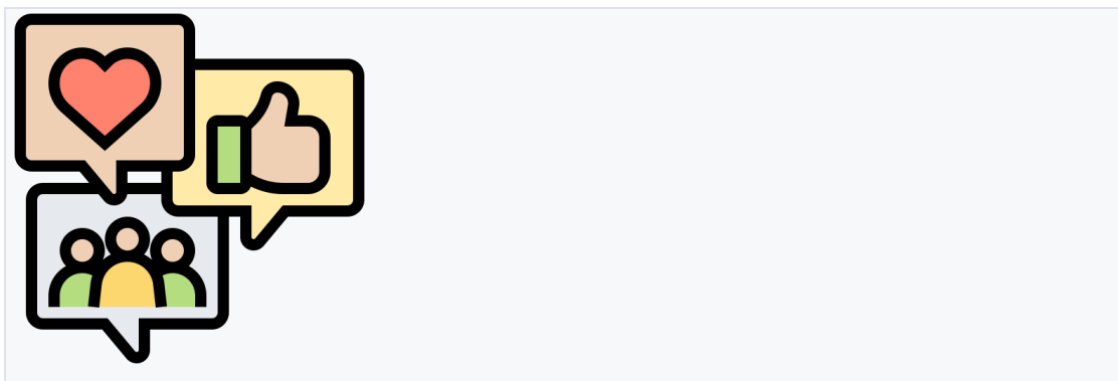


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Subscription Plan	Subscription Period	Amount	Payment Method	Status	Download Receipt
Premium	Oct 13, 2021 - Oct 13, 2022	\$1236.00	Visa ending in 4242 - 5/2022	Paid	Download

## 6. Update Your utobo Subscription Plan

In this article, you will learn to update your plan

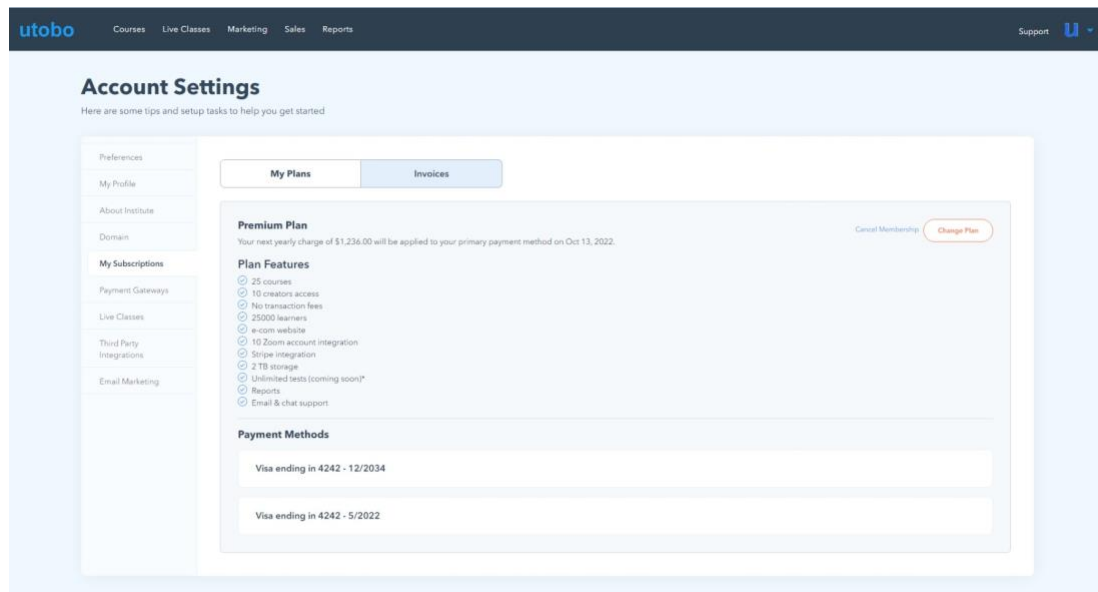


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HOW TO UPGRADE MONTHLY TO YEARLY OR CANCEL UTOBO SUBSCRIPTION

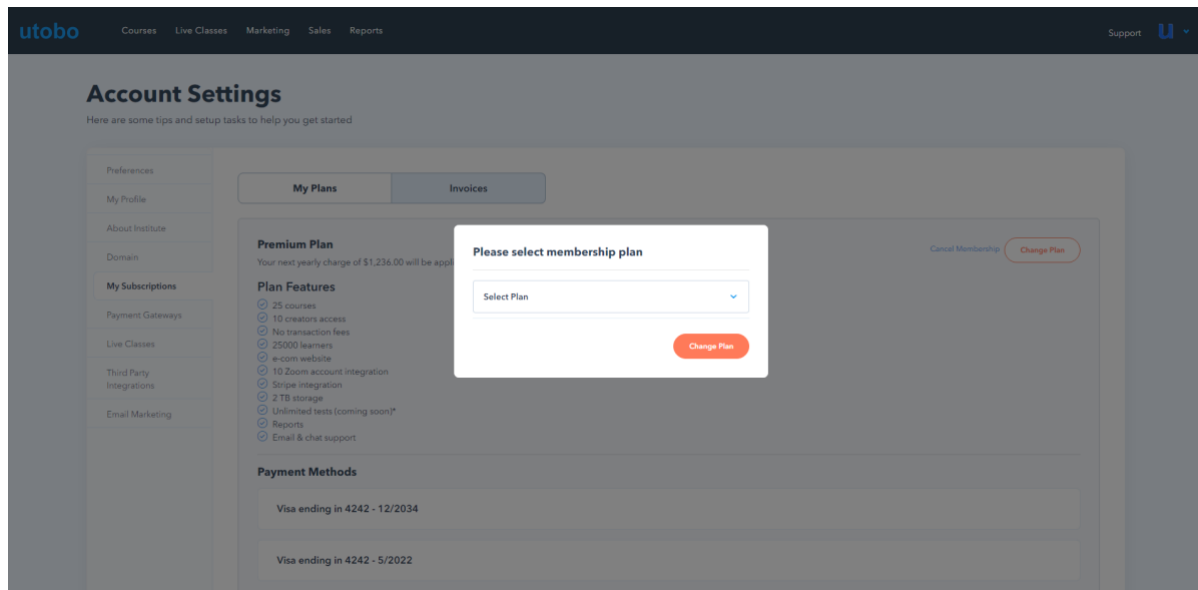
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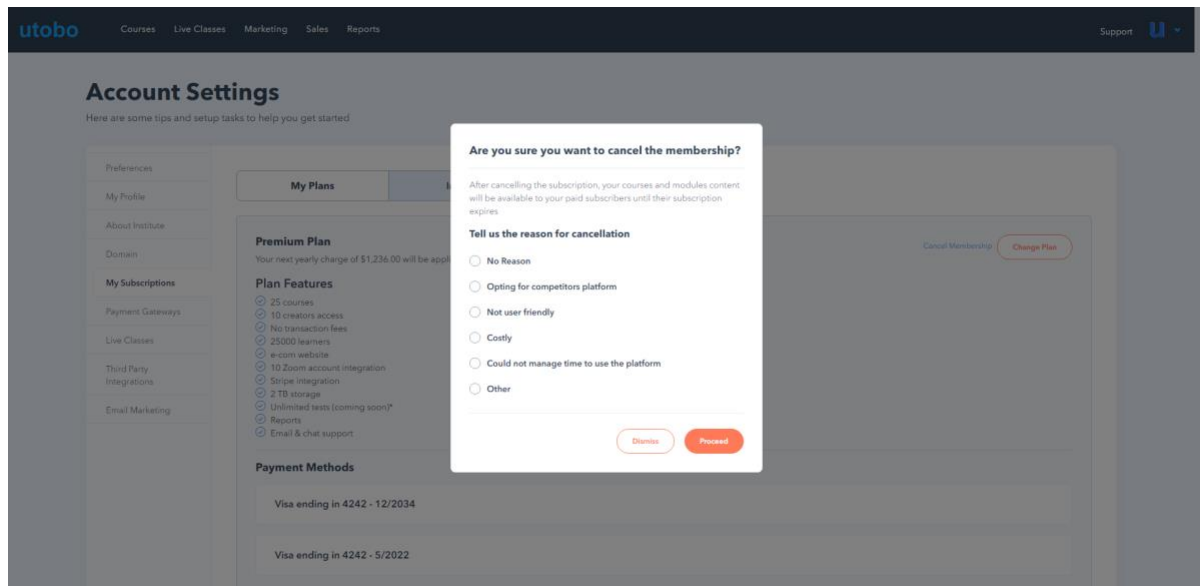
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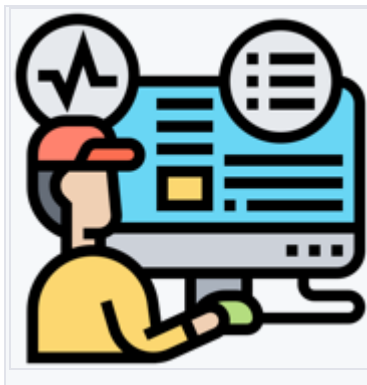


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[Let us know if you have any questions!](#)

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### Your subscribed plan & invoices



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HOW TO MANAGE UTOBO SUBSCRIPTION?

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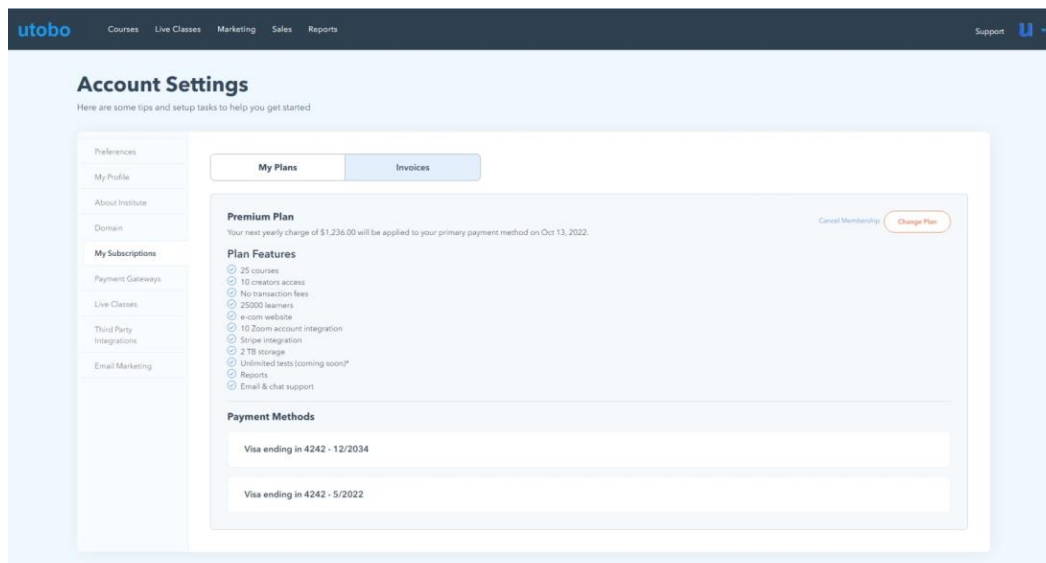
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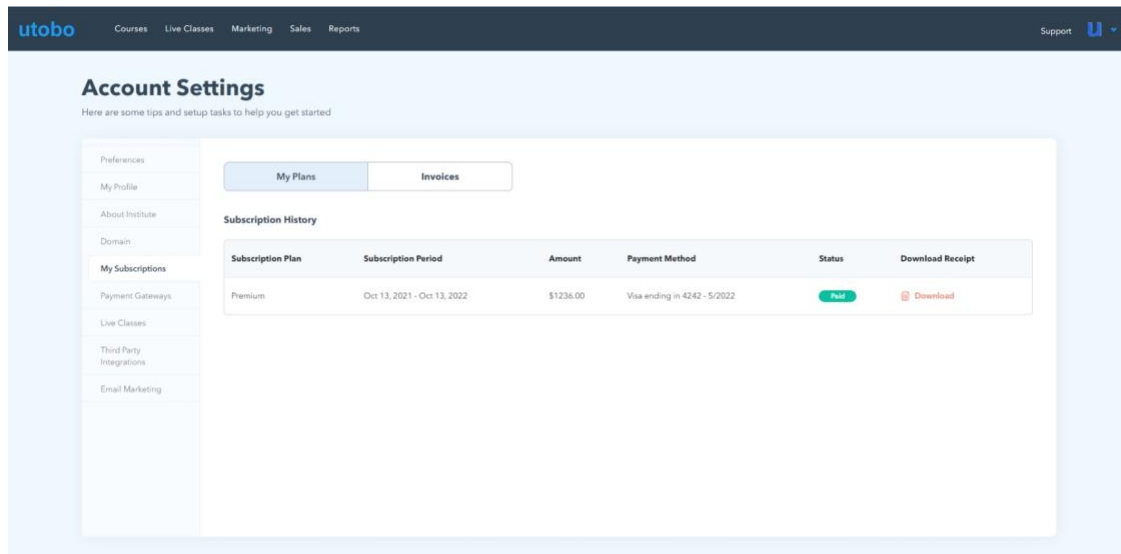
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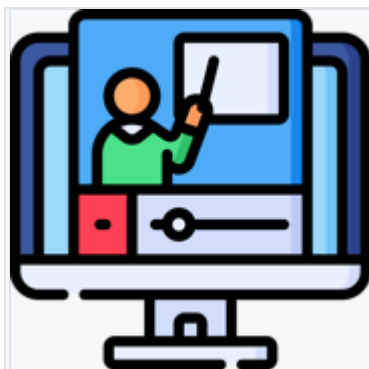


The screenshot shows the utobo Account Settings page. The navigation bar includes 'utobo', 'Courses', 'Live Classes', 'Marketing', 'Sales', 'Reports', and 'Support'. The main heading is 'Account Settings' with a sub-heading 'Here are some tips and setup tasks to help you get started'. A sidebar on the left lists various settings categories. The 'Invoices' tab is selected, showing a 'Subscription History' table with one entry.

Subscription Plan	Subscription Period	Amount	Payment Method	Status	Download Receipt
Premium	Oct 13, 2021 - Oct 13, 2022	\$1236.00	Visa ending in 4242 - 5/2022	Paid	Download

## 8. How to create an account?

Before you get started... Sign up for utobo account



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YOU'LL NEED AN ACCOUNT TO FOLLOW ALONG WITH THIS GUIDE.

UTOBO IS FREE TO GET STARTED WITH 7 DAYS FREE TRIAL

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## Create a utobo account

- utobo free trial
- How to subscribe to utobo's plans

### utobo free trial

<https://cts1.utobo.com/auth/register?type=free-trial>


### How to subscribe to utobo's plans

<https://utobo.com/pricing>

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## Create Account

On the "**Create Account**" screen, please provide your "**Educator or Coaching Service name**," "**Domain name**" that you want to use on the utobo.com platform, "**Email Address**," and a secure password.



utobo

I already have an account? [Sign In](#)

### Create Account

Let's build your online coaching brand together.

Profile Creation > Billing Details

Creator or Company Name \*

Domain Name \*

 [utobo.com](#)

Don't worry, you can use custom domain later.

Email Address \*

Password \*

[Proceed to Next Step ->](#)

By signing up you confirm that you accept the [Terms and Conditions](#) and [Privacy Policy](#)

Once you have completed all the fields, please click on "**Proceed to next step**" to select the desired price plan and fill out a few more details about you.



If you already have an account, click on the "**Sign In**" button in the upper right corner of the screen.

## Final step!

We need a few more details to start your subscription.

Your account has been created successfully!

utobo

**You'll Pay**  
**\$69** / Per month

**Basic**  
Platform crafted uniquely for you

- 5 courses
- 3 educator access
- No transaction fees
- 3000 learners
- e-com website
- 3 Zoom account integration
- Stripe integration
- 500 GB storage
- Unlimited tests (coming soon)\*
- Reports
- Email support

**Final Step!**  
Give us some of your information details to start your access

Profile Creation > **Billing Details**

**Mobile Number**  
IN (+91) Enter your phone number

**Address Line 1 \***  
Enter Address

**Address Line 2 (Optional)**  
Enter Address

**City \*** **Zipcode \***  
Enter City Enter Zipcode

**Country \***  
Select country

**State \***  
Select state

**Subscription Plan \*** [Change](#)  
Basic \$69/Month

All payment related data is securely processed through our payment partner Stripe.

**Proceed To Payment →**

By signing up you confirm that you accept the [Terms and Conditions](#) and [Privacy Policy](#)

Once you have completed all the fields, click on "**Proceed To Payment.**"

If you want to change the price plan or see your benefits press the "**Change**" link on the "**Subscription Plan**" field.

**utobo**    About Us    Pricing    Become Our Affiliate    Contact Sales    [Login](#)

## Pick a plan that suits your requirements


The simplest platform to sell your online courses and digital products.

Get 20% off on our yearly plans

Let's build your online **coaching brand together.**

Free	Basic	Premium	Ultimate
<b>\$0</b> per month	<b>\$69</b> per month	<b>\$129</b> per month	<b>\$199</b> per month

Monthly    Yearly



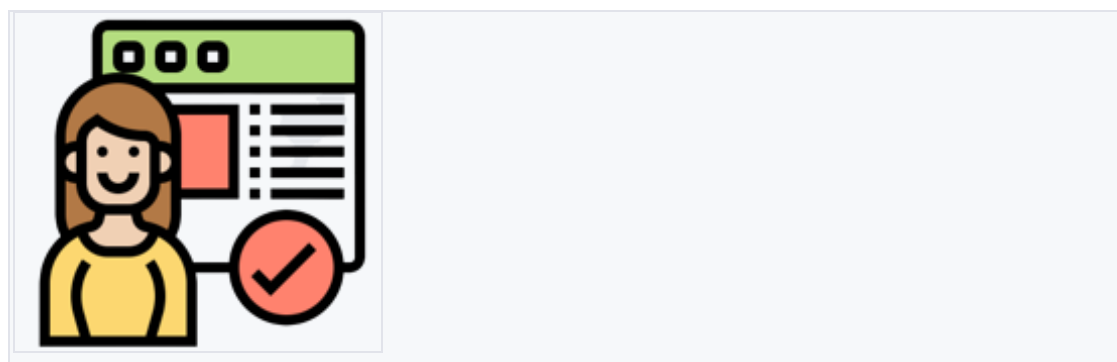
On the "**Pick your plan**" screen, you can review the benefits for each plan and select the one that fits up your needs.

