Tutorial: Guide To Using Lynda.com

What is lynda.com?

lynda.com is an online education service that offers thousands of video courses in software, creative, and business skills. As a Richmond resident you have free unlimited access to watch and learn the courses offered by lynda.com.

Who can access lynda.com?

lynda.com is available to Richmond residents only. All residents who have a Richmond Public Library card can access lynda.com.

Don't have a card? Sign up fo a card at http://www.yourlibrary.ca/getacard
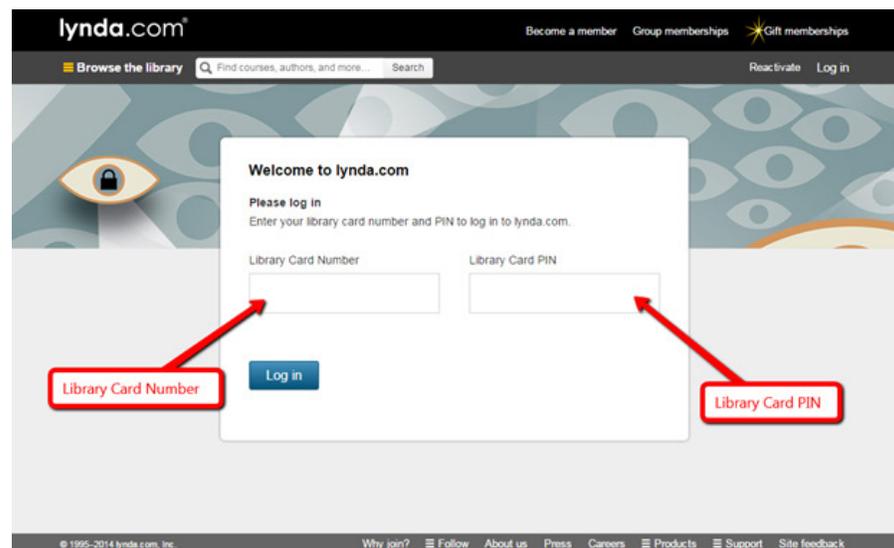
Checklist

☑ **START**

Assumption - You have the following:

☐ Residency in the City of Richmond
☐ A valid Richmond Public Library card
☐ Computer and Internet connection

☐ **Step 1: Accessing Lynda.com**

Go to www.yourlibrary.ca/lynda, and click "Start Learning." Enter your library card number and PIN (usually the last 4 digits of your phone number).
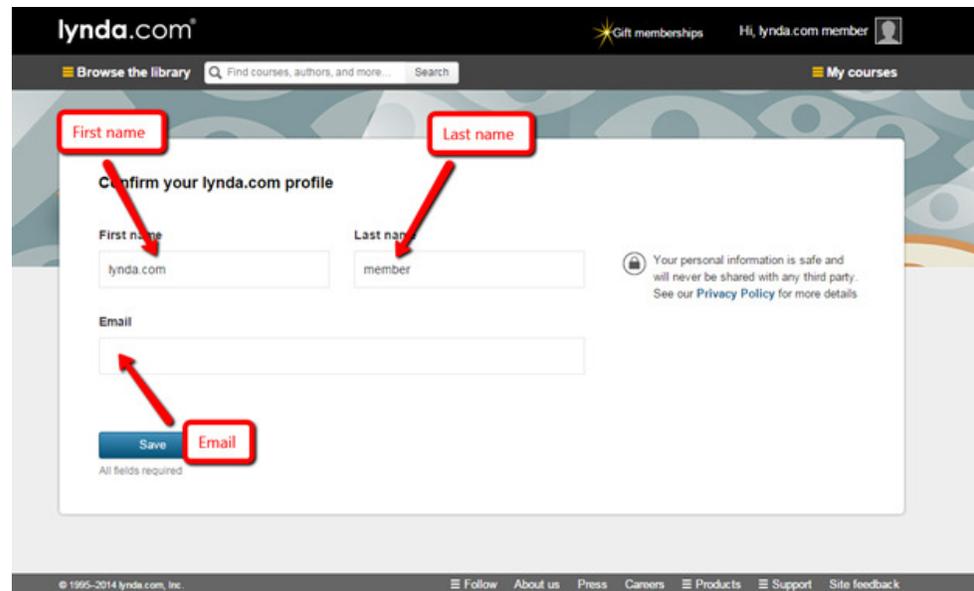

