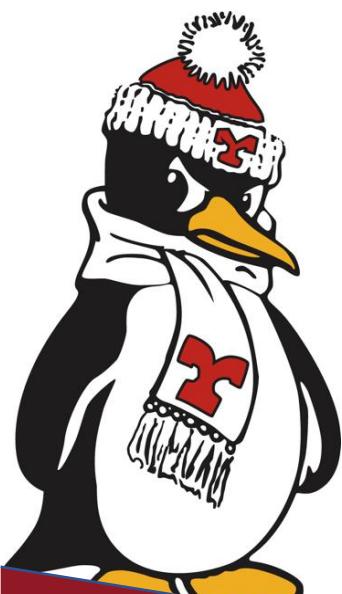




# *LinkedIn Learning*



**Technology Training**  
**Rosalyn Donaldson, Manager**  
**Mohammad Jadun, PhD, Accessibility**  
**Sharyn Zembower, Coordinator**

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## **LinkedIn Learning**

LinkedIn Learning, (formerly known as Lynda.com), is an open course on-demand website that provides online video training courses taught by experts in the areas of Business, Creative, and Technology. Each area has a breakdown of courses for a subject area, a particular software, or Learning Paths that are designed to provide instruction on a broader scale.

Use of LinkedIn Learning can assist faculty and staff, in continual development of their digital skills and assist in preparing tech savvy students that will succeed in the workforce upon graduation.

Previous content, courses, and certifications will automatically be imported over from Lynda.com and these video/courses can be used to supplement your professional/personal development or supplement course content/activities in your classroom. The video links can be imbedded into your Blackboard courses.

This manual will assist you in learning how to:

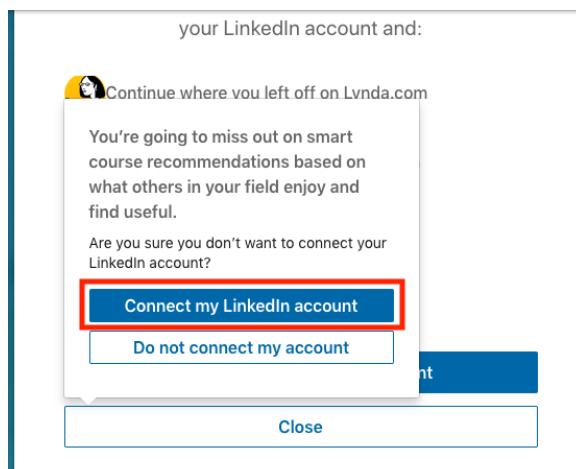
- Access and navigate the YSU LinkedIn Learning
- Link your personal LinkedIn account
- View and save videos, courses, collections, and Learning Paths
- Share and link to your Blackboard Courses
- Provide Feedback
- Use the site on a mobile device

## **Accessing LinkedIn Learning**

1. Navigate to the **Penguin Portal**.
2. Login with your **YSU username** and **password**.
3. Select **LinkedIn Learning** from the **eService Faculty-Staff** column.

You have an option to link your personal LinkedIn Account to the LinkedIn Learning. Based on your profile, LinkedIn Learning can make recommendation of courses and videos that match your defined skill set or interest.

4. Select Connect my LinkedIn Account.



5. Enter the email address associated with your personal LinkedIn account.
6. Enter your LinkedIn account password.



7. Sign in and continue.
8. Confirm your identity.
9. Accept and Continue.

Confirm your identity. Your organization may access and retain:



**Sharyn, Information Technology Training Coordinator**

 **Profile information:** (e.g. name, title, photo)

 **LinkedIn Learning Activity**

To disconnect your profile from your organization's account, you can contact [customer service](#).

The LinkedIn [Terms](#) and [Privacy Policy](#) apply. [Learn more](#)

**Accept and continue as Sharyn**

## Site Tour

Once you enter the **LinkedIn Learning** website the **Home Page** shows the courses you have **In Progress** and what courses are being recommended for you based on any **skills** you have listed.

IN PROGRESS  
CompTIA A+ (220-1001) Cert Prep 1: The Basics  
See all (1)  
1h 18m

SAVED  
Animate a video  
See all (2)  
7m 43s

SKILLS YOU FOLLOW  
3

Recommended for you

Connect your profile to unlock premium recommendations  
Connect my profile

The **Menu** will provide you the ability to search for courses.

Search for skills, subjects or software

- In Progress (1)**
- Saved
- Collections
- Recommendations
- Me

Subjects

- Business
- Creative
- Technology

Software

- Abelton Live
- After Effects
- Blender
- CSS
- Creative Cloud
- HTML
- Illustrator
- InDesign
- Maya
- Photoshop
- Premiere Pro
- SOLIDWORKS

Learning Paths

- Become a Digital Illustrator
- Become a Graphic Designer
- Become a Motion Graphics Artist
- Become a Photographer
- Become a Video Editor

See All

You can also search for a **subject, software or skills** using the search bar. The **In Progress Icon** will take you to the **current videos, courses, or learning path** you are working on. From the **In Progress** page you can also navigate to your **saved videos and collections**. You can also view your **Learning History and Skills**.

