Student, Faculty & Staff User Guide for Lynda.com

Prepared by

Information Technology Division

Lehman College, CUNY

May 6, 2015

Lynda.com is a comprehensive library of software and business-related training courses accessible over the web. Topics include basic desktop programs, graphic design, and advanced application development. The complete online learning library from lynda.com is available from two workstations, one in the IT Center Faculty Lab and one in the Lehman Library. To view the collection of over 1500 available titles visit Lynda.com and select the subject or the software tab at the top of the page.

To use the license in the IT Center Faculty Lab, contact the IT Center Help Desk by email at help.desk@lehman.cuny.edu, by telephone at (718) 960-1111 or by visiting the Help Desk in person. Please indicate the dates and times you would like to use the workstation. You may reserve the workstation for up to two hours with a single reservation. The Help Desk will let you know if the time slot is available or if you need to select another time. At the time of your reservation, please check in at the Help Desk to receive a brief document explaining how to use of the system and a set of headphones. To use the license in the Lehman Library, contact the Lehman Library Reference Desk by telephone at (718) 960-7766. Please note that Lynda.com is currently available in Computer Lab B27B on station #1 in the Library. There is a sign next to the PC indicating its availability.

<u>Using the lynda.com Online Learning Library</u>

1. Direct your preferred browser to http://iplogin.lynda.com.
2. Click on **log in** in the upper right of the lynda.com home page:
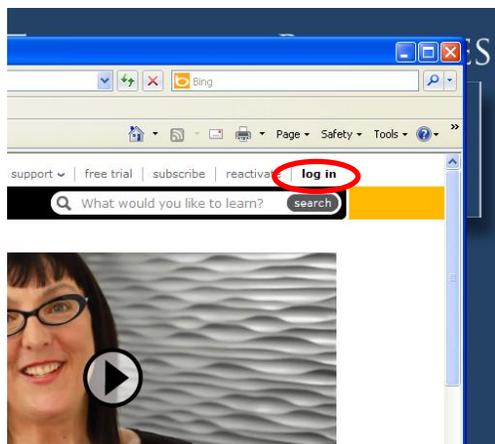
3. Click on **go** under **Free access to lynda.com**:
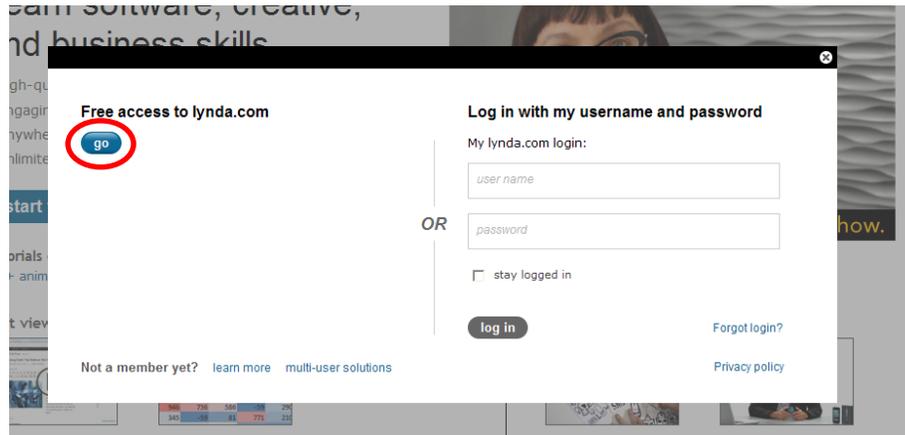
4. Click on **Browse the library** or enter a term in the search box to view course offerings:
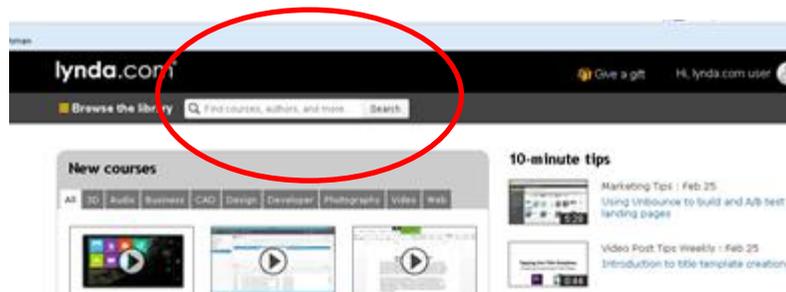
5. Click on **All Software** in **Browse the library** to see an alphabetized list of all topics:
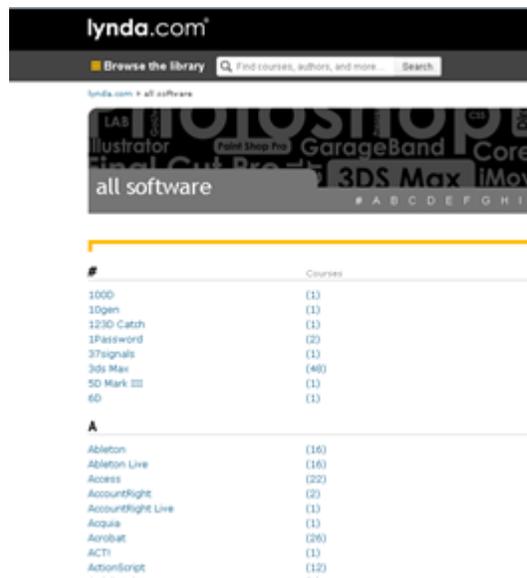
6. Find the course that interests you. For example, suppose you select **Acrobat** from software tab. You will see a list similar to the following. Click on the course you want to view, for example, **Acrobat XI: Creating Forms**.
