QUICK GUIDE TO LINKEDIN LEARNING


LOG IN

Click the Log In icon on the LinkedIn Learning section of the HR website at https://wp.stolaf.edu/hr/linkedinlearning/ or log in by launching a Learning Path as described below. Use your St. Olaf username and password.

LAUNCH A COURSE FROM AN ESTABLISHED LEARNING PATH

From the LinkedIn Learning section of the HR website, click the Find Your Learning Path icon to review the Learning Paths developed by HR to help meet a wide array of developmental needs. After you find a Learning Path that might interest you, click on the name to launch in LinkedIn Learning. Review the information or preview the courses to see if they match your goals.
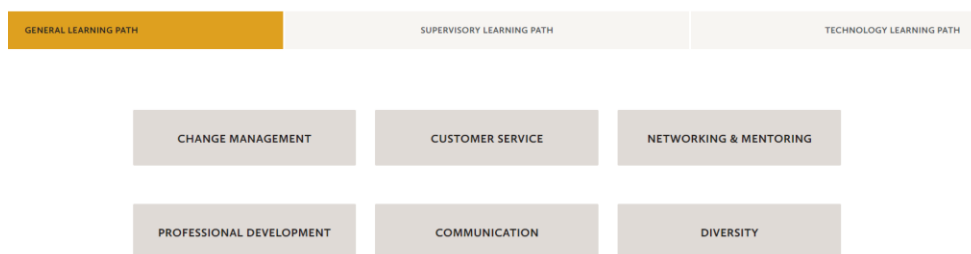

FIND COURSES IN THE LINKEDIN LEARNING LIBRARY

Use the search bar at the top of the screen to type in any topic that interests you. This will help you find courses that may help meet your developmental goals.
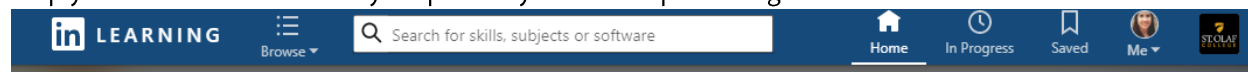
CREATE A COLLECTION WITH MULTIPLE COURSES

Click your name in the toolbar at the top of the screen. In the dropdown menu that appears, click Collections.

Then, add a course to your Collection by clicking the bookmark symbol on the right side of the course. You can just save to a general collection, or

click "Add to collection" to pick a specific Collection or add a new Collection to add the course to. If you aren't sure whether or not you want to add the course, you can always open the course and read the "Course details" before deciding.
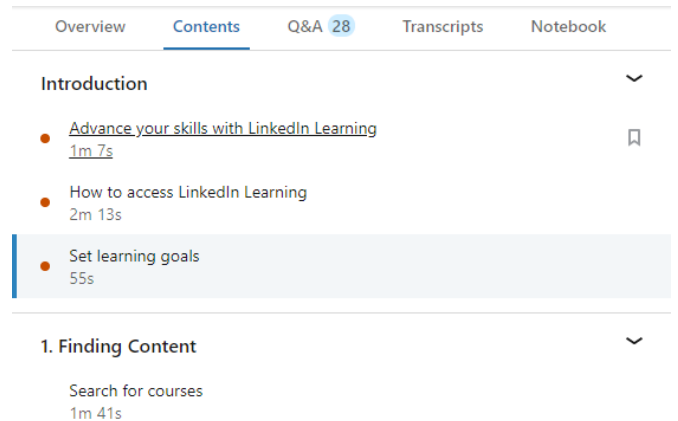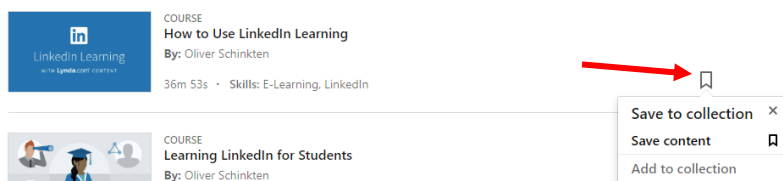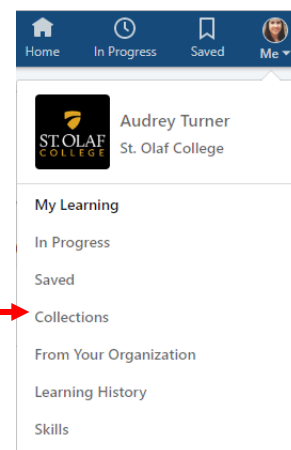
STARTING AND STOPPING A COURSE

LinkedIn Learning will always save your spot if you aren't able to watch the entire course in one sitting.

Saved
If you were watching a course you added to your Collection, but didn't finish it, the circle icon indicates the last section you
watched and where it will pick back up again.
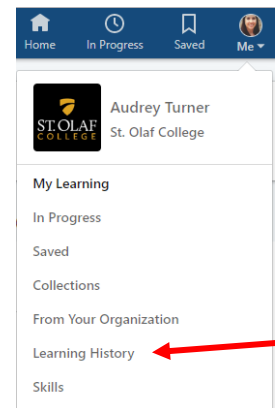

In Progress
Access your unfinished courses by clicking "In Progress" on the top toolbar.

PRINTING A CERTIFICATE

Click your name in the toolbar at the top of the screen. In the dropdown menu that appears, click Certificates.

Click "Download Certificate" to access and then print the certificate.