
Coursera Learner Guide

Authored by Coursera
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Welcome to Coursera!

This guide was written to help you navigate the Coursera platform and start learning.

What is Coursera?

Coursera provides **MOOCS** (**M**assive **O**pen **O**nline **C**ourses) featuring high quality, curated online learning on an easy-to-use online platform.

Why learn on Coursera?

While learning on Coursera you will...

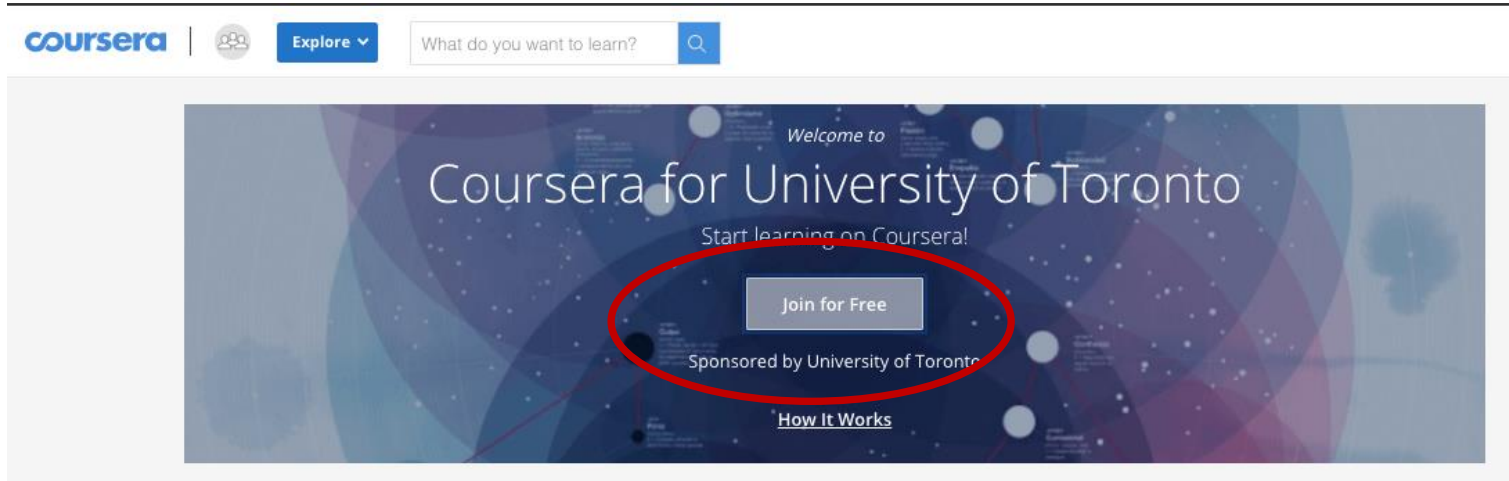
- ✓ Learn new skills.
- ✓ Help prepare for your future job.
- ✓ Refresh your prior learning.
- ✓ Become better informed on a variety of topics.
- ✓ Access content from 160+ universities & 30+ industry partners.
- ✓ Be part of a community of global learners.

