

CIRCULAR



ARKA JAIN
University
Jharkhand



SCHOOL OF COMMERCE & MANAGEMENT

Department of Management NOTICE

Ref No: AJU/SCoM/DoM/2025/993

Date: 21.03.2025

This is to inform all the Learning Leaders & Program Admins of Coursera, that MBA, Department of Management, School of Commerce & Management in association with the Centre for Capacity and Human Resource Development, ARKA JAIN University shall organise a refresher session on "Coursera for Campus- For Coursera Program Admins- Deans/HoDs/Program Coordinators & Learning Leaders "

Details of the Session-

Date of the event- 25-03-2025

Time of the event- 11:00 am onwards

Venue- Smart Room, Block F, Room No. – 631

Event Convener- Dr. Urvashi Thakur, HoD, MBA, Department of Management

Dr. Charu Wadhwa, Assistant Director, CCHRD, ARKA JAIN University

Event Coordinator & Resource Person- Dr. Abhishek Upadhyay, Faculty, MBA, Department of Management



Dr. Urvashi Thakur
HoD, MBA
Dept. of Management
School of Commerce & Management
HoD, MBA
School of Commerce and Management
ARKA JAIN University, Jharkhand



Dr. Charu Wadhwa
Assistant Director
CCHRD
ARKA JAIN University

Copy for the information:

1. PS to the Vice-Chancellor
2. PS to the Director
3. PS to the Registrar
4. Controller of Examinations
5. In charge Web services for Website Updation
6. Notice Board
7. Guard File¹

COURSERA REFRESHER SESSION

Date of Event	25.03.2025
Name of the Event	Coursera Refresher Session
Type of the Event	Knowledge Enhancement Session for Coursera Learning Leaders and Program Admins
Conducted by	Department of Management – MBA in association with CCHRD
No. of Participants	11

OBJECTIVES:

The objective of this Refresher session was to enhance the understanding of the Administrative Tools of the Coursera Admin portal and familiarize all the Learning Leaders and Program Admins with the interface to effectively manage courses, manage learning programs, control and track student users, their progress, certifications, grades and other vital reports.

DETAILS:

The session was organised by the Department of Management – MBA in association with CCHRD for the Coursera Learning Leaders and Program Admins of Arka Jain University. Under the Aegis of 'Coursera for Campus' program, the students of various school and departments have been allotted free Coursera Licences so as to enable them to access all the courses and content available on Coursera platform. Moreover, some of the departments and schools have also introduced MOOC courses which are mandatorily to be completed by the students and gain certifications. These courses are Credit courses and hence add a lot of value to the entire curriculum and the program at large. Other schools and departments have also opted for the courses available on Coursera platform, offering them as valued added courses which also enhance the learning spectrum of the students.

To enable the smooth functioning of this mechanism, the Learning Leaders and Program Admins of various departments and schools play a pivotal role and therefore the need of the hour was to help these key players enabling a much better understanding of the functionality of the Coursera login cum admin portal and familiarize them with the interface.

In this regard, this knowledge enhancement session was coordinated and conducted by Dr. Abhishek Upadhyay, Faculty Member and Coursera Admin for the Department of Management – MBA and Dr. Urvashi Thakur, HoD – Department of Management, MBA and Dr. Charu Wadhwa, Assistant Director, CCHRD were the convenors of the session.

TAKEAWAYS (OUTCOMES):

The session was introduced by Dr. Charu Wadhwa, who focussed on the key deliverables and Dr. Abhishek Upadhyay then discussed the program flow. The session was crucial for all the Learning Leaders and Program Admins who attended the session because the session began with the basics of the Coursera Admin portal.

