

Lynda.com is a leading online learning platform that helps anyone learn business, software, technology and creative skills to achieve personal and professional goals. Through individual, corporate, academic and government subscriptions, members have access to the Lynda.com video library of engaging, top-quality courses taught by recognized industry experts.

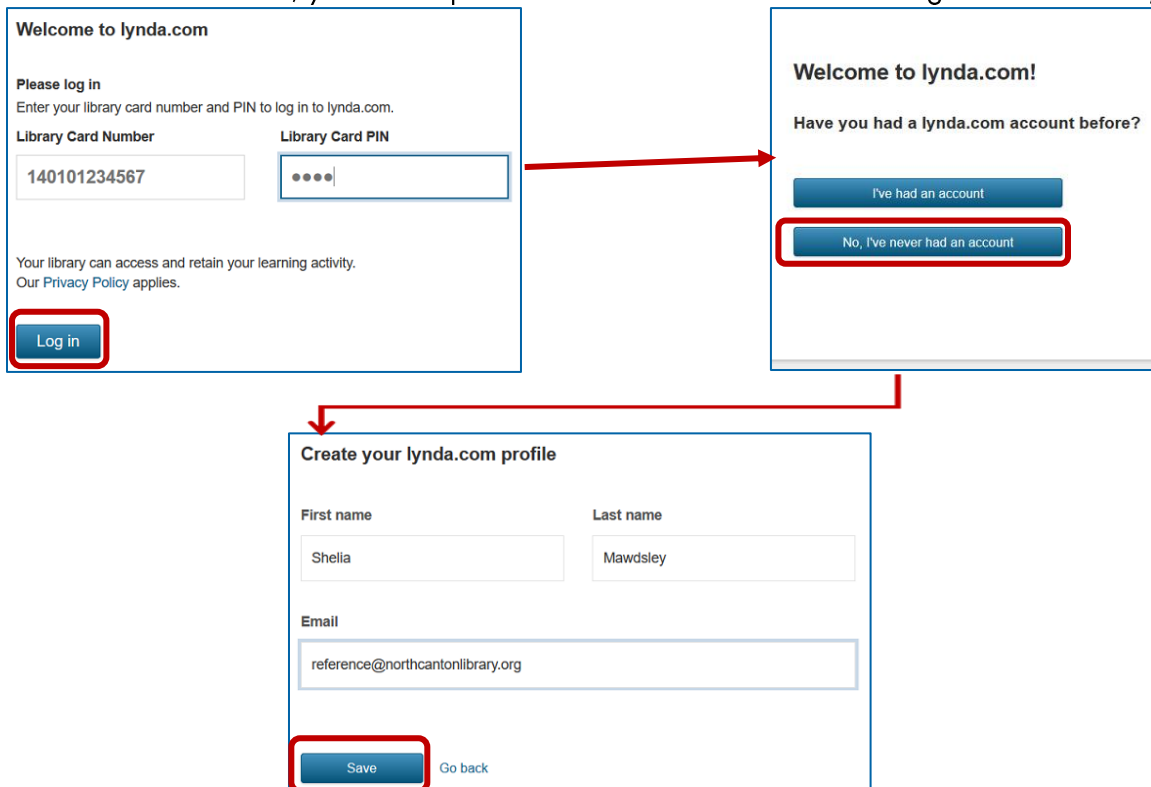
For 20 years, Lynda.com has helped students, leaders, IT and design pros, project managers—anyone in any role—develop software, creative, and business skills. Now part of LinkedIn, Lynda.com serves more than 10,000 organizations. With tutorials in five languages, Lynda.com is a global platform for success. (From Lynda.com)