Joining your Coursera program




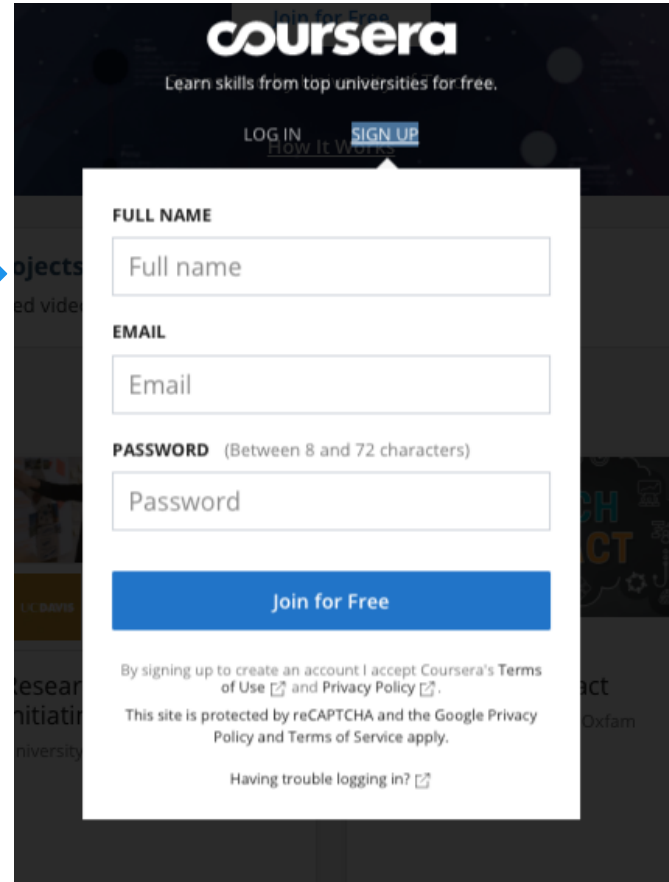
Follow the link...

Use the direct **Join for Free** URL provided to join the Coursera program.



Click "Join For Free"

Click on the **Sign Up** to create your Coursera account using your university email. You will not see a **Log in with your organization** button.

Join for Free

coursera
Learn skills from top universities for free.

LOG IN **SIGN UP**
[How It Works](#)

FULL NAME

Full name

EMAIL

Email

PASSWORD (Between 8 and 72 characters)

Password

Join for Free

By signing up to create an account I accept Coursera's [Terms of Use](#) and [Privacy Policy](#).

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Having trouble logging in? [?](#)

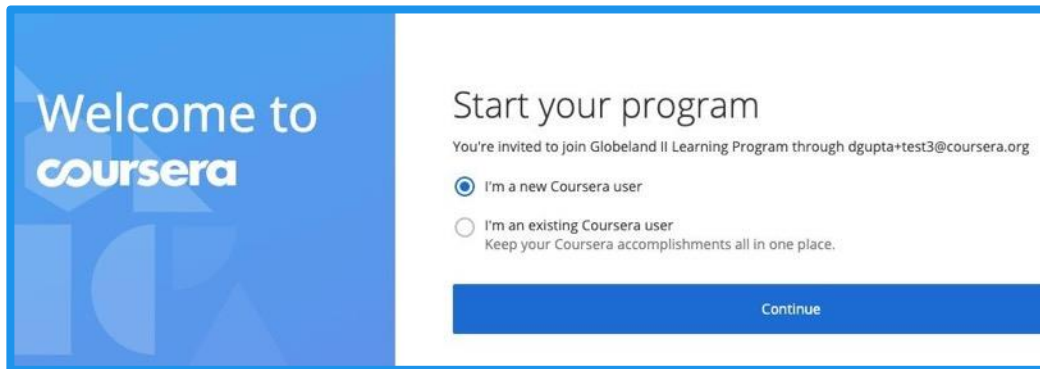
Setting up your Coursera account



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.

