



A guide to LinkedIn Learning admin

Staff wishing to curate and share LinkedIn Learning content with students and other staff should complete a [form to request Administrator access](#) then read this document to find out how.

As an administrator, you have two ways of using LinkedIn Learning:

- As a learner yourself and
- As an administrator sharing and recommending content to others

To focus on your own learning use the Learning portal/view

In the Learning portal you can find and watch content, save content to watch later and put together 'Collections' of videos that only you can see. You can also see what other people have recommended to you and keep track of your learning history.

To find and recommend resources for others, use the Admin portal

In the Admin portal, you can

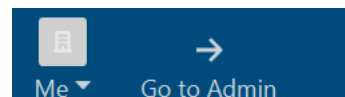
- Share videos and courses with others (create links that you can share via studentcentral, staffcentral, email etc)
- build Collections and Learning paths that can be shared with others

And if you are a group administrator, you can additionally

- recommend videos, courses, collections and learning paths to specific groups
- View reports and monitor the groups' use of your recommendations

1 Moving between the Learning and Admin portals/views

If you have admin access, when you are in the Learning portal, you will see the Go to Admin button on the right of the top menu bar. Selecting this opens the Admin portal in a new browser tab.



When you are in the Admin portal, you will see the Go to Learning button on the right of the top menu bar. Selecting this opens the Learning portal in a new tab.

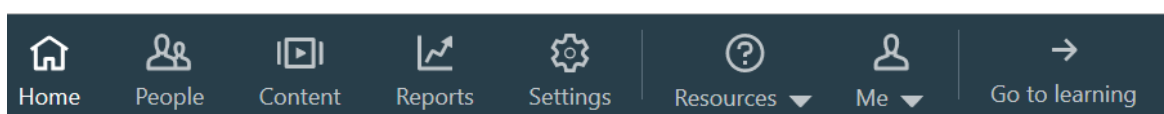
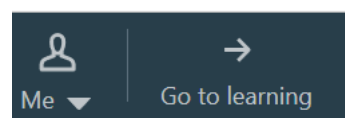
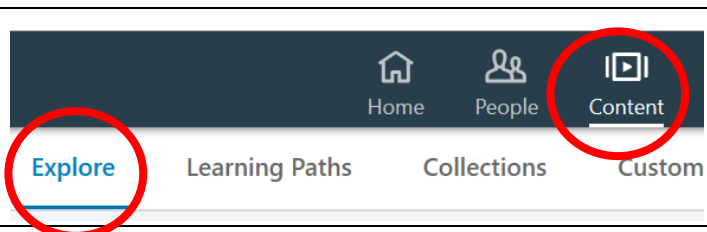


Figure 1 the Admin portal menu bar

The information in this guide describes using the Admin portal.

2 Sharing resources with others

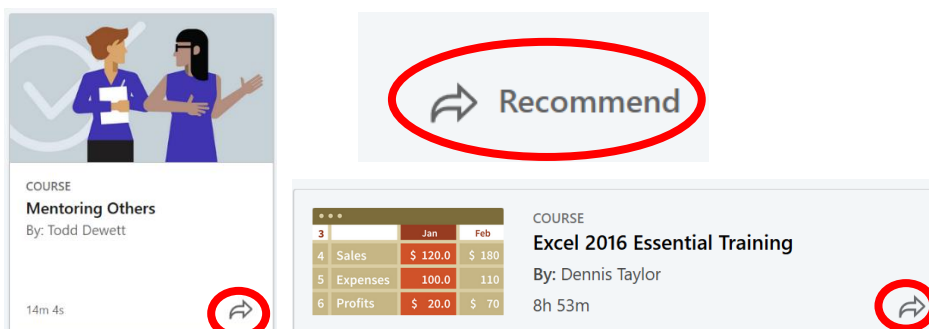
In the Admin portal, you can still search for and view content if you: Select, **Content** from the top menu bar and then **Explore** from the lower menu bar.



