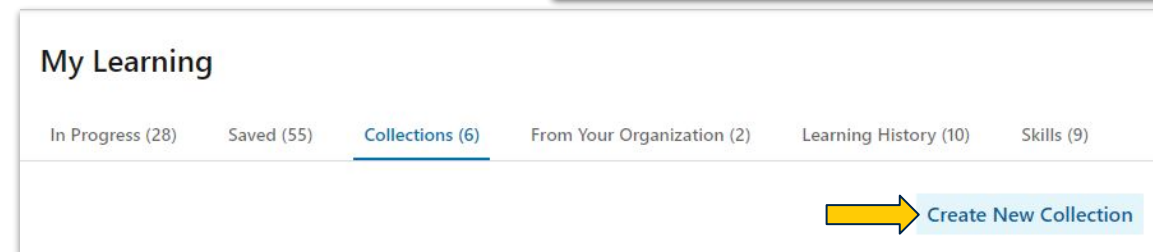
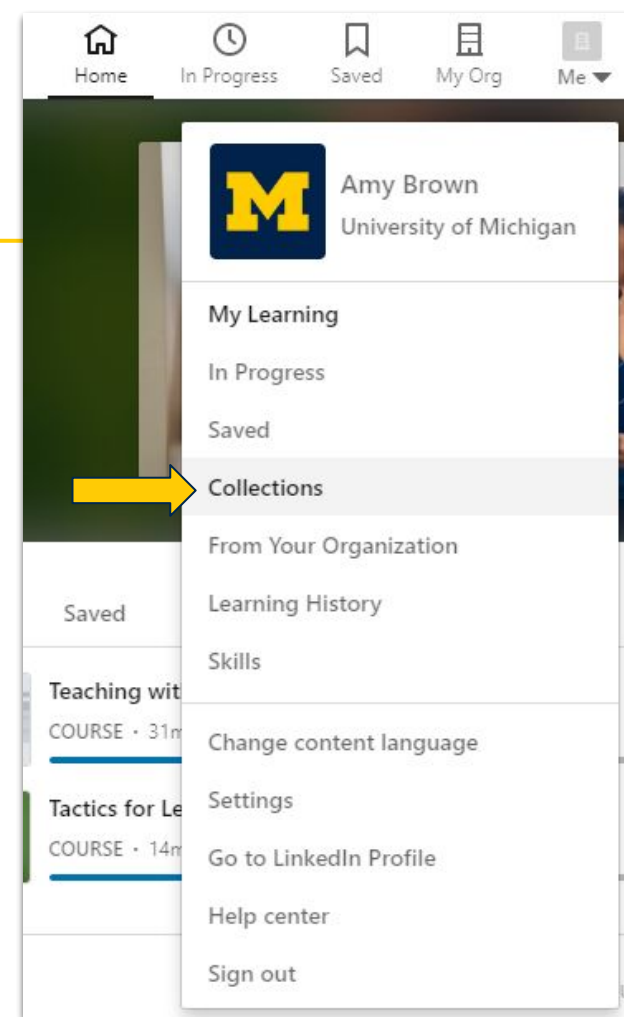


Creating a Collection

To create a collection from My Learning:

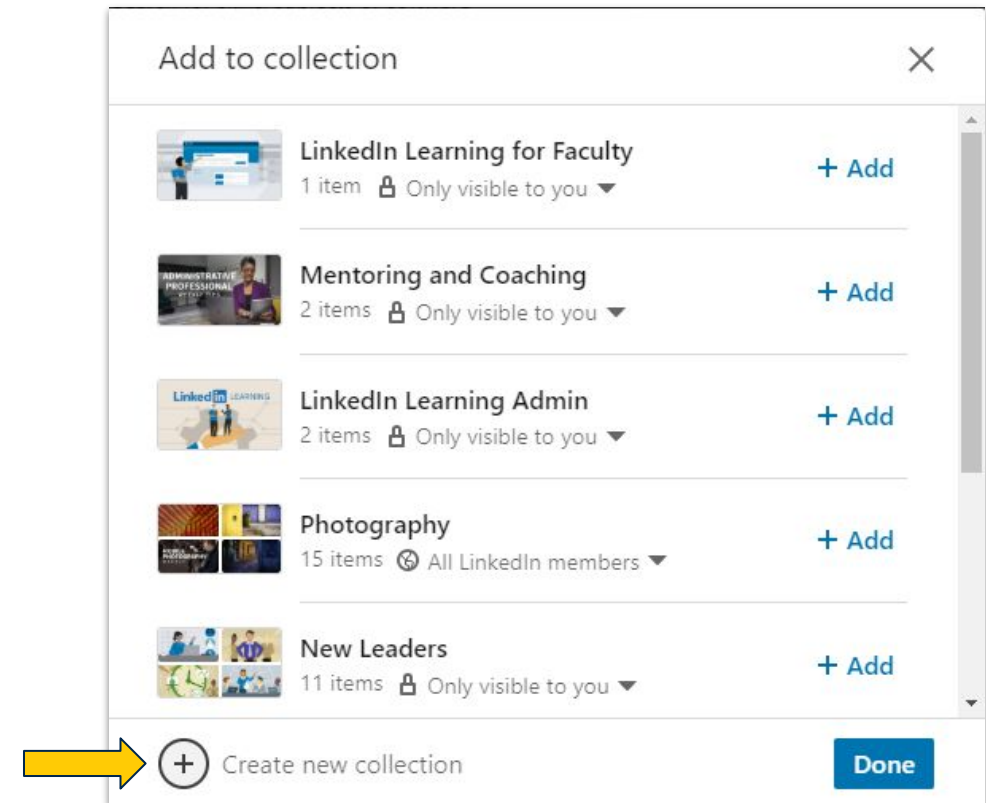
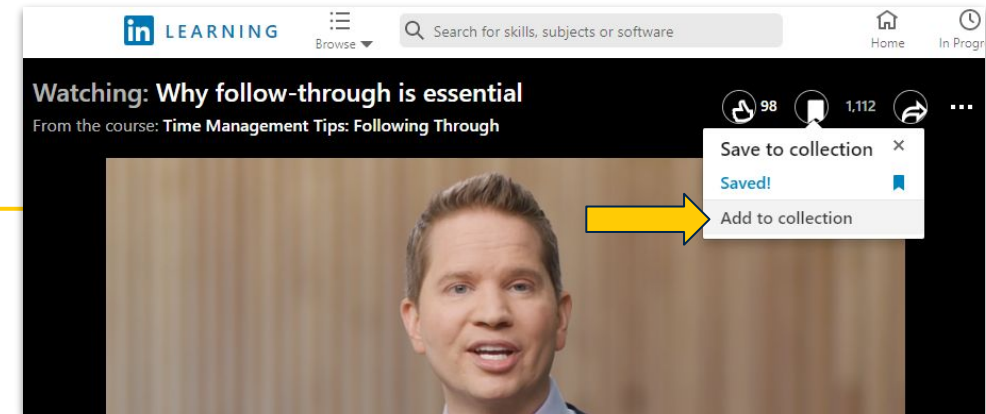
1. Log in to your LinkedIn Learning account.
2. Click on the **Me** icon.
3. From the dropdown that appears, click **Collections** under **My Learning**.
4. Click **Create New Collection**.
5. In the **Create a new collection** window, enter a **Title** and **Description** (if desired).
6. Click **Create**.



