Using LearningExpress Library

MARVEL!

MSL
MAINE STATE LIBRARY

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.

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.
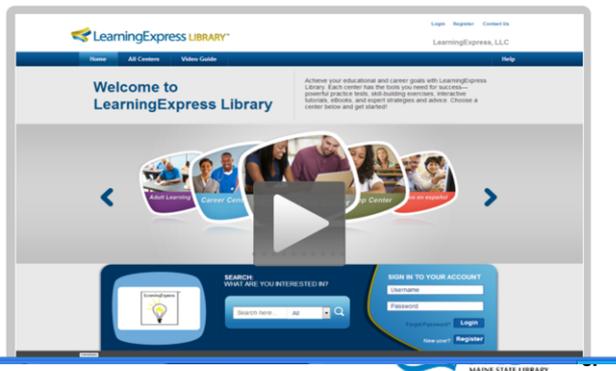
The online user guide is a great place to start exploring LearningExpress. You can view the full video all at once or just view the parts you are interested in. The left hand navigation lists direct links to those subjects in the video. You can learn how to search, take a test, take a tutorial or download 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.

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 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.
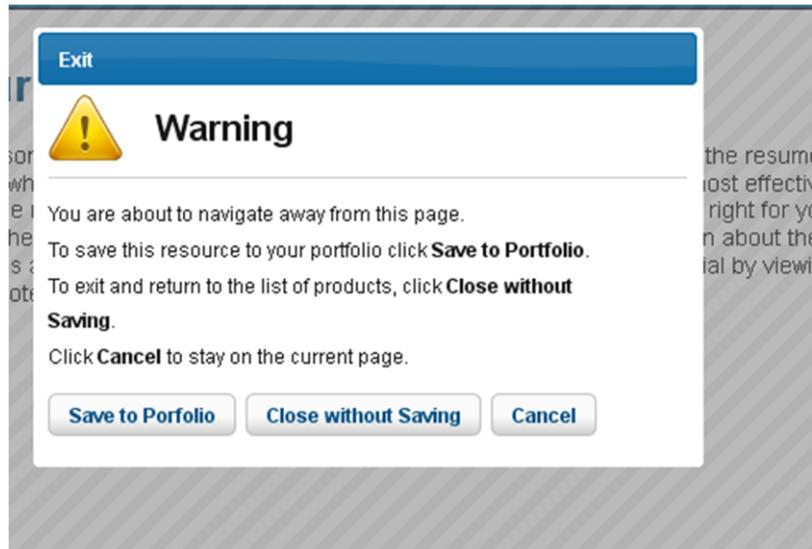
Now we've arrived at actual resources. Here is where you'll find tutorials, as in this example, eBooks and other resources you can use. Click on any of the titles and you'll get a longer description. This is shown on the next slide
