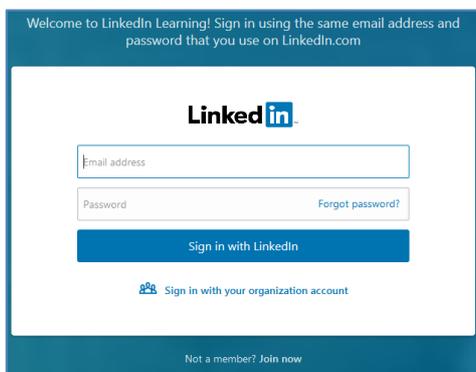




Getting Started with LinkedIn Learning

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

1. LOGGING IN



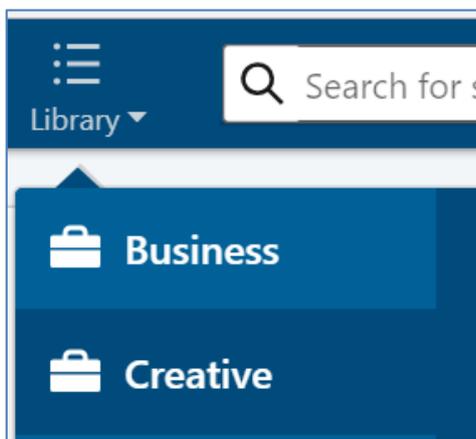
On the login page, click the link at the bottom that says 'Sign in with your organisation account' then use your standard UoN username and password

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 log in, either:

- Use the [single sign on link](#) and then **log in using your UON student number and password**. If requested, use your University email (@my.northampton.ac.uk).
- Go to www.linkedin.com/learning > click **Sign in with your organization portal** > enter **northampton.ac.uk** (if logging in for a 2nd time click Continue). This will redirect to the UoN portal, and after authentication, will redirect to www.linkedin.com/learning.
- Using the LinkedIn Learning [Android app](#) or [iOS app](#) > Organization tab > Enter **northampton.ac.uk** under Web Portal - this will also redirect to the UoN portal.

Please note you can log in on ANY device including smart phones, iPads and more.

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 as well as filter courses:

- Click **Library** in the top left to view the three main libraries: Business, Creative, Technology. These each then contain Subjects, 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 560+ courses alone, with more added monthly.
- Use the **filters** on the left to refine results. For example, refine by type, skill level, software 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

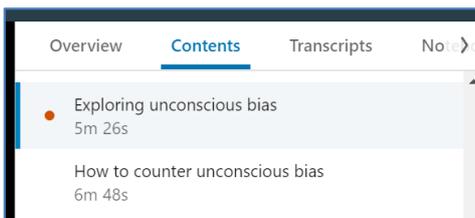
Use **search** at the top of every page to find courses, authors and more. As you type your search query, suggestions appear underneath, including entire courses and individual videos within courses. Click on these if they are relevant.

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

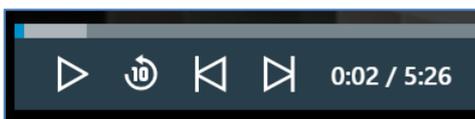
4. WATCHING VIDEOS



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** there are a number of controls to be aware of:

- Drag forwards/backwards the player progress bar
- Pause the video / play again
- Rewind 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
- Volume controls
- Settings: video quality and more
- 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

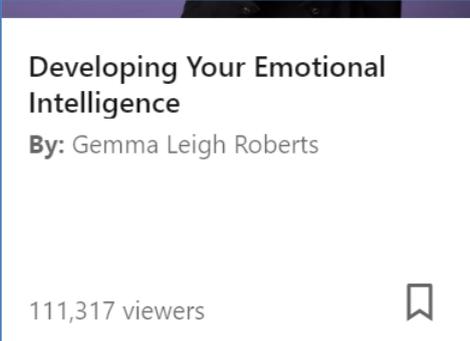
Within a course, at the bottom of the **Overview tab** are **suggestions** of what to watch next.

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** (which was your Lynda.com 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



In Progress **Saved** My Org

Access and edit your collections using Saved within the top menu

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).

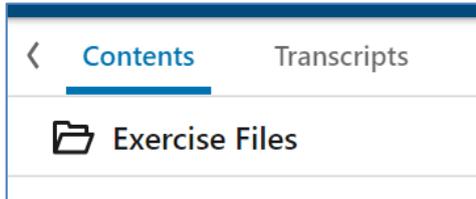
When viewing a course, you can even save individual videos to collections using the bookmark icon alongside videos within a course's **contents tab**.

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.

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7. EXERCISE FILES



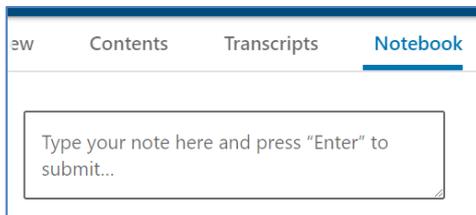
The exercise files help to ensure your experience of using LinkedIn learning isn't all passive learning

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, click on **Exercise Files** at the top of the **Contents 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



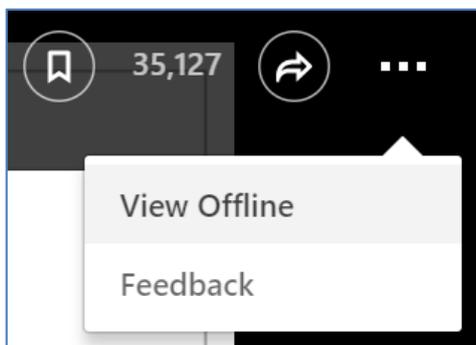
When watching a video use the Notebook tab to add your own useful notes

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.

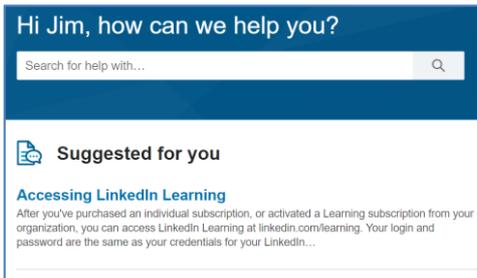
Go to the course and then use the ellipsis (three dots) above the video player to access a drop-down menu. Click **View offline** to then download the LinkedIn Learning app and save the course for offline viewing.

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

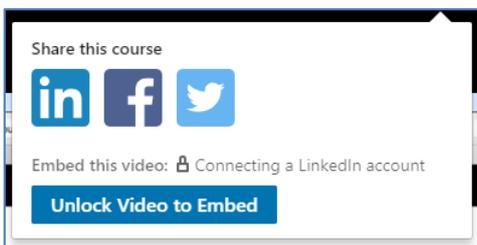


If you ever run into difficulties with using LinkedIn Learning, click the **Help** link within the bottom footer of any page.

Alternatively please email the Staff Development team via sdbookings@northampton.ac.uk 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