Creating a Collection

To create a collection from the course page:

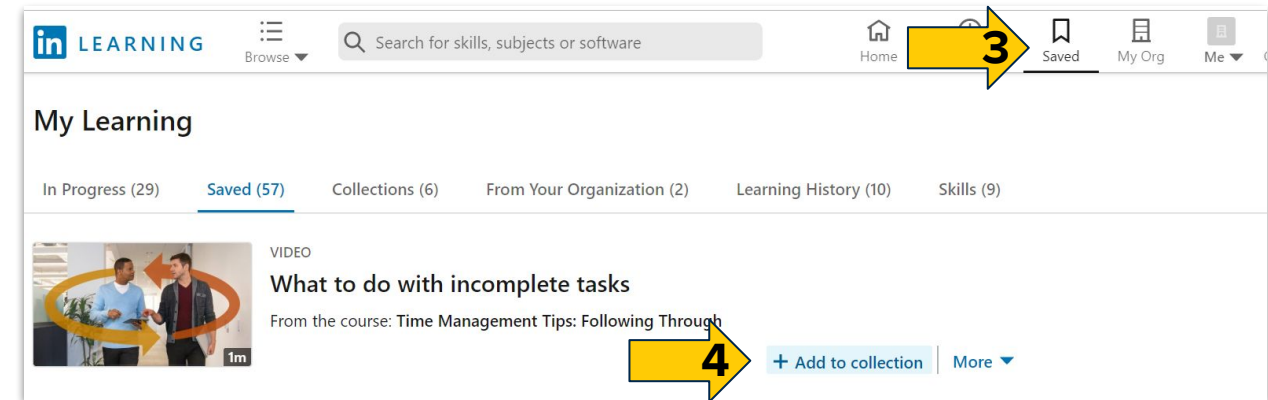
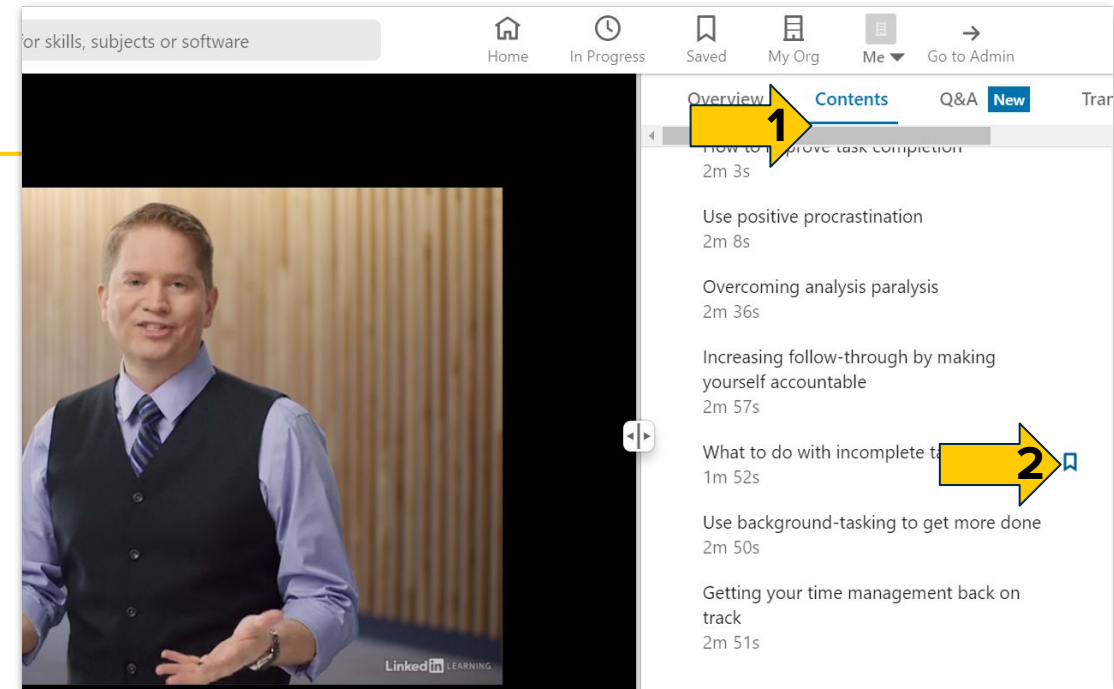
1. Log in to your LinkedIn Learning account.
2. Navigate to your desired course.
3. Click the **Save** icon (bookmark).
4. Click **Add to collection**.
5. From the **Add to collection** pop-up window that appears, click + **Create new collection**.
6. In the **Create a new collection** window, enter a **Title** and **Description** (if desired).
7. Click **Create**.



