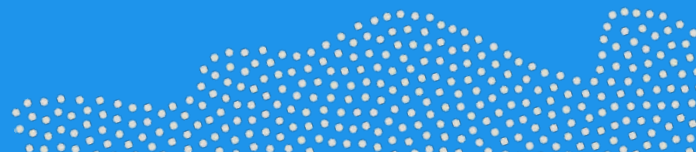


# Welcome to Coursera!

## Learner Guide

**Authored by Coursera**  
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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 delivers them 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 a new skill to help you excel in your current role.
- ✓ Help prepare for your dream job.
- ✓ Refresh your education and 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.

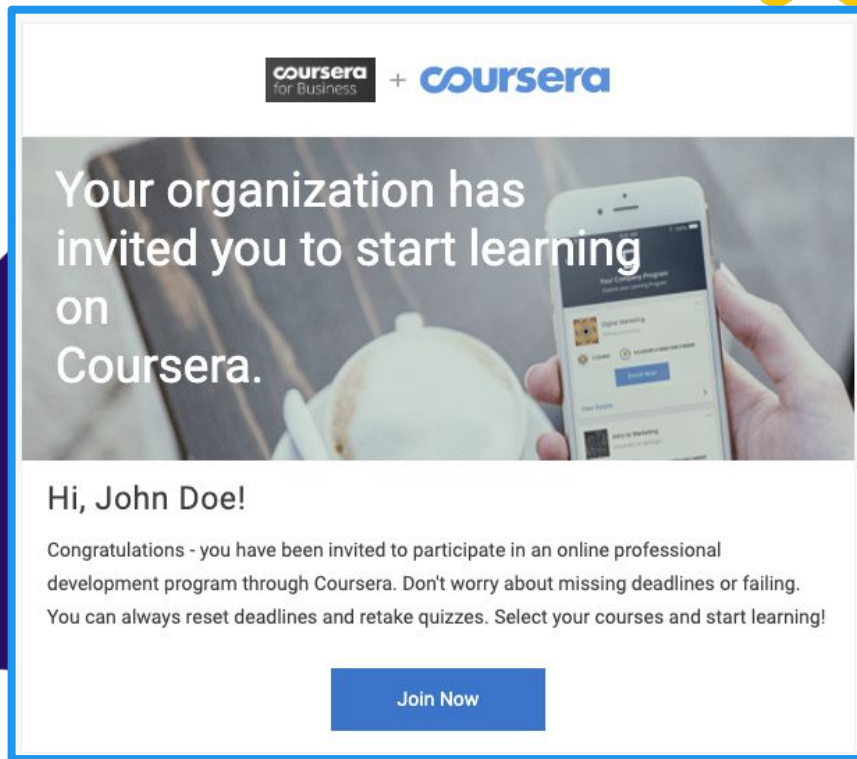
# Joining your Coursera program



# Check your 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.



Join for Free

Log in with your organization

or

EMAIL

Email

PASSWORD

Password

[Forgot password?](#)

Log in

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

[Having trouble logging in?](#)

or...

**coursera**

Learn skills from top universities for free.

