

LINKEDIN LEARNING: CREATE A COLLECTION

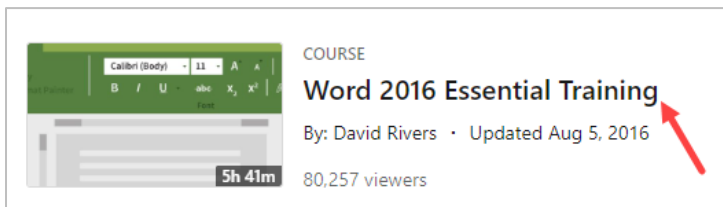
Create a collection of specific videos and share them with your class.

Instructions

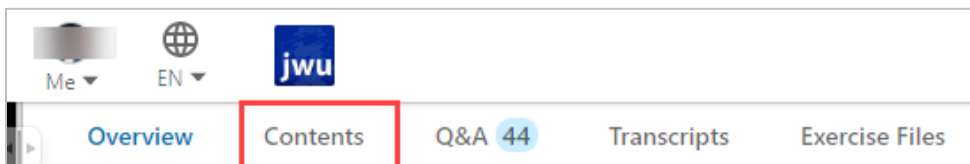
1. Go to the JWU link for LinkedIn Learning and log in with your JWU username and password: <http://linkedinlearning.jwu.edu>
2. If you wish to create a “Word” collection of videos, simply **type it** into the search bar and then hit **return**.



3. Select your video from the list by clicking the **title**.

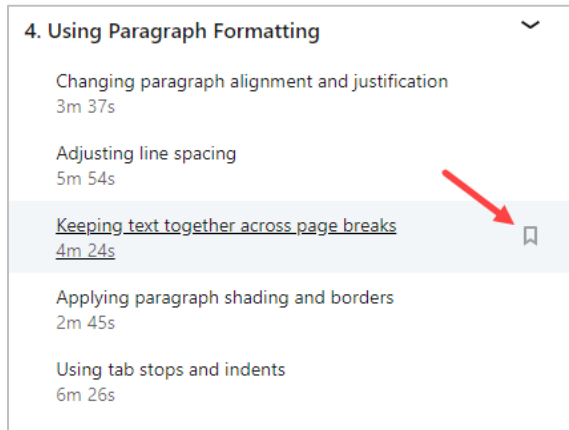


4. Click on the **Contents** tab to view sections of the video.

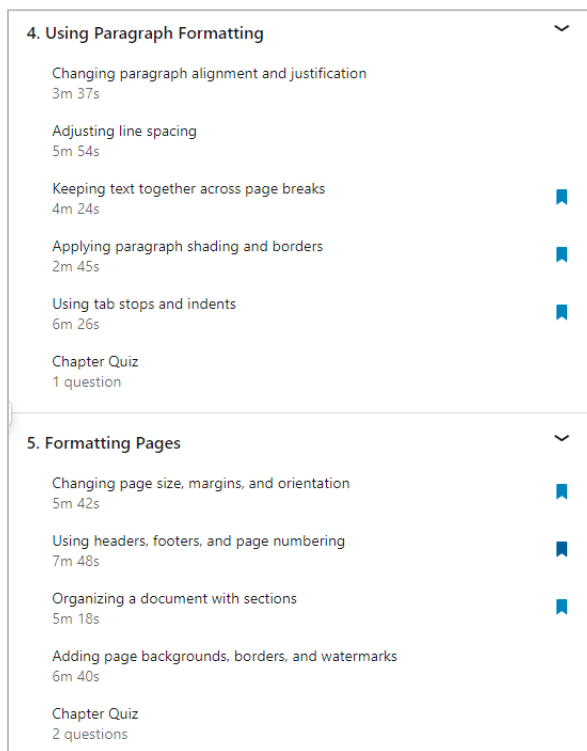


5. Scroll through the sections of the video. To add a video chapter to your collection, hover with the mouse and then click the **bookmark icon**.

