



Santa Barbara County Education Office

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Susan C. Salcido, Superintendent of Schools

Santa Barbara County Education Office (SBCEO) LinkedIn Learning Guidelines

SBCEO has purchased a LinkedIn Learning campus account for all employees and individuals affiliated with SBCEO for the 2019-2020 school year. We believe this resource may help further promote our philosophy as a learning community. The opportunities available through LinkedIn Learning are broad and include courses to refine business and office skills or to improve your use of technology. The opportunities also provide learning paths, a guided use of LinkedIn Learning courses to gain a particular set of skills in areas such as business, leadership, or time management.

On December 4, 2018, Lynda.com became LinkedIn Learning and is now affiliated with LinkedIn. You do not have to have a LinkedIn account to access LinkedIn Learning, but if you choose to, you may connect this resource to your LinkedIn account. For support with your account, please contact the Information Technology Services (ITS) department at 964-4710 ext. 5250.

The following are guidelines for use of SBCEO Lynda.com campus accounts:

- SBCEO encourages you to discuss the division-specific and department-specific parameters of LinkedIn Learning use with your supervisor
- SBCEO encourages the use of LinkedIn Learning for troubleshooting tasks at any time (e.g. pivot tables in Excel; interactive forms in Adobe Acrobat)
- SBCEO encourages you to access LinkedIn Learning for business purposes during work hours when it does not negatively impact normal daily production
- Although purchased for business purposes, SBCEO recognizes employees may choose to access LinkedIn Learning outside of work hours for personal use
- SBCEO expects that all individuals issued accounts will not share those accounts
- SBCEO encourages you to share your experiences using LinkedIn Learning with your supervisor or human resources including whether you feel it is a worthwhile benefit for employees