

**Name of Database:** **LEARNING EXPRESS LIBRARY**

**Suggested Training Timeline**

5 min	Introduction
5 min	Create an account
15 min	Demonstrate Exam 1
5 min	Demonstrate Exam 2
10 min	Demonstrate Course
10 min	Show e-books
10 min	Questions

**Description:** Added to TEL in May 2008. Includes over 800 online courses, tests, and e-books.

Test taking can be stressful, and these days test scores mean a lot. Practicing the exam ahead of time, under similar conditions (timed, on a computer) is a good way to prepare.






Learning Express Library is an online practice test center. There are online courses and e-books to help you prepare for and do better on standardized tests. The practice tests are scored instantly and will show you what to work on next.

**You'll leave here knowing:**

- How to register for access
- How to take an exam
- How to take a course
- How to find an e-book

**Show them how to access. Select the TEST PREP tab on the TEL homepage. Click on the LEARNINGEXPRESS icon**


TEL Shortcuts

 Issues	 Research	 Test Prep	 Newspapers	 Genealogy
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**LearningExpress Library**

Provides over 300 online interactive practice exams and course series as well as over 150 e-books.

Includes academic tests like the ACT, SAT, and GED as well as Civil Service, Firefighters and Law Enforcement exams.



## Learning Centers



Learning Express Library is divided into 11 different Learning Centers.

They include diagnostic tests, practice exams, skill building courses and online courses. All resources are available 24 hours a day, 7 days a week.

**Keep your audience in mind when selecting which learning center to focus on.**

## Register for a new account

The first step is to create an account. Learning Express Library is the only part of TEL that requires a username and password, but it's whatever you want it to be.

### 1. Click on Register.

- a. Enter a username and password
- b. Email is not required, but it will ask you twice.

ry. If you are already a registered user, you do not need to register again. [Click here to login.](#)

ame and password below. Both your username and password must be a minimum of six characters and should not include spaces.

you a new password if you forget yours. If you don't have an email account, you may set up a free one — just go to [www.gmail.com](http://www.gmail.com).

**Register:**

Username:  \*

Password:  \*

Verify Password:  \*

E-mail:

\*Required

If you need help, call us at 1-800-295-9556, ext. 2; or e-mail us at [libraries@learningexpressllc.com](mailto:libraries@learningexpressllc.com).

# Exam 1 Demonstration

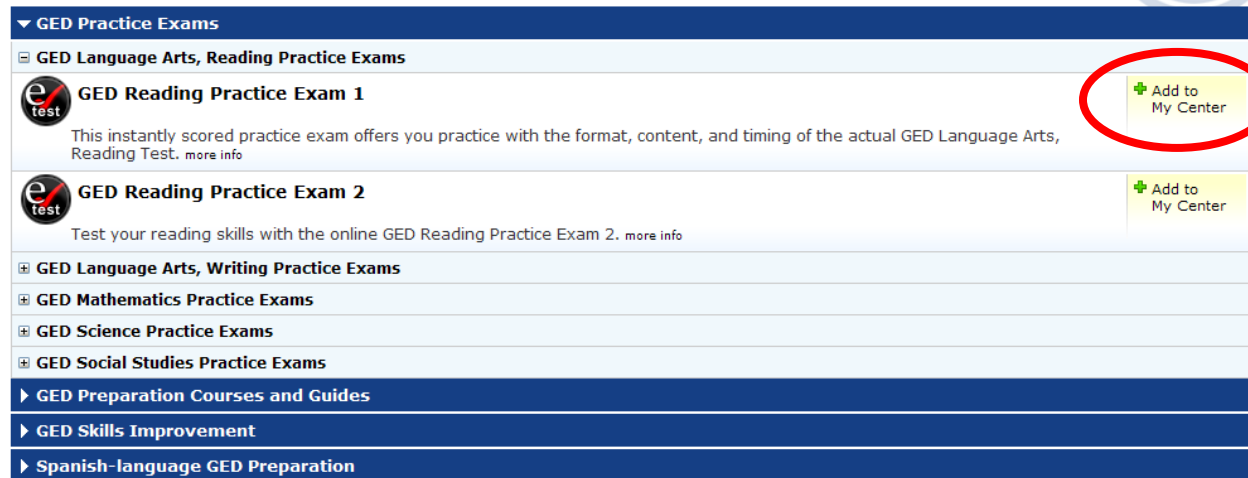
## 1. Click on GED Preparation

- Click GED Practice Exams
- Click GED Language Arts, Reading Practice Exams
- Click ADD TO MY CENTER

## GED Preparation

Below, you'll find all the practice, preparation, and information you need to earn your GED.

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



The screenshot shows a navigation menu for GED Preparation. The menu items are: GED Practice Exams (expanded), GED Language Arts, Reading Practice Exams (expanded), GED Reading Practice Exam 1 (with an 'Add to My Center' button circled in red), GED Reading Practice Exam 2 (with an 'Add to My Center' button), GED Language Arts, Writing Practice Exams, GED Mathematics Practice Exams, GED Science Practice Exams, GED Social Studies Practice Exams, GED Preparation Courses and Guides, GED Skills Improvement, and Spanish-language GED Preparation.

