



LEARNING  
WITH Lynda.com® CONTENT

# How to Use LinkedIn Learning

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Quick tips for getting the most from your  
on-demand learning resource



# Welcome to LinkedIn Learning

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You're one step closer to developing the most in-demand skills and taking your career in valuable new directions—whether you're building computer programming knowledge, want to become a better project manager, need to brush up on design software or have other goals.

LinkedIn Learning provides access to more than 5,000 high-quality on-demand courses. And you'll get personalized course recommendations based on unique, data-driven insights from millions of professionals on the worldwide LinkedIn network.

This guide is designed to help you quickly get up and running. It also shares tips and best practices to make sure you're getting the most from your experience.

Happy learning,  
The LinkedIn Learning team



# Table of contents

04

## **Getting Started**

Product overview  
Finding the content you want  
Using the player

08

## **Taking Courses**

Watching a course  
Taking a course on mobile  
Keeping track of your courses  
Pursuing a Learning Path

13

## **Measuring Success**

Testing your knowledge  
Celebrating success  
Making time for learning





Getting started

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# Product overview

LinkedIn Learning is an on-demand library of instructional videos covering the latest business, technology and creative skills. It provides personalized course recommendations and is designed to help you achieve your full potential.



## Personalized recommendations

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- Learn skills trending in your profession
- Explore course suggestions based on your experience and LinkedIn profile



## On your schedule

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- Watch courses when it's convenient
- Access content from your computer or mobile device—anytime, anywhere



## Industry experts

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- Learn from passionate instructors
- Stream courses taught by experts with real-world experience

# Finding the content you want

Your LinkedIn Learning homepage provides four easy ways to get started and discover new skills.

 **Pro tip:** LinkedIn Learning releases 25 to 30 new courses each week. To find them, use the search bar and sort by newest.

## Recommendations:

These populate and update as your interests change, driven by data from the LinkedIn network.

## Skills:

Self-select and edit your skills and interests to discover relevant courses.

