

LinkedIn Learning – Getting Started

Learn relevant, in-demand skills on LinkedIn Learning for Library! Now available to all patrons with access to: 16,000+ online courses in 7 languages, expert instructors with real-world experience, 60+ new courses added each week.

1. Simply follow the link here <https://www.linkedin.com/learning-login/go/southgatepubliclibrary> and click 'Get Started'


linkedin.com/learning-login/go/southgatepubliclibrary

in LEARNING

Your library invites you to LinkedIn Learning

Choose from thousands of online courses to learn in-demand skills from real-world industry experts. Get started with your library card.

Get started



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2. Enter your library card number and PIN (same password to access the Catalogue)
3. Click "Continue"

Personalizing your Learning Experience

The first time you use LinkedIn Learning you have the option to select subjects/topics you are interested in. Indicating your interests allows the site to provide suggested courses and updates when new courses of interest have been added. It will also allow you to track your progress through your selected courses,

manage saved courses and manage your certificates of completion. Certificates of completion are certificates that you may receive when you watch a course on LinkedIn Learning.



Welcome to LinkedIn Learning

Before we get started, tell us a bit about yourself to help us personalize your learning experience

Sounds good

1. Click "Sounds good".
2. After selecting topics you are interested in (at least one), click "Continue"
3. You have an option to set a weekly goal now or later and click "Start learning".

Now you have access to the full LinkedIn Learning site!

A composite image showing two stages of the LinkedIn Learning setup process. On the left, a 'Set a weekly goal' screen with options for 15, 30, 60, and 120 minutes. The '30' option is selected and labeled 'RECOMMENDED'. Below the options are buttons for 'Maybe later' and 'Set goal'. An illustration of people climbing stairs is also present. A large red arrow points to the right, leading to a 'You're all set!' confirmation screen. This screen says 'We'll show you recommendations based on your choices. Happy learning!' and features an illustration of two people high-fiving at a desk with a laptop. A 'Start learning' button is at the bottom.

Navigating LinkedIn Learning

- A. The navigation bar, at the top of the page stays constant throughout your experience. It contains the following features:
- Browse
 - Search Box
 - Home button – return at any time to your LinkedIn Learning main page
 - My Learning – provides access to your “in progress” and “saved” courses, your learning history, and your interested skills.
 - Notifications – updates and suggested content
 - Me – your personal account provides access to settings
 - EN – allows you to change the language of the website
- B. Quick access to “My Learning” courses that are in progress and saved.
- C. Recommended courses based on the skills you are interested in learning

The screenshot displays the LinkedIn Learning user interface. A red box highlights the navigation bar at the top, which includes the LinkedIn Learning logo, a search bar, and navigation icons for Home, My Learning, Notifications, Me, and EN. Below the navigation bar is a featured course banner for "Microsoft 365: Choose the Right Tool for the Job" by Nick Brazzi. The main content area is divided into three sections: "Weekly goal" (0/15 minutes), "In progress" (Learning Word 2010 and Computer Literacy for Windows 10), and "Top picks for you" (Data Fluency, Data Visualization, Learning Data Analytics, Project Management Foundations, and Excel Statistics).

A

in LEARNING Browse Search for skills, subjects or software Home My Learning Notifications Me EN

NEW 6 days ago

Microsoft 365: Choose the Right Tool for the Job

Nick Brazzi
LinkedIn Learning Staff Author

B

Weekly goal

0/15 minutes

May 17 to May 23

You've got this! Start learning to reach your goal.

Last week: 0 minutes

Edit goal

In progress

Saved

Learning Word 2010
COURSE - 3h 39m 56s left

Computer Literacy for Windows 10
COURSE - 2h 5m 43s left

Show all (4)

