



# Lynda.com Intro

*Adult*

## Introduction

This class is an introduction to the Lynda.com site. It provides a very simple overview of basic tasks you can perform in Lynda.com.

This class will not teach you how to use the internet, how to set up an email account, or basic computer skills.

## Overview:

- Define what Lynda.com is and how you can use it
- Create an account and fill out your profile information
- Navigate the basic Lynda.com tabs and features
- Tips for searching and discovering content relevant to you interests



## What can I do with a free Lynda.com account?

- Learn what you want, when, and where you want
- Web-based video tutorials focus on the information you need
- Video tutorials in software, design, and business skills
  - High quality, current, and engaging
  - Taught by recognized industry experts in five languages
- More than 6,000 courses – new videos added every month
- Organized as:
  - **Videos** – follow along tutorials with transcript
  - **Courses** – collection of videos on a subject
  - **Playlists** – collection of courses and videos on a subject
  - **Learning Paths** – collection of courses and videos on a specific career

## Create an account and fill out your profile information

- Planolibrary.org > Learn > Research & Learn > H-N > Lynda.com [Link](#)
- Sign in with your library card number and PIN (last four digits of your phone number)
  - You will have the option to create a profile with interests specific to you. You will need to include your email address

## Already have a Lynda.com account?

- You can bring your course history, playlists, certificates of completion, and bookmarks to your new lynda.com profile. You might have created an account while attending college or on the job. If you already have a Lynda.com account, choose I have an account. On the next page, just enter the user name and password for your previous account, and your history will be transferred to your new profile.

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## Do I need special software to use Lynda.com?

- No extra software is required
- For the best learning experience, you should follow along with your own software during the video tutorial
  - Example: If you're doing a Photoshop class, you would have Photoshop installed on your computer, have it open, and follow along
- Plano Library's Digital Creation Spaces available at Haggard and Parr
  - Ages 13+
  - The Digital Creation Spaces offer access to digital media technologies and equipment to accommodate individual or group multimedia projects. Equipment includes PC workstations equipped with Adobe Creative Cloud and Microsoft Office Suite, headphones, USB microphone, digital camera/SLR, tripod, pen tablet, color image scanner and green screen

*Note: Lynda.com doesn't provide the software associated with course videos. If you don't have the application used in the course, you can still learn a great deal. Some fundamental concepts can even be applied to other software applications.*

## Access to Lynda.com

- Access to all of the courses in the online library
- Through the Lynda.com website
- Lynda.com apps for TV, desktop, Windows, iOS, and Android devices
  - Learn more about [Lynda.com](https://www.lynda.com) apps on the Lynda.com website

## Navigate the basic Lynda.com tabs and features

You will use the homepage, navigation bar, My Profile, and video player to manage your Lynda.com experience.

- **Homepage**
  - Search and browse the library from the navigation panel
  - See recommendations
  - Resume courses
- **My Profile**
  - Click on **your name** in the top right to access
    - Your profile
    - Playlists
    - Course history
    - Goals
    - Recommendation list
    - Certificates
    - Bookmarks
    - Logout
    - Update your interests
    - News and emails options
  - Video player
    - View the tutorials

## Your Homepage

- Four major panels
  - **Continue Watching**
    - Videos you have watched or are in the process of watching
  - **My Playlists**
    - Any playlists you have added, either curated ones, or those you have created
  - **Popular Learning Paths**
    - Your chosen Learning Paths or popular learning paths
  - **Recommendations**
    - What's new and popular, or what's popular in your organization

## Playlists

Playlists are an essential tool for organizing Lynda.com courses and tracking progress.

- Create and share playlists
- Organizations can assign playlists to team members to facilitate training
- No limit to the number of playlists you can make

### Creating Lynda.com Playlists

1. Sign in to your Lynda.com account
2. Hover over Hi, [Your Name] and click Playlists
3. Click Create new playlist
4. Enter the Name of the playlist (required) and Description (optional)
5. Click Save

*Note: In some views, you may see the option to Create rather than to Save your new playlist.*

### Adding a Lynda.com Course to a Playlist

1. Sign in to [Lynda.com](https://www.lynda.com)
2. Locate the course you wish to add to a playlist
3. Click the + **Plus** icon below the title of the course page
4. Select the playlist for the course

*Notes: You can also add a course to a playlist from the course homepage by clicking the **Add to Playlist** button above the video player. **You can't add individual videos to playlists at this time.** You can also create a new playlist when you add a course to a playlist. When you click the Add to Playlist button on a course homepage, you will be prompted with an option to create a new playlist.*

## Learning Paths

- Playlists that focus on a specific career
- Good if you are looking at completing post-secondary education to ensure you are going into the right field or if you are looking to join a new workforce
- Videos focus on specific skills, tasks, or software that are essential for entering that career
- Number and length of videos vary in each career
- Overview available once you select a learning path