Sharyn Zembower  
Add your title

**In Progress (1)** (highlighted with a red circle)

Saved (2) Collections (1) From Your Organization Learning History (1) Skills (3)

**COMPATIA A+ (220-1001) Cert Prep 1: The Basics**  
By: Mike Meyers • Released on March 27, 2019

1h 10m left

Save More ▾

Add to collection  
Move to history  
Remove

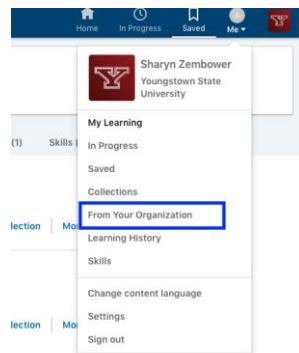
Language: English ▾ About Become an Instructor Help Privacy & Terms ▾ Apps ▾

The next icon on the navigation bar is the **Saved Icon**. This will take you to the videos you have saved to view at a later time or have already viewed.

The screenshot shows the LinkedIn Learning interface. At the top, there are tabs: 'In Progress (1)', 'Saved (2)' (which is highlighted with a red circle), 'Collections (1)', 'From Your Organization', 'Learning History (1)', and 'Skills (3)'. Below the tabs, there are two items listed:

- VIDEO** **Animate a video** (7m 43s). This item has a thumbnail of a person holding a clipboard, a 'Save' button, and a 'More' dropdown.
- COURSE** **How to Use LinkedIn Learning** (37m 3s). This item has a thumbnail of the LinkedIn Learning logo, a status indicator 'Completed 7/22/2019', a 'Save' button, and a 'More' dropdown.

The **Me Icon** will take you to your **profile** and is another way to access your learning. The Y icon will provide recommendations of **videos, collections, or learning paths**.



## Searching and Saving Content

- To search for videos, courses, or Learning Paths, click the **menu drop down arrow** and select a **category**.
- Peruse items listed under **Subject, Software, or Learning Path** or click **see all** at the bottom of the column for each area.
  - Note: You can filter items using the categories on the side of the page.*
- If you find a video you want to watch later, click the bookmark icon to save, or add to a collection.
  - Note: A collection is formerly known as a play list in Lynda.com.*

The screenshot shows the search results for "Office 365". On the left, there is a sidebar with filters: 'Content by' (LinkedIn Learning (4,279), Your Company (0)), 'Type' (Courses (139), Videos (4,087), Learning Paths (0), Links (0), Documents (0)), 'Level' (Basic, Intermediate, Advanced), and 'Software' (Office 365). The main area shows three course cards:

- Excel Essential Training (Office 365)** By: Dennis Taylor (2h 6m, Skills: Office 365, Spreadsheets) with a save icon.
- Excel 2019 Essential Training** By: Dennis Taylor (2h 8m, Skills: Office 365, Spreadsheets) with a save icon.
- Learning Excel Online (Office 365)** By: Joshua Rischin (42m 7s, Skills: Office 365, Spreadsheets) with a save icon.

A 'Save to collection' modal is open over the second course card, showing 'Saved!' with a checkmark and a 'Save' button.

- If you select a **Learning Path**, once you click **Start Learning Path**, it will automatically save and you can locate it **In Progress**.

- a. Note: Learning Paths will provide the number of hours of content and the number of items in the learning content.

Creative: Audio and Music  
**Play Piano and Keyboards**

If you've ever wanted to pick up the piano or keyboard as an instrument, this is the path for you! You begin with the basics of keyboard-based instruments and then expand your knowledge with courses in jazz improvisation and songwriting techniques.

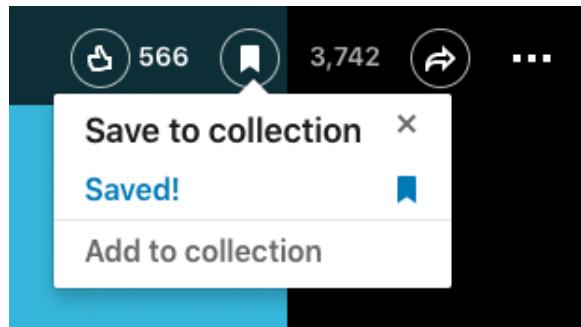
Learn the basics of keyboard and piano. Explore the basics of improvisation. Discover jazz song and improv foundations to build your skills.

**Learning path details**

- 16 hours of content
- 7 items of learning content

**Start Learning Path**

5. You can save individual videos within a course without saving the entire course. To save a single video, click the bookmark button along the top of the video player and select to save or add to a collection.



## Create a Collection

A Collection (formerly known as a playlist in Lynda.com) allow you to gather a number of different videos or courses surrounding a particular subject, software, or activity into your own created category or list.