C

Top picks for you

POPULAR

POPULAR

POPULAR

POPULAR

POPULAR

COURSE

Data Fluency: Exploring and Describing Data

COURSE

Data Visualization: Best Practices

By: Amy Balliett

COURSE

Learning Data Analytics

By: Robin Hunt

COURSE

Project Management Foundations

COURSE

Excel Statistics

1

Get Help

Finding and Taking Courses

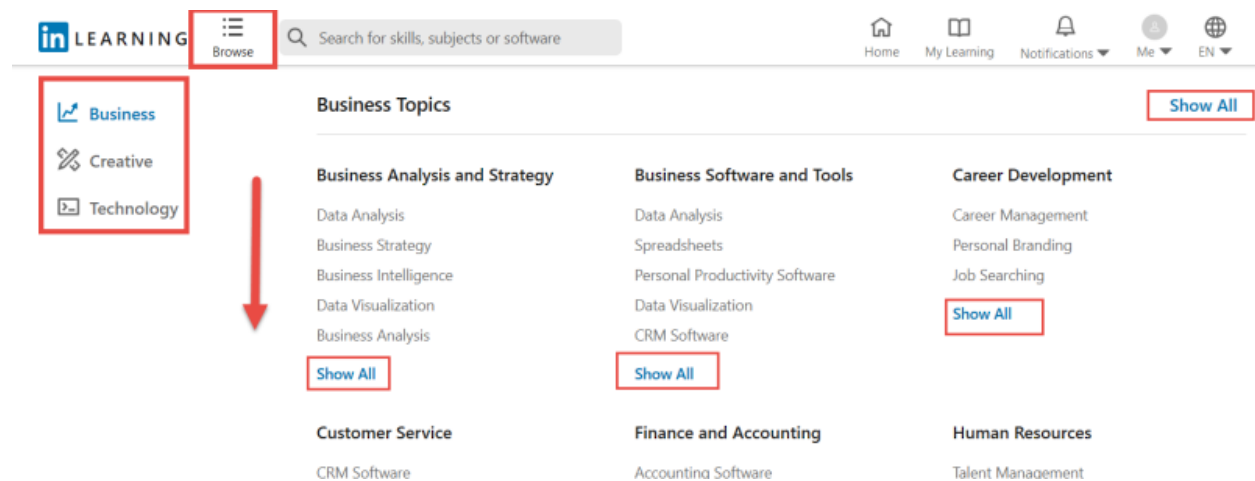
There are several ways to find courses:

- A. Browse
- B. Search Box
- C. Suggested Courses

A. Browse

1. Click the "Browse" icon at the top of the page.
2. Scroll down for choices on Business Topics, Customer Service, Leadership and Management, Project Management, Training and Education, Software, and Learning Paths.
3. Click "Show All" for more choices under the topics or sub-topics.
4. Move your cursor over the other sections, Creative, or Technology for topics related to these areas.

You can browse for content under the business, creative, and technology sections based on subjects, software, and learning paths.



B. Search Box

The search box is used to find content on a specific topic.

Enter the keywords of the course you are looking for. This could be the name of the software, type of skill, or subject you wish to learn.

As you start typing, a drop-down menu appears with a list of related items.

You can select on one of these items or click the search icon (magnifying glass) or press <Enter>.

A complete list of courses with your keywords will appear.

To filter through your results, use the filters on the left. Skill level, software, and time to complete are some popular filters. You can also sort by "Best Match".

The screenshot displays the LinkedIn Learning search interface for the query "project management". On the left, a "Filter Results" sidebar is visible, containing sections for "Content by" (with a link to "LinkedIn Learning (3,784)"), "Type" (with options for Courses (1,046), Videos (2,694), Audio (15), and Learning Paths (34)), "Level", "Time to Complete", "Software", "Subjects & Topics", "Custom Tags", and "Continuing Education Units". The main content area shows "3,784 Results for 'project management'" and a "Sort by: Best Match" dropdown. Three results are listed: 1) "Become a Project Manager" (LEARNING PATH, Skills: Microsoft Project, Stakeholder Management, 11h, Save); 2) "Project Management Foundations" (COURSE, By: Bonnie Biafore · Jun 2019, 504,401 learners, 3h 20m, Save, More); 3) "Develop Your Project Management Skills" (LEARNING PATH, Skill: Project Management, 9h 41m, Save).

C. Suggested Courses

LinkedIn Learning provides course suggestions based on the skills you listed as being interested in when you created your account. At any time, these skills can be changed, added, or removed.

