



Weill Cornell Medical College
Samuel J. Wood Library

Presents:

Getting Started

with



lynda.com

Getting Started



Welcome to *lynda.com*, Weill Cornell's newest portal to near-limitless learning! Access to thousands of IT-focused video tutorials, including many of the most popular ITS-supported tools and services, begins as soon as you log in!

lynda.com However You Like It

Use *lynda.com* at home or at work, on almost any platform!

You can access *lynda.com* content from your Windows or Mac computer, any mobile device (via the *lynda.com* app), and even on your Virtual Desktop session! Additionally, you can choose to view the content via Adobe Flash or HTML 5 (please note that HTML 5 is not supported by Firefox). Try it from anywhere, and from ANY network!



lynda.com & WTMS

When should I use each?

lynda.com

General video-based training, including IT-focused subjects like:

- Office 365 Essential Training
- Cybersecurity for Beginners
- Getting Started in Microsoft SharePoint
- Adobe Acrobat Essentials

View all courses, videos, and articles at lynda.com.

Weill Training Management System (WTMS)

Custom-created content with a focus on WCMC business practices, including:

- HIPAA Certification
- Weill Business Gateway Navigation
- HR New Employee Orientation
- New Investigator Orientation

Classes and content are found via the ESS tab in the **Weill Business Gateway**, and at courses.med.cornell.edu.

Questions? Comments? Email its-training@med.cornell.edu

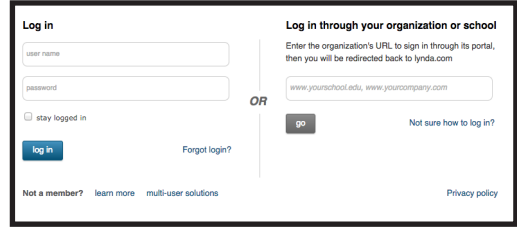


Basics

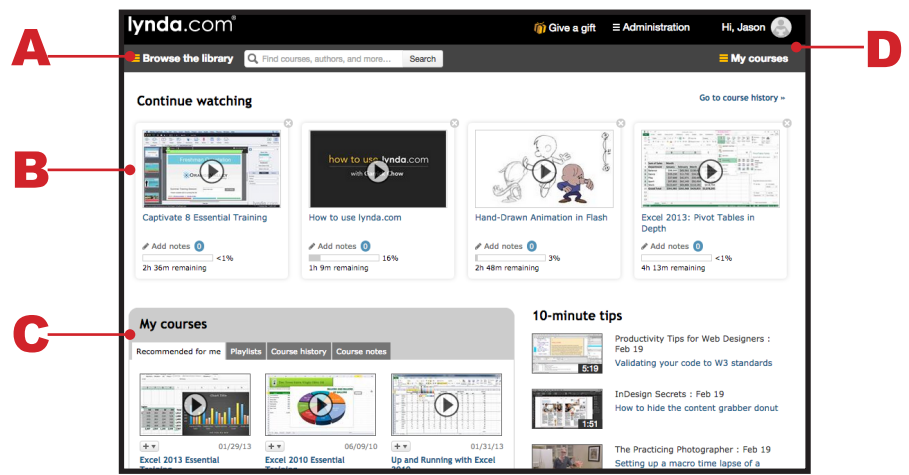
Log in, Explore the Home Page

How To Log In

- Go to "http://www.lynda.com" from your browser, and click **Log in**.
- Enter **weill.cornell.edu** in the field under "Log in through your organization or school."
- Click **Go**.
- Enter your **CWID & Password**.
- Start learning!



Your Home Screen



- A. Browse & Search** - Roll the mouse over Browse to view the entire lynda catalog, or type a specific application/function into the search bar.
- B. Recently Watched Videos** - Easy access to your 4 most recently viewed videos.
- C. My Courses** - View your own created playlists, playlists that have been shared with you, your course history, and any notes you've taken while watching courses.
- D. Profile & Course Information** - View and edit your Profile Information, Interests, Recommendations, and the Learning Matrix Center.

Questions? Comments? Email its-training@med.cornell.edu



Playlists

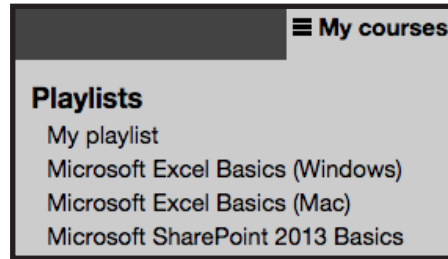
Create, Customize, Share

lynda.com

The Playlist feature allows you to build and share your own personalized courses from any of the video content available on lynda.com. ITS will regularly share playlists with the WCMC community, so please let us know how you like them!

