


Slide 1




Welcome to a Maine State Library tutorial on LearningExpress, your online learning platform.




What is LearningExpress Library ?

- An interactive online learning platform
- Courses, Tutorials, Tests, Ebooks
- Personalized
- Immediate scoring, complete answer explanations, and an individualized analysis of results




LearningExpress Library features over 700 practice tests, tutorials, and eBooks related to job search and workplace skills improvement, career certification and licensing exam preparation, college entrance and graduate school admissions exam preparation, GED exam preparation, and basic skills improvement in reading, writing, and math, for all ages. In addition, you will find interactive popular software tutorials/courses that are video-based and allow you to learn at your own pace.



Using LearningExpress Library

- Access only in public libraries or from home with a **free** account
- Can only be used by Maine residents
- Must be a registered MARVEL! user for use outside a public library
- Must create a LearningExpress account



Access to LearningExpress Library is free for Maine residents. All you need is a MARVEL! account for access and a LearningExpress account where all your courses and tests are stored for you. Getting set up is easy as you'll see in the next slide.

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Accessing LearningExpress Library within a Public Library

The screenshot shows the Maine State Library website. The navigation bar includes links for MSL Home, Information Commons (circled in red), General Public, Librarians, State Agencies, and Talking Books Plus. The main content area is titled 'Maine Public Library Information Commons' and features a 'LearningExpress' section with a red arrow pointing to the link 'LearningExpress Library from Public Library'. Other links in the LearningExpress section include 'What is LearningExpress', 'How to Use LearningExpress', 'Home Access if Registered MARVELL User', and 'Instructions to Access from Home'. A 'Getting a Job' section is also visible with links for 'Maine CareerCenter', 'Search by Topic', 'Courses, Resources, Keyword Search', and 'Job Checklists'. The URL 'http://www.maine.gov/msl/commons/index.shtml' is provided at the bottom.

If you are in a public library and want to use LearningExpress Library, visit the Information Commons at the State Library website listed at the bottom of the slide (www.maine.gov/msl/commons/). Under LearningExpress click “LearningExpress Library from Public Library.” You will need to set up your own LearningExpress account which will be covered in a later slide.

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The screenshot shows the Maine State Library (MSL) website. At the top, it says "Current MARVEL! User: Home Access". The website header includes "Maine.gov" and "MSL MAINE STATE LIBRARY". A navigation menu has "Information Commons" circled in red. Below the menu, the page title is "Maine Public Library Information Commons". There are two main sections: "LearningExpress" and "Getting a Job". In the "LearningExpress" section, a red arrow points to the link "Home Access if Registered MARVEL! User". Below the "LearningExpress" section, the URL "Information Commons: http://www.maine.gov/msl/commons/index.shtml" is displayed. The MSL logo is in the bottom right corner.

To use this resource at your Maine home or other places in Maine with an Internet connection, you must be a registered MARVEL! user. The vendor requires verification that users of this resource are Maine residents. None of your information will be shared with other parties.

If you are a current registered MARVEL user, visit the Information Commons at the State Library website listed at the bottom of the slide (www.maine.gov/msl/commons/). Under LearningExpress click "Home Access **IF** registered MARVEL! user". There are two methods to login.

The last slide in this presentation features links to download and print instructions.

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Login to MARVEL! as a Current Home/Remote User

MARVEL! Login with Library Barcode	MARVEL! Username Login
<p>You may log in to access MARVEL! databases by using your last name and library barcode ONLY if it is from one of the Minerva libraries, URSUS libraries or from Portland Public Library.</p> <p>Last Name : <input type="text"/> Library barcode : <input type="text"/> <input type="button" value="Log in with barcode"/></p> <p> Can I use my library barcode to login?</p>	<p>Marvel is available to all Maine residents. If you do not have a library barcode from a Minerva library, URSUS library or from Portland Public Library, please create an account (see New User below) and use the login below.</p> <p>Username : <input type="text"/> Password : <input type="password"/> <input type="button" value="Log in with password"/></p> <p>New User? Register here. Forgot your password? Edit my account } 1</p>

Information Commons: <http://www.maine.gov/msl/commons/index.shtml>

The two login methods are shown on this slide.

- On the left side, you can login using your last name and library barcode **ONLY** if the library card is from one of the Minerva libraries or Portland Public Library.
- On the right, login with **your own** MARVEL username and password.