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6. Scroll through the video to find any additional video chapters to add to your collection and once again click the bookmark icon to save them.



7. When done, to access your collection, from the toolbar click **My Learning**.

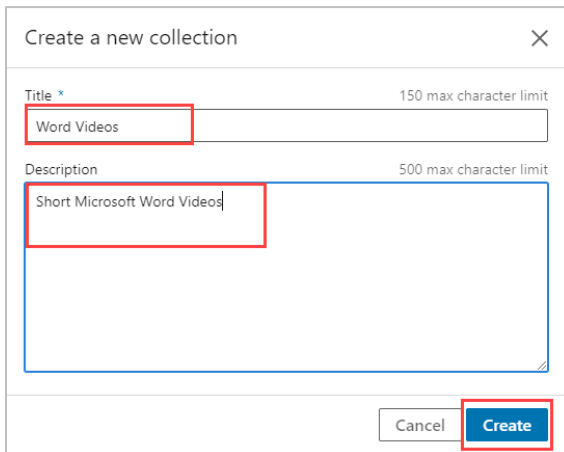


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8. Click **Collections** and then **Create New Collection**.

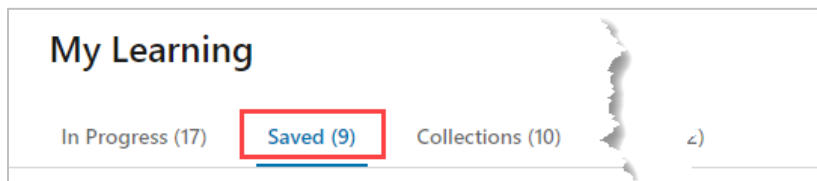


9. Provide a **title** and **description**. Click **Create** when done.



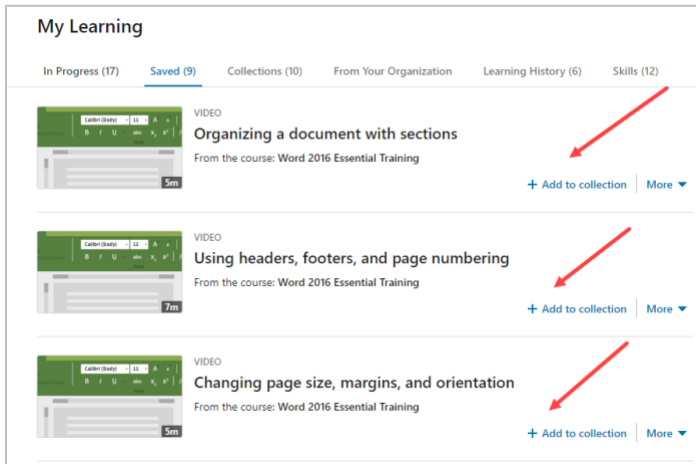
The screenshot shows the 'Create a new collection' dialog box. The 'Title' field is labeled 'Title *' with a '150 max character limit' and contains the text 'Word Videos'. The 'Description' field is labeled 'Description' with a '500 max character limit' and contains the text 'Short Microsoft Word Videos'. The 'Create' button is highlighted with a red box.

10. Next, click on **Saved** to access the video chapters previously selected.

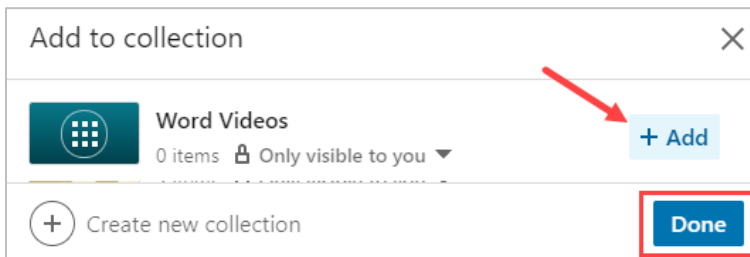


11. Click **Add to Collection** for each video you wish to add to the collection previously created (you can only add each video chapter one at a time).