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☐ Step 1: Accessing Lynda.com

The first time you log in to lynda.com the website will ask you for your name and an email address. This information allows you to keep track of your courses and progress; the name you enter will appear on any of your "Certificates of Completion" that you receive, and the email address is for subscriptions to lynda.com mailing lists.
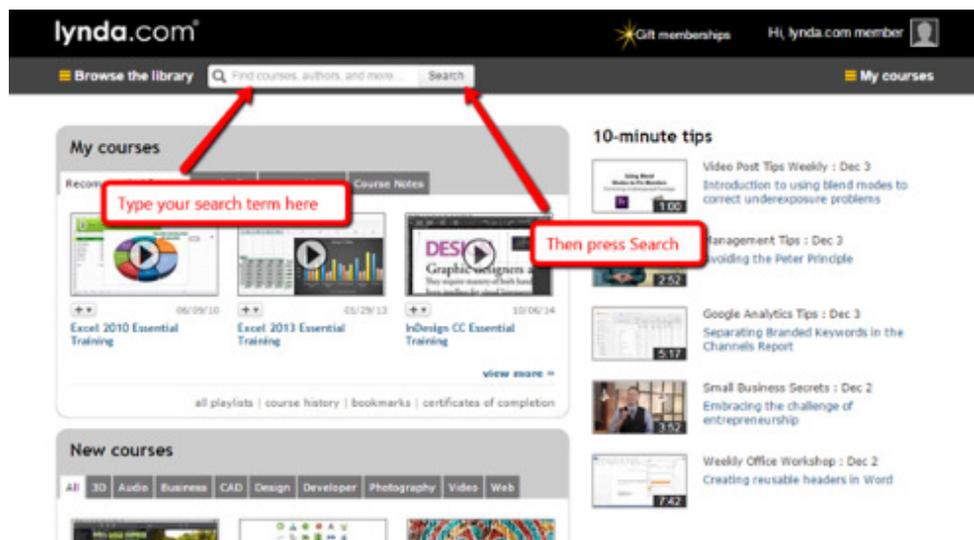

☐ Step 2: Finding a Course

There are several ways that you can find a course on lynda.com.

