



How does Lynda.com Integrate with Knowledge Link:

Q: Who can take Lynda.com courses through Knowledge Link?

A: Full and part-time University Faculty and Staff.

Q: How is this different from taking Lynda courses via the Lynda.com webpage (lynda.upenn.edu)?

A: While courses in both instances can be self-assigned, the two important differences are:

- Course completions are recorded in Knowledge Link for you or your supervisor.
- Courses can be assigned by supervisors, potentially as part of your professional development plan.

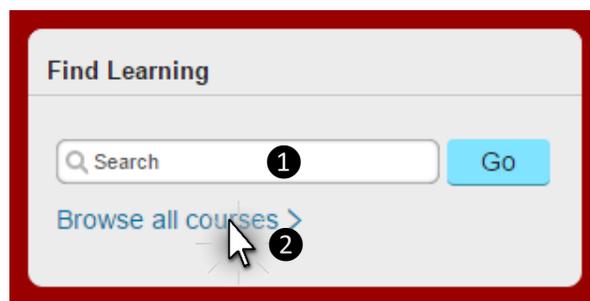
Q: How do I find Lynda.com courses once I'm logged into Knowledge Link?

A: There are two ways to find courses, both from the Find Learning Tile:

- 1 Search for the desired course by **name** using the "Find Learning" search box.

OR

- 2 Search for course by **keyword** by browsing only Lynda.com selections:
 - a) Click "Browse all courses."
 - b) Type keywords in the search bar at the top of the screen.



- c) Check off "Lynda" under "Source."

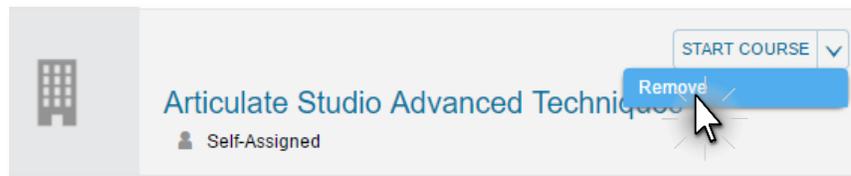


Q: If I'm a supervisor, how do I assign a course to someone on my team?

A: First, your team member must have picked you as their supervisor when completing the annual [Penn Profiler Survey](#). If they have, please view the "Assigning/Removing" portion of the [supervisor tutorial](#).

Q: How do I remove **self-assigned** Lynda.com classes from my Learning Plan in Knowledge Link?

A: On your "Learning Plan", click the drop-down arrow above the title of the course and select "Remove."



Q: How often are new Lynda.com classes added to Knowledge Link?

A: New classes will be added every week!

Q: Who should I contact for support?

A: Please email kl_help@lists.upenn.edu with any questions or see our FAQ for help: <http://knowledgelink.upenn.edu/help/>.