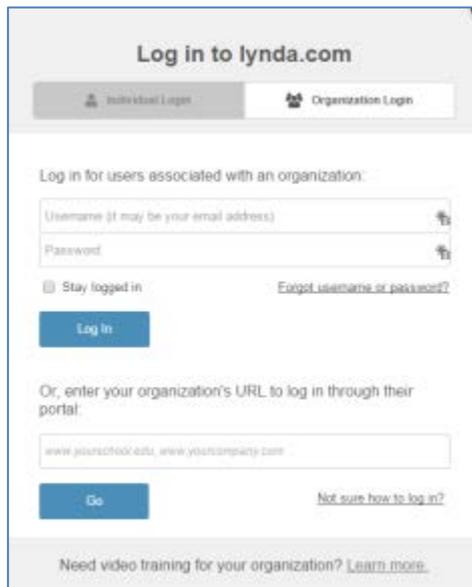# Staff Development

THE UNIVERSITY OF NORTHAMPTON

Getting Started with Lynda.com

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

1. LOGGING IN

Logging in uses your standard UN username and password

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.
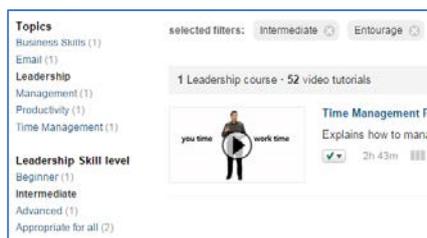
2. CONTENT AND USING FILTERS
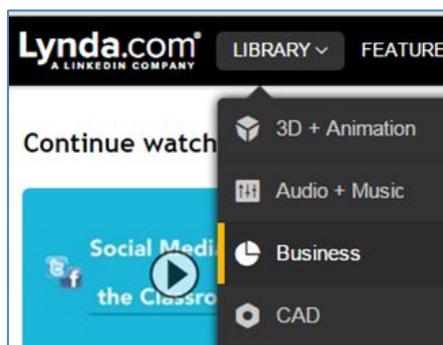
View the entire library by subject

Use filters on the left to then

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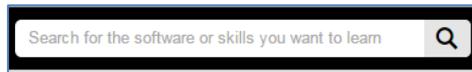
Use the **filters** on the left to refine results. For example you can refine by skill level, software (if relevant), author and more. Selected filters are then shown above the search information bar, as well as the selected filter being identified in bold on the right.
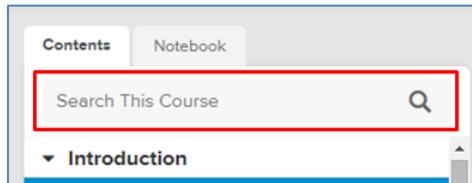
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3. USING SEARCH

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

Use the top Search bar to quickly locate any relevant content

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.

Use the left hand side search bar within a course to find exact words or phrases within that course

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.

On a course page click on the main player to start the course

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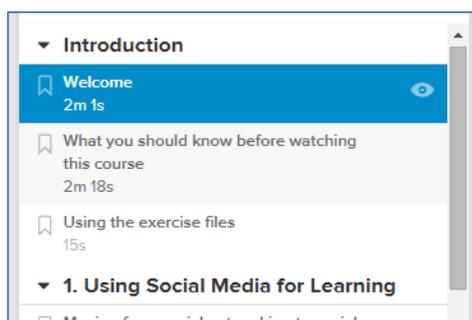
Within a course, use the **transcript** below the main player and follow along with what is being said via highlighted text. Click on text within the transcript to jump to that specific place in the video.

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

The Table of Contents displays various information about individual videos within courses
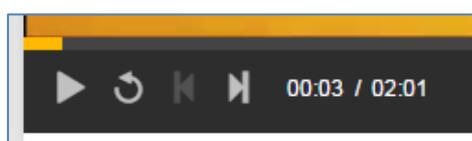
Get to know the video controls

Finally, use the top **Layout** button to toggle the layout of the course page and alter where the

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below the main video player

transcript and table of contents sit alongside the video.

