

Saving Courses and Creating Collections on LinkedIn Learning

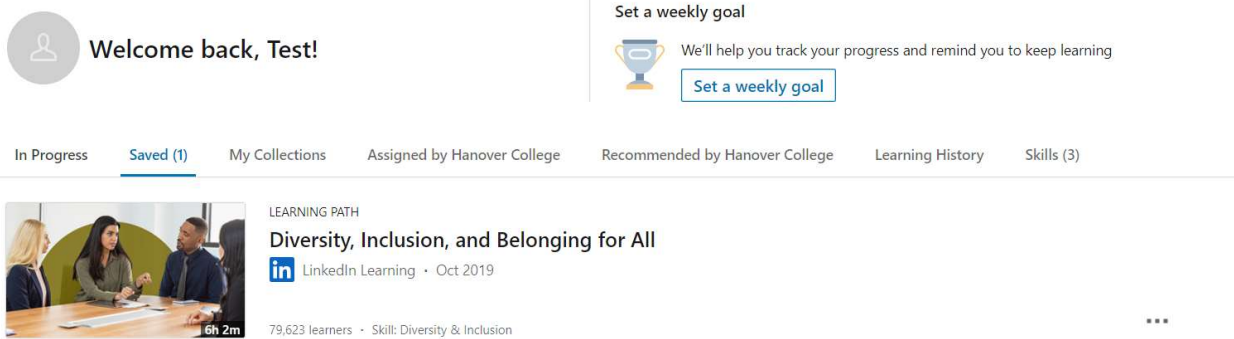
1. To save courses that you would like to complete at a later date, click the “Save” button that appears under the course.

The screenshot shows the LinkedIn Learning interface. At the top, there is a search bar with the text "Search for skills, subjects or software". Below the search bar are filter buttons for "Type", "Content by", "Time to Complete", "Level", and "All filters", along with a "Reset" button. The main content area displays "Browse / Business / Human Resources" and the course title "Diversity and Inclusion". Below the title, it says "Get the training you need to stay ahead with expert-led courses on Diversity and Inclusion." A search result card is shown with a thumbnail image of three people in a meeting. The card title is "Diversity, Inclusion, and Belonging for All" and it includes a description: "Learn about the challenges and opportunities inherent in working in diverse organizations. This transformative learning path reviews current thinking and best practices on essential topics such as bias in all of its forms, cultural competence, communication, allyship, and accountability." Below the description, it says "LinkedIn Learning · Oct 2019" and "79,623 learners · Skill: Diversity & Inclusion". A red arrow points to a "Save" button located at the bottom right of the card.

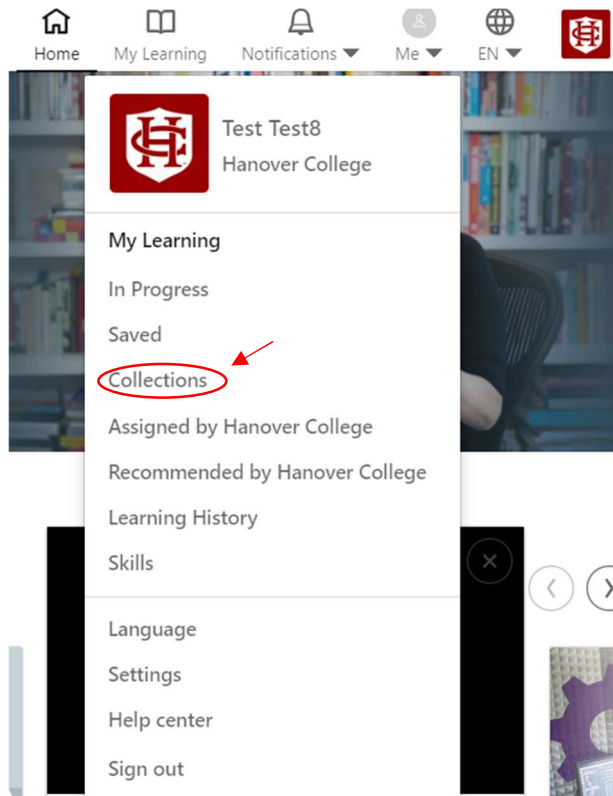
2. The course is now stored in your “Saved” tab on your profile. To access your saved content, click the “Me” dropdown again and select “Saved”.

