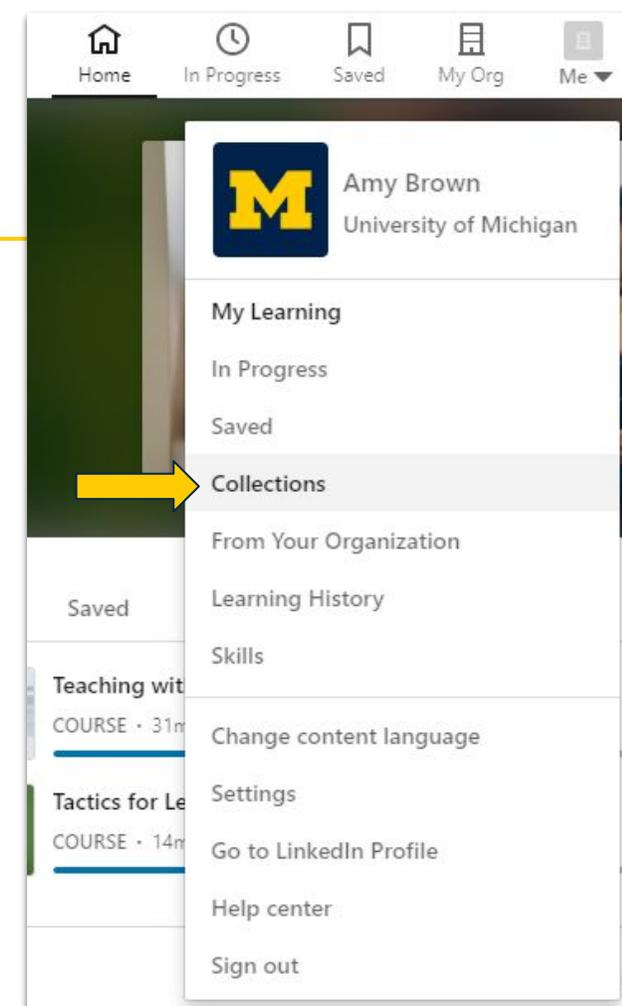


# Creating a Collection

## To create a collection from My Learning:

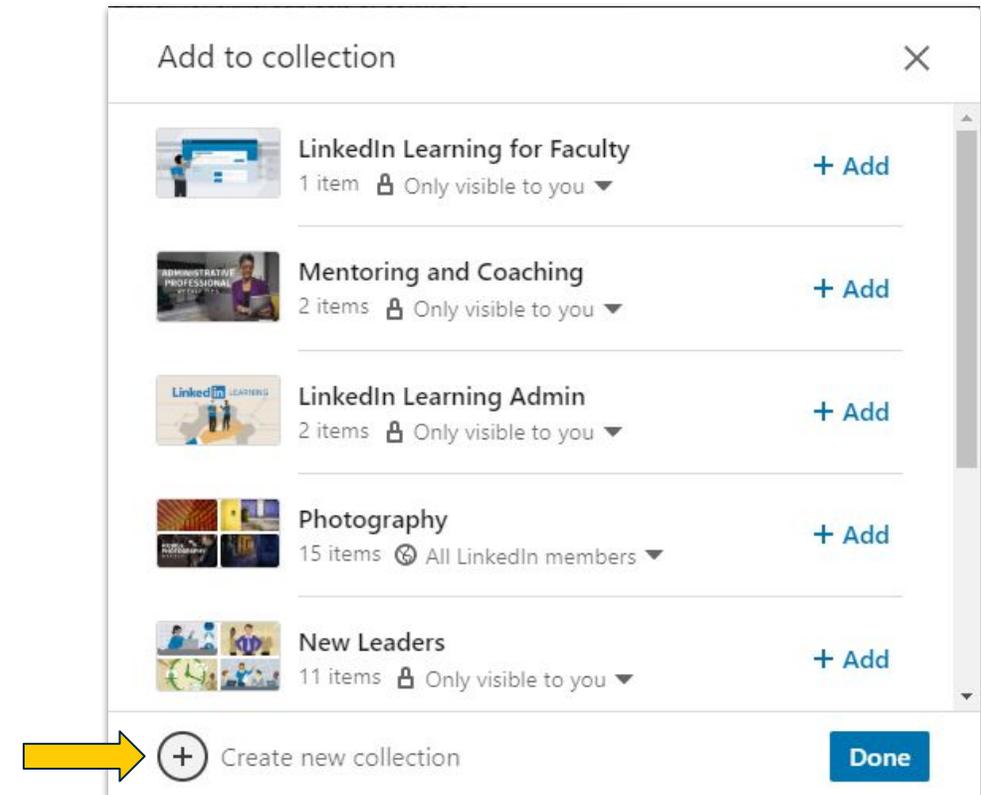
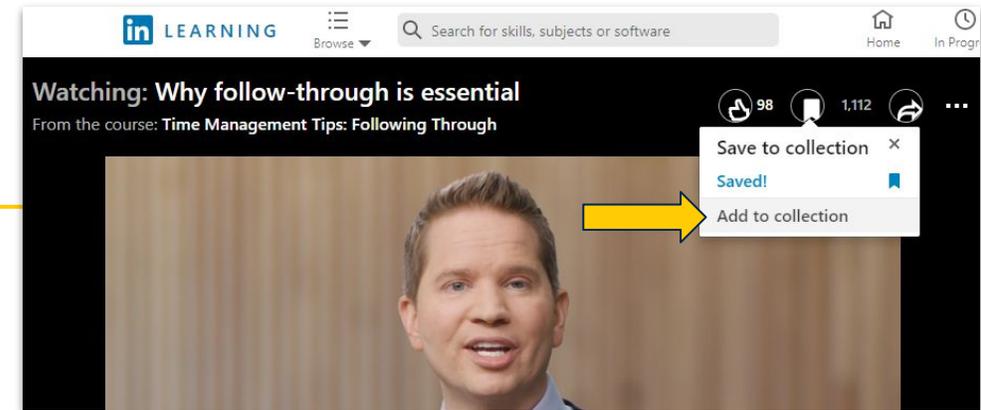
1. Log in to your LinkedIn Learning account.
2. Click on the **Me** icon.
3. From the dropdown that appears, click **Collections** under **My Learning**.
4. Click **Create New Collection**.
5. In the **Create a new collection** window, enter a **Title** and **Description** (if desired).
6. Click **Create**.