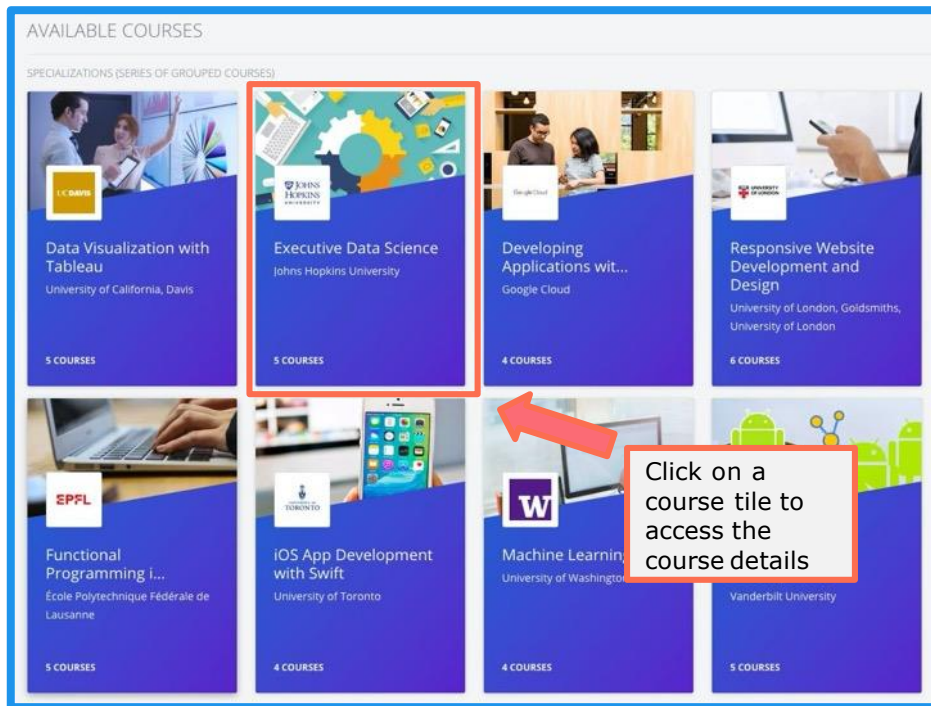
Enrolling in a Course



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.



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

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

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

Offered by







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

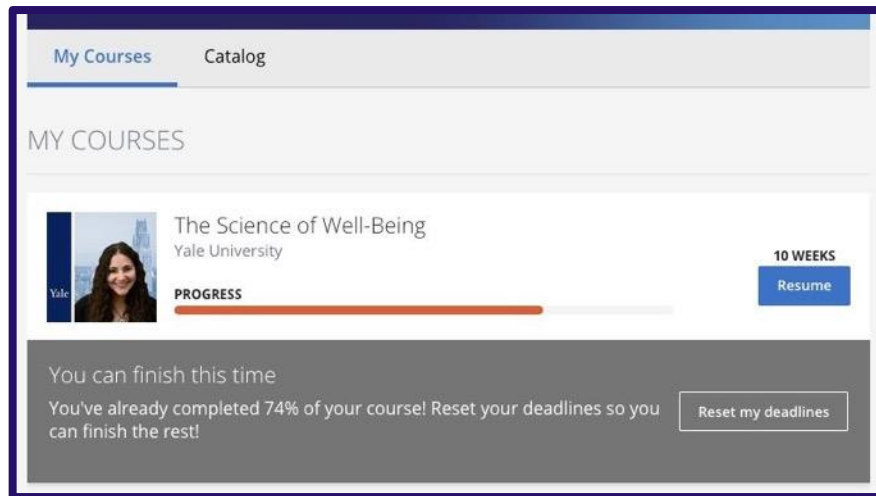
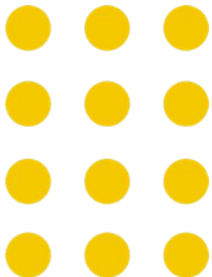
Starting a Course



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 screenshot shows the course page for "The Manager's Toolkit: A Practical Guide to Managing People at Work" by the University of London & Birkbeck. The left sidebar contains a navigation menu with the following items: Overview, Week 1, Week 2, Week 3, Week 4, Week 5, Week 6, Grades, Notes, Discussion Forums, Messages, Resources, and Course Info. The main content area features a top banner with the course title and university affiliation. Below this is a welcome message from Dr. Chris Dewberry. A progress bar at the bottom indicates the course structure, with "START" marked at the beginning of Week 1. The "WEEK 1" section is currently selected, showing a video titled "Video: Welcome and Introduction part 1" which is 7 minutes long. A "Start" button is visible next to the video information.

