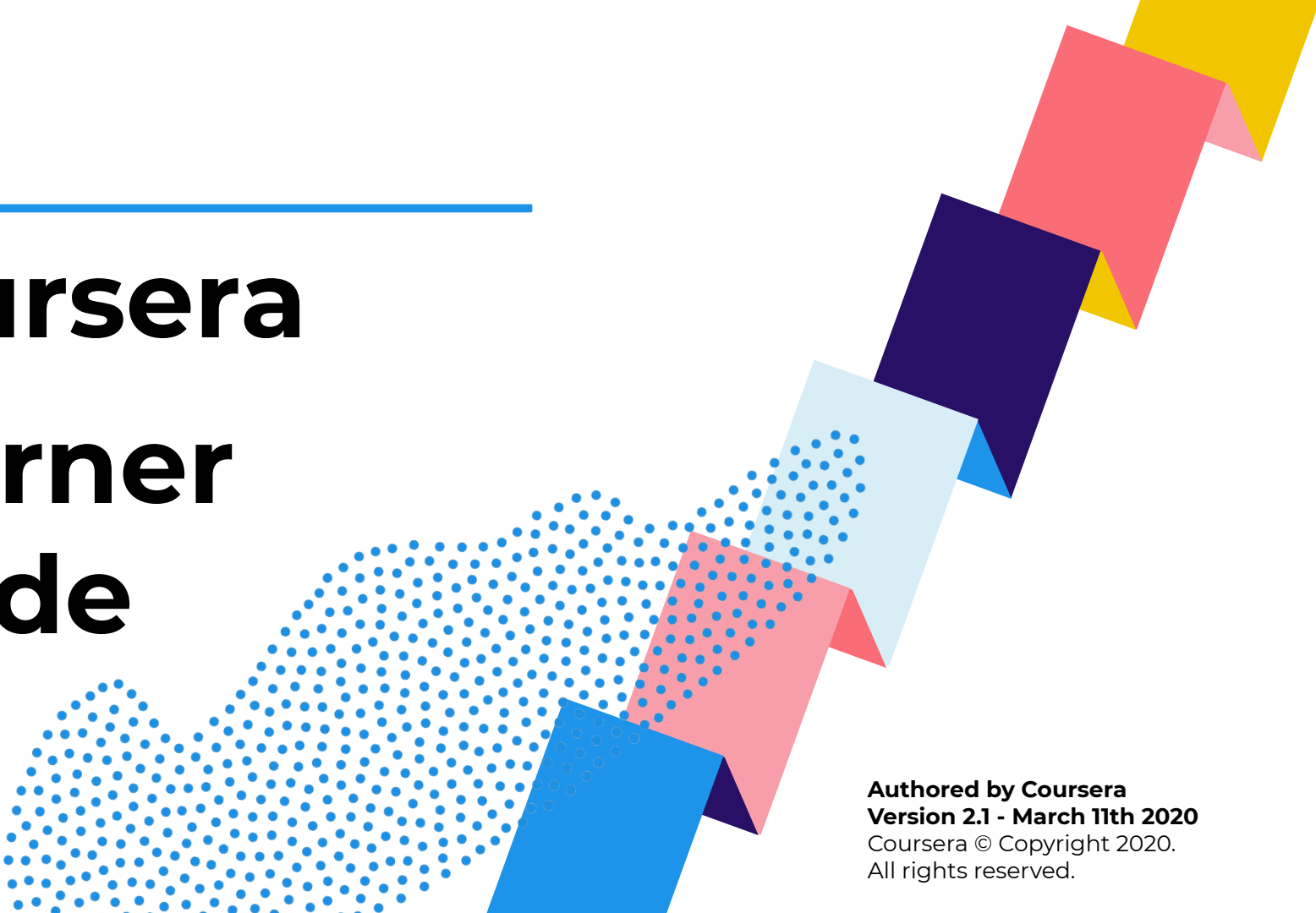

Coursera Learner Guide

A decorative graphic on the right side of the page. It features a series of overlapping, upward-pointing arrows in various colors: blue, pink, dark purple, light blue, and yellow. The arrows are layered, with some appearing behind others. A large, light blue dotted pattern is positioned behind the arrows, extending from the bottom left towards the center of the page.

Authored by Coursera
Version 2.1 - March 11th 2020
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Welcome to Coursera!

Congratulations on joining your organization's Coursera learning program! This guide was written to help you navigate the Coursera platform and start learning.

What is Coursera?

Coursera is the world's premier learning platform (or **MOOC** - **M**assive **O**pen **O**nline **C**ourses). It brings online educational content from the best universities and industries in an easy-to-use online platform. We at Coursera envision a world where anyone, anywhere can transform their life by accessing the world's best learning experience.

Why learn on Coursera?

While learning on Coursera you will...