LOG IN

SIGN UP

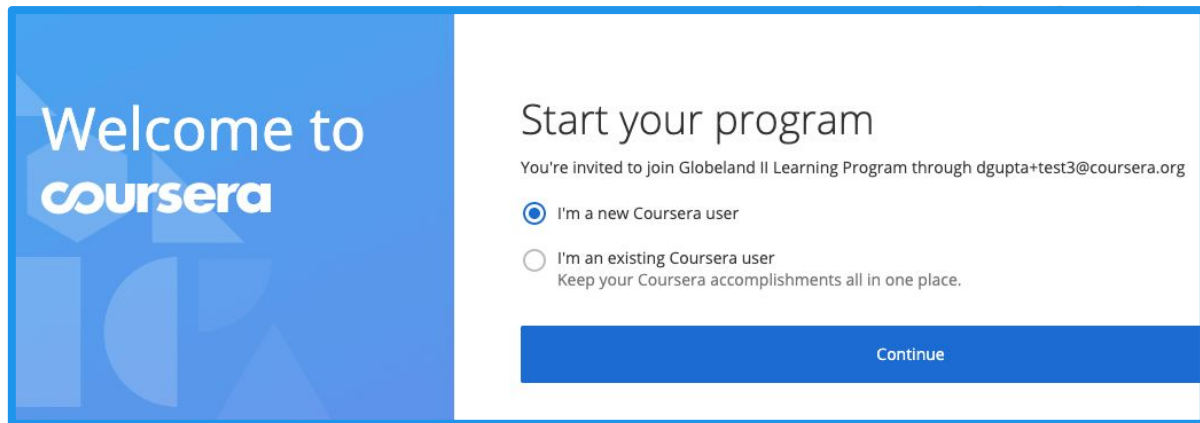
# Setting up your Coursera account



# 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

# Enrolling in a Course





# Choose your course

After you create a new Coursera account or login 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 a chosen a course that interests you, click on the course tile to access the course details.

## AVAILABLE COURSES

SPECIALIZATIONS (SERIES OF GROUPED 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**  
École Polytechnique Fédérale de Lausanne  
5 COURSES

**iOS App Development with Swift**  
University of Toronto  
4 COURSES

**Machine Learning**  
University of Washington  
4 COURSES

**Click on a course tile to access the course details**

Vanderbilt University  
5 COURSES

# Start your course

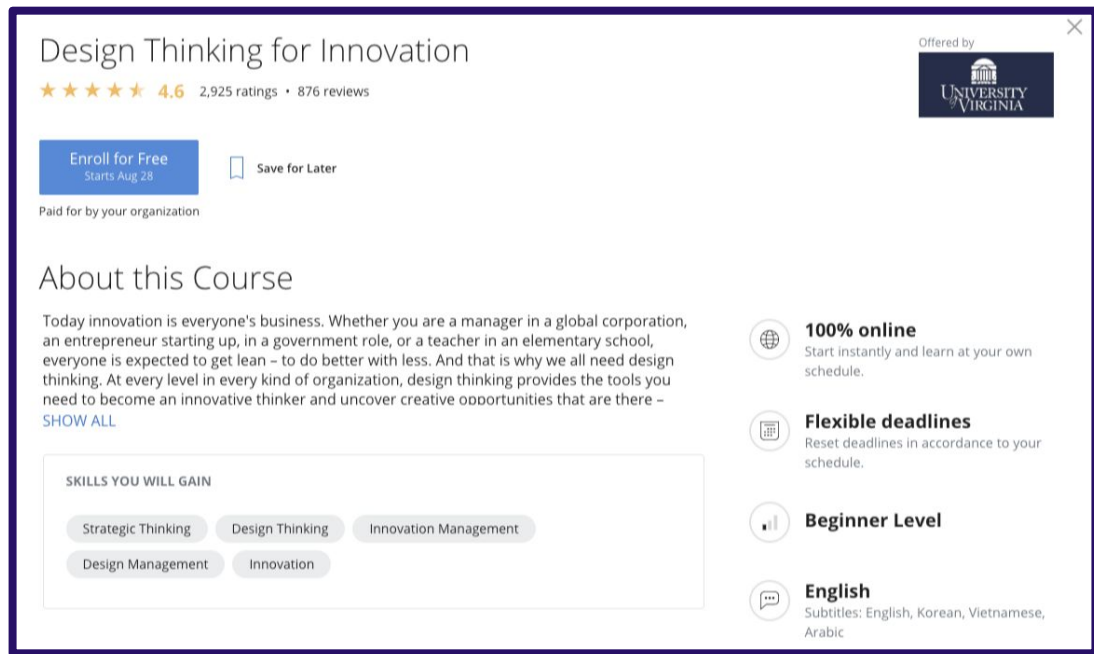
On the course details page, click on the **Enroll for Free** button to enroll in the course of your choice. Follow the steps on the screen to start learning.

