



## Getting Started with LinkedIn Learning

Please also see the [How to use LinkedIn Learning course](#) for further details.

### 1. LOGGING IN

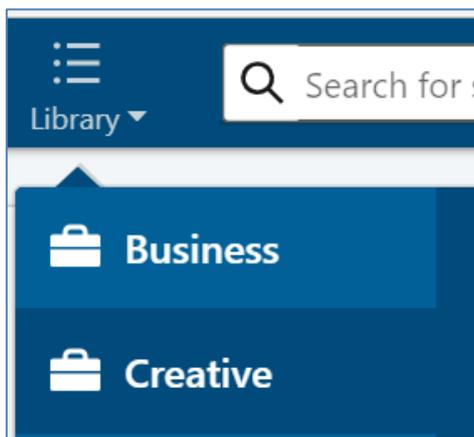


*On the login page, click the link at the bottom that says 'Sign in with your organisation account' then use your standard UoN username and password*

LinkedIn Learning is a FREE library of video courses available to staff and students at the University of Northampton. The many available video tutorials support business skills, technical skills, personal effectiveness skills, digital skills, study skills, employability skills and lots more.

- To activate and sign into your UON account, go to <https://lnkd.in/eNEwe4pT> and **log in using your UON student number and password**. If requested, use your University email (@my.northampton.ac.uk). You will then go through a few welcome screens and options, including whether you wish to link your LinkedIn account (optional).
- After you have activated your account, simply go to [www.linkedin.com/learning](http://www.linkedin.com/learning) to sign back in using the same email address you use for LinkedIn.com or your organisation email
- You can also use LinkedIn Learning on any device (including smart phones, iPads etc.) via a browser, or by downloading the LinkedIn Learning [Android](#) or [iOS](#) app.

### 2. CONTENT AND USING FILTERS



*View the entire library by subject*

As there are just so many courses available on LinkedIn Learning, it's best to search for and/or filter courses:

- Click **Library** in the top left to view the three main libraries: Business, Creative, Technology. These each then contain Topics, Software and Learning Paths.
- Click onto any of these to then see further **topics** as well as all **courses** within that library. For example, within the Business library > Professional Development topic there are 1060+ courses alone, with more added monthly.
- Use the **filters** at the top to refine results. For example, refine by type, time to complete, skill level, and more. Use **Sort by** on the right to see the newest or most popular courses instead.

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## 3. USING SEARCH

Search for skills, subjects or software

*Use the top Search bar to quickly locate any relevant content*

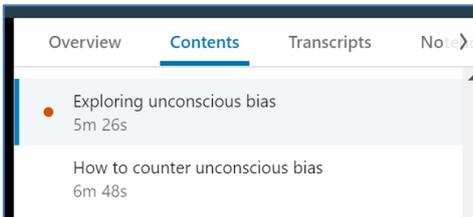
Use **search** at the top of every page to find courses, authors and more. As you type your search query, suggestions appear underneath, including entire courses and individual videos within courses. Click on these if they are relevant.

Otherwise continue to click **enter** to then see a list of full search results, to which filters can further be applied.

## 4. WATCHING VIDEOS



*On a course page click on the main player to start the course*



*The Contents tab displays information about the individual videos within that course*



*Use the video controls below the main video player to manage how you view the course*

Within a **course page**, click on the main video player to start viewing the first chapter of that course. Alternatively use the **Contents tab** alongside the video player to jump to specific videos within that course.

When using the **video player** be aware the following controls to improve your experience:

- Drag forwards/backwards the player progress bar
- Pause the video / play again
- Skip back or ahead 10 seconds
- Skip to next or previous video
- Alter playback speed – **TOP TIP:** Change to 1.25X or more to speed up the course
- Switch on/off closed captions
- Settings: video quality and more
- Volume controls
- Enter full screen

Within a course, use the:

- **Overview tab** to see important details about the course including its duration, creation and last updated dates, difficulty, a summary of the course, it's author, skills covered and lots more.
- **Transcripts tab** alongside the main player to follow along with what is being said via highlighted text. Click on text within the transcript to jump to that specific place in the video.

Please note: your progress is automatically saved. If you log out and then back in again, use **In Progress** within the top navigation to see all your current course progress.

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## 5. RELATED COURSES AND LINKING TO YOUR LINKEDIN ACCOUNT

Related courses



**Managing Team Conflict**  
By: Henna Inam  
16,698 viewers 

*Within each course are further related courses. View these at the bottom of the Overview tab*

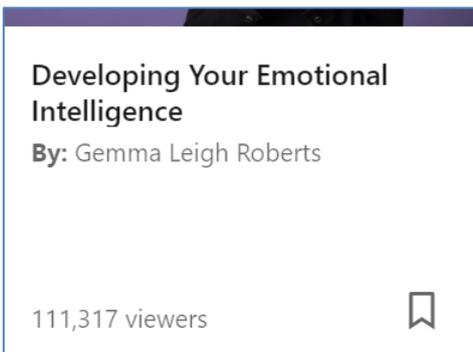
Within a course, at the bottom of the **Overview tab** are **suggestions** of what to watch next.

Click on a suggested course to jump to and watch that course or use the  symbol to either **save** that course or to add it to a **collection** for later viewing. See '6.' below for details.

If you have linked your **LinkedIn Learning account** to your **LinkedIn account**, then you can also access and view further course recommendations. These are related to your job role, what other LinkedIn users within a similar job role have completed, and what skills you are interested in. Go to **your name** in the top right > **Skills** to update your skills interests.

To then see recommended courses, click on the **LinkedIn Learning logo** in the top left to view what's trending for your role, as well as Editor's picks, what's trending on LinkedIn Learning, top liked as well as what's recommended for you.

