

# LinkedIn Learning Quick Guide

For more YouthConnect resources please visit [leadership.civicaction.ca/youthconnect](http://leadership.civicaction.ca/youthconnect).

Welcome to CivicAction's LinkedIn Learning experience, your go to e-learning platform to explore careers, build in-demand skills, and understand workplace expectations.

## CivicAction & LinkedIn Learning

Navigating the world of work can be difficult, especially if you are just starting out. That is why CivicAction has joined forces with LinkedIn Learning to help bridge the gap between the career you want and the skills you need to get started – all based on what real employers are looking for.

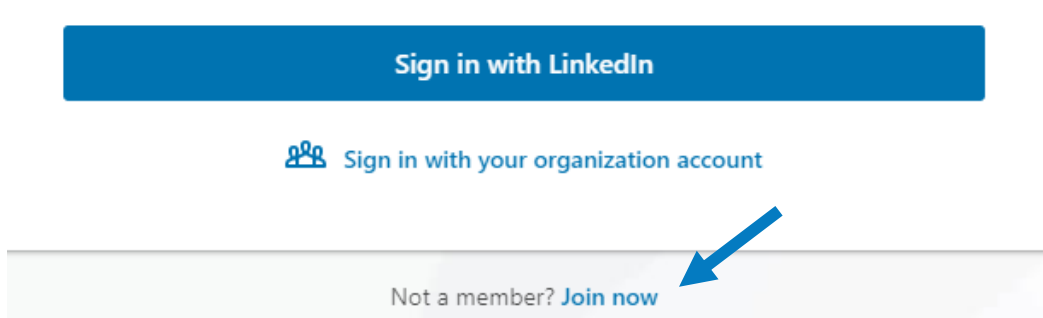
With a focus special future of work curriculum, your specialized LinkedIn Learning license gives you unlimited access to:

- **Handpicked Learning Paths (a playlist)** to help you build the skills you need to navigate the future of work.
- **Convenient learning environment:** access engaging and bite-sized videos on your schedule from any desktop or mobile device.
- **The entire LinkedIn Learning platform with over 14,500 video tutorials** covering business, creative and technology topics.
- **Personalized recommendations** based on your interests and experience.
- **Expert instructors:** learn from passionate industry leaders.

**Ready to start building your skills? Here is a quick how-to guide to get you started!**

### ACTIVATING YOUR LINKEDIN LEARNING LICENSE

Keep an eye out for your activation email from CivicAction Leadership Foundation. The email will prompt you to sign in with your LinkedIn.com profile so make sure you have your username and password ready! Don't have a profile? Simply click on the **Join Now** link in the e-mail to create a profile.



You now have full access to LinkedIn Learning and CivicAction content. Here you will find learning playlists designed just for you!

## FINDING THE CONTENT YOU WANT

The first thing you will see once you login, is your LinkedIn Learning homepage which provides you with five easy ways to get started on your learning journey.

We suggest you start with the **CivicAction** section. Located on the top right corner of your homepage, this is CivicAction's page. This is where you will find a learning path handpicked for you to start your skills building journey. These are skillsets that are specially curated based on what employers are looking for today and tomorrow.



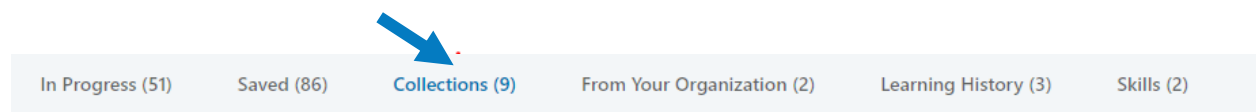
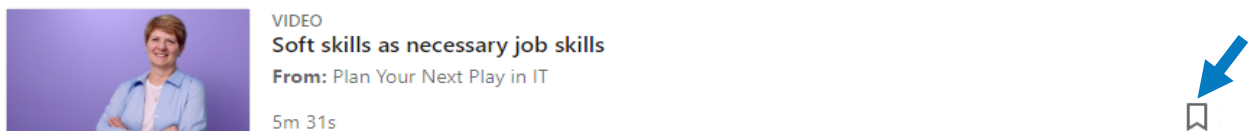
**Recommendations:** Populated and updated as your interests change, these recommended videos appear on you homepage and are a great way to find new content that you might be interested in.

