

Using Lynda.com

FOR CSUDH STUDENTS AND EMPLOYEES

CSUDH IT
January 2017

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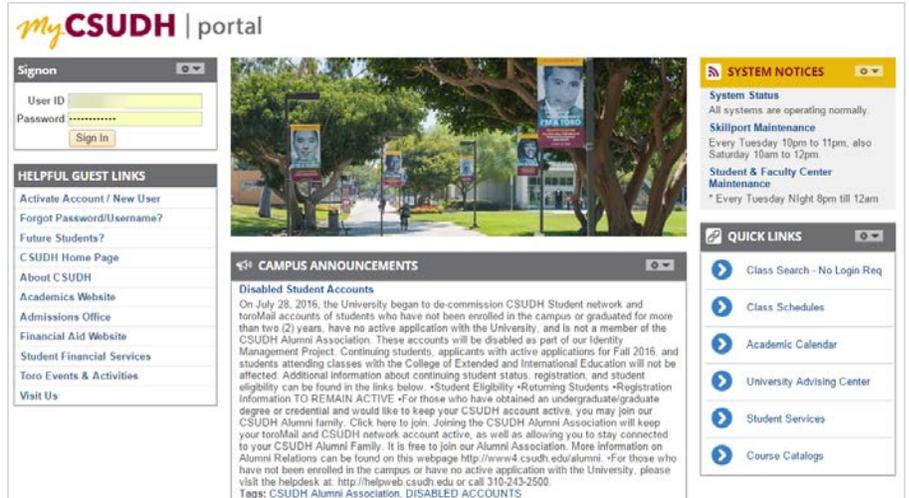
USING LYNDA.COM

FOR CSUDH STUDENTS AND EMPLOYEES

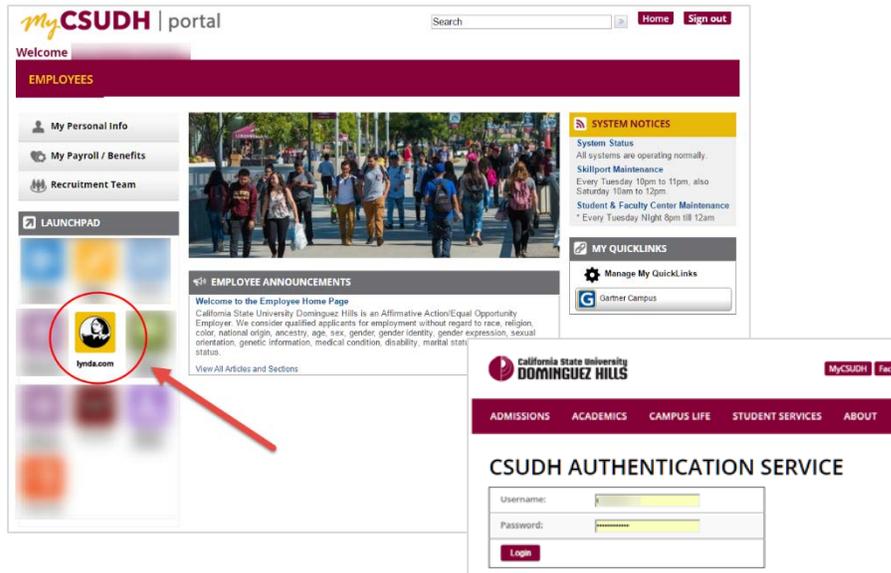
Welcome to learning anytime, anywhere! Lynda.com has tapped hundreds of authors, who are recognized industry experts, to create content that is flexible and easy to use.

ACCESSING LYNDA.COM THROUGH MYCSUDH PORTAL

1. Login to **MYCSUDH** portal.



2. In the Launchpad, click on the Lynda.com icon and then at the Authentication page, type in your campus username and password to sign into Lynda.com





LYNDA HOME PAGE

The landing page, or Home, will display the following:

1. Courses completed
2. Videos you have started, but not completed
3. My Playlists
4. Popular Learning Paths

Lynda.com LIBRARY

you found your groove!

Complete 1 course on Lynda.com

98% complete

Continue: How to Use Lynda.com

Continue Watching

Word 2010: Prepare for the Microsoft...

