



# LinkedIn Learning: My Learning Page

Center for Innovation in Teaching and Learning

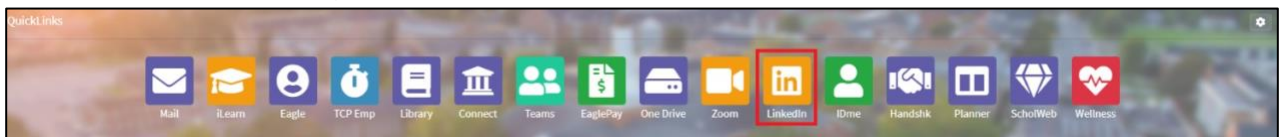
This document outlines the layout of the My Learning page on LinkedIn.

## My Learning Page

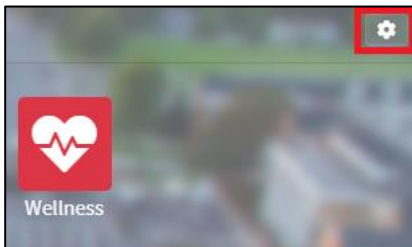
The My Learning page on LinkedIn is a portfolio of all the courses related to you on LinkedIn. It keeps track of the course(s) you are currently working on, have saved, put into a collection, from your organization, or have completed, and the skills you have added.

## Getting to the My Learning Page

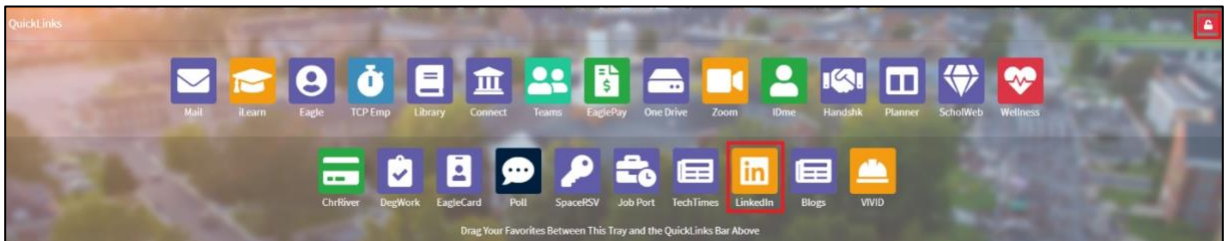
1. Go to [express.tntech.edu](https://express.tntech.edu)
2. Select **LinkedIn** from the *QuickLinks* toolbar.



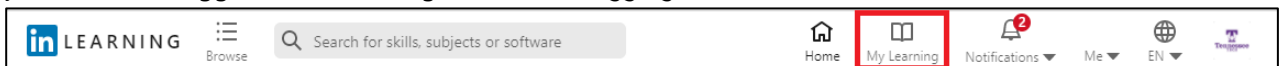
- a. If **LinkedIn** is not in the *QuickLinks* toolbar, select the **Gear** icon in the top right-hand corner.



- b. Drag LinkedIn to the toolbar. Select the red **Unlock** button in the corner to lock the toolbar.

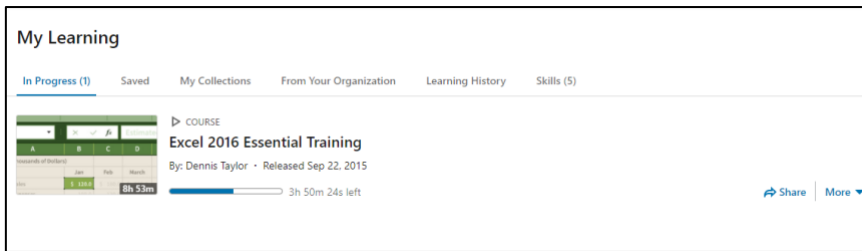


3. If you have already logged in, it will automatically take you to LinkedIn Learning. Select **My Learning**. If you have not logged in, view the guide titled: *Logging into LinkedIn*