Try logging on with either your library card or your unique MARVEL username and password. If you can get into MARVEL! but not LearningExpress Library, it's probably because your library card is not from a public library or your account affiliation is not set for "public library".

Since "Learning Express Library" is limited to public library users you may need to edit your account to be set to the "Public Library" affiliation. You can always retrieve your password or edit your account by using either of the links labeled 1 in the slide.

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Set Up a New MARVEL! Account

MARVEL! Login with Library Barcode	MARVEL! Username Login
<p>You may log in to access MARVEL! databases by using your last name and library barcode ONLY if it is from one of the Minerva libraries, URSUS libraries or from Portland Public Library.</p> <p>Last Name : <input type="text"/> Library barcode : <input type="text"/> <input type="button" value="Log in with barcode"/></p> <p> Can I use my library barcode to login?</p>	<p>Marvel is available to all Maine residents. If you do not have a library barcode from a Minerva library, URSUS library or from Portland Public Library, please create an account (see New User below) and use the login below.</p> <p>Username : <input type="text"/> Password : <input type="password"/> <input type="button" value="Log in with password"/></p> <p>New User? Register here. ← 1 Forgot your password? Edit my account</p>

Information Commons: <http://www.maine.gov/msl/commons/index.shtml>

To set up a new MARVEL! account, click on the blue link “Register here” labeled 1 in the slide or you may register for an account at www.maine.gov/marvel/
Choose the tab, “Getting Started” then “How do I register for a username and password?” .
Then, click **Register here**”.

See the last slide in this presentation which has links to download and print instructions.

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Register for a New MARVEL! Account

Register for a New Account
All fields except Company are required.

First Name

Last Name

Company Name Optional

Address

City

State

Zipcode

Email

Library Affiliation

Choose a username or use your email address

Username Use your email address

Create your own 6 character password or use the random generated password below

MSL
MAINE STATE LIBRARY

When you register for a new Marvel account, you'll be asked for first and last name, address, city, zip code, email, and library affiliation. **Important:** Be sure the state "Maine" remains spelled out.

Since "Learning Express" is limited to public library users, you need to set the Library Affiliation to "Public Library".

Use your email address for your **Username** for ease of remembering.

Choose a Password of at least 6 characters in a combination of letters and numbers or use the one randomly generated. It's easier to choose your own password so that you can easily remember it

You will automatically receive an email with this information with the subject heading "MARVEL! New Registration". Save this email.

You can always retrieve your password or edit your account by using the related links on the MARVEL! login page.

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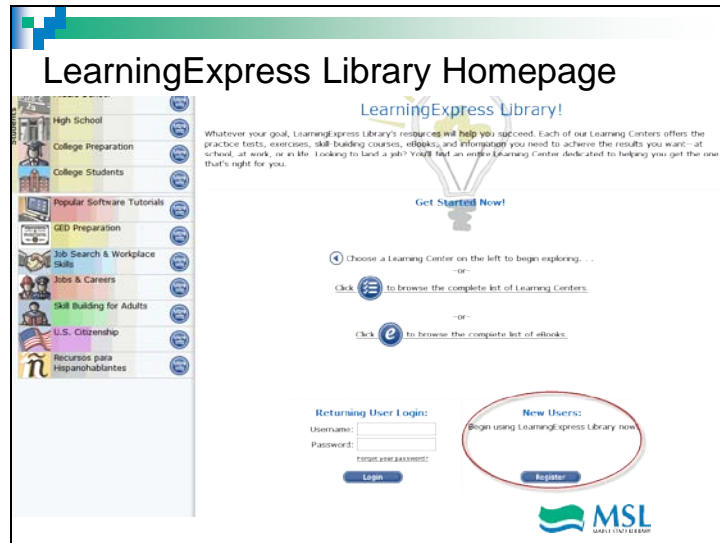
Accessing LearningExpress Library via the Information Commons

