

LinkedIn Learning How to Guide

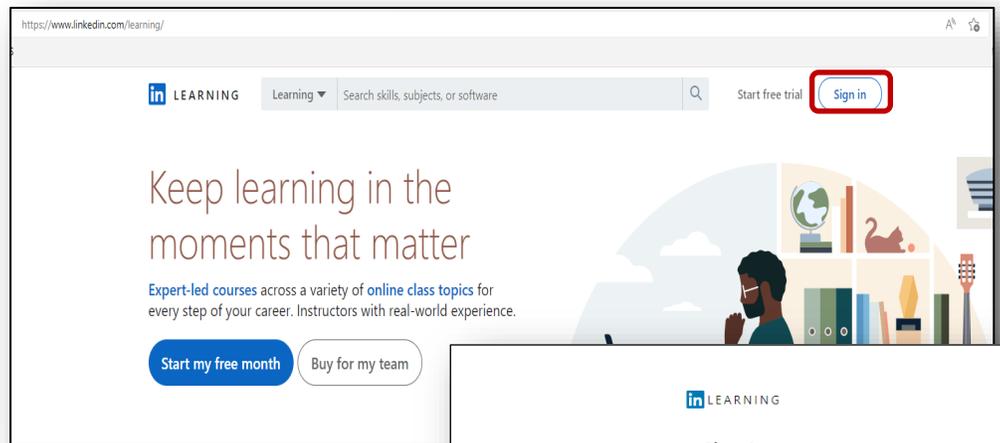
IT Training & Compliance

LinkedIn Learning is a resource offered to FWISD employees to increase knowledge and skills in a variety of subjects. The following steps will assist the end user with creating a LinkedIn Learning account searching for courses, creating a learning path and sharing content

1st STEP

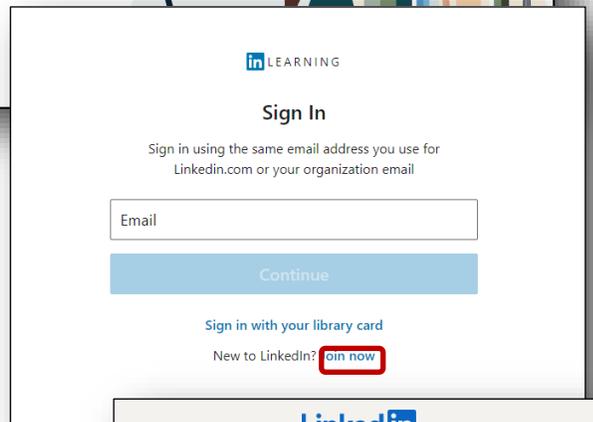
Click on the link to access LinkedIn Learning:

<https://www.linkedin.com/learning/>



2nd STEP

Click Sign In



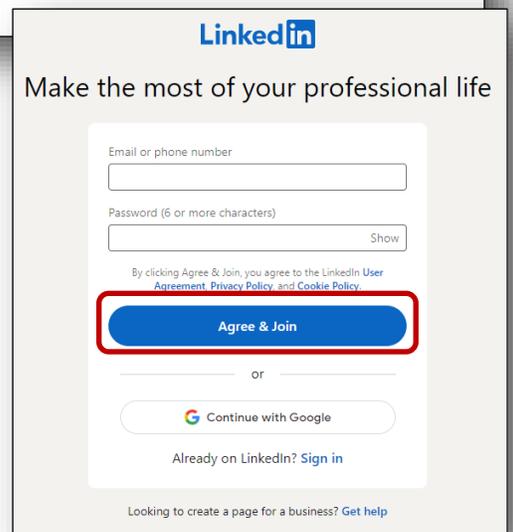
3rd STEP

Click Join Now

4th STEP

Enter your FWISD email account

Enter a password



5th STEP

Click Agree & Join

6th STEP

Enter your first name and last name click Continue



LinkedIn

Make the most of your professional life

First name
KIMBERLY

Last name
CUMMINGS

Continue

7th STEP

Click Verify to complete the verification security check



Security verification

Let's do a quick security check

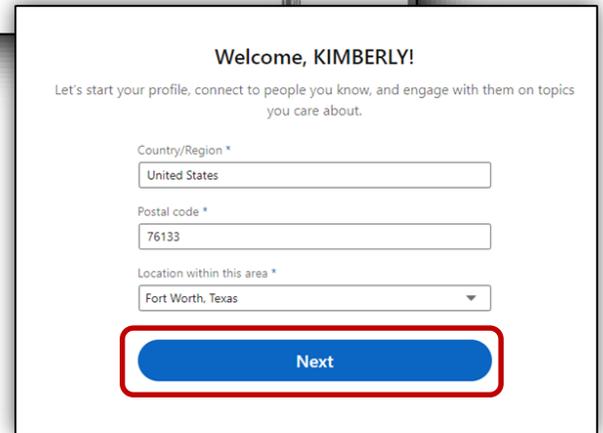
Verification

Please solve this puzzle so we know you are a real person

Verify

8th STEP

Enter location information and click Next



Welcome, KIMBERLY!

Let's start your profile, connect to people you know, and engage with them on topics you care about.

Country/Region *
United States

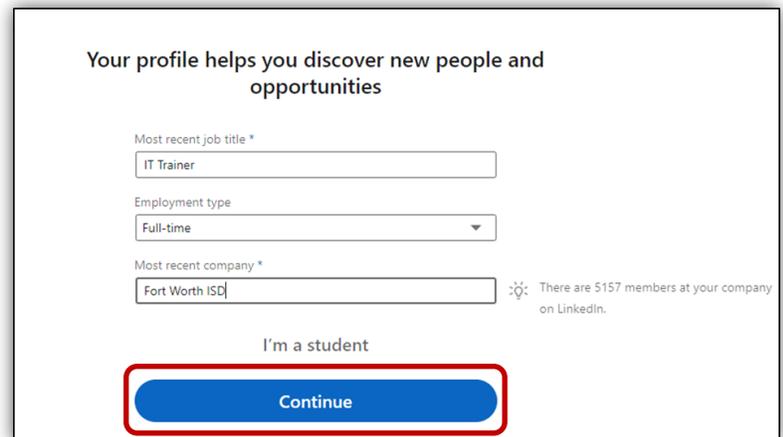
Postal code *
76133

Location within this area *
Fort Worth, Texas

Next

9th STEP

Enter job information and click Continue



Your profile helps you discover new people and opportunities

Most recent job title *
IT Trainer

Employment type
Full-time

Most recent company *
Fort Worth ISD

There are 5157 members at your company on LinkedIn.

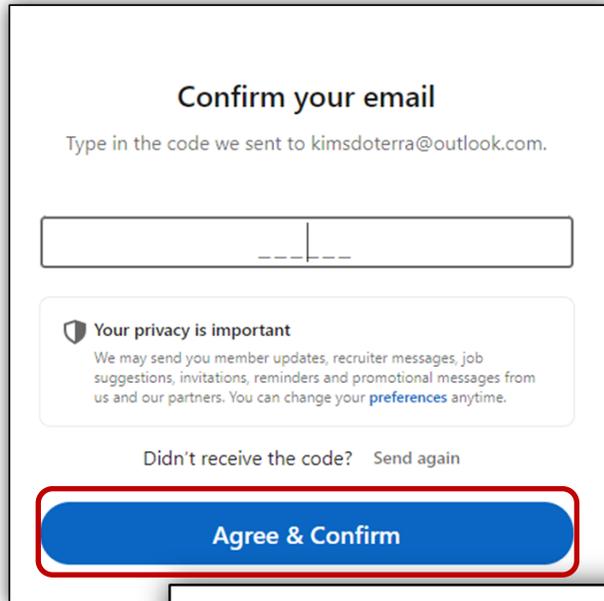
I'm a student

Continue

10th STEP

Locate confirmation email and enter code.

