



Outline Your Skillshare Class

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 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 or email a link or attachment to our Community team at teach@skillshare.com for feedback.

Video Lesson Outline

Class Title: <i>Best practices:</i> • 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 <i>Your class description is a brief overview of your class and should cover:</i> - <i>What the class is about and a few of the skills students will learn</i> - <i>An overview of the class project</i> - <i>Who the class is geared toward or if any prior knowledge or experience is required</i>

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

Tips & Best Practices	Video Lesson Title	Video Format	Video Length	Talking Points & Key Concepts
<i>*Add as many video lessons as you need. To add more rows: Right click > Insert row</i>	<i>Give each video lesson a clear, concise title.</i>	<i>Examples: Talking Head, Physical Demo, Screencast and Slides. Aim to vary your video format every 1 - 2 minutes to keep your audience engaged.</i>	<i>Video lessons are 2-5 minutes, on average.</i>	<i>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!</i>
<i>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.</i>	<i>Introduction</i>	Talking Head + Slides	1 minute	Hello, My name is Winifred Amase and I am a graphics designer from Lagos Nigeria. As a new designer, it can be pretty tough learning new skills and figuring out what design projects to do to build your portfolio at the same time. (Pause) In this class, I'll be showing you one pretty interesting way you could create projects for your portfolio while learning new techniques at the same time. (Pause) You will learn how to breakdown and sketch the most important parts of a picture and transfer your sketch to Adobe Illustrator to illustrate it. What's interesting is you don't have to stop at making it a piece in your portfolio alone, you could use it in your design work as I have done with this picture I turned into an illustration poster for a client. I have also used this technique in creating icons of historical

				landmarks in my country. (Pause) As the class progresses, I will share with you different tips and tricks I wish I knew when I started designing. So join me in the next video and let your digital illustration journey (• http://www.7obu.com • http://www.soundcloud.com/7obu • http://www.facebook.com/tobuofficial • http://www.twitter.com/tobuofficial • http://www.youtube.com/tobuofficial)
<i>Throughout your video lessons, be sure to:</i> • <i>Define key concepts</i> • <i>Show students how to complete the class project</i> • <i>Share personal tips, tricks and hacks</i>	Selecting and sketching a picture	Slides, screencast flow, physical demo	4 minutes	(open screen with first topic) My preferred go to place to get images i want to illustrate is Pinterest. Pinterest also serves as one of my abundant source of inspiration whenever I receive a design brief. For this class, I selected a picture of a room which has clear (show image of outlined shape) outlined shapes. Once you have your image of choice break down the image into basic shapes. This will help you to sketch it out and also act to ensure your sketch is as proportional to the picture as possible. You can use a ruler to make the lines clean and enable you see it properly when you put it up in illustrator. I only take shapes I think are pretty interesting to the decor of the room. Also, only the ones I can see clearly. Once that is done, fill up the

				remaining parts of the room to arrive at the final sketch. (presentation: Recap) So in this video, we looked at selecting an image, outlining the image with shapes and filling it up as desired. Next class, we will export the image and create an outline of the sketch in Illustrator.
	Importing and Outlining the sketched picture	Screencast flow, Presentation slide for tips	11 minutes	After my sketch is completed, I took a picture of it on my phone and saved it on my computer. In Illustrator, I open my file tab, go down to place and insert the image on my artboard. If you notice, my imported sketch is out of the boundaries of the artboard. Since the picture is a portrait, I would have to adjust my artboard accordingly. I can either click this icon here or hit Shift O to get the artboard selected and adjust the size accordingly. Tip1: Shift O allows you select the boundaries of an artboard. Now that the image has been placed nicely on our artboard, I am going to reduce the opacity by a percentage so we can make out the lines when we start outlining with shapes. After the opacity is reduced, I will go to object, down to lock and hit lock selection. Tip2: Lock selection is a pretty neat property that locks only the selected item leaving you free to move your selection tool across it without moving it or affecting it in anyway. I make sure the fill color is set to none so I only see strokes when I draw shapes. This will allow me create outlines before I have to worry about color. Now I am ready to outline my sketch and just like we started with the shapes in the sketch, we do the same thing here. We draw out the rectangles using the

