# Lynda.com®
## FROM LINKEDIN

# How to Use Lynda.com

Quick tips for getting the most from your on-demand learning resource

# Welcome to Lynda.com

You're one step closer to helping yourself achieve more through transformative learning.

With access to over 5,000 high-quality on-demand courses and unique insights, you can set goals and follow a customized Learning Path.

This guide is designed to help you get up and running with Lynda.com. It also shares tips and best practices to make sure you're getting the most out of your experience.

Happy learning,
The Lynda.com team

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# Getting Started

# Product Overview

Lynda.com is an on-demand library of instructional videos covering the latest business, technology and creative skills. It provides personalized course recommendations and is designed to help you achieve your full potential.

## Personalized recommendations

- Learn skills trending in your profession
- Explore course suggestions based on your experience, interests and more

## On your schedule

- Watch courses when it's convenient
- Access content from your computer or mobile device—anytime, anywhere

## Industry experts

- Learn from passionate instructors
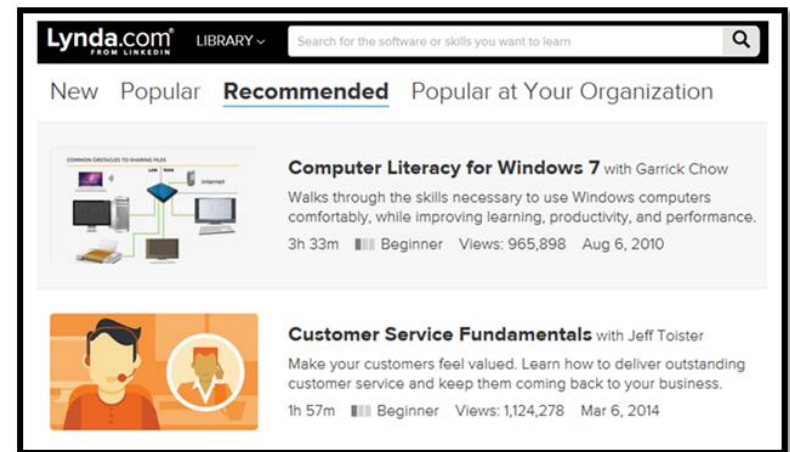- Stream courses taught by experts with real-world experience

# Finding the content you want

Your Lynda.com homepage provides four easy ways to get started and discover new skills.

- **Recommendations:** These populate and update as your interests change, driven by data from your search history and activity.
- **Skills**: Self-select and edit your skills and interests to discover relevant courses.
- **Topics**: Explore courses across a wide range of business, creative and technology skills.
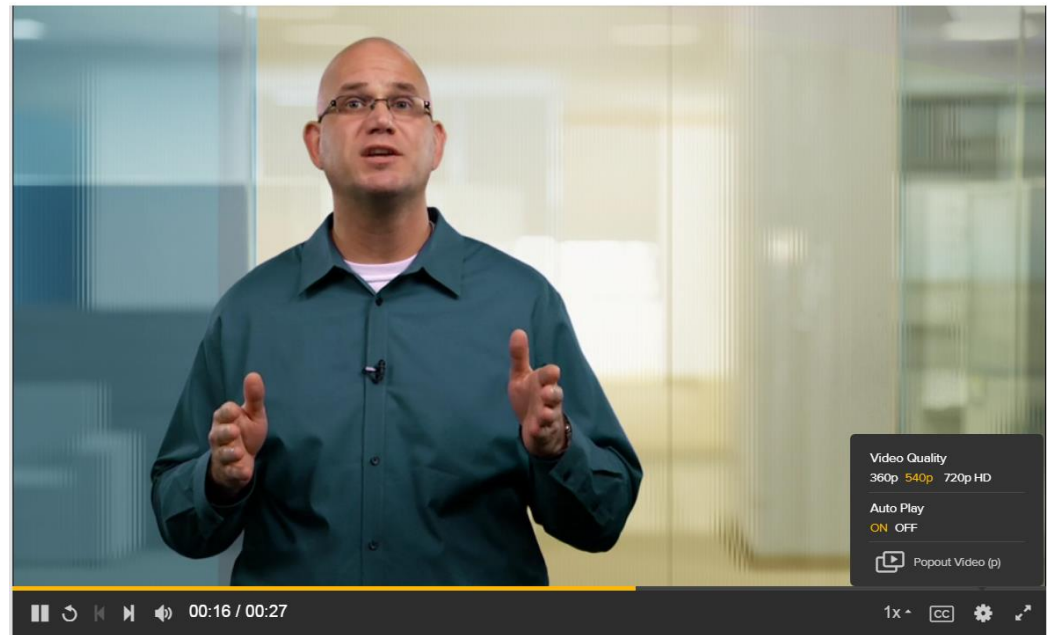- **Search**:  Find courses based on skills, subjects, software and more.