Excel 2010: Pivot Tables in Depth

My Playlists

Popular Learning Paths

Become a Network Administrator

Become an SEO Expert

Become a Digital Marketer

Become a Manager

Become an IT Security Specialist

Become a Project Coordinator

Become a Graphic Designer

Become a Motion Graphics Artist

New Popular Recommended Popular at Your Organization

Illustrator CC 2015 One-on-One: Fundamentals with Dave McClelland

Learn how to create amazing works of art and design with Adobe Illustrator CC. The first in a series of three courses by industry pro Dave McClelland, teaching the fundamentals of the program: working...

17h 15m | Beginner | Views: 1,471,729

Excel 2013 Essential Training with Dennis Taylor

Teaches you the basics of using Excel 2013 to enter and organize data, use functions, and build charts and PivotTables.

6h 32m | Appropriate for all | Views: 7,734,256

	A	B	C	D
	Feb	Mar	1st Q	Apr
	\$26,085	\$22,898	\$ 78,040	\$48,044

C# Essential Training with David Gasner

Learn C#, the object-oriented language from Microsoft that's used to program systems, desktop applications, and mobile apps. These C# tutorials cover the history, syntax, and important concepts...

5h | Intermediate | Views: 1,381,097



WATCHING CONTENT

Once you've located a course you'd like to watch, clicking on its name or thumbnail will take you to that course's page.

SCREEN OVERVIEW

1. Toggle the layout view.
2. Click to add the content to your Playlist.
3. Notebook will allow you to take notes on the content.
4. You can click on any of the topics to start the corresponding training.
5. If you wish to view content at a later date, click here to download to your device. See Offline Viewing for more information.
6. Any exercise file corresponding to the unit will be available for practice purposes.
7. Course data, such as skill level, duration and number of views.

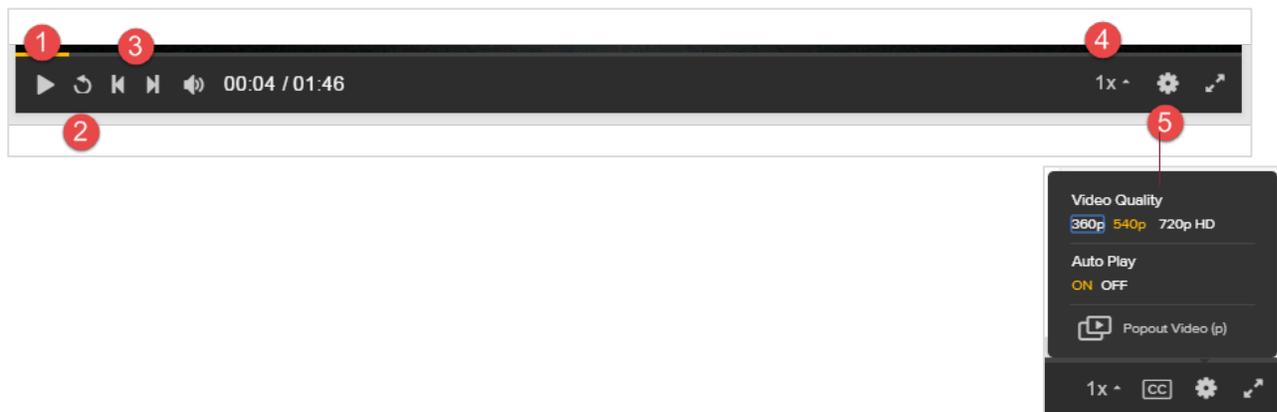
The screenshot displays the Lynda.com course page for 'Soundtrack Pro Audio Filters'. The interface includes a top navigation bar with 'Layout', 'Add to Playlist', and 'Share' options. A left sidebar contains a 'Contents' list with sections like '1. Introduction' and '2. Dynamics'. The main area features a video player with a 'Watch Now' button and a 'Download' icon. Below the video player are tabs for 'Overview', 'View Offline', and 'Exercise Files'. The 'Overview' tab shows the author's name and photo, the release date (8/30/2006), a description of the course, and a list of topics. On the right side, a statistics box provides information on the course's skill level (Intermediate), duration (3h 58m), and total views (99,745).



VIDEO PLAYER CONTROLS

Once you begin watching a course, or any video within a course, the video player controls will become active. And they will appear just below the video player.

