

Getting Started with Coursera

1. Go to: [Coursera | Online Courses From Top Universities. Join for Free](#)
2. Select “Join for Free” in the top right corner.



3. Type in your email and select continue.

A screenshot of the 'Log in or create account' dialog box. It has a title bar with a close button. Below the title is the text 'Learn on your own time from top universities and businesses.' There is an 'Email *' field containing 'name@email.com'. Below the field is a blue 'Continue' button with a red arrow pointing to it. Underneath are three social login options: 'Continue with Google', 'Continue with Facebook', and 'Continue with Apple'. At the bottom, there is a link for 'Sign up with your organization' and some footer text about reCAPTCHA and privacy.

4. Enter your Full Name, Password, and select the “Join for Free” button.

A screenshot of the 'Sign up' dialog box. It has a title bar with a close button. Below the title is the text 'Learn on your own time from top universities and businesses.' There are three input fields: 'Email *' with 'name@email.com' and a red prompt 'enter your email'; 'Full Name *' with 'Enter your full name' and a red prompt 'enter your name'; and 'Password *' with 'Between 8 and 72 characters' and a red prompt 'create a password' next to an eye icon. At the bottom is a blue 'Join for Free' button highlighted with a red box. Below the button are links for 'Already on Coursera? Log in', 'Sign up with your organization', and footer text about reCAPTCHA and privacy.

5. Select the course you want to take from the approved course list.

Courseera

Courseera is the global online learning platform that offers anyone, anywhere, access to online courses and degrees from world-class universities and companies.

Below is a list of currently approved Courseera courses for A4TD Specialized Training

Digital Literacy

- [Getting Started with Microsoft Excel](#)
- [Getting Started with Microsoft Word](#)
- [Getting Started with Microsoft PowerPoint](#)
- [Introduction to Google Docs](#)
- [Collaborating with G Suite Apps](#)

Job Readiness

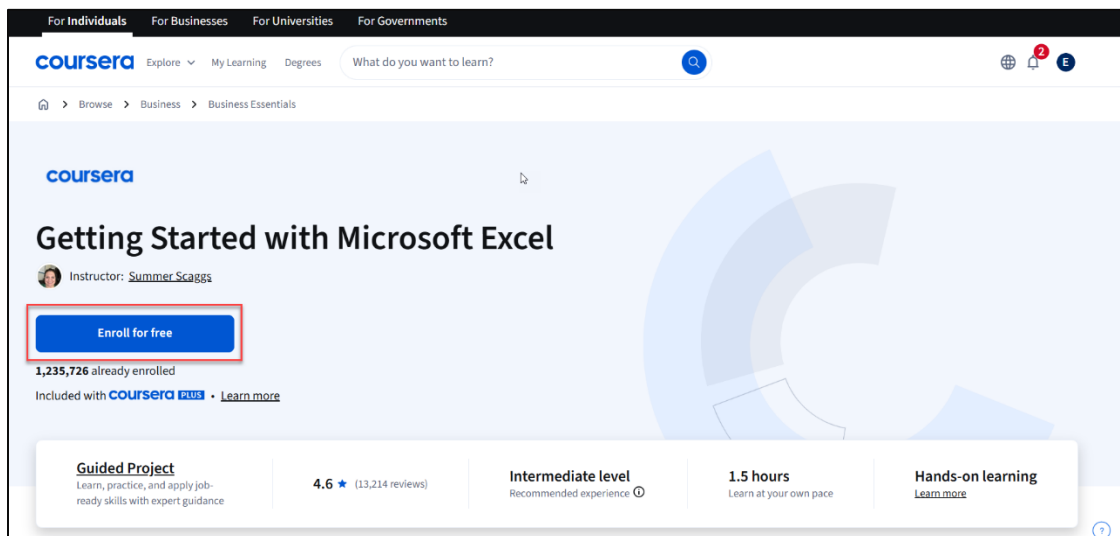
- [Create a Resume and Cover Letter with Google Docs](#)
- [Build a Professional Resume using Canva](#)
- [Create a Profile and Network on LinkedIn](#)
- [Utilize LinkedIn for Job Search](#)
- [Email Etiquette](#) (preview)
- [Preparation for Job Interviews](#)
- [Utilize CareerBuilder to Find Employment](#)

