



Welcome to the lynda.com Online Training Library®.  
This step-by-step lyndaClassroom Quick Start Guide will show you how to:

- Register as an educator with lynda.com.
- Set up your class and submit it for approval.
- Notify your students and get them registered.
- View reports of your students' movie history.

If you have any questions regarding lyndaClassroom, please contact us by sending an email to [sales@lynda.com](mailto:sales@lynda.com) or calling (888) 335-9632. Happy learning!

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## **ABOUT** lyndaClassroom

lyndaClassroom allows you to select up to five of our Online Training Library® courses, complete with exercise files, to make available to your students. lyndaClassroom is offered for a reduced fee of \$10 per month per student. You decide beforehand how long the courses will be available to your students, and the cost of the program is calculated accordingly—33 cents per day per student. As the instructor, you will receive complimentary access to the five selected courses for the term of your students' enrollment.

### **Key benefits**

- Frees teachers to teach concepts instead of rote instruction
- Reports help instructors track student progress
- Costs significantly less than the price of textbooks
- Doesn't go out of date
- Student or school can pay for the service
- Instructors get access to assigned courses for no additional cost

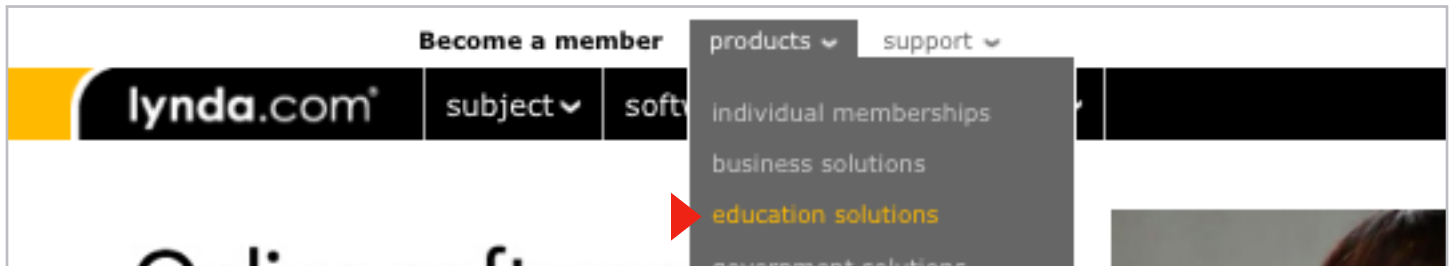
If you are new to lynda.com, you can obtain a preview account to access the lynda.com Online Training Library® for one week. Browse the library, watch movies, and choose courses to add to your syllabus. To create a preview account, you must be an instructor at an accredited institution. Please call an Academic Solutions Advisor at (888) 335-9632 for more information.

# REGISTER AS AN EDUCATOR

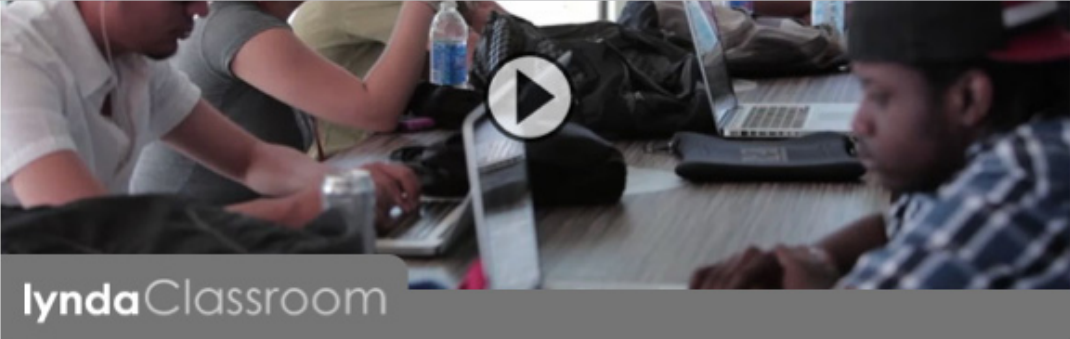
## STEP 1: REGISTER AS AN EDUCATOR

Note: If you are already registered as an educator, log in to your account and skip to the next step.

If you are new to lyndaClassroom, begin by registering as an educator with lynda.com. Select **education solutions** under the **products** tab at the top of any lynda.com page.



Click **learn more** under lyndaClassroom and sign up.




Select up to five of our Online Training Library® courses to make available to a classroom of students over a predefined term. Your choice of classes on your schedule, all for a dramatically reduced one-time fee.