## 2. Click on Start This Test Now! It's the stoplight.

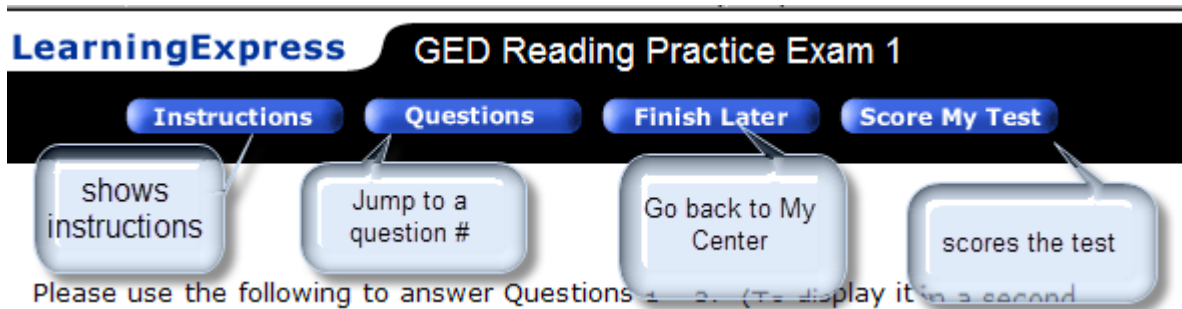
## 3. Welcome page

- Name of Test
- Instructions
- Time limit

## 4. Click on Start

- First question is displayed.

## 5. Explain BLUE MENU buttons at top of screen:



The screenshot shows the top of the LearningExpress GED Reading Practice Exam 1 interface. The blue menu buttons are: Instructions (shows instructions), Questions (Jump to a question #), Finish Later (Go back to My Center), and Score My Test (scores the test). Below the buttons, the text reads: 'Please use the following to answer Questions 1-3. (To display it in a second...'

The time displayed is meant to show people how much time the real test will take. It counts down to zero, but then **nothing happens**. It just simulates the real testing environment.

1. **Select random answers** and select next and repeat for two or three pages.
2. **Click SCORE MY TEST**. There will be a popup warning.
3. **Click on SCORE again**. There will be another popup warning.
  1. The Score Analysis has personalized recommendations, including what other courses, tests & e-books to use. You can add items directly to My Center.
4. **Click on View Answers**
  1. Correct Answer always highlighted
  2. Right Answer
  3. Explanation

Note: Once you have scored your test, you cannot go back to the questions. You may view results. However, there is no limit as to how many times you take that particular test.

5. **Click on My Center**

Since the test has been scored it now says **VIEW RESULTS**.

The screenshot shows the 'My Center' interface. At the top, it says 'You can view and access of all of your selected tests, courses, and eBooks below.' There are two main sections: 'My Tests' and 'My Courses'. The 'My Tests' section lists 'ACT Math Practice Test 1' and 'GED Reading Practice Exam 1'. The 'My Courses' section lists five career courses and one grammar course. Callout boxes provide status updates: 'You can restart this test at any time.' for the ACT test, 'This test has been scored.' for the GED exam, and 'This course is ready to start.' for the 'Creating a Great Resume' course. Buttons for 'Continue', 'View Results', 'Start', and 'Continue' are visible next to each item.

Section	Item	Status/Action
My Tests	ACT Math Practice Test 1	You can restart this test at any time. (Continue)
	GED Reading Practice Exam 1	This test has been scored. (View Results)
My Courses	Career Course: Creating a Great Resume	This course is ready to start. (Start)
	Career Course: Determining What You Want from Your Career	(Continue)
	Career Course: Job Search and Networking Skills	(Continue)
	Career Course: Succeeding on the Job	(Start)
	Grammar Skills for Writing 2: Fine-Tuning Punctuation	(Continue)

**If time permits, demonstrate a second test.**

**Pick one that works for your audience. The ACT Writing Practice test shows the e-book next to the practice tests.**

# Course Demonstration

1. Click on **COLLEGE STUDENTS** tab.
  - a. Click on **Reading Comprehension Skills Improvement**
  - b. Click on **Reading Comprehension Courses**
  - c. Click on the first e course: **Building a Strong Foundation**
  - d. Click on **Add to My Center**

## College Students

If you need to pass an important test, get extra help for your courses, or ensure a top score on a graduate school entrance exam, the resources below can help you reach your goal.



