



Welcome to the second Maine State Library tutorial on LearningExpress Library, your online learning platform. In the introduction to Learning Express Library, you learned what is available in this resource and how to create an account. In this tutorial, we'll dive into the resource and show you how to navigate through. Let's begin.

Getting Started After Logging In

LearningExpress LIBRARY™

Welcome Stephanie Zurinski Logout Contact Us

1

Maine

Home All Centers User Guides My Center Help

Welcome to LearningExpress Library

Achieve your educational and career goals. Choose a center below and get started!
Looking for preparation for the new GED® test?
Click here.

Click here for the **user guides** for LearningExpress Library.

Video Tutorial

School Center Computer School Agency Center Adult Learning Center

SEARCH: WHAT ARE YOU INTERESTED IN?

You are logged in as Stephanie Zurinski

MAINE STATE LIBRARY

Once you've logged in with your LearningExpress account, you'll notice that LearningExpress recognizes you (1). A really good way to begin is by viewing the online video tutorial.

Online User Guide

User Guides

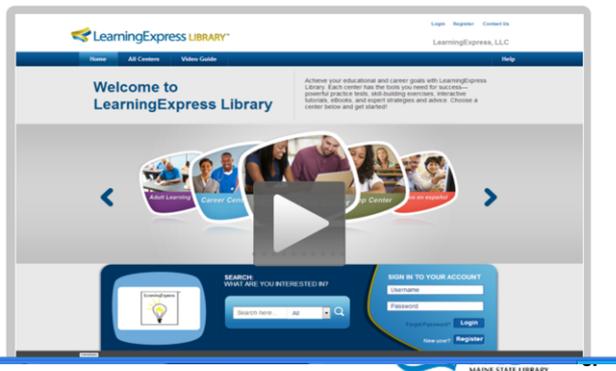
Full Length Video

- Welcome
- Library Homepage
- Registering as a New User
- Logging In
- About Centers
- Searching LearningExpress Library
- How to Take a Tutorial
- How to Take a Test
- How to Download and Use an eBook
- My Center
- Contact Us



Full Length Video

This video shows you how to take advantage of everything LearningExpress Library has to offer including how to create a new account, login to the library, move around quickly, search for and use our products, use your personal portfolio page, and get help.



The online user guide is a great place to start exploring LearningExpress. You can view the full video all at once or just view the parts you are interested in. The left hand navigation lists direct links to those subjects in the video. You can learn how to search, take a test, take a tutorial or download and use an eBook. This is a wonderful online reference should you ever need help while you're using LearningExpress.

Now, we'll go back to the LearningExpress home page.

Choosing a Center

The screenshot shows the LearningExpress Library website interface. At the top, there is a navigation bar with links for Home, All Centers (circled in red), User Guides, My Center, and Help. Below the navigation bar, a welcome message reads: "Welcome to LearningExpress Library. Achieve your educational and career goals. Choose a center below and get started! Looking for preparation for the new GED® test? Click here." To the right of the welcome message is a small video player and a link for user guides. Below this is a carousel of center options: School Center, Computer S..., Adult Learning Center, and Job Library Center. Blue navigation arrows are positioned on either side of the carousel, and red arrows point to them from the text "Navigation Arrows" located at the bottom left of the screenshot. At the bottom of the page, there is a search bar with the text "SEARCH: WHAT ARE YOU INTERESTED IN?" and a login status indicator that says "You are logged in as Stephanie Zurinski". The MSJ logo (Maine State Library) and the page number "•4." are located in the bottom right corner.

The easiest way to begin is to choose the learning center most appropriate to your needs. Click on the blue navigation arrows to scroll through the list of centers or click on "All Centers" on the blue menu line across the top (Circled). Let's look at the Career Center.



Each center is laid out in the same format. Section 1 is a brief description of what's in the center. In this case, you'll find help in preparing for a professional exam or information about occupations. Section 2 lists the actual subjects. Click on the blue arrows to scroll through the possibilities. Section 3 contains the search box. Let's further explore the Job Search and Workplace Skills section by clicking on that icon in section 2.

The screenshot displays the LearningExpress Career Center interface. At the top, the main title is "Job Search and Workplace Skills". Below it, the "Career Center" header includes a user greeting "Welcome Stephanie Zurinski" and links for "Logout", "LearningExpress Library", and "Contact Us". A navigation bar contains tabs for "Home", "Center Home", "Guidance", "Resources", "Other Centers", "User Guides", "My Center", and "Help". A red arrow points to these tabs with the label "Navigation Tabs".