1. The first one is the Play-Pause control. Hover the mouse over these controls (an explanation of what the function does appears). What's in parentheses is the keyboard shortcut that can also be used to operate this control.
2. "10-second rewind function". This is useful to jump back to review something the author has just said or demonstrated. Click on this button to jump back 10 seconds.
3. Click to skip forward, or back, in the course.
4. This button will allow you to control the "playback speed." The playback speed feature increases and decreases the speed of playback. Try increasing by two times to get through the videos more quickly. On the other hand, if you're having trouble comprehending what the author is saying, you can slow the speed down to play back at half-speed, and by default the video will play at regular speed, which is one time.
5. The gear icon will allow video quality option and auto-play options.



OFFLINE VIEWING

You can download content and watch it offline. There are two main ways to get offline viewing on your devices. There's a desktop app and mobile apps for iOS, Windows, and Android. To download and view more information on these apps, go to www.lynda.com/apps. From here, choose the device you want to download the app for.

CREATING AND SHARING PLAYLISTS

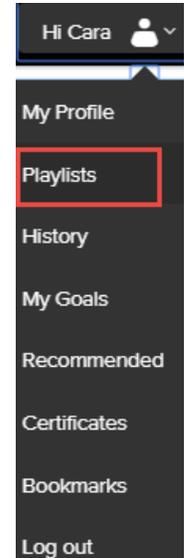
As you browse through Lynda.com, you may come across courses you'd like to watch. To keep track of the ones that interest you, add them to playlists, which let you save and organize the courses you want to watch in the categories and lists that make sense to you. You can also share your playlists with others.



1. To get started adding content to your playlists, navigate to your profile menu and select **Playlists**.

PLEASE NOTE: YOUR FIRST PLAYLIST WILL ALWAYS BE THE ONE CALLED MY PLAYLIST, AND THIS IS YOUR DEFAULT PLAYLIST. YOU CANNOT DELETE THIS PLAYLIST.

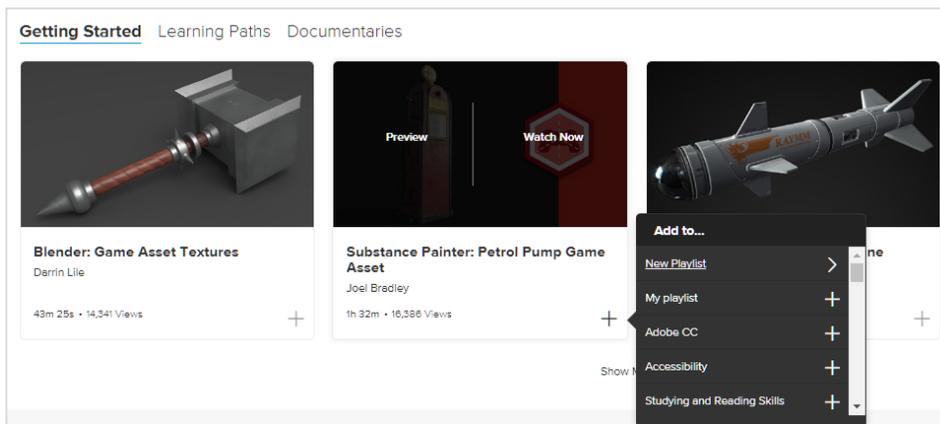
2. To start, click **Create New Playlist**, and give your list a name.



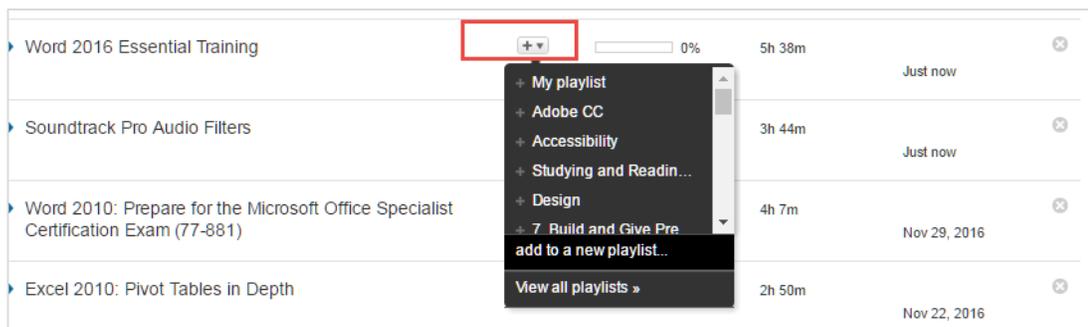
ADDING CONTENT TO PLAYLISTS

FROM LIBRARY

When you find a course you would like to add to the playlist, click on the **Add to Playlist** icon.