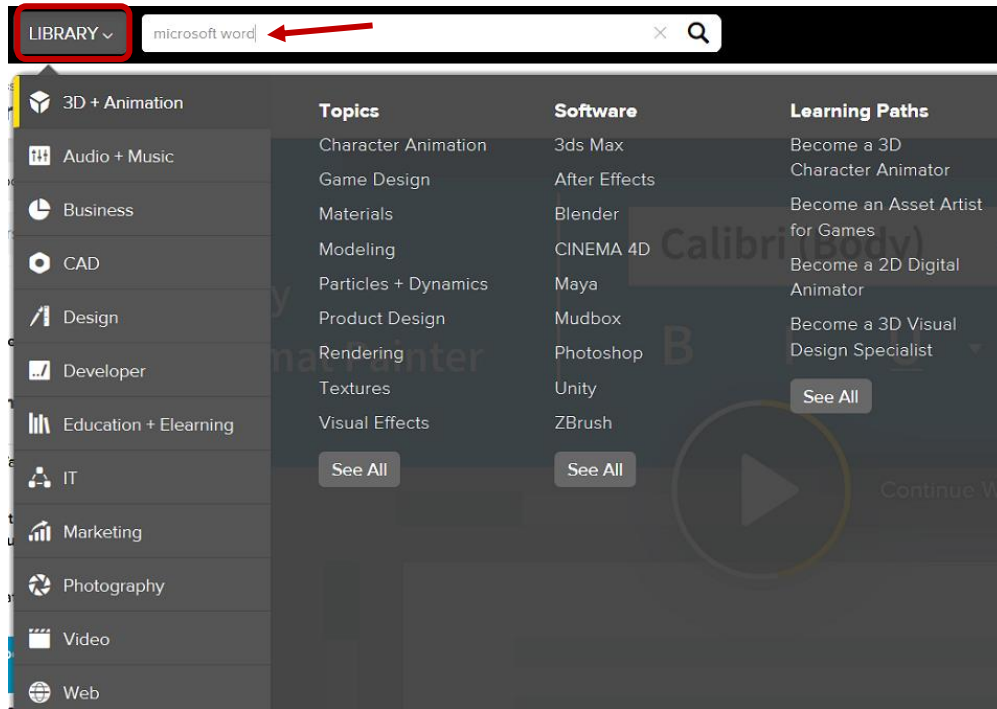
How It Works

Set up an account with your library card, PIN, and email to start taking courses to learn about a specific topic or how to use various software. Just a few of the subjects covered are business skills, graphic design, and marketing, as well as specific software like Microsoft Office products and Photoshop, along with app development, social media platforms, and even popular free software such as Audacity. Each course contains several 1-8 minute videos, totaling 1-4 hours. Topics and Software courses are broken down to Beginner, Intermediate, and Advanced levels. To learn a subject in depth, there are Learning Paths which contain several courses and last anywhere from 4-60 hours.

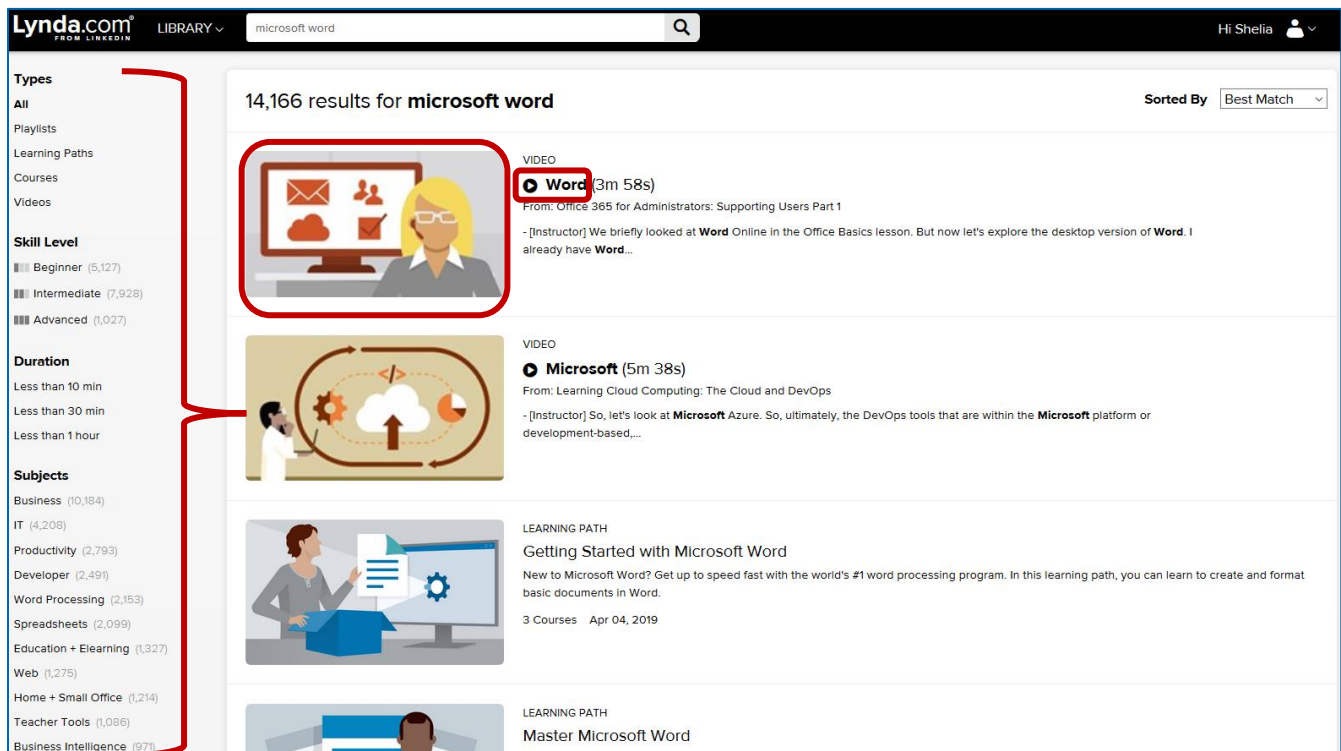
Access Lynda.com through the Library’s website: <http://ncantonlibrary.com/online-classes-for-adults>. Click the Lynda.com logo. Once you’ve set up an account with your Library card number, PIN, and email you can log in directly at Lynda.com.

