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

What is Coursera?
Coursera is the world’s leading online learning platform. With Coursera, you can easily access world-class content and credentials from the world’s top universities and companies, drive skill development with role-based learning, and track and benchmark skill proficiency against 62+ million learners.

Why learn on Coursera?
While learning on Coursera you will...
✓ Learn new skills to help you excel in your current role
✓ Learn to prepare for your dream job
✓ Refresh your education & keep your competitive edge
✓ Become better informed on a variety of topics
✓ Access content from 200+ universities & 30+ industry partners
✓ Join a global community of 62+ million learners
Important notes about your plan
What is Coursera for Campus?

Coursera for Campus is an initiative that enables any university to offer high quality, job-relevant, online learning to students. If you are viewing this guide, you are likely part of or looking to join a Coursera for Campus **Basic plan** or **Student plan** program.

- **Basic plan**: Allows school administrators to offer a Coursera program to their students. It includes one free course and unlimited Guided Project enrollments per student per year.

- **Student plan**: It gives the same access as the Basic plan, except individual students – rather than school administrators – request Coursera for access to a program. Coursera will direct students to their school’s program if one exists already, or create a new program upon validation of school info that the student provides. This process may take up to a few weeks depending on the request queue.
Important notes on Basic / Student plan

Here are some critical elements of the plan that we want to highlight:

★ **Learning program:** Each student will join a program in order to access the Coursera catalog. The student will need to create an account, or link to an existing account first.

★ **Enrollment limit:** Each student will be able to enroll in one course / year (and unlimited Guided Projects) from the program catalog.

★ **Unenrollment window:** You must unenroll from a course within 14 days from date of enrollment if you wish to take another course.

★ **Course access:** Some courses may start on a future date. You will see this information on the course description page prior to enrolling, and if you enroll anyway, items will be locked until the session starts. If this is an issue for you, you can simply unenroll within 14 days and take a different course.

★ **ID verification:** Some courses that are part of a Degree or Professional Certificate program require an ID verification that involves uploading an active government-issued ID. Please note that student IDs as well as IDs from restricted countries are currently not accepted.
Joining your organization’s learning program on Coursera
Joining your organization’s learning program

**Basic plan:** There are two ways you can join your organization’s learning program, depending on how your school’s admin has invited you...

- Email invitation: Clicking the link “Join Now” from the email invitation you have received
- Program link: Clicking the **Program URL** shared by your school and logging into Coursera using the email address associated with your school (most likely your school email)

**Student plan:** After going through the request flow on the Student plan website, you will be directed to the program page to join or receive an email with join link at a later date if a program does not exist yet.

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**Note:** This is different from visiting coursera.org and signing up as a new user. Doing so will mean that you are using Coursera’s consumer site and not your organization’s learning program, and hence you will not be able to enjoy the enterprise benefits.
Joining your organization’s learning program

Once you click on the invitation email link or the program URL, you will be directed to your organization’s learning program. In order to join, you need to first log in to the Coursera platform.

To do so, either click on “Join for Free” or the “Log In” button in the top right corner.

Note: If you are already logged into Coursera with the same email address on which you have been invited for this program, you will directly see “Join Program” button.
Creating your account

Once you click on “Join for Free”, you’ll be redirected to a Welcome to Coursera page where you will have 2 options for account setup.

1. If you **don't have** an existing Coursera account, select *I'm a new Coursera user*

2. If you **do have** an existing Coursera account (either under the email where you received the invitation or a different personal email), select “**I'm an existing Coursera user**”. **This is a critical step to keep all of your past/future accomplishments and progress in one place.**

Note: Once you have accessed the program link and joined, you will not see the “Welcome to Coursera” page - you will directly see the pop up to login with your account or sign up for a new account to access the learning program.
Creating your account

A. If you select “I am an existing Coursera user”, you will be asked to enter your existing username and password. Once done, your existing account and your email used for the Basic/Student plan will be linked under the same account.

B. If you select “I am a new Coursera user”, you will be asked to create a password for your new account.
Your Program Home

Once you have created your account, you will land on the learning program home page where you will see two tabs:

1. **My Courses**: After you enroll in a course / Guided Projects, you will see them listed on this page and be able to enter them. This is also where you will **unenroll from any courses within 14 days**.

2. **Browse Catalog**: Here you will be able to see the courses / Guided Projects available in the program, view details, and enroll.

Note: Refer to the next section to understand how you can enroll in your first course and begin learning in detail
Enrolling in a course / Guided Project
Choose your course

Once you have chosen a course that interests you, click on the tile to access the course details.

If you choose a tile for a Specialization or Professional Certificate, you will be enrolled into the first course of the series.

If you’d like to complete the entire series, you can pay for the remaining courses or reach out to your school’s administration to request that they partner with Coursera to offer more enrollments to you.
Choose your Guided Project

Guided Projects allow learners to use a pre-configured cloud desktop that is accessible from their web browser to learn a new tool by completing instructor-led tasks.

You can find all the projects by typing in “Rhyme” in the search bar. Once you have chosen a project that interests you, click on the project tile to access details and enroll.

Note: Guided Projects need to be accessed via a desktop or a laptop.
Enroll in a course / Guided Project

The course description page has detailed information to help your enrollment decision.