To change your skill selection:

1. Click on “Me” in the top right-hand corner of the screen
2. Scroll down to “Skills” in the drop-down menu
3. Delete any of the skills in green by clicking on the “x”
4. To add a skill, type the skill “e.g., coding” into the add new skill search box

The screenshot displays the LinkedIn Learning interface. At the top, the 'Me' profile icon is circled with a red '1'. Below the navigation bar, the 'Skills (17)' tab is highlighted with a red '2'. The 'Skills you're interested in' section shows a grid of skill tags, each with a red 'x' for removal; the 'Diversity & Inclusion' tag is circled with a red '3' and has a red arrow pointing to its 'x'. To the right, the 'Add new skills' section features a search box and a list of suggested skills, each with a red '4' circled next to it.

Skills you're interested in
We'll use these skills to personalize the learning recommendations on your homepage, notifications and emails.

Add new skills

Search

We think you might be interested in adding the following skills

- Digital Marketing +
- Design +
- Microsoft Excel +
- Databases +
- Business Strategy +
- Mobile Application Development +
- Data Analysis +
- Leadership +
- Web Development +
- Microsoft Office +

Watching a Course

Once you have found a course that you are interested in, click on it and it will open up the course page.

The course page has several features:

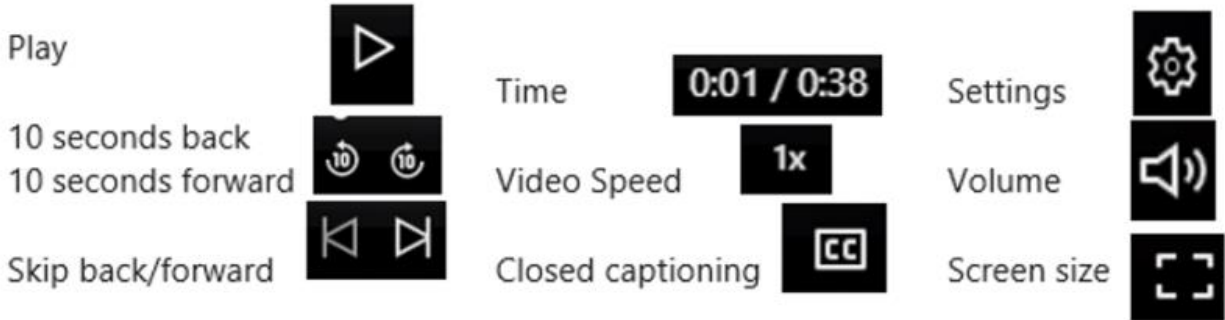
- A. Course content
- B. Video player controls
- C. Course consumption page tabs - overview, notebook, transcript

The screenshot shows the LinkedIn Learning interface for the course "Excel Essential Training (Office 365/Microsoft 365)". The video player is the central focus, displaying the title and instructor name "Dennis Taylor". The video player controls include a play button (marked with a red 'B'), a progress bar, and various playback options. To the left of the video player is a table of contents (marked with a red 'A') listing the course structure, including "Introduction" and "1. Getting Started with Excel". Below the video player are three tabs: "Overview" (marked with a red 'C'), "Notebook", and "Transcript". The "Overview" tab is active, showing the instructor's profile and related course content.

A. Course Content

The table of contents for the course appears to the left of the video. Each chapter expands and you can see what the course covers and whether any course assessments, usually multiple-choice quizzes (optional), are available. You can take the whole course or just a specific lesson.

