

Implementation checklist for administrators

Use this helpful checklist to get the most from your Lynda.com implementation.

Building a team

- Recruit executive sponsors
- Include cross-functional partners
- Set learning goals

[Learn more](#)

Using the product

- [Watch the course *How to Manage Your Lynda.com Account as an Administrator*](#)
- [Watch the course *How to Use Lynda.com*](#)

Adding learners

- Review technical documents and choose a login method
- Make sure all designated learners have access

[Learn more](#)

Spreading the word

- Create a communications plan
- Execute your pre-launch
- Execute your formal launch
- Conduct ongoing communications

[Learn more](#)

Measuring success

- Track the impact of your outreach efforts
- Optimize communications

[Learn more](#)