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

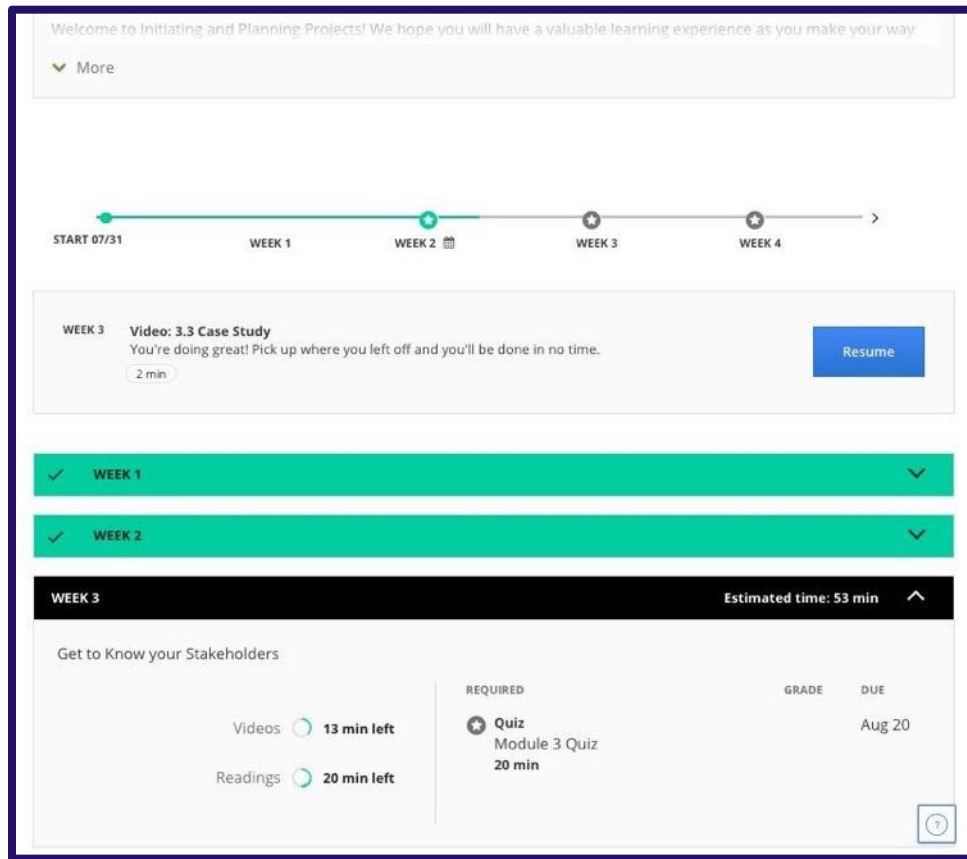
Start

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.

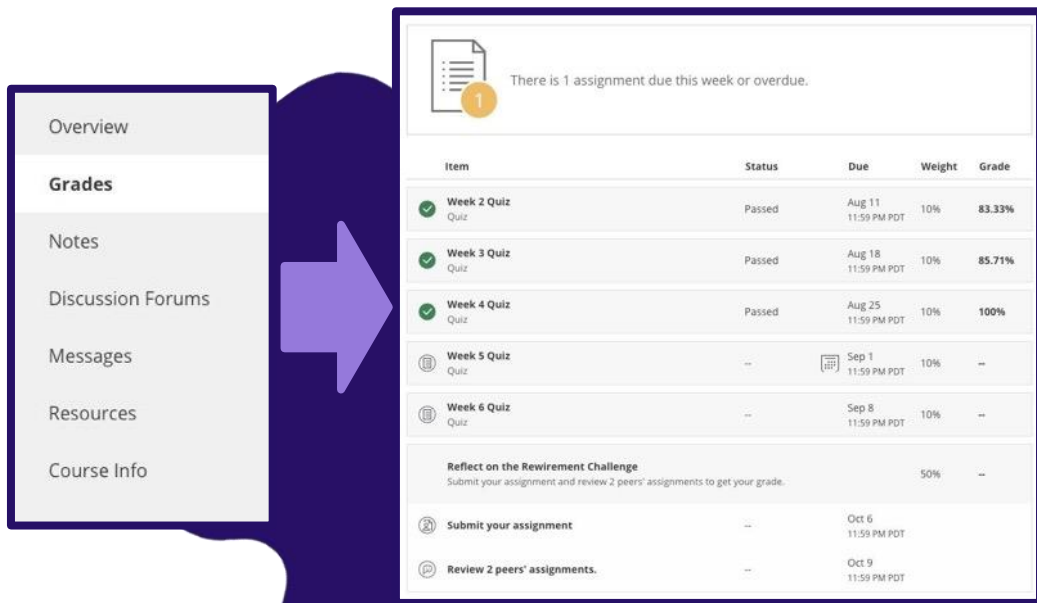
Start dates are suggested to keep you on track—you can reset them if things get busy.



