



Grande Prairie, Alberta

www.peacelibrarysystem.ab.ca

Working with Lynda.com



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1 Definitions

Video Tutorials

Video tutorials are videos of varying lengths offering instructions and information on a variety of topics. You can watch a single video, watch multiple videos, make your own playlists, follow a curated playlist or work your way through a Learning Path.

Learning Paths

Learning Paths are curated playlists of videos that support training individuals for a certain career. For example, the career path “Become a Photographer” will be filled with video tutorials of topics, positions, skills and software relevant to those wanting to become a photographer.

STEM

STEM is an acronym meaning **(S)**cience, **(T)**echnology, **(E)**ngineering and **(M)**ath. You may also see the acronym STEAM which stands for **(S)**cience, **(T)**echnology, **(E)**ngineering, **(A)**rt and **(M)**ath. Many of the video tutorials, playlists and Learning Paths on Lynda.com focus on STEM careers and skills.

Download

Downloading is one of the ways video tutorials are made available. You need an internet connection to download a video onto a mobile device or computer. This **WILL** take up space but will allow you to go offline and continue to use the content.

Stream

Streaming is one of the ways video tutorials are made available. You need a continuous internet connection to stream videos on your mobile device, computer or Smart TV. Videos **DO NOT** take up any space on your devices but you have **NO** offline access.

Offline

Offline is when you have no access to internet. With the ability to download videos you can go offline and be able to continue using video tutorials. This comes in handy for remote areas, places without stable or high speed internet access or traveling.

2 About Lynda.com

Lynda.com is a video tutorial library that offers library patrons access to thousands of skill training videos. There are a variety of skills, softwares and careers focused on but the majority of the videos focus on STEM field positions and skills.

Videos are constantly being updated and new videos are continuously being added to ensure patrons are accessing the most up to date information.

This is a patron exclusive resource requiring a barcode and pin login.

Patrons can watch single videos, curate their own playlist, follow pre-curated playlists or take Learning Paths to get a better understanding of what specific careers are and what skills are required.

3 Software & Devices

Smart TVs

Roku and Apple Smart TVs have the option to use the Lynda.com app. Via streaming, you can watch video tutorials on your smart TV. Just download the app on the TV and follow the set-up instructions on the screen.

Browser

Access the Lynda.com website on any browser by going to your library's eResources page and selecting Lynda.com. Via streaming, you can watch video tutorials and use tons of tools to make your learning accessible.

Desktop App

Download the Lynda.com desktop app which will allow you to download video tutorials onto your computer and use them offline.

1. Go to <https://www.lynda.com/apps/desktop-app>
2. Download the app for your operating system.
3. You can access courses two ways:
 - a. Go to your library's eResources page on a browser and select Lynda.com
 - b. Select the "Add A Course" button on the top right of the desktop app.
4. Go to a video tutorial.
5. Below the video player, select the "View Offline" tab.
6. Select the "Download" button.

Mobile App

You can find the mobile app in the Apple App Store and the Google Play app store.

1. Download and open the Lynda.com app.
2. Select "Already a member?"
3. Change the tab from "Individual to "Organization."
4. Locate the second option down called "Web Portal."
5. Type in "peacelibrarysystem.ab.ca"
6. Enter your library barcode, pin, and select "Log in."

4 Accounts

4.1 Create an Account

You don't have to create an account. All you need is your library barcode and pin.

4.2 Use an Account

To access your account on a browser, hover over your name on the top right and choose from the drop down menu.

My Profile will allow you to edit your account information and to flag your interests in order to get relevant recommendations.

Playlists will allow you to create and edit personal playlists. You can also come here to follow curated playlists.

A. Create A Playlist

1. Select the grey "Create new playlist" button in left panel.
2. Enter your playlist name (required) and (optional) description.
3. Select the "Save" button.

B. Delete A Playlist

1. Select the playlist from the left panel.
2. Scroll to the bottom of the playlist.
3. Select the grey "Delete playlist" command on the bottom right.

C. Remove From A Playlist

1. Select the playlist from the left panel.
2. Locate the video you want to delete.
3. Look to the far right of the title until you see the grey x and select it.