**Skills:** Looking to learn a specific skill? Self-select and edit your skills to discover relevant courses.

**Search:** Use the search bar to search for skills, subjects, careers, software and more. Narrow down your results by selecting your filters on the left-hand side and select the bookmark icon beside each search item to save for viewing later.

**Browse:** Click on the Browse menu for a drop-down list of topics in the business, creative or technology. Hovering over any of those topics will show you subjects, software or learning paths relevant to that topic.

**PRO TIP:** When browsing through content, use the bookmark icon to save videos and courses for later viewing. You can also create collections to organize your saved content into playlists for easy access. For example, you can create a collection for Job Search Skills and save all the videos about job searching here.

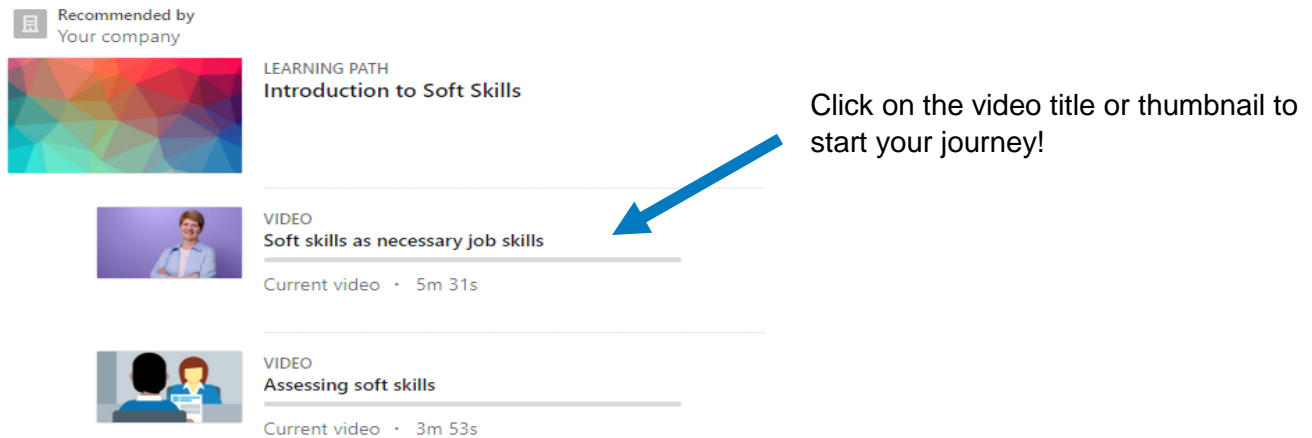


[Create New Collection](#)



## WATCHING VIDEOS

Ready to start learning? Simply click on the **CivicAction** tab at the top right hand corner to start. Here you will find learning paths handpicked just for you.



The screenshot shows a 'Recommended by Your company' section. It features a 'LEARNING PATH' titled 'Introduction to Soft Skills' with a colorful geometric thumbnail. Below it are two video thumbnails: 'Soft skills as necessary job skills' (5m 31s) and 'Assessing soft skills' (3m 53s). A blue arrow points from the text 'Click on the video title or thumbnail to start your journey!' to the first video thumbnail.

Once you complete a video, click on the next video in line. When you finish a learning path, it will be moved to your **Learning History** for future reference. Be sure to add those skills to your LinkedIn profile.

**PRO TIP:** With LinkedIn Learning, you can personalize how you view your learning experience. Options include: adjustable playback speed, full screen viewing, closed captioning, transcripts to reinforce learning and more. You can even zip forward by clicking the text in the transcript to jump to an area of interest.

**Test your knowledge.** Depending on the course, you can practice your learning with chapter quizzes, exercise files and coding practice environments.

**Learn on the go – anytime & anywhere!** Did you know LinkedIn Learning is available on iOS and Android devices? Get the app from your application store on your phone or mobile device. Download courses for offline viewing or choose to listen to the audio only to save data.

## CELEBRATING YOUR SUCCESS

Once you've completed a full course, you can **add a certificate of completion** and the skills associated with that course to your profile. This is a great way to build your profile and make it stand out!

## ADDITIONAL RESOURCES

Still have questions about how to use LinkedIn Learning? Want to learn how to get the most out of your account? Check out the [How to Use LinkedIn Learning](#) course for a step-by-step video guide.

**Need technical support?** Visit LinkedIn Learning's Customer Support Center at [linkedin.com/help/learning](https://www.linkedin.com/help/learning) for help.