When you are in the admin portal, look out for the **Recommend** icon



The Recommend icon appears alongside details of courses and videos, as well as within courses that you are viewing (as shown below).

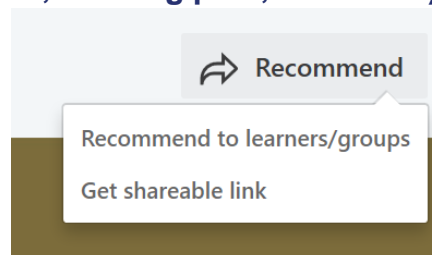


2.1 How to share a resource (video, course, learning path, collection)

1 Click the **Recommend** button to see two options:

- Recommend to learners/groups and
- Get shareable link

If you only see options for Facebook and Twitter, this means you are in the Learning portal – move to Admin portal



2 Select **Get shareable link** to copy a link that you can use in an email, on studentcentral, staffcentral, other websites and social media.

Useful to know

The Link you copy will look something like this:

<https://www.linkedin.com/learning/excel-2016-essential-training?u=67552674&auth=true>

The characters after u= (shown in red) will make sure that whoever clicks the link will go through the university's login page and will have full access to the videos and exercise files on LinkedIn Learning.

The option **Recommend to learners/groups** allows you to assign resources to a group and then monitor the group's use of the resources. You can only use this option if you have asked to be set up as group administrator. See below for more information on groups and reporting tools.

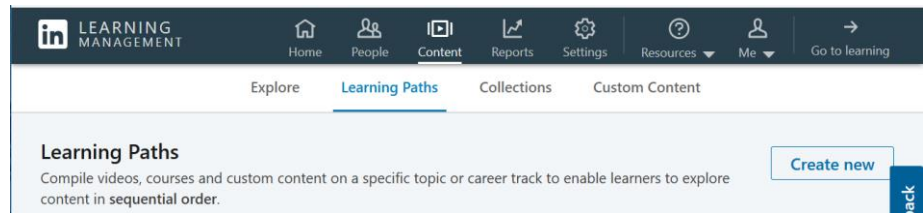
3 Building Collections and Learning Paths

A **Learning path** is a selection of videos and courses that have been put together on a certain topic, or to develop a skill. They are designed to be viewed in a particular

order and can be broken down into sections. You can add notes to Learning Paths and include your own content, such as videos and text files stored on other systems outside LinkedIn Learning.

To create, edit and manage your Learning Paths, check you are in the Admin portal and then:

- 1 From top menu bar, select **Content**
- 2 From the lower menu bar, select **Learning Paths**
- 3 Select **Create** to start building a new Learning Path



Essential to know

Your Learning Path won't be saved until you select Publish
 You can't select Publish until you have added at least one content item to your Learning Path.
 Learning Paths and Collections can be seen by all other users of the Admin portal
 Don't delete Collections or Learning Paths that aren't yours!

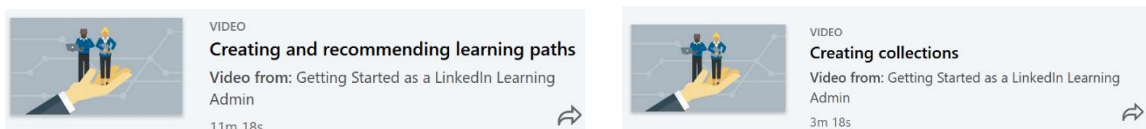
A **Collection** is similar to a Learning Path except that

- They are not designed to be viewed in a particular order
- You can't divide them into sections

To create, edit and manage your Collections:

- 1 From top menu bar, select **Content**
- 2 From the lower menu bar, select **Collections**
- 3 Select **Create New** to start building a new Collection

For help on building Learning Paths and Collections, see these videos in the course "[Getting Started as a LinkedIn Learning Admin](#)":



3.1 Custom content in Learning Paths and Collections

You can add links to online resources, stored outside LinkedIn Learning. For example, instructions in a document or a video you stored in YouTube, or on our own Mediatream service.