Soft Skills

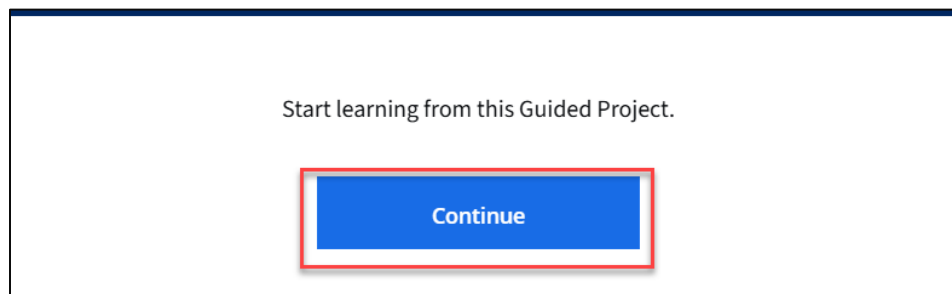
- [Developing Interpersonal Skills](#) (preview)
- [Collaborate Effectively for Professional Success](#) (preview)
- [Active Listening: Enhancing Communication Skills](#) (preview)

6. If you are selecting a course that **DOES NOT** say preview, follow these next steps.

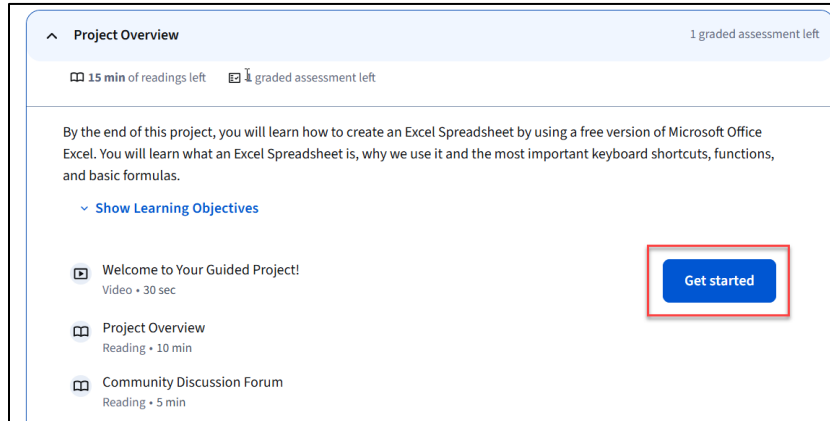
a. Click on the “Enroll for free” button.



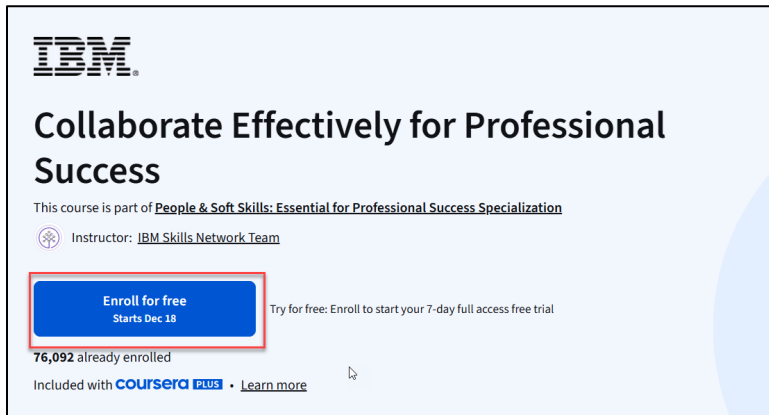
b. Click on the “Continue” button.



