Getting Started with Lynda.com

Please also see the How to use lynda.com course on Lynda.com for further details.

1. LOGGING IN

Lynda.com is a library of video courses available to UN staff. Most of the IT training provided by the University will be provided using this resource, but the content is not limited to IT training and covers a wide variety of topics and skills. To log in, either:

- Go to the below link and log in using your UN details: https://shib.lynda.com/Shibboleth.sso/InCommon?providerId=http://adfs.northampton.ac.uk/adfs/services/trust
- Go to www.lynda.com > click Sign in with your organization portal > enter northampton.ac.uk (if logging in for a 2nd time click Continue). This will redirect to the UN portal, and after authentication, will redirect to lynda.com.
- Using the lynda.com Android app and iOS app > Organization tab > Enter northampton.ac.uk under Web Portal - this will also redirect to the UN portal.

Please note you can log in on ANY device including smart phones, iPads and more.

2. CONTENT AND USING FILTERS

As there are such a large number of courses available to UN staff on Lynda.com, it is advisable to understand how to search for and filter courses.

Hover over Library in the top left to view categories and topics (also Guides, in some places - for example under Business).

After clicking into a topic, all relevant courses are then listed below. For example 250+ courses within the Business Skills topic alone, with more added monthly.

Use the filters on the left to refine results. For example you can refine by skill level, software (if relevant), author and more. Selected filters are then shown above the search information bar, as well as the selected filter being identified in bold on the right.
3. USING SEARCH

Use the top Search bar to quickly locate any relevant content

Use search at the top of every page to find courses, authors and more.

As you type your search query, suggestions appear underneath, including entire courses and individual videos within courses. Click on these if they are relevant. Otherwise continue and click enter to see a full list of search results, to which filters can further be applied.

You can also search the course transcript for specific content within just that course. To do so, use the left hand side search facility situated above the course’s table of contents.

4. PLAYING AND NAVIGATING VIDEOS

Within a course click on the main video player to start viewing the first chapter of that course. Alternatively use the Table of Contents on the left to jump to specific chapters in that course (or to search within that course – see tip #3 above). Your progress is automatically saved as you complete courses.

If you log out and back in again, use the Continue watching section on the homepage or use [your name] in the top right >> History to see your course progress.

Within a course, use the transcript below the main player and follow along with what is being said via highlighted text. Click on text within the transcript to jump to that specific place in the video.

When viewing a video there are a number of controls to be aware of:

- Pause the video / play again
- Rewind 10 seconds
- Skip forwards or backwards a video
- Volume controls
- Settings: to alter playback speed & video quality
- Switch on/off closed captions
- Pop out the video player or to go to full screen

Finally, use the top Layout button to toggle the layout of the course page and alter where the....
5. SUGGESTED TO WATCH NEXT AND MEMBERS ALSO WATCHED

Further down the page, below the course transcript, are suggestions of what to watch next, plus links to content that other members have progressed to after completing your current course. Use the arrows to scroll and see more.

Hover over each window to Preview that course (in a pop out window) or to Watch now (and jump to that course).

Or use the symbol to add that course to a playlist for later viewing. See ‘6. Playlists below’ for details.

6. PLAYLISTS

As you browse through lynda.com, you'll come across loads of courses that you'll want to watch at a later date. Playlists are an ideal way of creating lists of related content. You can either:

- create your own playlists by selecting the button next to each course. Use Playlists (under your name in the top right) to edit these – for example you can switch off specific chapters within courses if you wish.
- subscribe to popular, curated playlists from Lynda experts via www.lynda.com/PlaylistCenter
- Or use endorsed playlists created by training services within the University of Northampton, such as the Staff Development team, Learning Technologies, ILT and more. Email the UN Staff Development team on sdbookings@northampton.ac.uk for further information.
7. EXERCISE FILES

Many courses provide exercise files on which to practice whilst undertaking the course. These provide a much richer way of learning.

Click on the Downloads button above the main video player to access these files.

Downloaded and unzip to an accessible place, then use them as instructed during the course.

8. BOOKMARKING VIDEOS

Use the Bookmarks feature to easily find important or useful videos later.

To add bookmarks, use the bookmark icon alongside each video within that course’s table of contents.

To access all previously created Bookmarks, hover over [your name] in the top right >> Bookmarks.

9. MY NOTES

As you use lynda.com, you may want to take notes to organise and personalise your thoughts, or to pinpoint and comment on specific parts of videos that are particularly useful or interesting.

Use the Notebook tab available above the course’s table of contents to write notes and timestamp them against specific parts of the video.

Note: you can only access these notes again by going to that particular video and revisiting the notes tab, which will show all notes in time order. Use notes to jump to that particular point and watch again.

10. VIEW VIDEOS OFFLINE

If you’re using the Lynda.com App OR just simply using your web browser to view courses on a smartphone or tablet, you can download courses to then view offline -for example if you’re going on a trip and cannot log into Wi-Fi whilst travelling.

Go to the course and then either click the download arrow in the top right (Lynda.com app) or the View Offline button above the main video player within a course (web browser). Please note, whole courses can
viewing on a smartphone or tablet (screen shot above if from the Lynda.com app) be very big and take up lot of storage space (the Excel 2010 Essential Training is 800MB for example).
11. SUPPORT AND FAQs

If you ever run into difficulties with using Lynda.com, click the Support link within the bottom footer of any page and then select FAQs.

Alternatively please email the Staff Development team via sdbookings@northampton.ac.uk for assistance.

12. SHARING CONTENT

Use Share in the top right to share the course’s URL with another UN staff member. Copy and paste to an email or other appropriate location.

If you share externally, the person you send it to has the option to access content via a trial account. This only allows access to 3-4 videos within that course.

Remember, UN Students do not currently have access to Lynda.com. This may happen at a later date.

13. CERTIFICATES

For any fully completed course, download a certificate to demonstrate that you have successfully completed that course.

To access these, click on [your name] in the top right >> Certificates.

View/print certificates, or even Share them via social media, post it to your LinkedIn profile, or email/copy a link to your certificate.

Save certificates of completion or even share them to your LinkedIn account