



# **LinkedIn Learning: Browser**

LinkedIn Learning offers online courses in business, technology, and creative skills to help you achieve personal and professional goals. Choose from thousands of online courses to learn in-demand skills from real-world industry experts.

Each course is self-paced, allowing you to control your learning experience with bitesized videos.

Most content has been translated into English, French, German, Japanese, Spanish, Mandarin, Portuguese, Dutch, Italian, Turkish, and Polish.

Accounts are synced, so if you start a course on the web version, it will remember your progress on the app, and vice versa.

## **Logging in**

To access LinkedIn Learning, click on the link and select Get Started.

Get started

You will then need to provide your membership number (from your card, starting with 2000, or if you signed up online, your member number starting with C) and your PIN. If you cannot remember your PIN, please contact the <u>Library</u>.

Library card number	
PIN	
FIIN	Show

### **Choosing a course**

You have several ways to search for courses. There are two browse options and a search bar. When you first use LinkedIn Learning, it will ask what topics you are interested in, to improve the functionality of the first browse function. It does not change what courses you can use.

The home page allows you to browse through new and popular courses in the areas you are interested in. You can click on any of these if you are interested in learning more about the course.

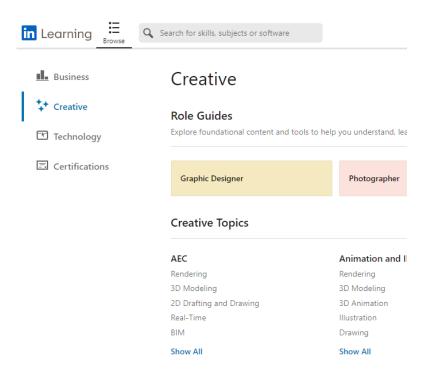
### Top picks for you



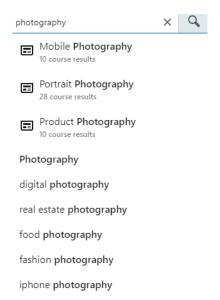
#### Related to courses you've watched



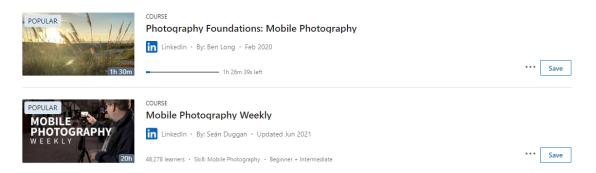
At the top of the screen, you can choose to browse through the three main topics, and narrow it down to a topic you are interested in. This will bring you a list of related courses.



Next to the Browse search is the search bar. Enter a search term to create a list of related courses.



Both the browse and search bar results create the same type of list.



You can click on any course you wish to start or click on Save to find it later under My Learning when you are ready to start the course.

My Learning is found on the top right side of the website next to Home.



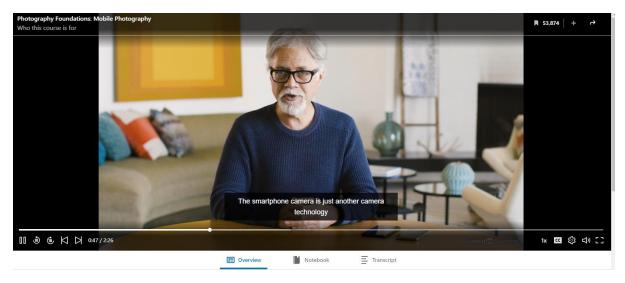
Here you can see courses that you have started, saved, or finished.



### Starting a course

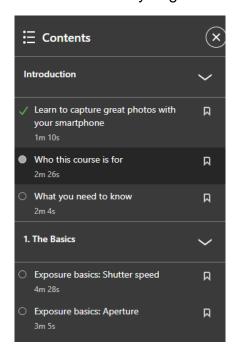
To start a course, click on the name or the video. It will open the course, starting from the beginning.

To watch the course, press the Play button (white triangle). You can pause, rewind, and fast-forward in the bottom left corner of the video, and add subtitles, adjust sound, and adjust speed in the bottom right corner.



On the left side of the website, you will see a list of units in the course. Once you have finished them, they will be ticked off. The one you are currently watching will be a grey circle.

Some units are not videos but are quizzes. They provide you multiple chances to get the answer correct, redirect you to the video with the correct answer if necessary, and you can still complete the course even if you get them wrong.



Some courses also have more material. You can find this under the video in Overview. Transcript includes a full transcript of the video, and Notebook allows you to write notes as you watch the video. In Overview, you might find Exercise Files, Further Resources, or Certificates. You cannot download a certificate until all units have been completed.



### **Languages**

LinkedIn Learning has translated most content has been translated into English, French, German, Japanese, Spanish, Mandarin, Portuguese, Dutch, Italian, Turkish, and Polish.

To change the language of the website and content, click on the symbol at the top right corner of the website. It will show what language is currently being used; EN for English is the automatic language until it has been changed. Clicking will bring down a list of available languages. Click on the language you wish to use.

It will translate all content that is available in that language and leave any untranslated material in English.



# **Certificates**

Once all units of a course have been completed, you can download a certificate to show you have completed the course.

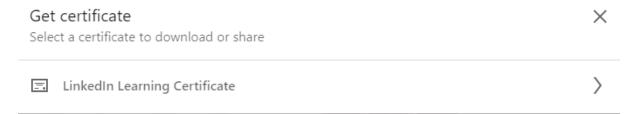
You can do this by going to My Learning, then Learning History, then clicking on the three dots next to the course. Click on Download Certificate.

Add to collection

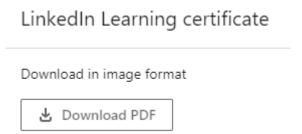
Download certificate

Remove

The other way is from the course itself, by going to Overview, and selecting Show All next to Certificates, then under Get certificate, selecting LinkedIn Learning Certificate.



Both options will then ask you to Download PDF



The PDF will then open with the name and date of when you completed that course. You can save it to your computer or print it from the top right corner.

