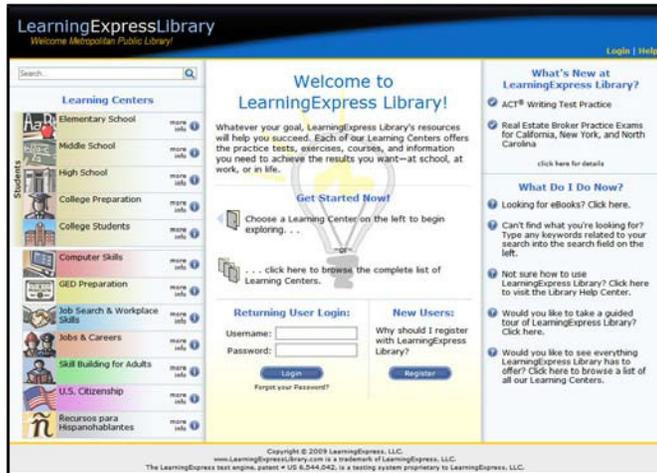




LearningExpress Library

User Instructions

Accessing LearningExpress Library

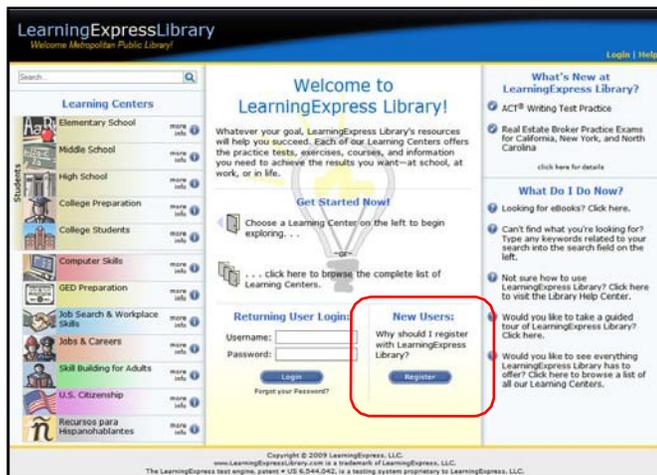


To access LearningExpress Library from your library: click on the LearningExpress Library link on the computer's desk top, or login to www.maine.gov/msl/commons/ and choose "Access Direct from a Public Library" under LearningExpress.

To access LearningExpress Library from home: See instructions at www.maine.gov/msl/commons/learnexp/

LearningExpress Library Home Page (Not Logged In)

New User Registration



➤ New users wishing to register should click on the "Register" button on the LearningExpress Library home page to get started.

New Users Area of Home Page



New User Registration Page

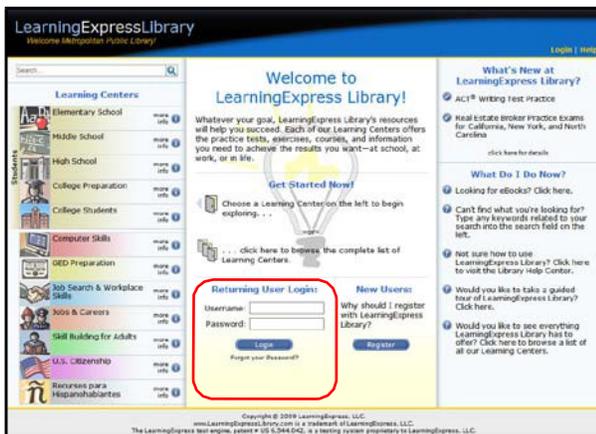
- You'll arrive at the **"New User Registration"** page.
- To register, you must fill in the required fields. When you have completed this step, click **"Register."**



Registration Confirmation Page

- When you complete your registration, you'll receive your registration confirmation. Please make a note of your username and password for future access and then click **"Continue"** to taking advantage of all that LearningExpress Library has to offer.