## Topics:

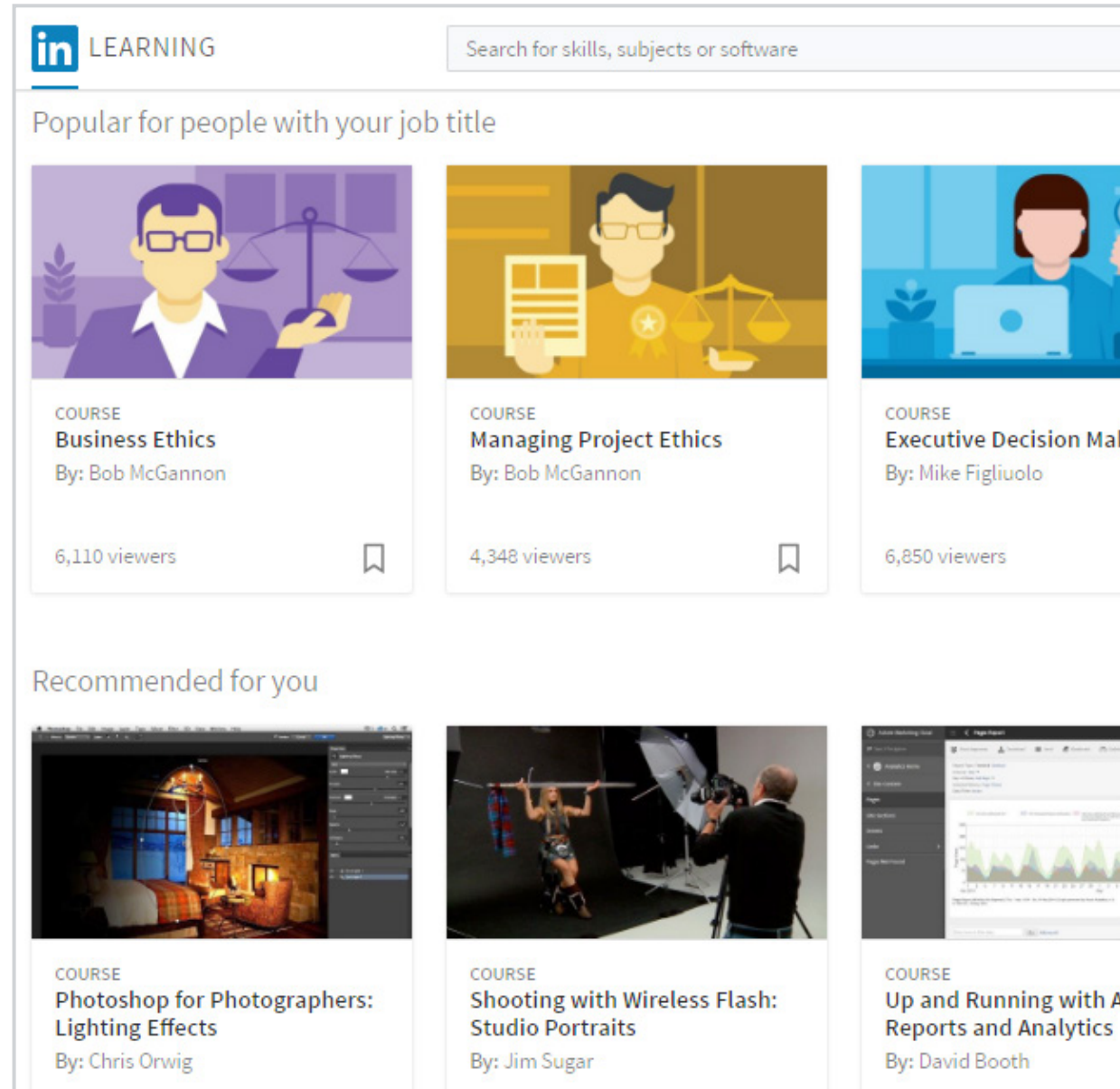
Explore courses across a wide range of business, creative and technology skills.

## Search:

Find courses based on skills, subjects, software and more.

You can also access your current courses by clicking **See all my courses** on your homepage.

Trying to decide if a course is right for you? Click the **Overview** tab on any course page then scroll down to see the job titles and employers of professionals who've watched that course.



The screenshot shows the LinkedIn Learning homepage. At the top left is the LinkedIn Learning logo. To its right is a search bar with the placeholder text "Search for skills, subjects or software". Below the search bar is a section titled "Popular for people with your job title" which contains three course cards. The first card is for "Business Ethics" by Bob McGannon with 6,110 viewers. The second is "Managing Project Ethics" by Bob McGannon with 4,348 viewers. The third is "Executive Decision Making" by Mike Figliuolo with 6,850 viewers. Below this is a section titled "Recommended for you" which contains three more course cards. The first is "Photoshop for Photographers: Lighting Effects" by Chris Orwig. The second is "Shooting with Wireless Flash: Studio Portraits" by Jim Sugar. The third is "Up and Running with Analytics Reports and Analytics" by David Booth.

# Using the player

With LinkedIn Learning, you can personalize how you view your learning experience.

## Options include:

- **Adjustable playback speed:** 0.5x - 2x
- **Courses in full screen**
- **Closed captioning**
- **Optional video quality based on your internet connection:** 360p, 540p, 720HD
- **Transcripts to reinforce learning**
- **Zip forward:** Click text in the transcript to jump to an area of interest