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.

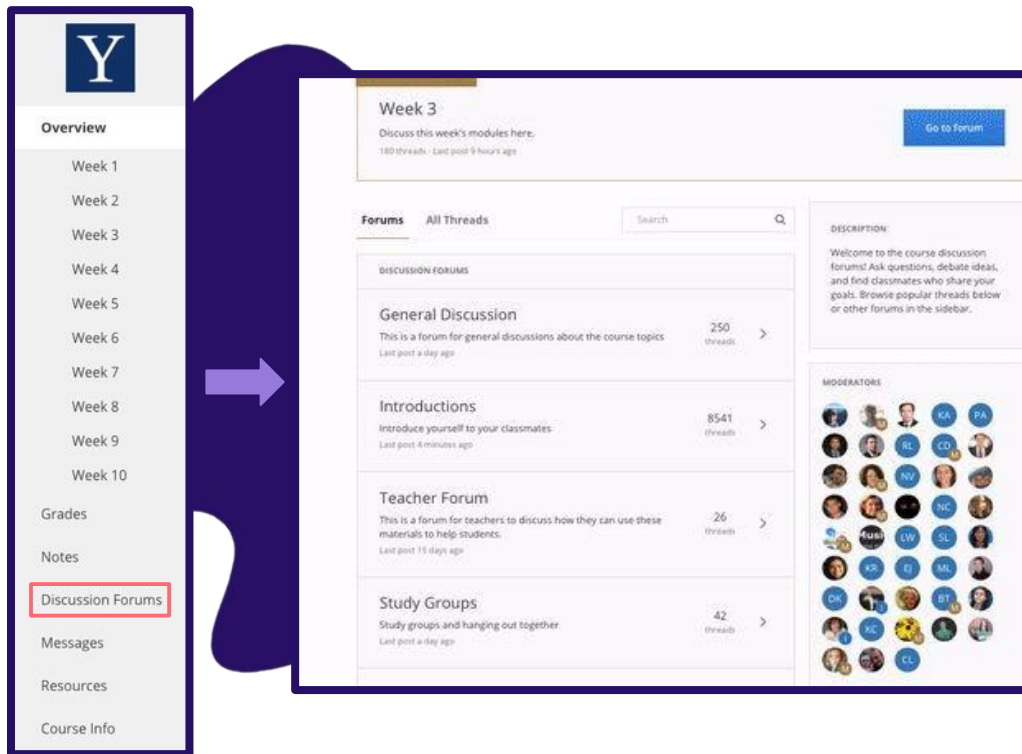


Item	Status	Due	Weight	Grade
✓ Week 2 Quiz Quiz	Passed	Aug 11 11:59 PM PDT	10%	83.33%
✓ Week 3 Quiz Quiz	Passed	Aug 18 11:59 PM PDT	10%	85.71%
✓ Week 4 Quiz Quiz	Passed	Aug 25 11:59 PM PDT	10%	100%
📅 Week 5 Quiz Quiz	--	📅 Sep 1 11:59 PM PDT	10%	--
📅 Week 6 Quiz Quiz	--	Sep 8 11:59 PM PDT	10%	--
Reflect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