The main content area is titled "Job Search and Workplace Skills". On the left, a search box is present, along with filters for "Search entire Library" and "Show Me:" (Tests, eBooks, Tutorials). A list of topics is shown, with "Job Search and Workplace Skills" highlighted in white and marked with a red bracket and the number "1". Below this list are two subtopics: "Improve Your Job Search, Interviewing, and Networking Skills" and "Build Your Workplace Skills".

The main content area features a subtopic titled "Improve Your Job Search, Interviewing, and Networking Skills", which is highlighted in white and marked with a red arrow and the label "Subtopics". Below this subtopic, there are three buttons: "Change Careers", "Conduct a Successful Job Search", and "Create Great Resumes and Cover Letters". Below these buttons, there are two e-books listed: "Best Careers for Teachers" and "The Military Advantage", each with a "Launch" button.

The left hand navigation box contains the search box, item type limits, and links to the other topics in the Career Center in blue. Notice, that there are two subsections in the Job Search and Workplace Skills section. The subsection you are looking at shows up in white (1). The center of the screen contains links to the subtopics for displayed topic. Below the subtopics box, LearningExpress displays all the items available for the subtopic highlighted in Blue. In this case, Change Careers. Clicking on any of the other subtopics will display the items available for you there. Let's select Create Great Resumes and Cover Letters.

Each screen in LearningExpress allows you to navigate easily back to the home screen or another learning center by using the tabs at the very top of the screen, labeled Navigation Tabs.

Subtopic Detail

Home Center Home Guidance Resources Other Centers User Guides My Center Help

Job Search and Workplace Skills

Search this Center

Search entire Library

Show Me:

- Tests
- eBooks
- Tutorials

Learn More About a Career

Prepare for an Entrance Exam

Prepare for an Occupation Exam

Join the Military or Become an Officer

Job Search and Workplace Skills

Improve Your Job Search, Interviewing, and Networking Skills

Build Your Workplace Skills

Prepare for the WorkKeys® Assessments and the 10EIC®

Improve Your Job Search, Interviewing, and Networking Skills

The resources below can help you change careers, conduct an effective job search, interview with confidence, learn important social networking skills, and more.

Change Careers Conduct a Successful Job Search **Create Great Resumes and Cover Letters**

Interview with Confidence Learn Important Social Networking Skills

 **Great Resumes**

This tutorial will help you through each step of the resume creation process. Explore what a resume is and the different resume sections and their uses, find the right format for you, learn about keywords and action words, view sample resumes, and more.

[Launch](#)

 **Great Cover Letters**

This tutorial will help you through each step of the cover-letter creation process. Explore all the different elements of an effective cover letter, learn what you should include and what format works best for you, view sample cover letters, and more.

[Launch](#)

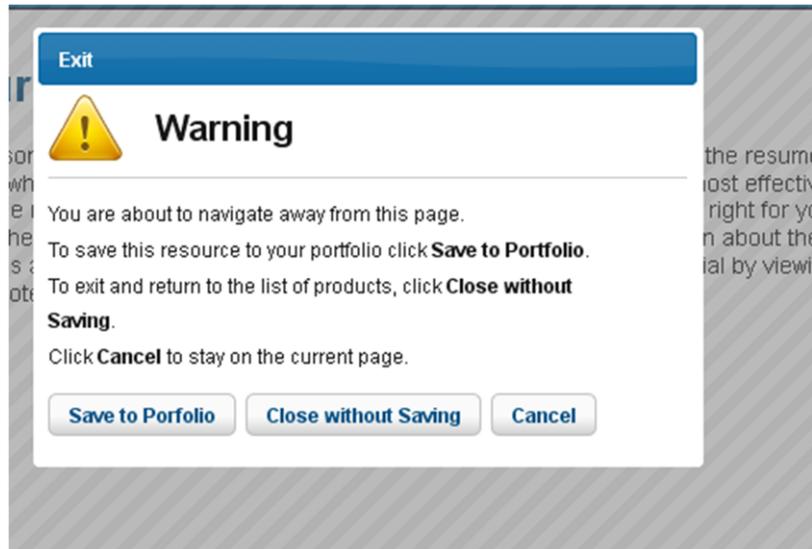


Now we've arrived at actual resources. Here is where you'll find tutorials, as in this example, eBooks and other resources you can use. Click on any of the titles and you'll get a longer description. This is shown on the next slide