5. SUGGESTED TO WATCH NEXT AND MEMBERS ALSO WATCHED
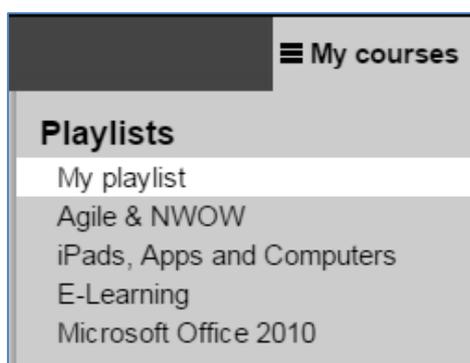
WordPress Essential Training (2014)

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

☰ My courses

Playlists
My playlist
Agile & NWOW
iPads, Apps and Computers
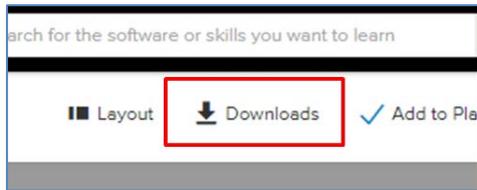E-Learning
Microsoft Office 2010

Access and edit your playlists in the top right under My Courses

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.

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Staff Development

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.

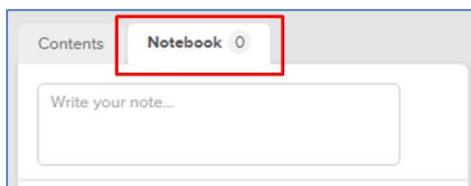*The exercise files help to ensure your experience of using Lynda.com isn't all passive learning*

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.

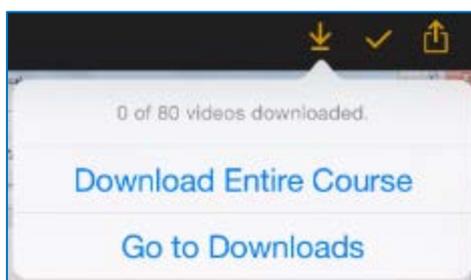To access all previously created Bookmarks, hover over **[your name]** in the top right **>> Bookmarks.**

Toggle on/off the bookmark icons to easily find videos later

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.

When watching a video use the Notebook to add your own useful notes

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

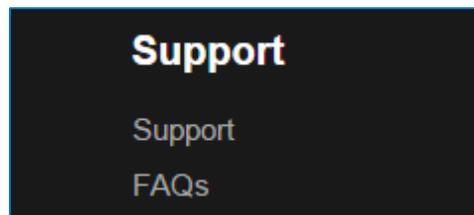*Download courses for offline*

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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).
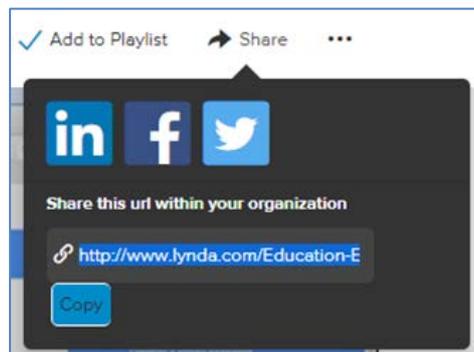
11. SUPPORT AND FAQS

Support

Support

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

✓ Add to Playlist   ➤ Share   •••

Share this url within your organization

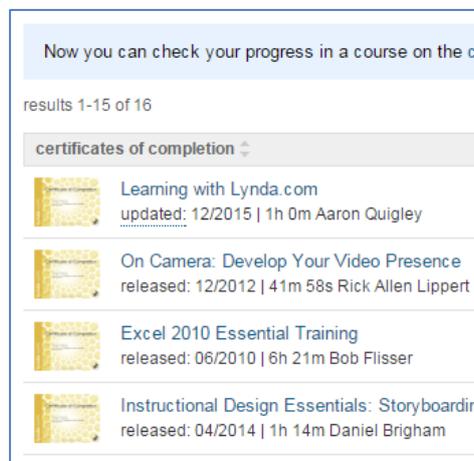🔗 http://www.lynda.com/Education-E

Copy

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

Now you can check your progress in a course on the c

results 1-15 of 16

certificates of completion ⇕

Learning with Lynda.com
updated: 12/2015 | 1h 0m Aaron Quigley

On Camera: Develop Your Video Presence
released: 12/2012 | 41m 58s Rick Allen Lippert

Excel 2010 Essential Training
released: 06/2010 | 6h 21m Bob Flisser

Instructional Design Essentials: Storyboardin
released: 04/2014 | 1h 14m Daniel Brigham

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

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.