Any custom content you add to a Learning Path, or Collection can be viewed and managed through the **Custom Content** area.

Members of the university can find your custom content, by searching in LinkedIn – choose a name that will help identify its relevance, for example include 'Brighton' in the title, or a module/course code.

4 Working with groups and monitoring their use of resources

If you are set up as a group administrator, you can recommend/assign resources to specific groups and then view reports and monitor the group's use of the resources you have recommended.

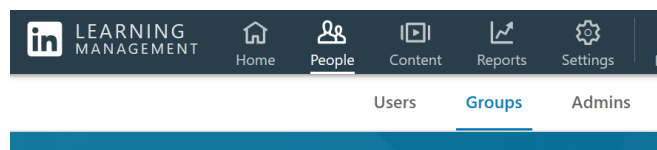
If you want to do this, you must let Information Services know which group(s) you want to work with. A group can be a module, a course, or a team of staff or students in a school or department. You can use [this form to ask to be a group administrator](#) .

4.1 How it works

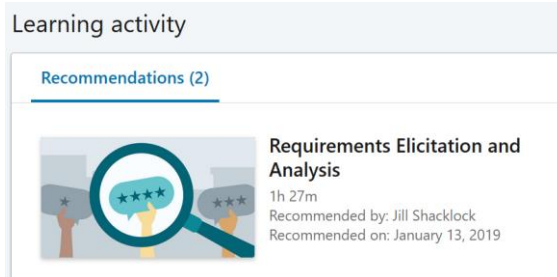
- Information Services create a group in LinkedIn Learning containing the members you requested
- You are set-up as the group administrator. You can add other colleagues as group administrators.
- You recommend resources to the group by selecting the option **Recommend to learners/groups** – you can then find the group by starting to type the name of the group
- Members of the group will see the resources you have recommended to them on their LinkedIn Learning home page – see **From your Org**. To ensure they find your recommendation we suggest you also send them an email, or link to the resource from studentcentral.



You can view the groups you manage by selecting **People** from the top menu and **Groups from the lower** menu



If you scroll down below the list of members, you can see the Learning Activity of the group.




Select a resource you have recommended to the group and you will see an overview of their viewing activity

- Use the Reports area for more detailed information, select **Reports** from the top menu and then select **Recommendation History** from the lower menu.

Dashboard **Recommendation History** Download Reports

Recommendation History

Content recommended	Total # learners	Completed	In progress	Not started	Moved to history
 <p>COURSE Requirements Elicitation and Analysis 1h 27m Recommended by: Jill Shacklock Recommended on: January 13, 2019 Add due date</p>	2 Learners	0% 0 learners	0% 0 learners	100%	0%

Download Detail Report
Delete Recommendation

For each resource you have recommended, you will see an overview with percentages of completion and in progress. If you click on the three dots to the right you can download a detailed report, which will show the progress of each individual group member. **NEEDS checking when we move.**

5 References

Form to request admin access <https://brighton.onlinesurveys.ac.uk/linkedin-learning-admin-request>

Recommended videos on LinkedIn Learning

Creating and recommending learning paths: <https://www.linkedin.com/learning/getting-started-as-a-linkedin-learning-admin/creating-and-recommending-learning-paths-2?u=67552674&auth=true>

Creating collections: <https://www.linkedin.com/learning/getting-started-as-a-linkedin-learning-admin/creating-collections?u=67552674&auth=true>

Creating custom content: <https://www.linkedin.com/learning/getting-started-as-a-linkedin-learning-admin/creating-custom-content-2?u=67552674&auth=true>

For group administrators

Viewing recommendation history: <https://www.linkedin.com/learning/getting-started-as-a-linkedin-learning-admin/viewing-recommendation-history-4?u=67552674&auth=true>