# Creating a Collection

## To create a collection from the course page:

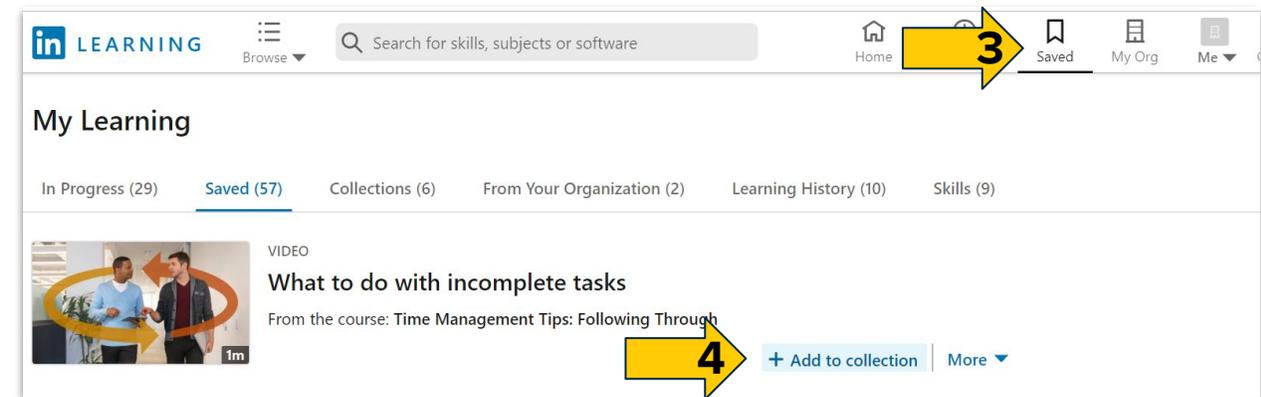
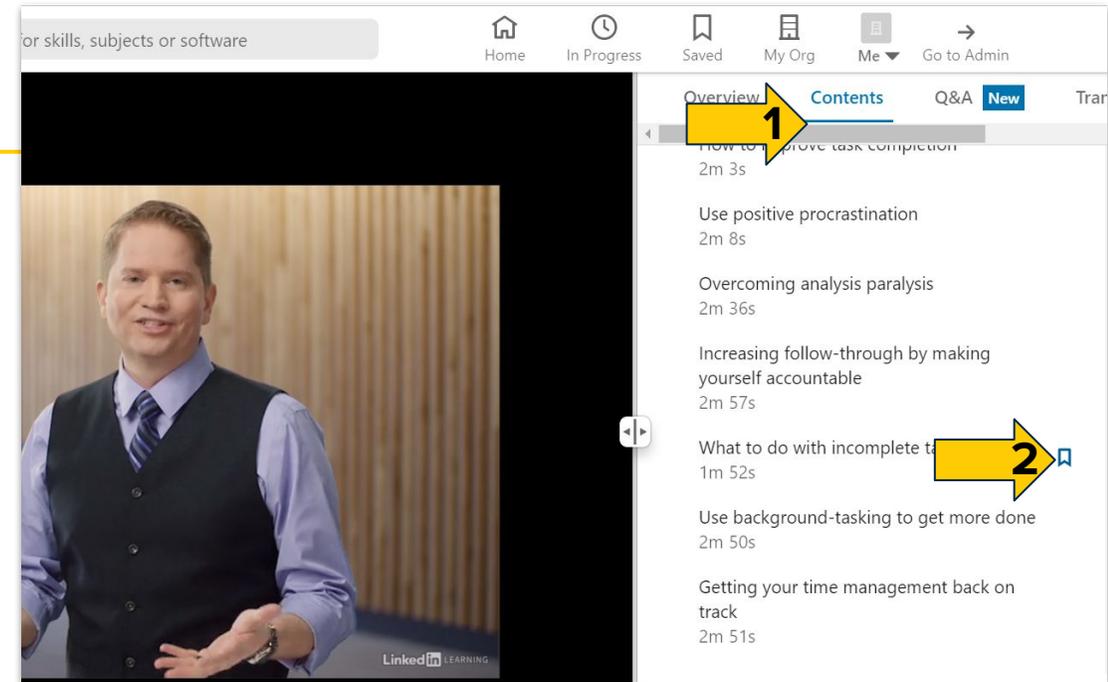
1. Log in to your LinkedIn Learning account.
2. Navigate to your desired course.
3. Click the **Save** icon (bookmark).
4. Click **Add to collection**.
5. From the **Add to collection** pop-up window that appears, click + **Create new collection**.
6. In the **Create a new collection** window, enter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