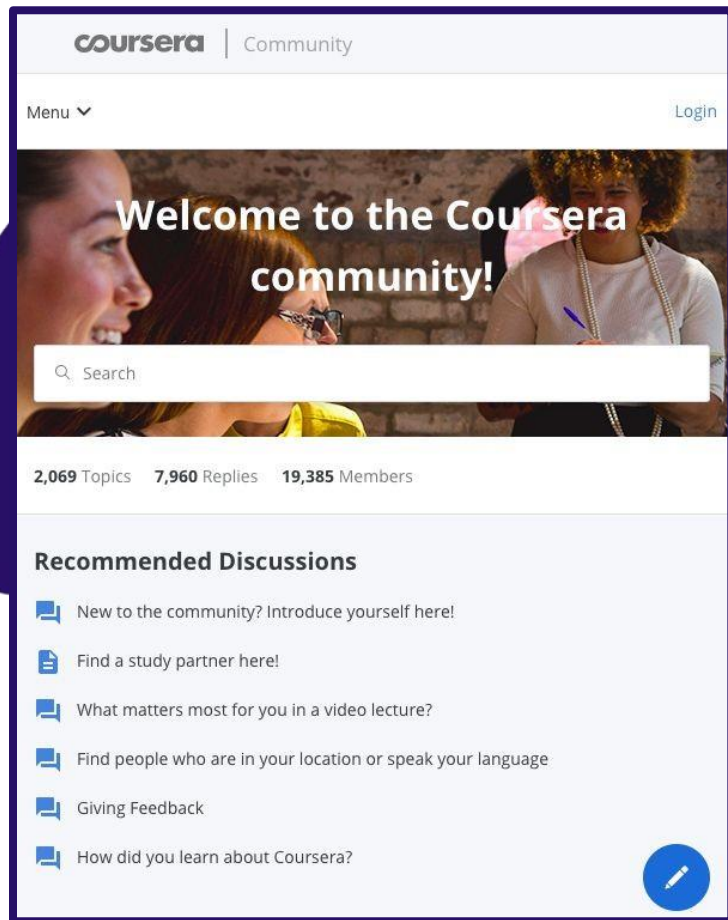


Connect beyond your course in the Coursera Community

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 the Coursera video player for the course "Introduction to Structured Query Language (SQL)". The left sidebar lists course materials, including "Welcome to the Course" (3 min), "Installing MAMP on a Macintosh" (7 min), "Installing MAMP on Windows 10" (14 min), "Installing XAMPP on Windows 10" (9 min), "Installing LAMP On Linux" (10 min), and a "Discussion Prompt: Your Database Experience" (5 min). The main video player shows a man speaking, with a transcript at the bottom. 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 write any JavaScript." Callouts A-E point to specific features: A points to the transcript, B points to the language dropdown menu, C points to the "Download" button, D points to the "Settings" gear icon, and E points to the "Notes" panel on the right.

Introduction to Structured Query Language (SQL) > Week 1 > Welcome to the Course

Course materials

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

Optional Assignment

Bonus Materials

Welcome to the Course

0:09 / 3:10

Save Note Discuss Download

English

Help Us Translate

Notes

Click the "Save Note" button when you want to capture a screen. You can also highlight and save lines from the transcript below. Add your own notes to anything you've captured.

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



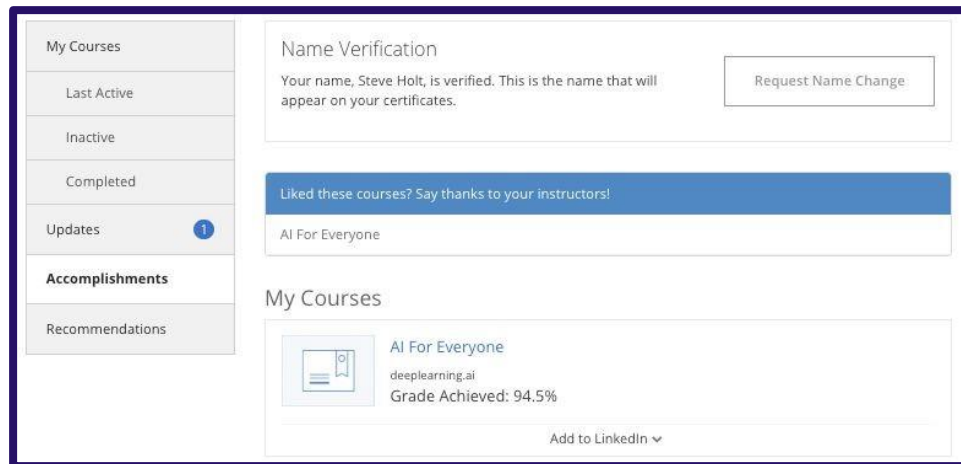
Access and share certificates of completion

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**.