Once you’ve reached Lynda.com from the NCPL website, Log in with your Library Card Number and PIN. The first time you visit, you will be prompted to set up an account with your name and email. (If you’ve had an account before, you can import that information instead of starting a new account.)





To find a course or learning path you might want to watch, either browse the LIBRARY or search for a term in the box at the top by the magnifying glass.

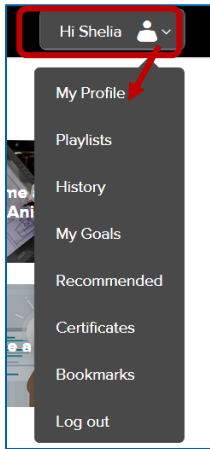


There is a good chance you will receive a large number of search results. The best way to manage them is by utilizing the limiter options down the left side. When you find something you would like to watch, click its icon or the title. On the next screen, click the video to start playing it.

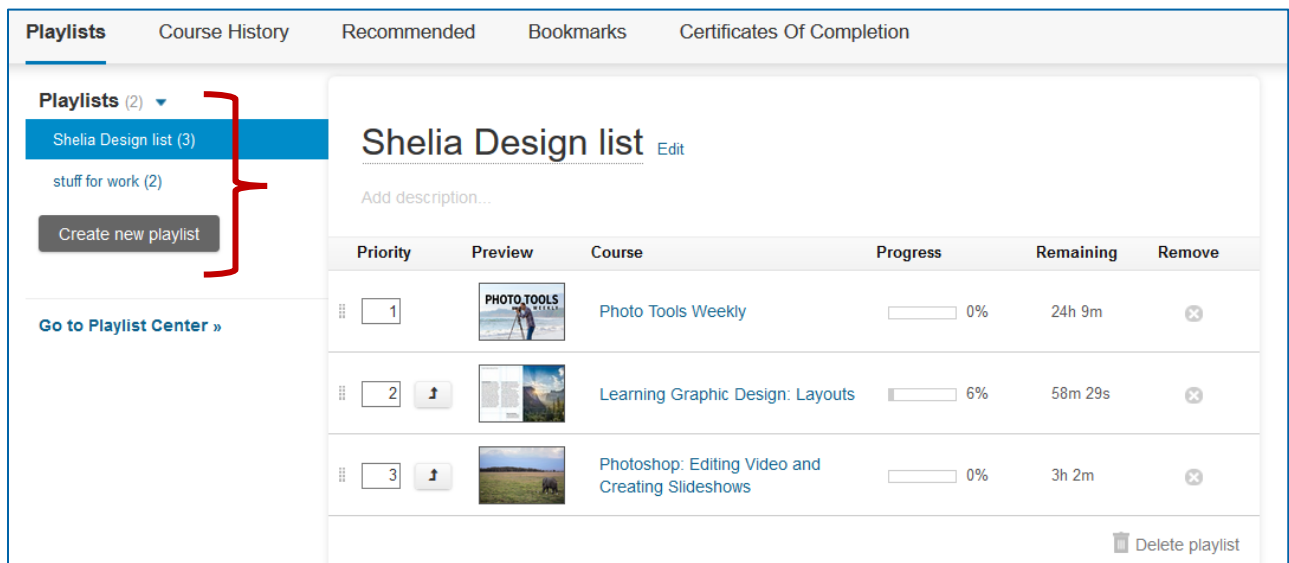
There are several options for watching videos. The default is shown above, with the video playing at the right with a menu pane on the left. To make the video full screen, either click **Layout** at the top right or the **double arrows** at the bottom right of the video (1). To the right of Layout, click **Add to Playlist** if you wish to add the video to a list (2). Next to this are options to **Share** the video (3). The **three dots** show keyboard shortcuts and offer a tour of features (4). Next to the full screen arrows, playback speed can be adjusted, closed captioning can be turned on, and video quality can be changed (5). Standard playback controls are located at the bottom left of the video, including Play/Pause (6).