Adding a Video

To add a specific video from a longer course:

1. Go to **Contents** tab and scroll to the desired portion
2. Click the **bookmark** icon to save the specific video
3. Go up to main top menu and go to my **Saved** section (the bookmark icon)
4. From your list of saved videos, click **+ Add to collection** and save to desired collection.



Sharing a Collection

The screenshot shows the LinkedIn Learning interface with a 'Share this collection' dialog box open. The dialog has a title bar with a close button (X). Below the title, it says 'Select who can see your collection and share the link below.' There is a 'Shared with:' label followed by a dropdown menu currently showing 'University of Michigan'. A secondary dropdown menu is open below it, listing three options: 'All LinkedIn members' (with a globe icon), 'University of Michigan' (with a group icon), and 'Only visible to you' (with a lock icon). Below the sharing options, there is a URL field with a link icon and a 'Copy' button. The background shows the 'My Learning' section with 'In Progress (29)' and 'Saved (57)' counts, and a collection titled 'Time Management' with '1 item'.

Managing Your Collections

To edit a title or description:

1. Click on the **Me** icon.
2. From the dropdown that appears, click **Collections** under **My Learning**.
3. From the **More** dropdown menu to the right of the collection you wish to update, click **Edit**.
4. In the **Edit collection details** window, enter a new **Title** and/or new **Description** (if desired).
5. Click **Save**.

To add courses or videos to a collection:

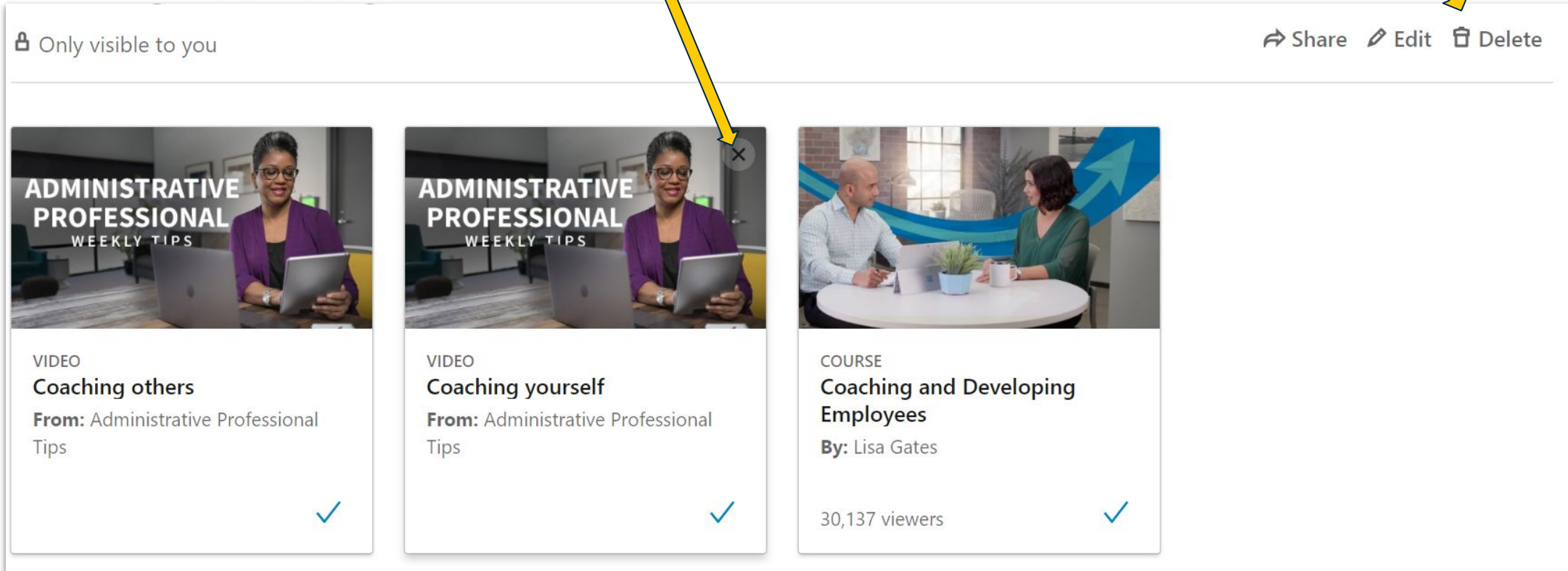
1. Navigate to the course you wish to add to your collection.
2. Click the **Save** icon (bookmark).
3. Click **Add to collection**.
4. From the **Add to collection** pop-up window that appears, click **Add** next to the collection you'd like to add the course to.
5. Click **Done**.

