

LINKEDIN LEARNING: CREATE A COLLECTION

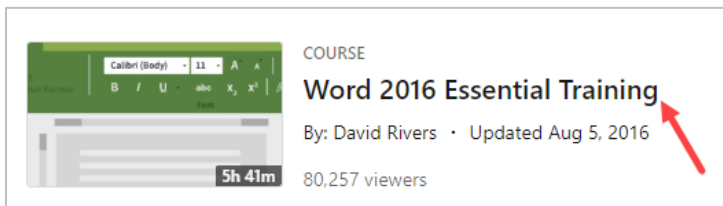
Create a collection of specific videos and share them with your class.

Instructions

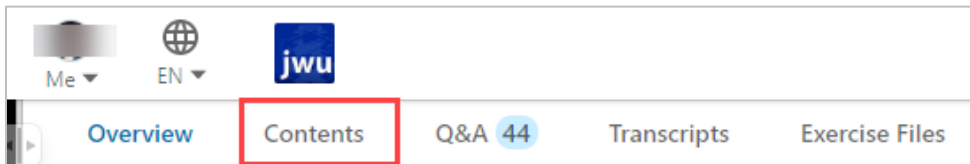
1. Go to the JWU link for LinkedIn Learning and log in with your JWU username and password: <http://linkedinlearning.jwu.edu>
2. If you wish to create a “Word” collection of videos, simply **type it** into the search bar and then hit **return**.



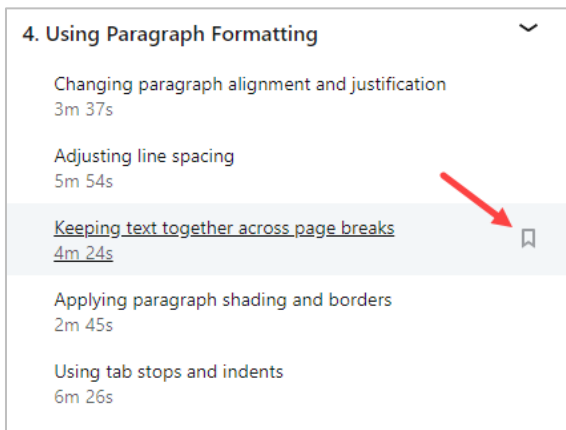
3. Select your video from the list by clicking the **title**.



4. Click on the **Contents** tab to view sections of the video.

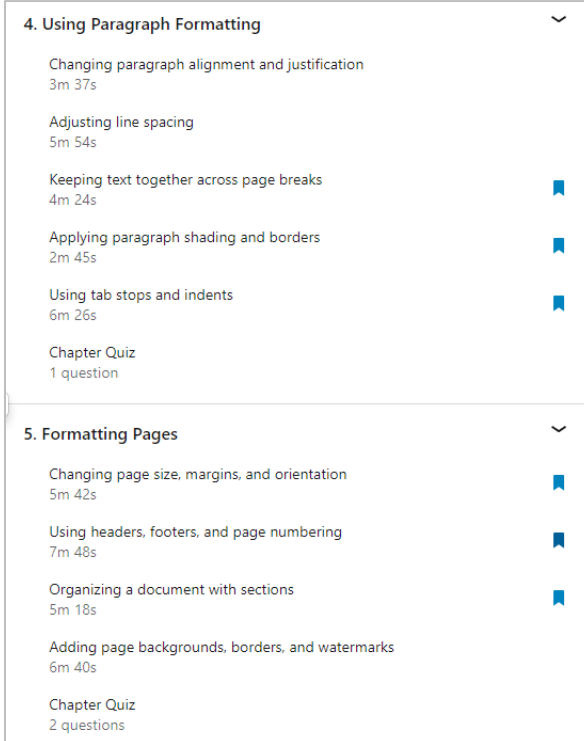


5. Scroll through the sections of the video. To add a video chapter to your collection, hover with the mouse and then click the **bookmark icon**.



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6. Scroll through the video to find any additional video chapters to add to your collection and once again click the bookmark icon to save them.