The screenshot displays a video player interface for a course titled "Project Management Fundamentals". The video is titled "Watching: Welcome" and is currently at the 00:45 mark of a 01:17 duration. The video content shows two grey silhouettes of people flanking a central graphic of a 3x3 grid of colorful puzzle pieces. Below the video, a control bar includes play, pause, and volume icons, along with a progress bar. A settings menu is open in the bottom right corner, showing options for Playback Speed (2x, 1.75x, 1.5x, 1.25x, 1x, 0.75x, 0.5x), Video Quality (360p, 540p, 720p HD), and Continuous Play (ON, OFF). On the left, a "Contents" sidebar lists "Introduction" with a dropdown arrow, and "Welcome" (Video · 1m 17s) selected. The main transcript area shows the text: "project execution, making your project run smoothly, and working with your project teams. Then, we'll look at everything that goes into monitoring and controlling project performance, so you stay on time and within budget. Finally, I'll talk about how you wrap up a project. Having the proper skills and tools in your project toolbox is critical to delivering a successful project. I'll introduce you to these skills and tools, and how to use them effectively, in Project Management Fundamentals."



Taking courses

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# Watching a course



**Pro tip:** When choosing a course, watch the Welcome video to confirm the course content matches your needs.

## To watch a course and get the most from the experience:

- Click on the course title or thumbnail.
- Consider the three buttons located across from title.
  - **Save.** Choose this to save the course and resume later.
  - **Layout.** Choose this to change from condensed to theatre mode.
  - **Share.** Choose whether to share your favorite courses on LinkedIn, Twitter or Facebook.
- Browse the chapters to track your progress.
- Read the course overview and transcript located below the player.
- Check out any exercise files, quizzes and coding practice windows.
- Learn more about instructors from their LinkedIn profiles.
- Check out the skills covered as well as any related courses.
- Find out how many people have viewed the course, their roles and where they work.

The screenshot shows a course player interface. At the top, it says "Watching: Welcome" and "From the course: Project Management Fundamentals". There are buttons for "Save" and "Layout". On the left is a "Contents" sidebar with a scrollable list of video chapters and their durations. The main area shows a video player with a progress bar at 00:45 / 01:17. Below the player are tabs for "Overview", "Transcripts", and "Exercise Files". The "Overview" tab is active, showing "Course Details" with a 3h 20m duration, beginner level, and release date of March 31, 2016. It includes a description of project management and a bio for the instructor, Bonnie Biafore.

**Contents**

- Introduction
  - Welcome Video · 1m 17s
  - Using the exercise files Video · 1m 17s
- 1. Getting to Know Project Management
  - Learn the components of a project Video · 3m 35s
  - Learn what project management is Video · 3m 22s
  - What it takes to be a project manager Video · 2m 8s
  - Understand the project life cycle Video · 2m 2s
  - Traditional vs. iterative project management Video · 3m 14s
  - How organizational structure affects project management Video · 2m 26s
  - How organizational culture affects projects Video · 4m 6s
  - Project management software options Video · 2m 50s
  - Chapter Quiz 4 Questions

**Video Player:** 00:45 / 01:17

**Overview | Transcripts | Exercise Files**

**Course Details**

3h 20m · Beginner · Released: March 31, 2016 · 9 chapter quizzes

Project management is a start-to-finish approach to getting things done and making projects more successful. It's a profession, but it's also a set of techniques that anyone can apply to achieve goals and manage projects more effectively. Project management can be used to guide small, simple projects as well as complex, enterprise-wide initiatives.

Bonnie Biafore has always been fascinated by how things work and how to make things work better. In this course, she explains the fundamentals of project management, from defining the problem, establishing goals and objectives, and building a project plan to managing team resources, meeting deadlines, and completing the project. Along the way, she provides tips for reporting on project performance, keeping a project on track, and gaining customer acceptance.

**Instructor**

**Bonnie Biafore**  
Project manager, Award-winning technical and marketing writer, Trainer  
[Learn more](#) | [View on LinkedIn](#)

# Taking a course on mobile

LinkedIn Learning is available on [iOS](#) and [Android](#) devices so you can learn on the go—anytime and anywhere.