For more information or to arrange a demo account, [contact us](#).

### Key benefits

- > Frees teachers to teach concepts instead of rote instruction
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[sign up](#)



- ▶ [Learn about lynda.com](#)
- ▶ [Take a guided tour](#)
- ▶ [Watch member testimonials](#)

### Student registration

To begin the student registration process, please click [here](#).

### What's your training challenge?

Let lynda.com find the most effective and affordable customized training solution for your organization. Contact a Training Solutions Advisor today: [email us](#) or call us at 1-888-335-9632

### Case studies

Read what Time Warner, Schawk, Patagonia, and other companies say about lynda.com [learn more](#)

# REGISTER AS AN EDUCATOR

To register as an educator, you must complete the registration form and submit proof that you are an educator at an accredited educational institution. Enter your information, select the documentation you are providing and click on **continue**. You will be taken to Step 2, where you can create a class.

lynda.com » lyndaClassroom » step 1: create educator account

### lyndaClassroom Educator Registration: Step 1 of 6 - Create your educator account

If you already have an active or past lynda.com account, [click here](#).

#### Educator's Account Information

Country:	<input type="text" value="United States"/>	*
First Name:	<input type="text" value="Estelle"/>	*
Last Name:	<input type="text" value="Educator"/>	*
Position/Title:	<input type="text" value="Educator"/>	*
Department:	<input type="text" value="Education"/>	*
School:	<input type="text" value="E-Education"/>	*
Phone Number:	<input type="text" value="555-555-5555"/>	*
Email:	<input type="text" value="ededucator@lynda.com"/>	*
Choose User Name:	<input type="text" value="ededucator"/>	*
Choose Password:	<input type="password" value="*****"/>	*
Password (confirm):	<input type="password" value="*****"/>	*

#### Submit documentation to show your educator status

In order to register as an educator, you must be a teaching member of an educational institution. Fax your document to (805) 477- 5602, or email to [eduregister@lynda.com](mailto:eduregister@lynda.com).

Select Documentation:

**continue**  
Create your class

Once you have registered as an educator and been approved, you will be able to log in with your user name and password. If you don't choose to create a class at this time, you can log in later. Next time you log in, you will be taken to your lyndaClassroom home page.

# CREATE A CLASS

## STEP 2: CREATE YOUR CLASS

If you have just registered as an educator, you can now create your class. If you just logged in and were taken to the lyndaClassroom home page, click on **new class**.

Enter your school name, a title for the class, and the class start and end dates. **Class ID** is an optional field in case you are teaching the same class for the same term at different times of the day. Each class you add must be distinguished by school, class name, class ID, or dates.

When you are finished filling out the class information, click **continue**.

Note: The start and end dates you indicate will determine the term of your students' access to the five courses in our Online Training Library®. We will also calculate your access fee based on these dates. The fee is \$10 per student for 30 days, or 33 cents per student per day. For example, if your course lasts three months (93 days), the total one-time fee per student will be \$31.

[lynda.com](#) » [Academic Training](#) » [Create account](#) » [Create class](#)

### Educator Registration: 2 of 6 - Create your class


Please enter your class information below. When entering the class name, separate the name from the class id. For example if you are entering the class name, Web Design 10B, type Web Design next to Class Name and 10B next to Class ID. Enter the class start and end dates as accurately as possible. These dates will be used to allow student access to courses and to determine cost. The cost per student is calculated using the following formula: (class duration in days) x (\$10.00 monthly rate / 30 days).


#### Create your Class

School Name:  \*

Class Name:  \*

Class ID:

Start Date:   (mm/dd/yyyy)\*

End Date:   (mm/dd/yyyy)\*

\* Required information

[back](#) [continue](#)

Previous: [Create your account](#) Next: [Select your 5 lynda.com courses](#)

# CREATE A CLASS

At this time, if you have made any mistakes or wish to change the class you just created, you can edit or delete your entry by clicking the text links on the right side of the **Class Information** section. Once your class has started, you won't be able to change the class dates or the school name. If you need to make these changes to your class after the start date, please call an Academic Solutions Advisor at (888) 335-9632.

Class Information				
School Name	Class Name	Class Date	Cost Per Student:	
E-Education	Photoshop Period 1	01 May - 30 Jun 2011	\$20.33	<a href="#">Edit</a>   <a href="#">Delete</a>

## STEP 3: SELECT FIVE COURSES

You can quickly select your five lynda.com courses by using the filters or by finding the course name in the alphabetical list. Once you have a course highlighted, you can click on **course details** to open a pop-up window with more information. When you are ready, click **add course** and the course will appear under **Courses selected**. If you make a mistake, you can click **Remove**.

