LINKEDIN LEARNING

Informational Guide

UNC

UNIVERSITY OF NORTHERN COLORADO

2019-2020

LINKEDIN LEARNING USER GUIDE

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PART 1

Account Access & Login

2019-2020

Part One: Welcome

Welcome to LinkedIn Learning
UNC is excited to offer LinkedIn Learning as a resource for our faculty and staff.

Thousands of Courses
- Enjoy all the great content from Lynda.com.
- Instructors are industry experts.

Certifications
- Earn certification for completed learning pathways.
- Share learning badges on your LinkedIn profile.

Custom Learning Paths
- Get personalized learning suggestions based on your needs and interests.

Expert Q&A
- Interact with LinkedIn Learning instructors and follow them on LinkedIn.

Specialization
- Audio-only mode is available. Listen during your commute.
- Closed-caption accessibility.
- Language options (Spanish, Chinese, and more) for those who need to learn in a language other than English.

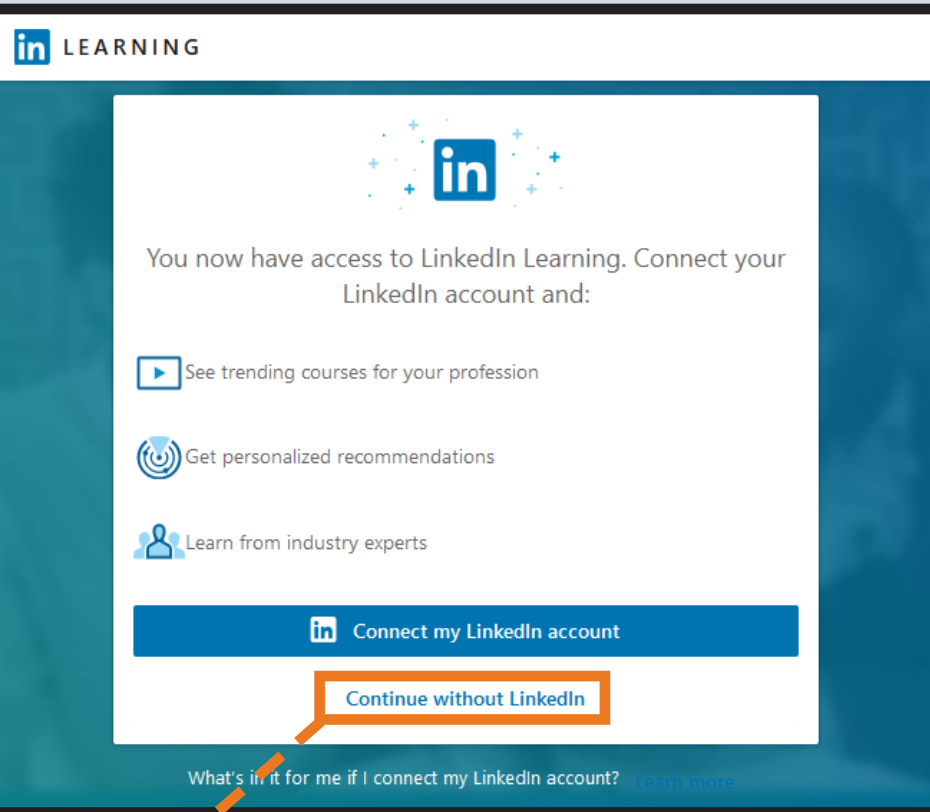# Part One: Login

Direct Login

linkedinlearning.unco.edu

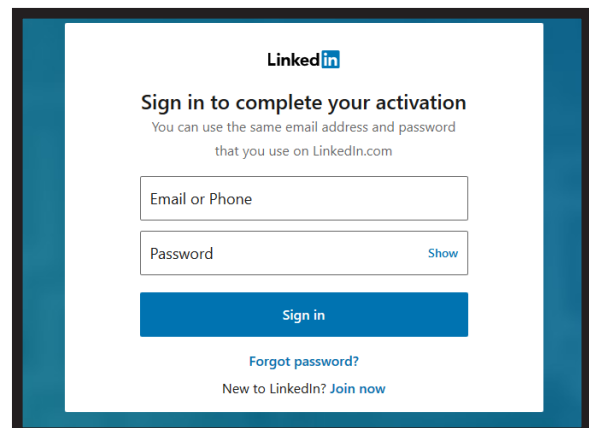### Use your unco.edu account to access learning.