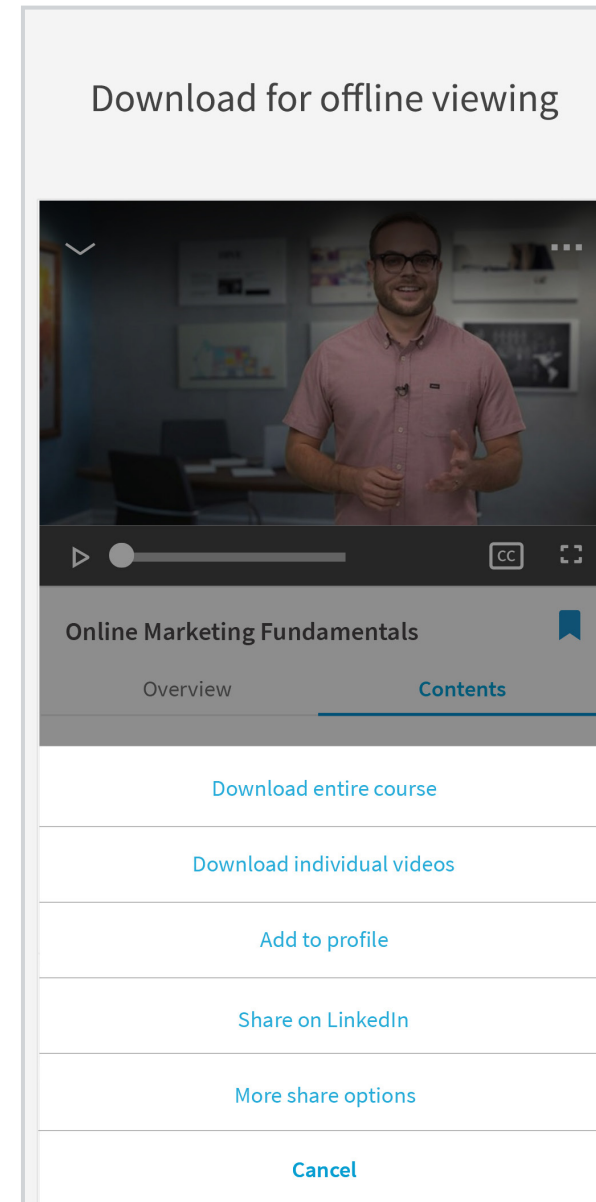
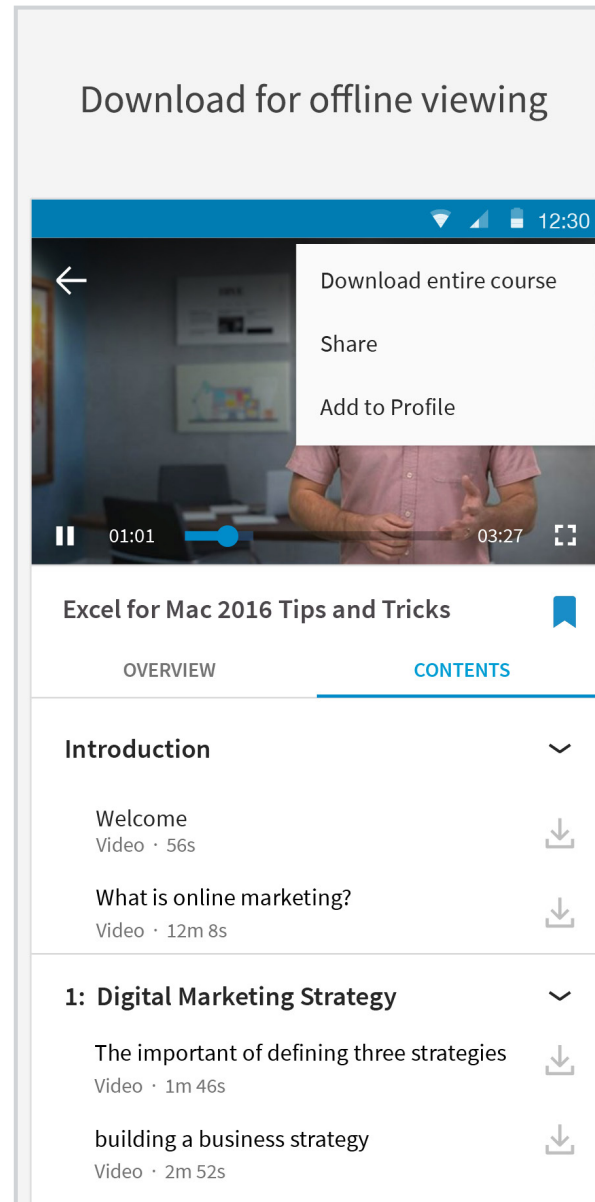
The LinkedIn Learning mobile app is synced with the desktop experience so you can:

- Start watching on one device then finish on another.
- Explore courses and videos during your commute and save them for viewing later.
- Download a course for offline viewing.
- Save on data by listening to course audio only, like a podcast.

To download a course on Android or iOS:

- Go to the course page.
- Click the three-dot menu in the upper right corner, then click **Download entire course**.

Find your downloads at the **My Courses** tab in the **Downloaded** section.



# Keeping track of your courses



**Pro tip:** To check out your courses at a glance, look to the upper right corner of your homepage.

Click **See all my courses** to:

- View your course status: **In Progress**, **Saved**, **From Your Organization\*** and **Learning History** tabs.
- Add skills you're interested in developing.
- Share a course with your network or individuals.
- Add a completed course and its skills to your profile.

To save a course or a chapter within a course to view at a later time, choose the bookmark icon. To view your saved list you can either:

- Click your profile photo and select **Saved** from the dropdown menu.
- Click see all my courses and select the **Saved** tab.

\* **From Your Organization** tab shows if your company has recommended courses to you.

The screenshot shows the LinkedIn Learning interface for a user named Alexandra Clarke, Lead Engagement Manager at ACME Corporation. The page features a search bar at the top with the text "Search for skills, subjects or software". Below the search bar, there are five tabs: "In Progress (7)", "From Your Organization (3)", "Saved (2)", "Learning History (8)", and "Skills (4)". The "In Progress" tab is currently selected. The main content area displays a list of courses and learning paths. Each item includes a thumbnail image, the course title, the current video title, and the duration of the current video. For example, the first item is "SEO Fundamentals" with a current video titled "What is search engine optimization (SEO)?" and a duration of 4m 1s. The second item is "Marketing Fundamentals" with a current video titled "Positioning your message" and a duration of 4m 46s. The third item is "Content Marketing: Staying Relevant" with a current video titled "Staying relevant based on demographics and firmographics" and a duration of 2m 34s. The fourth item is a learning path titled "Become a Project Manager" with a current course titled "Project Management Fundamentals" and a duration of 3h 19m left. Each item has "Share" and "Mark as done" options.

# Pursuing a Learning Path

Whether you're transforming your career or sharpening skills in your current role, Learning Paths can guide your success.

A Learning Path is a curated collection of sequenced courses that guide you through an in-depth topic. This is supported by quizzes, practice opportunities and learning reminders.

## To get started with Learning Paths:

- Search under **Topics** and filter courses by **Learning Paths**.

## Click a Learning Path to:

- Find out what subjects are covered.
- Learn how long it will take to complete.
- Discover the skills it covers.

The screenshot displays the LinkedIn Learning interface. At the top, there is a search bar with the text "Search for skills, subjects or software" and a magnifying glass icon. To the right of the search bar are icons for "Topics" and "Me". Below the search bar, the page is titled "Business: Marketing" and "Become a Digital Marketer". A description reads: "Use your analytical and tactical skills to help grow and develop new opportunities for businesses as a digital marketer. From marketing plans and content strategy to lead generation and SEO, this path guides you through the best practices and principles of digital marketing." To the right of the description, there are three statistics: "23 Hours", "64 Quizzes", and "8 Courses". Below the description, there are three bullet points: "Learn the fundamentals of online, mobile, and content marketing.", "Develop effective, integrated online marketing plans.", and "Practice with hands on, essential training in Google Analytics." At the bottom of this section, there are two buttons: "Preview first video" and "Start Learning Path". Below this section, there is a list of four courses, each with a circular progress indicator on the left. The first course is "Online Marketing Fundamentals" by Brad Batesole, with a duration of 3h 45m. The second is "SEO Fundamentals" by David Booth, with 3h 23m remaining. The third is "Google Analytics Essential Training" by Brad Batesole, with 3h 48m remaining. The fourth is "Content Marketing Fundamentals", with 1h 31m remaining.



