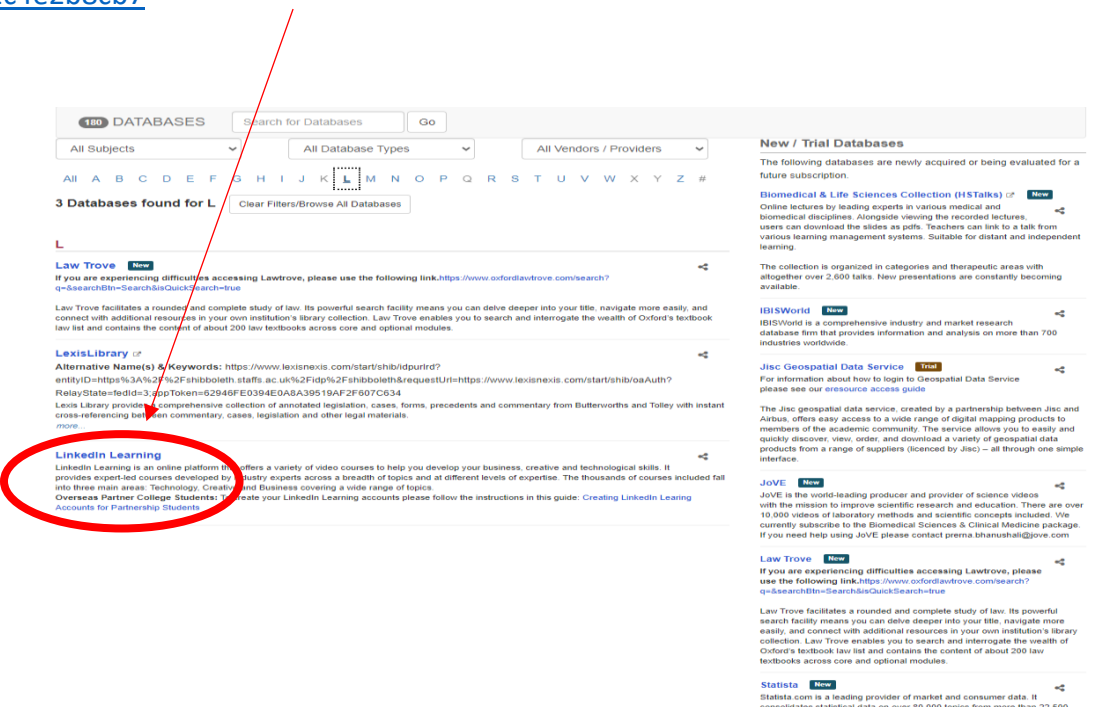


HOW TO ACCESS LINKEDIN LEARNING

Step 1: Please open an incognito window/private window in any browser.

Step 2: To access LinkedIn Learning, open the link:

<https://myapps.microsoft.com/signin/LinkedIn%20Learning/0ed1500d-dec6-4027-a4d4-aa2c4e2b8cb7>

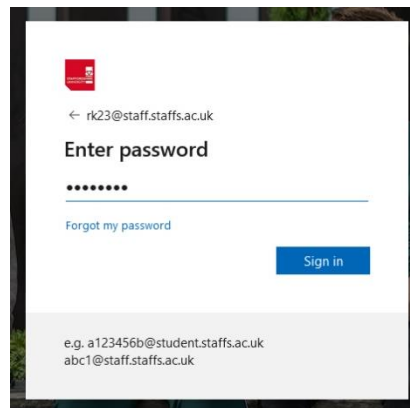
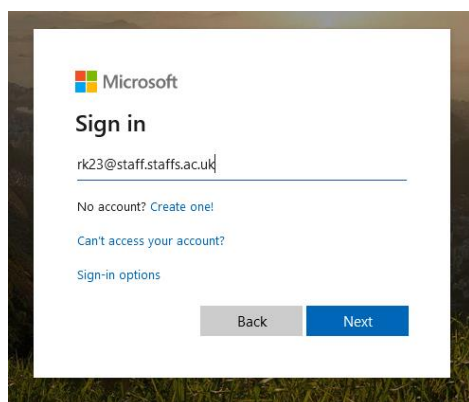


Step 3: Enter your Staffordshire University Institutional email and the password when prompted.