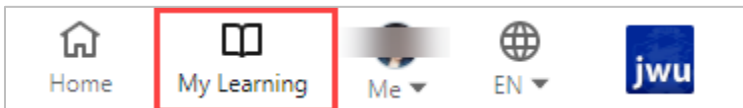
4. Using Paragraph Formatting

- Changing paragraph alignment and justification
3m 37s
- Adjusting line spacing
5m 54s
- Keeping text together across page breaks
4m 24s
- Applying paragraph shading and borders
2m 45s
- Using tab stops and indents
6m 26s
- Chapter Quiz
1 question

5. Formatting Pages

- Changing page size, margins, and orientation
5m 42s
- Using headers, footers, and page numbering
7m 48s
- Organizing a document with sections
5m 18s
- Adding page backgrounds, borders, and watermarks
6m 40s
- Chapter Quiz
2 questions

7. When done, to access your collection, from the toolbar click **My Learning**.



Home My Learning Me EN jwu

8. Click **Collections** and then **Create New Collection**.



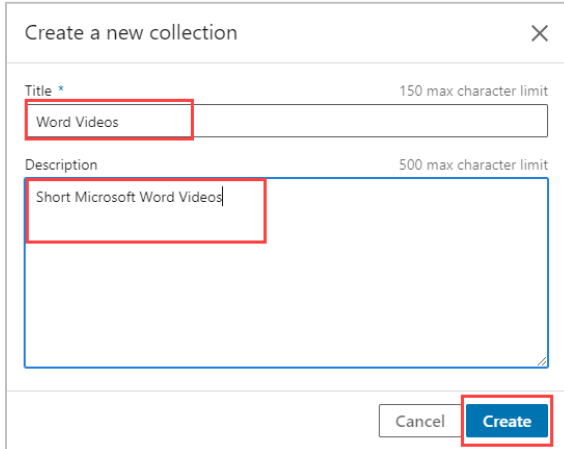
My Learning

In Progress (17) Saved (9) Collections (9) From Library (6) Skills (12)

Create New Collection

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9. Provide a **title** and **description**. Click **Create** when done.



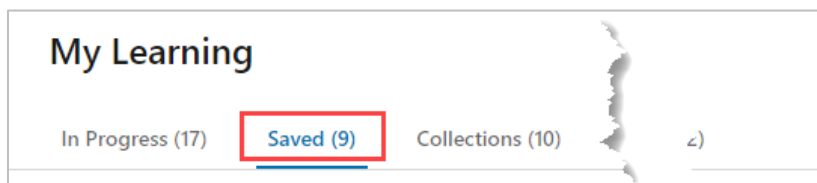
Create a new collection

Title * 150 max character limit
Word Videos

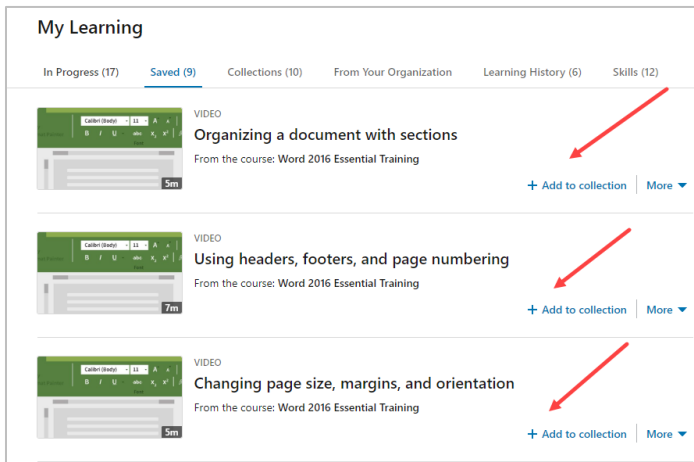
Description 500 max character limit
Short Microsoft Word Videos

Cancel Create

10. Next, click on **Saved** to access the video chapters previously selected.



11. Click **Add to Collection** for each video you wish to add to the collection previously created (you can only add each video chapter one at a time).



