

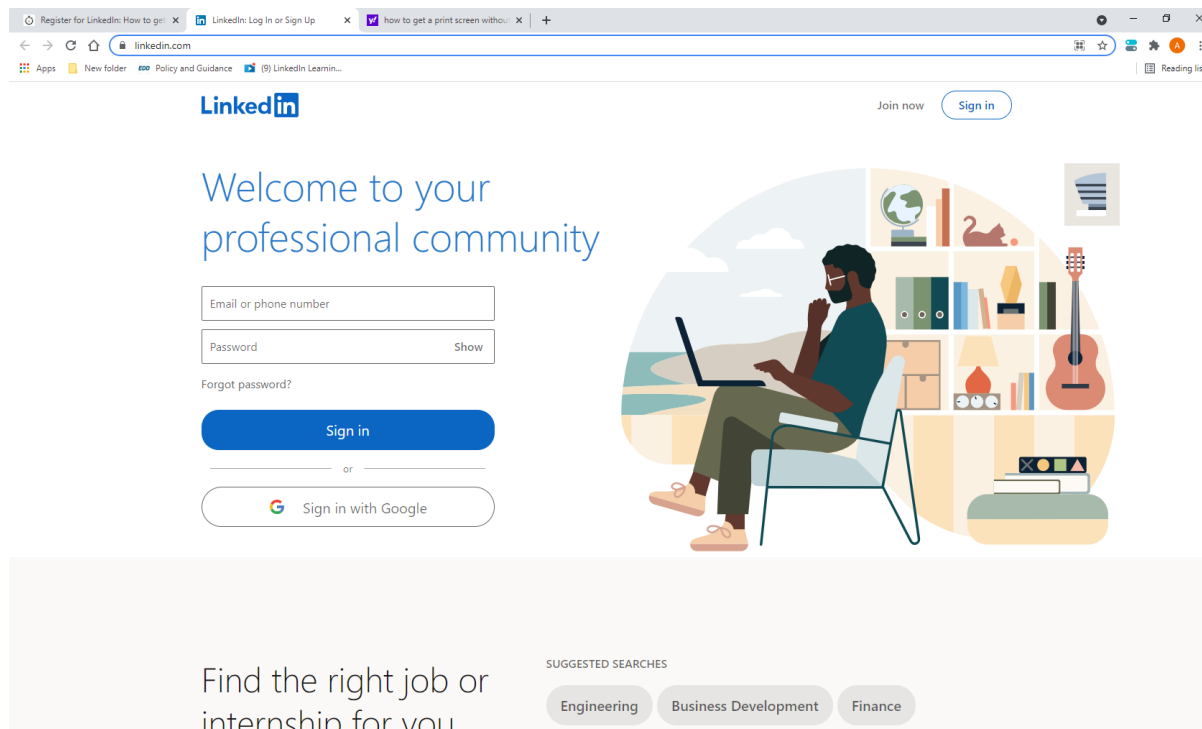
**Overview:**

After the participant has completed the Job Readiness Workshop, the ERS/ACA must review the Job Readiness Workshop Evaluation Form to determine if the participant needs additional soft skills remediation. If it is determined that the participant needs to increase their soft skill levels, staff must assist the participant to create a LinkedIn account and assign participant in the FRWDB LinkedIn Learning soft skills Learning Paths, as appropriate.