Remember that if you choose the **Yearly** subscription period, you get a **20% discount**. You can change from yearly to monthly by pressing the toggle button on the upper right side of the window.

If you wonder what price plan you should use, don't hesitate to contact us for more details.

## 9. Manage and change your Account Settings

This article will show you how you can access your **Account Settings**



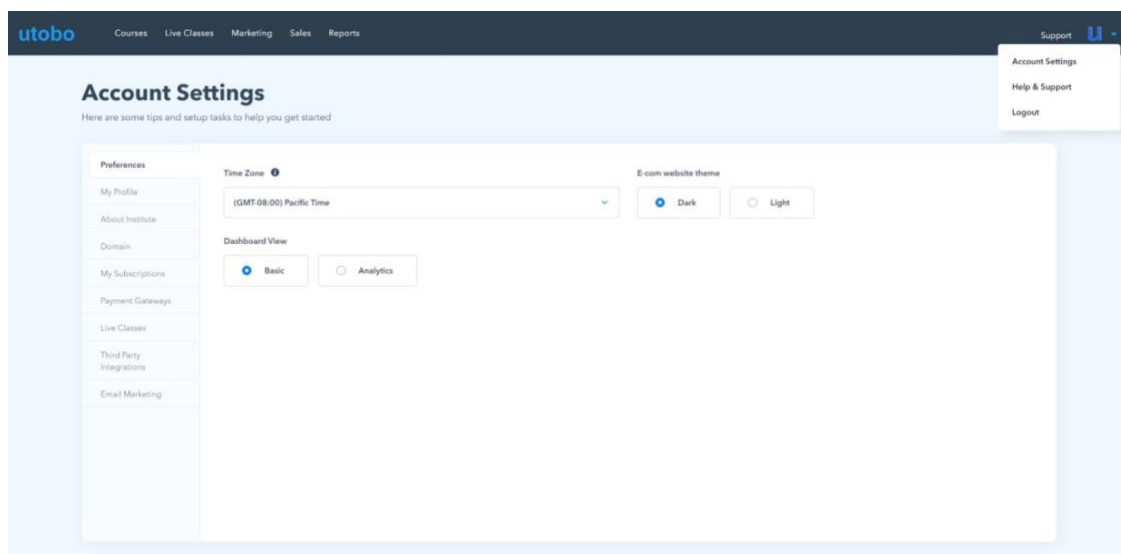
## LEARN HOW TO EDIT OR CHANGE YOUR PREFERENCES OF YOUR ONLINE INSTITUTE PROFILE UNDER ACCOUNT SETTING

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### Account settings

- Preferences
- My Profile
- About Institute
- Domain
- My subscriptions
- Payment gateways
- Live classes
- Third-party integrations
- Email Marketing

To access your **Account Settings**, click on your institute name in the upper right corner of the dashboard and tap on "**Account Settings**."



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## Preferences

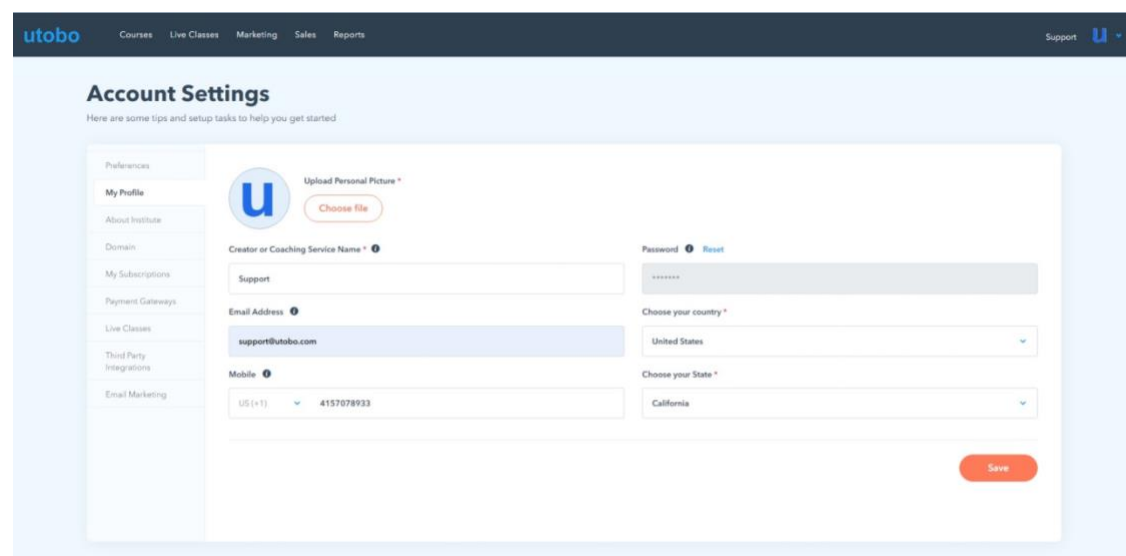
Once the "**Account Settings**" page is opened, by default, you will get the "**Preferences**" tab first. Here you can set up the following:

- **Time Zone** - Select the time zone that will be used in your account and for creating courses and Assignments
- **E-com website theme** - choose a dark or light theme for your online school E-com website
- **Dashboard View** - Basic or Analytics

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## 10. My Profile

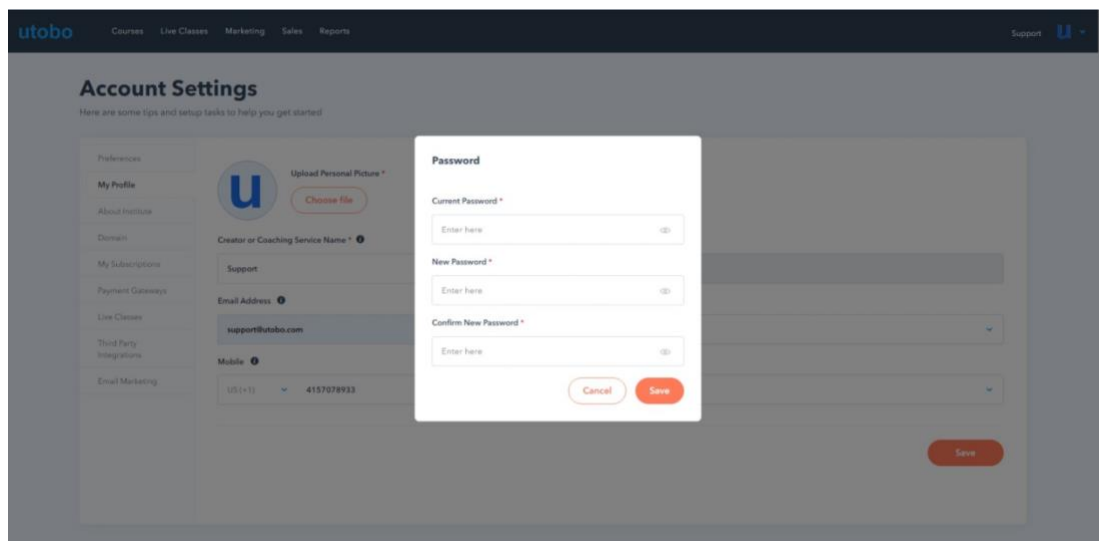
Inside the Profile tab, you can change your details for this account:



The screenshot shows the 'utobo' logo in the top left corner and navigation links for 'Courses', 'Live Classes', 'Marketing', 'Sales', and 'Reports'. On the right, there is a 'Support' link and a user profile icon. The main heading is 'Account Settings' with a sub-heading 'Here are some tips and setup tasks to help you get started'. A sidebar on the left lists various settings categories: 'Preferences', 'My Profile' (selected), 'About Institute', 'Domain', 'My Subscriptions', 'Payment Gateways', 'Live Classes', 'Third Party Integrations', and 'Email Marketing'. The 'My Profile' section contains a profile picture upload area with a 'Choose file' button. Below this are fields for 'Creator or Coaching Service Name \*' (containing 'Support'), 'Email Address \*' (containing 'support@utobo.com'), and 'Mobile \*' (containing 'US (+1) 4157078933'). To the right, there are fields for 'Password \*' (with a 'Reset' link), 'Choose your country \*' (set to 'United States'), and 'Choose your State \*' (set to 'California'). A red 'Save' button is located at the bottom right of the form.

- **Upload Personal Picture** - you can upload an avatar or profile picture for this account by clicking on the "**Choose File**" button
- **Educator or Coaching Service Name** - even if the account is already created, you can change your **Educator** name or **Service Name** if this is a business

- **Email Address** - this cannot be changed. Please get in touch with Customer Support if you need to change your email address
- **Mobile** - you can see and change your mobile phone number. Please consider that the phone number is also used to login inside the Utobo account
- **Password** - If you need to reset the password, click on the "**Reset**" link. You need to have the **Current Password** to change it from the **Profile** tab. If you don't know your password, reset it using the option from the login screen or contact Customer Support for more details
- **Country** - from the drop-down menu, you can select the desired country you are located in
- **State** - also select the correct state after you did change the country



After all the details have been changed, just click on the "**Save**" button.

**Caution:** If you need to change more details or more information about your account, please get in touch with Customer Service.

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## About Institute

You can always change or review the settings for your Institute in Utobo, from the **Institute Details** to **Branches**, once you are starting to scale up. On the **Institute Details** tab, you can set up the following:

- **Institute Logo** - upload the logo for your institution
- **Banner** - upload a banner for the Institute page. We recommend a high-quality photo that has at least 1600 x 1200 resolution and a maximum of 10MB
- **Educator or Coaching Service Name** - you can add or change the name for your Coaching Service
- **Banner Image Content** - Few words that describe your Institute best
- **Branch** - if you have already created your Branches, from the drop-down, you can select one
- **Describe your Institute** - a short description of your Institute
- **Privacy Policy** - This field is for your Institute policies

The screenshot displays the 'Account Settings' page in the Utobo dashboard. The 'Institute Details' tab is active, showing a sidebar with navigation options like 'Preferences', 'My Profile', 'About Institute', 'Domain', 'My Subscriptions', 'Payment Gateways', 'Live Classes', 'Third Party Integrations', and 'Email Marketing'. The main content area includes:

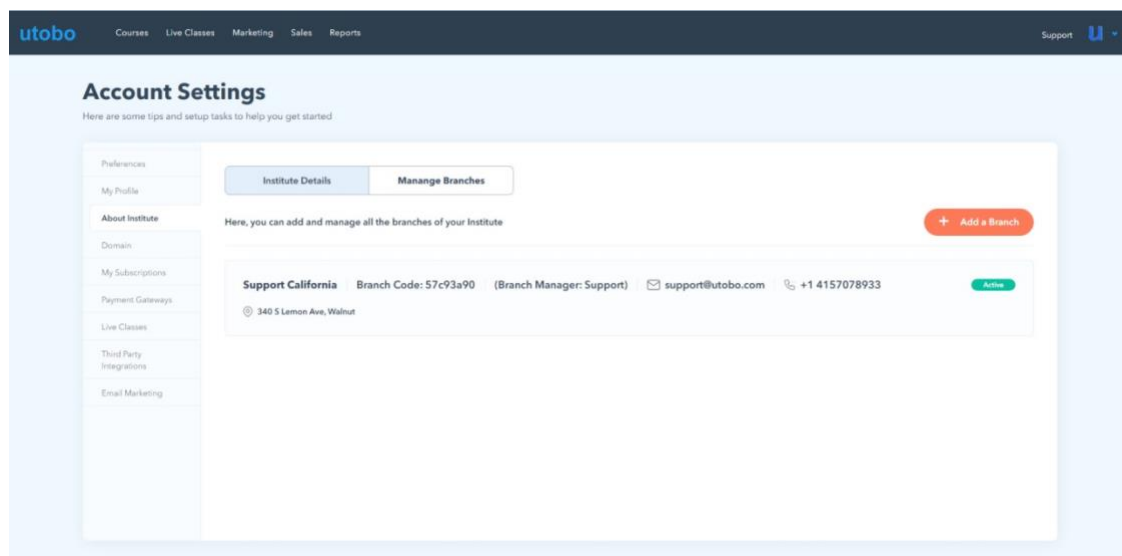
- Institute Logo:** A field with a 'u' icon and an 'Upload Institute Logo' button.
- Banner:** A field with a banner image icon and an 'Upload Institute Banner' button, with a note 'Maximum 10MB'.
- Fav Icon:** A field with a 'u' icon and an 'Upload Fav Icon' button.
- Creator or Coaching Service Name:** A text input field containing 'utobo'.
- Banner Image Content:** A text area containing 'utobo is not an LMS, it is CTS'.
- Describe your Institute:** A text area containing 'Our mission: We swear on our laptops to equip our customers with best in class education technology products at the lowest possible prices, deliver them in just in time & offer exceptional support. We want to enable educators to help students grow with personalized attention & compete with sales driven online tutoring brands whose sole purpose is to sell education as a commodity rather than imparting the knowledge that helps society grow in a better way.'
- Privacy Policy:** A text area containing a detailed privacy policy statement.
- Social Media Links:** Fields for Twitter, LinkedIn, Instagram, and Facebook, each with a corresponding URL.
- Quora:** A text input field for a Quora profile link.

A 'Save' button is located at the bottom right of the form.

Under the **About Institute** tab, you can also add your social accounts like:

- **Twitter** - enter your Twitter URL
- **Instagram** - add your Instagram URL
- **LinkedIn** - use your LinkedIn URL
- **Facebook** - your Facebook URL
- **Quora** - enter your Quora URL

"**Manage Branches**" is the right place to overview your Branches for your Institute. You can also create a new Branch, edit or delete.



Tip: You can create a **Branch** also when you are adding a **Tutor** to a new course.

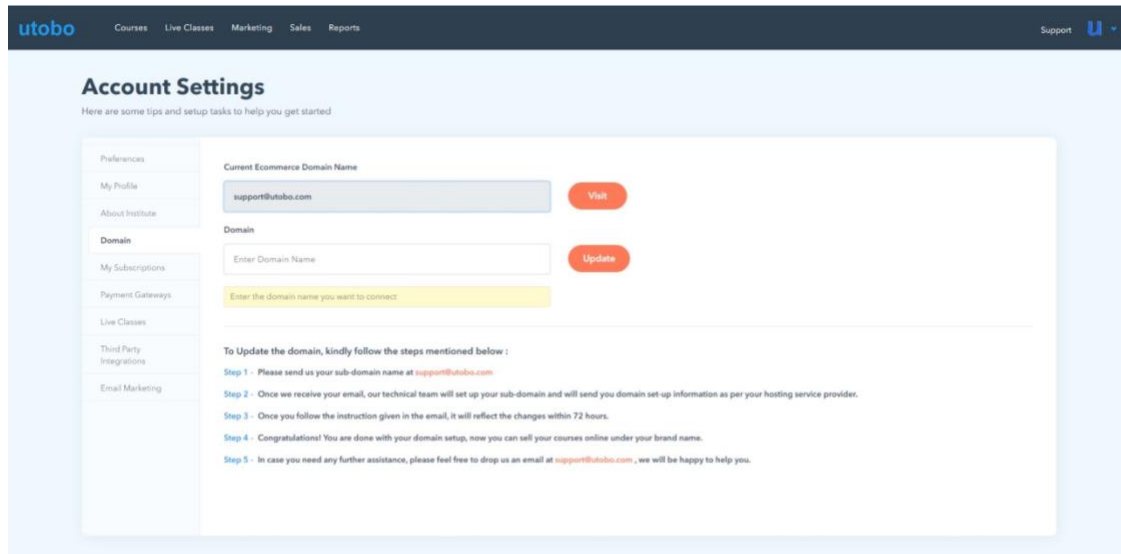
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## Domain

If you have a domain and you want to connect it with your UtoBo profile, or you want to change an already linked domain, just fill out the following:

- **Current eCommerce Domain name** - your actual domain name if you haven't completed already when creating the account

- **Domain** - the domain that you want to use to connect it with Utobo



Once you have filled out the requested fields above, please follow the steps on the screen to complete the process. It may take up to 72 hours for this to get finalized. For more info, please get in touch with our Customer Service team at support@utobo.com.

