

Coursera for Campus Basic / Student Plan Learner Guide































UC San Diego





















































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 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?

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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.

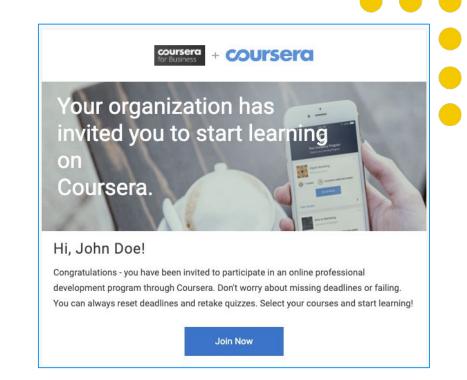
Joining your organization's learning program on Coursera

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.

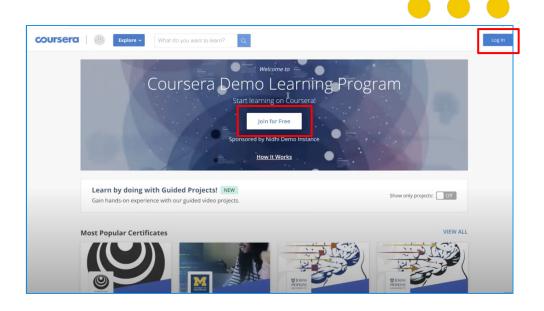


Note: This is different from visiting coursera.org and signing up as a new user. Doing so will mean that you are using Coursera's consumer site and not your organization's learning program, and hence you will not be able to enjoy the enterprise benefits.

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



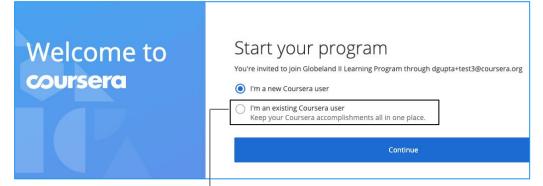




Creating your account

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.

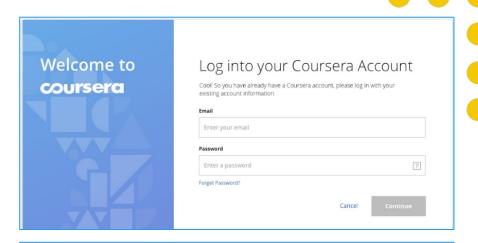


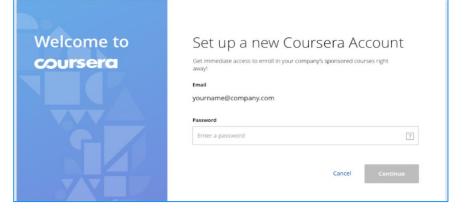
This option only appears when you try to join the program for the first time, so please be sure to select it if you have an existing account.

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

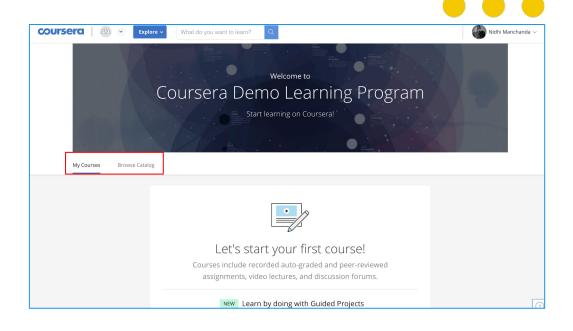




Your Program Home

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

- 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.
- 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

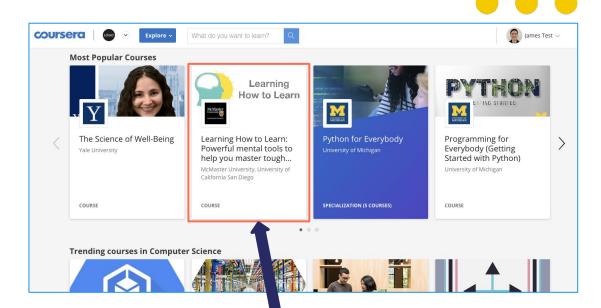
Enrolling in a course / Guided Project



Once you have a 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.