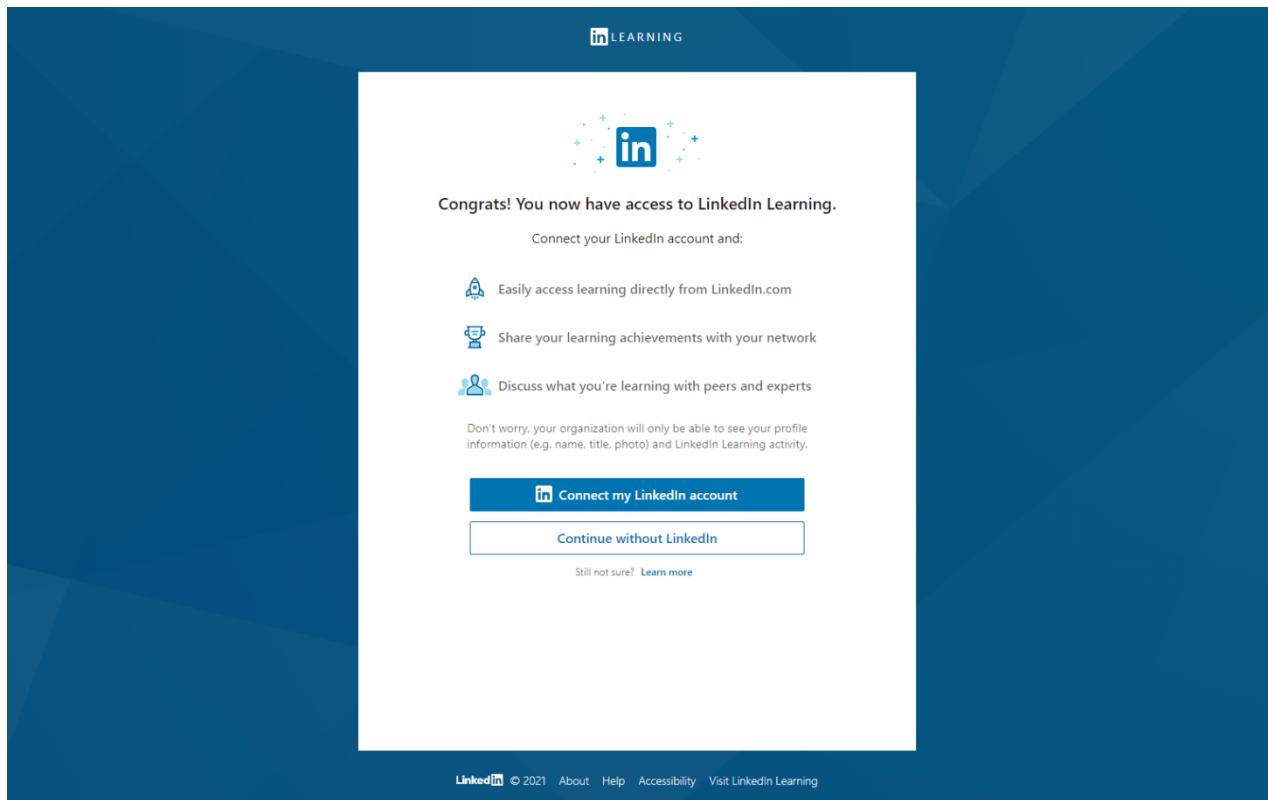
Example:

Institutional Email: a22222b@student.staffs.ac.uk

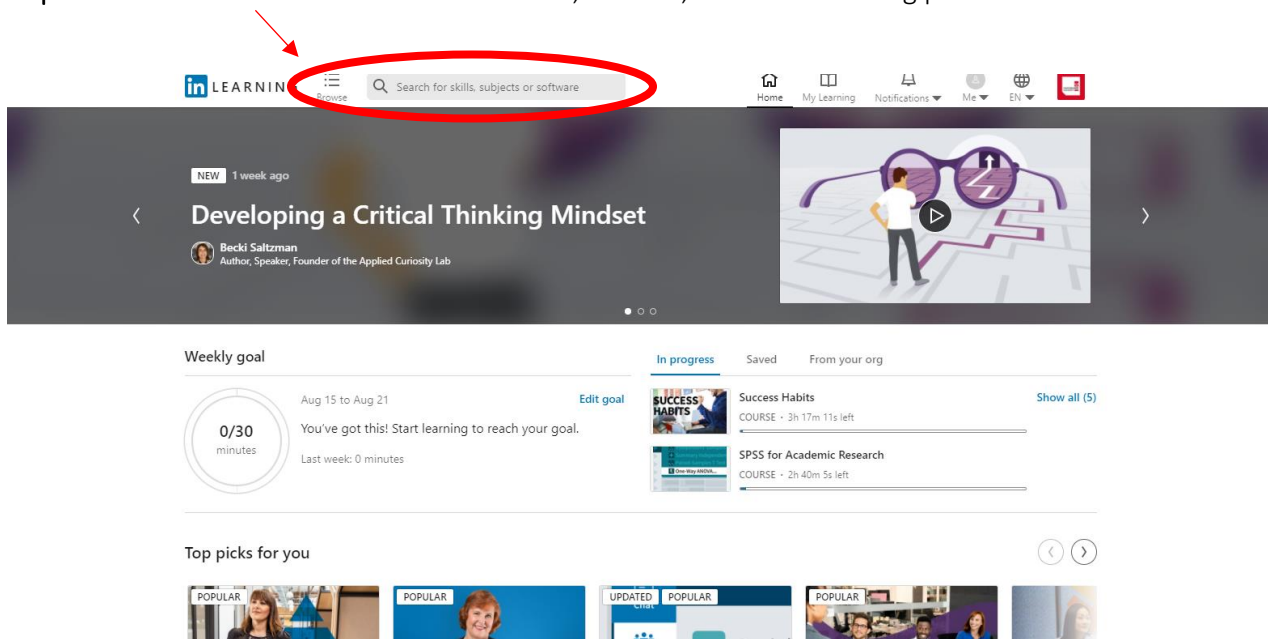
Password: Date of birth in six-digit format of ddmmyy. (eg: 010185) or Default Password sent by SU



Step 4: You will be directed to a window where you can link your LinkedIn account to your LinkedIn Learning account (Choose either to link or not according to your preference).



Step 5: Use the search bar to search for videos, courses, audios or learning paths



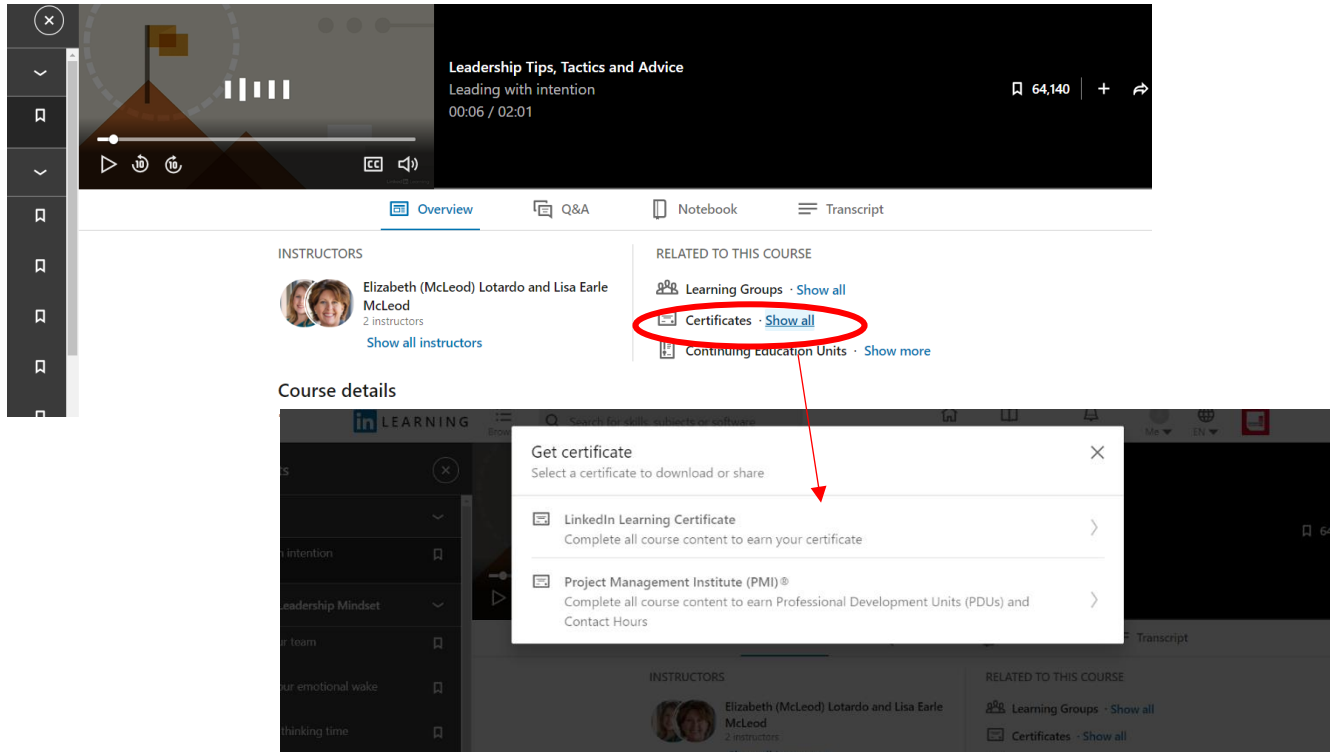
Step 06: Filter your search results using the dropdown menu available the left side of the window.