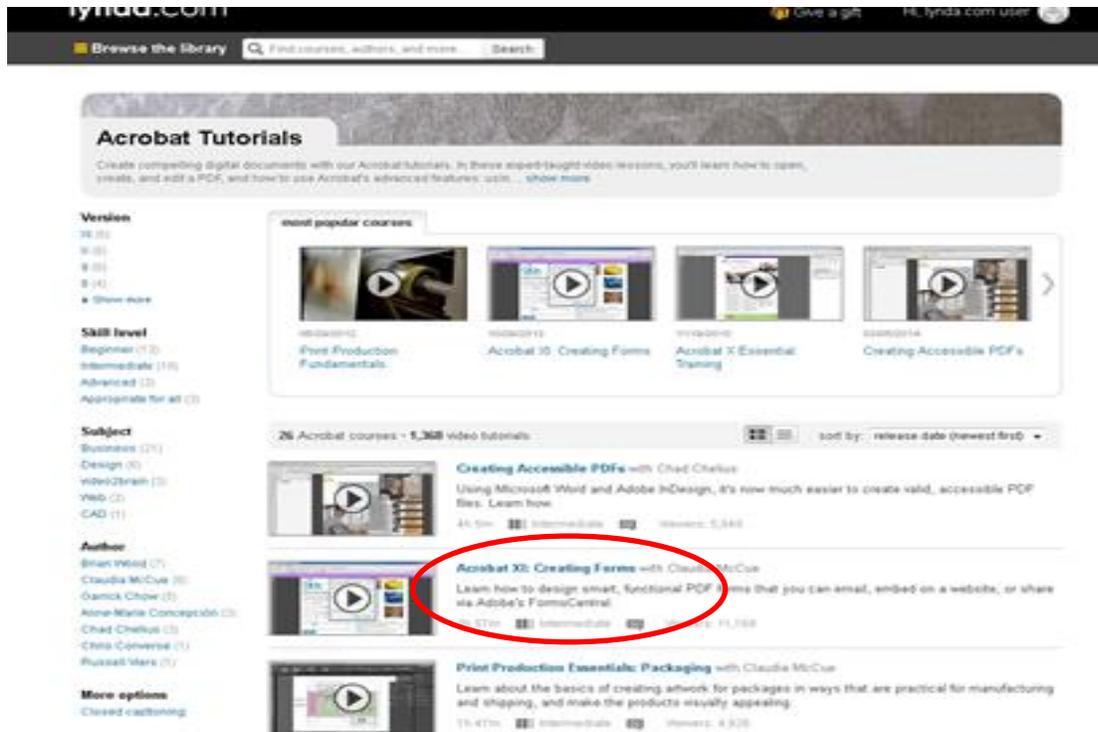
6. The table of contents pane on the left shows the titles of each section of the course and the duration of each of the videos. Clicking on the title, e.g. Welcome, will play the video. Lynda.com does not keep a record of which sections you completed. You may, therefore, want to keep a written record of your own of your progress through a course.
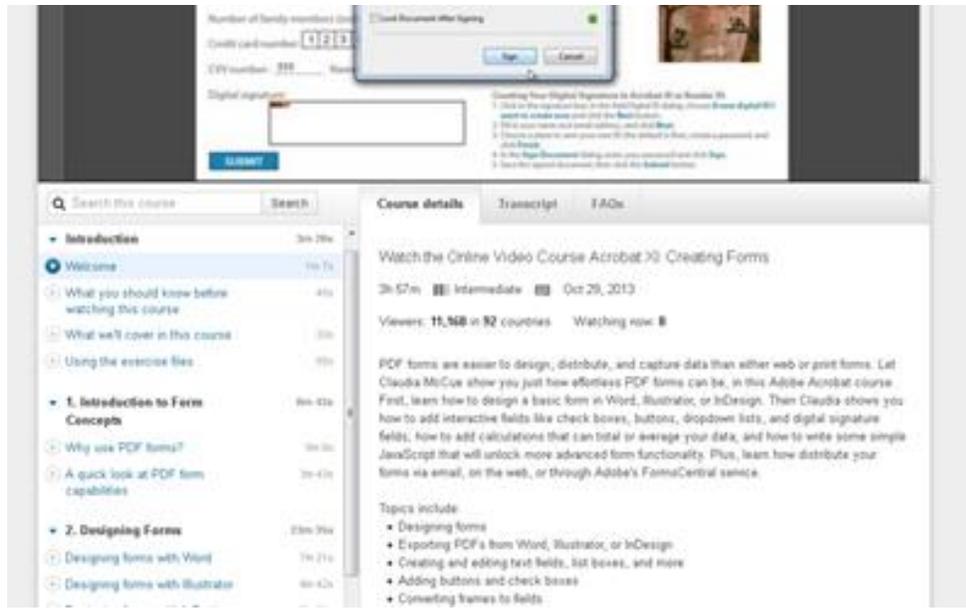
7. From any lynda.com page select **support** in the upper right for help on using the system: (CHECK)
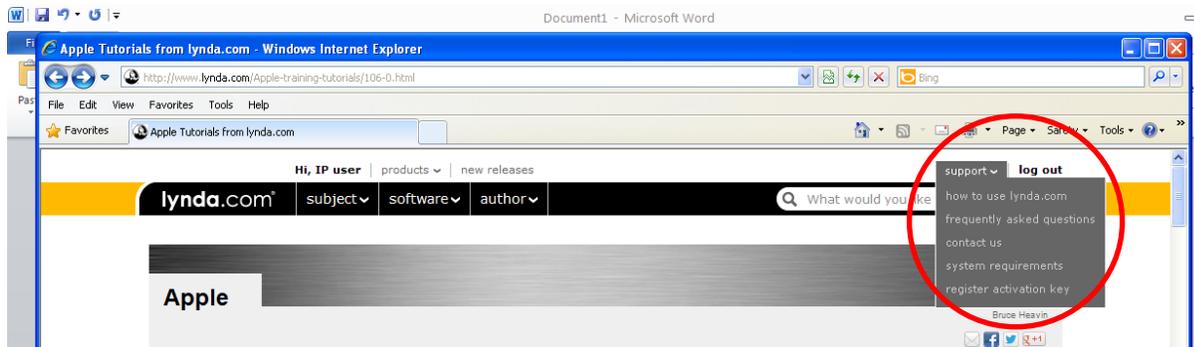
8. Some courses come with practice or exercise files in .zip format. These files can be downloaded, extracted, opened and edited while taking a lynda.com class. However, if you save the files on the desktop they will be erased when the computer is restarted. We recommend that you save the exercise files to a portable storage device such as a flash drive that you can use the next time you invoke the course.   (CHECK)

