Lynda.com Tutorial Instructions (On Campus Courses)

Starting in **Learning Unit 3**, you will be required to work through assigned software tutorials from the Lynda.com online training library.

These tutorials, which include audio and video, will walk you through the tasks you will need to be able to accomplish in an easy-to-follow, step-by-step manner for each software program we will cover.

You will need to know the material presented in these tutorials to complete the graded assignments for each software program. They are required for the course.

Because the Lynda.com tutorials begin in Learning Unit 3, it is vital that you take the following steps **immediately** to ensure that you have access to the tutorials and can begin working through them now. Otherwise, you will not be able to complete your assignments by their due dates.

1. **Read all of the information found at www.indianhills.edu/lyndainfo to learn how to access and use Lynda.com. Be sure you download and follow the steps found in the tutorial: www.indianhills.edu/lyndasteps.** Lynda.com is a powerful resource that can help you with far more than this single course. We encourage you to make full use of it, while you are a student at Indian Hills Community College.

2. **Log into Lynda.com through the Indian Hills Lynda Portal at www.indianhills.edu/lynda, using your MyHills username and password.** If this is the first time you've logged into Lynda, you will be asked to complete a personal profile. Please be sure to do this, as it will allow Lynda.com to associate your viewing history with your personal account.

3. **Important:** Do not attempt to go to Lynda.com directly. In order to access the full training courses that way, you will have to purchase your own subscription to Lynda.com. Instead, always log in through the Indian Hills Lynda Portal, as explained in the resources above.

    Lynda.com charges for its tutorials. However, as part of being a registered Indian Hills Community College student and registering for this Indian Hills course, you will have access to Lynda.com for the duration of your time as a student.

How To Use Lynda.com Tutorials For This Course

1. The **Schedule of Lynda.com Tutorials** in MyHills lists the Lynda.com tutorial courses and chapters you are to complete for each Learning Unit. After you log into Lynda.com, keep the browser window open and open the **Schedule of Lynda.com Tutorials** document. Then, click the link in the tutorial course assigned for that Learning Unit. It should open in a new browser window and you should have full access to the course, because you already logged into Lynda.com. Then, work through the assigned chapters in the Lynda.com tutorial course.

You may want to "bookmark" the Lynda.com course to make it easier to return to later. See the Lynda.com Tutorial (www.indianhills.edu/lyndasteps) for instructions on how to do this.

2. Lynda.com tutorial courses are divided into numbered **chapters** with each chapter containing individual **lessons**. When Lynda.com tutorials are assigned for a Learning Unit in our course, you will find the title of the Lynda.com course, as well as the assigned chapters, in the Course Schedule. Please be sure you work through **all lessons in the assigned chapters**.

3. Viewing a tutorial lesson in a Lynda.com course is quite simple. The layout is very intuitive. In general, you just click the title of the lesson you want to view and a media player opens in a new window and starts to load the movie.
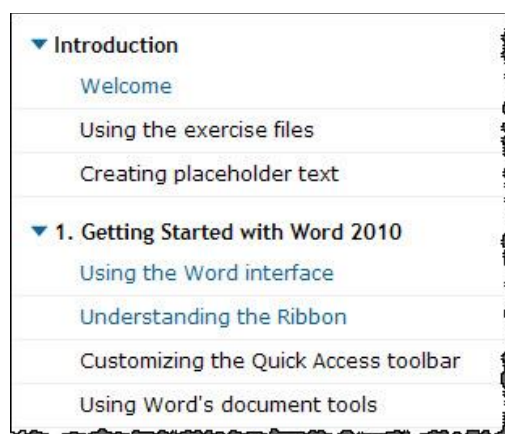
   The player has standard control buttons for play, pause, volume, etc. and a slider that moves forward as the movie progresses. There's even a "player prefs" link on the bottom-right that will allow you to select the media player you prefer. We recommend **Windows Media** (it has speed controls) or **Flash** (it allows you to maximize the view area). Both of these include Closed Captioning for the hearing impaired.

   Audio: Make sure you have the volume, both on your computer and in the player, turned up sufficiently for you to hear the audio.

   Video: Be sure you have the *latest* versions of **Windows Media Player** and **Flash Player** installed on your computer. You can find the links to these free programs in the "Before You Begin" folder in the "Learning Units" area of our course in MyHills.

4. **Be sure that you Log In to Lynda.com or you will not be able to access all of the lessons.** While you can *look* at any Lynda.com course without logging in to the site, you will only be able to view *some* of the lessons (the ones they provide as samples to prospective customers). You need to watch <u>all</u> of the lessons in the tutorial courses we have assigned for this course, which is why you need to log in to Lynda.com through our portal, as described earlier.

   See image below: If you don't log in to Lynda.com, only *some* lessons are clickable links (only links in blue are clickable).

Once you log in to Lynda.com, you will be able to access *all* of the lessons in the tutorial courses we have selected for this course.

See image below: All links are clickable (blue) if you log in to Lynda.com.

Need Help?

The "Support" menu at the top of the Lynda.com website has helpful information. We recommend that you work through their Frequently Asked Questions (FAQ) section.

If you still can't find an answer to your question/problem, then you can contact Lynda.com directly at their support number: **(888) 335-9632**. See their website's support page for customer service hours. Keep in mind that they are on Pacific Time, as they are based in California.

Please only contact Lynda.com for help with using *their* tutorials, **not** for questions related to your Indian Hills course or assignments or for questions about how to log into the Lynda.com portal. For course-related issues, contact your professor. For log-in related issues, please contact the IT Help Desk (www.indianhills.edu/helpdesk).

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