



eResource Guide

Lynda.com (part of LinkedIn Learning)

Specialises In:

- an online learning platform that provides users with access to video courses across a large array of subjects, especially software, business and design skills, all presented by industry experts. It caters to all levels of learning from beginner to advanced.

To access this web platform, make sure you have internet or a wifi connection.

A library membership is essential to be able to access this content.

To get a digital membership, please go to: <https://www.yprl.vic.gov.au/join-yprl/>



1. To begin, visit YPRL's elibrary page: www.yprl.vic.gov.au/elibrary - and under 'Learning Courses' click on 'Lynda.com'.



2. In order to login, you will first be asked to enter your library card number and PIN.



3. If this is the first time you have accessed Lynda.com, you will now be redirected to a screen where you will create a profile. The default name will be filled in as 'lynda.com member' and the email will be blank. As providing an email address is not mandatory, you can click 'Save' and proceed if you wish, or you may want to fill in your details including email, or your name only.

Create your lynda.com profile

First name: lynda.com Last name: member

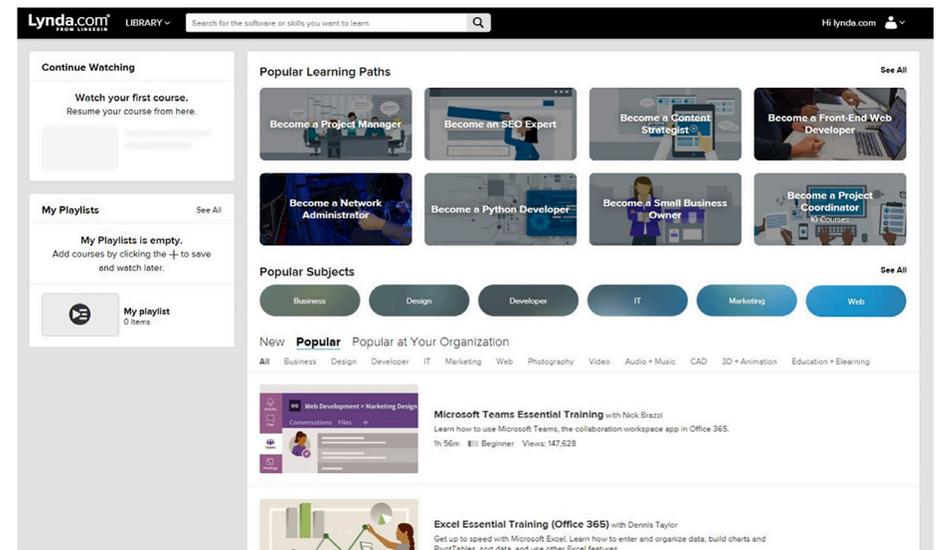
Email:

Your organization can access and retain your learning activity. Our Privacy Policy applies.

4. You will be now on the Lynda.com homepage. Learning on Lynda.com can be done in two ways: by Subject or by Learning Path.

Subjects consist of a self-contained course on a particular topic or skill that you might be interested in or need to learn eg. Microsoft Excel or Writing Business emails and can run from half an hour upwards.