Linking UNC & Personal Accounts

The login process will ask to link your personal LinkedIn profile with LinkedIn Learning (or it will ask you to login to your personal profile).

It is asking you this question because LinkedIn, the social media site, and LinkedIn Learning are two different platforms.

in LEARNING

in

You now have access to LinkedIn Learning. Connect your LinkedIn account and:

▶ See trending courses for your profession

(◉) Get personalized recommendations

👥 Learn from industry experts

in Connect my LinkedIn account

Continue without LinkedIn

What's in it for me if I connect my LinkedIn account? Learn more

STOP

You are **NOT** required to link your personal LinkedIn Account with UNC's LinkedIn Learning.

Linked in

Sign in to complete your activation

You can use the same email address and password that you use on LinkedIn.com

Email or Phone

Password   Show

Sign in

Forgot password?

New to LinkedIn? **Join now**

LinkedIn Learning vs. LinkedIn

UNC has membership in the learning site. This is where you will access training videos for UNC as well as any training material you would like to access, personally.

LinkedIn, the social media platform, is a place where you can connect with other users, list your resume, and post content. The social media platform is personal. Users will have full control over their LinkedIn content, passwords, and accessibility.

Advantages to Linking Profiles

- As you complete learning paths or collections, you will have the option of placing learning badges on your personal profile.
- If you leave the institution, your learning profile and any badges earned, will follow you on your personal LinkedIn profile.

Disadvantages to Linking Profiles

- If you logout of LinkedIn Learning, you will need to login to both your UNC learning profile and your personal LinkedIn account (UNC does not store your personal profile's information).
- There will be an overlap between company and personal profiles.

Want More Information?

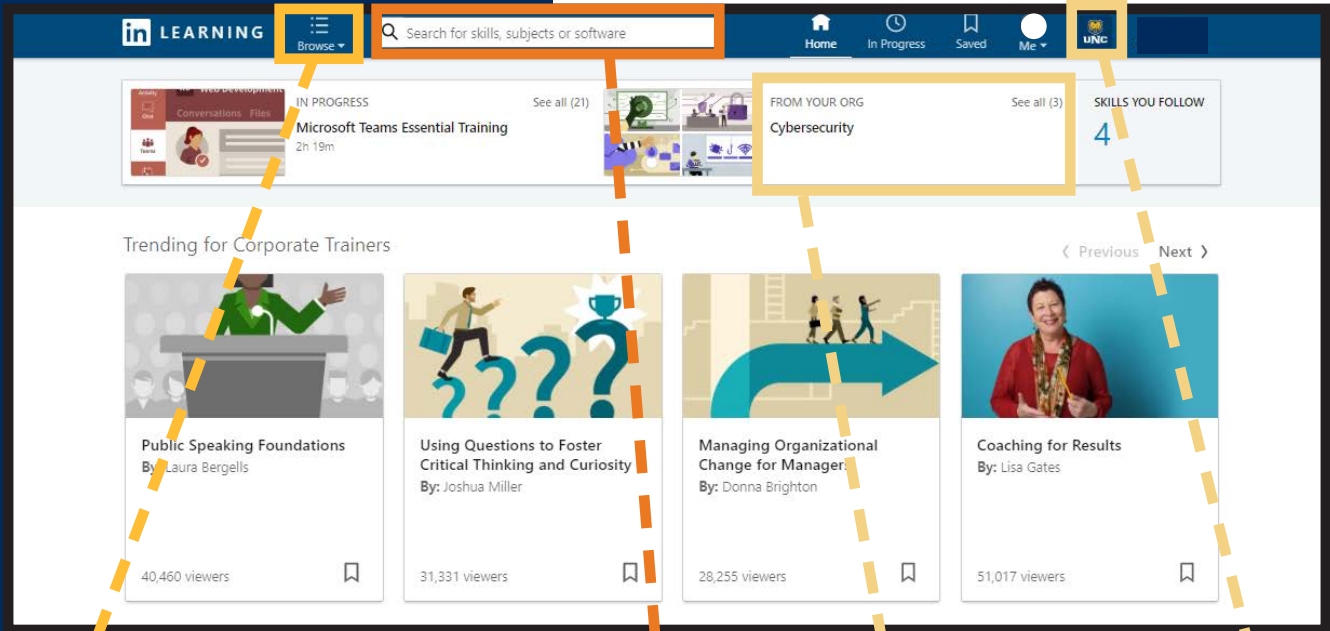- [LinkedIn Learning - Privacy Policies](#)

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PART 2

Navigating the Site

2019-2020

Part Two: Finding Content

Browse

The drop-down menu will take you to a list of collections and learning paths LinkedIn Learning has cultivated.