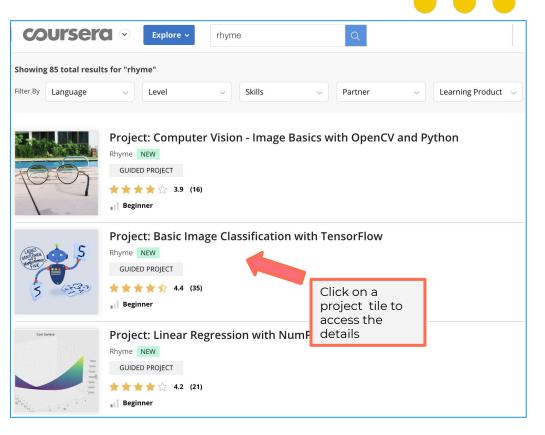


Click on a course tile to access the course details

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 a chosen a project that interests you, click on the project tile to access details and enroll.





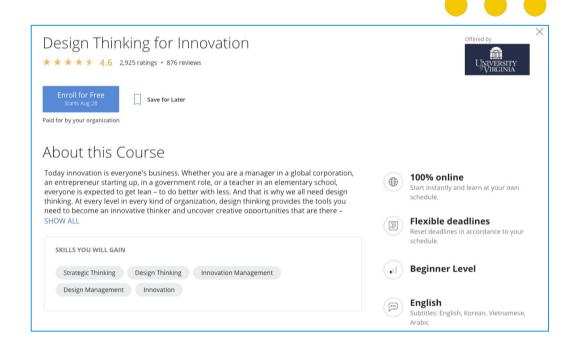


The course description page has detailed information to help your enrollment decision.

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.

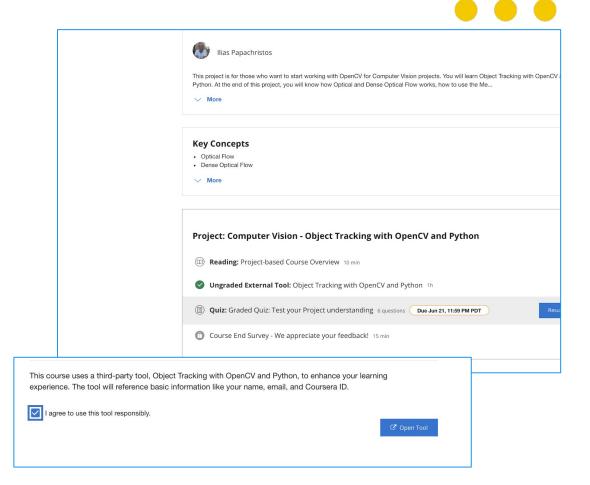
Access Guided Projects

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 <u>Solving Issues with Rhyme Guided</u>
<u>Projects</u> for more details and troubleshooting tips.



Accessing the Cloud Desktop

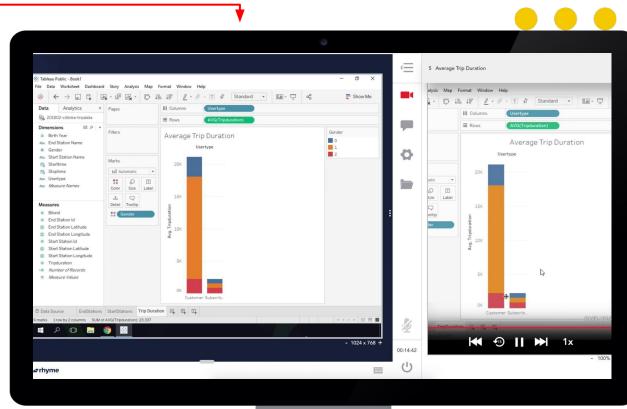
Guided Projects

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



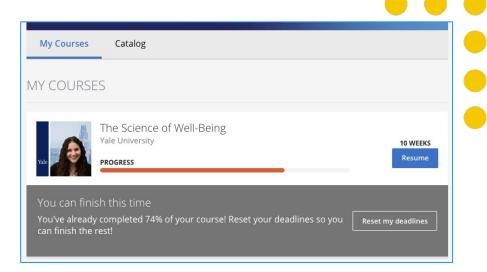
New course type that offers learners short-form, hands-on learning

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**.



