

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
5 min	Show eBooks
5 min	Computer tutorials
10 min	Questions

Description: Added to TEL in May 2008. Includes online courses, video tutorials, 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. This not only includes high school and college prep exams, but post-college, workplace, and citizenship exams as well. It's more than just test prep, however. There are also courses on computer basics, popular software tools like the Microsoft Office suite and Adobe products.

You'll leave here knowing:

- How to register for access
- How to take an exam
- How to take a course
- How to access an eBook
- How to use the computer tutorials

Show them how to access. Select the TEST PREP tab on the TEL homepage. Click on the LEARNING EXPRESS 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 8 different Learning Centers:

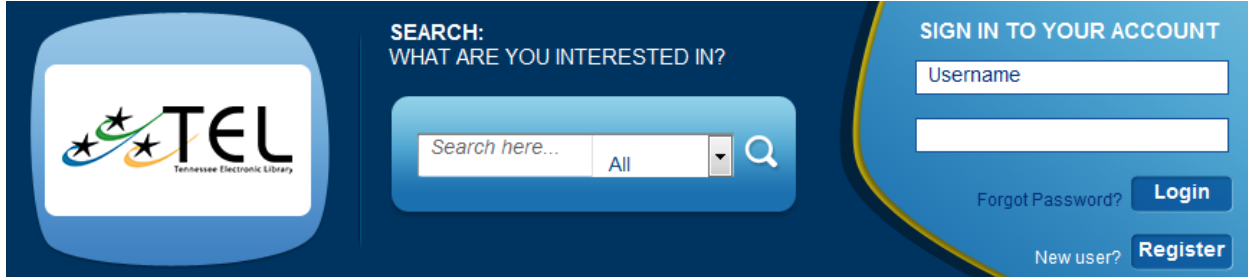
- **High School Equivalency Center** – practice tests and building test skills
- **College Prep Center** – Standardized test prep, AP exam prep, admissions essay prep, etc.
- **Resources in Spanish** – variety of resources in Spanish, including GED test prep and citizenship test prep
- **College Center** – Skills review, placement exam prep, grad school exam prep
- **School Center** – K12 standardized test prep and subject area improvement courses, separated by elementary, middle, and high school levels
- **Computer Skills** – Basic courses on the computer, internet, and OS as well as on software like Microsoft Office Products and Adobe products
- **Adult Learning Center** – Skill improvement courses in math, reading, and writing as well as citizenship exam test prep
- **Career Center** – Job search skills, learn about a career, prep for WorkKeys and TOEIC

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.