**How to Create a LinkedIn Account**

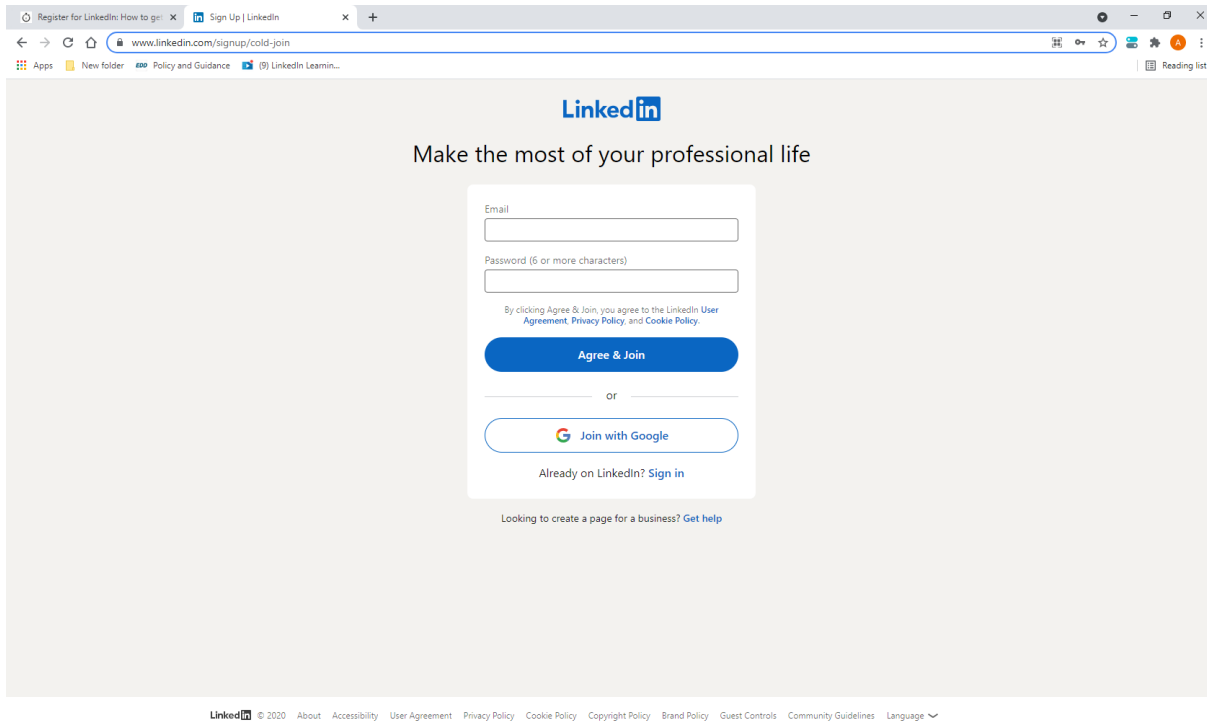
Follow the steps below to create a profile:

Open the web browser and type [linkedin.com](https://www.linkedin.com) into the address bar.



Already registered go to [Sign In](#) & use email and password to log in.

Not registered, go to [Join Now](#).



Enter a valid Workforce-Connection Email address

Create a Password &

Agree & Join.

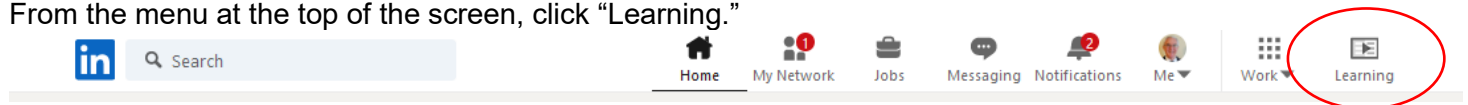
LinkedIn requires basic data to complete registration, continue to enter in the corresponding fields and [Confirm Account](#).

Staff is to encourage participants to continue improving their profile by adding other information pertaining to their employment and education and start building a professional network.

### Accessing LinkedIn Learning

Login to LinkedIn Learning using your workforce-connection.com e-mail.

From the menu at the top of the screen, click “Learning.”



### Assigning the Participant to LinkedIn Learning (LIL)

Login to LIL to access the Admin section to invite the participant to LIL.

Click on “Go to Admin” at the top right of the LIL page.



Within the Admin page click on "Add" and then "Learner" or click on "People" and then "Users." Both of these take you to the Users page. Click on "Add new users" and then "Add users by email."