The screenshot displays the Maine State Library website. At the top, the navigation bar includes 'Maine.gov', 'Agencies | Online Services | Help | Search Maine.gov', and 'Contact Us | Hours'. The main header features the 'MSL MAINE STATE LIBRARY' logo and a search bar. Below the header, a green navigation menu contains 'MSL Home', 'Information Commons', 'General Public', 'Librarians', 'State Agencies', and 'Talking Books Plus'. The 'Information Commons' link is circled in red. The main content area is titled 'Maine Public Library Information Commons' and includes a 'BROADBANDUSA' logo. Two primary sections are highlighted: 'LearningExpress' and 'Getting a Job'. Under 'LearningExpress', the link 'LearningExpress Library from Public Library' is circled in red and labeled with a red arrow and the number '1'. Under 'Getting a Job', the link 'Maine CareerCenter' is circled in red and labeled with a red arrow and the number '2'. A sidebar on the left lists various services: LearningExpress Library, Getting a Job, Health Information, EGov Online, Legal Assistance, Digital Literacy, and Your Opinion Counts. At the bottom, the URL 'Information Commons: http://www.maine.gov/msl/commons/index.shtml' is provided, along with the MSL logo.

If you are in a public library and want to use LearningExpress, visit the Information Commons at the State Library website (www.maine.gov/msl/commons/). Under LearningExpress click “LearningExpress Library from Public Library”, labeled # 1 on the slide.

To access from Home or other Maine places with an Internet connection, use the Home access link – labeled #2.

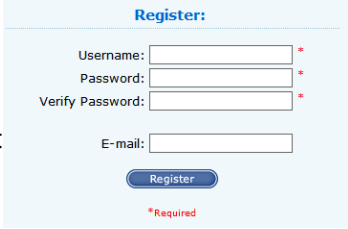
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This is the LearningExpress Library homepage. You can look at what is available from here but if you want to take courses, the first thing to do is create your private user account. This account is where your courses, tests and eBooks will be stored so that you can return to them as you work through them. To create your account, click Register near the bottom of your screen.

Creating an LearningExpress Account

- Minimum of six characters with no spaces for username and password
- Email used if you forget your password
- If you don't have an email account, set up a free Gmail account at www.gmail.com.

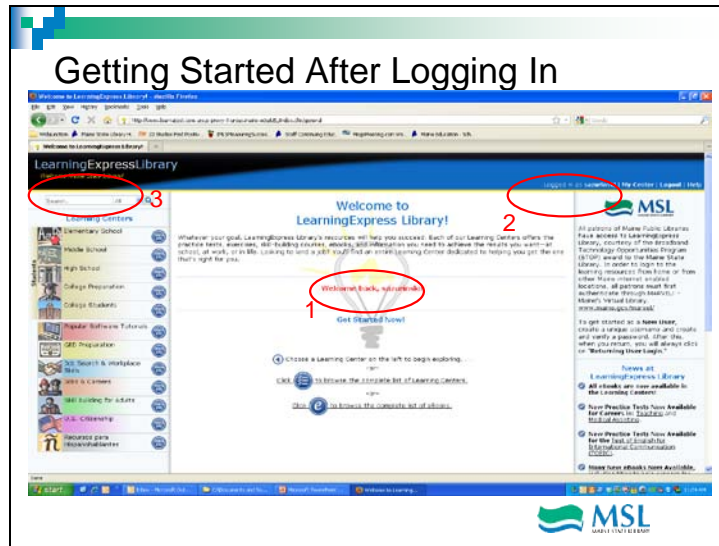


The screenshot shows a registration form titled "Register:" with the following fields: "Username:" with a red asterisk, "Password:" with a red asterisk, "Verify Password:" with a red asterisk, and "E-mail:". Below the fields is a blue "Register" button and a red asterisk with the text "*Required".



The MSL logo is located in the bottom right corner of the slide, featuring a stylized green and blue wave icon next to the text "MSL" and "MOUNTAIN STATE LEARNING" below it.

Just create a username and password. Note that both your username and password must be a minimum of six characters and should not include spaces. Click 'Register' and you'll be set up on your own personal learning platform.



Once you've logged into your account, you'll notice that LearningExpress welcomes you back (1) and also lets you know who you're logged in as (2). The first thing to do is choose one of the learning centers listed on the left side of the screen. You can choose from elementary school through college preparation, GED preparation, software tutorials, job search and workplace skills, skill building for adults and US citizenship preparation. The blue 'More Info' button to the right of each learning center title will give you more information on what is inside each center. Let's look at the Job Search and Workplace Skills 'More Info' button. You may also use the search box (3) to find different topics.