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

The start date is just a suggestion to keep you on track. Once you enroll you can start watching the videos and taking the quizzes immediately if you wish. You can also reset course deadlines - we know life can get busy!




**Design Thinking for Innovation**

★★★★★ 4.6 2,925 ratings • 876 reviews

Offered by 

**Enroll for Free**  
Starts Aug 28

 Save for Later





Paid for by your organization

### 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

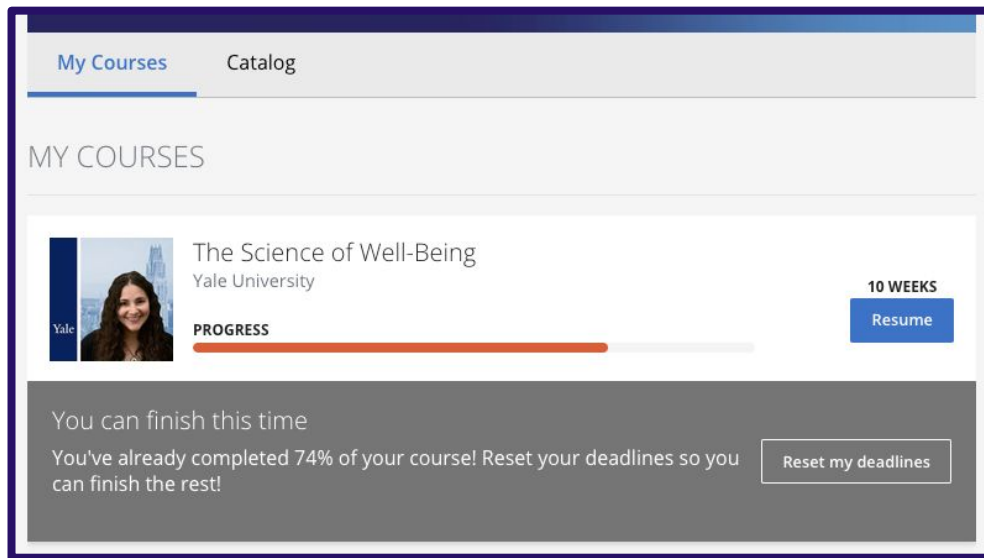
# Starting a Course



# 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**.



# 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 1

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 progress timeline to help you easily see how you are progressing through a course. You can see what you have already 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.

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.  
2 min Resume

✓ WEEK 1

✓ WEEK 2

WEEK 3 Estimated time: 53 min

Get to Know your Stakeholders

Videos 13 min left

Readings 20 min left

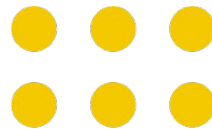
REQUIRED

★ Quiz  
Module 3 Quiz  
20 min

GRADE DUE

Aug 20

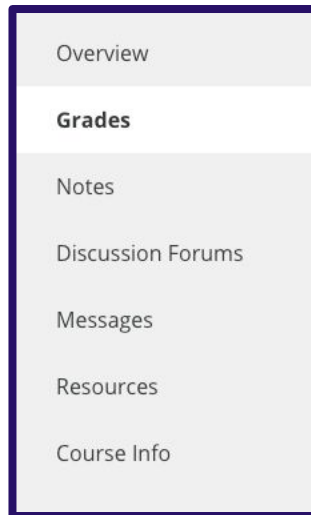
?