Click Agree & Confirm

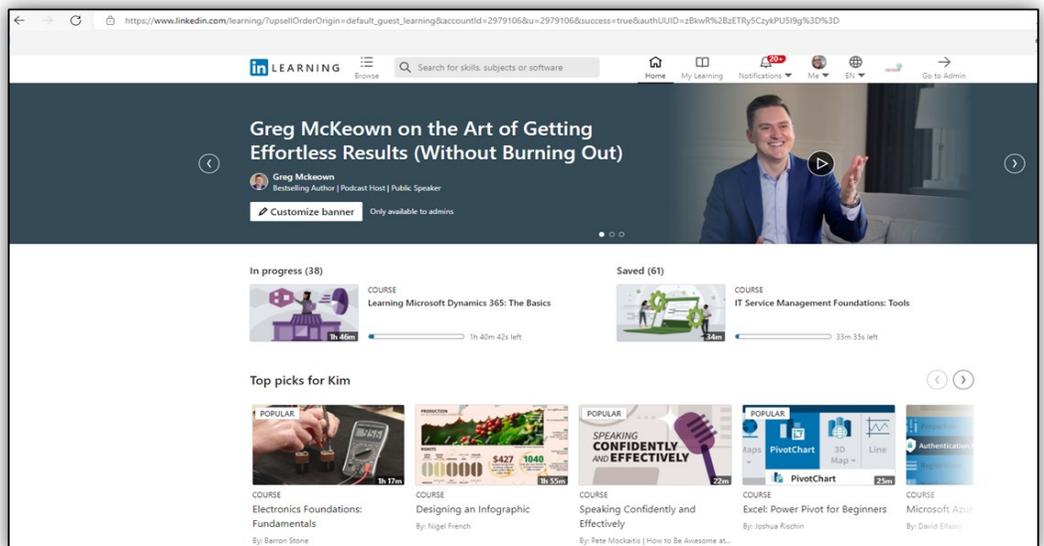


11th STEP

Click Continue to Fort Worth ISD



Welcome to the LinkedIn Learning site!

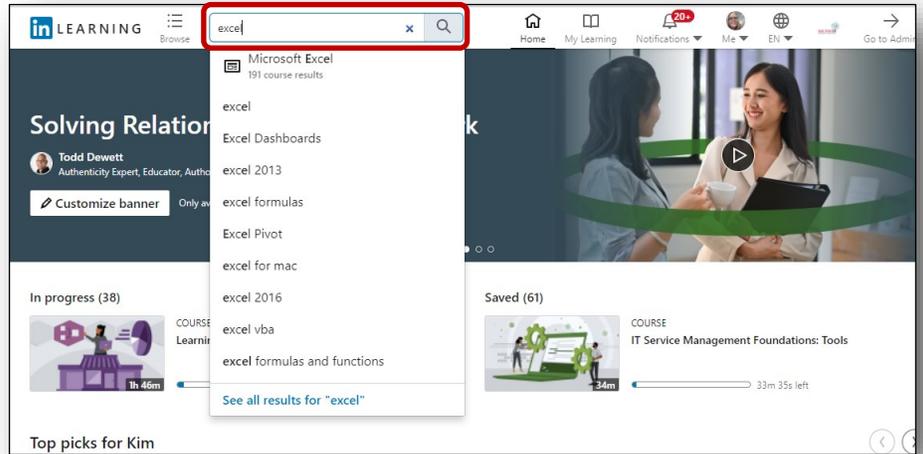


To Search for Courses:

Enter a subject of interest in the search bar.