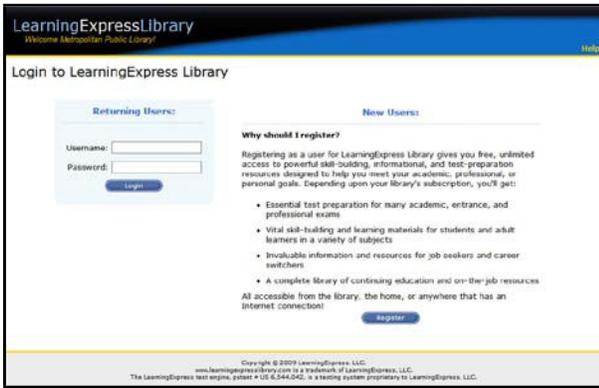
Returning User Login



Returning User Login Area of Home Page

- If you're a returning user, simply enter your username and password into the **"Returning User Login"** area and click **"Login."**

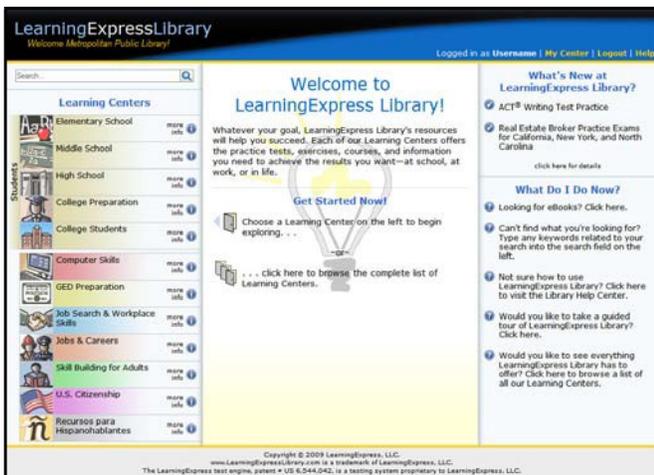
Alternate New and Returning User Logins



Alternate Login Page

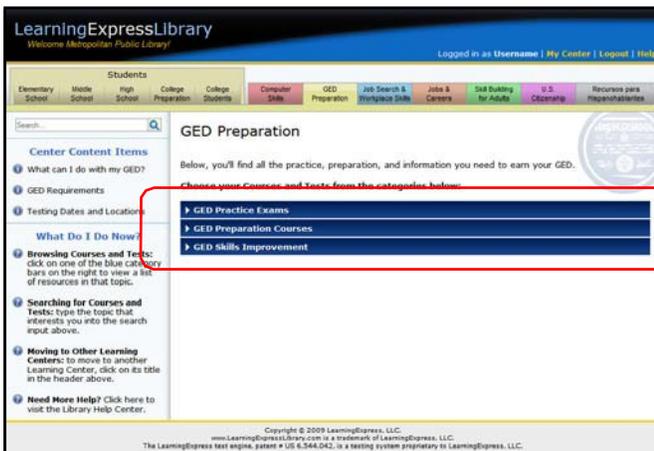
- New and returning users can also log in or register by clicking the **“Login”** link on the top right corner of the LearningExpress Library home page.
- Returning users should simply enter their username and password into the **“Returning Users”** area and click **“Login.”**
- New users should click the **“Register”** button and then follow the previously outlined instructions for registering.

Getting Started



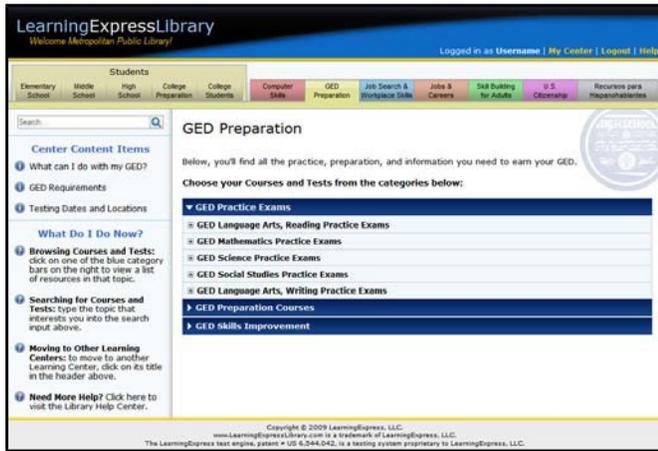
LearningExpress Library Home Page (Logged In)

- Once logged in, you'll be able to view and access all resources found in the Learning Centers.
- The combination of Learning Centers available to you was chosen by your library.
- The different Learning Centers house all the available tests and courses related to the Center's topic.