☐ A Searching

To search for courses on lynda.com simply select the search box, type your query, and click the Search button.
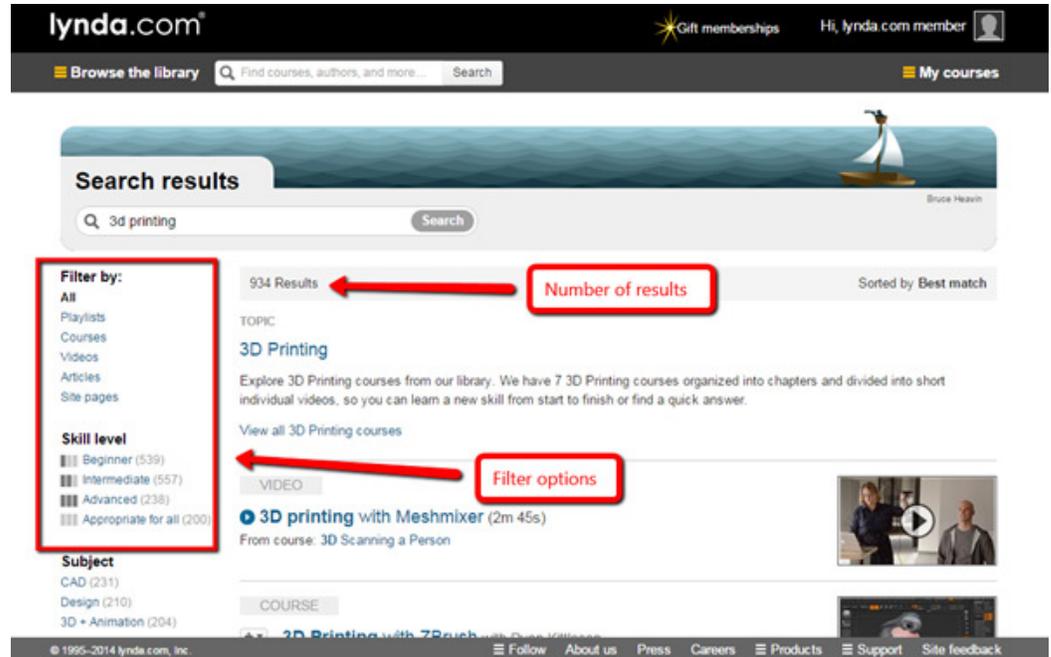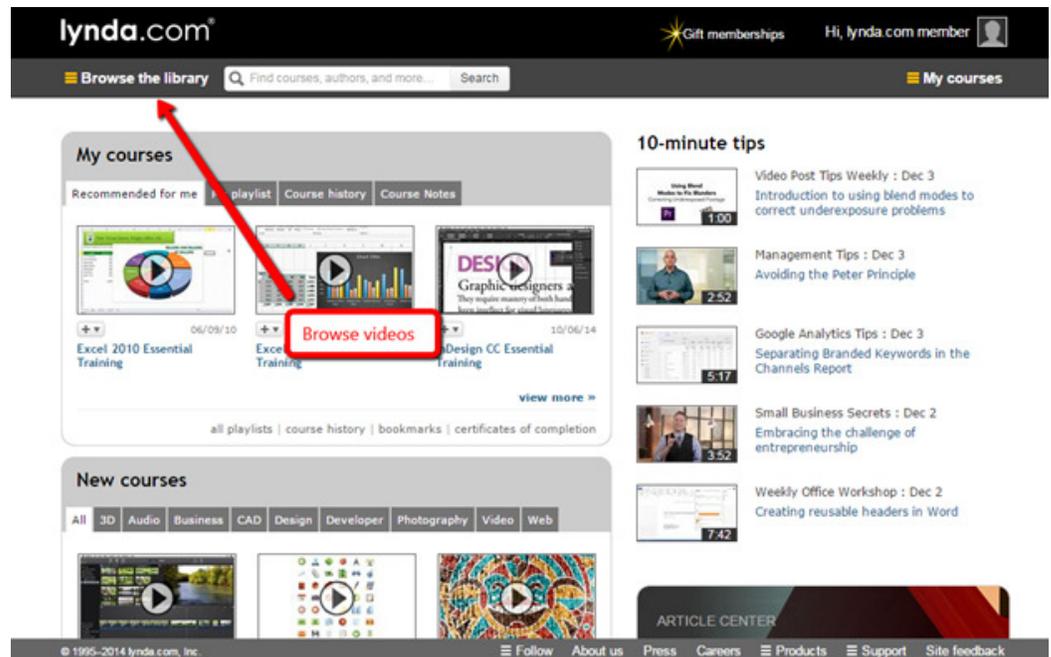

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Step 2: Finding a Course

On your results page you'll see how many results there are, and options on the left hand side of the page that will allow you to filter your results. The numbers in brackets after many of the options indicates how many videos there are in each section.

