Learning Express:

What is Learning Express?

Learning Express is an online resource offered through the library’s website that provides guides, tutorials and practice exams for students, adult learners, business professionals, and members of the military.

Where to find Learning Express:

1) First go to the library homepage at www.bartlettlibrary.org

2) Click on the “Research” tab located at the top of the homepage.
3) Under “Education”, select “Learning Express Library”.

4) Once at the Learning Express homepage, this is the screen you will see.
Navigating on Learning Express: A Guide to the Learning Express Homepage

**Home**: Use this button to return to the Leaning Express Homepage at any time while searching the site.

**Centers**: All guides, practice exams, and tutorials are organized into “Centers” based on topic. These “centers” will appear in boxes at the center of the screen. You can scroll through them using the arrows on either side of the displayed courses. Hover your arrow over a center to learn more about the materials it contains. You can also choose a center using the “All Centers” tab located next to the “Home” button at the top of the page.

**Login/Register**: You may explore the Learning Express website as much as you like without registering, however, in order to start an exam, view a tutorial, etc, you must either login or register for an account. This can be done using the “Login”/“Register” options located at either the top or bottom of the home page.

**Search**: Use the search box to find specific tools or topics within Learning Express (I.E. the GED). You can search throughout the entire site, or narrow your results to search within a specific center.

**Help/Video Guides**: Use the “Help” section and “Video Guides” for additional assistance when using Learning Express. The “Help” section will provide written instructions and answers to frequently asked questions while the “User Guides” section will provide useful, instructional videos on topics such as how to register or take an exam using Learning Express.
Registering with Learning Express:

Learning Express is a free service provided by the library, however, in order to make the most of this resource, you must first register your account with Learning Express. Doing this takes only a few seconds and will provide you with access to all tests, tutorials, and practices located within the website. Until you have completed your registration, your access on the site will be limited to just viewing which resources are available to you and what services you might be interested in.

Note: If you have used Learning Express in the past, using a previous version of Learning Express, you will have to re-enter your information and register for a new account.

1) Click on the “register” located at the top of the Learning Express home Page.
2) Enter the required information (Your name, email, and a password)

3) Click “Create Account“ and within seconds an account will be created for you and you will be logged in.

Future Access:

Once you have registered with Learning Express, you will be able to access the resources on the website by simply logging in on future visits. To do this, click the “Login” button at the top of the webpage, or use the login section located in the bottom left hand corner of the page.

Username: The email you provided during registration
Password: The password of your choosing, provided at registration
Once Logged On:

Once you log on, you will notice a new tab next to the “Help” option on the homepage. This is the “My Center” tab.

My Center: The “My Center” section of Learning Express contains a history of your activity on Learning Express. It will record the progress you have made on any tutorials you may have viewed and your scores or progress on any practice exams. This will allow you to go back at any time to continue with a test or tutorial, or review any material you might want additional practice with.
Within My Center:

After clicking on My Center, this is the screen you will see. You will first, automatically, be shown your “Portfolio”. Under the portfolio, you will have the option of accessing any “Tests”, “Tutorials”, “eBooks”, or “Computer Courses” that you have viewed in the past. To do so, simply click on the tab corresponding to the section you wish to view. You will not only be able to view your results and past progress, but you will also be able to restart a test you may not have finished, delete items you no longer need to have a record of, and view suggestions for additional practice and development.

Meanwhile, selecting the “Profile” tab will instead allow you to view your own, personal information that you provided when you registered your account. Here, you can update your email, change your password, or provide additional information if you wish.
Accessing a Center’s Resources:

1) Navigate to the Center you wish to access and click on it.
2) Once in that center’s home page, use the navigation tools to help you find the resources that best suit your needs.

3) Hover your mouse over a Learning Center for a brief description of what it contains. Click on it to access the resources.

**Home:** Returns you to Learning Express’ main home page.

**Center Home:** The main page for that center. It will display different sections, or “Learning Centers”, each containing resources related to that center’s theme (I.E. Careers).