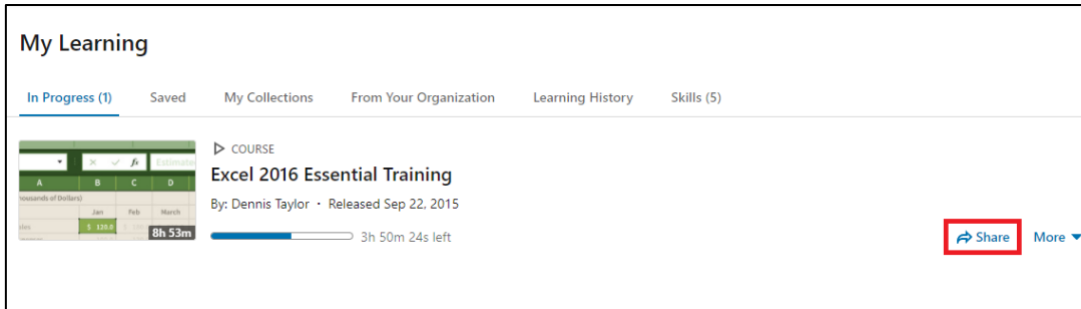


## In Progress Page

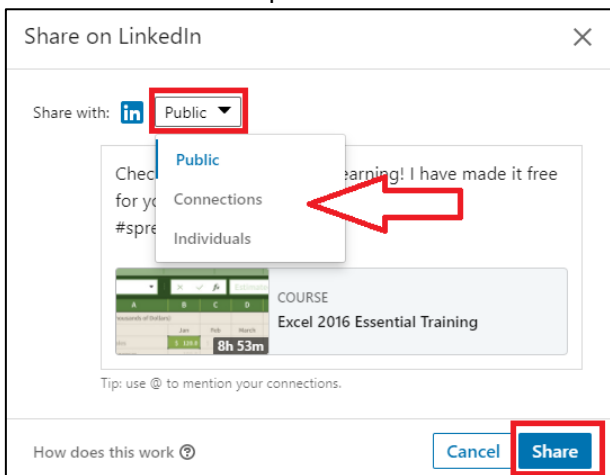
Once you go to the *My Learning* page, you will automatically be on the **In Progress** page. All courses you have started will appear.



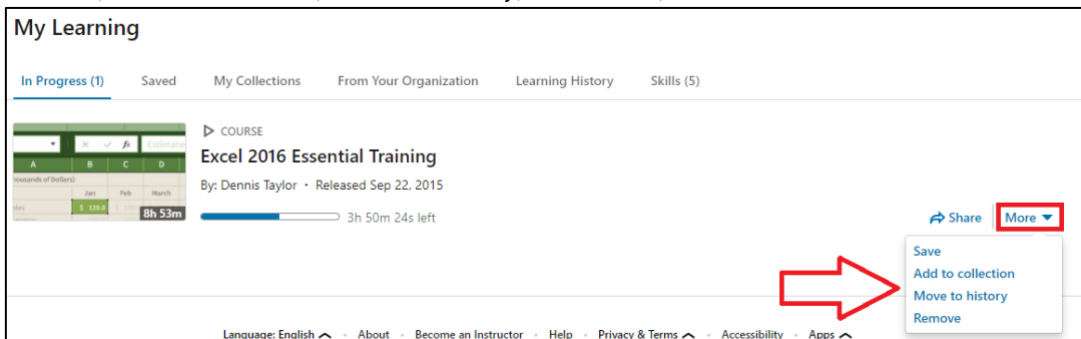
1. If you want to share a course, locate the course you want to share and select **Share**.



2. Select **how you want to share it**. Public: post on your profile. Connections: notifies all your connections. Individuals: send to specified individuals. Select **Share**.