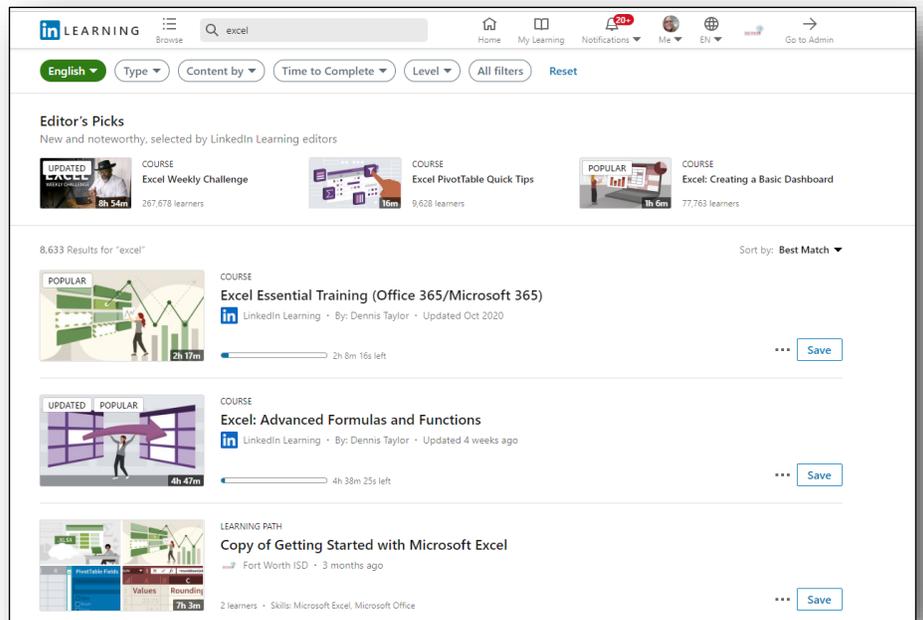
A dropdown list of suggested courses will display.

Click on any of the suggested items in the dropdown list.



The site will display the courses associated with the selected subject.

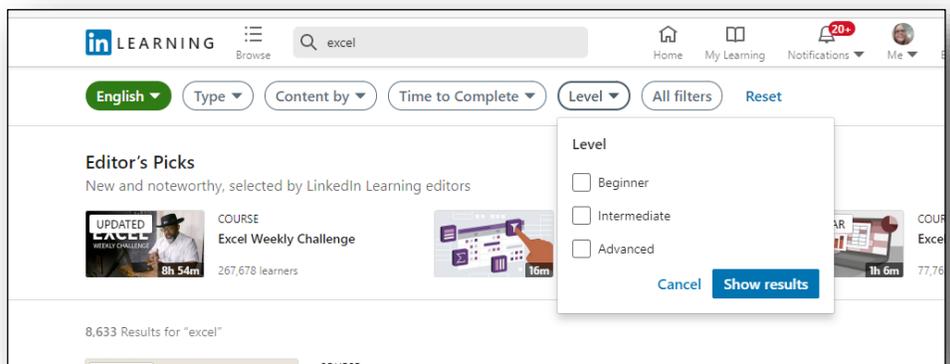
Click on any of the title to view the course.



Applying a Filter:

Filters are available to specify the content by type, Content by, Time to Complete, Level and All filters.

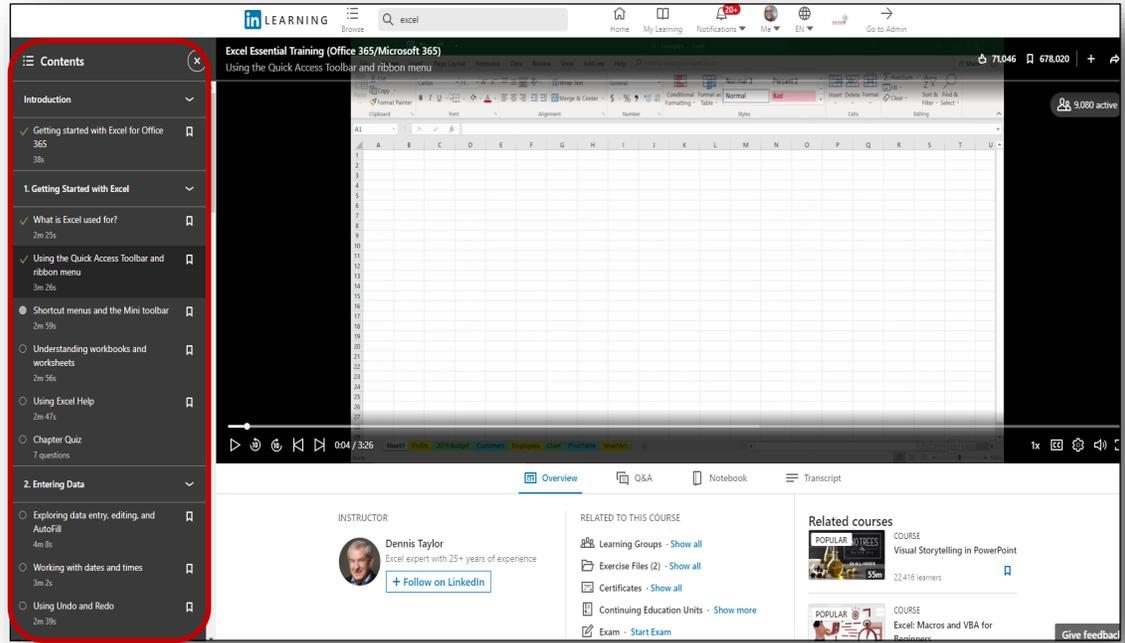
To activate a filter, click in a checkbox for the filter type and select Show Results.