				rectangle tool located here or you could hit M. With the little outline of the bed, I choose an ellipse tool and draw across. Then use the pen tool to fill up the shape. So what I'm going to do is to give this a nice finish by joining all these shapes together, I could use either the shape builder tool or the boolean join function located in pathfinder, Both are fantastic operations that have been totally invaluable since I started using Illustrator. If i want to use the Boolean addition function, I go to windows, select pathfinder and I immediately see the 4 main functions. With the objects selected, I click join and that immediately joins everything together, removing the borders completely. And when I use shape builder tool, I select the objects I want to join and click this icon here, alternatively, I can hit Shift + M on the keyboard and the shape builder tool is activated by the cursor changing to this arrow with a plus sign. I then drag across all the selected objects and it becomes one object on release. Tip 3: The shape builder tool (Shift + M) and the boolean join function are used to join two objects together to make them whole. Also, since we're on the topic of joining, let me also show you how to subtract or remove from using both shape builder tool and boolean minus. With the boolean minus, i'll still navigate to the pathfinder window and here, with the objects selected, I hit the minus function. It is important to note that the shape you want subtracted has to be on top of the one you want left behind. Tip 4: When using the minus boolean function, ensure the shape to be subtracted is above
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				the shape to be left behind. While with the shape builder tool, I'll still select the tool or hit Shift + M on the keyboard, but when I want to subtract, I hold the option key in Mac and Alt key in PC . You will notice that the cursor changes from a plus sign to a minus. I then drag across the shape I want to subtract from the main object like so. Tip 5: Hold Option key in Mac or Alt key in Windows when subtracting objects with the shape builder tool. As i fill in the remaining part of the sketch, I try as much as possible to put them in separate layers and name them accordingly so I can move them about when I want to. It took me a while to recognize how extremely useful it is having each item belong to its separate layer. The trick is to automatically hit new layer after drawing each shape. Once you have your complete sketch, unlock the sketched image, by going to object, and selecting unlock all, move the image out of the way and see the outline of your sketch. This has been a long one, so let's do a recap on what you have learned in this video:: (presentation: Recap) -We learned how to select and resize the boundaries of an Artboard by hitting Shift+O on the keyboard - Then we saw how pretty awesome the lock property is and how useful it can be -I introduced you to the shape builder tool and boolean function addition and subtraction and showed you how to use both in given circumstances of adding and subtracting objects - I stressed the importance of having your sketches separated into layers. Essentially for your
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				own sanity. In the next video, I will show you how to choose colors and color into your sketch.
	Choosing colors from the picture and coloring in	Screencast flow	5 minutes	Now we have a complete sketch, what we need to do is color in. I prefer using colors from the picture I am sketching so I'll place the original picture in the spread. Because its a picture and there are a lot of colors at every instance, what I like to do is create labels of items the color is for and three boxes beside those labels. Then I use the ink dropper tool to color in those boxes with the appropriate tool. I can select the ink dropper tool from here or I simply hit "I" on my keyboard. Once that is done, I ensure the fill in is set to color and then color into my outline. With the picture as a guide, I add outlines for shadows. I usually use a translucent color of whatever I am using to depict shadow. Usually about 13%. And with that, my digital illustration is done. In this video, you learned how to: - Select colors using properly defined labels and the ink tool - Color into your sketch and add shadows to your illustration.
	Class project		1.5 minute	Congratulations on completing this class. Now what you're going to do for your class project would be to: - Select a picture - Sketch the picture - Illustrate the picture - You would then upload 1. your illustrations in jpg format. 2. The original picture I can't wait to see what cool and fun illustrations you come up with
<i>In your last video lesson recap key</i>	Thank You	Talking Head	1 minute	Thank you for taking this course. I hope you enjoyed it as much as I

points of the class and encourage students to post their projects to the project gallery.				enjoyed creating it. Looking forward to seeing your great projects. Also, if you enjoyed this class, help other students do so by reviewing it. I would appreciate your feedback very much. See you in another class!
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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](#).

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.

Starting as a newbie designer can be a bit overwhelming. There are tools to learn, techniques to perfect and skills to master. As a designer looking to improve especially in flat illustrations and sketching techniques, I started sketching pictures and turning them to Illustrations in Adobe Illustrator.

I also used the technique once in a digital poster and the client loved the end result.

In this class, I will take you through the process I use to arrive at such digital illustrations. All you need for this class is a pen and paper, Adobe Illustrator and a zeal to continue practicing and never stop learning.

For the class project, students that take do the following actions:

- Select a picture
- Sketch the picture
- Convert sketched work to an illustration
- Upload the finished work in the project gallery in jpeg.

Helpful Links:

[Class Publishing Checklist](#)

[Teacher Handbook](#)

[Class Merchandising Guide](#)

[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](#) for her class [Digitizing Hand Drawn Sketches with Character](#)
- Stanley Idesis' [outline](#) for his class [Content That Attracts: Discover Content Ideas and Grow Your Audience](#)