You can also access your current courses by clicking **History** on your profile menu. Trying to decide if a course is right for you? Click the **Overview** tab on any course page to view full course description and related topics.

# Using the player

With Lynda.com, you can personalize how you view your learning experience.

Options include:

- **Adjustable playback speed:** 0.5x - 2x
- **Courses in full screen**
- **Closed captioning**
- **Optional video quality** based on your internet connection: 360p, 540p, 720HD
- **Transcripts** to reinforce learning
- **Zip forward:** Click text in the transcript to jump to an area of interest

# Taking courses

# Watching a course

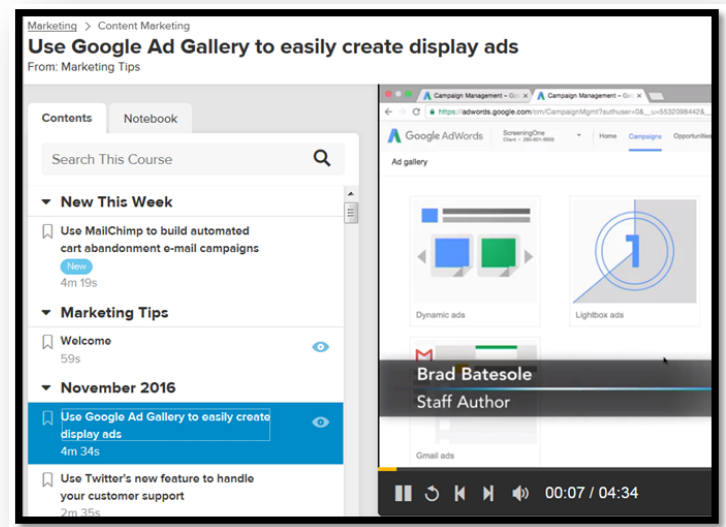Get the most from your learning experience

- Click on the course title or thumbnail.
- Consider the buttons located across from title: Layout, Add to Playlist and Share.
  - o **Layout.** Choose this to change from condensed to theatre mode.
  - o **Add to Playlist**. Create a new playlist or add course to existing one.
  - o **Share.** Choose whether to share your favorite courses on LinkedIn, Twitter or Facebook.

Other Features:
- **Browse** the chapters to track your progress.
- **Read** the course overview and transcript located below the player.
- **Check** out any exercise files, quizzes and coding practice windows.
- **Learn** more about instructors in their profile descriptions.
- **Check** out the skills covered as well as any related courses.

# Taking a course on mobile

Lynda.com is available on [iOS](#) and [Android](#) devices so you can learn on the go—anytime and anywhere.
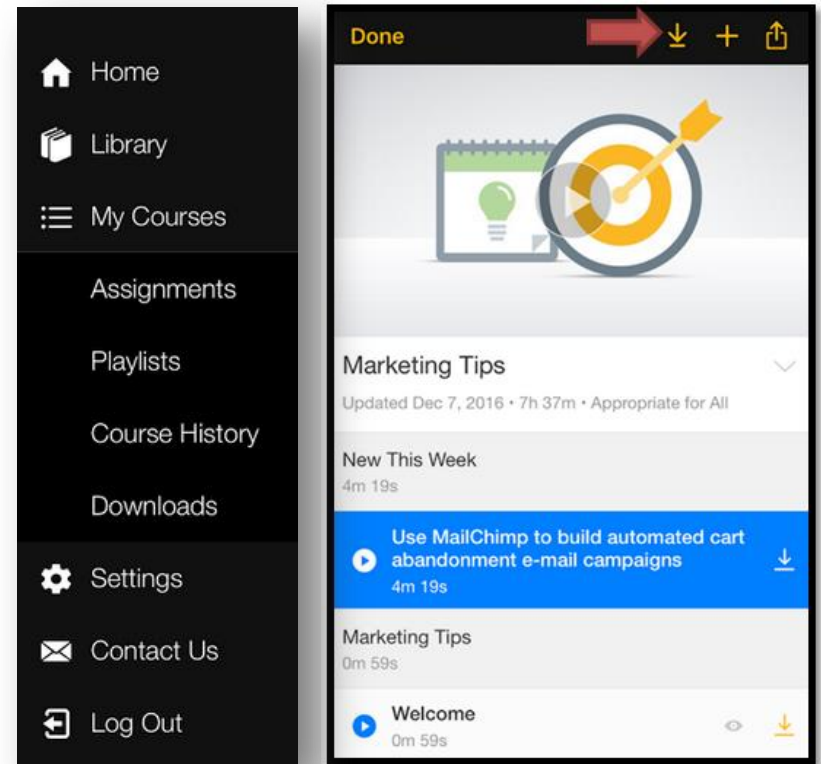
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**The Lynda.com mobile app is synced with the desktop experience so you can:**
- Start watching on one device then finish on another.
- Explore instruction during your commute, and save it for viewing later.
- Download a course for offline viewing.
- Save on data by listening to course audio only, like a podcast.