- ✓ Learn new skills to help you excel in your current role.
- ✓ Help prepare for your dream job.
- ✓ Refresh your education & keep your competitive edge.
- ✓ Become better informed on a variety of topics.
- ✓ Access content from 160+ universities & 30+ industry partners.
- ✓ Be part of a community of over 40+ million global learners.

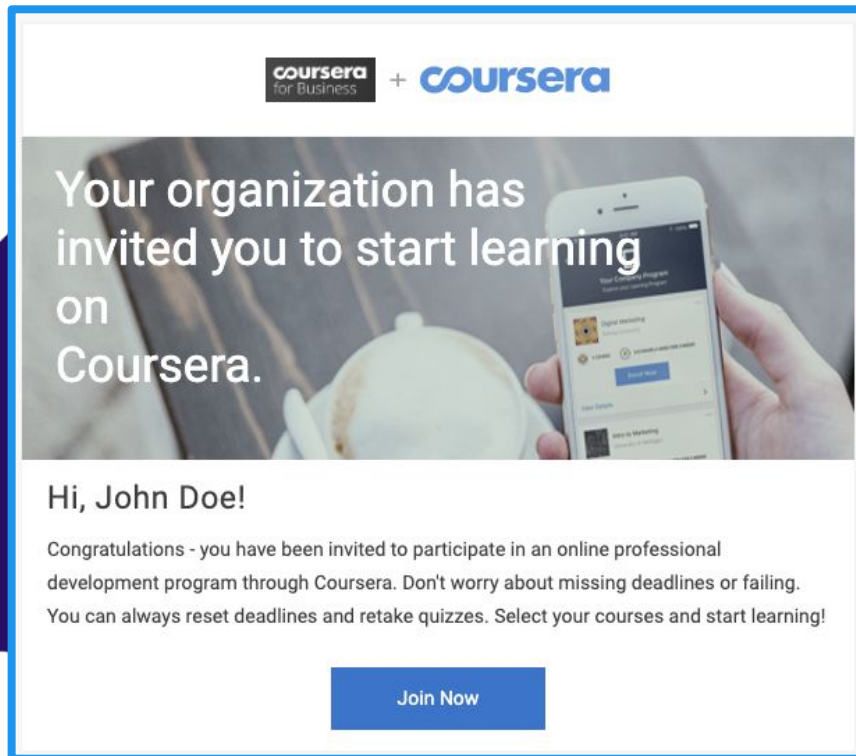
Joining your Coursera program



Check your email inbox

Open the Coursera invitation email sent to your work email. Click on **Join Now** to redirect to the Coursera home page.

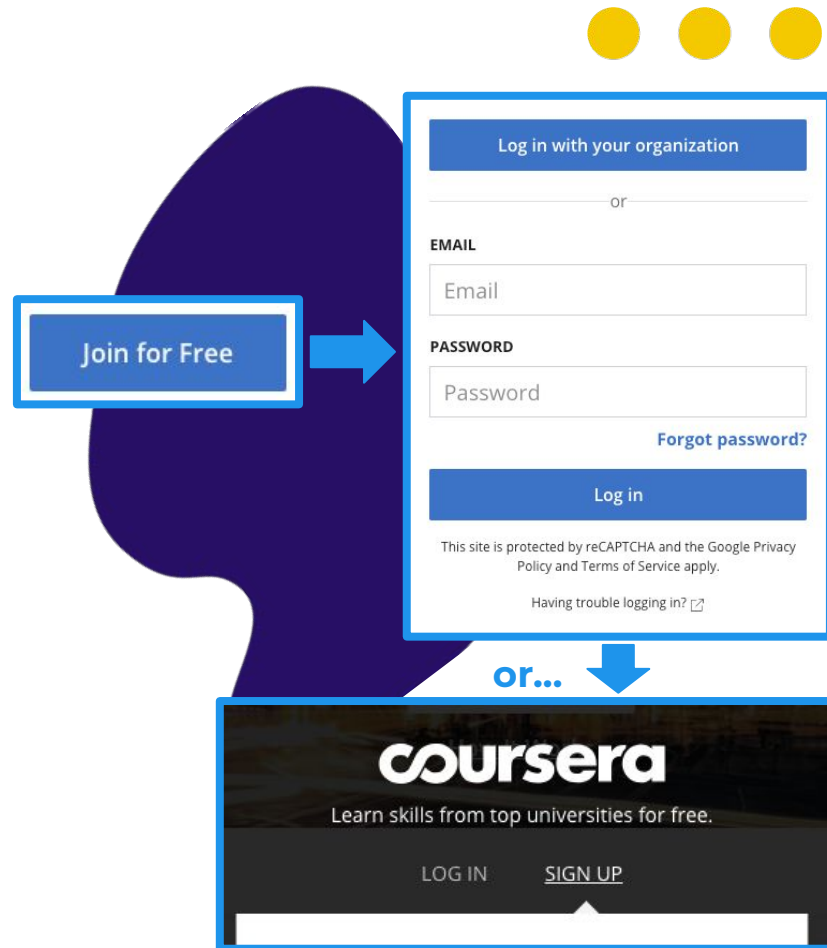
Your Coursera admin may also email you a direct URL to join your organization's Coursera program.