**Learning Centers/Resources:** Smaller sections within each Center that appear in the middle of your screen. Each is organized according to a specific theme related to the broader topic covered by that center. For instance, the Career Center is broken down into “Learn More about a Career”, “Prepare for an Entrance Exam”, and “Prepare for an Occupation Exam” Learning Centers. You can use the arrows on either side of the learning centers to view more, or you can use the “Resources” Tab at the top of the page to make your selection.

**Guidance:** Groups a center’s resources into smaller categories typically geared towards helping you achieve a goal. (I.E. “Get Hired” or “Succeed in the Workplace”).

**Other Centers:** Allows you to easily navigate from one Center to another without having to return to the Learning Express home page.

**Search:** Allows you to search for specific products within a Center.
Using a Product:

Once inside a Learning Center, you will be able to access different “Categories” which will be listed on the left hand side of the screen. (Click the arrow next to the learning center name to display the categories) You can change between different categories within a single Learning Center, or simply view the other Categories available within that Center. Clicking on the (+) sign next to a category will further break down a category into smaller, more specific “Subcategories” focusing on different topics.

“Products” are the actual tests, tutorials, and ebooks available through learning express. These will display in the center of your screen along with a brief description. Simply click “launch” to begin your tutorial. You can also use the “Show me” box to limit your search to just one type of product (e.g. tutorials).

**Categories:** Allow you to further narrow your search by specifying a goal or task you want to focus on.

**Subcategories:** Organize products into a specific section within each category to allow easy access to a group of products with a similar theme.

**Products:** The actual tests, ebooks and tutorials used to help assist you in advancing your knowledge. These are accessed by clicking the launch button next to the desired product.
**Tutorials + ebooks**

*Tutorials* will be indicated with a 📚 icon in Learning Express while *ebooks* will be represented with a 📚. You can access both resources by selecting the “Launch” button located across from the product you wish to use.
Tutorials: Tutorials provide online instruction regarding a specific topic. All tutorials are broken down into smaller sections called “Units” so you can easily pick up where you left off or skip directly to the part you wish to review.

- Allows you to jump to a different unit or course.
- Allows you to move to the next (or previous) segment in the tutorial.
- Saves your progress and allows you to pick up where you left off at a later time.
- Some tutorials provide pre or post tests, allowing you to test your understanding of materials before and after the tutorial.
- Allows you to begin your tutorial (from the beginning).
Ebooks: Download directly to your computer or flash drive and do not need to be returned. All ebooks are available in PDF format and can be accessed on any computer that can view PDF files.

1) Click Launch next to the item you wish to download
2) In the box that appears, select “Open With” and allow a few seconds for the file to download.

3) Once the file has downloaded, your eBook will automatically open. This, however, will only allow you one-time access to the eBook, and you will have to download the item again the next time you wish to view it. To save a copy of the eBook that you can access at any time, go to file, save as, and select a location to save your eBook to (e.g. a flash drive or your desktop.) Be sure to save the file as a PDF.
Practice Exams: Practice Exams in Learning Express will be indicated by a icon. These are sample exams that provide a similar experience to a real-life, proctored exam. You can select from several different test “modes” and can review your results once the exam has finished.

1) To begin an exam, simply click the launch button next to the exam you wish to take.
2) Learning Express will next provide a brief overview of the test. It will describe the test and provide instructions about answering questions. The number of questions and time allowed for the test will appear in the upper right hand corner.
4) Before beginning a test, you will be able to choose your “Test Mode”. There are three different test modes to choose from, each differing slightly in the way you will experience the test. The “Simulation” mode will provide the most true-to-life experience, while a “Learner” exam will display the answers to any completed questions as you progress through the test, helping you to learn as you go. A practice exam will provide answers once the exam is completed, but will not enforce the time limit as it is displayed.