Measuring success

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# Testing your knowledge

Confirm your progress with chapter quizzes, exercise files and coding practice environments.

Quizzes are designed to reinforce your comprehension and boost your confidence when applying new skills. You can opt to take the quiz directly after a chapter has concluded, or come back to it later.

Exercise files are supplemental project files or informational documents the instructor uses to teach LinkedIn Learning courses.

And courses with coding practice, where available, allow you to follow along with a tutorial and apply your programming language skills in real time.

The screenshot displays a LinkedIn Learning course page titled "Hiring Your Content Marketing Team" under the "Content Marketing Fundamentals" category. A search bar at the top contains the text "Search for skills, subjects or software". The main content area shows "Chapter Quiz in Progress" for "Creating a Foundation for Content Marketing". A modal window titled "Chapter Quiz" is overlaid, showing "Question 4 of 4" with the text: "What is the benefit of project management and production platforms?". Below the question are four answer options in white boxes on a blue background:

- They help you prioritize and assign tasks to project manage your different pieces of content.
- They help you collaborate with multiple stakeholders.
- They help you run the business of content marketing.
- all of these answers

# Celebrating success

Post completed courses and new skills to your LinkedIn profile and share them with your network.

Once you've completed a course, you can add a certificate of completion and the skills associated with that course to your profile. Choose either of these approaches:

- Click your profile photo. Click **Learning History**. Click **Add to Profile**.
- Click on **History** in upper right corner of the homepage. Choose the course and click **Add to Profile**.

## Need more help?

Check out LinkedIn Learning Help for content designed to answer frequently asked questions.

Or [view our course \*How to Use LinkedIn Learning\*](#).

The screenshot displays the LinkedIn Learning interface. At the top, there is a search bar with the text "Search for skills, subjects or software" and a magnifying glass icon. Below this, the user's profile information is visible, including the name "ndra Clarke" and the title "agement Manager at ACME Corporation". The navigation tabs include "From Your Organization (3)", "Saved (2)", "Learning History (8)", and "Skills (4)". The "Learning History (8)" tab is selected, showing a list of courses. The first course is "HTML Essential Training", which is marked as "done" and has skills "HTML" and "Web Design" associated with it. A modal dialog titled "Add Course and Skills to Profile" is open, showing the course details and the skills that will be added to the profile. The course is "HTML Essential Training" by LinkedIn Learning, completed from October 2016 to October 2016. The skills to be added are HTML, Web Design, Web Standards, HTML5, and Open Source Software. The dialog has "Cancel" and "Add to Profile" buttons at the bottom.

# Making time for learning

With a busy career and life outside of work, it can be challenging to find time to pursue learning.

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## To integrate learning into your life:

- Tie LinkedIn Learning courses to your goals and career development plans.
- Block out calendar time to take courses. You might find it helpful to leave your desk to view content on your laptop or phone.
- Find opportunities for ‘just in time’ learning using two- to three-minute videos. For example, quickly learn how to create a pivot table in Microsoft Excel or how to initiate a difficult conversation.
- Take a time management course. This may help you find more time to accomplish your goals, as well as more time for learning.
- Set up reminder notifications on iOS.
  - Navigate to **My Course**
  - Tap your profile image, then tap the gear icon to navigate to **Settings**
  - Tap on the tile under **Notifications** to set up your learning reminders







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# Thank you

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Thank you for getting started with LinkedIn Learning. We wish you all the best as you work to meet your professional development goals.