Click “Join For Free”

Next click on **Log in with your organization** to join the program through your organization’s SSO authentication.

If your organization **does not** use SSO, click on **Sign Up** to create your Coursera account using your work email. You will not see a **Log in with your organization** button.



Setting up your Coursera account



Create your account

After you've joined your program, you'll be redirected to a **Welcome to Coursera** page where you will have 2 options for account setup.

- A) If you **don't have** an existing Coursera account, select **I'm a new Coursera user**
- B) If you **do have** an existing Coursera account click the 2nd option **I'm an existing Coursera user**. On the next page you'll enter your Coursera password to join the program.




Welcome to
coursera

Start your program

You're invited to join Globeland II Learning Program through dgupta+test3@coursera.org

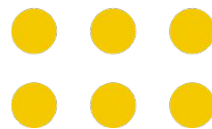
- I'm a new Coursera user
- I'm an existing Coursera user
Keep your Coursera accomplishments all in one place.

Continue

 If you've gone past this step and need help merging a pre-existing Coursera account, you can go to the Learner Help Center and start a chat with a Coursera Support agent for assistance.

Enrolling in a Course





Choose your course

After you create a new Coursera account or log in with an existing Coursera account, you'll be taken to the program home page.

Click on the **Catalog** tab to browse the courses curated for your program. Once you have chosen a course that interests you, click on the course tile to access the course details.

AVAILABLE COURSES

SPECIALIZATIONS (SERIES OF GROUPED COURSES)

Course Title	Institution	Number of Courses
Data Visualization with Tableau	University of California, Davis	5 COURSES
Executive Data Science	Johns Hopkins University	5 COURSES
Developing Applications with Google Cloud	Google Cloud	4 COURSES
Responsive Website Development and Design	University of London, Goldsmiths, University of London	6 COURSES
Functional Programming in Scala	EPFL	5 COURSES
iOS App Development with Swift	University of Toronto	4 COURSES
Machine Learning	University of Washington	4 COURSES
Machine Learning	Vanderbilt University	5 COURSES

Start your course

On the course details page, click on **Enroll for Free**. Follow steps on screen to start learning.

Each course has a very detailed description to help you better choose the course that fits you.

The description includes:

- ✓ Skills that you will gain
- ✓ Level
- ✓ Workload
- ✓ Rating
- ✓ Detailed syllabus

If you decide to enroll, click on the **Enroll for free** button on your top left—it will change to say **Go To Course**. The courses are paid for by your organization.

Start dates are suggested to keep you on track—you can reset if things get busy. Once you enroll you can start watching videos and taking quizzes immediately.

Design Thinking for Innovation

★ ★ ★ ★ ★ 4.6 2,925 ratings • 876 reviews

Enroll for Free Starts Aug 28 Save for Later

Paid for by your organization

Offered by UNIVERSITY OF VIRGINIA

About this Course

Today innovation is everyone's business. Whether you are a manager in a global corporation, an entrepreneur starting up, in a government role, or a teacher in an elementary school, everyone is expected to get lean – to do better with less. And that is why we all need design thinking. At every level in every kind of organization, design thinking provides the tools you need to become an innovative thinker and uncover creative opportunities that are there – [SHOW ALL](#)

SKILLS YOU WILL GAIN

- Strategic Thinking
- Design Thinking
- Innovation Management
- Design Management
- Innovation

- 100% online**
Start instantly and learn at your own schedule.
- Flexible deadlines**
Reset deadlines in accordance to your schedule.
- Beginner Level**
- English**
Subtitles: English, Korean, Vietnamese, Arabic

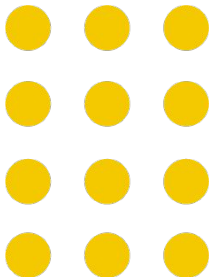
Starting a Course



Go to your course


After you enroll in a course, it will show under the **My Courses** tab on your program home page. Click on **Resume** or **Preview** on the right to enter the course.

You can also get to your course under the **Catalog** tab on your program page. Navigate to the class tile, click into it, and then click on **Go to Course**.



My Courses Catalog

MY COURSES



The Science of Well-Being
Yale University

10 WEEKS
Resume

PROGRESS

You can finish this time
You've already completed 74% of your course! Reset your deadlines so you can finish the rest!

Reset my deadlines

The Science of Well-Being

★★★★★ 4.9 2,701 ratings

Offered by

Yale

Go to Course Save for Later

Paid for by your organization

Access course materials

When you enroll in a course, you will be taken to the Course Page. The course will be broken down by weeks in the left navigation bar, and links to assignments, videos, and readings will appear in the right fields.

