Getting Started with Coursera

1) Go to https://www.coursera.org/

2) Go to top right of page and click the Join for Free tab

3) When the box pops up, enter your:
   a. Full name, email, and a password then click Join for Free tab
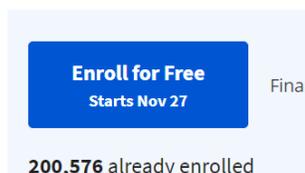   b. (There will be boxes that say Continue with Google, Continue with Facebook, Continue with Apple - **do not click these options**)

4) You might see a verification box pop up (shown here on picture to the left). Click on all images it says to click on, then click verify

a. A welcome box will pop up asking you for your work experience, education, and career goal. You can skip this section or complete the form and click "Continue" at the bottom right corner

5) On the "A4TD Approved Offsite Training" pdf, click on the link of the course you'd like to take. Back on the Coursera course Page, click "enroll for free" and select "Audit Only" and "Continue"

a. Sometimes this box will appear: DO NOT CLICK START FREE TRIAL, instead click the small "Audit the Course" at the bottom:

7-day Free Trial

Effective Communication Capstone Project is part of the larger Effective Communication: Writing, Design, and Presentation Specialization. Your 7-day free trial includes:

✓ **Unlimited access to all courses in the Specialization**
Watch lectures, try assignments, participate in discussion forums, and more.

✓ **Cancel anytime.**
No penalties - simply cancel before the trial ends if it's not right for you.

✓ **$49 USD per month to continue learning after trial ends.**
Go as fast as you can - the faster you go, the more you save.

✓ **Certificate when you complete.**
Share on your resume, LinkedIn, and CV.

Start Free Trial

Audit the course

6) A welcome box will open -> click the Start Learning button

7) The page will open for you to begin the course. You can click start and begin the course. On the left, you will also see options to click on throughout the course if you would like.

Timesheet Reminders!

- In the Offsite Training explanation column, write **"S2S, Name of Course, Name of Module"**

- When you are done the whole course, you must screenshot the "Overall Progress" bar & give to your RC/CMPA. The RC/CMPA will store the certificate in your employment portfolio.

Course | University of Colorado Boulder

Teamwork Skills: Communicating Effectively in Groups

0%

Overall Progress