The description includes:
✓ Skills that you will gain
✓ Difficulty level
✓ Workload
✓ Rating
✓ Detailed syllabus

If you decide to enroll, click on the “Enroll for Free” button – it will then change to “Go To Course”. Once you enter the course, you can start watching videos and taking quizzes immediately*

*Note: While most courses are on-demand and learner can start learning immediately, there are a few courses that have a specific start date. While you can enroll in these courses at any time, you will have to wait for the session to begin learning.
Access Guided Projects

When you enroll in a Guided Project, you will be taken to the course page. The course will consist of a combination of lectures/readings/project/quiz. Look for an Ungraded External Tool assignment to access the project exercise.

Click on “Open Tool” to access the Guided Project interface.

To obtain a certificate for the completed Guided Project, come back to the course page after finishing the project and pass the quiz.

See Solving Issues with Rhyme Guided Projects for more details and troubleshooting tips.

This project is for those who want to start working with OpenCV for Computer Vision projects. You will learn Object Tracking with OpenCV Python. At the end of this project, you will know how Optical and Dense Optical Flow works, how to use the Me...
Guided Projects

New course type that offers learners short-form, hands-on learning

Hands-on learning
Learners instantly go hands-on with virtual cloud desktop

Instructor-led
Easily follow along with visuals from the instructor in a convenient, split-screen interface
Starting a course / Guided Project
Go to your course / Guided Project

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

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 on the main page.

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

Click **Resume** to return to a course to start where you last left off.
View your progress at a glance

Every course page has a timeline to help you easily see how you are progressing through the 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.
Resetting Deadlines

Reset Deadlines: Start/due dates are suggested to keep you on track — you can reset if things get busy (you will be prompted to do so).

You can do so by clicking on the Reset Deadlines option either from:

1) In-course page
2) Program home page
Unenrolling from a course

As mentioned, your plan allows for one course enrollment per year.

So if the course you enroll in does not seem like the right choice, you must unenroll yourself within 14 days from the date you enrolled. After 14 days, you will not be able to change your selection.

You can do so from your program home page under My Courses, by clicking on the “…” button on the course card.
Keep track of your grades and completed assignments

On the Grades tab of the left-hand menu section of the course page, 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
Discussion forums for your course

For any questions or issues specific to the course / Guided Project, please visit the Discussion Forum within the course page. You can find relevant topics and threads created by your peers, or post your own to get help or start conversations.

Discussion forum is accessed through the left-hand menu on your course page. These are available for most courses.
Finding video segments with Coursera’s interactive & searchable transcript

The full transcript of each video can be clicked in segments, which will take you to the corresponding point in the video. Search the transcript if you’re looking for a particular lesson concept or keywords.
Starting a course

Graded quizzes to help reinforce 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

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.

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.

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.
Connect beyond your course in the Coursera Community

Visit [www.coursera.community](http://www.coursera.community) while logged in to your Coursera account. Click **Login** on top right to get started.

In the Community, you can:

- Dive deeper into topics of interest
- Ask and answer questions
- Meet other learners using Coursera to improve personally and professionally
- Get and share study tips
- Organize and attend online events
Download the Coursera mobile app to learn on the go!

Ease of use

95% of the 4000+ 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.
Accessing Multiple Learning Programs
How to switch programs?

Over your Coursera journey, you may join more than one learning program set up by one or multiple organizations.

To switch to a different program, simply click on the dropdown at the top-left corner of your learner home page and select the desired program. You can then browse and enroll in the courses available in the chosen program.

Note that once you've enrolled in a course through one program, you won't be able to make duplicate enrollments from other programs. You will still be able to search and enter the course from any program, but the course will only be listed on “My Courses” section of the program that was used to enroll in it.

Please note that clicking on My Coursera will direct you to the Coursera consumer website.

If you try to enroll in a course from there that is not included in the program, you will be directed to the payment page.
Sharing your accomplishments
Access and share certificates of completion

You can access your certificates of completion under the **Accomplishments** option from the dropdown in top-right corner, displaying your name.

Once here, you will be able to view and download the certificate, as well as share it directly on LinkedIn.
Coursera credentials are the second most popular 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

We provide support through our Learner Help Center. This is a great place to learn about how Coursera works and get answers to your specific questions & issues.

You can access the Help Center from:

1) Top menu of your Coursera account
2) Bottom of the Program Home page and in-course pages

Note: For questions about specific course content or help with assignments, please visit the Discussion Forum (accessible from the course page) and review existing posts by your peers / make a new post.
# Additional Support

What do these messages mean?

<table>
<thead>
<tr>
<th>Issue Type</th>
<th>Messages</th>
<th>Reasons and Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolling in the learning program</td>
<td><img src="image" alt="Failed to join" /> Sorry, this program has been filled up. Please contact your learning team to add availability.</td>
<td>Your organization has hit the license limit and needs to work with Coursera to expand the plan. Please reach out to your school administrator/program admin with the request.</td>
</tr>
</tbody>
</table>
| Payment for the course          | ![7-day Free Trial](image) ![My Coursera](image) means Coursera Consumer site | If you are seeing the 7-day Free Trial screen asking for payment to enroll in a course, one of these could be the reason:  
1. You are accessing Coursera's consumer site instead of your organization's learning program. Please click on the toggle on the top left corner of your account. If it says "My Coursera" it means you are on the non-enterprise platform. Always make sure your access the platform using the program link of your organization.  
2. The course is not a part of the program catalog |
| Getting the certificate for your course | ![To earn your certificate, please verify your account](image) | If you see this on your course page, it means you must verify your identity (one-time process) to release certificates for course / Guided Project completions.  
- Some courses on Coursera only require the learner to verify their name  
- Some courses require ID verification, which includes uploading a government-issued ID |
Have fun learning!