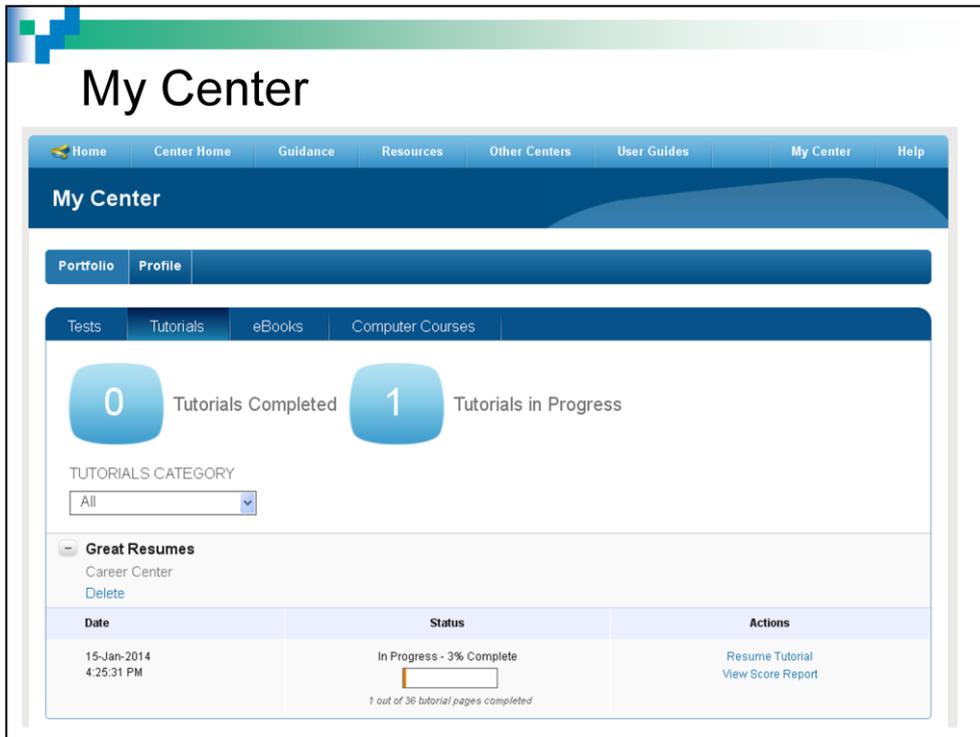
You are now ready to begin this tutorial. You can click on the Start Button at the bottom of the screen or in the left navigation box labeled 1 to launch the course. Both actions will give you the course outline so you can keep track of your progress. At any time, you can stop the course and restart 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.
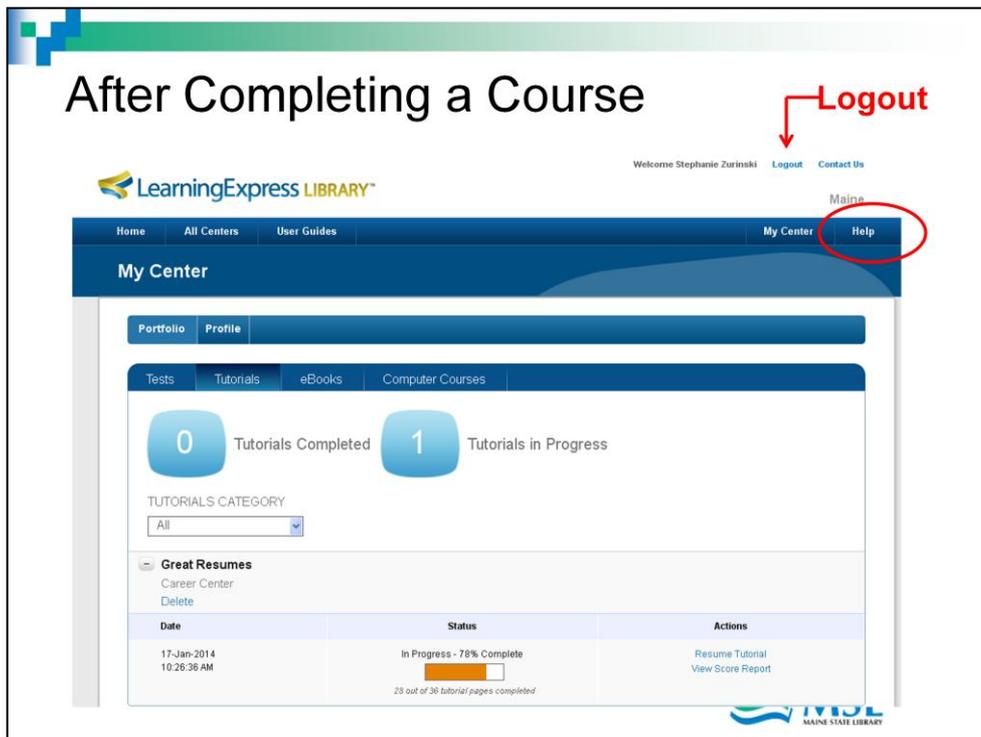
This is your personal learning center. It displays your portfolio which contains all the tutorials, eBooks or tests you've saved to work on. It shows your progress and scores if there are tests associated with the item. Your center also displays your profile which contains your account information. To 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

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.