LEARNING **People** Content Insights

Search for people, groups or content...

Add Help Me

Users Curators Admins Groups

Follow these two steps to quickly boost activation

- Customize your email invites**  
Customize the copy and language settings of your invitation emails for higher activation and engagement.  
[Create custom email template](#)
- Add your company's email domain**  
Allow employees with a company email address to self-activate their LinkedIn Learning account.  
[Add email domains](#)

Your products What's new on this page? **Add new users**

|   |  |  |   |
|---|--|--|---|
| <b>250</b><br>Total LinkedIn Learning Hub All Languages License | <b>10</b><br>Activated<br><a href="#">Filter table</a> | <b>0</b><br>Invited<br><a href="#">Resend invite</a> | <b>250</b><br>Available<br><a href="#">Assign</a> |
|---|--|--|---|

After you have added the participant, they must be assigned to your group. To do this you must be on the users screen. This is the same screen where you add new users (see above). Click on the horizontal dots to the right of the user e-mail and select "Add to Group." The list of groups is listed below. Choose your group.

aescareno@workforce-connection.com FAWIC Activated ⋮

- CLC DW  
Members: 0
- EquusWorks Adult  
Members: 0
- FAWIC  
Members: 3
- Youth Rural East-Proteus Inc.  
Members: 0
- Youth Rural West-West Hills Community College  
Members: 0
- Youth Urban North - Equus WFS  
Members: 0
- Youth Urban South-Fresno EOC  
Members: 0

Recommend a Learning Path

Learning paths for each of the soft skills areas have been created. These learning paths contain multiple courses that address specific areas. To recommend a learning path to your participant, click on the "Content" link at the top of the page.

On the FRWDB Library page you can see the learning paths that have been created. The eight soft skills learning paths are listed in the Directive.

To recommend a Learning Path, click on "Share" and then "Recommend on LinkedIn Learning."

The screenshot shows the LinkedIn Learning interface. At the top, the navigation bar includes 'LEARNING', 'People', 'Content' (circled in red), and 'Insights'. Below this is a search bar and utility icons. The main content area shows the 'Fresno Regional Workforce Development Board's Library' with a '+ Add' button. Underneath, there are filters for 'All content', 'Tags', 'Skills', 'Learning Path', and 'All languages'. A list of 8 items is shown, sorted by last modified. The first item is 'Interpersonal Communication', a Learning Path created on Sep 16, 2021, with 0 unique viewers. The 'Share' button for this item is circled in red. The second item is 'Optimizing your Performance on a Team', also a Learning Path created on Aug 30, 2021, with 0 unique viewers.

| Content name                          | Type          | Author | Last modified | Unique Viewers (last 90 days) | Actions    |
|---------------------------------------|---------------|--------|---------------|-------------------------------|------------|
| Interpersonal Communication           | Learning Path | --     | Sep 16, 2021  | 0                             | Share More |
| Optimizing your Performance on a Team | Learning Path | --     | Aug 30, 2021  | 0                             | Share More |

Input the name of the participant in the "Add Recipients" field to search for them. An e-mail will be sent to them letting them know you have recommended the Learning Path. Input a message for them and a due date of when you would like it to be done and so the content will show as "assigned" to the participant. Be aware that you can do multiple participants if you have more than one that is being recommended for the Learning Path.

The screenshot shows the 'Recommend on LinkedIn Learning' dialog box. At the top right is a close button (X). Below is a preview of the learning path 'Optimizing your Performance on a Team' by the 'Fresno Regional Workforce Development Board', created 10h 32m ago. Below the preview are three main sections: 'Add recipients' with a search bar and a 'Select all 10 learners' link; 'Message (optional)' with a text area containing the placeholder 'Explain why you are recommending this content'; and 'Due date (optional)' with a date input field showing 'mm/dd/yyyy'. A character count '0/500' is visible at the bottom right of the message field. A note at the bottom states: 'By adding a due date, this content will show as "assigned" to the recipients'.