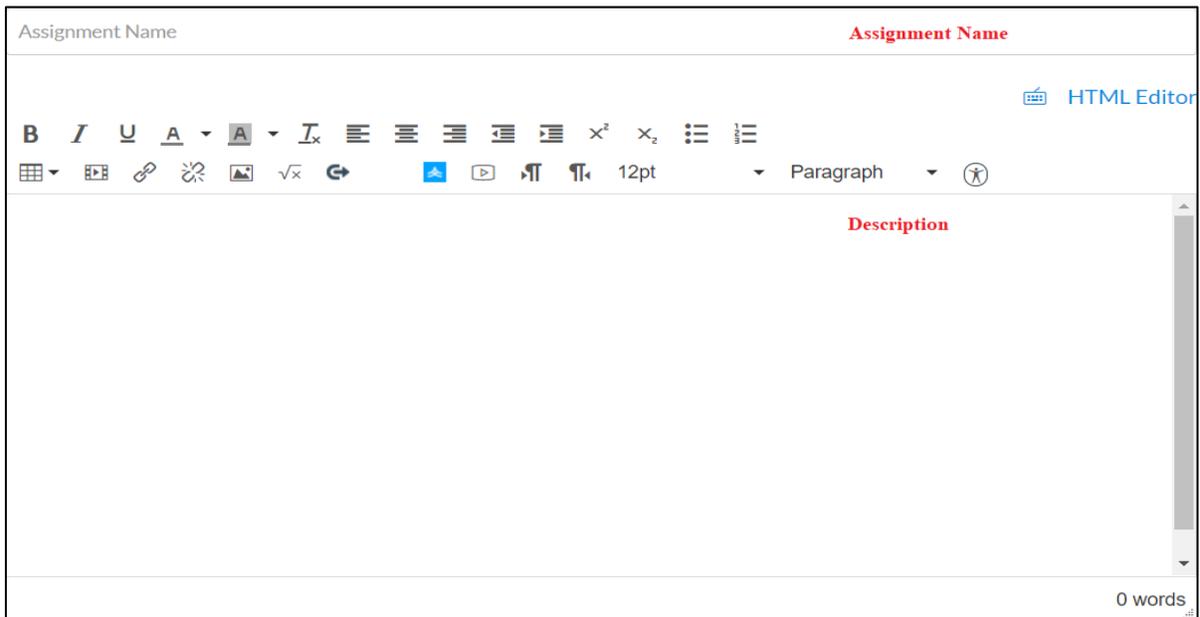# Steps to Add the LinkedIn Learning Admin Button

The following steps walk through the process of creating a LinkedIn Learning assignment in Canvas.

1. Go to **Assignments** in the Course Navigation and click the **Add Assignment** button.

2. Enter the Assignment name and the Description as required.

3. Enter the Points, assign the Assignment Group and choose a Display Grade type as desired, such as points or percentage.

4. In the **Submission Type** drop-down menu, select the **External Tool** option.

Submission Type

External Tool ▼

External Tool Options

Enter or find an External Tool URL

🔗 http://www.example.com/launch | Find

☐ Load This Tool In A New Tab

5. Click the **Find** button to find an External Tool URL.

Submission Type

External Tool ▼

External Tool Options

Enter or find an External Tool URL

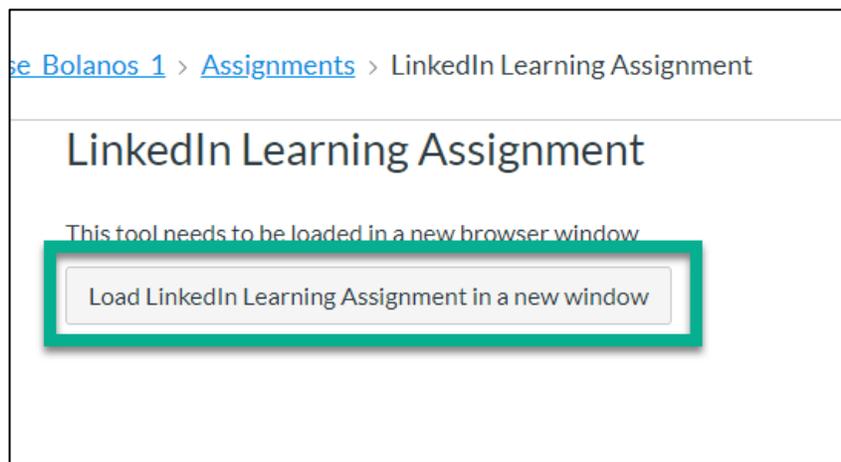🔗 http://www.example.com/launch | Find

☐ Load This Tool In A New Tab

6. On the **Configure External Tool** window, select the LinkedIn Learning Tool. To have the assignment load in a new tab, click on the **Load in a new tab** checkbox. Click the **Select** button.

