

Step-by-step Instructions on Creating a LinkedIn Learning® Collection

1. Click link to ODU LinkedIn Learning:
 - a. <https://www.odu.edu/ts/software-services/linkedin-learning>
2. Click where it says to “Click here to LOG In with your MIDAS ID and Password”.



3. Click Continue without LinkedIn. A LinkedIn account is not required to participate.
4. Click you are sure you don't want to connect with a LinkedIn account.
5. Click Sign in with Single Sign-on.
6. Click desired training subject area.
7. Set a weekly goal if desired. If not, Click Maybe later.
8. Type a desired learning subject in the Gray-shaded search tool bar at the top of the page in the center (where the hourglass is located).
 - a. This is where you are able to search for various courses you desire to take for yourself. Or recommend for your staff.
9. In order to create a Collection of group learning opportunities:
10. You would click on My Learning at the top of the Page.
11. Then Click on Create New Collection highlighted in Blue.
12. You would then Title the Collection and provide a brief Description of the learning content within this group.
13. Click Forward arrow to share with ODU Community. Select Shared with Old Dominion University. Then cut and paste link that you would e-mail to the individuals you desire to complete the courses.
14. Learners can provide a transcript and/or certificate to confirm successful completion.