Lynda.com is an online learning platform that is available to all faculty, staff and students. Swem Library, Information Technology, and Human Resources combined funds to make it available to the campus community.
There are three (3) different ways you can search for Lynda.com courses in Cornerstone: Browse for Training button; Search; and, Learning Tab. All three methods are useful in helping you find the course(s) that you want.

Launching instructions follow the three search options.

**Option 1: Browse for Training**

On the Welcome page, on the far left is the Browse for Training button. Clicking on it will give you all the Lynda.com courses in the system. They begin with .Net programming and go through all the courses that begin with a number first. Then they are offered in alphabetical order.
Notice how many results you receive – 5448!

This number will continue to increase as more Lynda.com courses are added. You can refine this broad search by clicking on the drop-down menu in the upper right hand corner. You have three choices:

Option 2: Search for Training

The Search function is located at the upper right of the screen, right next to your picture (if you uploaded one!) and the little square with a gear. This method helps you narrow your search, especially if you know exactly what you want to learn. Type in the topic or the specific name of the course that you want and then click enter.
Your results will look something like this.

You can also broaden your search if you are not sure which programs may be available to you within a general subject area.
Option 3: Learning Tab

Notice that this drop down menu under the Learning Tab on the gold navigation bar on the Welcome page, also has “Browse for Training.” But! This function will give you a different set of courses, depending on what you have selected in your Subjects area of your Profile.

Check it out…this is a very cool feature.

First, go to your profile by clicking on the My Profile button on the Welcome Page.

The page will look like this – until you update it!
Go to the Subjects section and click on the edit icon.

![Subjects section with edit icon]

You will see this box which will allow you to search available subjects by using the search icon.

![Subjects search box]

A pop-up window appears. Select a subject.

![Select Subjects window]
When you click on the subject, it will automatically populate your Subjects box. You can enter more subjects by clicking on the search icon a second time, or you can click on Save.

Now, when you select the Browse for Training under the Learning Tab, you will see results like this:
Launching Instructions

Follow the step-by-step process to launch Lynda.com courses.

**Step One – Request**

From the list of possible courses that resulted from your search, select the one you’d like to take.
Cornerstone will display the Training Details page. You will be able to request the course or, if you are a supervisor, you will be able to assign the course to one or more members of your team.

Note that this screen provides additional information about the course. The full course description is available and also the course length.

Click on Request.

**Step Two – Launch**

Cornerstone will add your Lynda.com course to your Transcript, which will immediately appear on the screen. Click on Launch.
Step Three – Authenticate

You will be prompted to verify your credential though the W&M central authentication sign-in (CAS) before you are able to access Lynda.com materials. This added step will also allow Cornerstone to keep a record of the session on your transcript for future reference.

Step 4 – Course Available

Your course is available to you. Happy training!