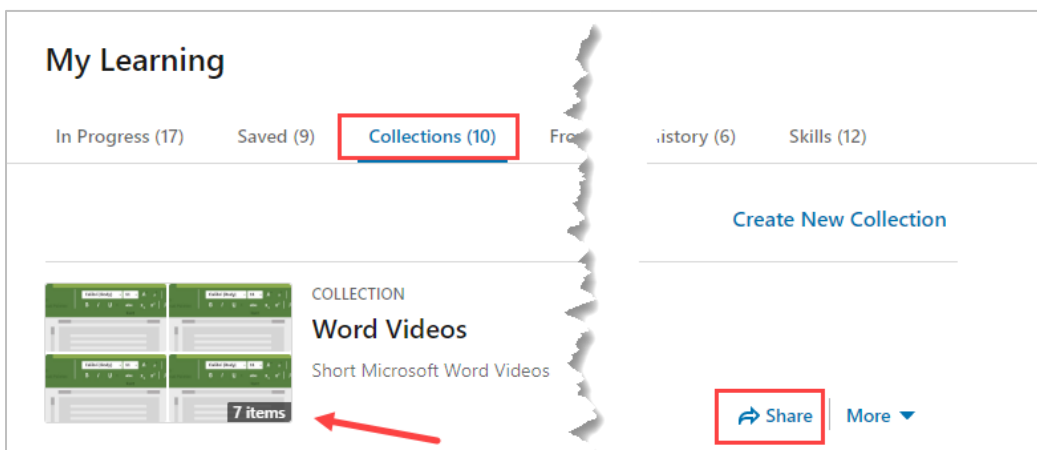
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Click **Add** and **Done**. **Repeat** this step for each video chapter you wish to add as part of this collection.

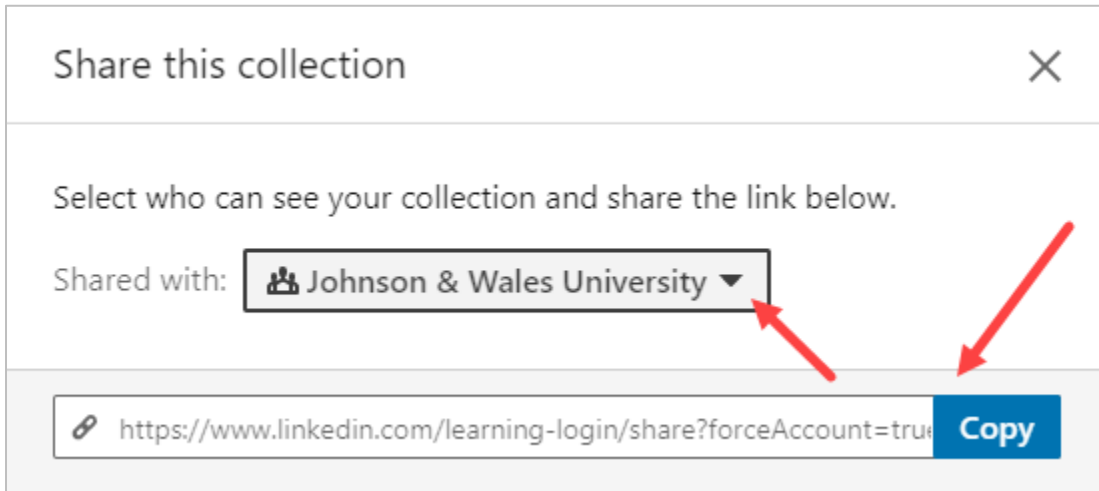


12. Once you have all the video chapters added to your collection, click on **Collections** and then click **Share**.



13. Select **Johnson & Wales University** from the Shared with menu and then click **Copy**.

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Share this collection ×

Select who can see your collection and share the link below.

Shared with: Johnson & Wales University ▼

<https://www.linkedin.com/learning-login/share?forceAccount=true> Copy

14. Share this URL with your students [in ulearn](#) or via email.