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## My Subscriptions

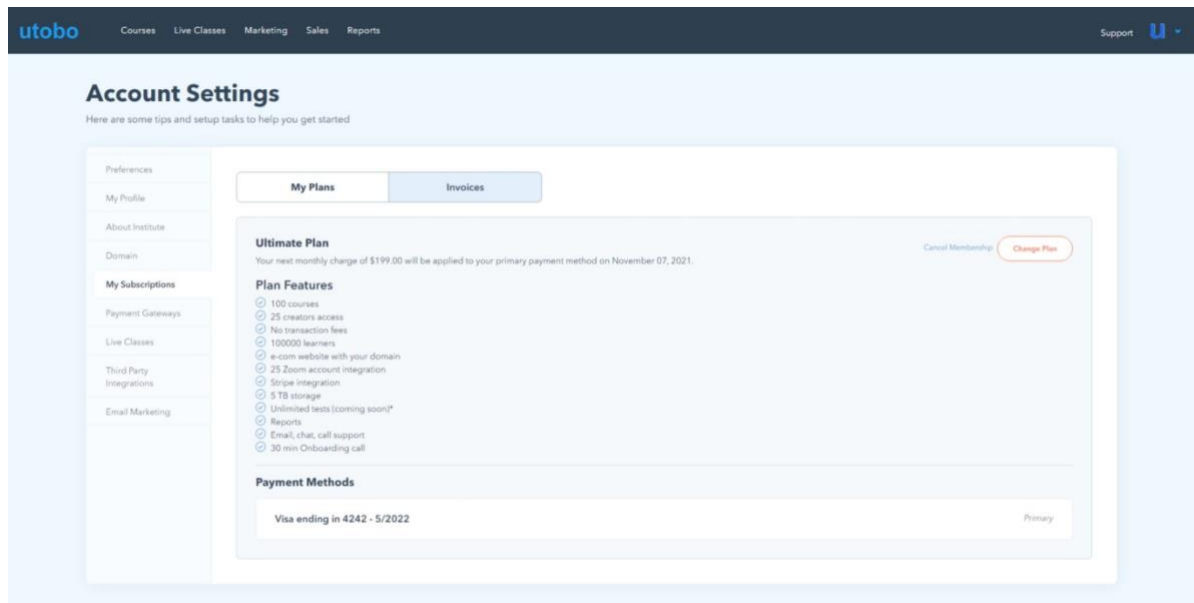
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- **My Plans** - here, you can see your current utobo subscription
- **Cancel Membership** - if you want to cancel your subscription with Utobo, click on the Cancel Membership link and tell us the reason for the cancellation. That's it.
- **Change Plan** - you have the option to change your Price Plan at any time if you decide that you need more to expand your Institute or less if you want to scale back
- **Enter Coupon Code** - if you have a coupon or you have received a new coupon code during your subscription, you can apply it here at any time, and you will get a discount on the next billing cycle



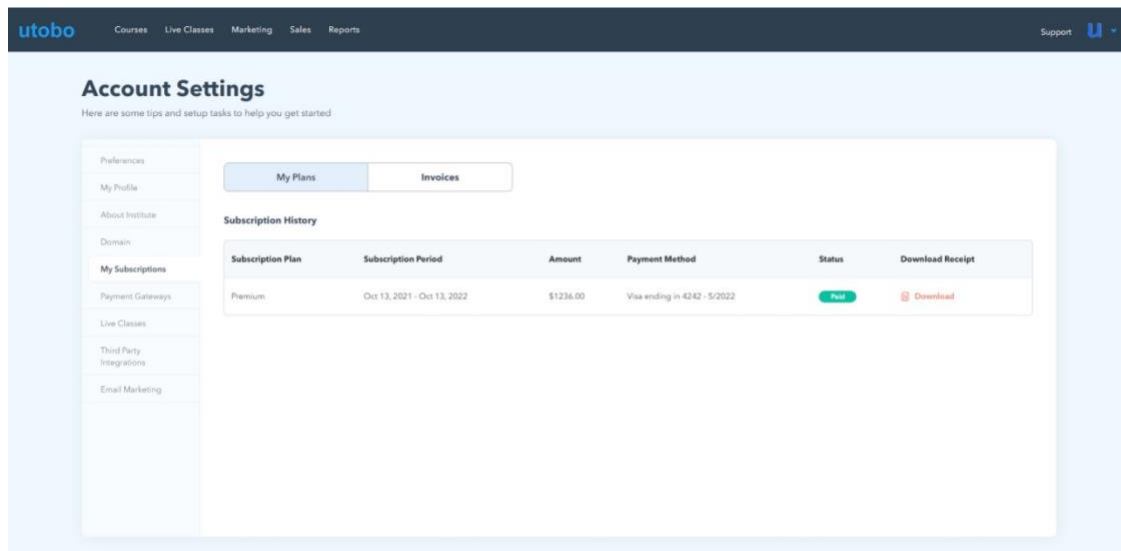
- **Payment Gateways** - here, you can set up payment gateways of your choice for your Institute to be able to receive payments from your students. For now, we support the following:

- **Stripe**
- **Offline Pay**



**Warning:** A Price Plan change will apply after the current billing cycle ends.

If you need an overview of your invoices, click on the "**Invoices**" tab.



You can see the status of each invoice, it is paid or not, and you can download it in PDF format by clicking on the "**Download**" link.

**Caution:** If you need more details about your invoices or if you are having payment issues, please get in touch with Customer Service

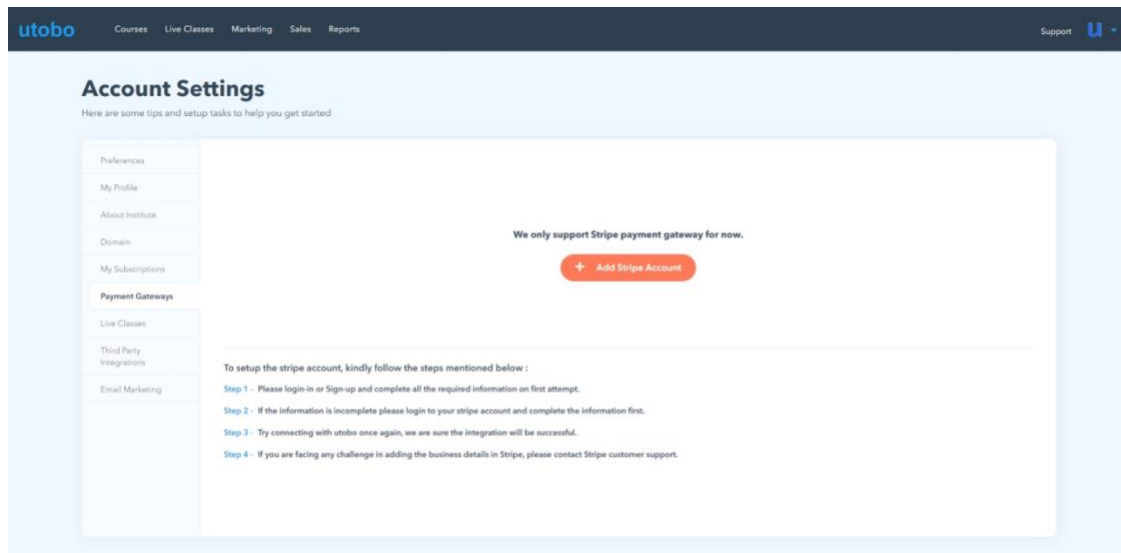
---

## Payment Gateways

Here you can set up payment gateways of your choice for your Institute to be able to receive payments from your students. For now, we support the following:

- **Stripe**
- **Offline Pay**

In order to add the Stripe account, just click on the "Add Stripe Account" and select the Yes option on the popup in order to get redirected to the Stripe page.



Once redirected, you need to follow the on-screen steps in order to link your **Stripe** account with Utobo.

## **Connect Stripe account to accept payment in your bank account directly**

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### **Live Classes with utobo**

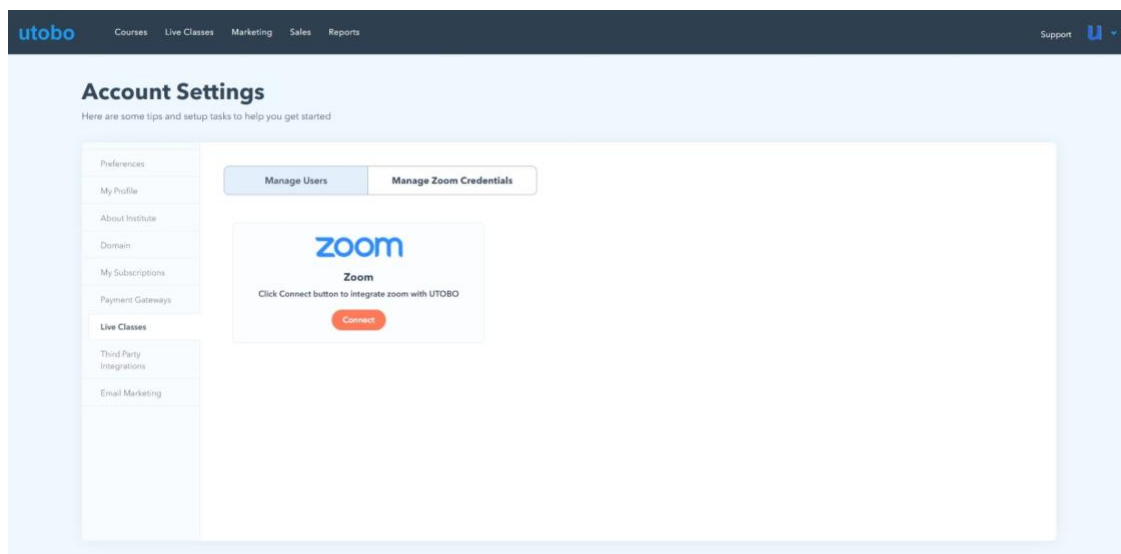
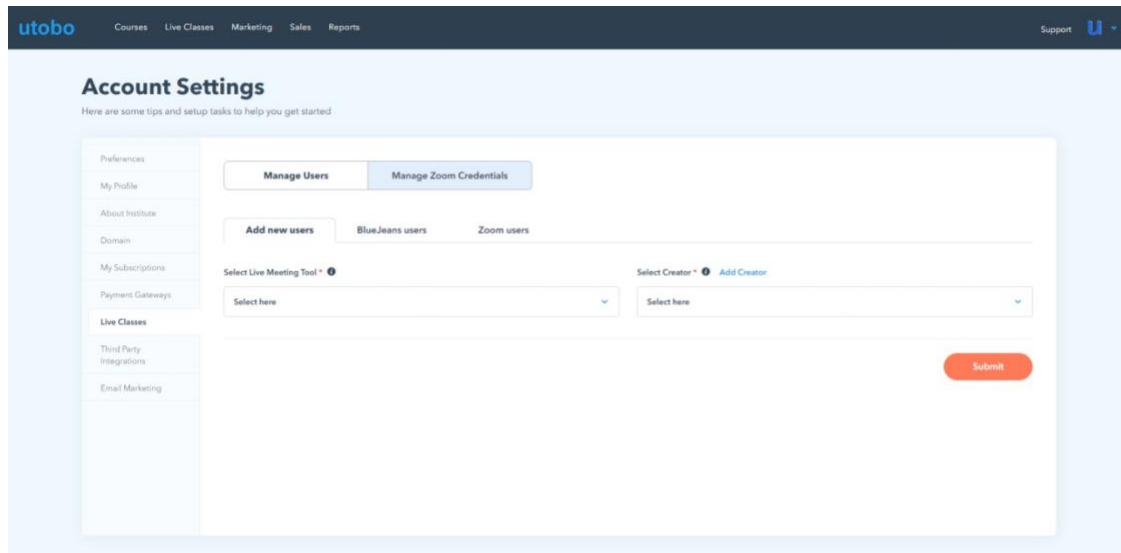
Live Classes with Zoom & bluejeans allows you to create a more engaging way to educate your learners.

### **Live Classes Setting: Manage Users/ Educators**

The live Classes page gives the opportunity to organize and manage the users for live Zoom classes and the Zoom Credentials and preferences. By default the page will open on the "Manage Users" tab and "Add New Users":

- Select Live Meeting Company - from the drop-down menu, you will be able to select the service for the Live Meetings, in our case, Zoom or BlueJeans.

- Select Educator- using the drop-down, you can choose the available educators or if you want to add a new one, just click on "Add Educator."



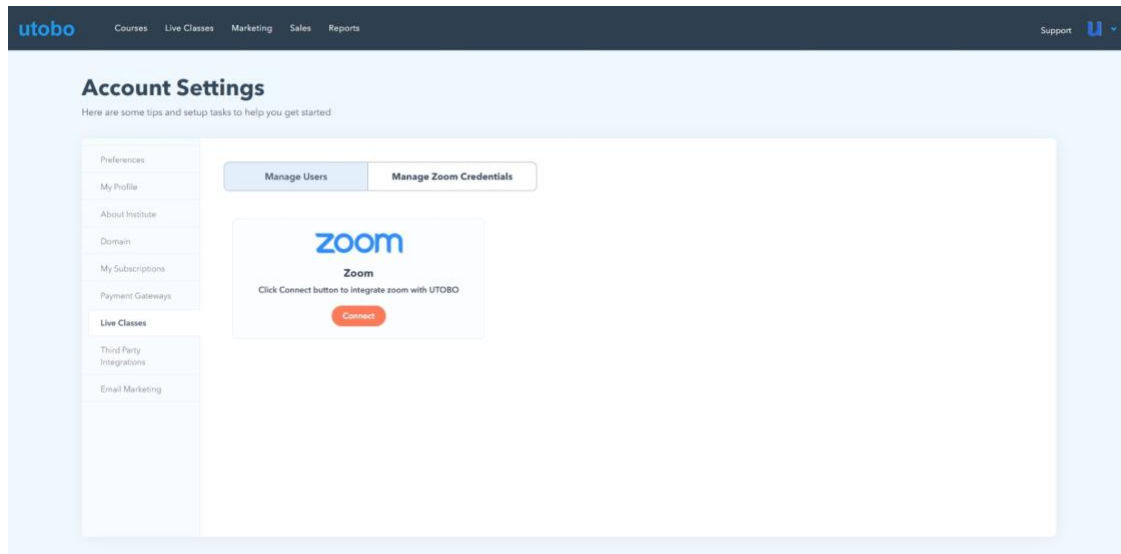
Under "**BlueJeans users**" and "**Zoom users**" subtabs you can see the users listed that have been added already.

## Zoom Account Requirements

A Free Zoom account is required to schedule a Zoom Meeting. Note that the Free Zoom plan has a meeting limit of 40 minutes. If you need more time, check out Zoom's Pro plan. Live Classes with Zoom is available on the utobo basic plan or higher.

## How to integrate with Zoom:

As the host, you will require a Zoom account to get started. Our Live Class type integrates directly with Zoom. Just click on connect button & Then Authorize to finish connecting your utobo account to Zoom, Now you will be able to Schedule a Live Class via the Zoom meeting tool, directly from within **utobo**.



## Connect Zoom account to teach live

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### How to Add a Live Class

1. Go to Live Class
2. Select One time class or Recurring Class

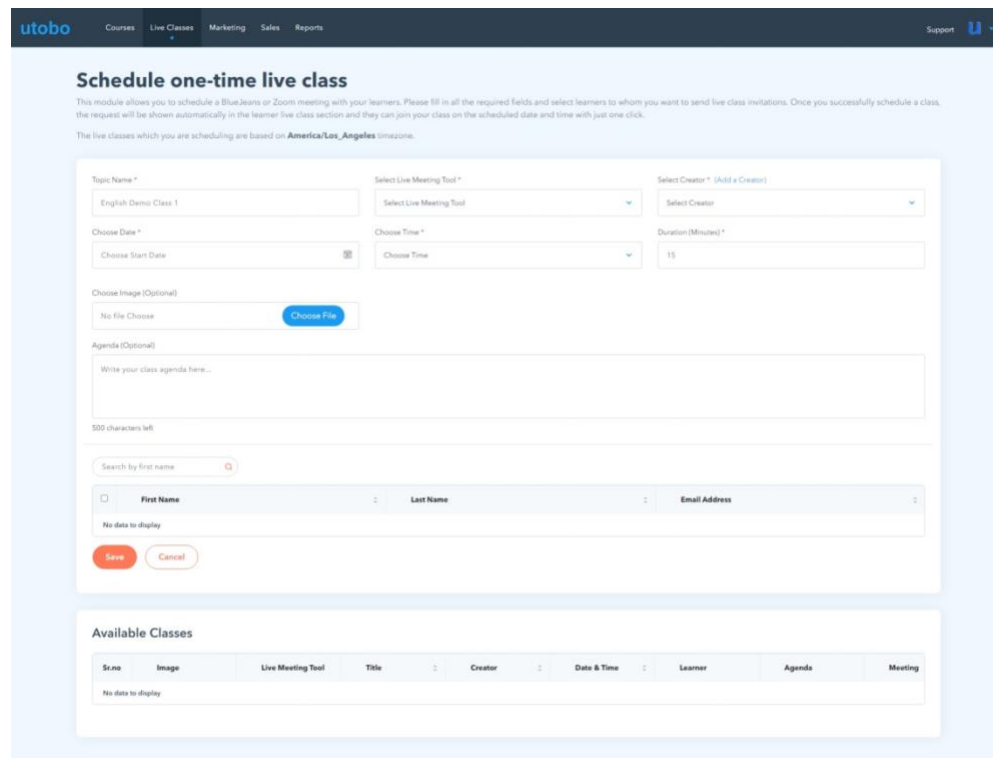
### Setup Your Live Lesson Settings

1. Input the name of your live class topic
2. Select live meeting tool
3. Select Educator
4. Choose a date, time & duration of a live class
5. You can also choose a live class image & write the agenda of this class which is optional

## Host Live Class

Just select students to whom you want to teach in live class & click on Save, your scheduled live classes will be shown in the Available Classes section. Here only you can host your meetings.

### 1. Schedule a One-time live class:



The screenshot shows the 'Schedule one-time live class' form in the utobo interface. The form is titled 'Schedule one-time live class' and includes a sub-header 'Schedule one-time live class'. Below the title, there is a brief instruction: 'This module allows you to schedule a BlueJeans or Zoom meeting with your learners. Please fill in all the required fields and select learners to whom you want to send live class invitations. Once you successfully schedule a class, the request will be shown automatically in the learner live class section and they can join your class on the scheduled date and time with just one click. The live classes which you are scheduling are based on America/Los\_Angeles timezone.'

The form fields are as follows:

- Topic Name \***: English Demo Class 1
- Select Live Meeting Tool \***: Select Live Meeting Tool (dropdown menu)
- Select Creator \* (Add a Creator)**: Select Creator (dropdown menu)
- Choose Date \***: Choose Start Date (calendar icon)
- Choose Time \***: Choose Time (dropdown menu)
- Duration (Minutes) \***: 15
- Choose Image (Optional)**: No File Choose (button), Choose File (button)
- Agenda (Optional)**: Write your class agenda here... (text area)
- 500 characters left**
- Search by first name**: Search input field
- Table Headers**: First Name, Last Name, Email Address
- Table Content**: No data to display
- Buttons**: Save, Cancel

Below the form, there is an 'Available Classes' section with a table header: Sr.no, Image, Live Meeting Tool, Title, Creator, Date & Time, Learner, Agenda, Meeting. The table content is 'No data to display'.

## Conduct one-time live class

### 2. Schedule Recurring live class:

**utobo** Courses Live Classes Marketing Sales Reports Support U

## Recurring class

This module allows you to schedule a BlueJeans or Zoom recurring meetings with your learners. Please fill in all the required fields and select learners to whom you want to send live class invitations. Once you successfully schedule a class, the request will be shown automatically in the learners live class section and they can join your class on the scheduled date and time with just one click.

The live classes which you are scheduling are based on **America/Los\_Angeles** timezone.