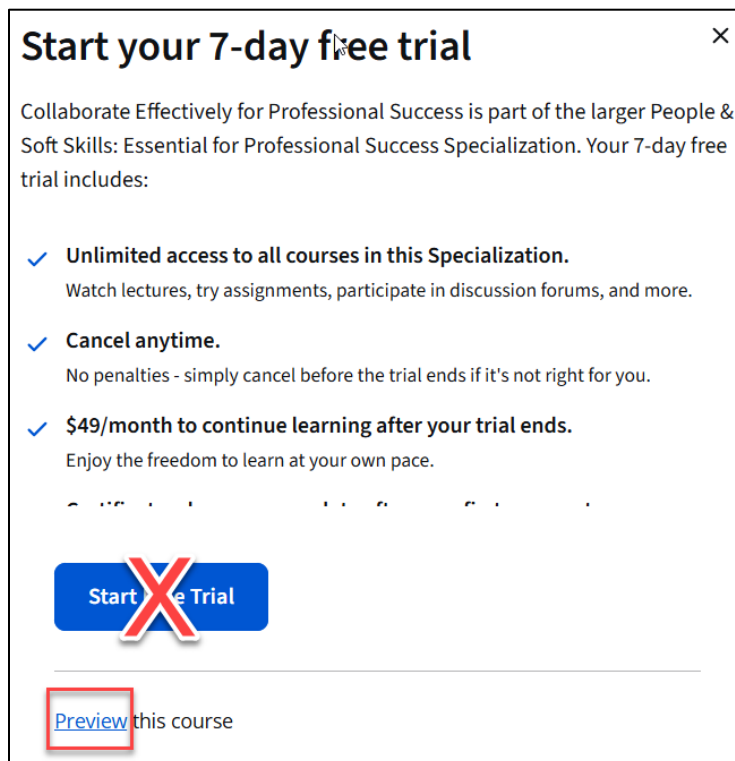
- c. Select the “Get started” button and follow the course steps.



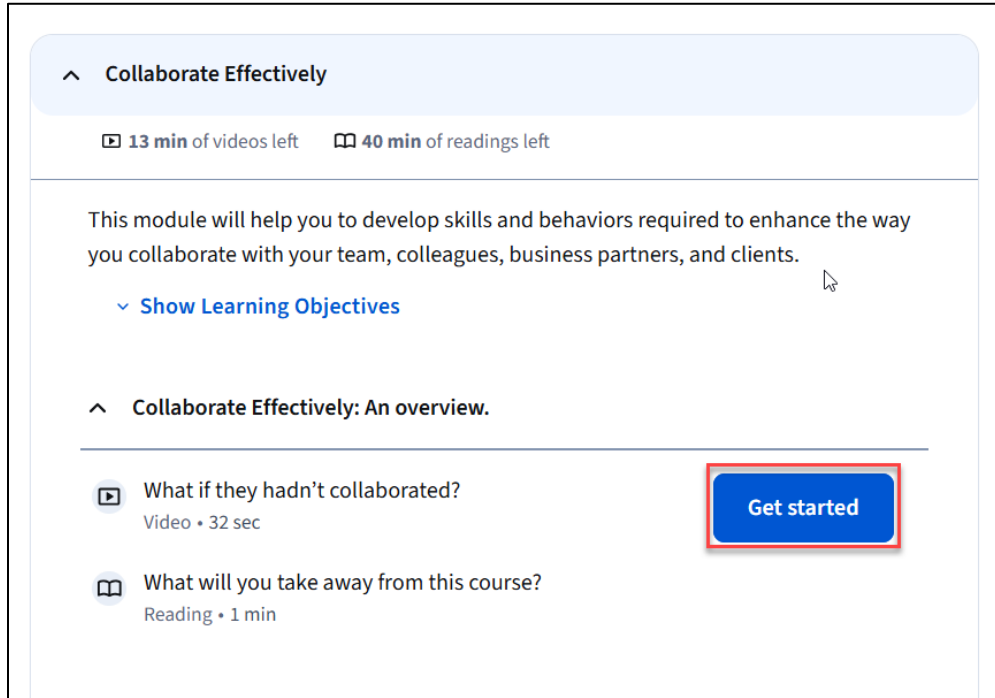
7. If you are selecting a course that **DOES** say preview, follow these next steps.
a. Select the “Enroll for free” button.



- b. **DO NOT** select “Start Free Trial” and instead select “Preview” located at the bottom of the popup.



- c. You can completely go through all the materials in Module 1 (if there are any other modules, they will be locked).
- d. Select the “Get started” button to begin and follow the course steps.



- 8. If you want to see the courses that you are enrolled in, select the “My Learning” tab at the top of the webpage.



- a. You can see the courses that are “In Progress” and you can pick back up where you left off.



- b. You can see the courses that you have “Completed”.