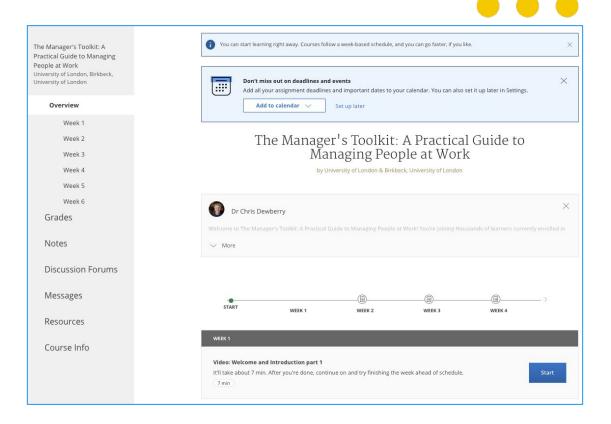


Main course / Guided Project page

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.

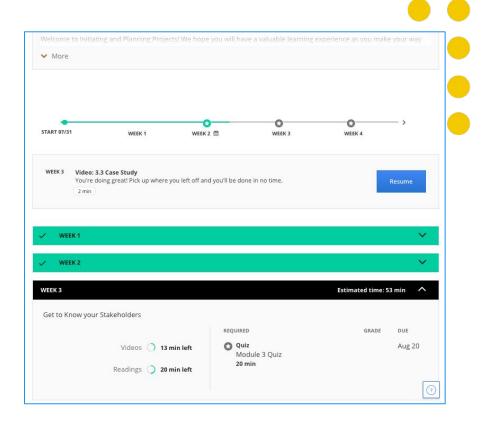
Click **Resume** to return to a course to start where you last left off.



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.

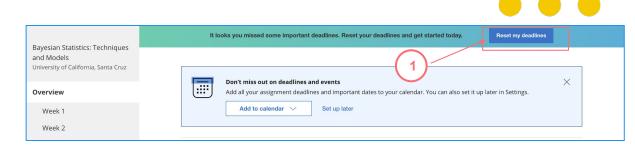


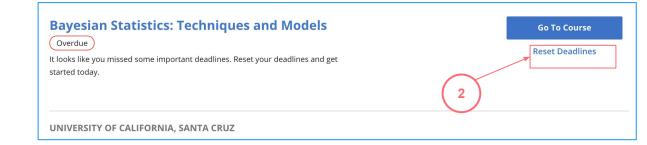
Resetting Deadlines

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



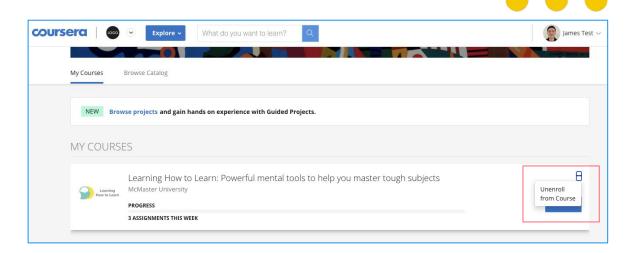


Unenrolling from a course

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.