Click on **Start** to access the first module in the course.

Click on **Resume** if you are returning to a course to start where you last left off.

The Manager's Toolkit: A Practical Guide to Managing People at Work
University of London, Birkbeck, University of London

Overview

- Week 1
- Week 2
- Week 3
- Week 4
- Week 5
- Week 6

Grades

Notes

Discussion Forums

Messages

Resources

Course Info

You can start learning right away. Courses follow a week-based schedule, and you can go faster, if you like.

Don't miss out on deadlines and events
Add all your assignment deadlines and important dates to your calendar. You can also set it up later in Settings.
[Add to calendar](#) [Set up later](#)

The Manager's Toolkit: A Practical Guide to Managing People at Work

by University of London & Birkbeck, University of London

Dr Chris Dewberry

Welcome to The Manager's Toolkit: A Practical Guide to Managing People at Work! You're joining thousands of learners currently enrolled in

More

START WEEK 1 WEEK 2 WEEK 3 WEEK 4

WEEK 1

Video: Welcome and Introduction part 1
It'll take about 7 min. After you're done, continue on and try finishing the week ahead of schedule.
7 min [Start](#)

View your course progress at a glance

Every course page has a timeline to help you easily see how you are progressing through a course. You can see what you have completed, and what you need to do next.

The **Resume** button takes you back to where you last left off—even if it was in the middle of a watching a video.

Start dates are suggested to keep you on track—you can reset them if things get busy.

Welcome to Initiating and Planning Projects! We hope you will have a valuable learning experience as you make your way

More

START 07/31 WEEK 1 WEEK 2 WEEK 3 WEEK 4

WEEK 3 **Video: 3.3 Case Study**
You're doing great! Pick up where you left off and you'll be done in no time. [Resume](#)
2 min

WEEK 1

WEEK 2

WEEK 3 **Estimated time: 53 min**

Get to Know your Stakeholders

	REQUIRED	GRADE	DUE
Videos <input type="radio"/> 13 min left	★ Quiz		Aug 20
Readings <input type="radio"/> 20 min left	Module 3 Quiz		
	20 min		

?

Keep track of your grades and completed assignments

On the **Grades** tab, you can:

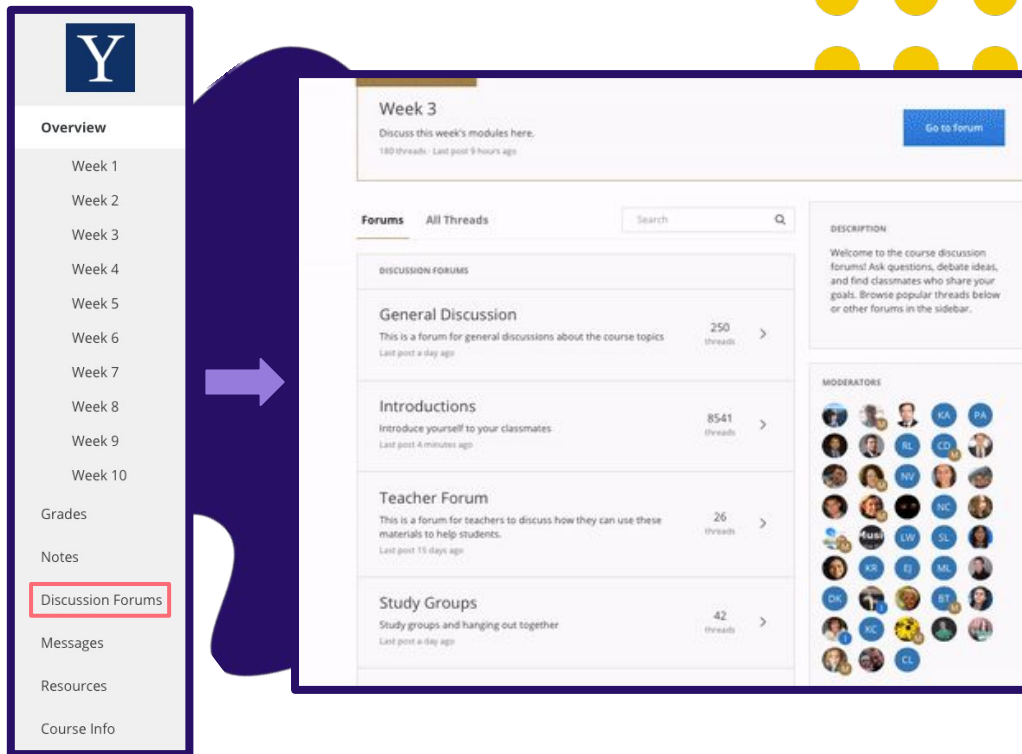
- ✓ View all the quizzes and assignments in the course.
- ✓ See which assignments are due or overdue
- ✓ See all your graded quizzes, and completed assignments.
- ✓ Retake quizzes and assignments from this page if you need to improve a score or if you did not pass the first time.