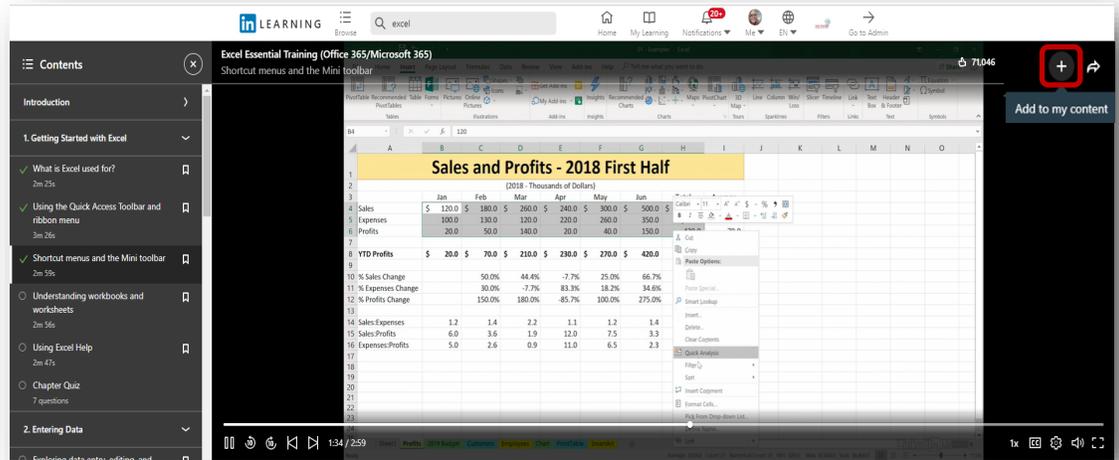
Once in the course, a Contents list will display on the left side of the screen.

Specific sections can be viewed if watching the entire course is not an option.

The Related to This Course sections will display any Exercise files to use with the course and if certificates area available. In the Related courses section a list of suggested courses to view/select next course selection.

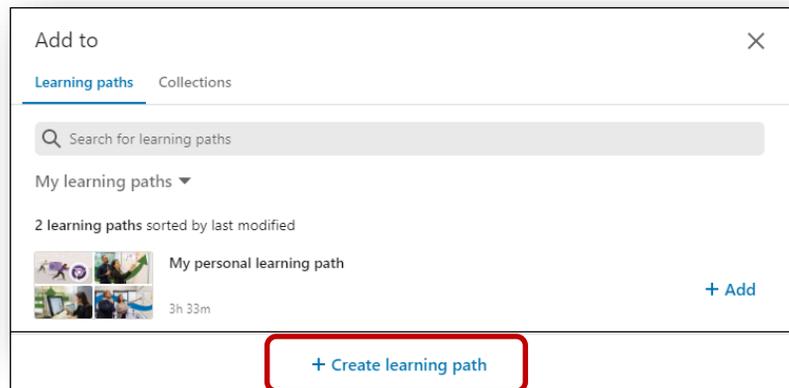


To save a course, click on the plus sign, Add to my content in the upper right of the video.



The Add to screen opens.

Click on Create learning path.



Create New Learning Path: Details

Any field with an * is required.

Enter a Title, a short description

Select discoverability from drop down list.

In the Skill section, there will be suggested skills from LIL, click on at least one skill.