Group Name \*

Topic Name \*

Choose Date \*

Select Live Meeting Tool \*

Creator \* (Add a Creator)

Choose Time \*

Duration (Min) \*

Select Recurring Meeting Type \*

Choose Image (Optional)

Recurrence end date

End After Occurrence

Search by first name

	First Name	Last Name	Email Address
<input type="checkbox"/>			

No data to display

**Available Group Classes**

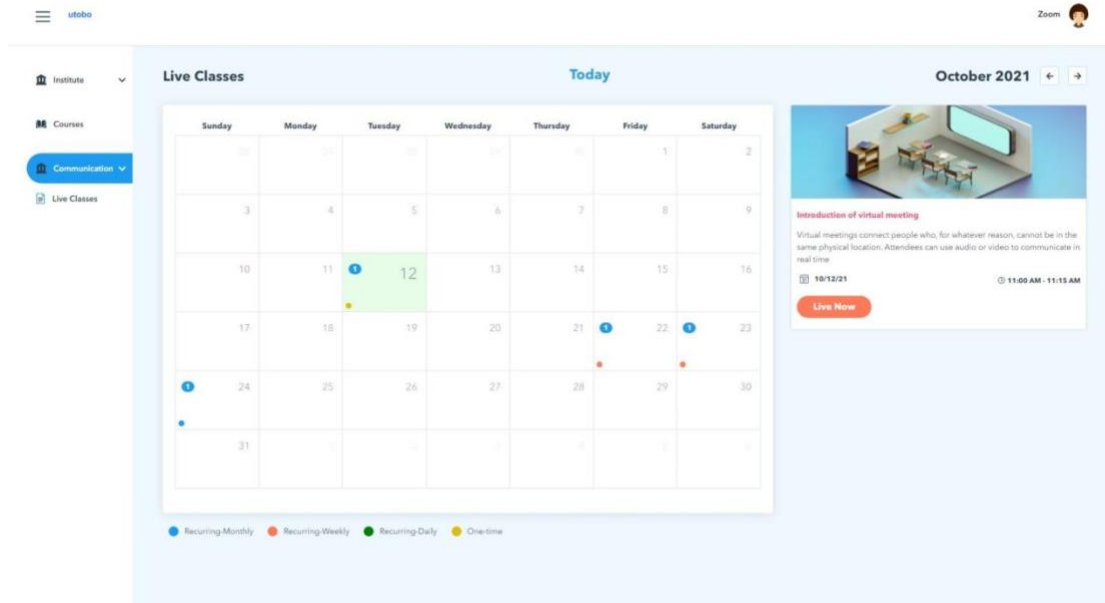
S.No	Image	Live Meeting Tool	Meeting Type	Group Name	Topic Name	Creator	Date & Time	Learner

No data to display

## Schedule recurring classes

## Student Experience

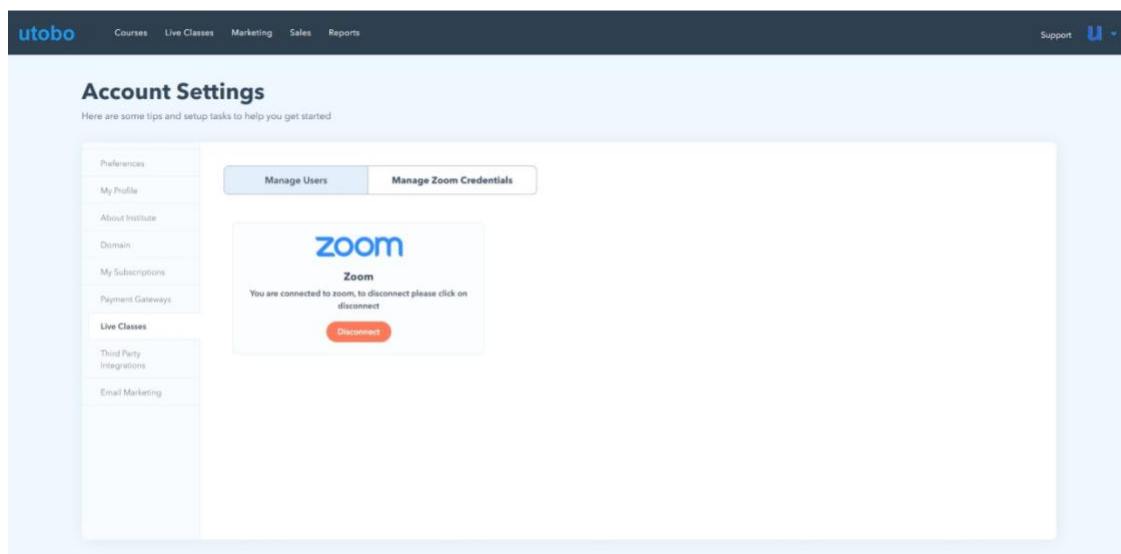
Students will be able to join the meeting directly within the Live Class. They can select **Join Meeting in Zoom** to join the meeting from the Zoom app, which is supported on many devices and can be accessed from [Zoom's Download Center](#).



## Join a live class

## How to Disconnect Your Zoom Account From utobo

Click Disconnect & your zoom account will be uninstalled. If you wish to retake live classes, you will need to connect to Zoom again to create a new Live Class in the future.



**Caution:** If you disconnect, it will impact your existing zoom meetings.



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## Third-Party Integration

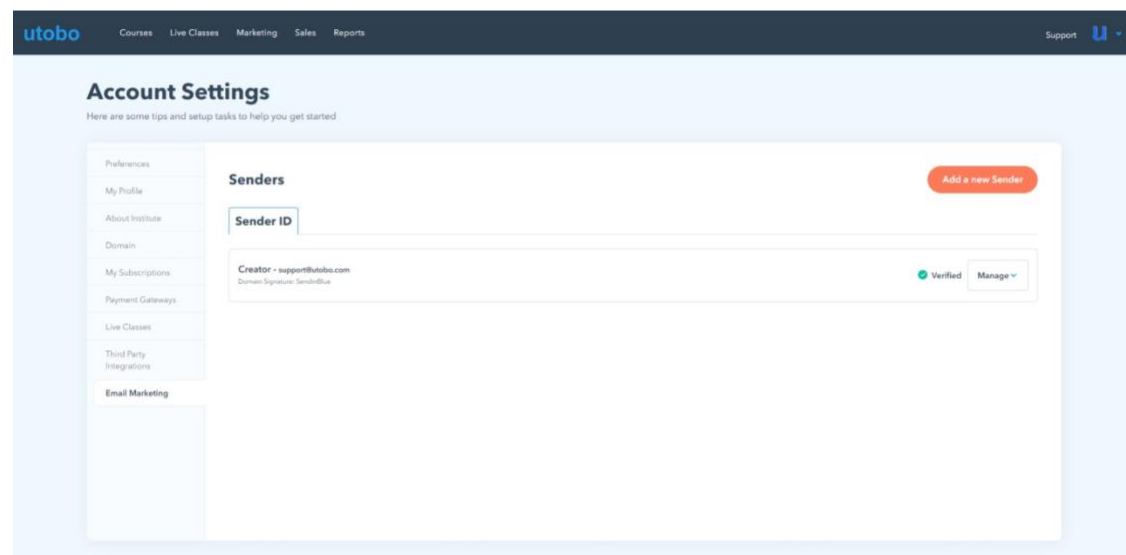
Zapier - coming soon...

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## Email marketing

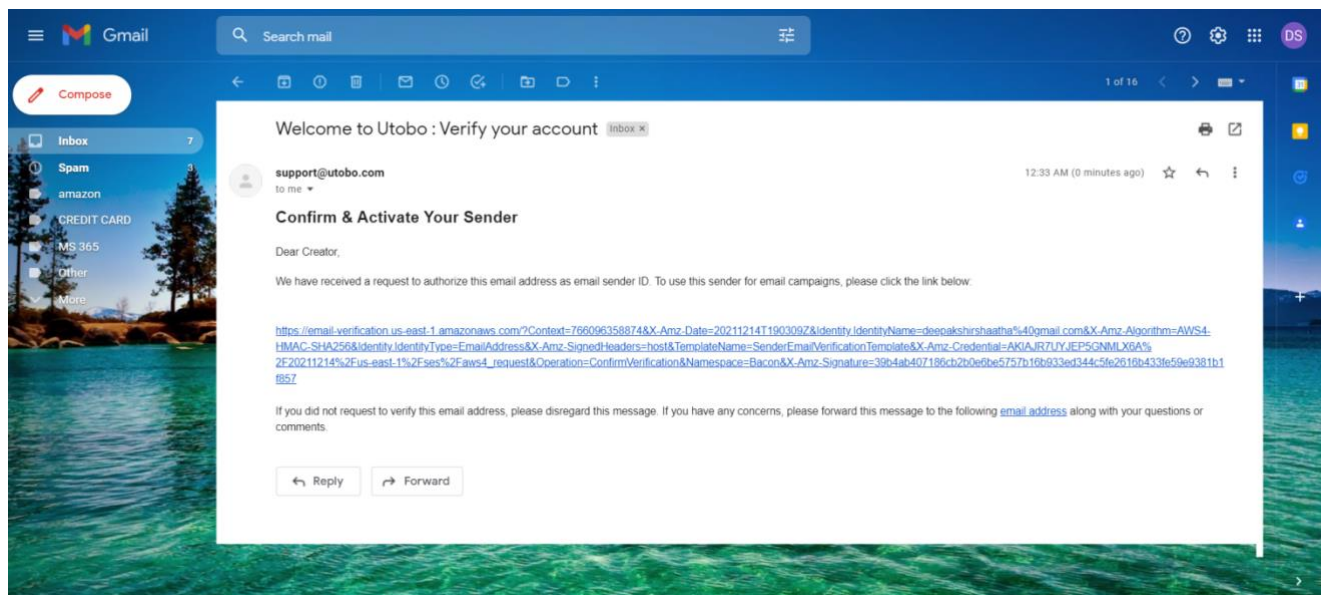
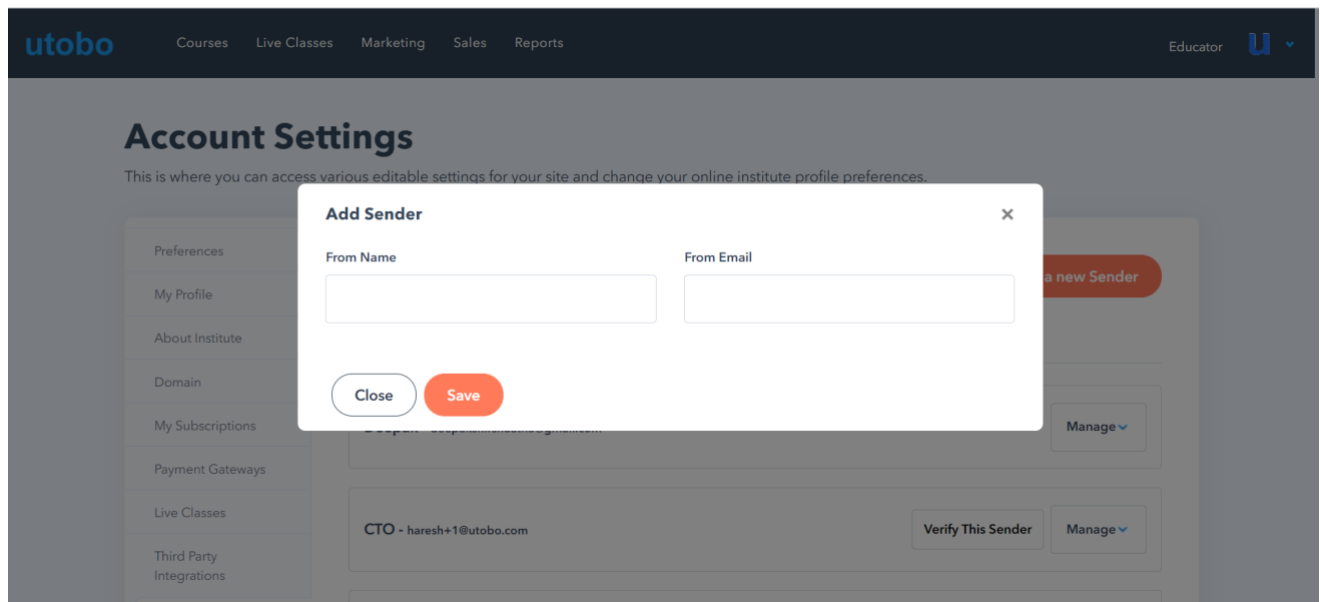
An email marketing tool that allows you to build and manage large email lists. utobo already has an email feature that will enable you to send one-time emails to your entire group of learners or a smaller one.

In this setting, you need to Sender ID to run your email campaigns.



## Verify your email Sender ID

You need to verify your email to create a sender ID. Add Sender ID in two steps; once you verify from your email, please click on 'Verify This Sender' in the **"Senders"** section under Email Marketing. Congratulations! All setup is done.



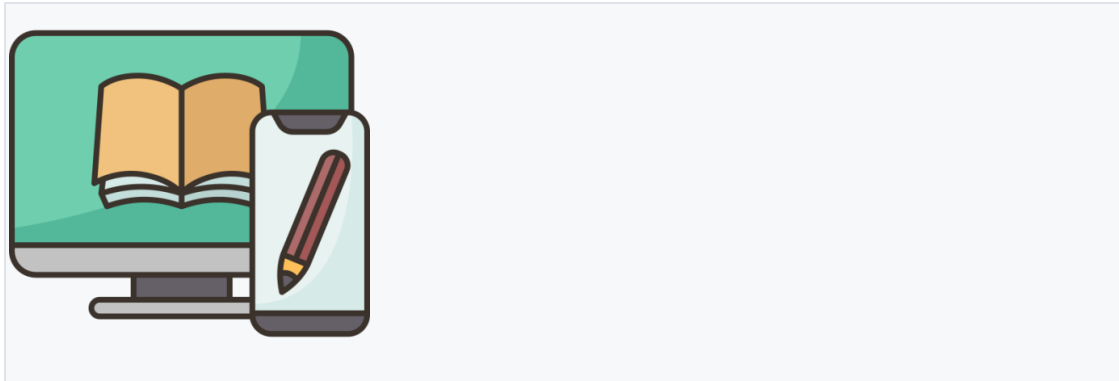
## Next

Read this article to understand how the email marketing feature works in utobo

[Email campaigns](#)

## 11. How to create a Course?

**Ready to get started with creating your first Course bundle?**  
**Awesome, glad to have you on board! This article is a guide to make your first course.**



- 

THIS ARTICLE WILL GUIDE YOU THROUGH THE PROCESS OF  
CREATING A COURSE BUNDLE

- 

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## **Create a Course**

### **Add a Course**

Inside your account's dashboard, we will go to the "**Course**" tab and "**Create a course.**"

On the first screen, we need to provide a few basic details about the **Course bundle**, like the **title**, a **Description** of the course, a **cover photo**, and the **Payment** type that can be Free or Paid.

Once you input all the requested info, you can click on "**Continue**" to start creating **Modules** for your course.

### **Paid Course Setup**

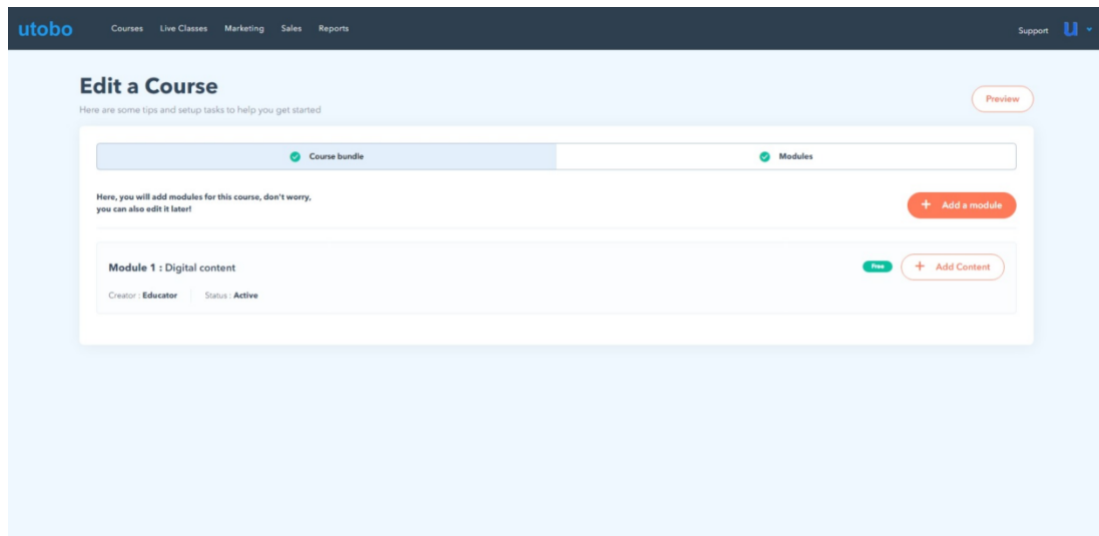
If you choose to make the course paid, a few details must be established once the option has been selected:

- **Web and Android App Amount** - input how much you want to charge for the customers that access your course via Web or Android app
  - **iOS App Amount** - input how much you want to charge for the customers that access your course via the iOS app
  - **Days of validity** - input how many days your students can access the resources with one payment
  - **Payment Preview** - you can provide a few more details about the payment
- 
- 

### **Add a Module**

After you click on "**Add a module**," you will need to provide further info about your course and structure.

- **Module Title** - What's your module name
- **Module Description** - Explain your course in a few words
- **Choose an Educator for this course** - You can select an existing tutor or add a new one
- **Payment Type** - You can choose for each Module if you want it to be free or paid



---

## Add a Creator

When creating a course/module, you need to assign a Creator for this. If you already have a Creator created, just select it from the drop-down menu; if not, you can create a new tutor by clicking on the "**Add a Creator**" link.

In order to have a valid Creator, you need to fill out all the mandatory fields:

- **Name** - Full name of the Creator
- **Email Address** - a valid email address of the Creator
- **Mobile** - valid mobile phone number
- **Gender** - Gender of the Educator
- **Experience** - the relevant experience of the Creator
- **Qualification** - the qualification of the Tutor in that specific domain/branch
- **Password** - use a secured password
- **Select Branch** - you can have multiple branches for different courses/modules. Select the one that is relevant or just create a new one

- **BioData & status**- enter the full bio of the Tutor & then click on Save
- 

## **Add Content**

Once the **Module** has been created, Content needs to be added to the **Module** itself by clicking on the "**Add Content**" button.