My Learning

In Progress (17) **Saved (9)** Collections (10) From Your Organization Learning History (6) Skills (12)

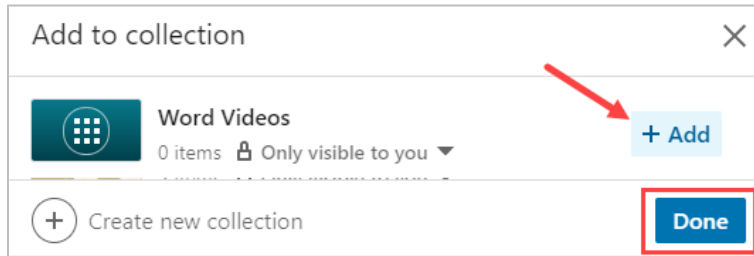
VIDEO
Organizing a document with sections
From the course: Word 2016 Essential Training
+ Add to collection | More

VIDEO
Using headers, footers, and page numbering
From the course: Word 2016 Essential Training
+ Add to collection | More

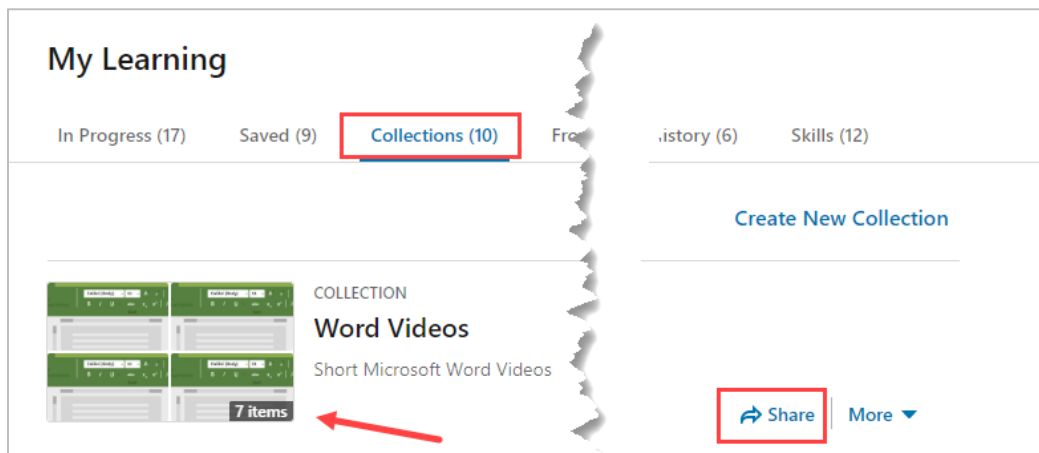
VIDEO
Changing page size, margins, and orientation
From the course: Word 2016 Essential Training
+ Add to collection | More

Click **Add** and **Done**. **Repeat** this step for each video chapter you wish to add as part of this collection.

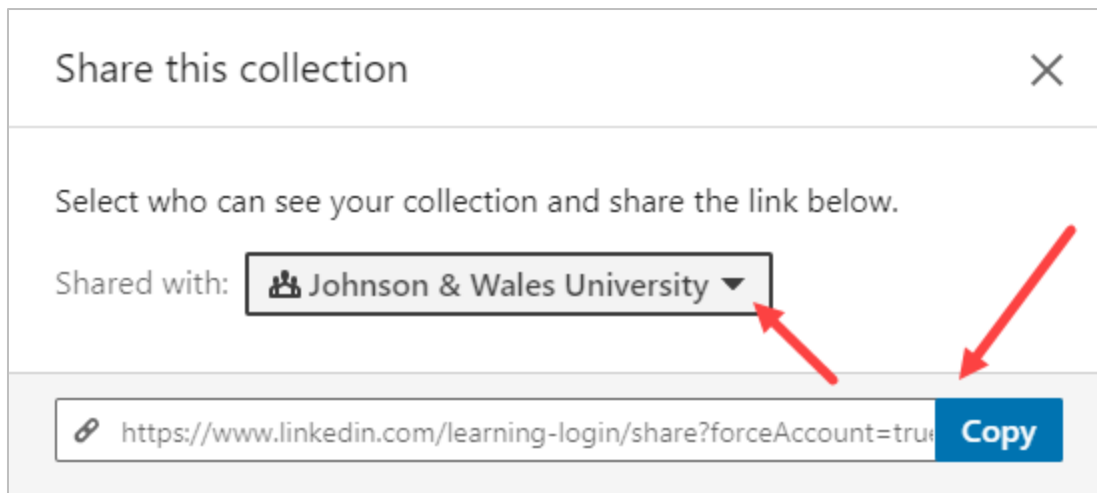
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12. Once you have all the video chapters added to your collection, click on **Collections** and then click **Share**.



13. Select **Johnson & Wales University** from the Shared with menu and then click **Copy**.



14. Share this URL with your students [in ulearn](#) or via email.