D. Reorganize A Playlist

- A. In the column "Priority," enter the number you want to move the video to.
- B. Located the arrow beside the number in queue that the video is in and select it to make it the top priority.
- C. Click and drag the video up or down the queue and release it when it is in the correct order.

Recommendations will suggest videos based on the topics flagged under your profile.

Certificates will show all of the certificates obtained on the account. From here, you can share those certificates on social media including LinkedIn.

Bookmarks has all the bookmarks the account has made on every video. Click on the bookmark you are looking for and it will launch you into the video at the time the bookmark was placed.

5 Home

The screenshot shows the Lynda.com home page. At the top is a navigation bar with the Lynda.com logo, a 'LIBRARY' dropdown, a search bar, and a user profile for 'Hi Samantha'. The main content area is divided into several sections:

- Continue Watching:** A vertical list of three video thumbnails. The first is 'Programming for Non-Programmers with...' (11% Complete), the second is 'How to use Lynda.com' (91% Complete), and the third is 'New Manager Foundations' (16% Complete). This section is annotated with a red box and the letter 'A'.
- My Playlists:** A vertical list of three playlist thumbnails. The first is 'Work Relevant' (14 items), the second is 'Coding' (2 items), and the third is 'Leisure' (7 items). This section is annotated with a red box and the letter 'B'.
- Popular Learning Paths:** A grid of eight learning path thumbnails. The paths are: 'Become a Python Developer', 'Become a Front-End Web Developer', 'Become a Programmer', 'Become an iOS 9 App Developer', 'Become an SEO Expert', 'Become a Project Coordinator', 'Become an Excel 2013 Microsoft Office Specialist', and 'Become a Photographer'. This section is annotated with a red box and the letter 'C'.
- New Popular Popular at Your Organization:** A section with tabs for 'All', 'Business', 'Design', 'Developer', 'IT', 'Marketing', 'Web', 'Photography', 'Video', 'Audio + Music', 'CAD', '3D + Animation', and 'Education + Elearning'. It features two video recommendations:
 - Office 2016 New Features** with David Rivers: Learn about the suite-wide enhancements in Office 2016 and Office 365, as well as program-specific new features in Word, Excel, PowerPoint, and Outlook. 47m 33s | Appropriate for all | Views: 344,221 | 15 hr ago.
 - Lightroom Classic CC 2015 Essential Training** with Chris Orwig: Take your Lightroom skills to the next level. Learn how to manage, enhance, and creatively manipulate your photography with Lightroom Classic CC. 6h 17m | Beginner | Views: 2,123,072 | 15 hr ago.This section is annotated with a red box and the letter 'D'.

Panel A

Up to 3 videos that you have begun watching will appear here. You can click on the play button in the thumbnail and it will pick up right where it left off.

Panel B

You can get a glimpse of up to 3 playlists here. You can click on the playlist title to bring you to the playlist index where you can select what video to start watching.

Panel C

Popular Learning Paths will appear here. If you have begun a Learning Path, that path will be displayed here instead.

Panel D

This section will give recommendations based on what's popular and new. You can sort through with the tabs to find a topic of interest.

6 Browse & Search

6.1 What to Search

You can use the search bar to look up video titles, authors, skills, positions, tasks and software.

6.2 Basic Search Bar

Use the basic search bar on the top of the website to search for authors, software, skills, positions, learning paths and more. The bar will give suggestions as you type.

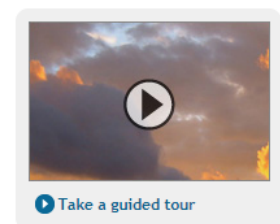
6.3 Browse Library

A. Search the Library A-Z

Locate the “Library” button on the top left and click it to see the full A-Z list of subjects.

