Meet lynda

I. lynda

What: lynda is a fabulous video-based online instruction resource.

Who: lynda is available to all academic-year faculty, staff and students, both here and at Monterey.

Where: lynda is available from both on- and off-campus without the need for VPN.

How: Visit http://go/lynda/ (or http://go.middlebury.edu/lynda from off-campus) to reach Middlebury’s login site.

Encourage Midd friends and colleagues to visit http://go/lyndainfo/ to learn about this great benefit!

II. First-Time Login

1. Type http://go/lynda/ (or http://go.middlebury.edu/lynda/ from off-campus) in your browser’s address field, then press Enter or Return.

2. From Middlebury’s authentication page, log in with your Middlebury email address and password.

3. The first time you log in, click No, I’ve never had an account.

4. You will then be asked to provide basic information for your lynda profile. At minimum, fill in your first and last name. The profile stores your personal video and course viewing history, playlists, bookmarks, learning paths, certificates of completion, etc.

5. Click “Save” to save your profile information; you will be re-directed to the lynda site where you can begin your learning adventure.

III. At a Glance

After logging in, your first stop will provide you with easy ways to continue watching courses you worked on recently, as well as view your playlists and courses recommended for you. Use the See all links (where available) to view complete details.

You can also hover the mouse over your account icon at right to access additional information such as your playlists, bookmarked items, certificates for completed courses, and your profile details.

Scroll to the bottom to find lynda’s black “fat footer.” You’ll find handy support-related links and app downloads that enable viewing courses off-line.
IV. Searching

Use the “search” field to look for courses or movies of interest – suggestions will start to appear as soon as you begin typing in the box. Choose from the suggestions or press Enter or Return to view complete search results.

If you prefer, you can hover the mouse pointer over Library to access course groupings by general subject areas (such as Business, IT, or Photography), by topics, by software titles, or by learning paths. Hovering over a specific subject area will cause the topics and software titles to change, reflecting your selection.

V. Working with Courses

Click any course title to access its introductory video, table of contents, transcript, and additional course details. Use the handy + Add to Playlist button to add the course to your own general playlist (My plaSylist) to work on later – or add it to a new playlist that you create, such as “For Work” or “For Fun.”

From the left-hand Table of Contents pane you can easily bookmark specific chapters or individual movies for future reference by clicking the icon at left, as shown.

Click the Transcript link (shown below) to view the transcript text for the active movie. Get right to needed info using the “Search this course” field (above the Table of Contens) to look for specific words or phrases in the transcript. If you click in the transcript itself, the movie begins playing from the indicated point in the text.

Using the Exercise Files link (shown above) you can download the set of files that accompany a given course. Middlebury’s licensing includes access to all exercise files. (Note: Not all courses have exercise files.)

To access control buttons while viewing lynda movies, simply move the mouse pointer over the viewing area. A toolbar similar to the one shown here should appear:

Most importantly, the gear cog icon includes the setting to turn the auto-play feature on or off. When turned on, lynda automatically begins playing the next video in the course without stopping.
VI. Other Features – Mobile Apps, Topic Testing, & Learning Paths

- You may often see a View Offline button that will help you obtain a Mobile app and download a course so you can watch it later without an internet connection.

- An increasing number of courses offer a What do you already know? feature that allows you to answer questions before starting the course. Lynda then recommends where to focus your efforts so you can concentrate on new material. Courses with the pre-test feature also offer a corresponding What did you learn? post-test so you can see how well you’ve mastered the material.

- Learning paths are a more recent feature that help you reach your goals by providing groups of courses, quizzes, and practice sections that are carefully selected by lynda content experts. For example, what if you’d like to improve your teamwork skills... There is a learning path of eight courses totaling seven hours to help you reach this goal.

VII. Sharing Links to Courses, Individual Movies, or Playlists

You can obtain and share Middlebury-specific course (or individual movie) links that provide easy access to others within the Middlebury family. They simply click the link, log in with their Middlebury email address and password if needed, then the lynda.com materials are presented.

Use the Share button ( ) to get started. You’ll see a window similar to the one shown below. Just click the appropriate Copy button for the link type you want, then you can paste it wherever needed – for example, in an email message, on a website, or in a course syllabus.
Sharing **playlists** is an exciting feature that allows you to share your own suggested course lists with others:

1. From your account icon drop-down menu, choose **Playlists**.
2. Click on the playlist you’d like to share.
3. Make your playlist available to others by clicking **Make public** (see circled links below).
4. Click **Share**, then choose to share via Email address or URL link.

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### Mac OS

<table>
<thead>
<tr>
<th>Course/Video/Chapter name</th>
<th>Progress</th>
<th>Watched</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Course: Computer Literacy for Mac</td>
<td></td>
<td></td>
<td>3h 23m</td>
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<tr>
<td>Course: macOS Sierra New Features</td>
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<td>8h 14m</td>
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<tr>
<td>Course: macOS Sierra Tips and Tricks</td>
<td></td>
<td></td>
<td>1h 55m</td>
</tr>
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</table>

Courses about Macs & the operating system

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**VIII. Happy Learning!**

This handout only touches on the high points of lynda use. For more information about getting started and using lynda’s growing number of features, check out their course **How to use Lynda.com**.