Configure External Tool ✕

🔗 Select a tool from the list below, or enter a URL for an external tool you already know is configured with Basic LTI to add a link to it to this module.

Leganto

Library Subject Guides

LinkedIn Learning

LockDown Browser
Displays the LockDown Browser and Monitor Dashboard

MyLab and Mastering

Piazza
Adds the Piazza discussion platform to your course

Cancel | Select

January 2, 2020

7. Click the **Save & Publish** button to publish the Assignment or click the **Save** button to create a draft and publish later.
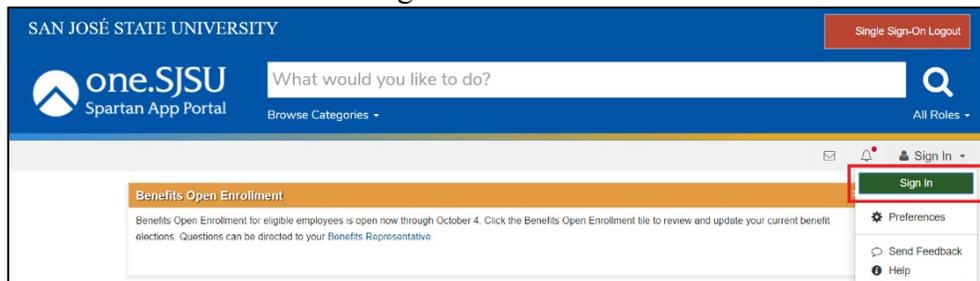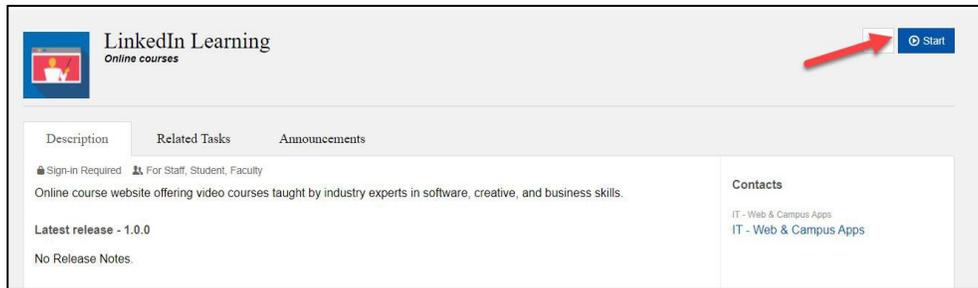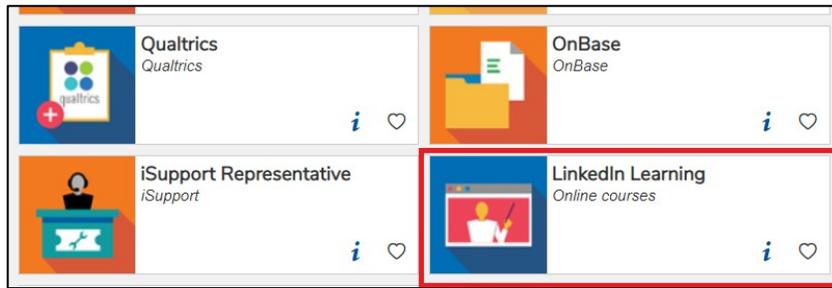
Cancel	Save & Publish	Save

8. Then click on the assignment that was just created and launch it. This will connect your SJSU Canvas credentials to your newly created LinkedIn Learn profile. This will also enable the **Go to Admin** button in the top right of the LinkedIn Learn Page once you have signed out and signed back in again.

se Bolanos 1 > Assignments > LinkedIn Learning Assignment

LinkedIn Learning Assignment

This tool needs to be loaded in a new browser window

Load LinkedIn Learning Assignment in a new window

*The **Go to Admin** button will only show up after you have done a complete sign out and then sign back in to Canvas or LinkedIn through one.sjsu.edu.

9. Log into one.sjsu.edu in a new tab and locate the LinkedIn Learning tile. Click the Start button to access LinkedIn Learning.

SAN JOSÉ STATE UNIVERSITY   Single Sign-On Logout

one.SJSU
Spartan App Portal

What would you like to do?

Browse Categories ▾   All Roles ▾

                                                        ✉ 🔔   👤 Sign In ▾

                                                              Sign In

Benefits Open Enrollment   ⚙ Preferences

Benefits Open Enrollment for eligible employees is open now through October 4. Click the Benefits Open Enrollment tile to review and update your current benefit elections. Questions can be directed to your Benefits Representative.   💬 Send Feedback
                                                              ❶ Help

10. Once logged in, across the top navigation menu, locate and click on the option: **Go to Admin**.
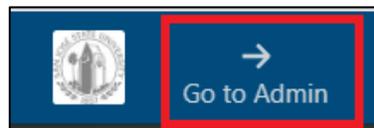
11. You will be able to review any content you would like to share now by clicking on the **Content** button.