4) Once you have chosen your “Test Mode”, simply click “Start Test” to begin the exam.
5) As you take an exam, you will use the mouse to click on your answers to any questions. To submit an answer, click on the “Next” button at the top or bottom of the page. You can also select the “Skip Question for Now” button to advance beyond a question without answering. Once you have finished an exam, click “Score My Test” to submit your answers.

Guide to Taking an Exam

Next: Submits your answers and allows you to advance to the next page or go back to earlier questions.

Save and Finish Later: Allows you to save your progress and pick up where you left off at a later time.

Answers: Simply click on an answer to select it.

Skip Question for Now: Allows you to advance to the next question without providing an answer. You can return at a later time.

Jump to Question: Allows you to easily navigate to any question in the exam.

Score My Test: Clicking this indicates you have finished the exam. This will submit all your answers and score your test.
Scoring a Test.

When scoring a test, learning express will first provide you with the opportunity to review your answers. Once the test is scored, you will see a “score report” that will display how well you scored, break down your score by different categories, and allow you to go back and review the answers (with explanations) to any questions on the exam. At the bottom of the page, you will also be given recommendations, based on your scores, as to which other products might help you improve your skills in order to score better on future exams.

Understanding Your Score Report:

![Score Report](image-url)

**Your Score:** Displays how well you scored on the exam

**View Answers:** Allows you to view your answers, find which you got wrong, and review an explanation of the correct answers.

**Score Box:** Breaks down your scores by topic so you can find which areas you might need more review

**Recommendations:** Suggests other Learning Express Products to help you build your skills, especially in weaker areas. A key to the recommendation symbols appears to the left, across from your score.
Review your answers:

1) Click on “View Answers:”
2) A box will display listing each question and indicating a correct answer with a green check, and a wrong answer with a red “X”. Click on the answer you wish to review to see the original question, your answer, and a brief explanation of the correct answer.
3) You can also access your past exam questions by going to My Center. Here, you can also view product recommendations, review your scores, continue an unfinished exam, or delete past exams.

By changing tabs, you can also view your progress and continue any tutorials or computer courses you might have begun. You will also have access to a history of the eBooks you have downloaded.
Computer Courses:

1) Learning express also offers video guides to popular computer programs such as Microsoft PowerPoint, Excel, Word, etc. To access these resources, navigate to the “Computer Skills” center and click on it.
2) Once inside the center, you will have five Learning Centers to choose from: Get Started with your computer, Get Started with the internet, Popular Software Tools, Learning Computer Graphics, and Understanding your Operating System. Select the one you wish to learn more about to view the tutorials.
3) Next, decide which product you wish to learn more about. Use the tabs on the center toolbar to decide which year or edition you wish to learn about. (Your computer will typically display which version you have when you click on the icon on your desktop.)

4) The computer tutorials appear on your screen in a separate, video player. Make sure your popup blocker is turned off in order to gain access to the video. You can navigate through the video using the menus on the left hand side, or you can advance, pause, play, or go back using the buttons on the bottom of the player.
Learning Express Navigational Chart:

Learning Express Homepage
Centers
Learning Centers
Categories
Subcategories
Products (Tests, Tutorials, Ebooks, etc)

Product Key:

Practice Exams
Tutorials
eBooks

Recommended Products Key:

PRODUCT RECOMMENDATION KEY

Develop: Skills development needed. Use these products to build your skills.

Improve: Skills improvement recommended. Use these products to practice and improve skills.

Practice: Skills mastered. Use these products for additional practice.
Summary of Popular Learning Express Offerings:

Practice Exams-
  ACT
  SAT
  TOEFL
  GRE
  GED
  AP Exams

Computer Program Tutorials:
  Word
  Excel
  PowerPoint
  Access

Career Preparation Exams:
  Firefighter Exams
  ASVAB (Military) Exams
  Teaching Exams

Adult Learning:
  Become a U.S. Citizen
  Develop literacy skills
  Develop math skills