If you are watching a course with multiple videos, your progress is tracked in the pane on the left (7). The video playing is highlighted in blue (A). Watched videos are marked with an eye to the right (B). To find a video again later, click the **Bookmark** icon at the left of the video (C). Click the **Notebook** tab to add a note that will be timestamped with when you add it. Notes can be downloaded (D).

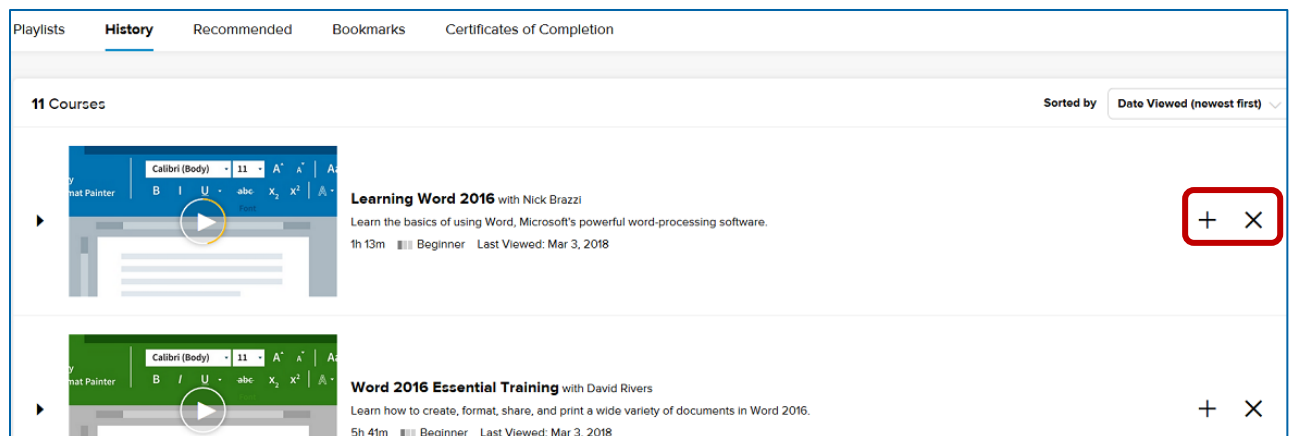
Under each video are several options. There is an **Overview** of the course. Each video comes with a **Transcript**. What is being shown is highlighted in yellow, and the transcript can be downloaded. Select **View Offline** to download the video. Some courses have **Exercise Files** you can download to practice the skills being taught. Note: Exercise Files for software courses are going to be in whatever software is being taught, so you will need to have that software installed in order to open the files.



Explore the menu accessible at your user name at the top right of the screen. (Note: My Goals will not appear until you turn on the Goal Tracker in the Recommended area, which will be shown later.) The information in **My Profile** is your name and Address and Phone if you've given them to Lynda.com. (Neither is necessary.) You can also manage your email address and what emails you receive from Lynda.com here.



You can make Playlists of videos, courses, and learning paths based on whatever criteria you want. This is where you come to view your current Playlists and Create new playlists.




Check your history to see what videos you have watched or to pick back up where you left off in a course or learning path. Click the + to add the video to a Playlist or the X to Remove it from your History.

Playlists Course History **Recommended** Bookmarks Certificates Of Completion

Here are courses we think you might want to watch, based on your interests. Not quite what you were expecting? Update your interests to improve your recommendations. Update interests


Suggestions for you



Office 365 for Mac: Learning Word

Oct 06, 2015 +


Not interested



Learning Word for Mac 2016

Oct 06, 2015 +


Not interested



Learning Word (Office 365)

Sep 26, 2018 +


Not interested



Learning Word 2019

Sep 24, 2018 +


Not interested



Word : Docun

Apr 26, +


Business Skills



When you first set up your account, you will be asked to select areas of interest so that Lynda can help you navigate their tens of thousands of videos and hundreds of courses by making suggestions. (For improved results, you can also tell them which recommendations you are **Not interested** in.) To change what Lynda is recommending, go to **My Profile** and update **My Interests**, or select **Update interests** on this page. While you're there, click the Progress Tracker to **On** and you can start setting My Goals for learning.