To obtain the exercise files, select the **exercise files** tab from the course page:
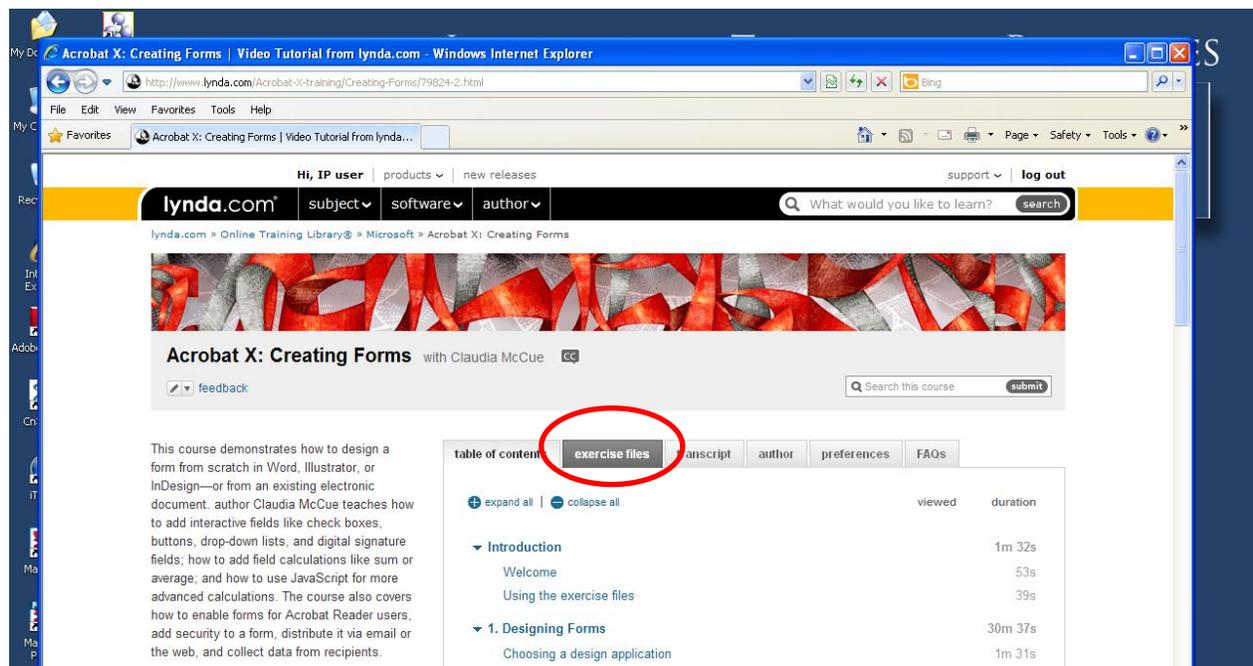
9. Select **Log out** at the end of your session.
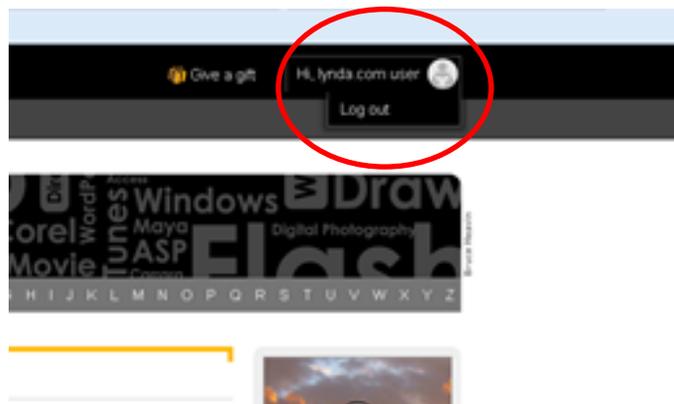
If you have any questions please contact the Help Desk by phone at (718) 960-1111 or by coming into the Academic IT Center in Carman Hall Room 108 or the Library or email us at help.desk@lehman.cuny.edu.