### **Add Content in three easy steps**

Choose content for module - Video/PDF/Audio/PPT

In the **Content Details** area, you need to fill out the details and the Content itself for the course:

- **Content Title** - the title of the Content in this **Module**
- **For Video type** - Youtube, Vimeo, My Computer
- **Select file** - choose a file directly from your Computer for PDF/Audio/PPT content
- **Payment Type** - select the preference of the payment, free or paid

Once you have uploaded the necessary files, click on the "**Done**" & then "**Publish.**"

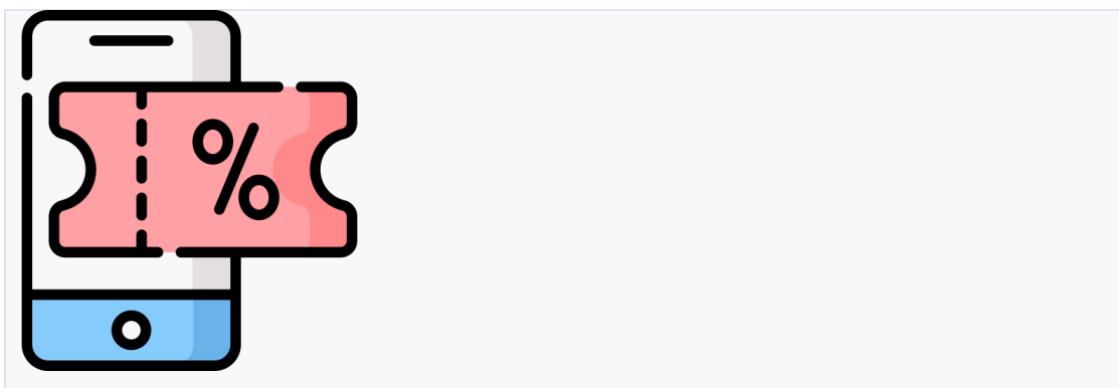
### **Add Multimedia contents**

The screenshot displays the 'utobo' course management interface. On the left, a 'Course bundle' is selected, and a message states: 'Here, you will add modules for this course, don't worry, you can also edit it later!'. Below this, 'Module 1' is defined with fields for 'Module Title', 'Digital content', and 'Module Description'. A note explains that digital content is any data stored on digital or analog storage. At the bottom, there are fields for 'Choose a Educator for this course', 'Status' (set to 'Active'), and 'Payment Type'. On the right, the 'Content for module' section shows a list of items: 'Video (3)', 'PDF (1)', 'Audio (1)', and 'PPT (1)'. Three video items are listed: 'Video 1', 'Video Process - Uploading 2nd', and 'Video 2', each with a 'Free' status. A '+ Add More Video to this content' button is visible. At the bottom right, a 'Publish On' dropdown is set to 'All Platform', and a green notification box says 'Video updated successfully'.

Caution: For video files, only MP4 format is permitted.

## 12. Coupon

### Create Coupons



HOW TO RUN SPECIAL PROMOTIONS USING THE  
COUPONS FEATURE?

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**A Coupon code is a promotional sale code in which select courses are offered at a lower-than-normal price. For example, Flat 20% off on GRE Quiz/Mock test this weekend!**

To get started, head to the **Marketing** section of your dashboard and select **Coupon**. This will take you to the manage coupon screen.

**Manage Coupon**

Utobo makes it super simple to run special promotions using the Coupons feature. Offering discounted pricing is one of the most effective methods for promoting your online courses and increasing sales.

Type \*  
Select Fees Type

Coupon Offer Type \*  
Percentage

Coupon Title \*  
Enter title

Coupon Code \*  
Enter code

No. of Users \*  
0

Discount (in percentage) \*  
0

Minimum Buy Amount \*  
0

Maximum Discount Amount \*  
0

Start Date \*  
Select Start Date

End Date \*  
Select end Date

Submit

**Available Coupon**

Search by coupon title

S.No	Coupon Offer Type	Bundle Name	Coupon Title	Coupon Code	No of users	Discount
No data to display						

## Coupon Details

Each coupon you create has its own discount configuration which determines the type and duration of the discount that the coupon applies.

## Start creating coupon

If you have a product that has multiple prices, such as a one-time payment and also a payment plan, the discount configuration section is where you can decide which pricing option you'd like to apply the discount to.



1. **Type:** Choose the type of course
2. **Course:** Select Course module
3. **Coupon Offer Type:** You can set a fixed discount or set a percentage
4. **Coupon Title:** this is the description of the coupon
5. **No. of Users: Code Quantity:** Use this field to limit the number of times a specific code can be used
6. **Minimum Buy Amount:** Set minimum pricing you'd like to apply the discount to
7. **Maximum Discount Amount:** Set maximum pricing you'd like to apply the discount to

#### **Duration/The coupon period**

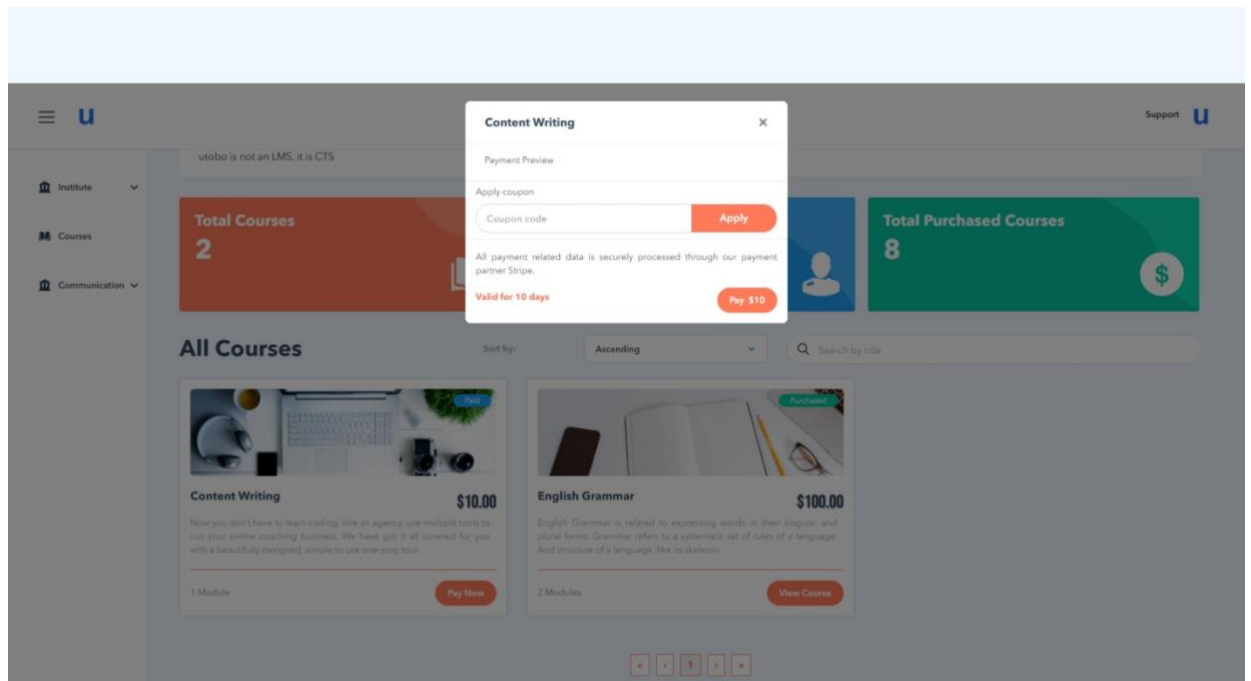
1. **Start Date:** Select a starting date of coupon code available to redeem
2. **End Date:** Select end date of coupon to redeem by the learners

---

### **Redeeming Coupons**

1. Students can easily apply the coupon on the checkout page to redeem their discount.
2. On the checkout payment page, click on the **Have a coupon?** link. Input the coupon code in the text box that appears
3. Press **Apply**

4. The checkout will update the order detail with the discount applied if the coupon is successfully added.
5. The student can complete the checkout as normal!



## Generate coupons

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### Available Coupon

You can easily track all the coupons you have set for a particular course that will be sold by Creator. learners can be enrolled by applying coupons for your course.

### Next

[Learn how to keep engaging learners through email marketing](#)

### Email

## 13. Launch & Market Your Course



CONGRATS! YOU'VE GOT A COURSE AND READY TO GO TO MARKET

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### Email marketing

- Email campaigns
- Buy Email Campaign
- Set up your campaign
- Senders - Add a sender ID to send Emails
- Verify your email Sender ID

### Email campaigns

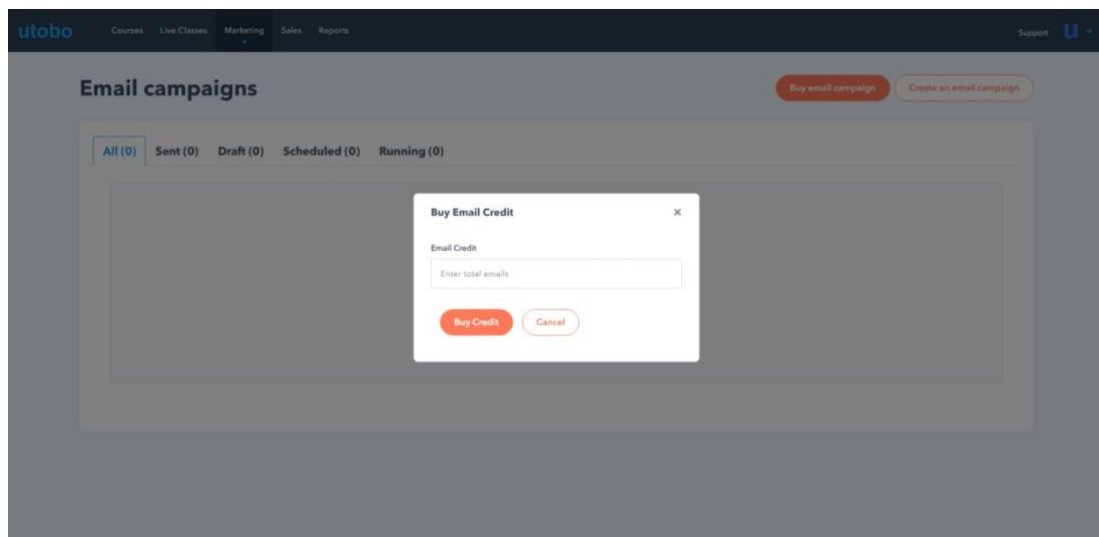
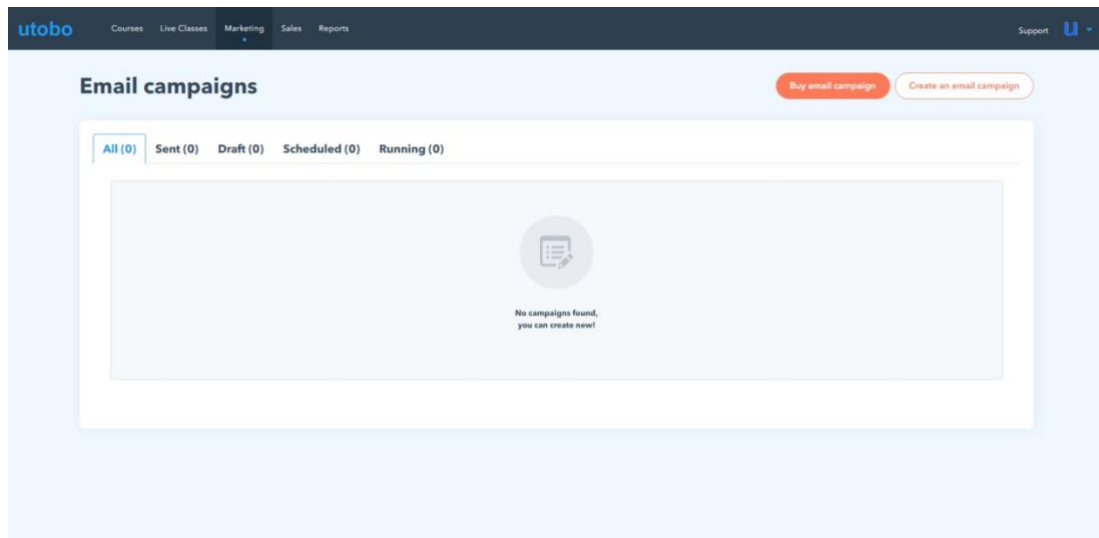
UtoBo has the best marketing features to sell courses worldwide as **bulk emailing**.

Now email marketing has become the most effective way to grow your reach to the audience so we have made running email campaigns really easy & fast.

Using this feature creators can design their email & send to the learners directly & all kinds of emails can be seen on the screen.

- **All:** all email campaigns will be visible under this
- **Sent:** send emails will be visible here
- **Draft:** drafted emails can be tracked under this
- **Scheduled:** all pre-scheduled emails will be visible here

- **Running:** Track your email progress & recipients, openers, clickers & number of learners who have unsubscribed



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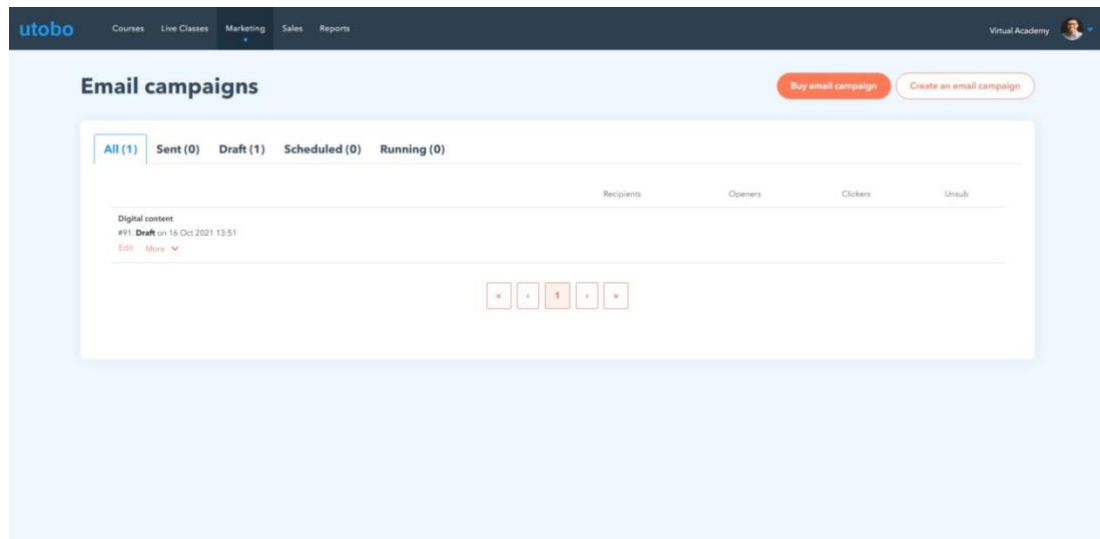
## Buy Email Credit

Click on **"Buy Email Campaign"** on your dashboard at the top right, then enter how many Emails you want to buy & click Buy credits & complete Billing.

1 email credit which Creator can use to send one email to one contact/learner's email id

**\$0.025 per email (valid for a month)**

**Email credits that you purchase; You have to use them within a month.**



## Set up your campaign

To set up your email campaign, you have to click on "**create an email campaign,**" and this setup will complete in 4 steps:

1. Setup
2. Design
3. Recipients
4. Confirmation

utobo Courses Live Classes Marketing Sales Reports Support U

## Set up your campaign

Next Step

Setup > Design > Recipients > Confirmation

**Campaign Name**  
Enter campaign Name  
Give your campaign an internal name to help organize and locate it easily within your account. For example: "Sale\_October"

**Subject Line**  
Enter campaign subject  
Write a subject line that clearly describes your email content. It will be visible in your recipient's inbox and is the first content they will see. For example: "Private sale: 25% off our new collection."

**From Email**  
Select a sender  
Choose the email address to be shown in your recipients inbox when they receive your campaign or Add a new sender.

## Setup

- Campaign Name: Write the name of your email campaign
- Subject Line: Subject line of the email
- From Email: To send an email, you need a sender ID which can be created in the **"Email Marketing"** section of **"Account Settings."**

## Design

In this step, you have to design your email campaign. You can make a list of your students & write their all transactional things/course purchase/enrollment/fee information by inserting a table and many emails you can send to your enrolled audience and learners.

## Recipients

In this step, you can select all those enrolled learners to whom you want to send Emails; as in bulk email campaigns, you can choose all the learners together & send them your promotional emails and coupon codes & offers.

## Confirmation

**Your campaign is ready to be sent!**

In this step, you can send an email instantly or save your campaign as a draft, and also, you can schedule it for a specific time: also, Review the report below before sending your campaign.

## Save & Quit

If you save the campaign, it will be visible on the "**Email campaigns**" screen.