# Keeping 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.

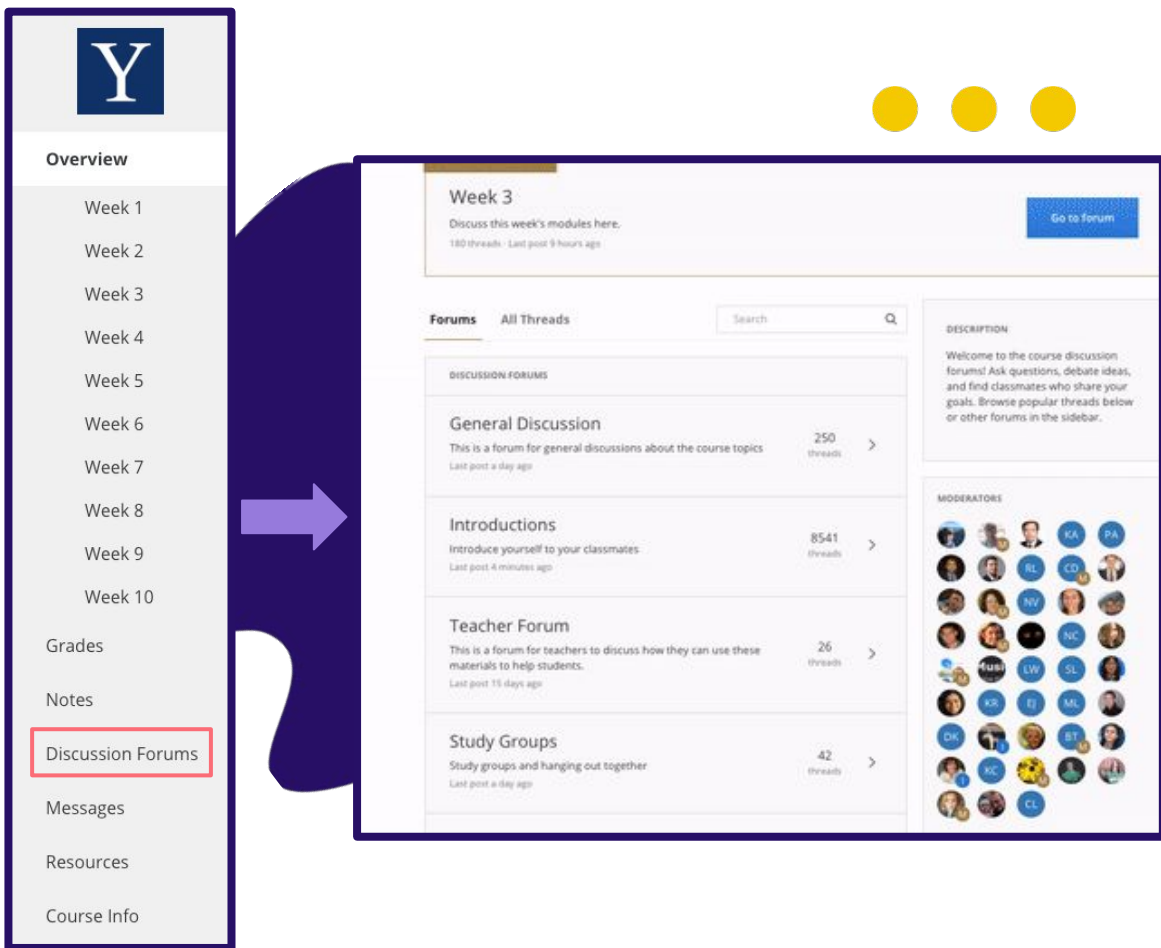


Item	Status	Due	Weight	Grade
✓ Week 2 Quiz	Passed	Aug 11 11:59 PM PDT	10%	83.33%
✓ Week 3 Quiz	Passed	Aug 18 11:59 PM PDT	10%	85.71%
✓ Week 4 Quiz	Passed	Aug 25 11:59 PM PDT	10%	100%
📅 Week 5 Quiz	--	📅 Sep 1 11:59 PM PDT	10%	--
📅 Week 6 Quiz	--	Sep 8 11:59 PM PDT	10%	--
<b>Reflect on the Rewirement Challenge</b> 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		

# Engaging with the Coursera learning community

You will learn alongside 1000s of highly engaged peers. You'll have the opportunity to exchange feedback on assignments and discuss ideas in 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.