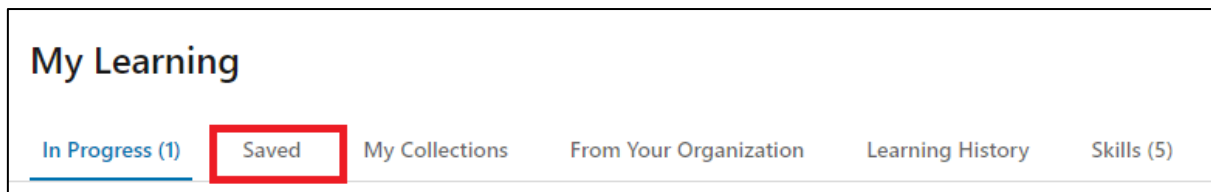


3. To **Save**, **Add to Collection**, **Move to History**, or **Remove**, select **More**.

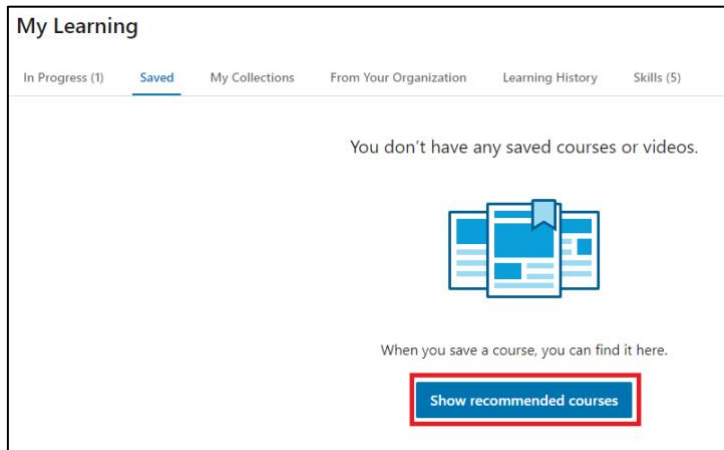


## Saved

1. Select **Saved**. All courses you have saved will appear on this tab.

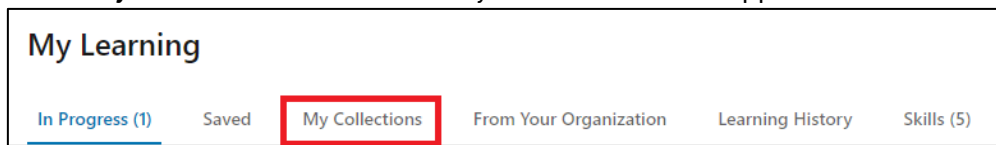


2. Select **Show Recommended courses** to view course based off the skills you have selected.

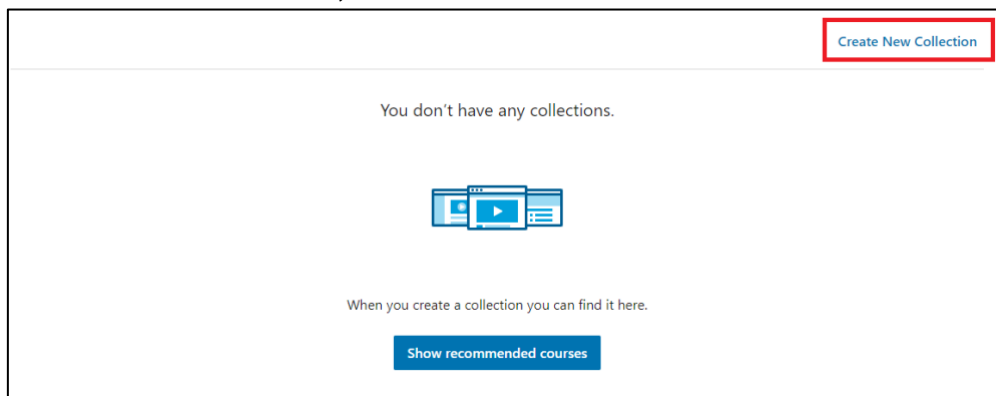


## My Collections

1. Select **My Collections**. All collections you have made will appear on this tab.



2. To create a new collection, select **Create a New Collection**.



3. Add a **Title** and a description if you want. Select **Create**.

Create a new collection

Title \* 150 max character limit

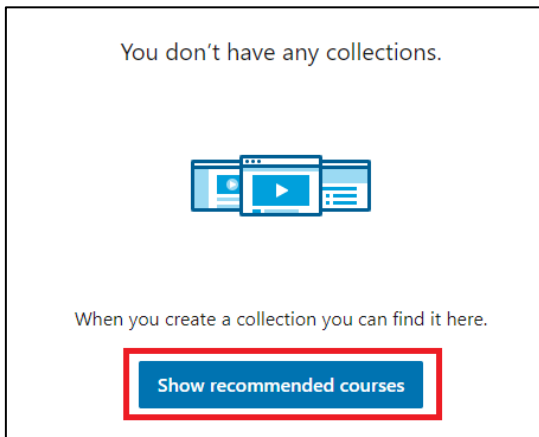
Test

Description 500 max character limit

Describe what's in your collection.