## Notes, Transcripts, & Bookmarks

Features that help you pinpoint and remember specific information and deepen your understanding of the topic

### Notes

- Integrated in the video player
- Take time stamped notes
- Select the Notebook tab on the top left of the video panel and type in your note
- Notes can be exported into a .doc, .pdf and .txt file

### Transcripts

Most videos include a transcript of what the instructor is saying

- PRESS PLAY and demo following points
  - As the dialogue is spoken in the video, the transcript is highlighted and the transcript scrolls along with the dialogue
  - You can also turn on the closed captioning
  - Click in anywhere in the transcript and the video will sync up with where you clicked
  - The transcript is also searchable, so you can search for specific terms and go right to them

*Note: The transcript feature is not available on the mobile app.*

### Bookmarks

The bookmark feature allows you to mark videos, helping you quickly pinpoint key course chapters or information you would like to review in the future.

- Add a bookmark to a Lynda.com course video
  - Log in to your Lynda.com account
  - Navigate to the course you wish to bookmark
  - In the left rail, select the Contents tab
  - Click the Bookmark icon next to the video you wish to bookmark

### Exercise Files & Assessments

- Supplemental learning materials associated with many Lynda.com courses
- Assignments designed to reinforce skills
- Assessments (like Knowledge Checks) are quizzes to test your knowledge
- Exercise files are project files or informational documents that the instructor uses to teach the course
  - Only accessible via an Internet browser (can't be downloaded from either the mobile or desktop apps)
  - Not all Lynda.com courses include exercise files

### Certificates of completion

- Available for many courses and Learning Paths
- Share on social media including LinkedIn or print them out

## Video Player

- Courses are taught by industry professionals in the form of video tutorials
- Use a video player within Lynda.com to watch the tutorials. You use the video tools to navigate within the player
- **Contents tab**
  - Shows all the chapters in a video
  - A blue eye appears next to the chapter title once you've watched it

- From the top right of the player you can:
  - Adjust the layout of the player
  - Add the video to a playlist
  - Share with others
- From the bottom right of the player you can adjust:
  - Playback speed
  - Closed captions
  - Settings icon
    - Dropdown menu where you can adjust
    - Video quality
    - Auto play
    - Pop-out the video player
  - Full screen
  - Mute and adjust the volume

## Tips for searching and discovering content relevant to your interests

Searching for Lynda.com Courses or Subjects

### Site Search

- At the top of each page, there is a search box
  - Use to find keywords from the course material and headings
- Advanced filtering displays to the left of the results
  - Narrow down the course results by:
    - Type (All, playlists, learning paths, courses, videos)
    - Subject
    - Author
    - Skill Level
    - Duration
    - Software/Version/Companies
    - More options (like closed captioning)
- Use quotation marks around the phrase to find exactly what you want
  - Example, search for "soft focus" if you're looking for training on soft focus techniques
  - Example – green screen (~9400 results) vs "green screen" (~1100 results)

### Search this course

- Find information from within specific courses
- Allows you to search the dialog, headings, and keywords
  - Any courses that have added closed captioning to will allow you to search the course material and will return results specific to chapters, specific videos, and specific time codes within videos

*Note: Some older courses and new releases will not yet have this feature until their transcripts have been updated. If the feature is available, you'll see a search bar in the left rail of the course page on the Contents tab.*

## Requesting New Training Videos from Lynda.com

- New course content is added to the Lynda.com library every week
- Search the site regularly to discover new titles, or check your recommendations
- To browse new releases, check out the **New** section on the main page

## Lynda.com Course Recommendations

- Your recommendations are created by comparing courses that you've viewed to other Lynda.com members with similar interests
- Based on your viewing history and your interests
- To access:
  - On main page, click Recommended
  - Click on My Profile and go to Recommended

## My Interests on Lynda.com

Interests are the topics and subjects you're interested in learning about at Lynda.com. The Lynda.com algorithm uses your interests to help identify relevant courses for you from our online library. By updating your interests, you can generate more recommended courses for your online learning.

### Update your interests:

1. Hover over Hi, [Your Name] in the top right of the page
2. Click My Profile
3. Click the My Interests tab
4. Check the boxes next to your categories or topics of interest
5. Click Save changes at the bottom of the page

*Notes: You can remove interests by unchecking any checked box on the My Interests page. Interests must be updated from a desktop site at this time.*

## Additional Information

Explore additional resources on our [website](#) and blog [Plano Library Learns](#), including information about library [databases](#). If you are interested in learning more about Lynda.com or just need specific answers on how to do something, you can complete the How to use Lynda.com training module in Lynda.com