Main Categories:
- Business
- Creative
- Technology

Search

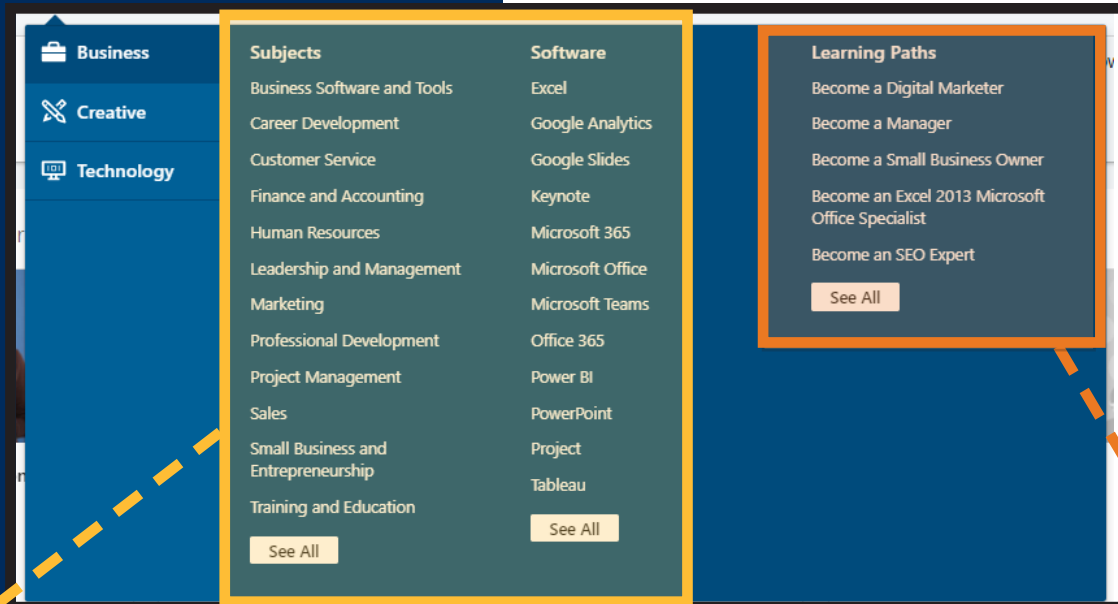Learners can search by class name, learning path, or topic.

The site will also populate a selection of courses for you based on skills you have marked as interests, or based on previous training courses you have taken.

UNC Content

Learners can find UNC specific materials. If you have been assigned content, you can find the pathway or collection here.

You can access this content by either clicking the section that says, "From Your Org" or by clicking on the UNC icon.
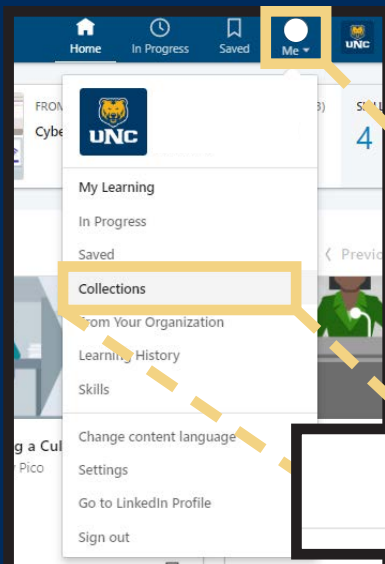
Part Two: Pathways vs. Collections

Collections

Collections are courses grouped by similar subjects. They can be taken on-demand, out-of-order, or in single sessions.

Learning Pathway

Learning Pathways are meant to be taken in-order. Courses must be completed in total to receive credit (or a learning badge) of completion.

Creating Personalized Collections

If you click on your picture (ME), you will access a drop-down menu. One option is **COLLECTIONS**.

Under this tab, you will have the opportunity to create personalized collections. You can save training courses in your personal collection to complete at your own pace.