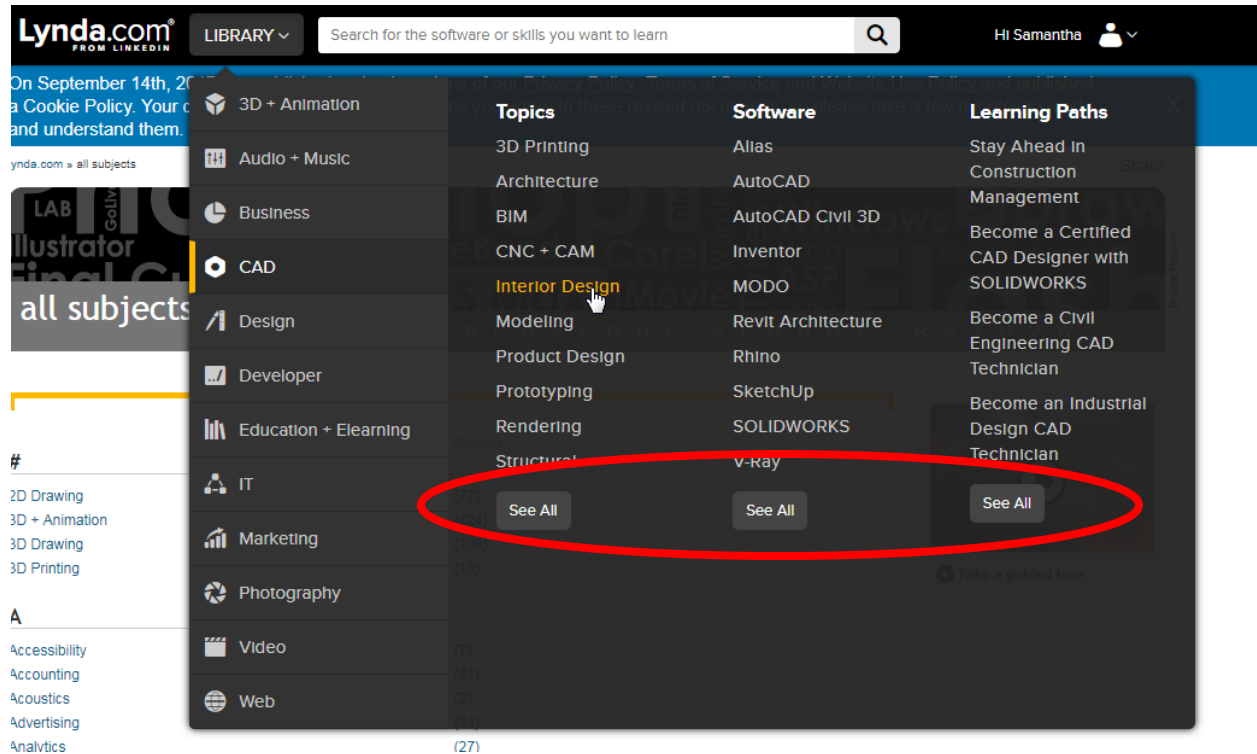


#	Courses
2D Drawing	(77)
3D + Animation	(424)
3D Drawing	(108)
3D Printing	(13)
A	
Accessibility	(7)
Accounting	(41)
Acoustics	(2)
Advertising	(34)
Analytics	(27)
Animation	(127)
Architecture	(160)
Audio + Music	(275)
Audio Effects	(23)
Audio Engineering	(25)
Audio for Video	(41)
Audio Foundations	(11)
Audio Plug-Ins	(33)
Automotive Design	(4)
B	