Item	Status	Due	Weight	Grade	
✓ Week 2 Quiz Quiz	Passed	Aug 11 11:59 PM PDT	10%	83.33%	
✓ Week 3 Quiz Quiz	Passed	Aug 18 11:59 PM PDT	10%	85.71%	
✓ Week 4 Quiz Quiz	Passed	Aug 25 11:59 PM PDT	10%	100%	
📅 Week 5 Quiz Quiz	--	📅 Sep 1 11:59 PM PDT	10%	--	
📅 Week 6 Quiz Quiz	--	Sep 8 11:59 PM PDT	10%	--	
Reflect on the Rewirement Challenge Submit your assignment and review 2 peers' assignments to get your grade.				50%	--
📅 Submit your assignment	--	Oct 6 11:59 PM PDT			
📅 Review 2 peers' assignments.	--	Oct 9 11:59 PM PDT			

Discussion forums for your course

You'll have the opportunity to exchange feedback on assignments and discuss ideas in your course discussion forums as you work together to master new concepts and best practices.

Discussion forums are accessed through the left-hand menu on your course page. These are available for most courses.



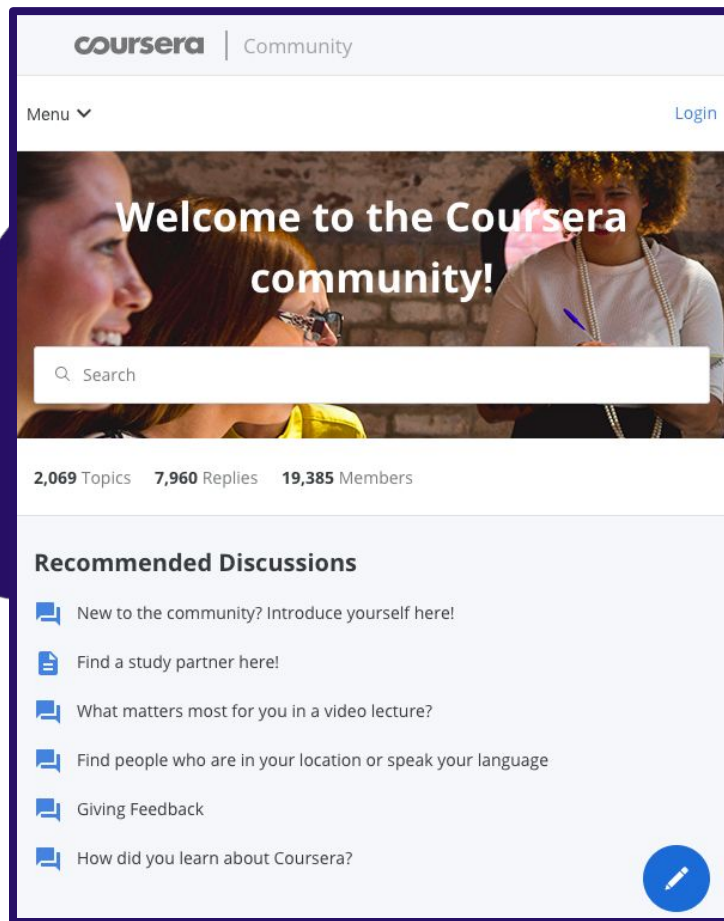
The image shows a course page interface. On the left is a vertical navigation menu with a 'Y' logo at the top. The menu items are: Overview, Week 1, Week 2, Week 3, Week 4, Week 5, Week 6, Week 7, Week 8, Week 9, Week 10, Grades, Notes, Discussion Forums (highlighted with a red box), Messages, Resources, and Course Info. A purple arrow points from the 'Discussion Forums' menu item to the right-hand section of the page. This section is titled 'Week 3' and contains a search bar, a 'Go to Forum' button, and a list of forum categories: General Discussion (250 threads), Introductions (8541 threads), Teacher Forum (26 threads), and Study Groups (42 threads). A 'DESCRIPTION' box on the right contains a welcome message, and a 'MODERATORS' section below it shows a grid of user avatars with initials.

Connect beyond your course in the Coursera Community

Visit www.coursera.community while logged in to your Coursera account. Click on **Login** at top right to get started.

In the **Community**, you can:

- ✓ Dive deeper into topics of interest
- ✓ Ask and answer questions
- ✓ Meet other people using Coursera to improve personally and professionally
- ✓ Get and share study tips
- ✓ Attend online events



Finding video segments with Coursera's interactive & searchable transcript

The full transcript of each video can be clicked and jump to the corresponding point in the video. Search the transcript if you're looking for a particular lesson concept.

