



Taking & Exporting Notes in LinkedIn Learning

Center for Innovation in Teaching and Learning

This document outlines the steps for how to take and export notes within a LinkedIn Learning Course.

Taking and Exporting Notes

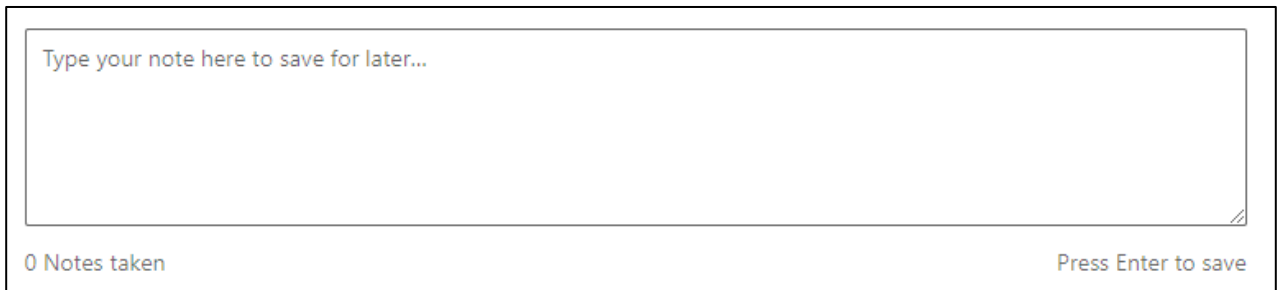
LinkedIn Learning has a helpful feature that allows its users to take notes within a course while watching them. The feature also includes being able to export the notes taken including descriptions, chapters, and timestamps allowing you to know exactly when you wrote the note compared with the course.

Taking Notes

1. From within your LinkedIn Learning course, select **Notebook** from the toolbar under the video.



2. Type notes into the *box* under the video and click **Enter** on your keyboard to save the note.



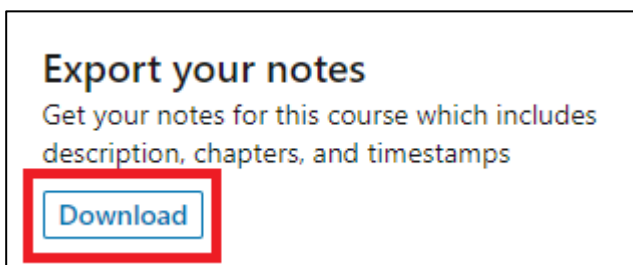
****NOTE:** The notes will automatically be organized in numerical ordering based off the numbering present in the course.

Exporting Notes

1. From within your LinkedIn Learning course, select **Notebook** from the toolbar under the video.



2. All of the notes you have taken will appear on the left-hand side of the screen. Select **Download** on the right-hand side.



3. The course's notes will automatically download into a text document on the computer. The notes will include the title of the course, a description of the course, what section the notes are from, what video the notes were taken in, the note's timestamp from the video, and the notes taken.