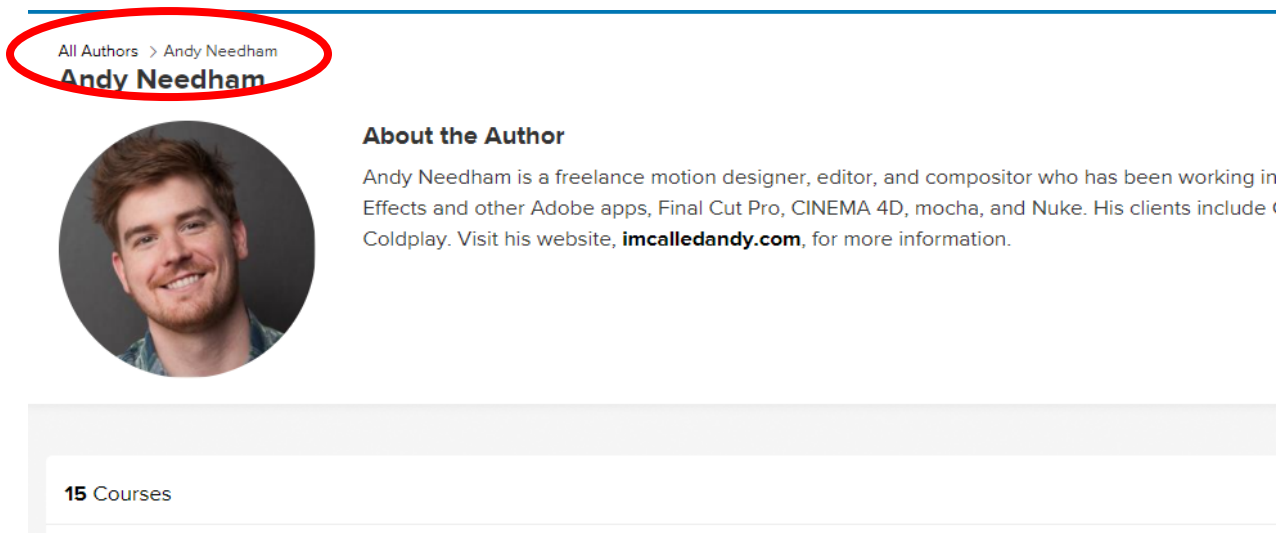
B. Browse Popular

Locate the “Library” button on the top left and hover over it to get the dropdown menu. Hover through the fields and select the topic, software or learning path that you want. You can see the entire catalogue by selecting “See All” under the relevant list.



C. Browse by Authors

Go to a video tutorial and click on the author’s name located in the “Overview” section under the video. You will be brought to their page where you can click “All Authors” on the top left to find the A-Z list.



7 Playlists

7.1 Creating

You can create a personal playlist two different ways.

A. From Your Profile

1. Hover over your profile on the top right.
2. Select “Playlists.”
3. Select the grey “Create new playlist” button on the left.
4. Name your playlist and (optional) give it a description.
5. Select “Save.”

B. On The Go

1. Hover over the video you want to add to your playlist.
2. Locate and select the + sign to the right.
3. Select “New Playlist.”
4. Name your playlist and (optional) give it a description.
5. Select “Create.”

7.2 Add & Organize

Add a Video can only be done to your personalized playlists—not curated playlists that you follow.

1. Hover over the video you want to add to your playlist.
2. Locate and select the + sign to the right.
3. Select the playlist you want to add it to.

Organize a Playlist can only be done to your personalized playlists—not curated playlists that you follow.

1. Hover over your profile on the top right.
2. Select “Playlists.”
3. Select the playlist you want to organize from the panel on the left.
4. You can do three things:
 - a. Click and drag a video up or down the playlist until it is in the order that you want.
 - b. Enter the number you want the video to be placed in within the “Priority” column.
 - c. Jump the video to the first spot by selecting the arrow between the “Priority” column and the thumbnail image.

7.3 Following

Lynda.com has playlists that they curate that you can follow and work through.

1. Hover over your profile on the top right.
2. Select “Playlists.”
3. Select “Go to Playlist Centre” on the bottom of the left panel.
4. Find the playlist you want to follow and select the + sign.
5. You will be brought back to your profile playlist page.

8 Learning Paths

Learning Paths are playlists created focusing on a specific career. Videos within this path will focus on specific skills, tasks or software that are essential for entering that career. This is a fantastic resource for anyone looking at completing post-secondary education to ensure they are going into the right field or to individuals looking to join a new workforce.

The number and length of videos vary in each career. You can get an overview of this information once you select a learning path. The overview page will look something like this:

Learning Paths >

Become a 2D Digital Animator

Use your creativity and technical skills to bring characters and stories to life as a 2D digital animator. Learn how to go from concept to finished animation, using industry-standard tools and the latest techniques from prominent animators in the business.

Learn the basics of animation and character development for 2D.

