



## Getting Started with LinkedIn Learning

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

### 1. LOGGING IN

Welcome to LinkedIn Learning! Sign in using the same email address and password that you use on LinkedIn.com

**LinkedIn**

Email address

Password [Forgot password?](#)

**Sign in with LinkedIn**

[Sign in with your organization account](#)

[Not a member? Join now](#)

*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).
- Once your account is activated, sign in anytime at <https://www.linkedin.com/learning> using your LinkedIn or organisation email.
- You access LinkedIn Learning on any device (smart phones, iPads, Laptops etc) via a browser, or by downloading the LinkedIn Learning [Android](#) or [iOS](#) app.

### 2. FINDING CONTENT

Library

My Content

**Browse**

AI Coaching

*Browse the entire library by subject*

*Use the top Search bar to quickly find relevant content*

As there are just so many courses available on LinkedIn Learning, it's best to **Search** for or **Browse** and filter courses.

Use **Search** on the **Home** page or the **top header** to find courses, authors, and more. Suggestions will appear as you type - click if relevant, or press **enter** to view all results and then apply filters.

Click **Browse** on the left to view the three main libraries: Business, Technology and Creative. These each contain Learning Paths, Topics, Skills Evaluations and Software. Click onto a **topic** to see courses and use **filters** at the top to refine results by type, time to complete, skill level, and more.

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## 3. WATCHING VIDEOS



*On a course page click on the main player to start the 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 pane** alongside the video player to jump to specific videos within that course.

When using the **video player**, please take note of the following controls to enhance your viewing 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 the 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, its 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 **My Content** within the left-hand navigation to view all your current courses.


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



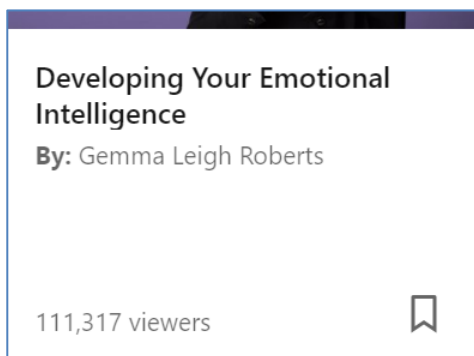
*Within each course are further related courses. View these at the bottom of the Overview tab*

The **Overview tab** within a course contains **Related courses**. Click on a suggested course to jump to and watch that course or use the  symbol to **save** that course. See '5.' below for details.

Linking your **LinkedIn Learning account** to your **LinkedIn account** (via **Me > Settings**, if you have not done so already) lets you further access course recommendations based on your job role, interests, and what similar users have completed.


Within the left-hand navigation, go to **My Career Plan** to update your goals and view what's trending for your role or **My Content > Skills** to follow skills.

## 5. SAVING CONTENT TO WATCH LATER



*To save a course while browsing, simply click the bookmark icon located at the bottom right*

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

Use the  bookmark button next to each course to **Save** a course (to access later – see below) or use the ... button to **Add to your content** (a new or existing Learning path or Collection).

When viewing a course, you can also save individual videos using the bookmark icon alongside videos within the **Contents pane**.

Go to **My Content > Saved** to view content or add saved courses to collections or to Unsave them.

**My Content > My Collections** allows you to create new collections, edit, delete and Share.

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## 6. EXERCISE FILES

Related to this course



Exercise Files · [Show all](#)



Certificates · [Show all](#)



Certifying Organizations · [Show more](#)

*If available, Exercise Files help ensure your learning isn't passive*

Many courses offer **Exercise Files** for hands-on practice during lessons, enriching your learning as you apply new skills alongside the trainer. If available, find them within the **Overview tab** of a course.

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

## 7. ADDING NOTES TO COURSES

*When watching a video use the **Notebook tab** to add your own useful notes or bookmark specific parts of videos*

While viewing courses, consider taking notes to organise your thoughts or highlight useful video sections.

Use the **Notebook** tab underneath 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.

## 8. UPLOADING ACCOMPLISHMENTS TO YOUR LINKEDIN PROFILE



*Add course completions to your LinkedIn profile to stand out. See **13. Certificates below too.***

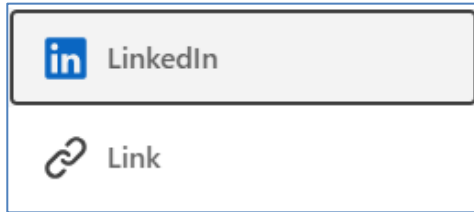
After you finish a course or learning path you will be invited to add the **accomplishment** to your LinkedIn profile via a pop-up on the video player. Should you wish to do so, simply click **Add to Profile**.