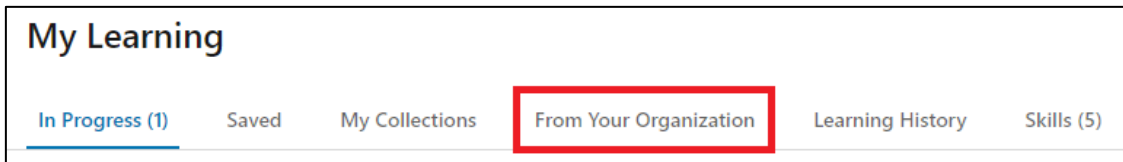
Cancel Create

4. Select **Show Recommended courses** to view courses based off the skills you have selected.

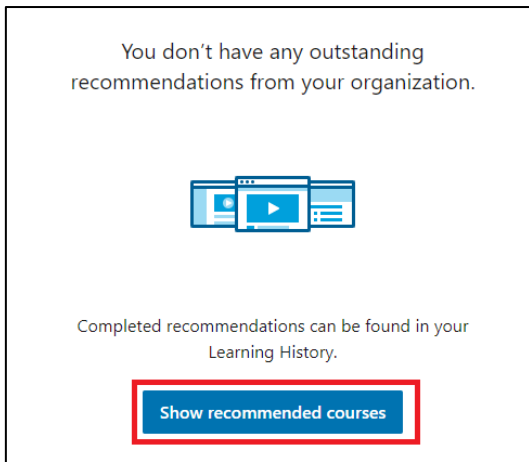


## From your Organization

1. Select **From Your Organization**. All courses recommended or assigned by your organization will appear on this tab.

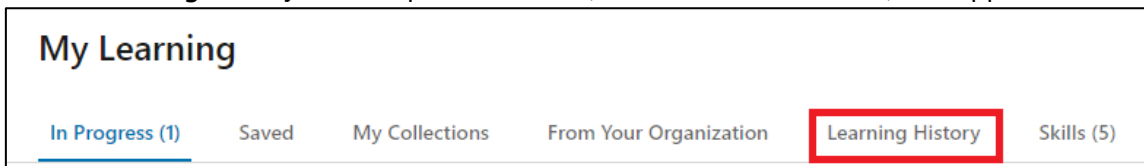


2. Select **Show Recommended courses** to view courses based off the skills you have selected.

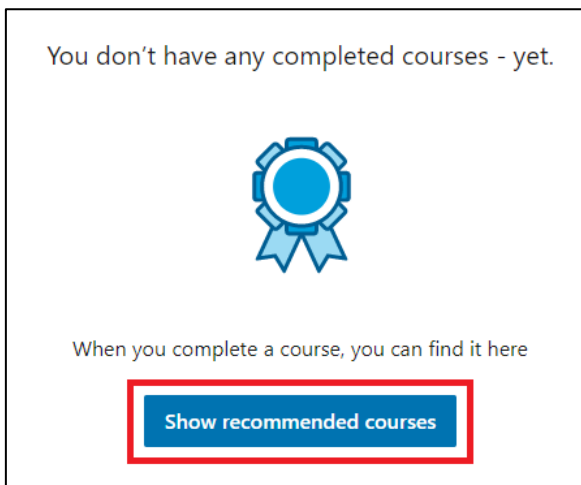


## Learning History

1. Select **Learning History**. All completed courses, or courses moved here, will appear in this tab.

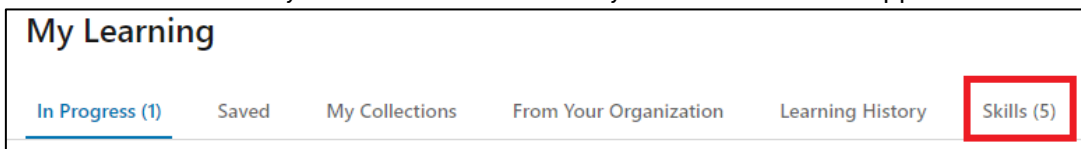


2. Select **Show Recommended courses** to view courses based off the skills you have selected.

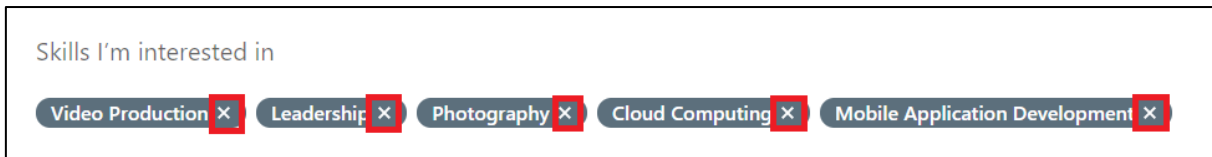


## Skills

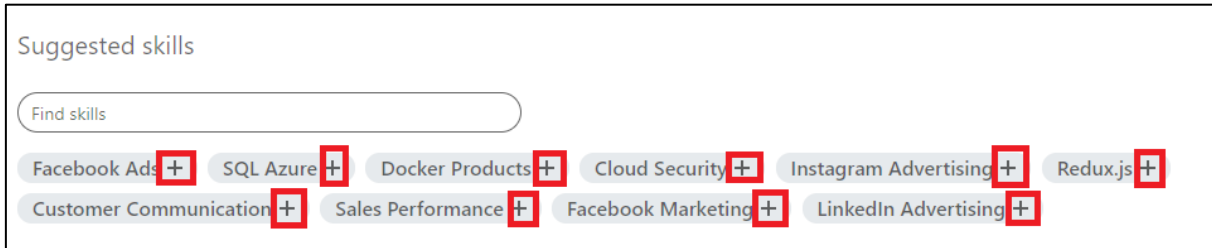
1. Select **Skills**. All skills you are interested in that you have added will appear in this tab.



2. Select the **X** on a skill to remove it.



3. To add a new skill, select the **Plus** on a skill.



4. Search for a specific skill by typing it in the search bar.