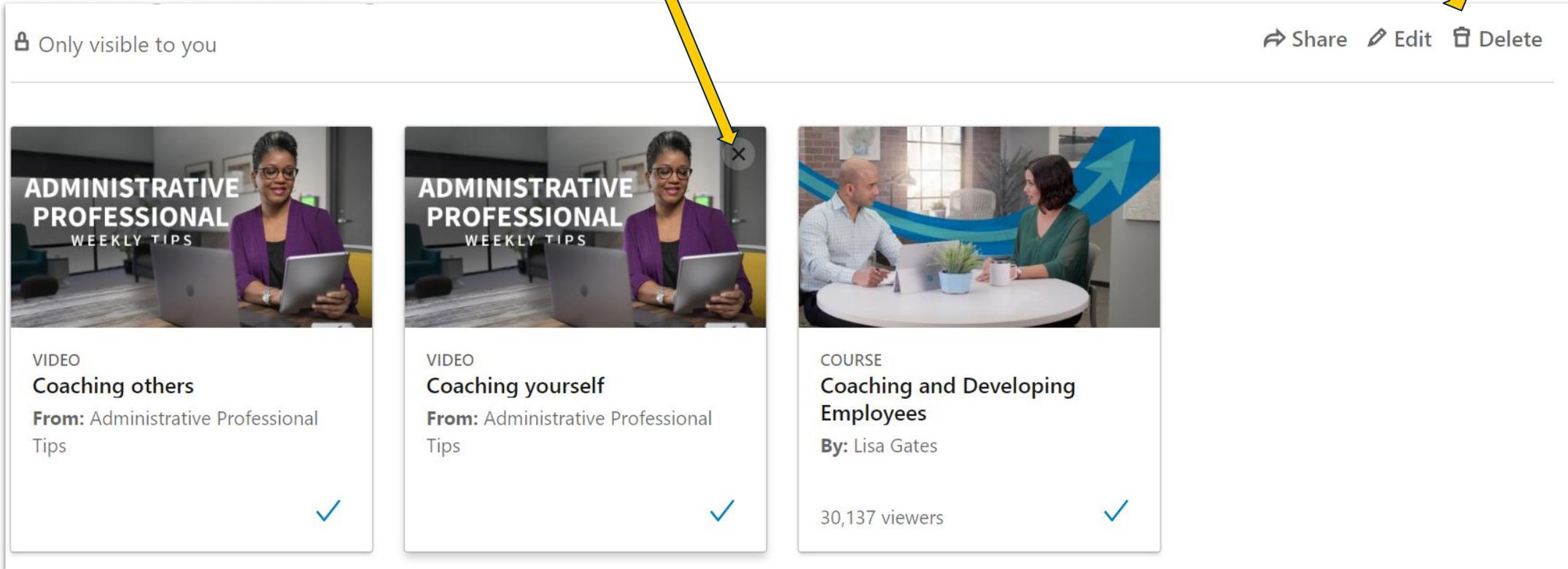
1. Navigate to the course you wish to add to your collection.
2. Click the **Save** icon (bookmark).
3. Click **Add to collection**.
4. From the **Add to collection** pop-up window that appears, click **Add** next to the collection you'd like to add the course to.
5. Click **Done**.

# 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 icons: "Share", "Edit", and "Delete". Below this are three items in a collection:

- Item 1:** VIDEO, **Coaching others**, **From:** Administrative Professional Tips. It has a blue checkmark at the bottom right.
- Item 2:** VIDEO, **Coaching yourself**, **From:** Administrative Professional Tips. It has a blue checkmark at the bottom right. A yellow arrow points to a small "x" delete icon in the top right corner of its image.
- Item 3:** COURSE, **Coaching and Developing Employees**, **By:** Lisa Gates, 30,137 viewers. It has a blue checkmark at the bottom right.

A second yellow arrow points from the "Delete" button in the top right to the "Delete" button in the top right of the collection.

# 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. Below the navigation bar, a dropdown menu is open, showing a list of categories: Business, Creative, Technology, and University of Michigan. To the left of the dropdown menu, there are filter options for Content by (LinkedIn Learning, Your Company), Type (Courses, Videos, Learning Paths, Links, Documents, Learning Collections), Level, Software, and Subjects & Topics. The main content area shows a list of subjects, software, and learning paths, each with a 'See All' button.

**Filter Results**

**Content by**

- LinkedIn Learning (1,608)
- Your Company (0)

**Type**

- Courses (601)
- Videos (959)
- Learning Paths (16)
- Links (0)
- Documents (0)
- Learning Collections (0)

**Level**

**Software**

**Subjects & Topics**

**Business**

**Creative**

**Technology**

**University of Michigan**

**Subjects**

- Business Analysis and Strategy
- Business Software and Tools
- Career Development
- Customer Service
- Finance and Accounting
- Human Resources
- Leadership and Management
- Marketing
- Project Management
- Sales
- Small Business and Entrepreneurship
- Training and Education

**Software**

- Excel
- LinkedIn
- Microsoft 365
- Microsoft Office
- Office 365
- Power BI
- PowerPoint
- Project
- R
- SQL
- Tableau
- Word

**Learning Paths**

- Become a Digital Marketer
- Become a Manager
- Become a Small Business Owner
- Become an Excel 2013 Microsoft Office Specialist
- Become an SEO Expert

[See All](#)

[See All](#)

[See All](#)