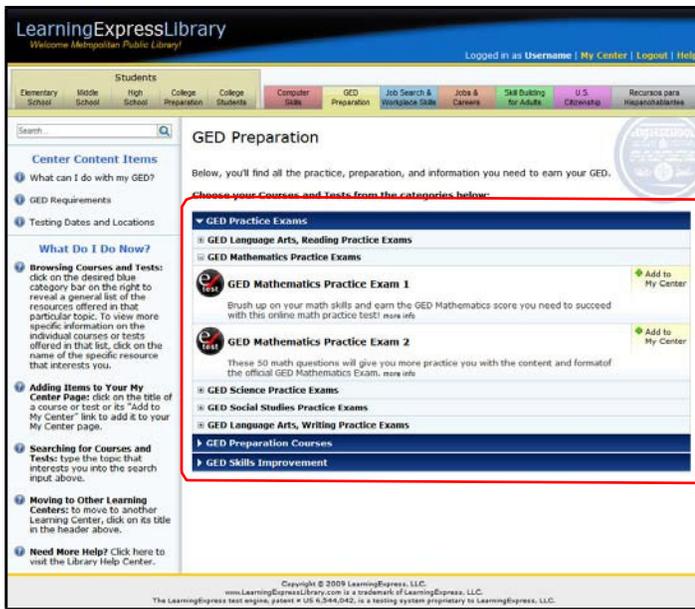
Collapsed View of a Learning Center's Categories

- A Learning Center's tests and courses are organized into expandable categories.



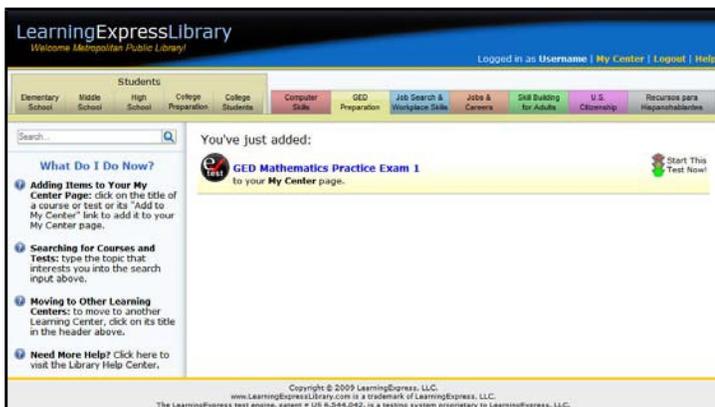
Subcategory View of a Learning Center's Category

- Clicking on a category expands it to reveal the related subcategories.



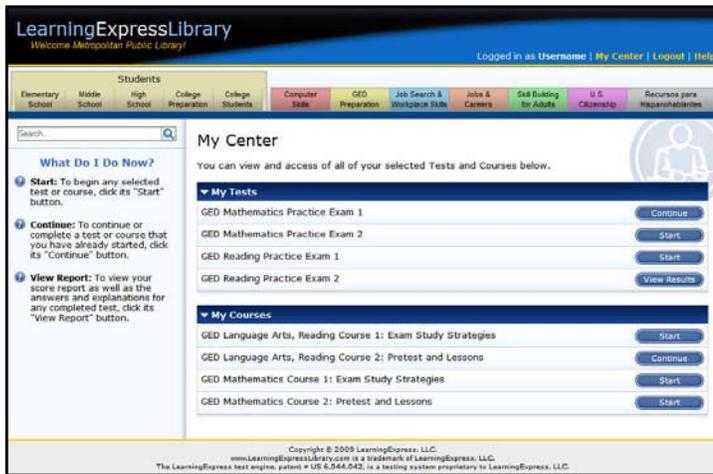
Expanded View of a Subcategory

- When you click on a desired subcategory, you will see the available tests and courses related to that subcategory.
- You can find out more about a particular test or course by clicking on it, or proceed to add it your **My Center** page by clicking on the **"Add to My Center"** link.



"You've Just Added. . ." Page

- After adding a test or course to My Center, you have the option of starting it immediately or taking it later.
- To start a test or course immediately after adding it, click on the **"Start This Test Now!"** or **"Start This Course Now!"** link.
- If you choose to return to the test or course later, you can then go to your My Center page by clicking on the **"My Center"** link at the top right of the page, or continue to browse the Learning Centers by clicking on a Learning Center tab.



View of a User's "My Center" Page

- When you are in My Center, you'll be able to view all the tests and courses you have previously selected.
- To start a test or course, simply click on its **"Start"** button.
- To continue a test or course previously started but unfinished, click on its **"Continue"** button.
- To view your personalized score report for a completed test, click on its **"View Results"** button.