**To download a course on Android or iOS:**
Go to the course page, click the download icon in the upper right corner, then click **Download entire course**.
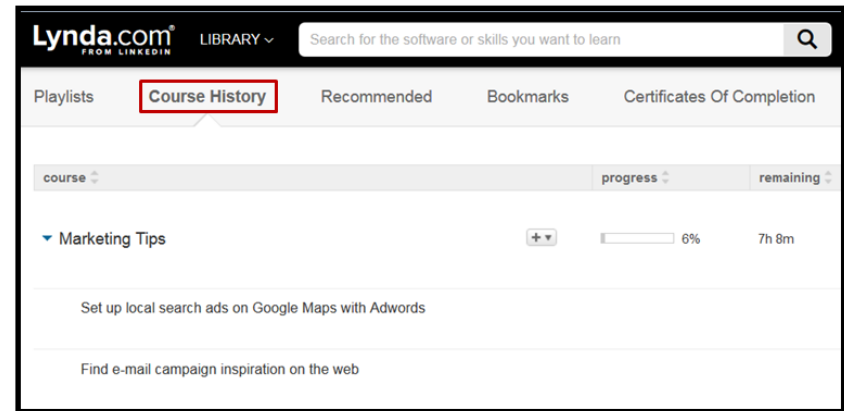
Find your downloads at the **My Courses** tab in the **Downloaded** section.

# Keeping track of your courses

Click **See all my courses** to:

- View your course status:  **In Progress, Remaining Time** and **Last Viewed.**
- Add skills you're interested in developing.
- Share a course with your manager, network or individuals.
- Add a completed course and its skills to your LinkedIn profile.



To save a course or a chapter within a course to view at a later time, choose the bookmark icon. To view your saved list you can either:

- Click your profile photo and select **Saved** from the dropdown menu.
- Click see all my courses and select the **Saved** tab.

# Using playlists & Learning Paths

Whether you're transforming your career or sharpening skills in your current role, playlists & Learning Paths can guide your success.

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**A playlist** is a skills-based, tailored compilation of courses, put together by our content experts, that guide you through a variety of learning topics. You can create your own customized playlist or visit our Playlist Center.

**A Learning Path** is a role-based, curated collection of sequenced courses that guide you through an in-depth topic. This is supported by quizzes, practice opportunities and learning reminders.

**To get started with Learning Paths:**
Visit our Learning Paths page. To choose a topic, click **Filter Paths**.

**Click a Learning Path to:**
- Find out what subjects are covered.
- Learn how long it will take to complete.
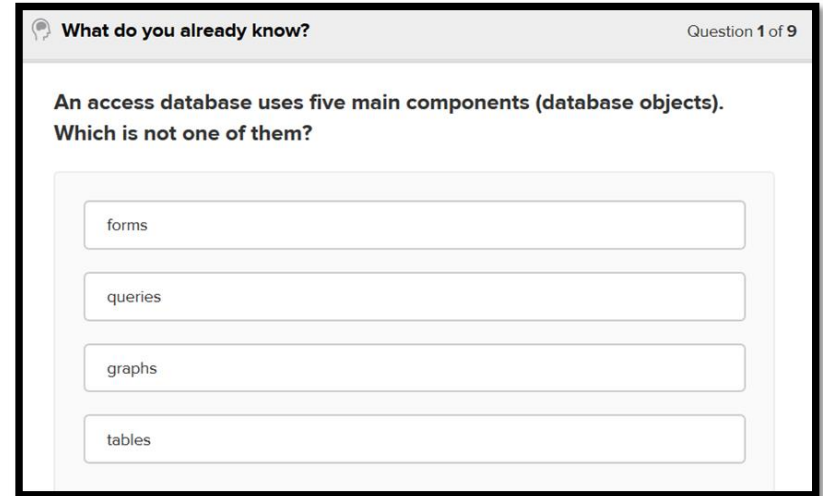- Discover the skills it covers.

# Measuring Success

# Testing your knowledge

Confirm your progress with chapter quizzes, exercise files and coding practice environments.

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**Quizzes** are designed to reinforce your comprehension and boost your confidence when applying new skills. You can opt to take the quiz directly after a chapter has concluded, or come back to it later.



**What do you already know?**                    Question **1** of **9**

An access database uses five main components (database objects). Which is not one of them?

- forms
- queries
- graphs
- tables

**Exercise files** are supplemental project files or informational documents the instructor uses to teach Lynda.com courses.

**Coding practice**, where available, allows you to follow along with a tutorial and apply your programming language skills in real time.