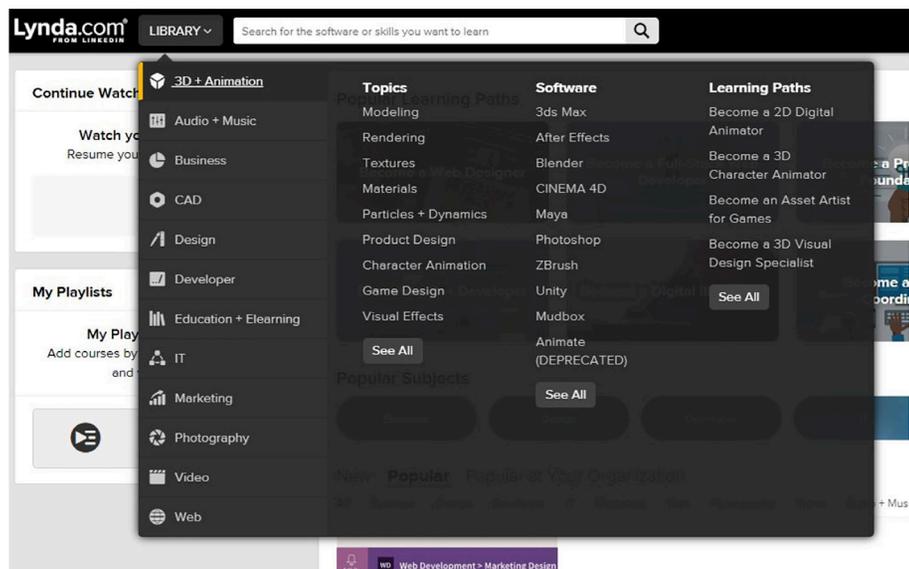
Learning Paths are groups of courses about a certain theme that you can complete to get a well-rounded grounding in an area eg. 'Become a Web Designer' or 'Become a Project Coordinator'.



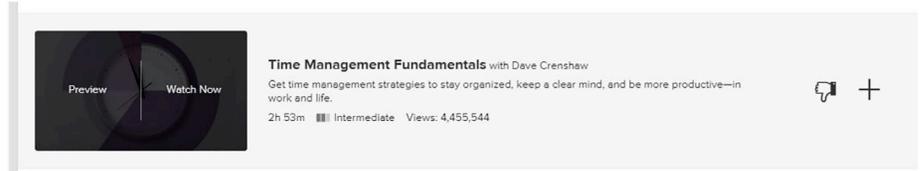


5. To help find what you are interested in, if you click on 'Library' in the top left of the screen, you will get a dropdown menu of subject areas to choose from that will display the related topics, software and learning paths.

There is a search box at the top of the screen as well, which is useful if you know exactly what you want, but not which area to find it under.



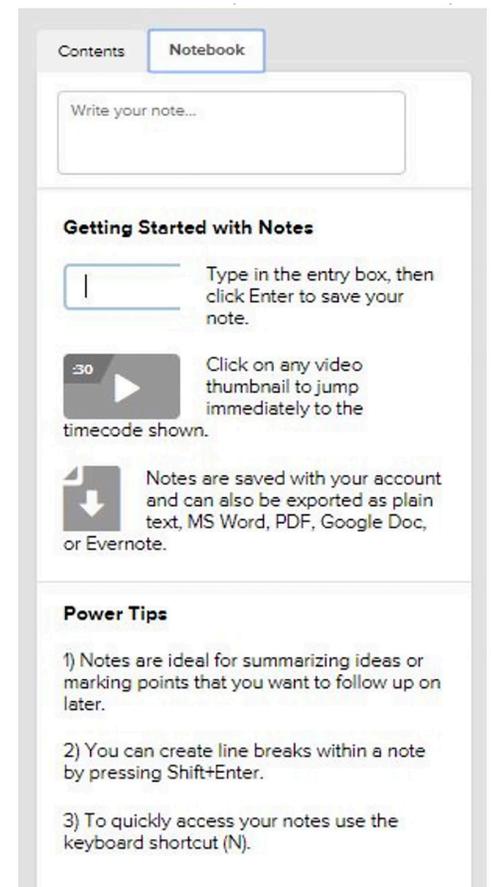
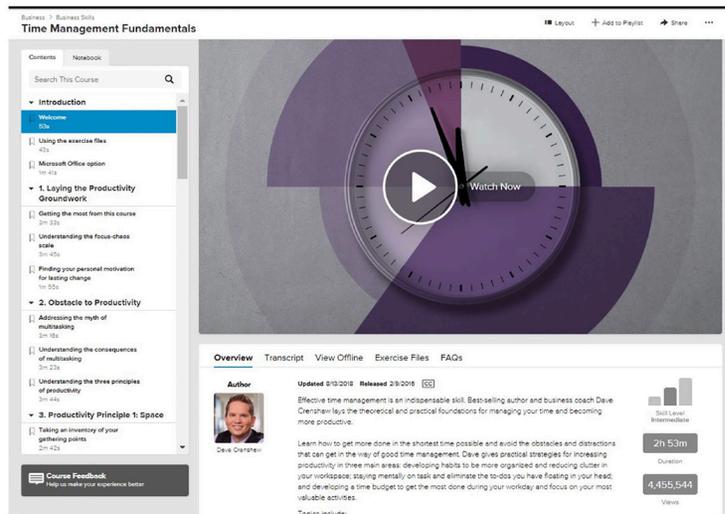
6. Clicking on one of the areas will give you a list of courses and brief descriptions of them including running time, difficulty level and number of views. On the right of each course will be a + sign. This can be clicked to add a course to your 'Playlist' for later viewing.