Job & Workplace Skills Information

LearningExpressLibrary
Welcome *Main State Library* Logged in

Search: All

Learning Centers 1

- Elementary School
- Middle School
- High School
- College Preparation
- College Students
- Popular Software Tutorials
- GED Preparation
- Job Search & Workplace Skills

Job Search & Workplace Skills

If you're searching for a job, thinking about a career change, or want to take the next step on the ladder to success, the resources here can help you. You'll find courses, practices, and eBooks full of helpful information on a wide variety of career and workplace subjects: choosing a great career, job hunting, interviewing, networking, sharpening your business writing skills, dealing with coworkers, achieving success on the job, and much more.

Choose your Tests, Courses, and eBooks from the categories below:

- Business Writing
- Job Search, Resumes, and Interviewing
- TOEIC Preparation

MSL
Main State Library

This is the 'More Info' screen. The paragraph labeled 1 in the slide says that these resources will help if you're searching for a job, thinking about a career change, or looking to move up in your current career. The three categories to choose from, depending on your needs, are business writing, job search, resumes and interviewing and TOEIC which is the preparation Test of English for International Communication. Clicking on any one of these categories will display what is available. Let's further explore the Job Search, Resumes, and Interviewing section by clicking on that title.

The screenshot displays the LearningExpress website interface for 'Job Search, Resumes, & Interviewing'. At the top, there is a search bar with a dropdown menu set to 'All' and a magnifying glass icon. Below the search bar, the page is divided into two main sections. On the left, under the heading 'What Do I Do Now?', there are four numbered tips: 1. 'Browsing Tests, Courses, and eBooks', 2. 'Searching for Tests, Courses, and eBooks', 3. 'Moving to Other Learning Centers', and 4. 'Improving a Course's'. A red arrow labeled 'Tips' points to this section. On the right, the main content area is titled 'Job Search & Workplace Skills' and includes the text: 'Below, you'll find a wide variety of resources that will prepare you for career'. Below this, it says 'Choose your tests, courses, and eBooks from the categories below:'. A list of categories is shown with expandable arrows: 'Business Writing', 'Job Search, Resumes, and Interviewing', 'Job Search and Networking Skills', 'Creating Great Resumes and Cover Letters', 'Interviewing', 'Success on the Job', and 'TOEIC Preparation'. A red arrow labeled 'Sub categories' points to the 'Creating Great Resumes and Cover Letters' category. The MSU logo is visible in the bottom right corner of the screenshot.

Here, we see there are 4 sub-categories in the middle of the screen. On the left side, LearningExpress gives you tips on what to do next or how to make the learning experience more enjoyable for you. Let's look at what is available under Creating Great Resumes and Cover Letters.



Creating Great Resumes & Cover Letters

Choose your tests, courses, and eBooks from the categories below:

- Business Writing
- Job Search, Resumes, and Interviewing
 - Job Search and Networking Skills
 - Creating Great Resumes and Cover Letters
 -  **Career Course: Creating a Great Resume**
A professional, well-written resume is the best way to get a potential employer's attention; with the help of this resume to exactly what they're looking for. [more info](#)
 -  **Career Course: Creating Great Cover Letters**
Your cover letter is your chance to make a strong first impression with a potential employer. By using the skills in [more info](#)
 -  **Goof-Proof Resumes & Cover Letters**
The 36 manageable and easy-to-understand lessons found in Goof-Proof Resumes & Cover Letters will have yo
 -  **Resumes That Get You Hired**
Create the perfect resume package—cover letters that get read and resumes that get results! [more info](#)
 - Interviewing

 MSL
MANHATTAN CENTER

Now we've arrived at actual resources. Here is where you'll find courses, as in this example, eBooks and other resources you can use. Click on any of the course titles and you'll get a longer description and an estimate of how long it will take to complete the course. This is shown on the next slide

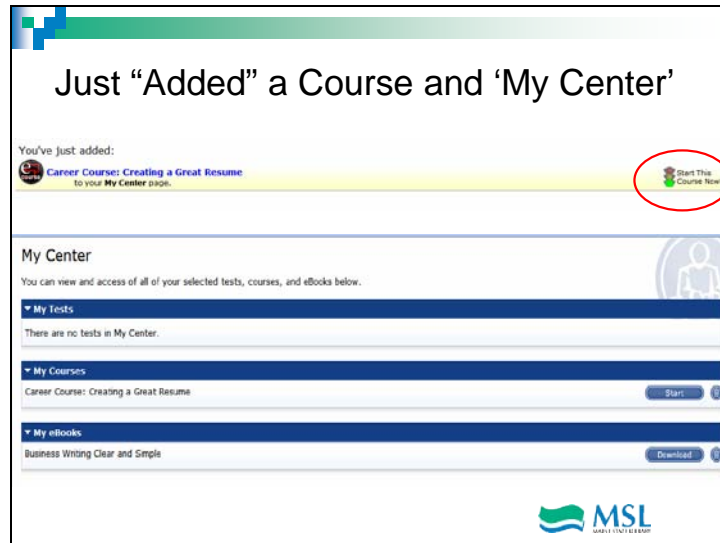
The screenshot shows a course page with the following elements:

- Title:** Creating a Great Resume Detail
- Navigation:** Job Search, Resumes, and Interviewing > Job Search and Networking Skills > Creating Great Resumes and Cover Letters
- Course Title:** Career Course: Creating a Great Resume
- Text:**


To be considered for most jobs, you must prepare a flawless resume that showcases exactly why you are the best candidate for the job. Compiling and fine-tuning your resume requires time, effort, and attention to detail. This course will help you create either a standard resume or a custom resume for each job you apply for. By following the steps outlined in this course, you will learn how to obtain the necessary edge over other applicants that will demonstrate that you are the perfect candidate to fill a particular job opening. You will first learn what a resume is meant to achieve and then learn about the three main types of resume formats. Then, you will compile all the information you need to create your own resume. If you fill out each exercise in this course accurately, at the end of the final segment, you will have the option to download your resume in PDF format, which you can then print and send to a potential employer. Otherwise, you'll be provided with a text document that includes everything you've written, which you can paste into a word-processing program and format/edit on your own.
- Annotations:**
 - A red arrow points from the text "Take this class" to the "Add to My Center" button.
 - A red circle highlights the "Add to My Center" button.
 - A red arrow points from the text "Estimated time to take course" to the "Approximate Course Duration: 120 Minutes" text.
- Footer:** MSU MOUNTAIN STATE UNIVERSITY

This course will explain what a resume is, what it does, and the different kinds of resumes. But even better, by the time you've finished this course and completed all the exercises, you will have completed a resume. If this sounds like what you're looking for in a class, just click the button on the right side, "Add to My Center". This will add the course to your private personal account so that you can take it at your own pace.

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When you add a course to 'My Center', this is the screen you'll see first. At the top, you'll see the course you just added. You can start it by clicking on the 'traffic light' icon to the right of the screen. Below that is 'My Center' which a list of all your tests, courses, and eBooks are listed that you have chosen. You remove a course, test or eBook by clicking the trash can to the right of "start" or "continue". This cannot be undone.



Inside a Course

Welcome to Your Course Center

Welcome to the LearningExpress Course Center. Before you begin your course, please read the description below carefully. It explains the content of the course and how to use it. For specific instructions on how to navigate through the Course Center, as well as the special features of the course platform, please click on the "Instructions" link on the top navigation bar within the course. You can return to these instructions anytime while you are in the course.

Career Course: Creating a Great Resume

Description: In this course, you will learn about the importance of creating a flawless resume. First, you will determine the resume format that is right for you. Then, you can review that resume format or other resume formats you could use to present your information to prospective employers. After reviewing each of the critical resume components, you will compile your own resume, which you can download and save to a disk.

Lesson Topics: **Segment 1:** About Resumes and Formats
Segment 2: Compiling Your Resume

For more instructions on using this course platform, please click on the "Instructions" link on the top navigation bar within the course.

Please Click the "Start Course" Button to begin.

Start the course by clicking here



This is the course introduction screen with the start button at the bottom.

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Navigating a Course

learnatest.com

Instructions My Center Notebook

Course Outline

- Course Overview
- Saving Your Work on This Course
- Segment 1: About Resumes and Formats
- Segment 2: Compiling Your Resume

Career Course: Creating a Great Resume

Course Overview

If you have taken the time to determine what you want from your career, it can be a terrible mistake. To be considered for most jobs, you must prepare. Tuning your resume requires time, effort, and attention to detail.

Don't worry if you don't know how to write a resume. This course will be steps outlined in this course, you will learn how to demonstrate that you

The focus in Segment 1 is resumes in general. You will first learn what a Then, the course provides details about the three main types of resume

- Chronological
- Functional
- Combination/Targeted

If these formats are unfamiliar to you, relax. You will see sample resume decide for yourself by reviewing all three types.