## 6. SAVING COURSES AND VIDEOS TO COLLECTIONS



**Developing Your Emotional Intelligence**  
By: Gemma Leigh Roberts  
111,317 viewers 

*When browsing courses, use the bookmark symbol in the bottom right to save it*

As you browse through LinkedIn, you'll come across various content that you'll want to save and watch later. **Saved** and **Collections** are an ideal way to do this.

Use the  bookmark button next to each course to either **Save** a course or to use the **+** button to add to a **collection** (either an existing or to create a new collection).

When viewing a course, you can even save individual videos to collections using the bookmark icon alongside videos within a course's **contents tab**.

Access **Saved** courses and **Collections** via **Saved** within the top navigation menu. Here you can add saved courses to collections or unsave them, as well as create new collections and edit courses within each collection.



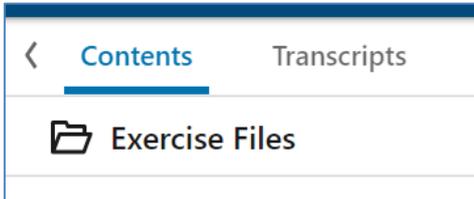
In Progress   **Saved**   My Org

*Access and edit your collections using Saved within the top menu*

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## 7. EXERCISE FILES



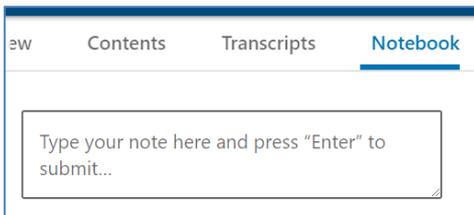
*The exercise files help to ensure your experience of using LinkedIn learning isn't all passive learning*

Many courses provide **exercise files** on which to practice whilst completing the course. This provides a much richer learning experience as you physically practice what is being taught alongside the trainer.

When viewing a course, if available, click on **Exercise Files** at the top of the **Overview tab** to access these files.

Download and unzip the files to a place that is easy to access, then use them as instructed during the course.

## 8. ADDING NOTES TO COURSES



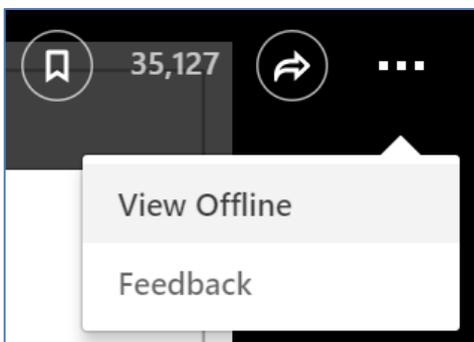
*When watching a video use the Notebook tab to add your own useful notes*

As you view courses, you may want to **take notes** to organise and personalise your thoughts, or to pinpoint and comment on specific parts of videos that are particularly useful or interesting.

Within a course, use the **Notebook** tab available alongside the video player to write notes and timestamp them against specific parts of the video.

Note: you can only access these notes again by going to *that particular video* and revisiting the Notebook tab, which will show all notes in time order. Use notes to jump to and re-watch that particular point of the video.

## 9. VIEWING VIDEOS OFFLINE USING THE APP



*Download courses via the LinkedIn Learning app*

Via the LinkedIn Learning app, download courses to **view offline** - for example if you cannot use Wi-Fi or 4G whilst travelling but wish to still view a course.

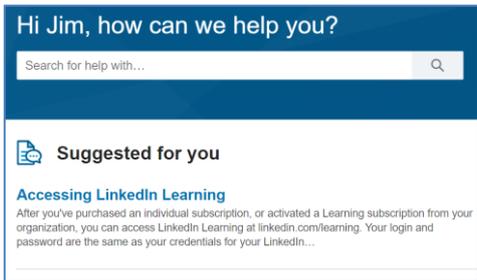
Go to the course and then use the ellipsis (three dots) above the video player to access a drop-down menu. Click **View offline** to then download the LinkedIn Learning app and save the course for offline viewing.

There is currently no availability to save content to a Windows 10 device, but this may change in 2019.

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## 10. SUPPORT AND FAQs

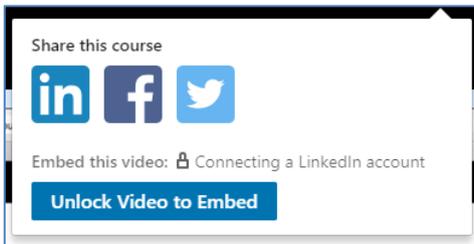


If you ever run into difficulties with using LinkedIn Learning, click the **Help** link within the bottom footer of any page.

Alternatively please email the Staff Development team via [sdbookings@northampton.ac.uk](mailto:sdbookings@northampton.ac.uk) for assistance.

*Use Help in the bottom footer to access FAQs and more*

## 11. SHARING CONTENT



Use **Share** in the top right to share the course on social media (LinkedIn, Facebook or Twitter) and to Embed the course – such as into a NILE page.

If you share externally to someone without a LinkedIn Learning account, the person you send it to has the option to access content via a trial account. This only allows access to 3-4 videos within that course.

*Share courses on social media should you wish to*

## 12. UPLOADING ACCOMPLISHMENTS TO YOUR LINKEDIN PROFILE



After you finish a course or learning path you will be invited to add the **accomplishment** to your LinkedIn profile via a pop-up on the video player. Should you wish to do so, simply click **Add to Profile**.

You can also share as well as download certificates of completion via **In Progress** in the top navigation menu > **Learning History**.

*Add any course completions to your LinkedIn profile should you wish to*