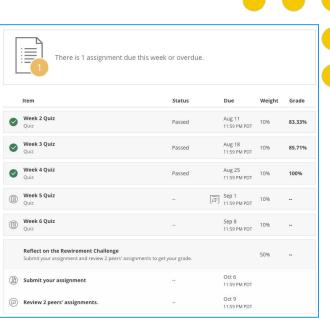


Keep track of your grades and completed assignments

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







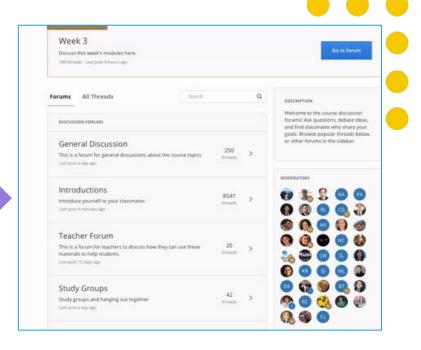


Discussion forums for your course

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.

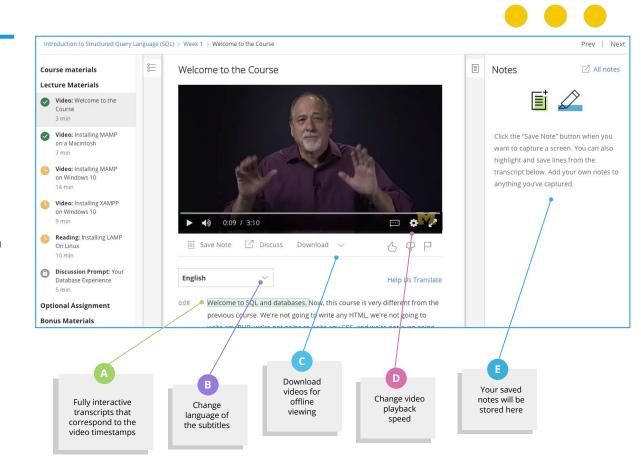
Discussion forum is accessed through the left-hand menu on your course page. These are available for most courses.





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.

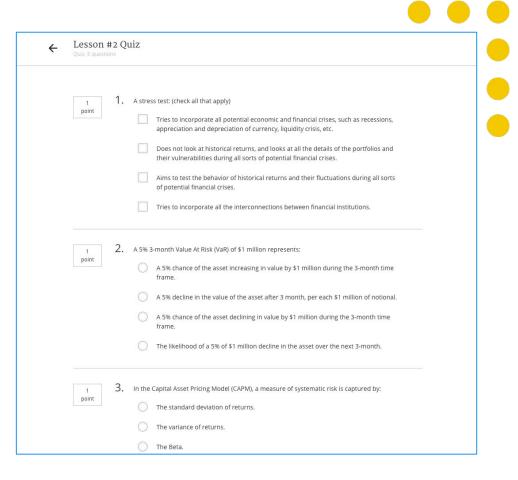


Starting a course

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.

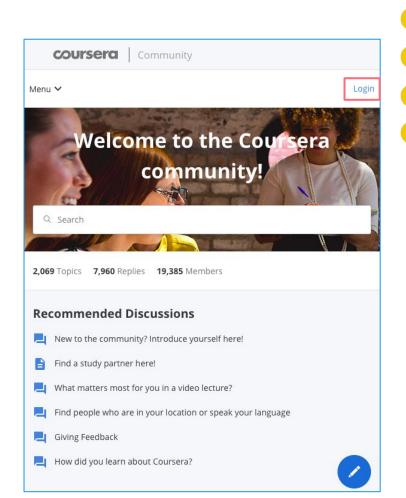


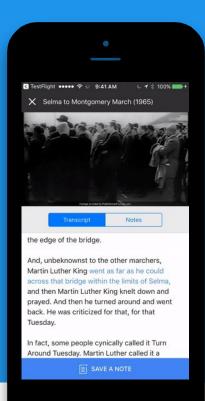
Connect beyond your course in the Coursera Community

Visit <u>www.coursera.community</u> 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.