Select your 5 lynda.com courses (one at a time)

1. Select Criteria	2. Select By Product	3. Select Course
By Subject By Product By Vendor By Author	Photoshop 7 Photoshop CS Photoshop CS2 Photoshop CS3 Photoshop CS4 Photoshop CS5 Photoshop Elements Photoshop Express Photoshop Lightroom Picasa	Deke's Techniques Designing Book Covers Hands-On Workshop Photoshop and Bridge CS5 for Photographers New Feature Photoshop CS5 Essential Training Photoshop CS5 for Photographers Photoshop CS5 for Photographers: Camera Raw 6 Photoshop CS5 for the Web Photoshop CS5 New Features Photoshop CS5 One-on-One: Advanced Photoshop CS5 One-on-One: Fundamentals Photoshop CS5 One-on-One: Mastery

[course details](#) [add course](#)

**Courses Selected**

Courses	Release Date	Hours	Closed Caption	
1. Photoshop CS5 Essential Training	4/30/2010	11.25	CC	<a href="#">Remove</a>

[back](#) [continue](#)

Previous: Create your class Next: Add Students

Repeat the above process until you have chosen up to five of our online courses for your class.

Note: Please be careful when choosing your five courses, and review your choices before you move on to the next step. Once your class has started, you will be unable to make changes to the courses you have selected for your class.

When you have finished adding courses, click **continue**.

# CREATE A CLASS

## STEP 4: ADD STUDENTS

Each participating student needs to be added to your class list. Add students by entering their names one by one, or upload your entire class roster at once.

- To add one by one, enter the first name, last name, and email address of each student participating in your class, then click the **add student** button.

**Add Students (manually one-by-one)**

Please enter the first name, last name and email address of each student that you would like to enroll in your class - followed by clicking the Add button. If you make a mistake, you may edit or delete the entry once it appears in the list below. Repeat the above process until you have added all of the students in your class.

**Add Students**

Class:  \*

First Name:  \*

Last Name:  \*

Email:  \*

\* Required Information

**add student**

- To upload your whole student roster at once, use the Excel template provided. Click on **Student Roster Template** to download the template, enter your students' information, and then upload the completed roster using the **browse** button. Select the file and click **upload**.


The screenshot shows a Microsoft Excel spreadsheet titled "Student\_Roster\_Template [Read-Only] [Compatibility Mode]". The spreadsheet has columns labeled A through H and rows numbered 1 through 6. The data is as follows:



	A	B	C	D	E	F	G	H
1	Student First Name	Student Last Name	Student Email					
2	John	Doe	johndoe@email.com					
3	Jane	Doe	janedoe@email.com					
4	Johnathan	Doe	johnathandoe@email.com					
5								
6								

Note: Missing information, extra line breaks between names, or duplicate student records will result in an error and the file will not be uploaded. Error messages will indicate the cause of the error. Simply correct the problem and repeat the steps to upload your file.

## CREATE A CLASS

Once you have added your students, they will show up in a list under the class name. You can now **edit** or **delete** any student.

Student Name	Email	
Annie Academic	annieacademic@lynda.com	<a href="#">edit</a>   <a href="#">delete</a> 
Stew Student	student@lynda.com	<a href="#">edit</a>   <a href="#">delete</a>
Sam Student	samstudent@lynda.com	<a href="#">edit</a>   <a href="#">delete</a>
Susie Student	susiestudent@lynda.com	<a href="#">edit</a>   <a href="#">delete</a>
Alfred Academic	alfred@lynda.com	<a href="#">edit</a>   <a href="#">delete</a>

 **Previous: Create your account**  **Next: Select Payment Method**

When you have finished entering your student information, click **continue**.

### STEP 5: PAYMENT METHOD

Your lyndaClassroom account may be funded by your school, or individually by your students. Select the appropriate payment source.

If you select **By student**, you can simply click on **continue**. Your students will receive payment instructions in their registration email.

### Educator Registration: 5 of 6 - Select payment method

Payment can be made by individual students or the instructor can pay for all the students in the class. I below.

**To be Paid By**

**By student** - each student will pay individually and be charged \$20.33. Students will be prompted payment online after this application is submitted. Instructions for payment will be included in the We

**By school or instructor** - a one-time payment of \$20.33 (1 x \$20.33) will be charged or billed after application has been submitted.