Apply storytelling principles to your animations.

Practice with exercises in Adobe Animate and Toon Boom Harmony.

[Start learning](#) [Preview the first video](#)

Part of your Lynda.com membership.

- ▶ **29 Hours** of expert-created video tutorials
- ✓ **Practice** to reinforce what you learned
- 📜 **Certify** your achievement
- 🌟 **Advance** your career

1

Learning 2D Animation Principles with Dermot O' Connor
Bring a cast of characters to life. By following the basic principles of animation, you can build characters that interact naturally with their environments, convey realistic emotion, and talk and walk convincingly.
2h 25m • COURSE

2

Animation Foundations: Drawing Cartoon Characters with Dermot O' Connor
Learn to draw cartoon characters for classical cel animation, digital animation, comic books, or just for fun.
5h 22m • COURSE

You can see that there is 29 hours of video tutorials if you want to complete the path for a 2D Digital Animator. Compare that to the following image, where you complete the IT Technician path in 21 hours of videos.

Learning Paths >

Become an IT Technician

Learn the core concepts of PC maintenance to prepare for a job as an IT technician. From deployment, administration, and networking fundamentals for Windows 10 to the basics of PC anatomy and troubleshooting, develop the skills needed to identify and resolve IT issues.

Develop administration and troubleshooting skills. **Learn** installation best practices for hardware and software. **Apply** new skills to resolve network issues.

[Start learning](#) [Preview the first video](#)

Part of your Lynda.com membership.

▶ **21 Hours** of expert-created video tutorials ✓ **Practice** to reinforce what you learned 📜 **Certify** your achievement ⭐ **Advance** your career

1

2

Windows 10 for IT Pros with Jim Boyce
IT professionals: Learn the tools and techniques to manage Microsoft's latest client OS, Windows 10.
3h 3m • COURSE

Learning Windows 10 Deployment with Microsoft Deployment Toolkit 2013 with Matt Heister
Learn how to install and deploy the latest Windows desktop OS (Windows 10) to medium-sized organizations with Microsoft Deployment Toolkit 2013 and other Windows deployment tools.

Learning Paths also tend to include certificates. Once you have completed a learning career that has a certificate attached to it, you will be able to access it and share it to your social media accounts by hovering over your name on the top right and choosing "Certificates."

9 Video Tools

The average video tutorial will look like this:

The screenshot shows a video player interface for a course titled "Human Resources: Job Structure and Design". The interface is divided into several sections:

- Panel A (Left Sidebar):** Contains a "Contents" panel with a search bar and a list of video sections. The sections include "Introduction" (Welcome, Getting the most out of this course), "1. Introduction to Job Design" (What is job design?, Benefits of job design, Principles of job design), "2. Job Design Techniques" (Determining your objectives, Job analysis, Job rotation, Job enrichment, Job enlargement, Writing job descriptions), and "3. The Landscape of Job Design".
- Panel B (Below Video Player):** Contains an "Overview" panel with tabs for "Overview", "Transcript", "View Offline", and "Exercise Files". It displays the author's name (Catherine Mattice Zundel), the release date (7/25/2017), a description of the course, the skill level (Intermediate), and the duration (36m 46s).
- Panel C (Top Right):** Contains a "Layout" button, an "Add to Playlist" button, a "Share" button, and a menu icon.
- Panel D (Bottom Left):** Contains a "Course Feedback" panel with the text "Help us make your experience better".

A. Panel to the left of video player

Table of Contents allows you to jump through the video by chapter. If you have watched a video, there will be an eye to the right of the title. You can see the length of the section directly below the title.

Bookmarks can be created by selecting the bookmark icon to the left of the section title.

Search this Course allows you to search through the transcript so you can get exactly to the point of the video you need.

Notebook allows you to take time stamped notes. Select the "Notebook" tab on the top left of the panel and type in your note. Notes can be exported into a .doc, .pdf and .txt file.

B. Below video player

Overview will allow you to find out who is giving you this information. You can click on the author's name and find out about all the courses they are involved in. You can also see the video description, skill level, length and total views.