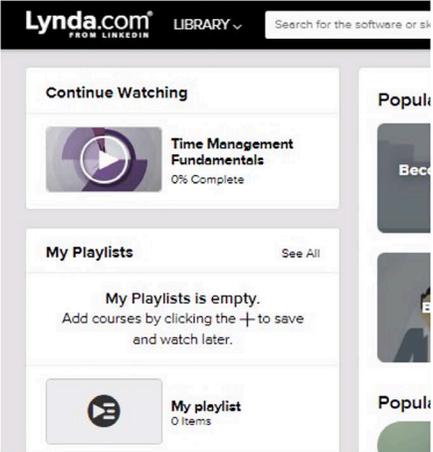
7. Once you are ready to watch a course, click either on the title or on 'watch now'. This will take you to a more detailed page of course information. Down the left will be a table of contents that shows the topic to be covered and their duration. Below the video window which sits in the middle of the screen will be a series of tabs: 'Overview' which gives details of the course, 'Transcript' which will display a text of what is said within the video as it is playing 'View offline' which allows you to download the course to your device. Some courses may also have an 'Exercise files' tab which will give you access to downloadable worksheets or other course exercises to complete. Click on 'watch now' to begin the course.

8. As you progress through the course, the topic you are up to will be highlighted in the table of contents. If you wish to take notes, click on the 'Notebook' tab of the contents and the notes will be linked to the part of the course you are viewing when the notes are entered.

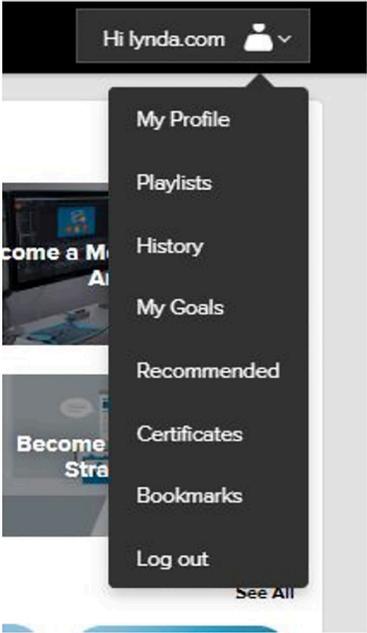




9. To complete a course you must watch all component parts. You can watch in any order (although in order is recommended) and can do the course over any number of sessions – if you log out and come back later, you can resume via the ‘continue watching’ button in the top left of the Lynda.com homepage when you first login.



10. Once you have finished a course you will be awarded a Certificate of Completion. These do not represent any official qualification, but are useful as proof that you have completed the training, especially for an employer or prospective employer. They can also be uploaded to a LinkedIn account if you have one. The certificates can be found and downloaded from the menu in the top right corner of the screen. You can also use this menu to view your playlists, history or logout.



These instructions were written for use on a PC, although there are also Lynda apps available for both Apple and Android devices.