If you select **By school or instructor**, you will be prompted to select your payment type and enter billing information. When you have filled out all the required information, click the **continue** button.

Note: If you pay by purchase order, your class will become active upon receipt of payment. If you need immediate access to your class, please contact an Academic Solutions Advisor at (888) 335-9632.

lynda.com » Academic Training » Create account » Create class » Add courses » Add students » Select Payment Method

### Educator Registration: 5 of 6 - Select payment method

Payment can be made by individual students or the instructor can pay for all the students in the class. Please select below.

#### To be Paid By

By student - each student will pay individually and be charged \$20.33. Students will be prompted to make their payment online after this application is submitted. Instructions for payment will be included in the Welcome Email.

By school or instructor - a one-time payment of \$20.33 (1 x \$20.33) will be charged or billed after this application has been submitted.

#### Select Payment Type

Select Payment Type:

#### Billing Information

Country:

First Name:  \*

Last Name:  \*

Company/Org. Name:

Address:  \*

Apt/Suite:

City:  \*

State:  \*


Zip:  \*

Phone:  \*

\*Note: To help protect your credit card, lynda.com has initiated AVS (Address Verification System). Your billing address must match the credit card billing address. If you have trouble, please call us toll-free at 888-335-9632, to complete your order by phone. We will be happy to assist you.

\* Required information

#### Credit Card Information



Amount: \$20.33 (this is a one-time charge)

Credit Card Type:

Credit Card Number:  \* no dashes and no spaces

Name on Card:  \*

Credit Card Security Code:  \* more info

Expiration Date:  /

\* Required information

I have read and agree to the [Terms and Conditions](#). \*

Previous: Add students Next: Review and Submit

## STEP 6: SUBMIT FOR APPROVAL

Review your class details one final time prior to submitting for approval. If everything is correct, click **submit**.

lynda.com » lyndaClassroom » step 1: create educator account » step 2: add class » step 3: add courses » step 4: add students » step 5: select payment methods » step 6: lyndaClassroom educator registration: Step 6 of 6 - Review and submit class

### Class information

**School Name:** My University  
**Class Name:** Web Design 101  
**Start Date:** 21 Feb 2011  
**End Date:** 20 May 2011

[edit](#)

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### Course selected

	Courses	Hours	Closed Caption
1	Creating a Portfolio Web Site Using Flash CS4 Professional	4.07	
2	CSS for Designers	7.67	N/A
3	CSS Web Site Design	6.14	
4	Flash Professional CS5 Essential Training	7.13	
5	Illustrator CS5 for Web and Interactive Design	6.33	

[edit](#)

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### Student roster

	Student Name	Email Address

### Your transaction

[ABOUT SSL CERTIFICATE](#)

**What our customers are saying:**

I think lynda.com is a fabulous resource for students and educators alike, and is the best learning program on a computer. Your site allows me as an instructor to place the focus on the far-reaching educational aspects of a course, and not just on the smaller details of the programs themselves. Thank you for providing an excellent resource and for providing an excellent academic program. It has been very helpful in my providing access to students at the university where I teach.

If you have just registered as an educator before going through the class creation process, you will now be taken to the **Registration Confirmation** page. If you followed these steps after simply logging in to your account, you will be taken back to the lyndaClassroom home page.

## STEP 7: NOTIFY STUDENTS

If you are on the **Registration Confirmation** page, click **continue**. If your class is student paid or paid with a credit card, you will be asked if you want to send an email inviting your students to register.

The registration email contains instructions for how your students can create a lynda.com user name and password, which they will need to access the courses for your class.



If the class is paid by purchase order, we will need to receive payment before you can send out the registration email.

If you are on the lyndaClassroom home page, click on **send email**, and you will be taken to the **management email** page. There are detailed instructions here for how to send an email to your students, including a video called **Creating and Sending Emails**.

### Educator Management - Send Email

Please choose the email you would like to send from the Template Name drop-down menu, and click **Send** to invite your students to register, select a Welcome Email template. Text in the email bracketed [ ] will be replaced by the system with information specific to each student included in the recipients list.

If you would like to create a custom email, choose **manage emails** from the **administration menu**.

  Watch the [Creating and Sending Emails Video](#)

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#### Select Email

Template Type:  Template Name:

Note: Classes will appear in the **Classes Under Construction** section of the lyndaClassroom home page until all the of following steps are complete: courses added, students added, payment selected, class submitted, and registration email sent. Click on the appropriate buttons in the **Classes Under Construction** section to complete any steps needed to finish setting up your class. When all the steps are finished, your class will appear in the **Current Classes** section.