The session touched the crucial aspects of administrative tools as mentioned below –

1. Interface – The interface of the admin portal was first introduced so as to increase the familiarity of the admins with the home page and site map.
2. Learning Program – The Learning Programs and its control with respect to users and their management was discussed.
3. Tracking Student Users, Licences and Activity.
4. Tracking students' progress with respect to course enrolment, course completions, course progress, content engagement etc.
5. Tracking students' certifications, downloading and verifying Coursera course certifications.
6. Tracking students' grades achieved in every course, its assessment tests, peer assignments, projects, if any and overall grading.
7. Downloading and generating vital reports with respect to user data, user analytics and grading achieved for proper record keeping, compliance and result publication.



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Poster of the Event



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coursera for campus

**DEPARTMENT OF MANAGEMENT - MBA
IN ASSOCIATION WITH CCHRD
ORGANIZES**

REFRESHER SESSION ON COURSERA FOR CAMPUS

FOR
COURSERA PROGRAM ADMINS
AND
LEARNING LEADERS



TUESDAY, 10:00 AM ONWARDS

25 March, 2025



**F BLOCK -
COMPUTER LAB - 631
SECOND FLOOR**

EVENT COORDINATOR:

Dr. Abhishek Upadhyay

EVENT CONVENORS:

Dr. Urvashi Thakur

Dr. Charu Wadhwa



Photos of the Event

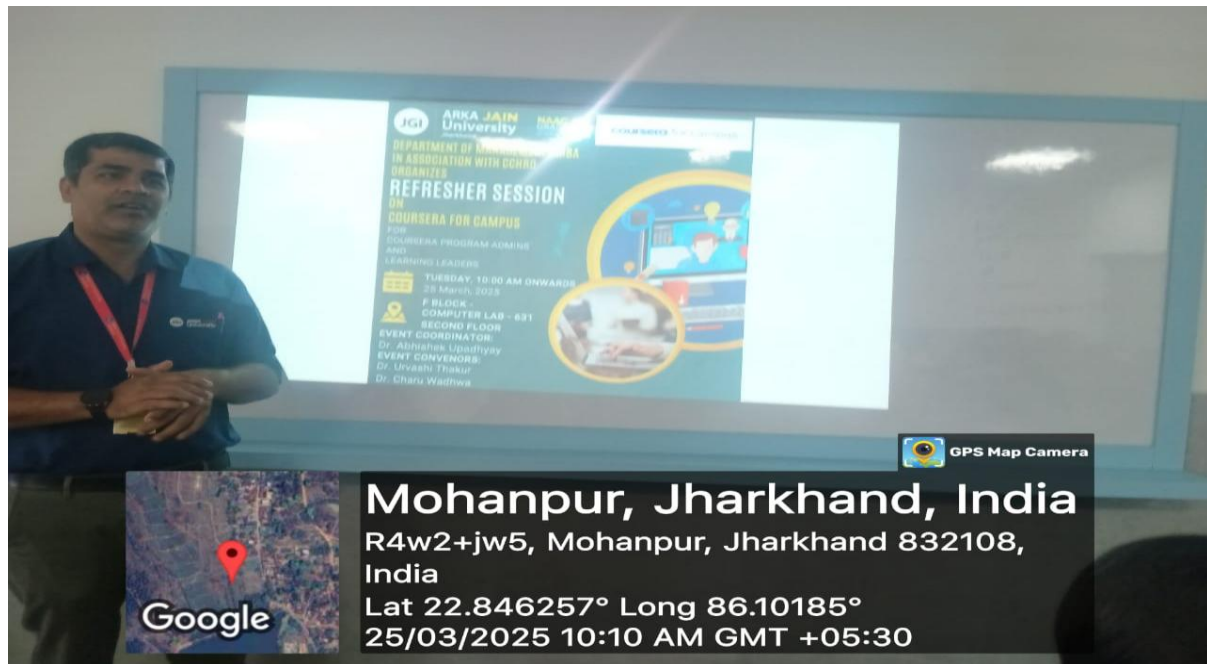


Figure 1: Dr. Abhishek Upadhyay addressing the Coursera Learning Leaders and Program Admins