Anywhere you see a plus sign, you can add/remove playlists.



SHARING PLAYLISTS



Once you've taken the time to create playlists, you can share them with other people, to show them what you've accomplished or so they can follow the same learning path that's worked for you. If you're leading a team of coworkers, you can provide them with a list of courses to make sure they're up to speed with the skills they need to accomplish their goals. Whatever the case, it's easy to create and share as many playlists as you like.

The screenshot shows a 'Playlist details' section for 'Adobe CC'. It lists 'Courses: 10 • Videos: 870' and 'Total duration: 74h 12m'. A progress bar indicates '0% complete'. The curator is 'Cara Furman' and it was last updated on 'May 20, 2015'. On the right, there are buttons for 'Edit playlist', 'Watch playlist', 'Copy playlist', 'Make private', and 'Share'. A 'Share this playlist via:' dropdown menu is open, showing options for 'Email address' and 'URL link'. Below the details is a table with columns for 'Course/Video/Chapter name', 'Watched', and 'Duration'.

1. Start by navigating to your profile, then selecting **Playlists**.
2. Select **Share**.
3. Then select the method of sharing – either via email or URL link.

PLEASE NOTE: NON-SUBSCRIBERS OF LYNDA.COM WILL BE ABLE TO VIEW YOUR PLAYLISTS, BUT ONLY BE ABLE TO WATCH THE SAMPLE MOVIES IN EACH COURSE THAT ARE FREE FOR NON-MEMBERS.

The first dialog box, 'Share this playlist', has two radio button options: 'To someone at CSU Dominguez Hills' (selected) and 'To anyone else'. It includes a 'To' field for email addresses, a 'Message' field with a pre-filled text: 'Hi, Here's a playlist I created on lynda.com. Use it to watch the video courses I've recommended. Happy learning!', and 'Cancel' and 'Send' buttons. The second dialog box, 'Share a link to this playlist', shows two options: 'Copy link for someone within CSU Dominguez Hills.' with a long URL, and 'Copy this link:' with a shorter URL.



USING AND TAKING NOTES IN NOTEBOOK

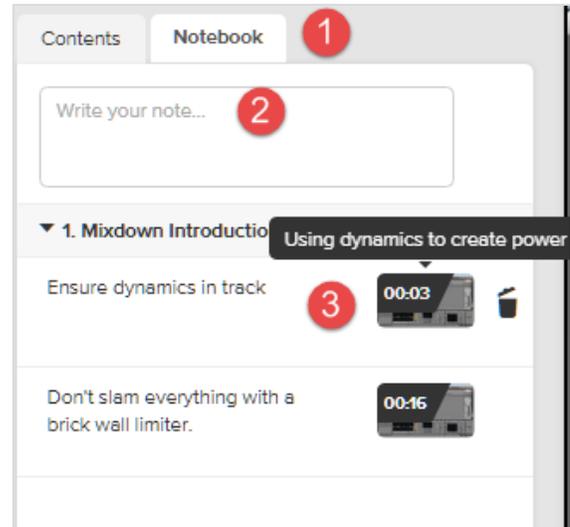
As you watch courses on Lynda.com and come across information you want to take note of, use the integrated note-taking tool. The Note tab tool will automatically save all of your notes and associate them with specific time codes so you can easily jump back when you want to reference what you've written or revisit specific parts of a video.

TO CREATE A NOTE

1. Click on the **Notebook** tab.
2. Write your note and press Enter.

TO RETURN TO NOTE IN TIMELINE

3. Click on the note and the timeline will jump to where you took the note.



CERTIFICATE OF COMPLETION

Certificates of completion make it easier than ever to share your success and progress at Lynda.com with your coworkers, teachers, friends, employers and to your social media networks.

As you work your way through a training course, an eye icon automatically appears next to each video you've watched, making it easy to keep track of your progress. And these icons remain associated with your account, no matter how many times you've logged in or out. So you can always come back and find your place right away.

You may print or share you certificates at any time.

1. Go to **Playlist >Certificates**.
And then decide how to share the good news.