Click Create

Create new Learning Path: Details
✕

Thumbnail
Select a custom image or use the default image for your Learning Path thumbnail

Default thumbnail image



OR

Custom thumbnail image

Upload image

Image size: 600x340px

Title*

 13/100

Description*

 13/500

Discoverability* ⓘ

Please note that your learning path will only be discoverable if it includes content.

No one (direct link access only)

Select who can find this content

Everyone

Selected group(s) appropriate topic pages and search results.

No one (direct link access only)

Skills*

Adding relevant skills ensures your content is featured on the appropriate topic pages and search results.

Add skills

Suggested skills: Microsoft Excel +

Skills*

Adding relevant skills ensures your content is featured on the appropriate topic pages and search results.

Add skills

Suggested skills: Microsoft Excel ✕

Suggested skills: Education +

None of these skills apply to my content

Content Language

English

Added by*

Show as "Kim Cummings at Fort Worth ISD"

Tags ⓘ

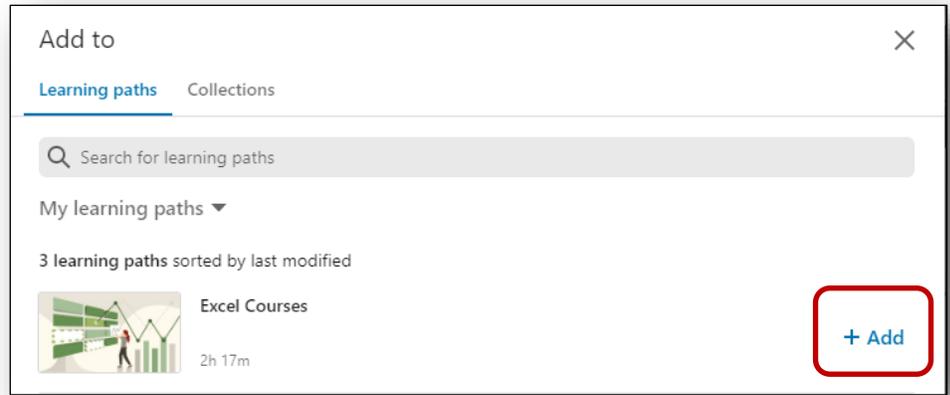
* indicates required

Cancel

Create

Once a Learning path is created, it will display in the Add to screen.

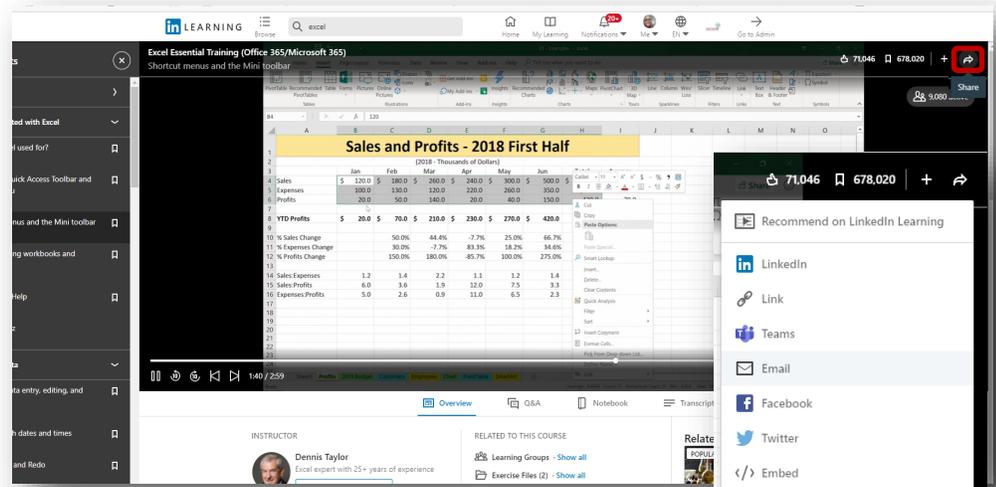
Click the +Add



Sharing Content

Click on the Share arrow in the upper right in the video screen.

Select an option from the dropdown list.



For the example, Email was Selected

Email application will open with a short message and a link to the course.

Enter the To email address and click send.