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


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## 9. SHARING CONTENT

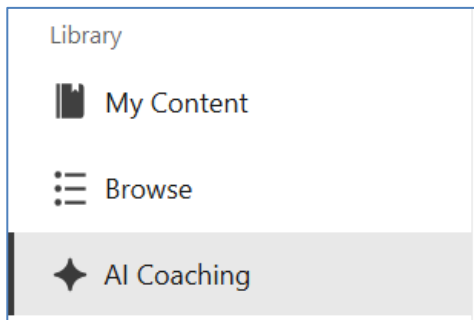


**Share courses on social media or**

Use the **Share** button  in the top right to copy the link to a course or video, share the course on various social media, or access the code to Embed the course.

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.

## 10. AI COACHING



**Your conversations will not be shared with your company or other LinkedIn members.**

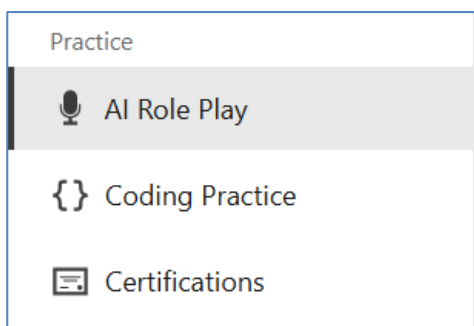
**AI Coaching** [in the left-hand menu] is a chatbot built into LinkedIn Learning that helps you tackle real challenges by offering tailored advice and learning resources.

You can ask it questions like:

- “How do I manage my time better?”
- “What skills should I develop for a career in marketing?”
- “How can I prepare for a job interview?”

The chatbot responds with curated guidance from LinkedIn Learning’s expert-led content, helping you find the most relevant videos, courses, and tips.

## 11. AI ROLE PLAY



**Practice everyday conversations with AI-powered role play**

**AI Role Play** [in the left-hand menu] lets you rehearse real-world workplace scenarios in a safe, interactive environment. You can speak or type responses to a simulated AI character, and it responds dynamically - just like a real conversation.

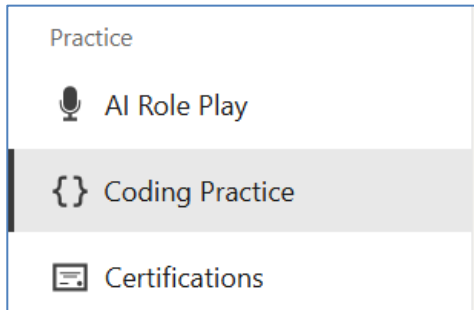
From giving feedback to handling tough conversations, this feature helps you build communication skills that employers value.

After each session, you’ll receive personalised feedback and course recommendations to help you improve.

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## 12. CODING PRACTICE

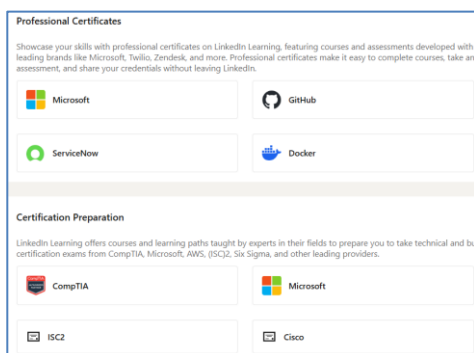


**Coding Practice** [in the left-hand menu] in LinkedIn Learning offers an interactive way to build programming skills through hands-on challenges.

Powered by CoderPad, these exercises are embedded within coding courses and allow learners to write, test, and debug code in real time across languages like Python, Java, JavaScript, SQL, C#, and Go.

***Use Coding Practice to prepare for technical interviews, coursework, or simply to explore whether a career in tech is right for you.***

## 13. CERTIFICATIONS

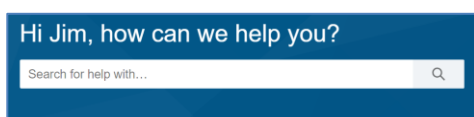


LinkedIn Learning offers a wide range of professional certificates that you can earn by completing curated learning paths. These include industry-recognised credentials from Microsoft, GitHub, Atlassian, and others, covering topics like cybersecurity, project management, data analysis, and generative AI.

- Certificates appear on your LinkedIn profile, helping you stand out to employers.
- Career Essentials series by Microsoft and LinkedIn is tailored to entry-level learners.
- Flexible learning means you can complete courses at your own pace, on any device.
- Continuing education credits may be available depending on your course and institution.

***Choose certificates aligned with your career goals and add them to your CV and LinkedIn profile to showcase your commitment to professional development***

## 14. SUPPORT AND FAQs



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

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.