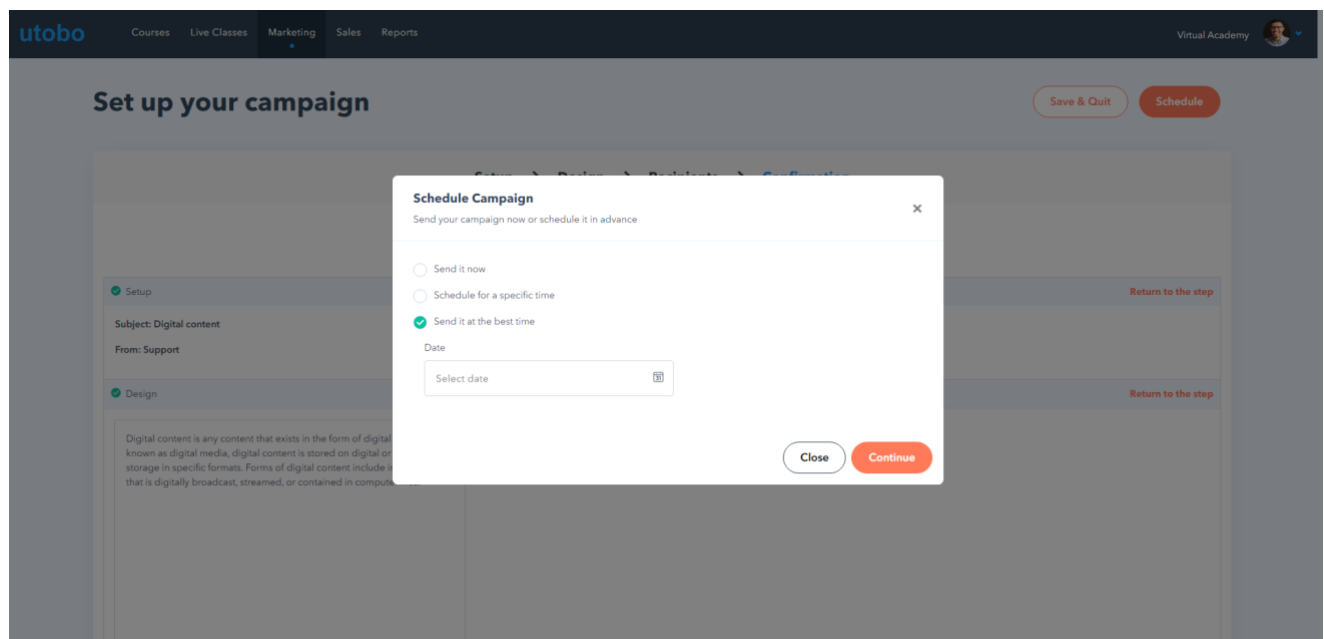
## Schedule Campaign

### Send your campaign now or schedule it in advance

Send it now

Schedule for a specific time

Send it at the best time

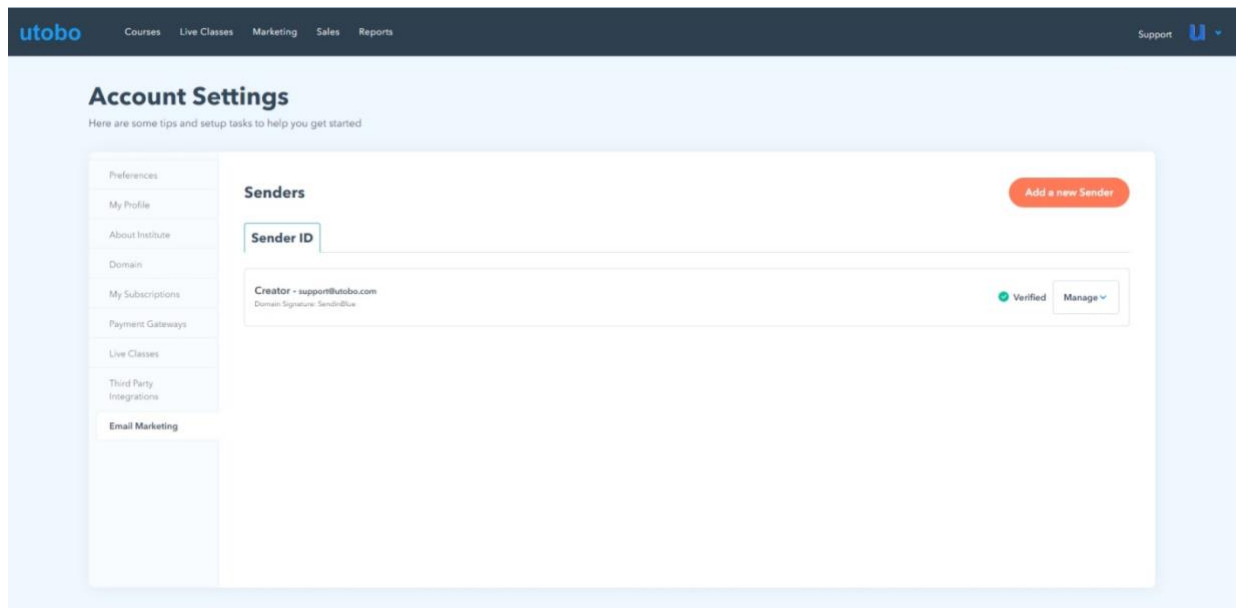


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## Senders - Add a sender ID to send Emails

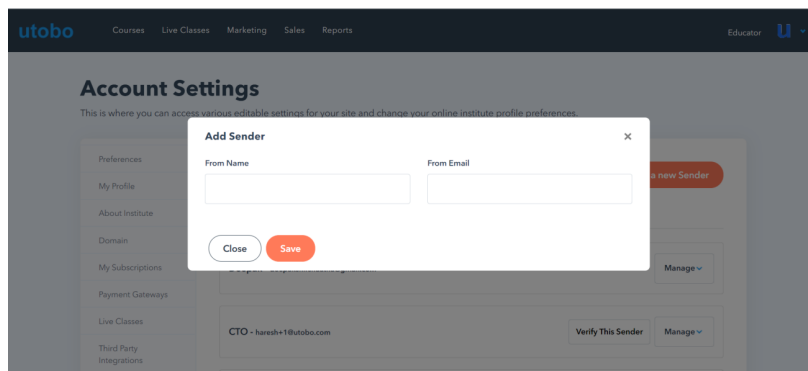
An email marketing tool that allows you to build and manage large email lists. utobo already has an email feature that will enable you to send one-time emails to your entire group of learners or a smaller one.

In this setting, you need to create a Sender ID to run your email campaigns.

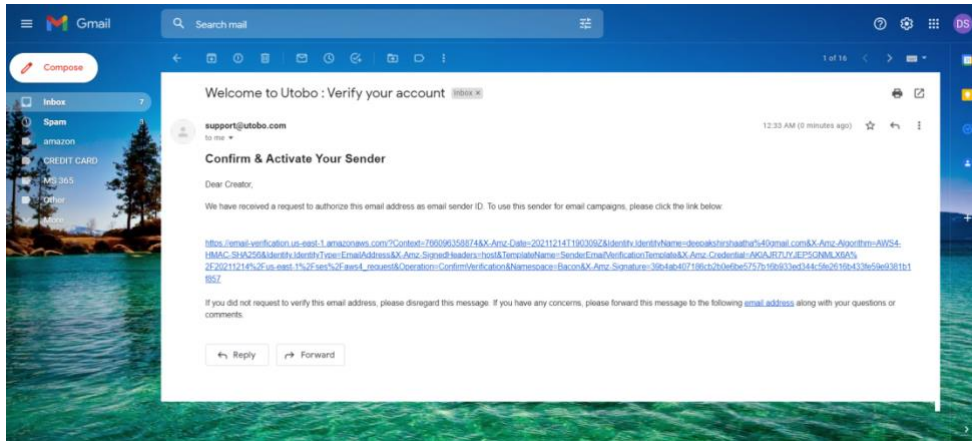


## Verify your email Sender ID

You need to verify your email to create a sender ID. Add Sender ID in two steps; once you verify from your Email please click on Verify This Sender in the "**Senders**" section under Email Marketing. Congratulations! All setup is done.





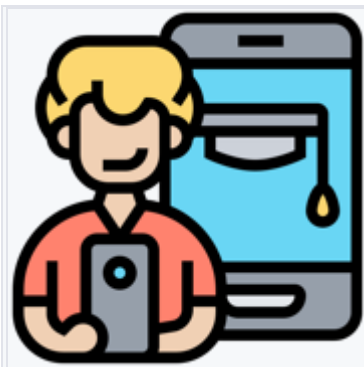


**Next**

[Manage learners](#)

## 14. Learners

**In this article, you will learn how to Manage & Enroll/add a new Learner**



MANAGE USER PAYMENTS AND TRANSACTIONS

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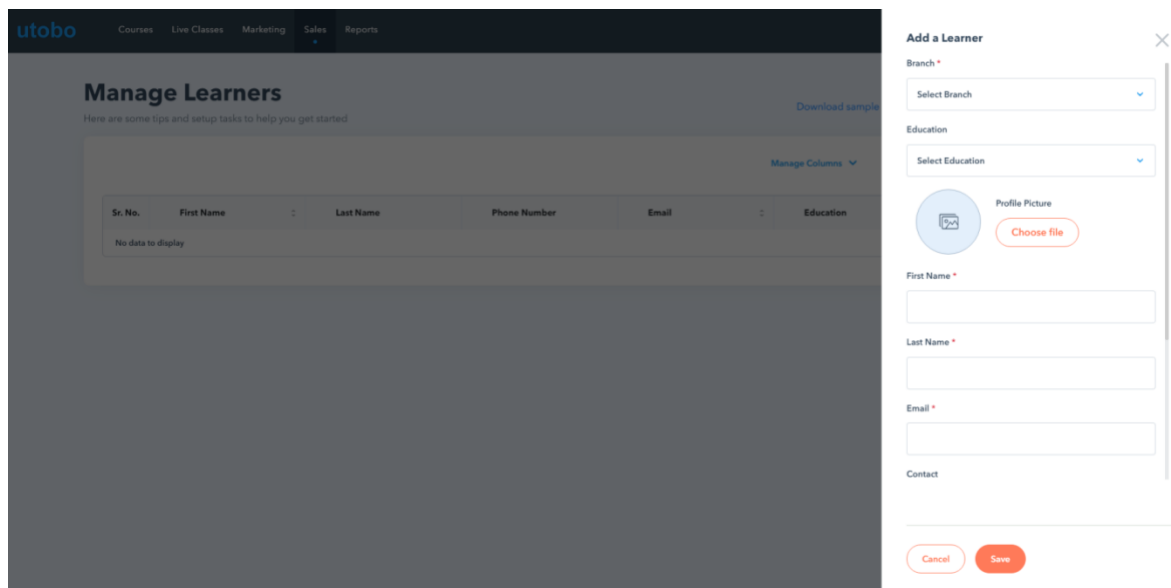
## Manage Learners

### Manually Enroll Learners into a Course bundle:

- You can create a new student and manually enroll them into a course or bundle or enroll an existing student into a course!

### steps to create a new student:

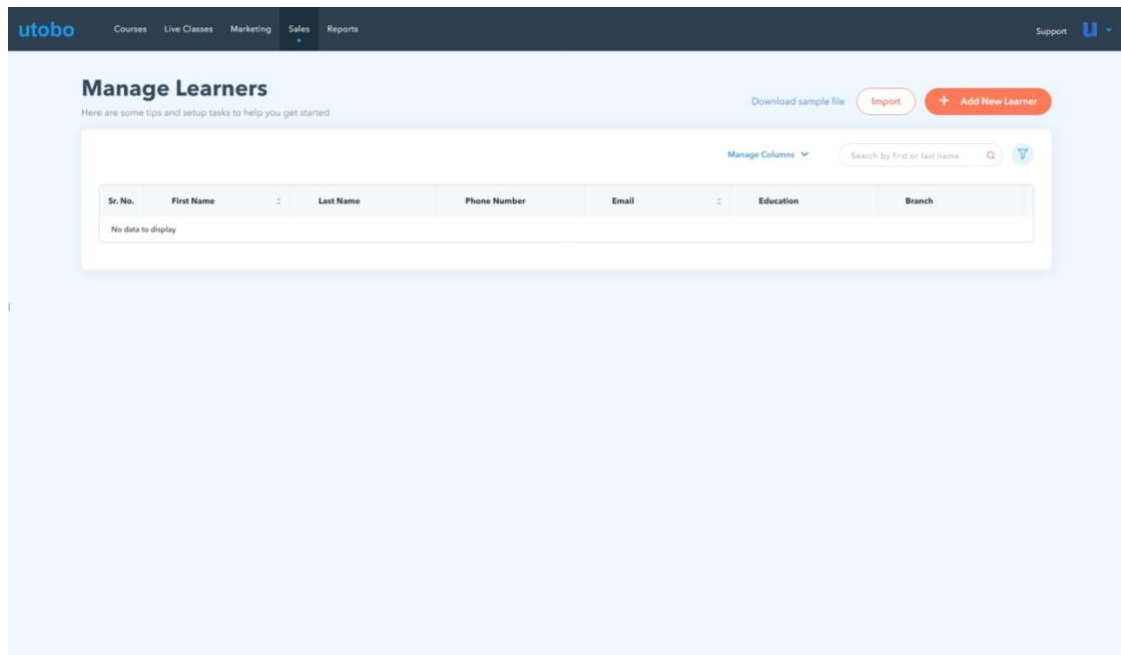
1. Go to **sales** & click on **Learners**
2. Click on "**Add new learner**"
3. Select branch, his education & all the basic information about new student
4. Under password, Manually **password** for the student, confirm it and click on the **save** button



The new student will be visible on the Manage learners screen

### Bulk Enrollments:

Creators have also the option to enroll many students at a time for the same course bundle, just download the sample excel file & write all the information about new learners along with their branch code & upload this file on the "**import button.**"



All the new students' names & branch names will be visible on the **"Manage Learner"** screen.

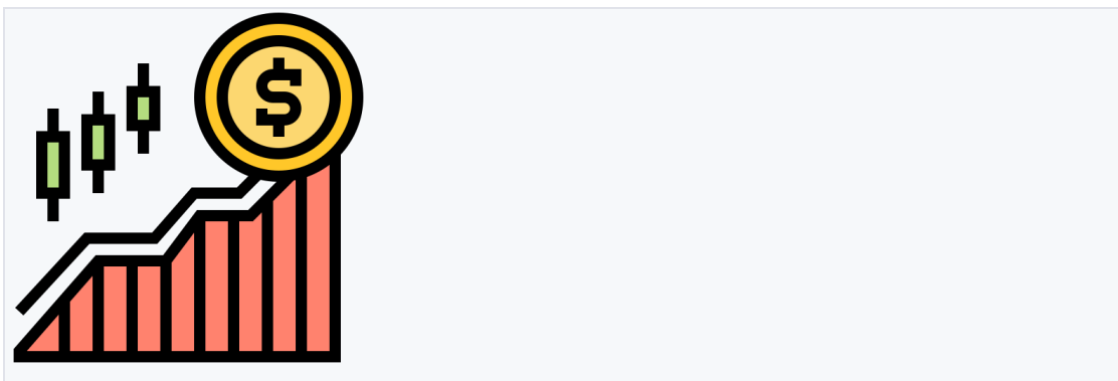
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**Next:**

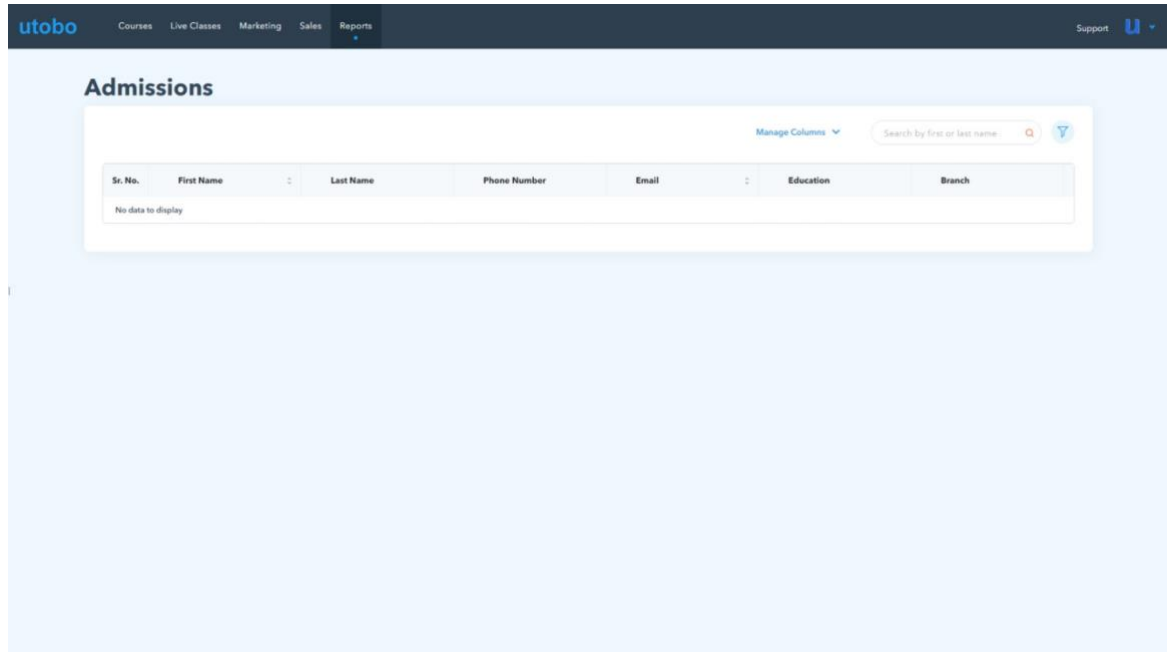
[learn managing fee of your learners](#)

## 15. Manage fee

**In this article, you will learn how to manage learners enrollment in your course & their fee**



## Admissions

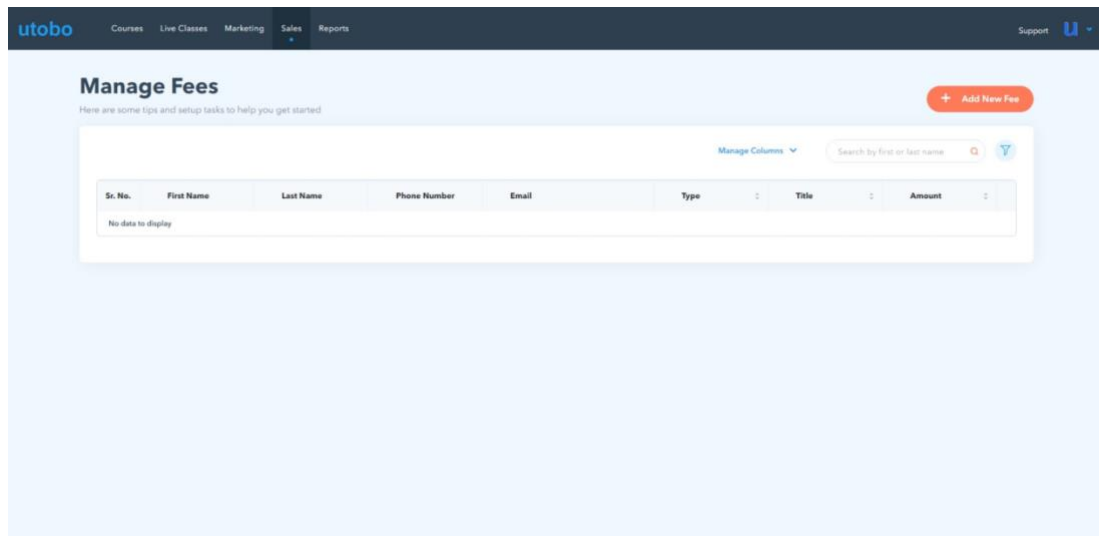


## Manage Learners Fee

After creating a new student list, you can manually enroll them into a course bundle or enroll an existing student and add a fee for all sales.