# 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 the Coursera video player interface for the course "Introduction to Structured Query Language (SQL) > Week 1 > Welcome to the Course". The interface includes a sidebar with course materials, a central video player, and a right sidebar for notes. Five callouts (A-E) highlight specific features:

- A**: Fully interactive transcripts that correspond to the video timestamps. This points to the transcript text "Welcome to SQL and databases." which is highlighted in green.
- B**: Change language of the subtitles. This points to the "English" dropdown menu below the video player.
- C**: Download videos for offline viewing. This points to the "Download" button below the video player.
- D**: Change video playback speed. This points to the "Help Us Translate" link below the video player.
- E**: Your saved notes will be stored here. This points to the "Notes" sidebar on the right.

The sidebar on the left lists course materials under "Lecture Materials":

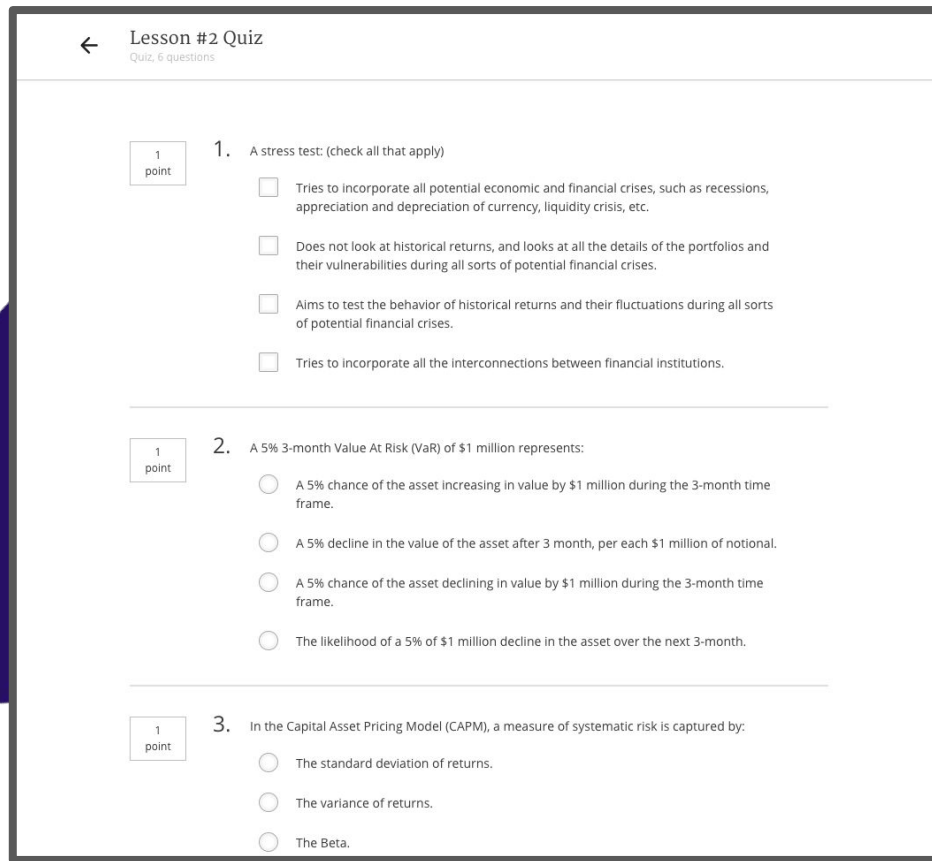
- ✓ Video: Welcome to the Course (3 min)
- ✓ Video: Installing MAMP on a Macintosh (7 min)
- Ⓛ Video: Installing MAMP on Windows 10 (14 min)
- Ⓛ Video: Installing XAMPP on Windows 10 (9 min)
- Ⓛ Reading: Installing LAMP On Linux (10 min)
- 🔒 Discussion Prompt: Your Database Experience (5 min)

The "Optional Assignment" and "Bonus Materials" sections are also visible at the bottom of the sidebar.