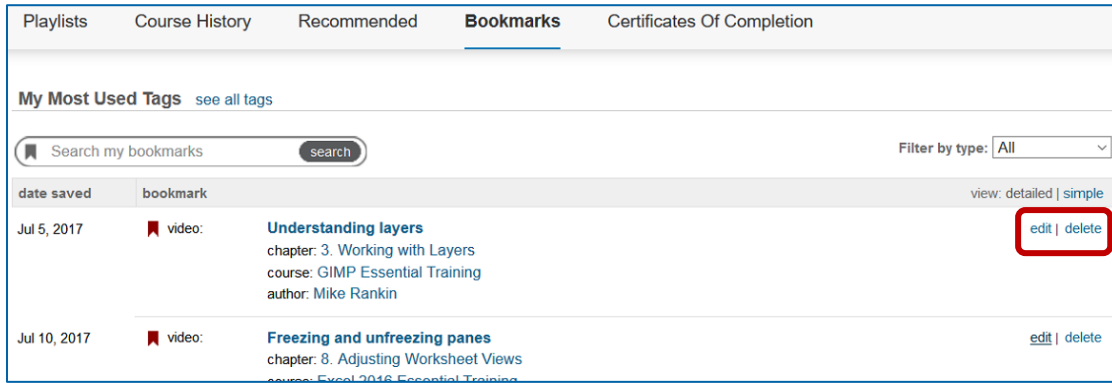
Playlists Course History Recommended Bookmarks **Certificates Of Completion**

results 1-1 of 1

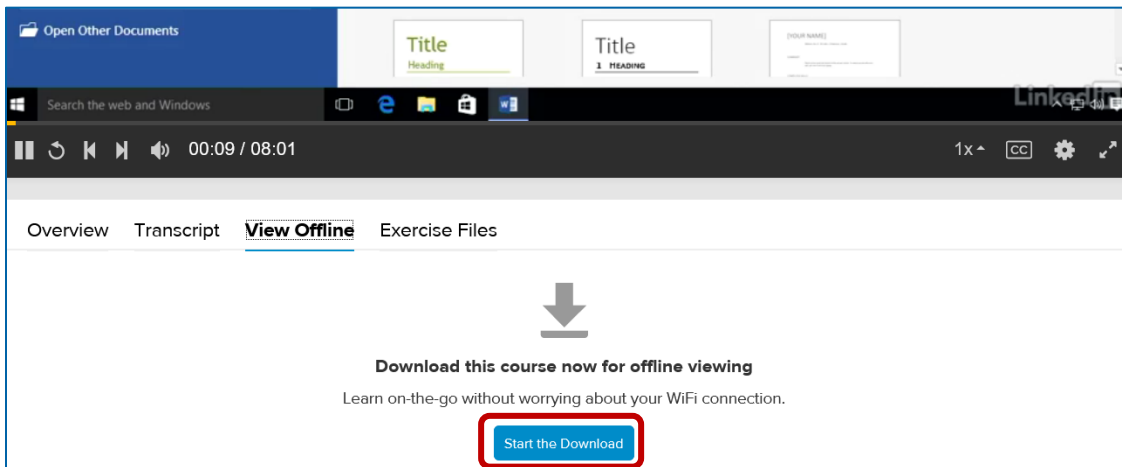
certificates of completion	completed
 <p>How to use Lynda.com updated: 03/2017 1h 21m Lynda.com Staff</p>	<p>Aug 16, 2017</p> <div style="border: 1px solid red; padding: 2px; display: flex; justify-content: flex-end; gap: 10px;"> view/print Share </div>

results 1-1 of 1

Every time you finish a course or learning path, you receive a Certificate. You can **Share** your certificate on Facebook, Twitter, or LinkedIn, get a link to the certificate, or **print** out a copy.



Bookmark videos to access them again, perhaps to share with a coworker or so you can find the explanation to that one function in Excel you always forget. **Edit** or **delete** bookmarks here as well.



Download individual videos or entire courses to the Lynda.com app for mobile devices (Android and iOS), Desktop (Apple and Windows), or Television (Apple TV). You will have to be signed into the app to download and view videos.



Once the app is downloaded from the appropriate app store (Apple App Store, Google Play, or Windows Store, most likely), select **Already a member**, then go to the **Organization** tab. Under Web Portal type: northcantonlibrary.org. Tap **Log in**. You will then be asked for your Library Card Number and PIN on the next screen.