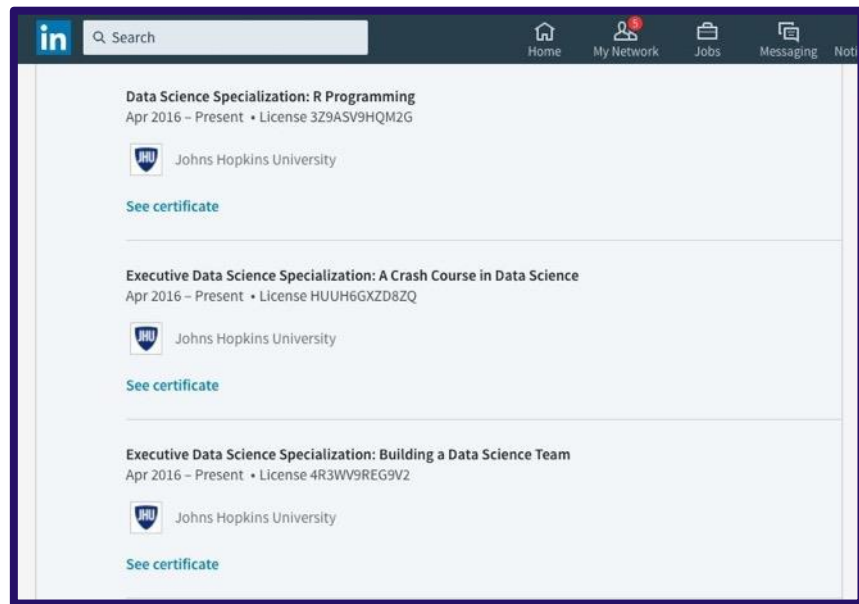
Next, click on the **Accomplishments** tab in the left-hand menu.

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



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

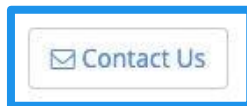
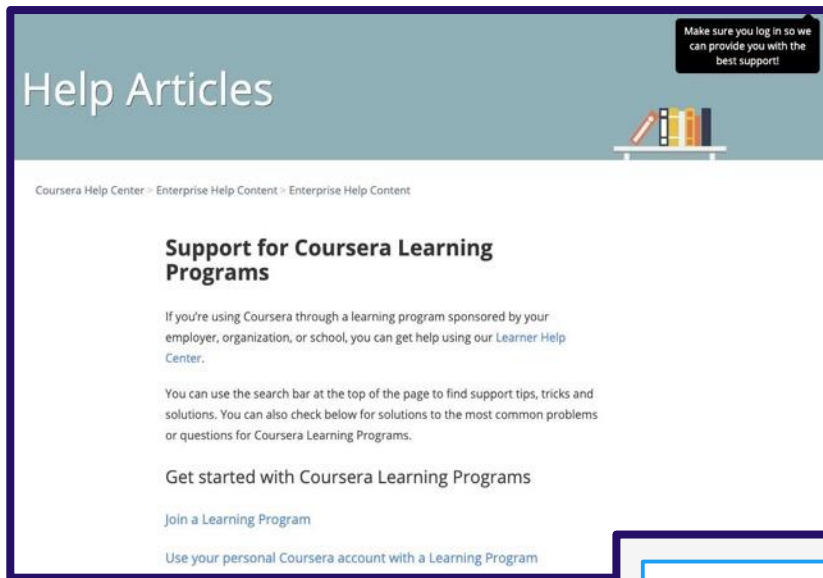


Learner Support

You are supported 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.



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.



Have fun learning!