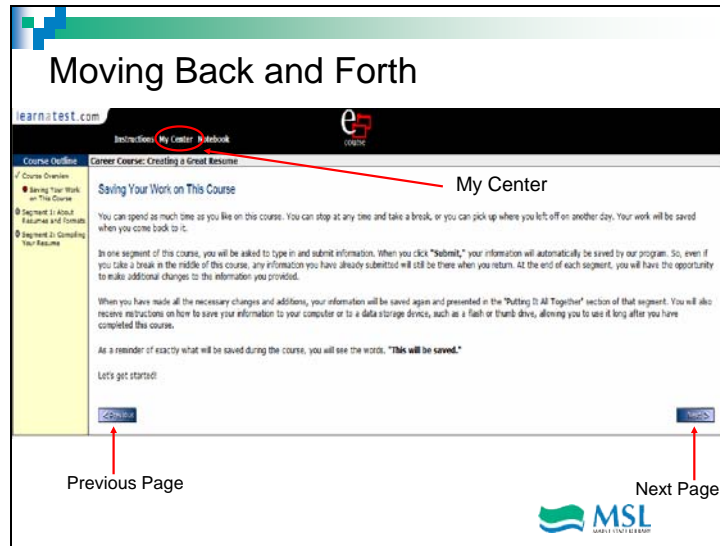
Click Next to move to the next screen

Next >

MSL
MANUFACTURING

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 black menu bar at the top of the screen contains more detailed instructions for taking the course as well as link back to 'My Center' and an online notebook where you can take notes. These notes can be searched. Proceed to the next page in the course by clicking the blue Next button on the lower right side of the screen.

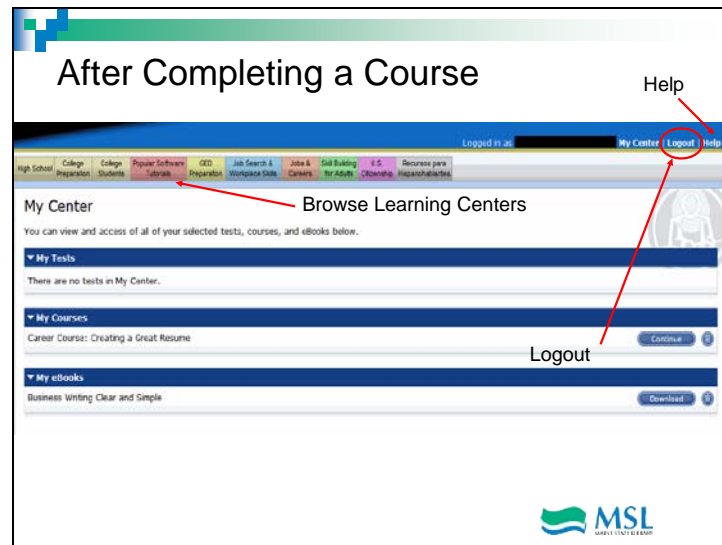
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You can always review material on earlier pages by clicking the 'Previous' button. Also notice the detail in the Course Outline on the left as we moved into Segment 1 of the course. Each of these titles is a link to move you quickly to that section. If you have to leave a course and return to it later, this is the quickest way to get back to where you were. Keep moving through the course this way, completing exercises as they come up. You may come across pages that can be printed to serve as templates. In that case, your computer would need to be connected to a printer. In a library that is generally not a problem. If you are taking a course from home, check to see that your printer is ready and full of paper.

When you finish a course, click on My Center in the menu bar to return to your personal learning space.

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When you've completed a course and returned to "My Center", you can start another course if you've chosen multiple ones or choose another learning center to browse. If you are finished for the day, be sure to 'Logout' especially if you are working in a library on a library-owned computer.

This slide shows My Center with two courses and one eBook. If you add tests, you can "View Results" or choose to "Start". This lets you keep track of the learning you are doing and the status of each item. 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 on every screen.


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.



Related Links

- [Information Commons](#)
- [Access LearningExpress from Home](#) [web page]
- [First Time Users: Using LearningExpress Library from Home](#) [PDF to download]
- [Current Registered MARVEL Users: Using LearningExpress Library from Home](#) [PDF to download]



This slides contains related links and the instructions for setting up the accounts you need to use LearningExpress.