LinkedIn Learning User Guide (Faculty & Staff Development)

If this is your first time accessing LinkedIn Learning through Belmont University, begin with the First Time User Activation Instructions and Activation Link. Once you complete those steps, return here and follow the below instructions to access LinkedIn Learning for your own development.
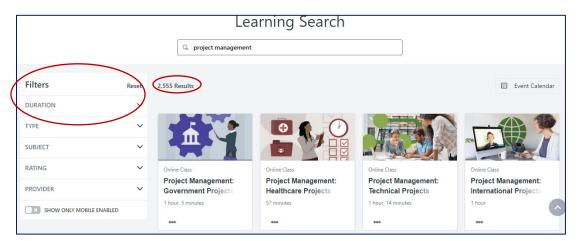
1. Log into My Belmont, click on the **Human Resources** tab (top menu) and click **Belmont Be You.**
2. Hover over **Learning** and click on **Learner Home**.
3. Use the **Search** box to type in keywords for any course of interest.

> Hi Meg! What would you like to learn today?
>
> 🔍 Search for learning

4. For example, if I wanted to develop project management skills, I would type **Project Management** into the **Search** box, as shown below and then click on **Enter**. The list of project management courses will appear.

> Hi Meg! What would you like to learn today?
>
> 🔍 Project Management

5. Note: LinkedIn Learning has a lot of course options. Your search may return hundreds (or thousands) of results. Utilize the Filter feature to narrow your search by course length.
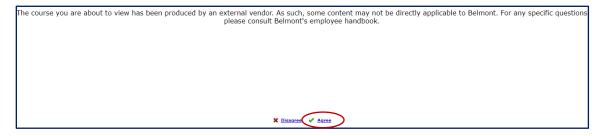

6. Click on a course title for a description of that course. Your screen should look similar to the picture on the next page. If you want to take this course, click the blue **Launch** button. If you don't want to take this course, click the back arrow to return to your search results.

ONLINE CLASS

Project Management: Solving Common Project Problems

Last Updated 08/04/2022   Duration 1 hour, 5 minutes

Details

View Chris's LinkedIn Newsletter When you're balancing the triple constraints of project management (cost/quality/time) and trying to accomplish something new, problems are bound to crop up. In the course, project management trainer Chris Croft shows how to solve the most common problems that arise when working on projects. By breaking these issues into 4 major categories—people problems, quality problems, cost problems, and time problems—he provides helpful advice and techniques for how to handle them.

Show More

Launch

or

Assign

7. After clicking Launch, your screen should look similar to the picture below. Read the statement and click **Agree** to proceed to the course.

The course you are about to view has been produced by an external vendor. As such, some content may not be directly applicable to Belmont. For any specific questions please consult Belmont's employee handbook.

✖ Disagree   ✔ Agree

8. Your screen should look similar to the picture below (myBelmont login screen). Type your myBelmont Login and Password and click Login to reauthenticate and launch the course.

BELMⓂⓎNT

Login:
Username

Password:
Password

LOGIN

9. The course will begin. It will also be added to the Active section of your Learning Transcript (see picture below). If you need to pause the course and return at a later time, you can access the course via your Learning Transcript by hovering over Learning (in Belmont Be You) and clicking on **View Your Transcript**. Once you complete the course, it will show in the Completed section of your Learning Transcript.

Transcript: Meg Arnold

View Team •••

Use the transcript to manage and track your training. To view your completed courses, click on the dropdown arrow next to "Active" and select "Completed."

Filter by Training Status	Sort by	Filter by Training Type	Search by Keyword
Active	Due Date	All Types	Search

Search Results (3)

How to Use LinkedIn Learning
Due : No Due Date   Status : In Progress   **Launch**

Project Management: Solving Common Project Problems
Due : No Due Date   Status : In Progress   **Launch**