**To manage your new enrolled learners you need to follow simple steps:**

1. Go to **sales** & click on **Manage Fee**
2. Click on "**Add new Fee.**"
3. Select branch, Course bundle, or any module or content
4. Select learners, you want them to enroll for that particular course or module
5. Choose the mode of payment, choose a date & write a note to remember in enrollment. Click on **Save**



The new enrolled students' fee will be visible on the Manage Fees screen

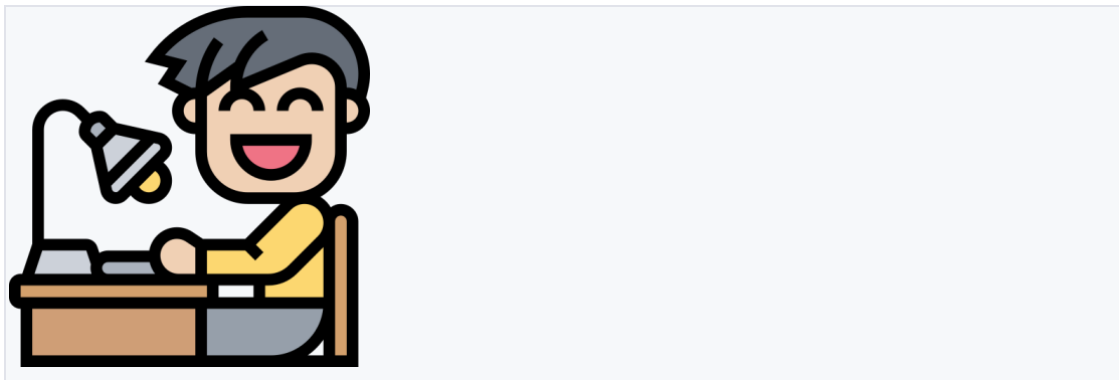
Now you can easily track students' fee Course Amount, Paid Through, Purchase Date, Branch & Change their enrollment status as well.

**Next:**

[How to track Admissions & Transactions?](#)

## 16. Reports

**Learners Admissions & Transactions into your course**



ADMISSIONS & TRANSACTIONS

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## Reports

This Report table is a great place to track revenue for your site and view purchase history.

### About This Feature

The Orders report allows you to track your sales and subscriptions. Here, you can see all of the sales that were made on your site and it includes all the information about the purchaser including referral source.

You can easily see new revenue based on the date that payment was made by the student, including seeing payments made for recurring subscriptions or payment plans.

- **Admissions**
- **Transactions**

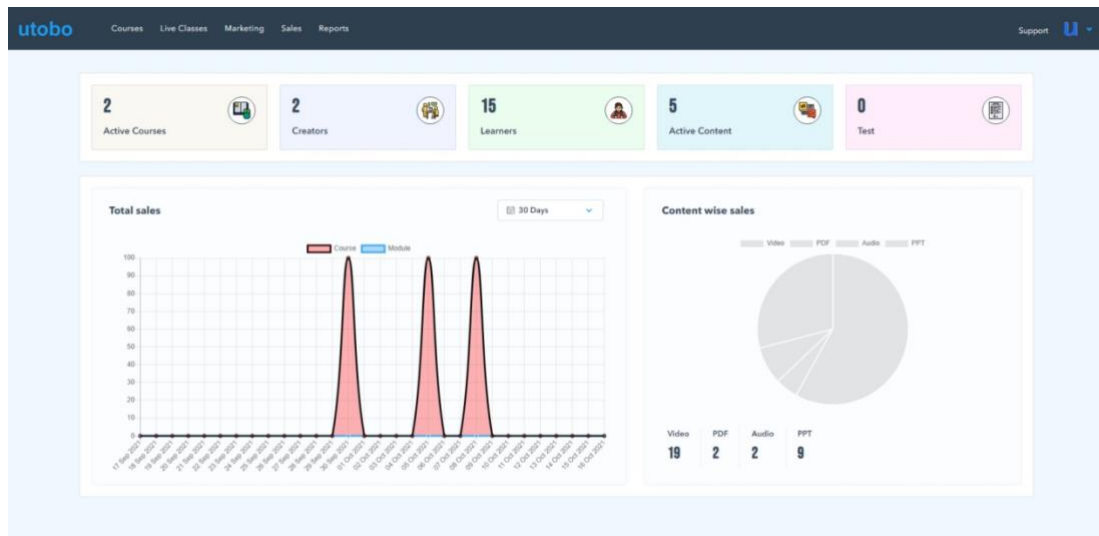
### How to View Your Orders Report

Here you can view your orders directly in utobo using the Report feature

#### **Here's some tips on how to easily view your data on the Orders table:**

- Use the **Manage Columns** and filter in the top right corner for payments made during a specific time period and also see transactions history by filtering a particular course or content.
- Use the Columns button to hide additional columns from view in the table

## Sales Analytics



## 17. Communications: Live Classes

How can learners join Live Classes?



### To Join Live Classes

Go to Communication -> Live classes

Here learners can see all available live classes of your institute.

The screenshot shows the 'Live Classes' interface for October 2021. The calendar displays a class on Thursday, October 21st, from 12:15 PM to 12:30 PM. The class is titled 'Present Tenses' and is a recurring daily session. A 'Live Now' button is visible in the class details panel.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Legend: ● Recurring-Monthly ● Recurring-Weekly ● Recurring-Daily ● One-time

To join live classes just click on the Live now button & you will be redirected to the meeting site or app. When the host/creator will start meeting at the scheduled time you can join the meeting & start learning.

The screenshot shows the 'Live Classes' interface for October 2021. The calendar displays a class on Thursday, October 21st, from 12:15 PM to 12:30 PM. The class is titled 'Present Tenses' and is a recurring daily session. A 'Live Now' button is visible in the class details panel.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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Legend: ● Recurring-Monthly ● Recurring-Weekly ● Recurring-Daily ● One-time

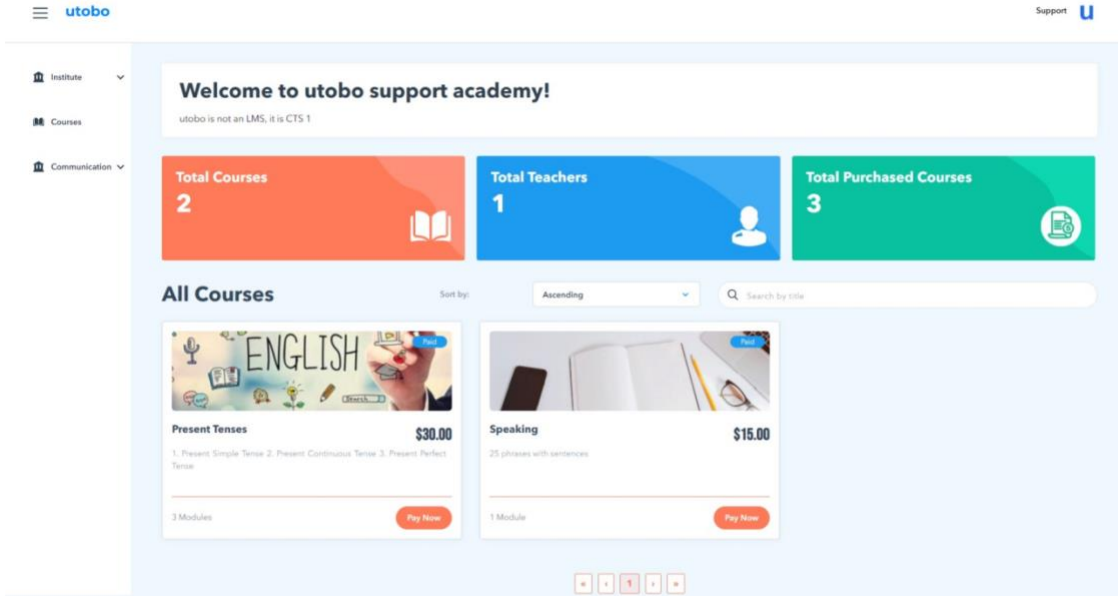
## 18. How do learners can purchase a course?



Learn to use coupon codes to get discounts while purchasing any course.



## Purchase Course

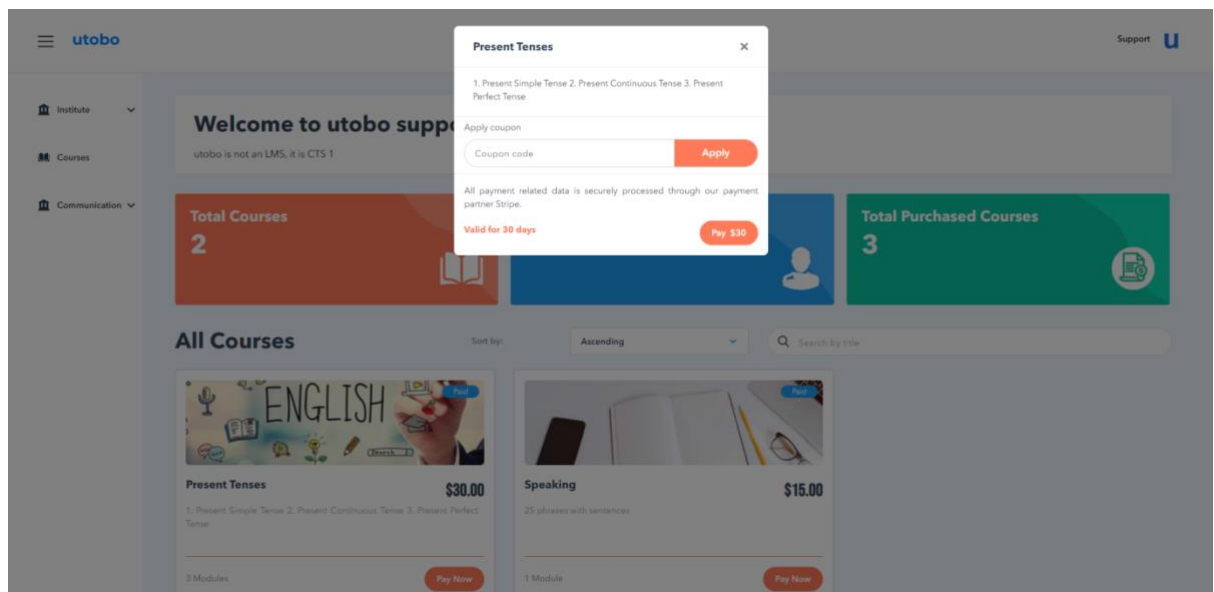


The screenshot shows the utobo support academy dashboard. At the top left is the utobo logo and a support link. A sidebar on the left contains navigation options for Institute, Courses, and Communication. The main content area features a welcome message and three summary cards: Total Courses (2), Total Teachers (1), and Total Purchased Courses (3). Below these is a section for 'All Courses' with a search bar and a sort-by dropdown set to 'Ascending'. Two course cards are displayed: 'Present Tenses' for \$30.00 (3 Modules) and 'Speaking' for \$15.00 (1 Module). Each card includes a 'Pay Now' button.

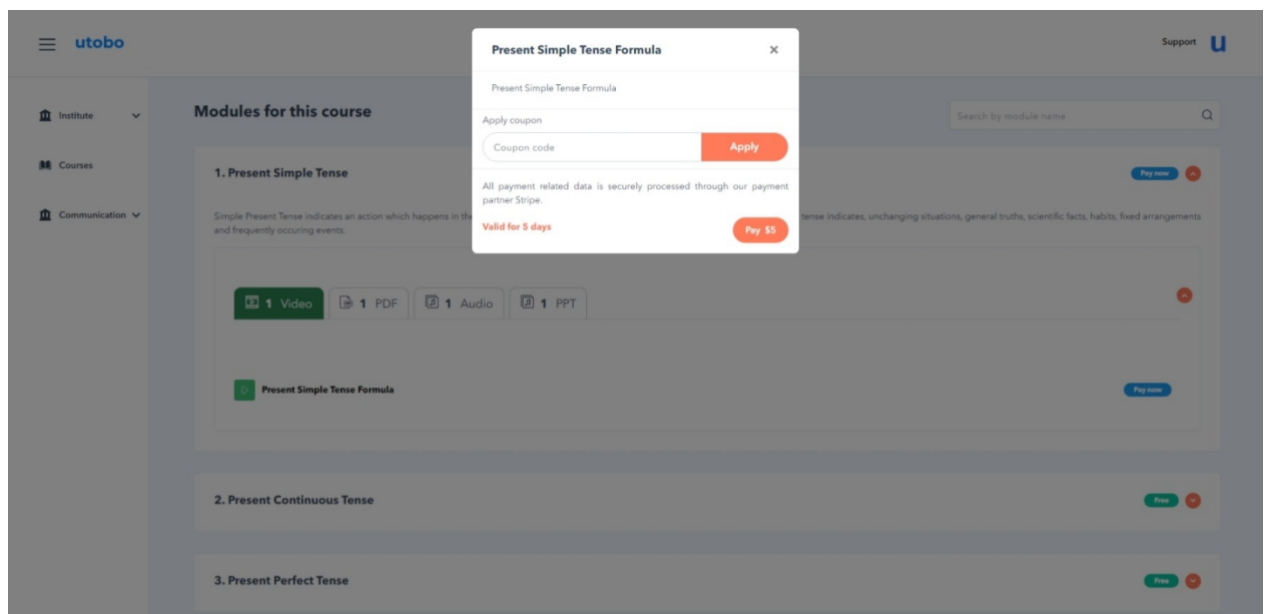
## Purchase a course

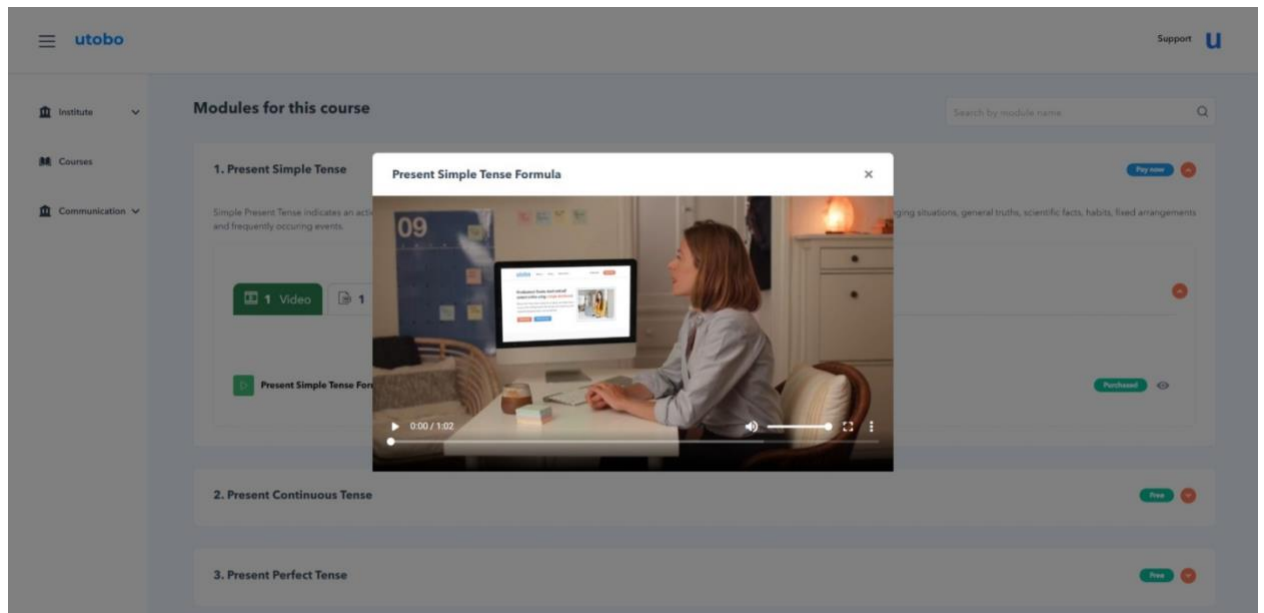
### Apply Coupon

Select any course bundle you want to enroll in & apply available coupons provided by your academy.



Just complete the payment process & you have access to your course,  
Happy  
learning!!!





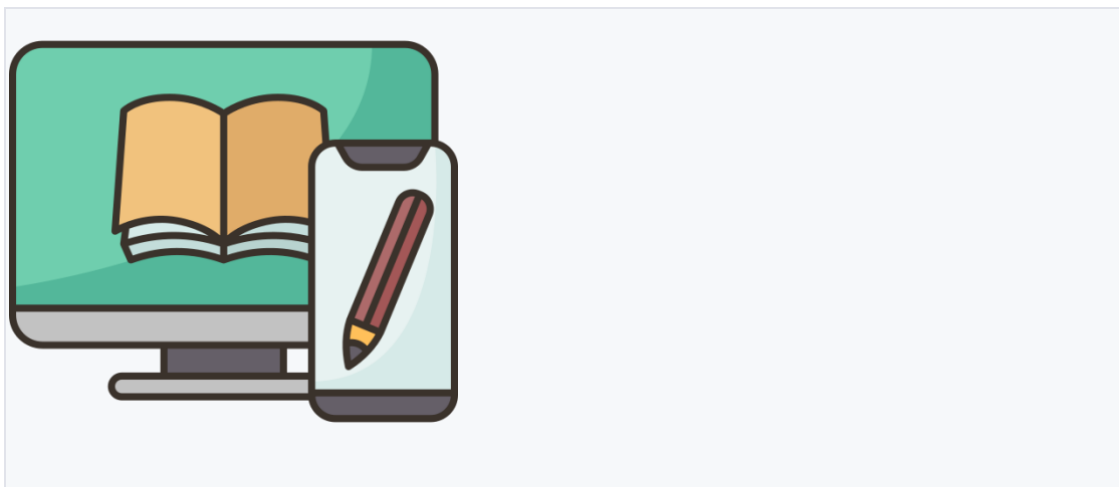
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## Next

[How to attend live classes?](#)

## 19. Student dashboard overview.

Get started - The utobo student Experience



The Student Dashboard is the website page where your students access their courses and learn.