Transcript is the tab beside “Overview” and goes through the dialogue of the video. The transcript is highlighted if the video is playing.

View Offline is the tab beside “Transcript” that has offers the download feature. If you have the desktop app, you come to the “View Offline” tab and choose “Start the Download.” The video will download for offline use.

Exercise Files is a tab beside “View Offline.” **Not all videos have exercise files so this tab may not be under your video.** Here you can download the activity sheets or handouts documents referenced in the video.

FAQ is the tab beside “Exercise Files.” **Not all videos have updates so this tab may not be under your video.** If a video has been updated, FAQ will be there to inform you of what has been changed.

C. Toolbar on the top right of the video player

Layout will shift the left panel down and fill the screen above with the video tutorial. You can also select “**Add to Playlist**” to add the video to a personal playlist. You can **share** the video to social media.

Set a Reminder is a feature that can be enabled by selecting the three dots beside “Share” and select “Set Reminder.”

D. Below the panel left of the video player

Offer Lynda.com some information and your review about the course.

E. Bottom of page

Get video suggestions on what to watch next.

10 Mobile App

10.1 Log in

You can find the mobile app in the Apple App Store and the Google Play app store.

1. Download and open the Lynda.com app.
2. Select “Already a member?”
3. Change the tab from “Individual to “Organization.”
4. Locate the second option down called “Web Portal.”
5. Type in “peacelibrarysystem.ab.ca”
6. Enter your library barcode, pin, and select “Log in.”

10.2 Navigation Panel

To access the navigation panel, select the three lines located on the top left. From here, you can jump between your home page, library, playlists, downloads, course history, settings and help.

10.3 Browse & Search

A. Navigation Panel

1. Select the three lines on the top left.
2. Select “Library.”
3. Browse the page or select a specific field to find more relevant videos.
4. Tap on the thumbnail of the video you want to start.

B. Search Bar

1. Select the magnifying glass on the top right.
2. Type your terms into the bar.
3. Filter your results using the icon on the top right.

C. Browse from Home

1. Scroll to the very bottom of the home page.
2. Select “Browse the Library.”
3. Browse the page or select a specific field to find more relevant videos.
4. Tap on the thumbnail of the video you want to start.

10.4 Playlists

10.4.1 Go To

To access your personal playlists:

1. Select the three lines on the top left.
2. Select “My Courses” to open the submenu.
3. Select “Playlists.”
4. Find the playlist you want in the panel on the left.

10.4.2 Create On the Go

1. Find a video you want to make a playlist including.
2. Select the + sign below the thumbnail image.
3. Select “Create New Playlist.”
4. Enter the name of your playlist.

10.4.3 Create In Advance

To create a playlist:

1. Select the three lines on the top left.
2. Select “My Courses” to open the submenu.
3. Select “Playlists.”
4. Select “Create New Playlist” on the left.

5. Enter the name of your playlist.

10.4.3 Add To

1. Find a video you want to include in a playlist.
2. Select the + sign below the thumbnail image.
3. Select the playlist you want to add it to.