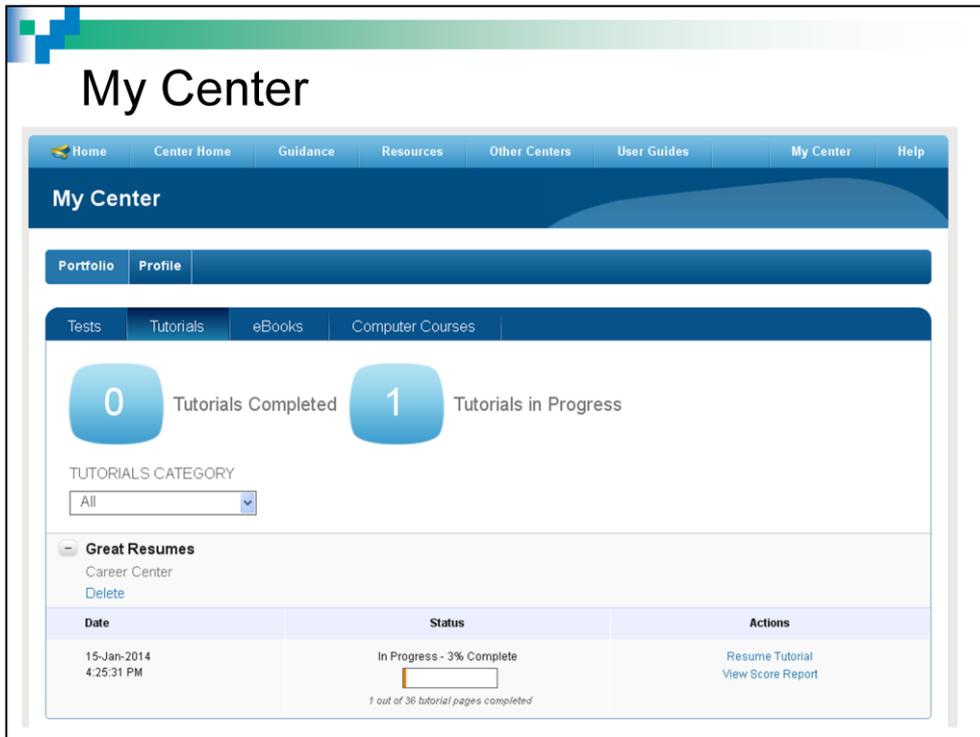
The screenshot shows a web interface for a course titled "Course Introduction" under the "Career Center" and "Great Resumes" sections. The page has a blue header with the title and a navigation bar with buttons for "Next", "Save and Finish Later", "View Score Report", and "? Help". A left sidebar contains a menu with "About Resumes and Formats" (highlighted with a red arrow and the number 1) and "Course Summary". The main content area has the title "Course Introduction" and a paragraph of text. A green "Start Course" button is at the bottom center. A red arrow and the number 2 point to the "Save and Finish Later" button. The MSU Maine State Library logo is in the bottom right corner.

You are now ready to begin this tutorial. You can click on the Start Button at the bottom of the screen or in the left navigation box labeled 1 to launch the course. Both actions will give you the course outline so you can keep track of your progress. At any time, you can stop the course and restart it when you have time again, by clicking on the 'Save and Finish Later' Button at the top right of the screen, labeled 2.

Save and Finish Later



This is the screen that pops up the very first time you click the Save and Finish Later button. If you have run out of time for the moment but haven't completed the course, click on 'Save to Portfolio'. The next time you log in to your account, the course and tests that you have completed will be saved there for you. Clicking on 'Close without Saving' takes you back to the list of tutorials and other materials that are available. To stay in the course at your current page, click Cancel.