B Browsing

You can click on the "Browse the library" link and be brought to a page listing every subject, and the number of courses available in that subject.
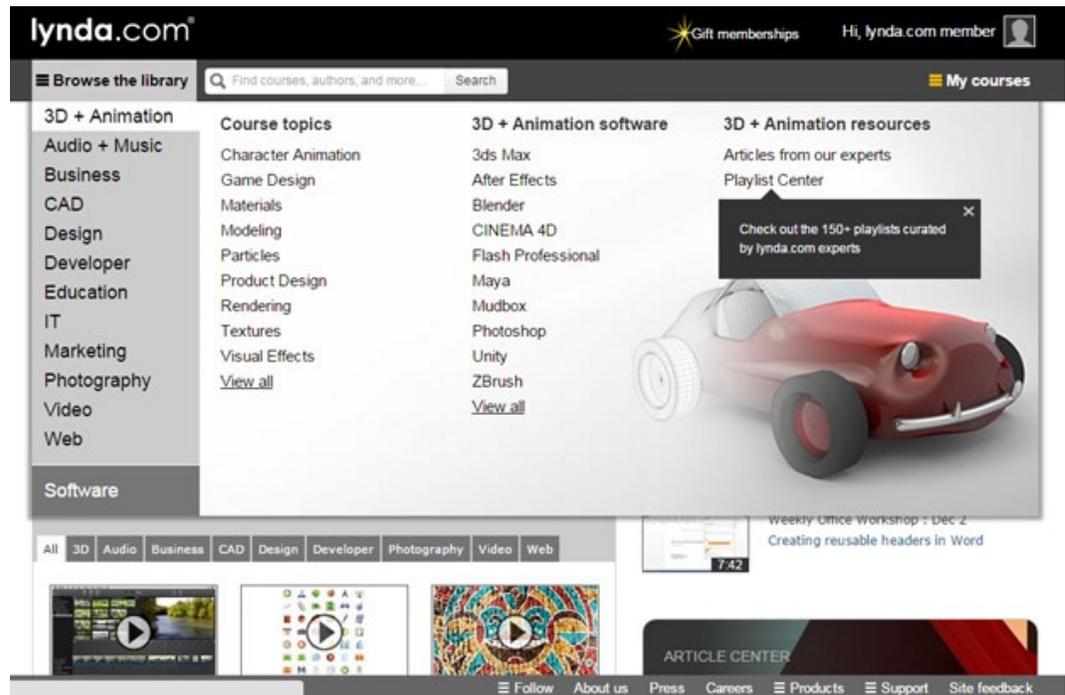

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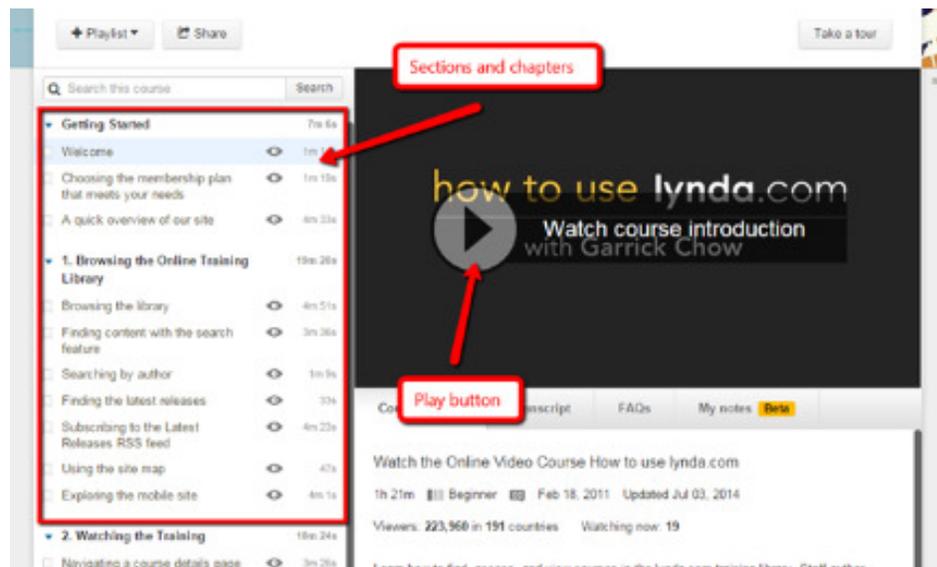
☐ Step 2: Finding a Course

You can also mouse over "Browse the library" to bring up a menu showing the various subsections. Click on any to view the courses.