The screenshot shows a Coursera video player for the course "Introduction to Structured Query Language (SQL)". The video title is "Welcome to the Course" and it is 3:10 long. The interface includes a left sidebar with "Course materials" and "Lecture Materials" (listing videos for installing MAMP on Macintosh, Windows 10, and XAMPP, and a reading for LAMP on Linux). The main area shows the video player with a transcript below it. The transcript is in English and includes the text: "Welcome to SQL and databases. Now, this course is very different from the previous course. We're not going to write any HTML, we're not going to write any PHP, we're not going to write any CSS, and we're not even going to..."

Callouts A-E point to specific features:

- A:** Fully interactive transcripts that correspond to the video timestamps (points to the transcript text).
- B:** Change language of the subtitles (points to the "English" dropdown menu).
- C:** Download videos for offline viewing (points to the "Download" button).
- D:** Change video playback speed (points to the "Settings" gear icon).
- E:** Your saved notes will be stored here (points to the "Notes" panel on the right).

A
Fully interactive transcripts that correspond to the video timestamps

B
Change language of the subtitles

C
Download videos for offline viewing

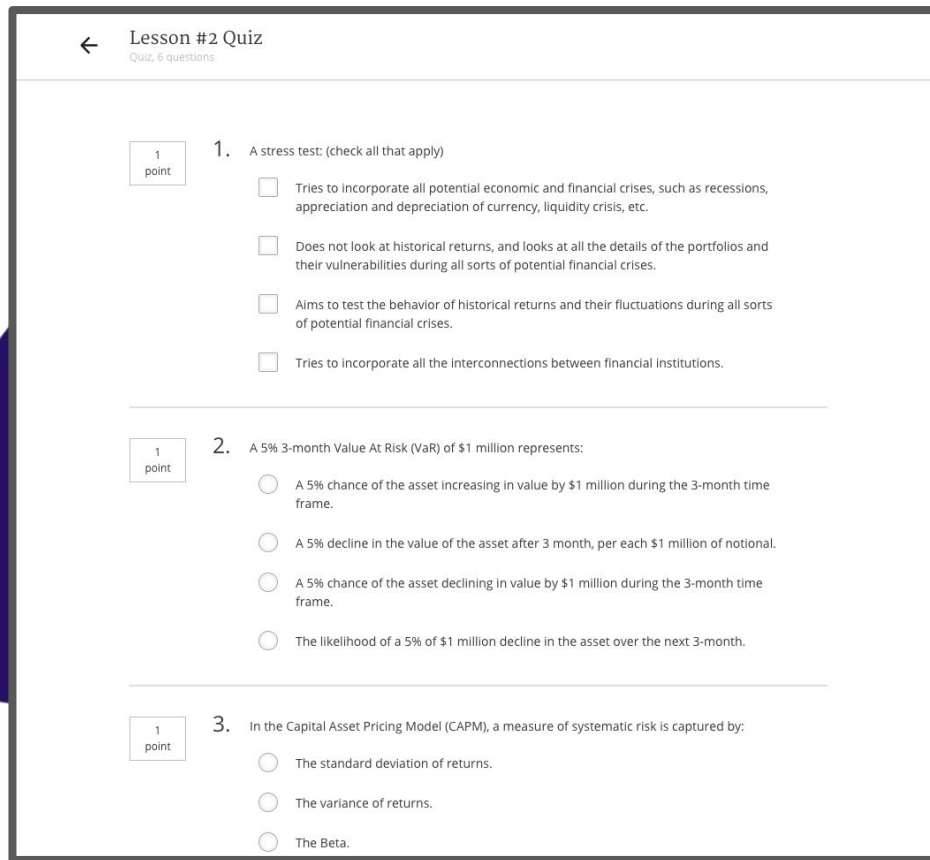
D
Change video playback speed

E
Your saved notes will be stored here

Graded quizzes ensure you understand concepts

Quizzes include multiple question types from the instructor to test learners through the course.

You can retake quizzes and assignments if you need to improve a score or if you did not pass the first time.



← Lesson #2 Quiz
Quiz, 6 questions

1 point

1. A stress test: (check all that apply)

- Tries to incorporate all potential economic and financial crises, such as recessions, appreciation and depreciation of currency, liquidity crisis, etc.
- Does not look at historical returns, and looks at all the details of the portfolios and their vulnerabilities during all sorts of potential financial crises.
- Aims to test the behavior of historical returns and their fluctuations during all sorts of potential financial crises.
- Tries to incorporate all the interconnections between financial institutions.