Create a Playlist/Review Existing Playlists

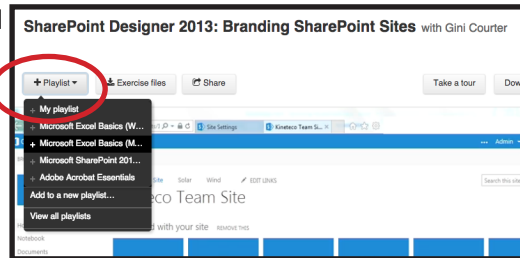
- Click **My courses** for fast access to the Playlists screen.
- Click the blue **Create new playlist** button when you're ready to create your own.
- See your created Playlists, and Playlists that have been shared with you!



Add Content

Add any course or video to a playlist, and organize them on the Playlists screen!

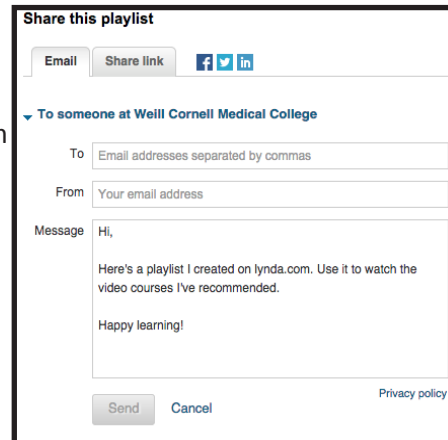
- Browse or search for the video you would like to add.
- Click the **+ Playlist** button on the top-right.
- Choose an existing playlist, or create a new one on the spot.



Share Your Playlists

Go back to the Playlists screen, and share your lynda.com playlists and videos among your team members. You can even send to a listserv!

- **REMEMBER:** You'll need to type in email addresses manually (lynda.com does not connect to our directory).
- Anything you send from lynda.com will be seen as coming from your WCMC email account, so it won't get blocked as spam!



Questions? Comments? Email its-training@med.cornell.edu



ITS Playlists

We build them, you sit back and learn

lynda.com

ITS has a very diverse collection of service offerings (you can always view our full service catalog at <http://its.med.cornell.edu>), and wants you to be fully equipped to take advantage of them all. In order to help you do that, we will regularly compile and share playlists related to our offerings. ITS playlists will be shared in two ways:

Shared Playlists

The ITS Training & Communications team will send emails highlighting specific services or tools that are important to the entire WCMC Community

- Playlists can also be compiled and shared on request. To suggest a topic, please email its-training@med.cornell.edu.
- These playlists will be sent via email, and will also be posted to the ITS website on the [lynda.com Service Page](#).

Assigned Playlists

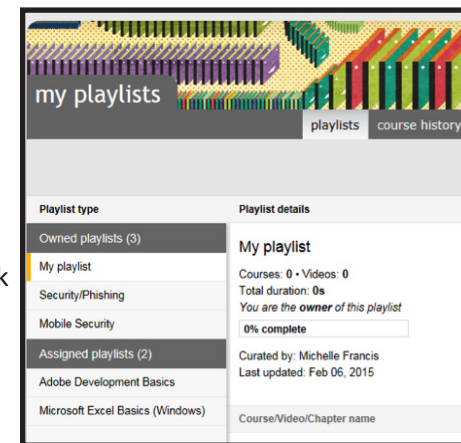
Need some help getting some lynda.com courses together? Contact an ITS Training Learning Specialist. We can curate and assign playlists tailored to your specific needs. Assigned playlists are sent directly to your lynda.com account - no need to bookmark a link!

- You will receive an email notification from lynda.com once a playlist has been assigned.
- Log into lynda.com and view your assigned playlists by accessing the **My playlists** screen.

ITS-created playlist selections include:

- **Adobe Acrobat Essentials**
- **Captivate 8 Essential Training**
- **Microsoft Excel Basics (Windows & Mac)**
- **Microsoft SharePoint 2013 Basics**
- **Mobile Security**
- **Security/Phishing Tips**

...and more!



Questions? Comments? Email its-training@med.cornell.edu



lynda Mobile

Download, Tap, Learn on-the-go

lynda.com

Download the App

The lynda.com app is available in both the Google Play Store (Android) and the App Store (Mac)

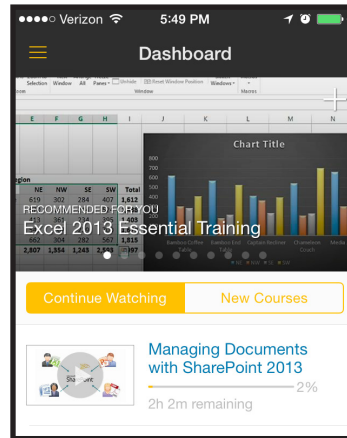
- Tap the **Menu** button on the top right to log in the exact same way you would from the web!
- The lynda.com app will remember your credentials, so you won't have to reauthenticate for every use!



Explore the Mobile Interface

Once you log in, all of your lynda.com content will be viewable through the app.

- Continue where you left off.
- Search for - and bookmark - new content.
- Create playlists from the app.



Watch Your Content Online AND Offline

Download individual videos - and even full courses - to view at a later time, with or without an Internet connection! The files are small, so you don't have to worry about filling your device too quickly. Downloaded content can be managed in the Downloads Center on your mobile app.