The screenshot shows the LinkedIn Learning mobile app interface. At the top, there are navigation icons for "Home", "My Learning", "Notifications", "Me", and "EN". The "Me" icon is selected, and a dropdown menu is open. The menu items are: "Test Test8 Hanover College" (with a red circle around the name), "My Learning", "In Progress", "Saved" (with a red circle around the text and a red arrow pointing to it), "Collections", "Assigned by Hanover College", "Recommended by Hanover College", "Learning History", "Skills", "Language", "Settings", "Help center", and "Sign out".

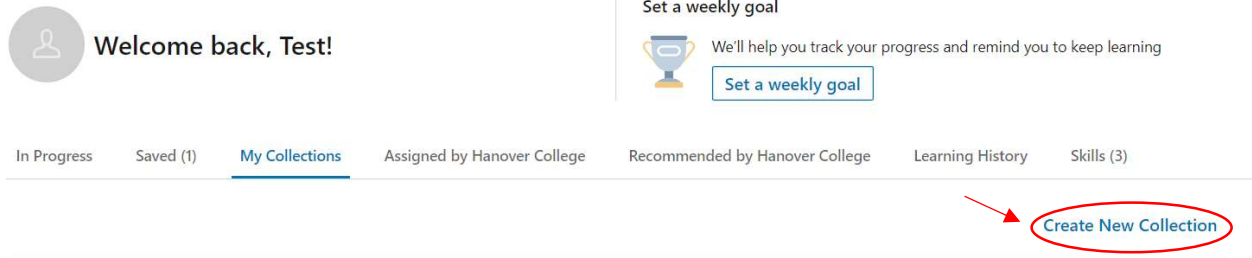
3. Now you should see the course you just saved.



4. You can create “Collections”, which can store multiple courses that may relate to similar topics or help you work towards a common goal. To create a collection, navigate to the “Collections” tab of your profile from the “Me” dropdown.



5. Select “Create new collection” and enter the information for your new collection.

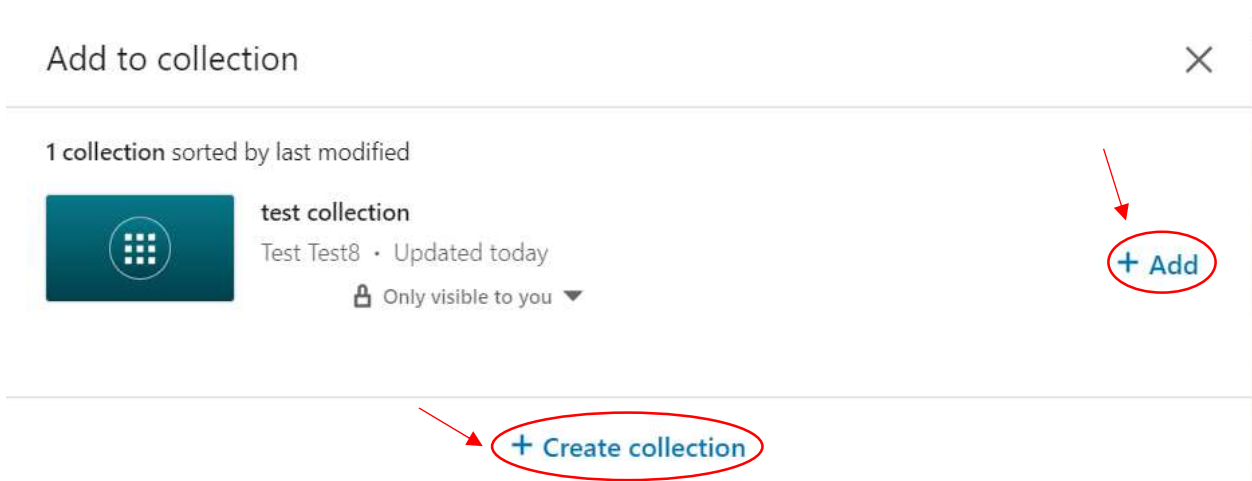


You don't have any collections.

6. To add courses to your collection, navigate to the course you would like to add and open the course to begin it. Click the “+” button in the upper right corner of the screen.



7. Locate the collection you would like to add the course to and click “Add” or click “Create new collection” to start a new collection.



8. Now when you navigate back to the “Collections” tab by using the “Me” dropdown, you should see your collection. If you click on the name of the collection it will open, and you will be able to see the courses you have added to it.

test collection

🔒 Only visible to you

➦ Share ✎ Edit 🗑️ Delete



COURSE

Communicating with Confidence

By: Jeff Ansell