## Welcome to your academy!

**Total Courses** - Number of available free & paid course bundles

**Total Teachers** - Number of available Creators in the academy

**Total Purchased Courses** - You have enrolled in the course by purchasing the course bundle/module

Learner Profile

Creator Information

The screenshot shows the Utopo Student Dashboard. At the top left, there is a navigation menu with items: Institute, About us, Contact us, Privacy policy, Courses, Communication, and Live Classes. The main header area includes a 'Support' dropdown menu with options: My Profile, Help & Support, and Logout. Below the header, there is a 'Welcome to utobo Support!' message with the tagline 'utobo is not an LMS, it is CTS'. The dashboard features three summary cards: 'Total Courses' (3), 'Total Teachers' (3), and 'Total Purchased Courses' (8). Below these cards is the 'All Courses' section, which includes a search bar and a 'Sort by' dropdown set to 'Ascending'. Three course cards are displayed: 'Basic Guitar Class' (Free, 1 Module, View Course), 'Content Writing' (\$10.00, 1 Module, Pay Now), and 'English Grammar' (\$100.00, 2 Modules, Pay Now). At the bottom of the course list, there are navigation arrows.

## Get started

[Student Enrollment Guide](#)

[How can learners purchase a course?](#)

[Communications: Live Classes](#)

## **FAQ**

Please visit the link [Learners FAQ](#)

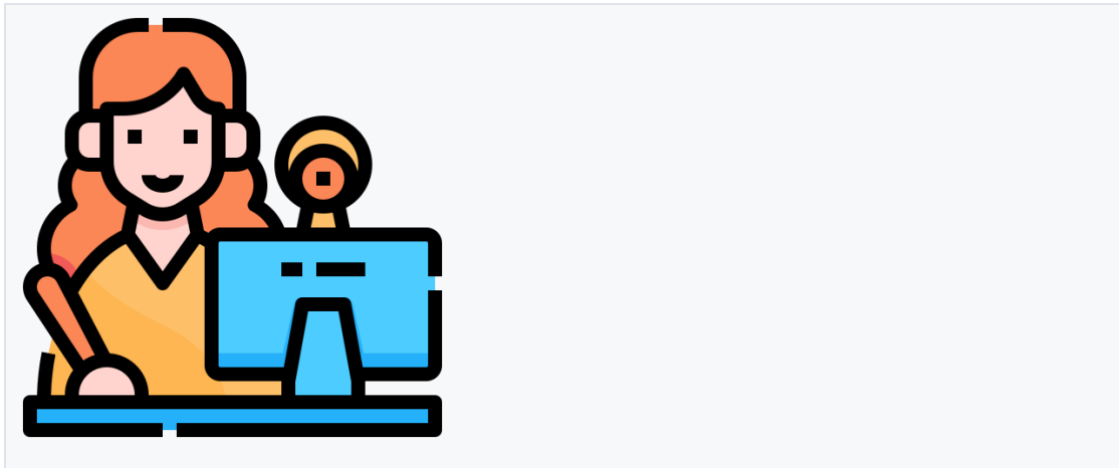
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## **NEXT**

[Student Enrollment](#)

## **20. Student Enrollment Guide**

**Student sign-up & access your course**



### THE STUDENT DASHBOARD

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The Student Dashboard is the website page where your students access their courses and learn.

**The student profile and account settings are an area of your utobo site where students can access their account preferences, and billing information.**

### **In this Article:**

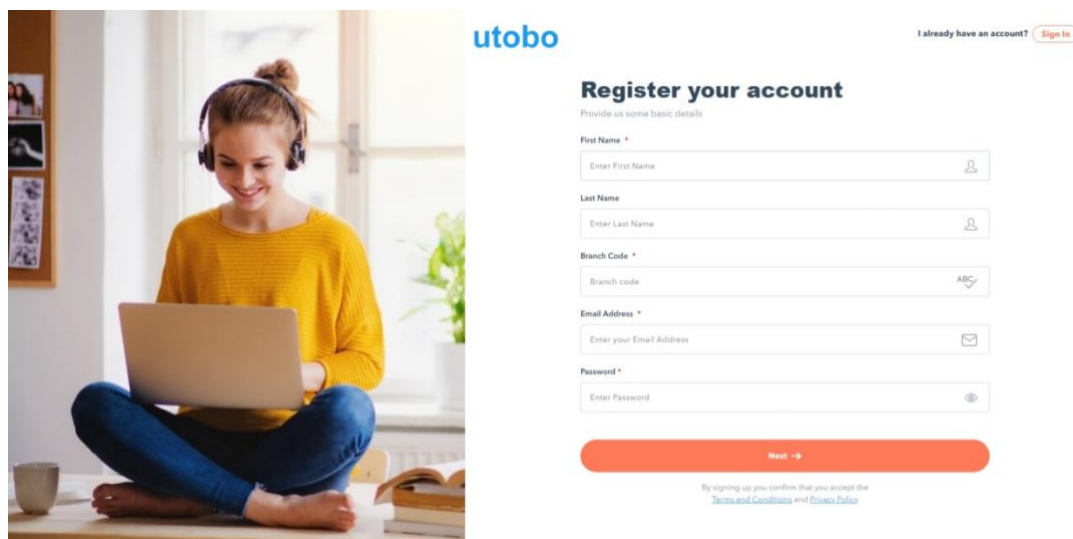
- Student Users - Enrollment Process
- Student login
- To set up your profile
- Subscription Plans
- Feedback

### **Student Users - Enrollment Process**

When a student initiates the enrollment process for a course on your **utobo course site**, they have to fill in all basic details about him/her.

they are sent to a checkout process with two steps:

1. Sign up for a student account, or log in to an existing student account.
2. Select a payment method, card details and confirm the purchase.



The image shows a woman in a yellow sweater sitting cross-legged on a desk, using a laptop and wearing headphones. To her right is a screenshot of the 'utobo' registration form. The form is titled 'Register your account' and includes fields for First Name, Last Name, Branch Code, Email Address, and Password. A 'Next' button is at the bottom, and a link for 'I already have an account? Sign In' is in the top right corner.

**utobo** I already have an account? [Sign In](#)

### Register your account

Provide us some basic details

**First Name \***  
Enter First Name

**Last Name**  
Enter Last Name

**Branch Code \***  
Branch code

**Email Address \***  
Enter your Email Address

**Password \***  
Enter Password

[Next →](#)

By signing up you confirm that you accept the [Terms and Conditions](#) and [Privacy Policy](#)

On sign up, by default, users input the following to "**Register your account**" on a utobo course site:

- First Name
- Last Name
- Branch code
- Email
- Password

A confirmation email will be sent on email - Student needs to fill OTP & confirm their learner account.

They can also input additional information when **custom sign-up fields** have been configured. These custom fields need to be set up prior to any student account creation if they are required (e.g. Class, Phone Number, Email Address, etc.).

## Student login

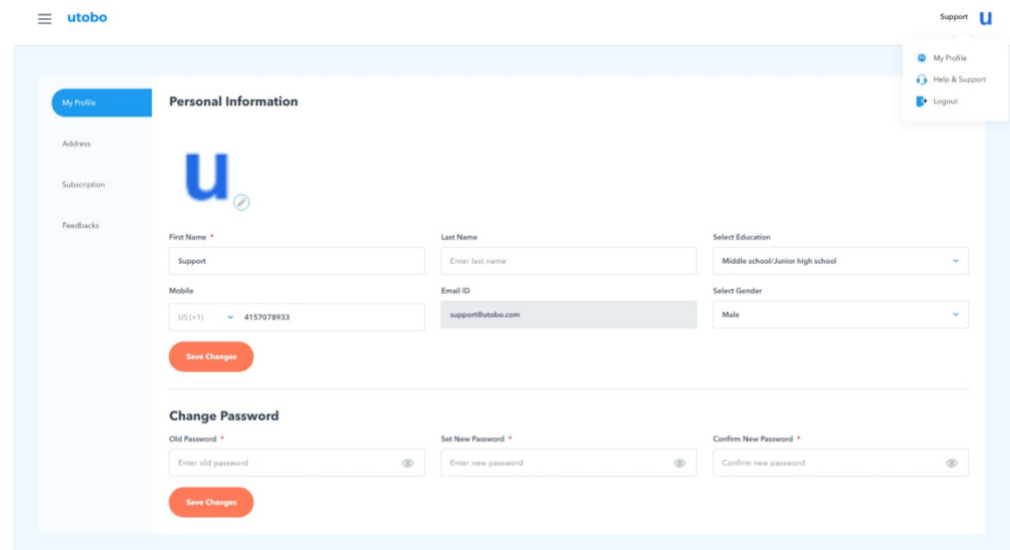
The screenshot shows the utobo login interface. At the top left is the 'utobo' logo. At the top right, there is a link 'Don't have an Account?' followed by a 'Sign-up' button. The main heading is 'Login to your account' with a subtext 'Please use the login credentials you used while signing up with your institute.' Below this are three input fields: 'Email Address \*' with a placeholder 'Enter Email', 'Mobile Number \*' with a placeholder 'Enter Mobile Number', and 'Password \*' with a placeholder 'Enter Password' and a toggle icon. There is a link 'Forgot password? Recover' below the password field. A large orange 'Login ->' button is at the bottom. At the very bottom, there is a small disclaimer: 'By signing up you confirm that you accept the Terms and Conditions and Privacy Policy'.

## To set up your profile

After a student account is created, the user can log into their student dashboard to change any of their previously input information including their **account's password**.

In the left corner of the page, you can edit & add all your details also you will see all subscribed courses & you can give feedback on your courses.

- My Profile
- Address
- Subscription
- Feedback



The screenshot displays the 'utobo' user profile page. On the left, a navigation menu includes 'My Profile', 'Address', 'Subscription', and 'Feedbacks'. The main content area is titled 'Personal Information' and features a profile picture placeholder with a blue 'u' and a checkmark. Below this, there are input fields for 'First Name' (containing 'Support'), 'Last Name' (with a placeholder 'Enter last name'), 'Mobile' (with a dropdown for '+1' and the number '4157678933'), and 'Email ID' (containing 'support@utobo.com'). There are also dropdown menus for 'Select Education' (set to 'Middle school/Junior high school') and 'Select Gender' (set to 'Male'). A red 'Save Changes' button is located below the personal information fields. Below this, there is a 'Change Password' section with three input fields: 'Old Password' (placeholder 'Enter old password'), 'Set New Password' (placeholder 'Enter new password'), and 'Confirm New Password' (placeholder 'Confirm new password'). A second red 'Save Changes' button is positioned below the password fields. In the top right corner, there is a 'Support' link and a user profile icon with a dropdown menu containing 'My Profile', 'Help & Support', and 'Logout'.

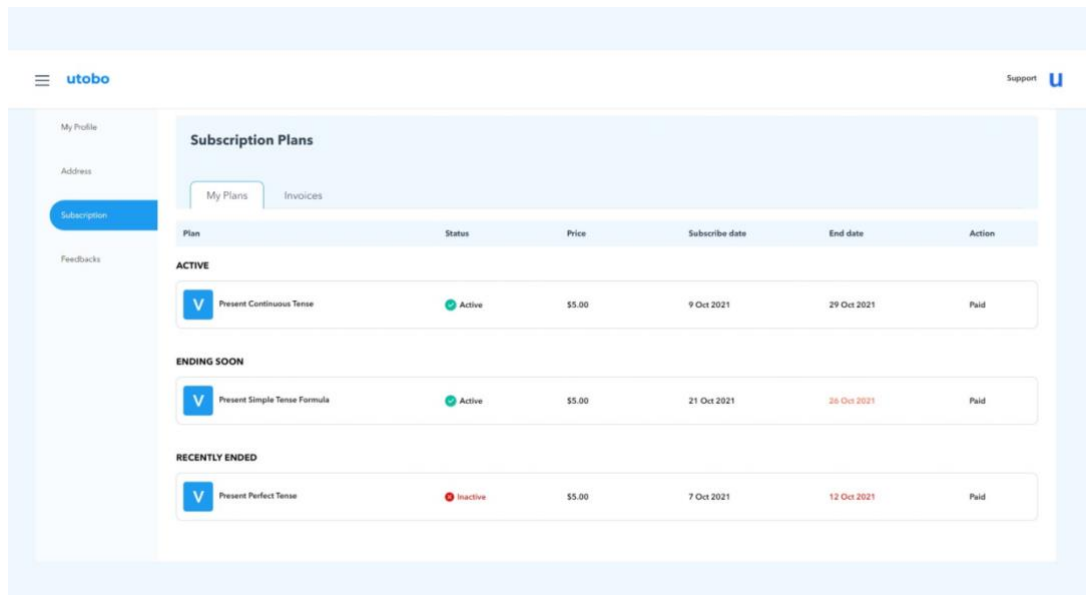
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## Subscription Plans

### My Plans

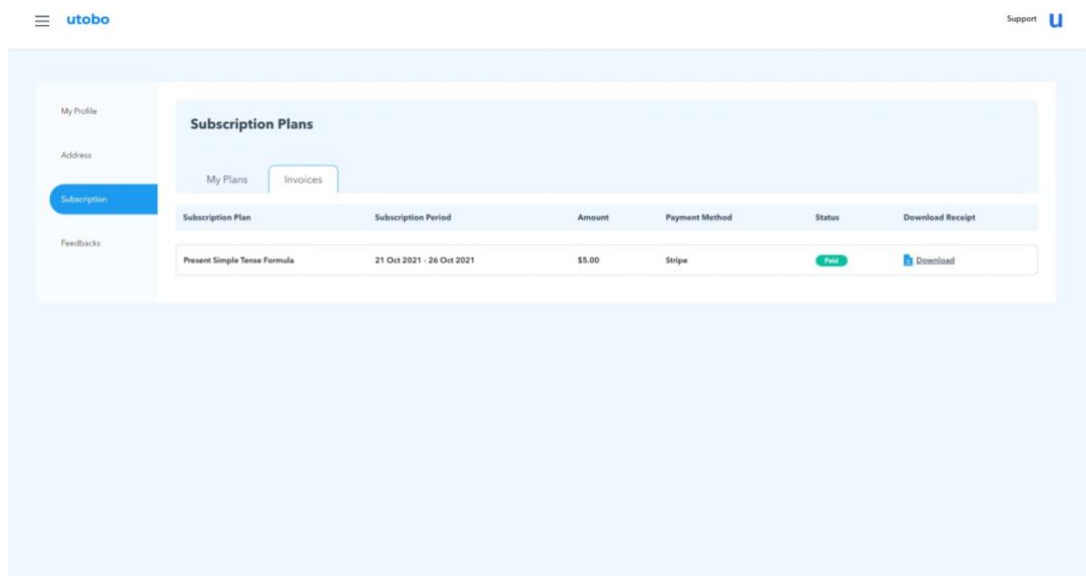
Here Learners can see the **Course** completion status of their subscriptions including enrollment date, end date, price & active/inactive status of course/module/content.





## Invoices

All the course bundle & content purchase invoices will be visible in this section.

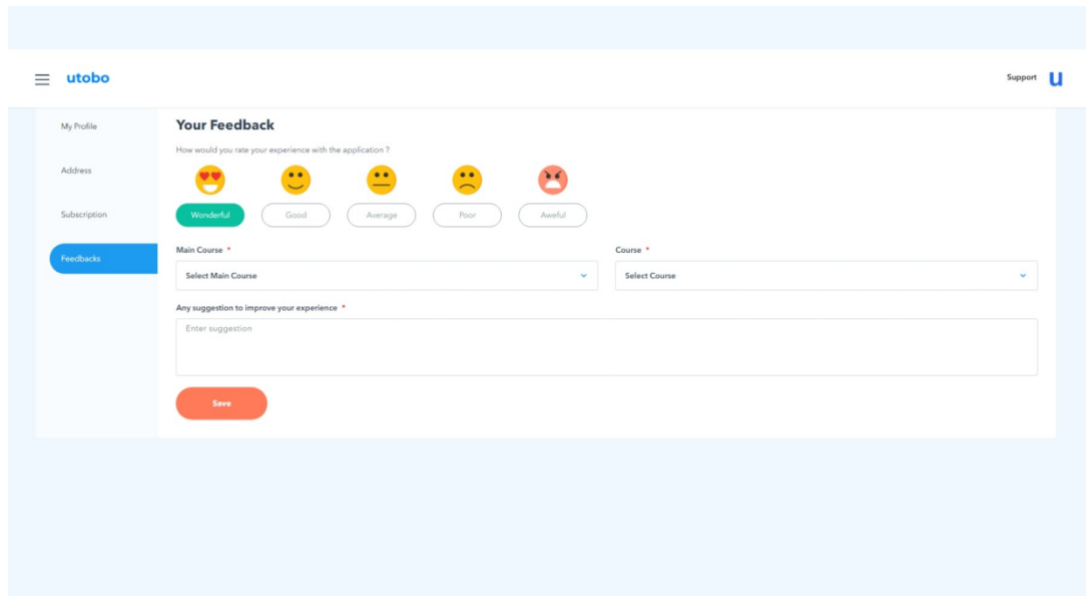


## Feedback

Course reviews are a great way to get feedback on your course, and good reviews are also a great selling point for a course when added to a landing page as a testimonial!

you get feedback directly from the students who are taking your courses, providing you with a general idea of what is and is not working in your course. They are also a potential source of trust-building testimonials for you. The feature is designed to enhance educational content through a feedback system.

## About Course Reviews



The screenshot shows the 'Your Feedback' form in the utobo application. The form is titled 'Your Feedback' and asks 'How would you rate your experience with the application?'. It features five rating options: 'Wonderful' (green), 'Good' (yellow), 'Average' (yellow), 'Poor' (yellow), and 'Awful' (red). Below the rating options, there are two dropdown menus: 'Main Course' and 'Course'. A text input field labeled 'Any suggestion to improve your experience' is provided for users to enter their feedback. A 'Save' button is located at the bottom of the form. The utobo logo and a 'Support' link are visible in the top right corner of the application interface.

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## Next

[How to purchase a course?](#)