10.5 Download

10.5.1 Access Downloads

1. Select the three lines on the top left.
2. Select “My Courses” to open the submenu.
3. Select “Downloads.”

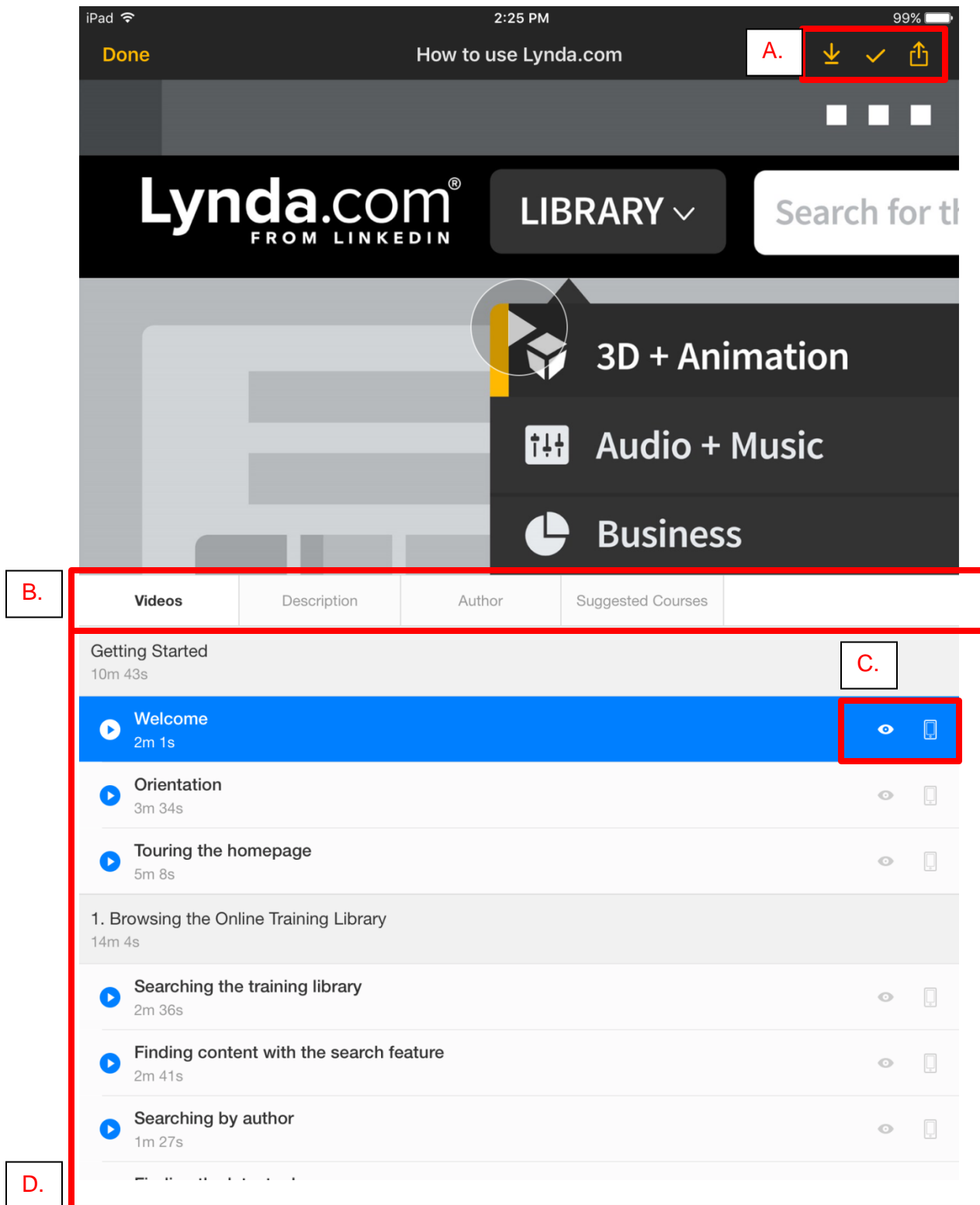
10.5.2 Download Course

Downloading a tutorial on your device will allow you to watch the video offline. This does take up space on the device.

1. Find a video you want to download.
2. Select the thumbnail image.
3. Select the arrow pointing down on the top right.
4. Select “Download Entire Course.”
 - a. If you want to download only specific chapters of the video, select the arrow pointing down in the table of contents below the video player.

10.6 Videos

Your device will look something like this:



Panel A

Use the arrow to download course. Use the checkmark (or + sign) to add or access your playlists. Select the far right button to share the video.

Panel B

Use the toolbar directly below the video player to access the table of contents, video description, author information and suggested courses.

Panel C

A chapter that has been watched will have an eye icon to the right of the title. If the chapter is downloaded to the device, a mobile device icon will be beside the eye icon.

Panel D

Browse through the table of contents. Each chapter has a title and length of video information.

11 Help

Run a search for and watch the video tutorial called “How to use Lynda.com” which will walk you through the basic and advanced features of Lynda.com

Scroll to the bottom of the website and select “Support.”

Open the navigation panel in the mobile app and select “Contact Us.”