The screenshot shows the LinkedIn Learning interface. At the top, there is a search bar and navigation icons. Below the search bar, there are several category buttons: Business Strategy, Coaching and Mentoring, Communication, Crisis Management, Decision-Making, Diversity and Inclusion, Executive Leadership, Leadership Skills, Management Skills, Meeting Skills, Nonprofit Management, Organizational Leadership, Talent Management, and Teams and Collaboration. A red circle highlights the 'Filter Results' sidebar on the left. This sidebar includes sections for 'Content by' (LinkedIn Learning: 1,448), 'Type' (Courses: 922, Videos: 11,198, Audio: 615, Learning Paths: 35), 'Level' (Beginner: 533, Intermediate: 430, Advanced: 65), 'Time to Complete' (< 10 mins: 630, 10 - 30 mins: 234, 30 - 60 mins: 469, 1 - 2 hours: 175, 2 - 3 hours: 20, 3+ hours: 44), and 'Software' (LinkedIn: 2, Office: 365). The main content area shows 1,448 results for 'Leadership and Management', sorted by 'Best Match'. The first result is a course titled 'Leadership Tips, Tactics and Advice' by Elizabeth (McLeod) Lotardo and Lisa Earle McLeod, with 87,377 learners. Other results include 'Leadership Mindsets', 'Become a Leader', and 'Become a Manager'.

Step 07: To know more details about a course click on the title.

The screenshot shows the detailed view of the course 'Leadership Tips, Tactics and Advice'. The course is presented in a video player format. On the left, there is a table of contents with sections: 1. Fostering a Leadership Mindset, 2. Critical Leadership Moments, 3. Common Leadership Challenges, and 4. Building a Tribe of True Believers. The main content area includes the course title, instructor information (Elizabeth (McLeod) Lotardo and Lisa Earle McLeod), and a 'Save' button. Below the title, there is a 'Course details' section with a description: 'Lead with intention using the leadership tips, tactics, and advice in this audio-only course. Lisa Earle McLeod and Elizabeth Lotardo explain how to develop a leadership mindset, thrive in crucial leadership moments and challenges, and build a winning team. Discover how to master the leadership opportunities you have at every turn to set direction, build a strong team, and make a lasting impact on your entire organization. By the end of this course, you'll learn how to manage your mindset and behaviors to be a leader others will want to follow.' There is also a 'Learning objectives' section. On the right, there is a 'Related courses' section with recommendations like 'Leading Yourself (2017)', 'Leading with Purpose', 'Sales Fundamentals', and 'Inspirational Leadership Skills: Practical Motivational...'. The video player shows a progress bar at 0:06 / 2:01.

Step 08: Once you have completed following a course you can download the certificates available for the course.



If you need any clarification please write to library@apiit.lk or call +94-11-7675127-129, +94-11-7675215
Thank you