1 point

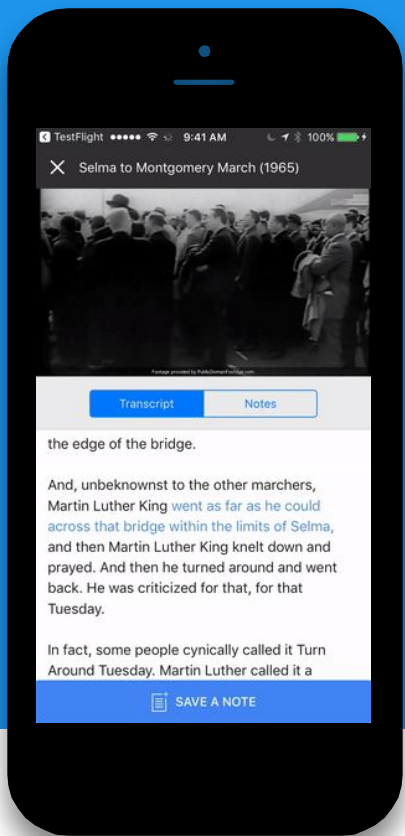
2. A 5% 3-month Value At Risk (VaR) of \$1 million represents:

- A 5% chance of the asset increasing in value by \$1 million during the 3-month time frame.
- A 5% decline in the value of the asset after 3 month, per each \$1 million of notional.
- A 5% chance of the asset declining in value by \$1 million during the 3-month time frame.
- The likelihood of a 5% of \$1 million decline in the asset over the next 3-month.

1 point

3. In the Capital Asset Pricing Model (CAPM), a measure of systematic risk is captured by:

- The standard deviation of returns.
- The variance of returns.
- The Beta.



Download the Coursera mobile app to learn on the go!



Ease of use

95% of the 2000+ courses on Coursera can be taken from beginning to end on your mobile phone, laptop, or tablet.



Unparalleled accessibility

Coursera is available anywhere at any time. Courses are available offline, over 35 languages subtitled, with availability across Android and iOS.



Intuitive classroom experience

Coursera keeps lectures and lessons short, so learners can make meaningful progress in just a few minutes a day.

Sharing your accomplishments



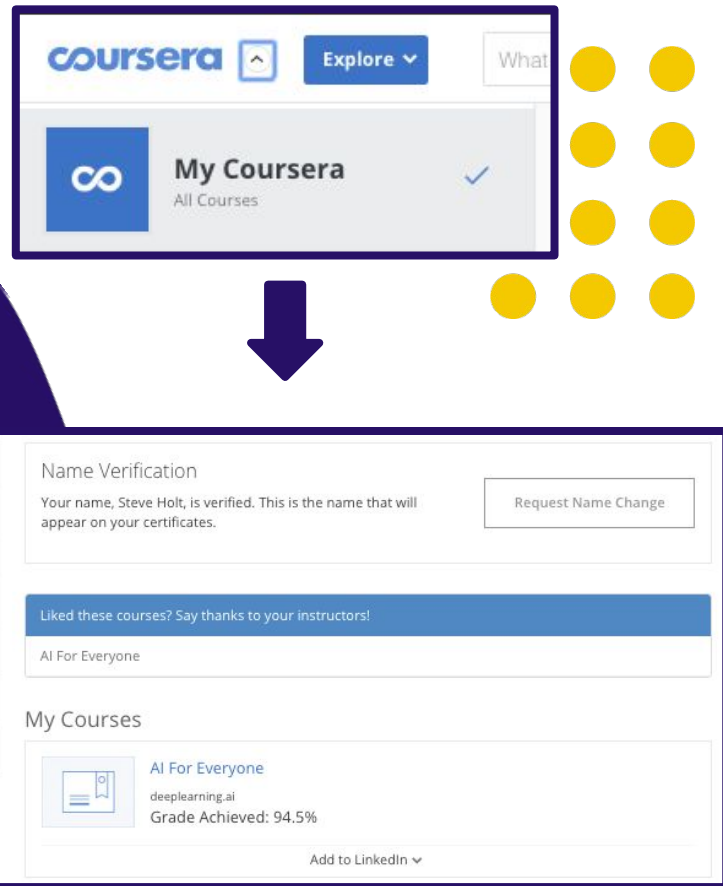
Access and share certificates of completion

You can access your certificates of completion under the **Accomplishments** tab in the **My Coursera** page.

To access the **My Coursera** page click on the arrow on the upper left-hand corner on your Coursera home page. In the dropdown menu click on **My Coursera**.

Next, click on the **Accomplishments** tab in the left-hand menu.