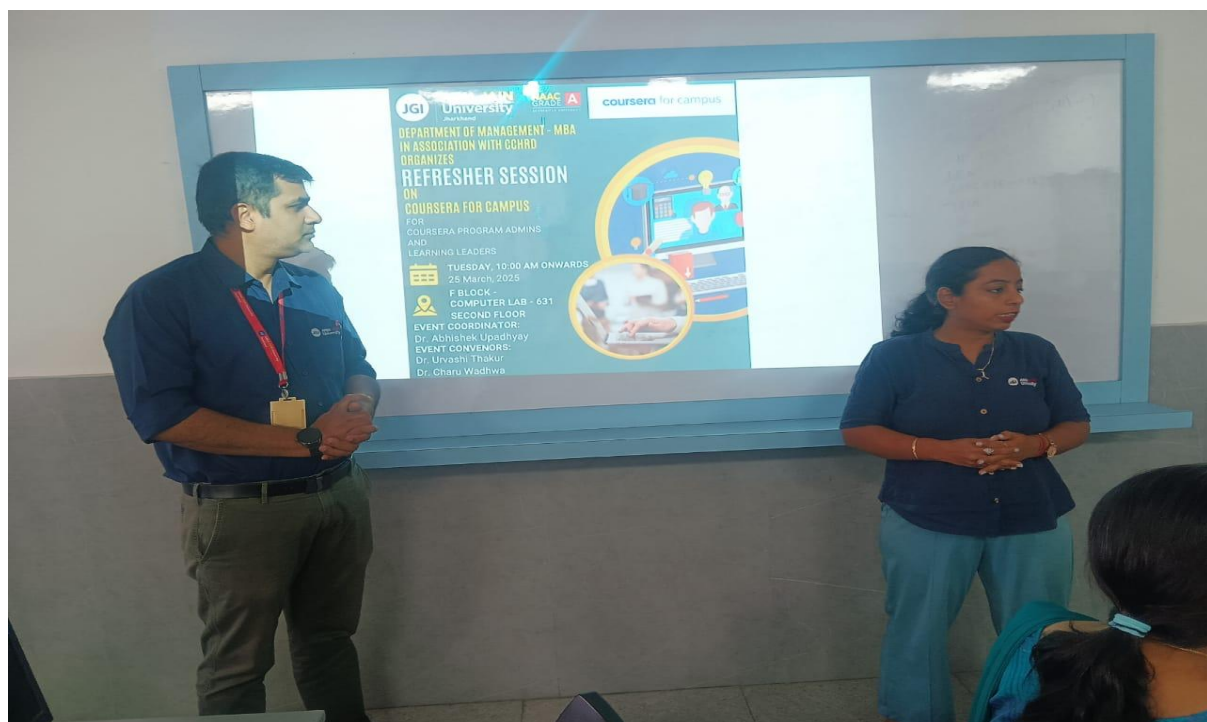


Figure 2: Dr. Charu Wadhwa, Asst. Director – CCHRD and Dr. Abhishek Upadhyay introducing the Session to the participants



Figure 3: Coursera Learning Leaders and Program Admins attending the Coursera Refresher Session



Figure 4: Coursera Learning Leaders and Program Admins attending the Coursera Refresher Session

Attendance of the Event

ARKA JAIN
University
 Jharkhand

DEPARTMENT OF MANAGEMENT (MBA) IN ASSOCIATION WITH CCHRD
 COURSERAVREFRESHER SESSION BY DR. ABHISHEK UPADHYAY
 DATE- 25-03-2025

Sl No.	Employee Id	Name of the Faculty	Signature
1	1176	Dr. Keerati Rai	
2	1094	Dr. Anupam Kumar	
3	1631	Shreya Sonal	
4	1335	Dr. Anshu Kumar	
5	1360	Prityanka Tudu	
6	1661	Bhavana Kumari	
7	1114	Dr. Shweta	
8	1205	Dr. Santosh K. Singh	
9	1643	DR. CHANDRA MANOJ	
10	1250	Veema Das	
11	1553	Gayatri Das	
12			
13			
14			
15			

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