1. In either the **Saved** page or the **In Progress** page, click **Collections** and click **Create New Collection**.

Sharyn Zembower  
Information Technology Training Coordinator Add your title

In Progress (3) Saved (5) **Collections (1)** From Your Organization Learning History (1) Skills (3)

**Create New Collection**

**COLLECTION**  
Linked In Learning

1 item Share | Edit | Delete

2. Give your **Collection a Title** and if you desire add a **description**.

### Create a new collection

X

Title \* 150 max character limit

Office 365 Groups

Description 500 max character limit

Best Practices for Office 365 Groups|

[Cancel](#) [Create](#)

You can save individual videos, individual videos within a course, or an entire course to your collection.

3. To save an individual video to your collection,

4. Once you create your **collection** you can select how you want to share **the collection** with others either publicly or privately within your organization.

### Share this collection

X

Select who can see your collection.

Shared with: [Only visible to you](#)

All LinkedIn members

Youngstown State University Inc

[Only visible to you](#)

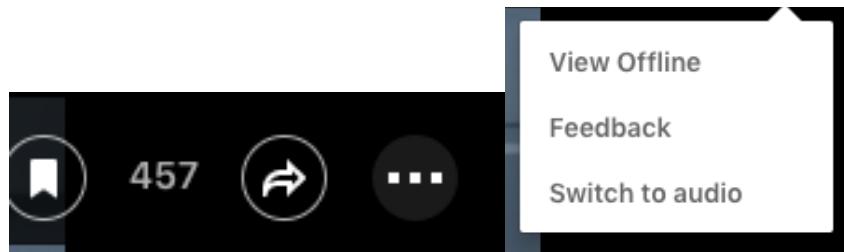
[Share](#) | [Edit](#) | [Delete](#)

## Viewing and Sharing Content

1. Click the **title** of the **selected video**.
2. Scroll through the **navigation bar** on the right to locate the **notebook** for adding notes as you watch or to download the attached **exercise files**. (Courses). The **exercise files** provide activities for you to use and practice with along with the video. Not every video or course will have downloadable exercise files.
3. Click **transcript** to read the narration.
4. Click > to begin video.

The image shows a navigation bar with several tabs. The tabs are: New (highlighted in blue), Transcripts, Exercise Files, Notebook, Overview (underlined in blue), Contents, Q&A (highlighted in blue), and Transcripts. The tabs are arranged horizontally at the top of the page.

5. You can save the video, course, or learning path by clicking the **bookmark** and either save or add to a **collection**.
6. Click the **ellipse button** to switch the video to **audio only, or view offline**.



7. To **share or embed** the video in your **Blackboard course**, click the **share button** to copy the link. You can also share the video to social media sites, Facebook and Twitter. You may unlock the embed and select to embed.
8. Copy the embed code.
9. Add the link to your LMS site.

Share this course

Embed this video: Creating simple assessments using educational technology

<div style="position:rel; Get Embed Code

Auto-play video

By embedding the code above, you agree to the [terms](#).

You have 4 embeds left this month.

10. Click **Feedback** and you can get **assistance or provide course feedback** to LinkedIn Learning.

Get help or send feedback X

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<p><b>Need help?</b></p> <p>Find an answer or request assistance in our help center.</p>	<p><b>Have course feedback?</b></p> <p>Help us improve our training. Send us feedback about this course.</p>
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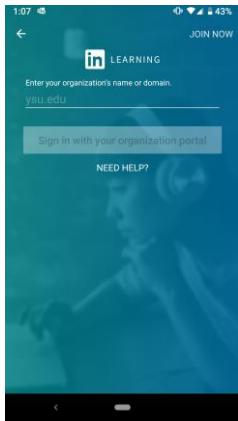
**Get help** **Send course feedback**

## Mobile App

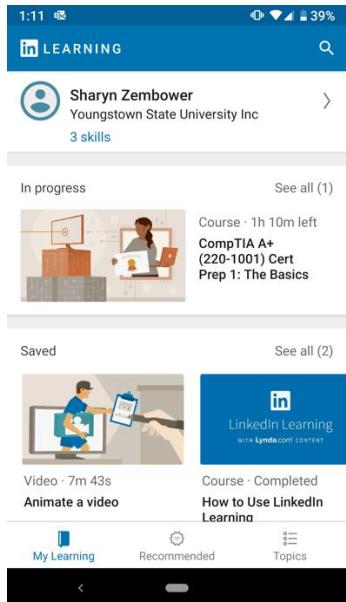
You can also view LinkedIn Learning via the **mobile app**.

1. Go to the **IOS App Store**, or **Google Play** to download the **mobile app**.
2. Enter **ysu.edu** as the **domain name**.
3. Click **Sign In with Your Organizational Portal**.

4. Log in using your YSU username and password.



5. Select **My Learning, Recommended, or Topics** to search for videos, courses, and content.
6. **Watch videos whenever and wherever you are.**



If you need further assistance please contact the Technology Training Team.

Rosalyn Donaldson  
[rsdonaldson@ysu.edu](mailto:rsdonaldson@ysu.edu)  
330-941-3041

Mohammad Jadun  
[msjadun@ysu.edu](mailto:msjadun@ysu.edu)  
330-941-2775

Sharyn Zembower  
[sszembower@ysu.edu](mailto:sszembower@ysu.edu)  
330-941-3184