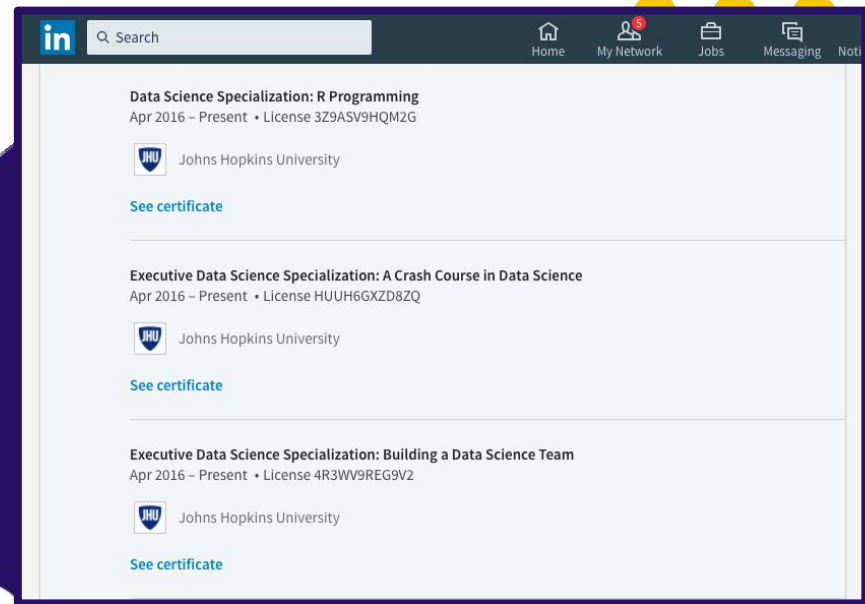
Once here, you will be able to share the course certificate directly to LinkedIn.



The image shows a sequence of steps to access and share a certificate of completion on Coursera. At the top, a blue button labeled 'Sharing accomplishments' is visible. Below it, a large blue arrow points from a screenshot of the Coursera home page to a screenshot of the 'My Coursera' page. The 'My Coursera' page shows a navigation menu on the left with tabs for 'My Courses', 'Last Active', 'Inactive', 'Completed', 'Updates', 'Accomplishments', and 'Recommendations'. The 'Accomplishments' tab is selected. The main content area shows a 'Name Verification' section with a 'Request Name Change' button. Below that, there is a section titled 'Liked these courses? Say thanks to your instructors!' with a course card for 'AI For Everyone' by 'deeplearning.ai' with a 'Grade Achieved: 94.5%'. At the bottom of the course card, there is an 'Add to LinkedIn' button.

Coursera credentials are the second **most popular** on LinkedIn

Coursera certificates are the second most popular credential on LinkedIn. When you complete a course, you have the option to upload your certificate to LinkedIn where it will appear in your profile.



Getting help



Learner Support

You are supported 24 hours, 7 days a week, and 365 days per year by our Learner Services team through chat and email.

You can find self-help content in the [Learner Help Center](#).

You have direct access to chat support from your program page or course page.

Make sure you log in so we can provide you with the best support!

Help Articles

Courseware Help Center > Enterprise Help Content > Enterprise Help Content

Support for Coursera Learning Programs

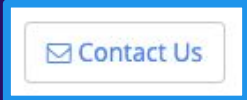
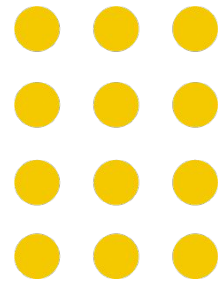
If you're using Coursera through a learning program sponsored by your employer, organization, or school, you can get help using our [Learner Help Center](#).

You can use the search bar at the top of the page to find support tips, tricks and solutions. You can also check below for solutions to the most common problems or questions for Coursera Learning Programs.

Get started with Coursera Learning Programs

[Join a Learning Program](#)

[Use your personal Coursera account with a Learning Program](#)



Click [here](#) to chat with one of our support agents.

You can find this button on your program home-page, or inside a course page.

Additional Support

Refer to this table to know who to reach out to for additional support.

Issue Type	Go to Coursera Support if...	Go to your Coursera Program Admin if...
Accepting Invitation	<ul style="list-style-type: none"> You click Join Now and nothing happens or there is an error. 	<ul style="list-style-type: none"> Your invitation was deleted by your admin or your organization contract ended (invite is no longer valid).
Enrollment	<ul style="list-style-type: none"> You can't pay for a course that is not in the Learning Program or after you've reached your organization's enrollment limit. You want to unenroll from a course (within 14 days or outside of 14 days). You have a question about how long you have to take courses. 	<ul style="list-style-type: none"> You can't enroll in the course you want because it is not included in the learning program or if you see the message, "You don't yet have access to X Learning Program. However, you can still browse everything Coursera has to offer." You can't enroll in a course because your organization's subscription has expired. You want to enroll in an additional course for free. You want to be removed from the program or don't want to be on Coursera anymore. You want to take more courses and have hit your enrollment limit. You have a question about how many courses you may take. You want more time to take courses.
Courses & Content	<ul style="list-style-type: none"> You have questions about how courses or specializations work. You encounter broken videos, content missing, or inaccurate course content. 	<ul style="list-style-type: none"> You have questions about how the courses relate to your work at your organization. You need help on which courses to take first to follow your career trajectory. You have recommendations about which courses to take—you can also use the Recommendations tab in My Coursera
Accomplishments	<ul style="list-style-type: none"> You have Certificate troubleshooting issues. 	<ul style="list-style-type: none"> You have questions about learning progress being reported to your organization.

Have fun learning!