# 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.**



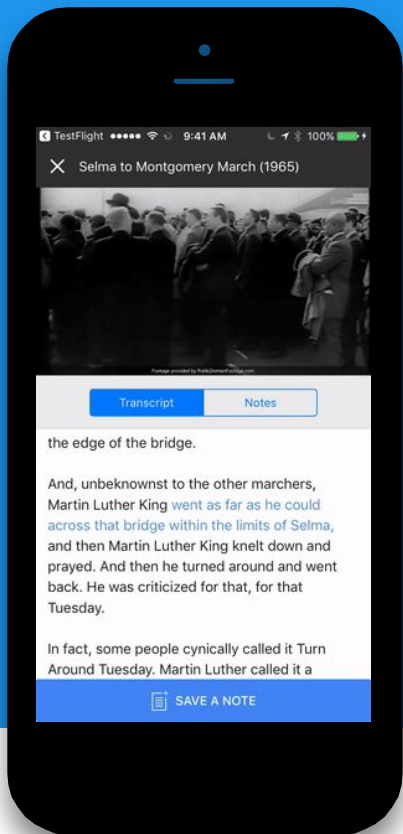
### Unparalleled accessibility

**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**



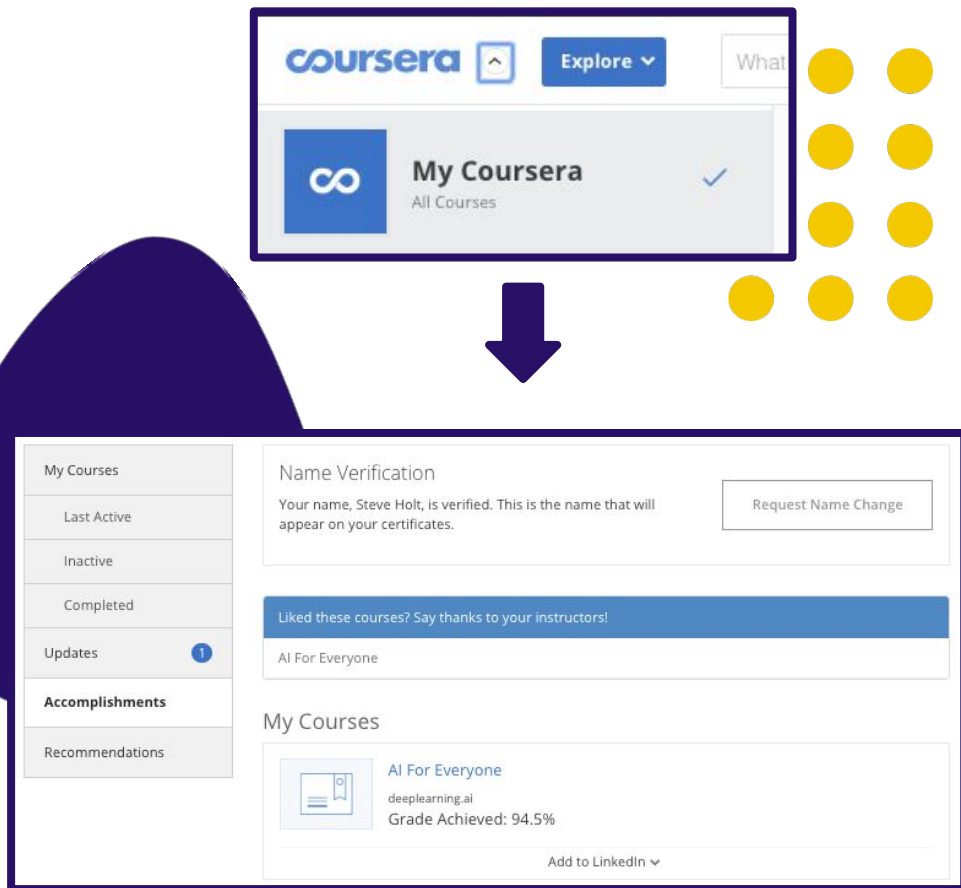
# Access and share certificates of completion.

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 of your on your Coursera home page. In the dropdown menu click on **My Coursera**.