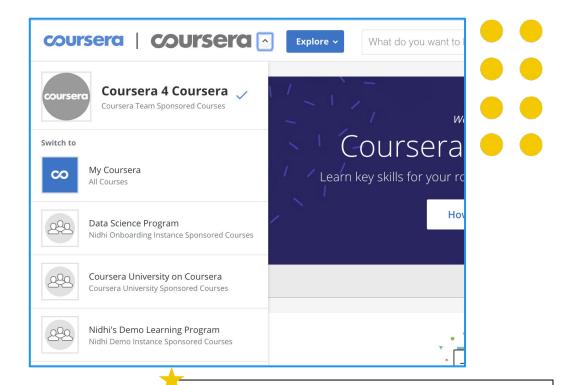
Accessing Multiple Learning Programs

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.

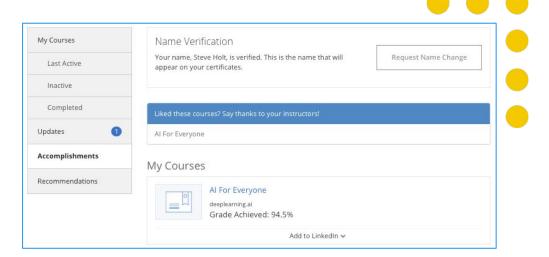
If you try to enroll in a course from there that is not included in the program, you will be directed to the payment page.

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.

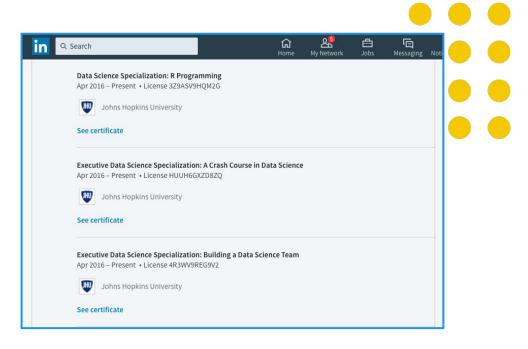
Once here, you will be able to view and download the certificate, as well as share it directly on LinkedIn.





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

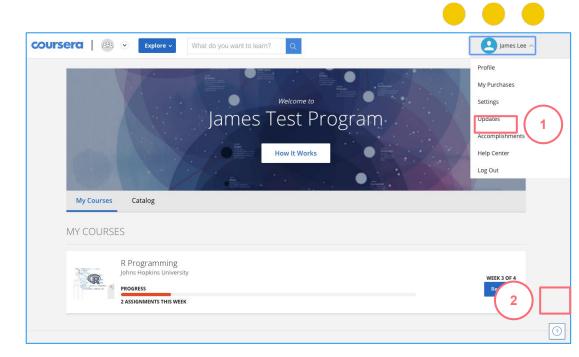
Learner Support

We provide support through our <u>Learner</u> <u>Help Center</u>. 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:

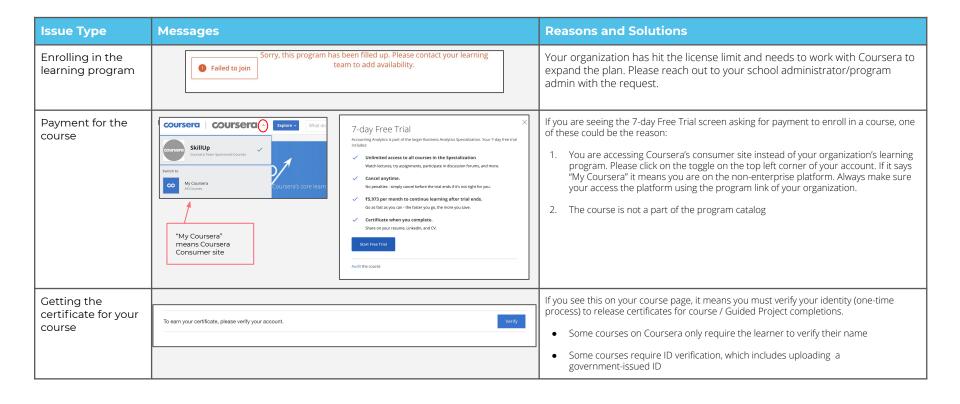
- 1) Top menu of your Coursera account
- 2) Bottom of the Program Home page and in-course pages

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?



Have fun learning!