If you mouse over "Browse the library" and then "Software", you will see which specific computer programs (Excel, Photoshop, etc.) have courses.

☐ Step 3: How to View a Video

Once you've found a course or video that you are interested in watching, click on the title or thumbnail image. This will bring you to the video player. The left hand side of the screen will show you all of the chapters and sections of the course. You can start from the beginning, or choose to watch them in any order. A small eye icon will appear if you've watched part of the video.
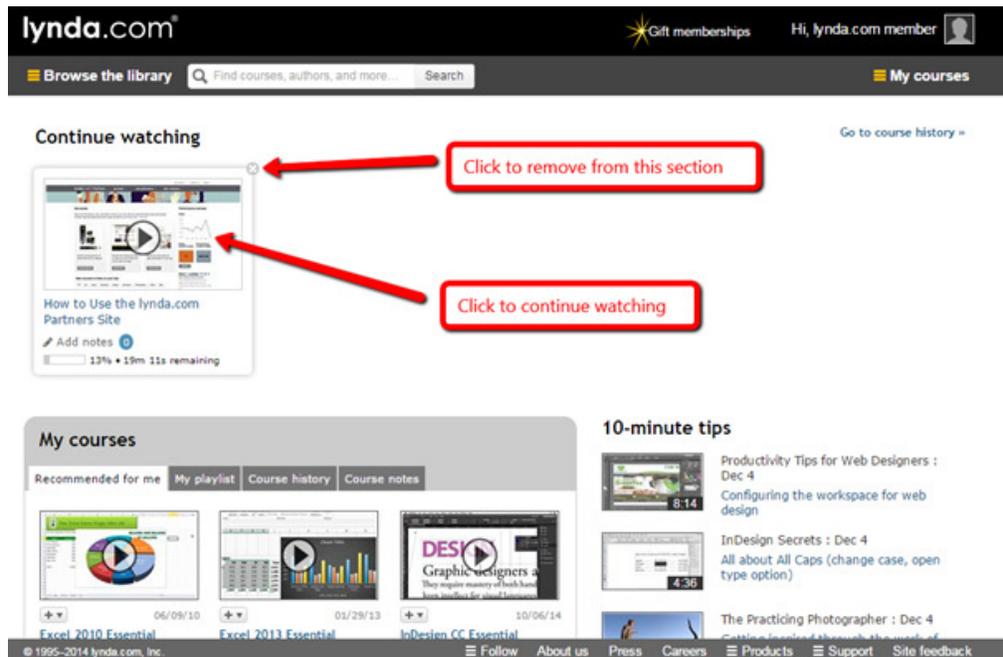

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☐ Step 3: How to View a Video

Click on the large image on the right hand of the screen to start the video. Once the video has started you can move your mouse over it to reveal several options, similar to YouTube and other video sites.

If you start watching a video, but don't finish you'll be able to continue it the next time you log in. At the top of your page you'll see a "Continue Watching" section. Clicking on the image or title will bring you back to the chapter you were watching. Below the title you'll see the percentage of the video you've watched, and how much time is remaining in the video.

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Frequently Asked Questions

How many videos can I watch?
You can watch as many as you want! There is no limit to the number of courses you can view on lynda.com.

Can I use lynda.com on a mobile device?
You can use lynda.com on a mobile device through your browser. However, you cannot currently use the lynda.com app with RPL's subscription.

How can I find out more about the options available at lynda.com?
For more information on the services and options offered by lynda.com please watch the tutorial video at http://www.lynda.com/Business-tutorials/How-use-lyndacom/77683-2.html. You don't even need to log in to view this video!

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