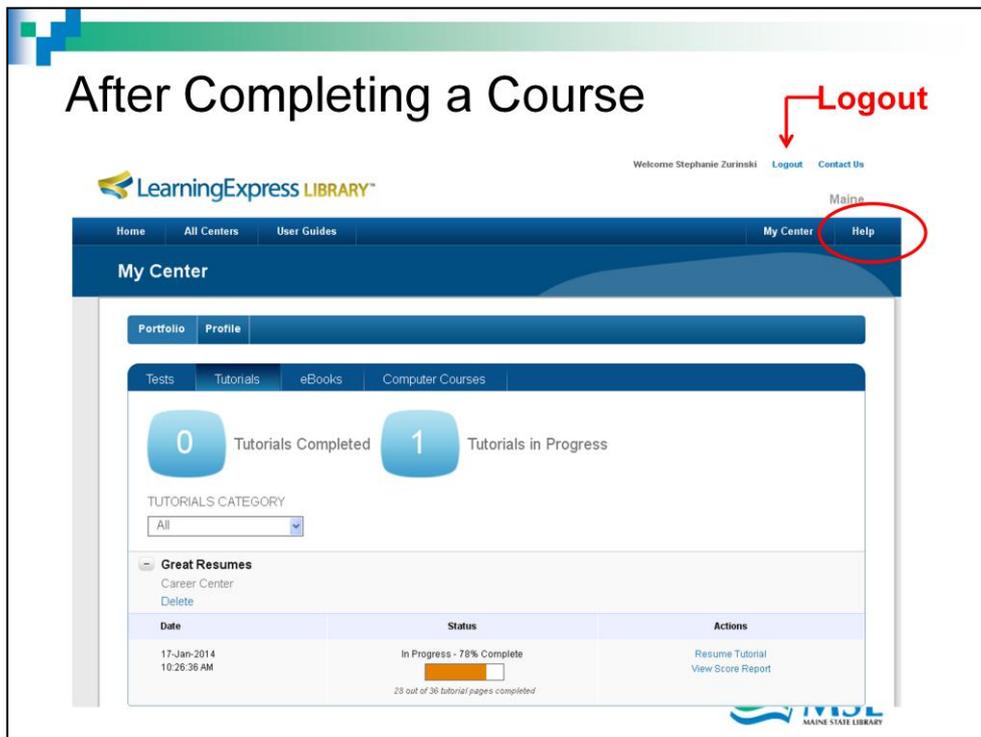
This is your personal learning center. It displays your portfolio which contains all the tutorials, eBooks or tests you've saved to work on. It shows your progress and scores if there are tests associated with the item. Your center also displays your profile which contains your account information. To view or edit your account information, just click on the Profile tab. You'll notice that the portfolio is divided by item type so there are separate tabs for tests, tutorials, eBooks and computer courses.

Let's return to our course now.

Navigating a Course

The screenshot shows the LearningExpress LIBRARY interface for a course titled "Great Resumes". At the top, there is a navigation bar with "Previous" and "Next" buttons, and a "Save and Finish Later" button. A "View Score Report" button and a "Help" icon are also visible. The main content area is titled "Introduction: About Resumes and Formats" and includes a brief introductory text. On the left side, there is a "Course Outline" sidebar with a list of lessons: "Lesson 1 - What Is a Resume?", "Lesson 2 - The Right Resume Format for You", "Lesson 3 - The Anatomy of a Resume", "Lesson 4 - Using Keywords and Action Words", and "Lesson 5 - The Final Steps". A "Course Summary" link is also present. The LearningExpress LIBRARY logo and the MSLS (Maine State Library) logo are visible at the bottom of the page.

This is the first page of the course we're taking. Notice the Course Outline on the left side of the screen. You can quickly navigate through the course using this outline. There's a link that tells you how to save your work as you progress through the course. The blue menu bar at the top of the screen contains the navigation links to progress through the course or return to a previous slide (1). We've already talked about the screen you see the first time you click on 'Save and Finish Later'. Once the course is saved to your portfolio, the next time you click that button, you go straight to your portfolio where you have the option to visit other parts of LearningExpress. Let's begin the course by either clicking on the 'Next' button in the menu bar or on Lesson 1 in the outline on the left.



When you've completed a course and returned to your center by clicking 'Save and Finish Later', you can start another course if you've chosen multiple ones or choose another learning center to browse. There's no limit to the number of items you can add to your center. You can delete items when you're finished but this will also delete your results.

If you ever have problems with LearningExpress, access the online Help which appears at the top right on every screen. It's circled on this slide.

If you are finished for the day, be sure to 'Logout' especially if you are working in a library on a library-owned computer.

We hope you've enjoyed this tutorial. Have fun exploring and learning with LearningExpress.

And, don't forget the next slide which contains links to the instructions mentioned earlier.