B. Video Player Controls

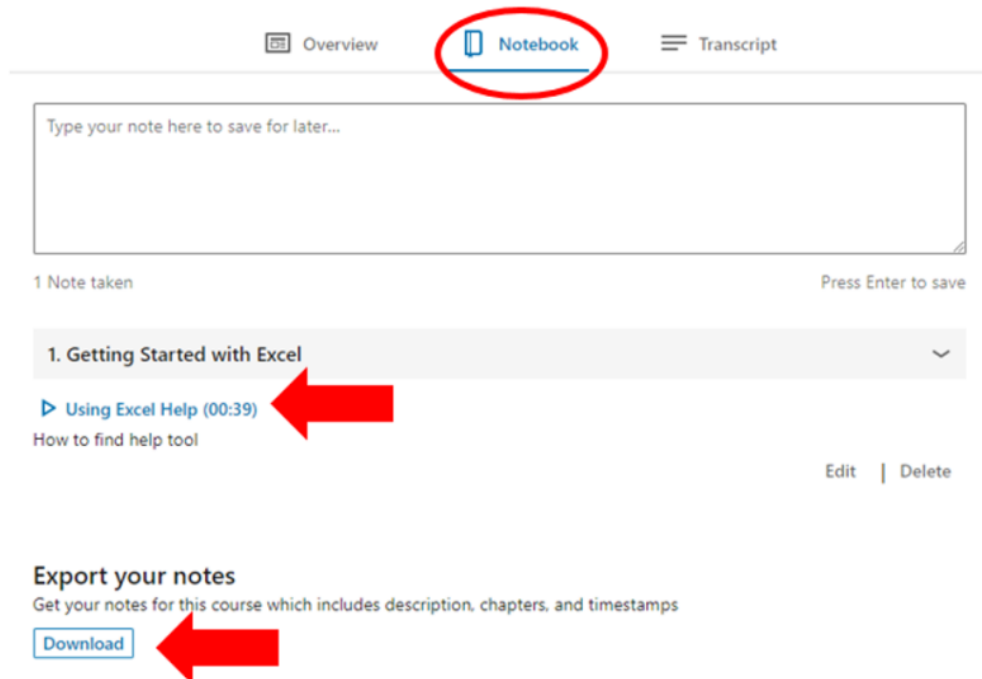


Note that the Video Speed can be increased or decreased based on preference for talking speed.

C. Course Consumption Page Tabs

The Course Consumption Page Tabs is located below the video player controls:

- Overview provides an overview of the course, who the instructor is with a link to their LinkedIn bio, a course description and when the course was last updated and any additional files that the course instructor has provided (exercise files). Not all courses include exercise files, they are created and included at the discretion of the course instructor.
- Notebook tab allows you to take notes during the course and saves them with a link to the specific part of the video you were watching when made that note. Click on the link above your note and it will take you back to that part of the video to review.



- Notes are saved within your saved course and can also be exported as plain text (.txt)
- Transcripts are course notes that can be read online, copied, and pasted into any text editor. Each course has a searchable transcript.

Certificates of Completion

Certificates of Completion are certificates that you may download when you have completed a course on LinkedIn Learning.

1. Click on “My Learning” from the navigation bar
2. Click “Learning history”
3. Locate the course or the learning path you’d like to save the certificate for and click “More”.
4. Select “Download certificate” from the drop-down.

The screenshot shows the LinkedIn Learning interface. At the top, the navigation bar includes 'My Learning' (1), 'In Progress (7)', 'Saved (1)', 'My Collections (1)', 'Learning History' (2), and 'Skills (17)'. Below the navigation bar, a course card is displayed for 'Hanson Hsu with Bobby Owsinski: Radically Rethinking Room Acoustics' by Bobby Owsinski, dated Mar 2015. The course is marked as 'Completed 1/22/2021'. A 'More' button (3) is located to the right of the course card. A dropdown menu (4) is open, showing options: 'Add to collection', 'Download certificate', and 'Remove'.

Note: There is no opt-in feature to allow users of LinkedIn Learning for Library to connect to a LinkedIn profile so that courses taken can be updated automatically. Library customers with a LinkedIn profile can add certificates of completion to their profile manually. In addition, there is no retention of people’s names within LinkedIn Learning for Library and as a result, certificates of completion are not printed with library customers’ names.

LinkedIn Learning app

A wireless internet connection is needed to stream the content. Using cellular data is not recommended as streaming multimedia content can consume a lot of bandwidth. Wireless internet access is available at Southgate Public Library. You can take courses on your smartphone or tablet.

To use the LinkedIn Learning app:

1. Download the LinkedIn Learning app from the App Store or Google Play
2. Click "Sign in" on the app
3. Select "Sign in with your library card"
4. Update the default custom invitation link, replacing libraryID with 'southgatepubliclibrary'. The correct link is: <https://www.linkedin.com/learning-login/go/southgatepubliclibrary>
5. Enter library card and PIN (same password to access the library Catalogue)