Managing Your Collections

To delete an item in your collection:

Does NOT include warning pop-up

To delete an entire collection:



The screenshot shows a collection management interface. At the top left, it says "Only visible to you" with a lock icon. At the top right, there are three action buttons: "Share" (with a share icon), "Edit" (with a pencil icon), and "Delete" (with a trash can icon). Below these are three items in a grid:

- Item 1:** A video thumbnail showing a woman in a purple blazer sitting at a desk with a laptop and tablet. Text overlay: "ADMINISTRATIVE PROFESSIONAL WEEKLY TIPS". Below the thumbnail: "VIDEO", "Coaching others", "From: Administrative Professional Tips", and a blue checkmark.
- Item 2:** A video thumbnail showing the same woman in a purple blazer. Text overlay: "ADMINISTRATIVE PROFESSIONAL WEEKLY TIPS". Below the thumbnail: "VIDEO", "Coaching yourself", "From: Administrative Professional Tips", and a blue checkmark. A yellow arrow points to a small grey 'x' delete icon in the top right corner of this thumbnail.
- Item 3:** A course thumbnail showing a man and a woman sitting at a round table with a laptop and coffee. Text overlay: "COURSE", "Coaching and Developing Employees", "By: Lisa Gates", "30,137 viewers", and a blue checkmark.

Finding Content for Your Collections

- Browse
- Search Bar
- Filters

The screenshot displays the LinkedIn Learning interface. At the top, there is a navigation bar with the LinkedIn Learning logo, a search bar, and navigation icons for Home, In Progress, Saved, My Org, and Me. A dropdown menu is open, showing categories: Business, Creative, Technology, and University of Michigan. The University of Michigan category is selected. Below the navigation bar, the 'Filter Results' section is visible, showing filters for Content by (LinkedIn Learning, Your Company), Type (Courses, Videos, Learning Paths, Links, Documents, Learning Collections), Level, Software, and Subjects & Topics. The 'Subjects & Topics' section is expanded, showing a list of subjects and software categories with 'See All' buttons.

Business	Subjects	Software	Learning Paths
	Business Analysis and Strategy	Excel	Become a Digital Marketer
	Business Software and Tools	LinkedIn	Become a Manager
	Career Development	Microsoft 365	Become a Small Business Owner
	Customer Service	Microsoft Office	Become an Excel 2013 Microsoft Office Specialist
	Finance and Accounting	Office 365	Become an SEO Expert
	Human Resources	Power BI	See All
	Leadership and Management	PowerPoint	
	Marketing	Project	
	Project Management	R	
	Sales	SQL	
	Small Business and Entrepreneurship	Tableau	
	Training and Education	Word	
	See All	See All	