# Celebrating Success

Post completed courses and new skills to your LinkedIn profile and share them with your network.

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Once you've completed a course, you can add a certificate of completion and the skills associated with that course to your profile. Choose either of these approaches:

1. Click your **profile menu.** Click **Certificates.** Click **View/Print** or **Share.**

2. After the course has run, share your achievement by clicking the social media icons (LinkedIn, Facebook, Twitter).

Certificate of Completion

**Nette Martino**

How to use Lynda.com

Updated: 09/2016 • Completed: 09/2016 • 1h 27m

Certificate No: 89907D5E9B3F4142969E222E488CE355

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Great job, Nette, you've earned a certificate of completion!

**Share Your Achievement**

Publish to Profile

**Need more help?**
Check out Lynda.com Help for content designed to answer frequently asked questions, or view our course *How to Use Lynda.com*
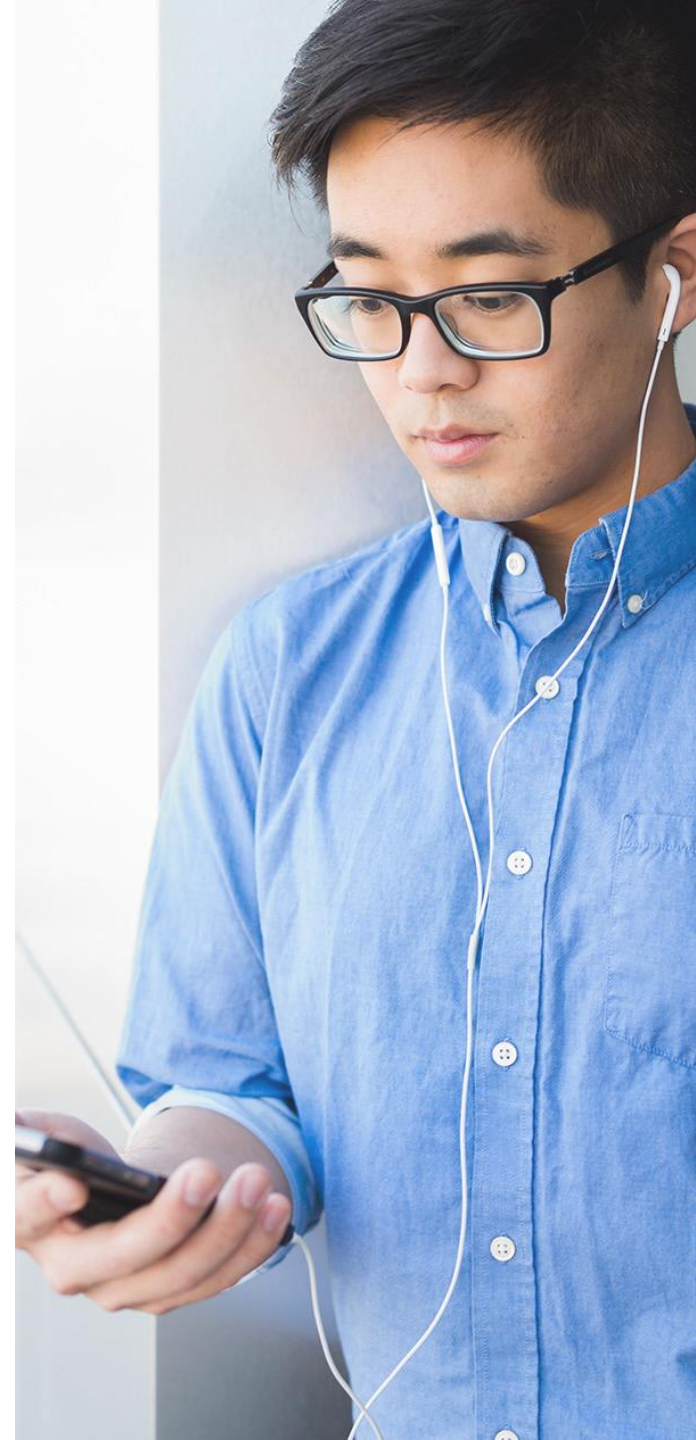
# Making time for learning

With a busy career and life outside of work, it can be challenging to find time to pursue learning.

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To integrate learning into your life:

- Tie Lynda.com courses to your goals and career development plans.
- Block out calendar time for courses. It might be helpful to leave your desk to view content on your laptop or phone.
- Find opportunities for 'just in time' learning using two- to three-minute videos. For example, quickly learn how to create a pivot table in Microsoft Excel or how to initiate a difficult conversation.
- Take a time management course. This may help you find more time to accomplish your goals, as well as more time for learning.

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# Thank you

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Thank you for getting started with Lynda.com. We wish you all the best as you work to meet your professional development goals.