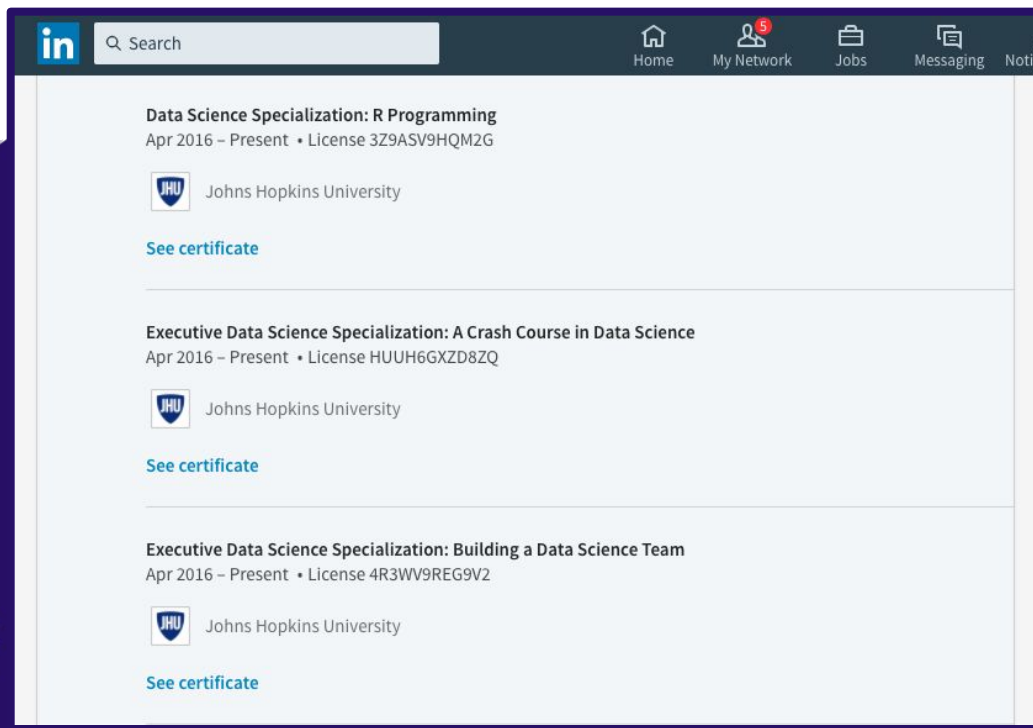
Next, click on the **Accomplishments** tab in the left-hand menu.

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



# 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.

## Help Articles

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

[Coursera 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](#)

 [Contact Us](#)

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

Your organization's Coursera program admin is also here to help. Here is a table to help you determine when to go to Coursera vs. your program admin

Issue Type	Go to Coursera if...	Go to your Program Admin if...
Accepting Invitation	You click accept and nothing happens or there is an error.	Your invitation was deleted by your admin or the company contract ended (invite no longer valid).
Enrollment	You can't enroll in a course because your organization's subscription has expired.	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."
Enrollment	Can't pay for a course that is not in their Learning Program or after they reached their company's credit limit.	You want to enroll in an additional course for free.
Enrollment	Wants to unenroll from a course (within 14 days or outside of 14 days).	You want to be removed from the program or don't want to be on Coursera anymore.
Enrollment	You have a question about how many courses they may take.	You want to take more courses and have hit your enrollment limit.
Enrollment	You have a question about how long they have to take courses.	You want more time to take courses
Sessions	You are getting errors when changing sessions.	You want to move to a different session.
Sessions	You are how to switch sessions.	You have questions about when to take courses based on your organization's projects or needs
Courses	You have questions about how courses or specializations work.	You have questions about how the courses relate to your organization
Courses	You have recommendations about which courses to take - you can also use the Recommendations tab in My Coursera	You need help on which courses to take first to follow your career trajectory
Accomplishments	You have Certificate troubleshooting issues.	You have questions about learning progress being reported to your organization.
Course Content	You encounter broken videos, content missing, or inaccurate course content.	Please reach out to Coursera for any course content related issues

**Have fun learning!**