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PART 3

Interacting with Content

2019-2020

Part Three: Navigating a Course

Video Functions

Play **CC** **Download** **Exercise Files**

Bonus Content

Q&A Feature

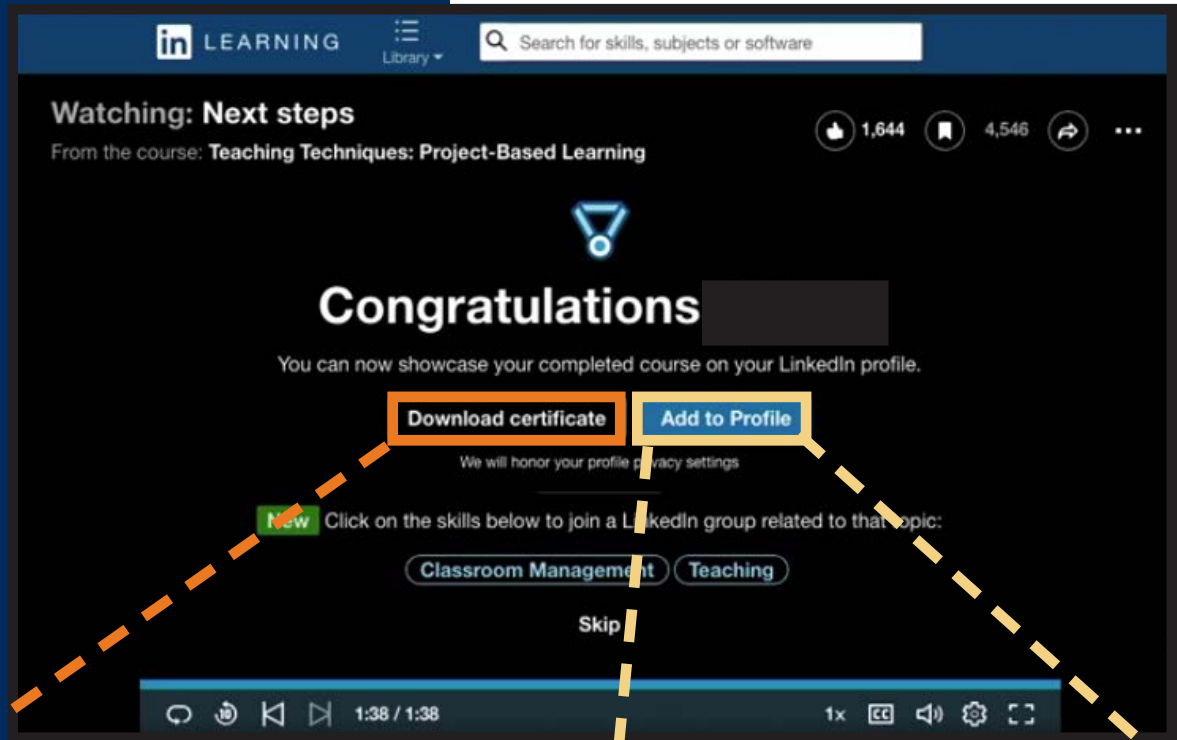Transcripts

Notes

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PART 4

Share Your Learning

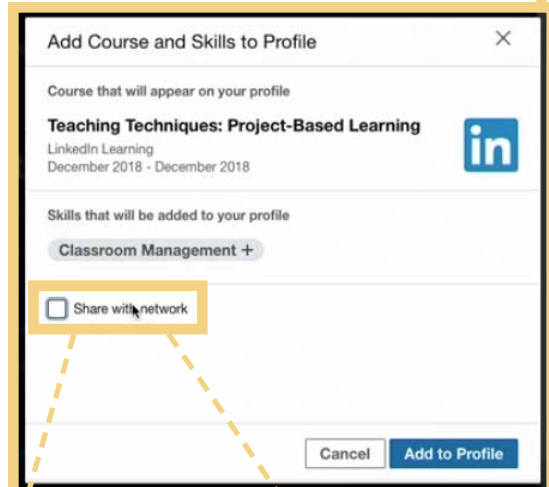**2019-2020**

Part Four: Course Completion

Download Certificate

This option will present you with a printable certificate you can save to your computer.

Share with LinkedIn

This option will allow you to post your learning to your personal LinkedIn profile (if you linked your personal account to UNC's learning account).

Comment

Click SHARE WITH NETWORK if you would like to add a comment to your network.