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

▶ Personal Finance Skills Improvement	
▶ Public Speaking Skills Improvement	
▶ Math and Reasoning Skills Improvement	
▼ Reading Comprehension Skills Improvement	
▣ Reading Comprehension Practice	
▣ Reading Comprehension Diagnostic Tests	
▣ Reading Comprehension Courses	
<b>Reading Comprehension Course 1: Building a Strong Foundation</b> Build a strong foundation in the basics of reading comprehension, so you can succeed and excel at school, on tests, at work... <a href="#">more info</a>	
<b>Reading Comprehension Course 2: Structure</b> This second course will help you continue to build a strong foundation in the basics of reading comprehension. <a href="#">more info</a>	
<b>Reading Comprehension Course 3: Language and Style</b> Build a strong foundation in the basics of reading comprehension, so you can succeed and excel at school, on tests, at work... <a href="#">more info</a>	
<b>Reading Comprehension Course 4: Reading Between the Lines</b> Build a strong foundation in the basics of reading comprehension, so you can succeed and excel at school, on tests, at work... <a href="#">more info</a>	
▶ Science Skills Improvement	

2. Click on **Start This Course Now!** It's the stoplight.
3. Welcome page
  - a. Name of Course
  - b. Description
4. Click on **Start Course.**
  - a. Point out the Course Outline
  - b. Explain the options at the top. **Demonstrate Notebook.**

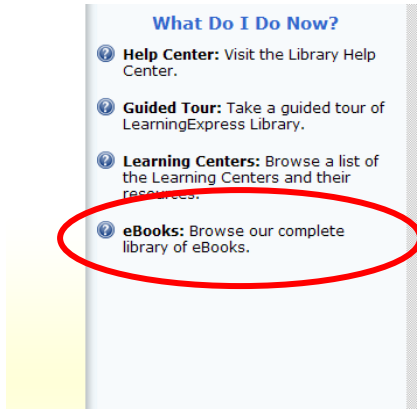
The screenshot shows the course interface for 'Building a Strong Foundation'. At the top, there are navigation links: 'Instructions', 'QuizReport', 'My Center', and 'Notebook'. A callout box points to 'Notebook' with the text 'online scratch paper'. Below the navigation is a 'Course Outline' sidebar with two items: 'Course 1 Overview' (selected) and 'Lesson 1: Getting the Essential Information'. The main content area shows 'Reading' and 'Course 1: Building a Strong Foundation'. A callout box points to the 'Reading' link with the text 'takes you to the quiz'. The 'e course' logo is visible in the top right corner.

5. **Click NEXT several times** to advance you through the course
  - a. **Point out the check marks on the left as you advance.**
  - b. If you exit out with out clicking next, you information will NOT be saved. However, if you select next, then exit, the information WILL be saved.
  
6. Practice Passage 1
  - a. **PRINT OUT PASSAGE** so that you can MARK IT UP
  - b. Answer questions- **ENTER GIBERISH – MUST TYPE IN EACH FIELD**
  - c. Select **SUBMIT**
  
7. **Answers**
  - a. You get answers right away – unlike the TESTS where you complete them all and then view results
  - b. Remaining PRACTICE PASSAGES continue on in the same format.
  
8. To **EXIT COURSE – click on MYCENTER**
  - a. From MY CENTER– **click on Learning Express Library** in upper left corner to get back to the main screen.

# E-BOOKS

Learning Express Library has integrated e-books into the learning centers, so you see them as you go. You can also browse for e-books

1. From LearningExpress Welcome page, go to bottom right corner and **Click on e-books.**











2. You'll see a list of titles:

## eBook List

Here you'll find a wide variety of career and academic test preparation and skill-building titles, designed for lifelong learning.

Choose your eBooks from the list below:

▶ Elementary School		
▶ Middle School		
▶ High School		
▼ GED Preparation		
 <b>GED Math</b>	The math on the GED test just got a lot easier! This book is loaded with instructions for the math found on the official test as well as tons of practice, so you will be on your way to a high score... <a href="#">more info</a>	
 <b>GED Preparación para Examen en Español</b>	GED Preparación para Examen en Español empieza con nuestro examen de diagnóstico valioso, que lo familiariza con cada material del GED mientras le muestra riesgos potenciales. <a href="#">more info</a>	
 <b>GED Test Prep</b>	The most up-to-date prep available to ensure a high score on the GED, with expert advice on new topics, two full-length practice exams, and an essential guide to the five subject areas of the GED... <a href="#">more info</a>	
 <b>Pre-GED Language Arts, Writing</b>	Don't take chances with the GED—this essential resource will help you master the language arts skills you need to be confident and prepared on test day. <a href="#">more info</a>	
▶ College Preparation		
▶ Job Search & Workplace Skills		
▶ College Students		
▶ Jobs & Careers		
▶ Skill Building for Adults		
▶ U.S. Citizenship		

- Over 130 e-books
- Coordinate with courses & tests
- Use search box or click on the title
- All are PDF files
- Download, Print
- Save PDF to computer or flash drive

## Questions

Be sure to leave time for questions.

It's ok to get back to them with an answer later.

The TEL trainer at [www.tntel.tnsos.org/trainers.htm](http://www.tntel.tnsos.org/trainers.htm) website has:

- handouts for you to provide.
- Backup Power Point with screenshots
- Additional resources

Remember to fill out the online workshop form so TEL can count your workshop! It's at <http://svy.mk/ICDNGd>. Or just send an email to [wendy.cornelisen@tn.gov](mailto:wendy.cornelisen@tn.gov).

This also puts you in the running for the TEL Trainer of the Year Award! It's presented to the best trainer at the Tenn-Share Fall Conference each Fall.

Be sure to contact me if you need anything. Thank you so much for everything!

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