## STEP 8: STUDENT REGISTRATION

Once the email is sent with the class code and student registration link, your students can click on the registration link, enter the class code and their email address, and create a username and password. Students can also register by selecting **educational solutions** under the **products** tab at the top of the lynda.com home page. From there they will need to click on the **lyndaClassroom** link and select the **Student registration** link on the right side of the lyndaClassroom page. On the registration page they can enter their class code and their email address.

lynda.com » lyndaClassroom » step 1: enter class code and email

### Student registration: Step 1 - Enter class code and email address

Please complete the form below to begin the student registration process.

Class Code:

Email address your invitation was sent to:

[continue](#)

As students follow the instructions to sign in, they'll be asked if they are new or existing members.

If the class is student paid, the students will now need to enter their credit card information to pay for the class. At the end, a confirmation page will be shown for the completion of registration.

lynda.com » lyndaClassroom » step 1: create educator account » registration complete »

### Student Registration: Complete

1. Thank you for signing up! Your school has paid for your access to lynda.com courses for your class, and this access is available until March 01, 2011.
2. If your lynda.com class is in session, you can log in using the log in link. Your class starts on February 02, 2011.

# REGISTER STUDENTS

After the students complete their registration, they can log in using the **log in** link in the top right corner of the lynda.com home page.

Once your class start date arrives, your students can log in for unlimited access to the five courses you selected (listed under Course Name). Students can click on the course link to access the movies and exercise files for that specific course.

lyndaClassroom home

my training  
my classes

my classes training history bookmarks

**My University** ▾ hide details

**view my recent activity**

▾ **Web Design 101**  
Class duration: 2/21/2011 – 5/20/2011

Course Name	Level	Duration	Released	CC	
<a href="#">Illustrator CS5 for Web and Interactive Design</a>	■■■	06:20:00	09/2010	CC	
<a href="#">Flash Professional CS5 Essential Training</a>	■■■	07:07:43	04/2010	CC	🗑️
<a href="#">Creating a Portfolio Web Site Using Flash CS4 Professional</a>	■■■	04:04:00	02/2010	CC	
<a href="#">CSS Web Site Design</a>	■■■	06:08:41	09/2006	CC	🗑️
<a href="#">CSS for Designers</a>	■■■	07:40:01	06/2006		🗑️

## STEP 9: KEEP TRACK OF STUDENT MOVIE HISTORY

To see which movies each of your students has viewed, and the dates they viewed them, simply click on the administration tab on the top right and select view reports.

The screenshot shows the Lynda.com user interface. At the top, the user is logged in as 'Hi, Miranda'. The navigation bar includes 'products', 'support', 'my training', 'my account', and 'administration'. The 'administration' dropdown menu is open, showing options: 'lyndaClassroom home', 'create a class', 'cancel a class', 'manage emails', and 'view reports'. The 'view reports' option is highlighted with a red arrow. Below the navigation bar, the breadcrumb trail reads 'lyndaClassroom home » reports » student movie history'. The main content area is titled 'Reports' and contains a 'Movie history' section. This section has a 'Class Status' dropdown menu set to 'Classes in Session' and a 'Student' dropdown menu set to 'Select a student...'. A 'submit' button is located below these dropdowns. On the right side of the page, there are promotional banners for 'Take a guided tour', 'Upgrade your account' (with a 'choose a subscription' dropdown), and 'Check out our latest documentaries' (with a link to 'Second Story, Interactive Design Studio' and a 'show more' link).

# VIEWING REPORTS

Select the name of a student and click submit. The report will display course title, chapter name, movie name, and date watched.

**Class: Web Design 101 - (21 February 2011 - 20 May 2011)**

**Student: Sam Student**

[export to Excel](#)

Title	Ch	Movie	Date
Illustrator CS5 for Web and Interactive Design	5	Understanding the JPEG file format and its settings	22 Feb 2011
Illustrator CS5 for Web and Interactive Design	3	Using Illustrator's free web templates	22 Feb 2011
Illustrator CS5 for Web and Interactive Design	3	Using the Web document profile	22 Feb 2011
Illustrator CS5 for Web and Interactive Design	2	Taking charge of anti-aliasing	22 Feb 2011
Illustrator CS5 for Web and Interactive Design	1	Choosing Illustrator for web and interactive design	22 Feb 2011

## WE'RE HERE TO HELP

Please contact us anytime for help with your account:

Email: [sales@lynda.com](mailto:sales@lynda.com)

Phone: (888) 335-9632