

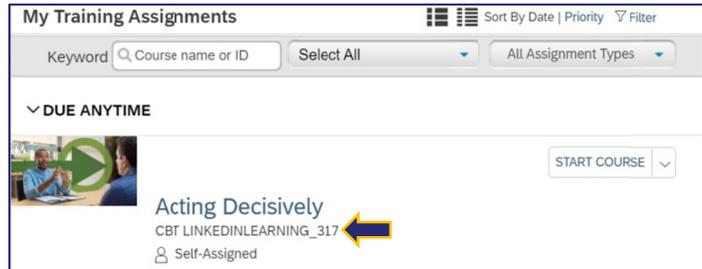


CNIC University LMS: LinkedIn Learning

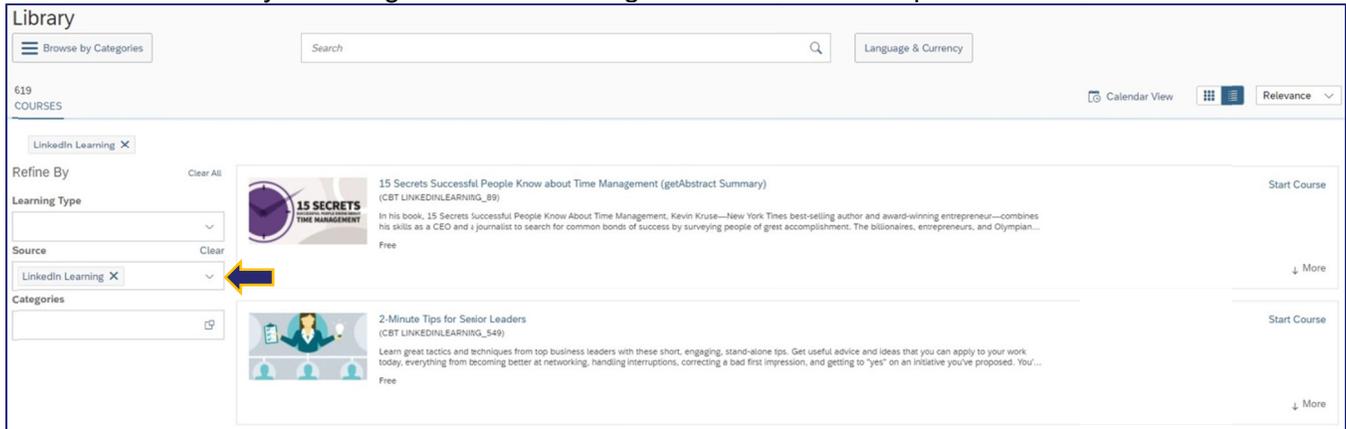
Once you log-in to your CNIC U LMS account, you will have access to the CNIC U LMS training library (see [Getting Started](#) guide for instructions). LinkedIn Learning (LiL) courses are accessed via the CNIC U LMS, use this guide and tips to get the most out of your LiL experience.

Identifying LiL Training

LiL content can be identified by the item ID on the **My Training Assignments** tile.



You can also locate LiL content in the library. Select **Browse all Courses** from the **Find Training** tile, then refine results by selecting LinkedIn Learning from the **Source** drop-down.



Launching LiL Training

Click **Start Course** on a LiL training to launch the course in a new window. You may be taken to the content outline for the course. Click the content link to launch the course in a new window.



1 Contents – Open the course navigation menu.

2 Click the play button to start the current section.

3 Course tabs – See below for more details on these options.



Overview Tab

This tab contains information on the course such as the instructor, course details and objectives. It also lists any Continuing Education Units (CEUs) for which the course qualifies.

Items available in the **Related To This Course** section of the overview varies by course. If there are exercise files (templates, job aides, etc.) to accompany the course, they can be downloaded here. In addition to certificates of completion within CNIC U LMS, after completing a course, you can also download a LiL course certificate as well as any program certification CEU certificates.

The screenshot shows the Overview Tab interface. At the top, there are navigation tabs: Overview (selected), Q&A, Notebook, and Transcript. The main content is divided into three sections:

- INSTRUCTOR:** Mary Abbajay, Best-Selling Author, Keynote Speaker, Consultant, Facilitator. Includes a '+ Follow on LinkedIn' button.
- RELATED TO THIS COURSE:** Exercise Files (Show all), Certificates (Show all), Continuing Education Units (Show more).
- Related courses:** Connecting with Your Millennial Manager (38m, 15,533 learners), How to Manage Your Manager (27m, 119,455 learners), Using Feedback to Drive.

Below the main content, two callout boxes are shown:

- Practice while you learn with exercise files:** Shows a file named 'Ex_Files_Managing_Up_Virtually_as_an_Employee.zip' (91KB) with a 'Download' button. Below the file is a disclaimer: 'By downloading this file, You agree that use is subject to the applicable Terms of Service and You may only use and modify the content in these exercise files during the term of your learning subscription and for your own personal use in practicing the skills demonstrated in this course. Distribution of the content is not permitted. Files may include third-party content, which may be subject to other license terms as provided in the files.'
- Get certificate:** Select a certificate to download or share. Options include: 'LinkedIn Learning Certificate' (Complete all course content to earn your certificate) and 'Project Management Institute (PMI)®' (Complete all course content to earn Professional Development Units (PDUs) and Contact Hours).

Q&A Tab

Selecting this tab opens the course discussion board. You can ask questions and interact with other learners participating in this course. Instructors are also incentivized to participate in the course discussion and respond to questions.

The screenshot shows the Q&A Tab interface. At the top, there are navigation tabs: Overview, Q&A (selected), Notebook, and Transcript. The main content is a large text input field with the placeholder text 'Ask here to share with learners, experts and others'. To the right of the input field is a blue 'Ask' button. Below the input field, there is a link: 'Looking for technical assistance (e.g. downloading certificates)? Visit Learning Help'.

Notebook Tab

You can use this tab to take and save notes to refer to each time you access the course.

The screenshot shows the Notebook Tab interface. At the top, there are navigation tabs: Overview, Q&A, Notebook (selected), and Transcript. The main content is a large text input field with the placeholder text 'Type your note here to save for later...'. Below the input field, there is a '0 Notes taken' indicator and a 'Press Enter to save' prompt.

Transcript Tab

Use this tab to search and view the course transcripts.

The screenshot shows the Transcript Tab interface. At the top, there are navigation tabs: Overview, Q&A, Notebook, and Transcript (selected). The main content is a search bar with the placeholder text 'Find in transcript' and a dropdown menu labeled 'In this video'. Below the search bar, there is a transcript snippet titled 'Identifying boss types' with the text: '- Bosses come in many flavors and types. Identifying what kind of boss you have requires paying attention to how they operate in the workplace. Taking the time to fully understand who they are, and'.