

A Quick How to Guide: LinkedIn Learning on a Computer Desktop



<u>LinkedIn Learning</u> is an online learning educational platform that gives you access to thousands of expert led courses in business, technology and creative skills. You can discover and complete courses related to your fields of interest. All free with your library card!

What you need

1. A valid WPL library card number and PIN

Logging into LinkedIn Learning on a Desktop or Mobile Web Browser:

- Visit: https://www.linkedin.com/learning-login/go/mywpl
- Click "Get started"
- Enter your Library card number and PIN.
 Click "Continue"

Personalizing your LinkedIn Learning Experience:

LinkedIn Learning will ask a few questions about your interests and goals:

- Click "Sounds good"
- Click your top business, tech and creative topics. You may choose as many as you like. Click "Continue"

Set a Weekly Goal:

LinkedIn Learning will help track your progress and remind you to keep learning.

- Choose 15, 30, 60 or 120 minutes.
- Click "Set goal"

Finding the Content You Want:

LinkedIn Learning will show you recommendations based on the choices you made. Your homepage allows you to search four ways to find new content:

- <u>Recommendations</u>: these populate and update as your interests change
- <u>Skills</u>: Self-select and edit your skills and interests to show relevant courses
- <u>Topics</u>: Explore courses across a wide range of business, creative and technology skills
- <u>Search</u>: Find courses based on skills, subjects, software and more.

-Access your current courses by clicking "See all my courses" on your homepage.

-Click the "Overview" tab on any course page, scroll down and see the job titles and employers of professionals who have watched the course.

Watching a Course:

- Click on the course title or thumbnail.
- The welcome video will automatically play: watch the video to confirm if the course content meets your needs.
- The table of contents on the left hand side of the screen will track your progress as you watch the course. Bookmark a chapter to return to it later.
- Find the course overview and transcript located under the video player.
- Use the notebook tab to take notes as you watch the course, press "Enter" to save your notes and export them by downloading them to your device.

Keeping Track of Your Courses

Click "My Learning" at the top of the screen to open a record of your courses.

- <u>In Progress</u>: When you start a course, it will be saved here.
- <u>Saved</u>: When you save a course, it will be saved here.
- My Collections: create collections to organize similar courses.
- <u>Learning History</u>: When you've completed a course, it will be saved here.
- <u>Skills</u>: Search for, and save skills you are interested in.

Questions?

- Visit LinkedIn Learning's support page: https://www.linkedin.com/help/learning
- Call the Library: Monday-Friday, 10am-5pm 519-539-4801

This resource is available in alternate formats upon request