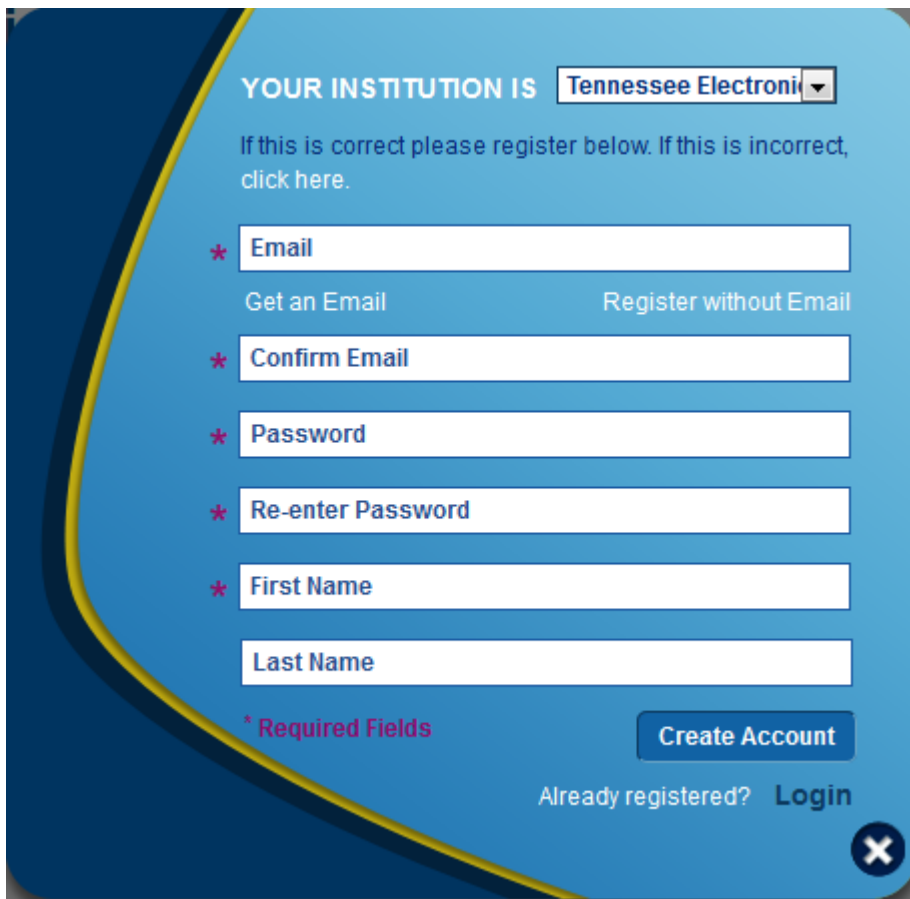
Register for a new account

Creating an account is required in order to access the tutorials, take tests, or download eBooks in Learning Express Library.



The screenshot shows the top navigation area of the Learning Express Library website. On the left is the TEL logo (Tennessee Electronic Library). In the center is a search bar with the text "SEARCH: WHAT ARE YOU INTERESTED IN?" and a search button. On the right is a "SIGN IN TO YOUR ACCOUNT" section with a "Username" input field, a password input field, a "Forgot Password?" link, a "Login" button, a "New user?" link, and a "Register" button.

Click on Register.



The screenshot shows the registration form. At the top, it says "YOUR INSTITUTION IS" followed by a dropdown menu set to "Tennessee Electronic". Below this is a note: "If this is correct please register below. If this is incorrect, click here." The form contains several input fields, each with a red asterisk indicating it is required: "Email", "Confirm Email", "Password", "Re-enter Password", "First Name", and "Last Name". There are also two links: "Get an Email" and "Register without Email". At the bottom right, there is a "Create Account" button, a link for "Already registered? Login", and a close button (X).

Once you have registered for an account, you will have access to all the resources available in Learning Express Library and your progress as you take tests and courses will be saved.

Click the X on the bottom of the registration pop-up and then click on Login. Sign in as teltrainer4@gmail.com, password is teltrain4. Then proceed to the GED Test Prep Center.

Exam 1 Demonstration

Click on High School Equivalency Center. This will bring you here:

The screenshot shows the homepage of the High School Equivalency Center. At the top right, there are links for Login, Register, LearningExpress Library, and Contact Us. The main header reads "High School Equivalency Center" and "Tennessee Electronic Library". Below this is a navigation bar with Home, Center Home, Guidance, Resources, Other Centers, User Guides, and Help. A large banner features the text "Welcome to the High School Equivalency Center!" and a photo of a woman and a man looking at a laptop. Below the banner are four main navigation buttons: "Are You Ready?", "Build Your Basic Skills", "Prepare for the GED® Test", and "GED® en Español". A "Sign in to your account" button is located at the bottom right.

Click on Practice for Your GED Test.

The screenshot shows the "Practice for Your GED® Test" page. The navigation bar includes Home, Guidance, Resources, Other Centers, Video Guide, My Center, and Help. The main heading is "Practice for Your GED® Test". On the left is a search bar and a sidebar menu with options like "Build Your GED® Test Skills", "Review Your GED® Test Skills", "Practice for Your GED® Test", "Language Arts", "Mathematics", "Social Studies", "Science", "More Essay Writing Practice", and "GED® en Español". The main content area is titled "Language Arts" and includes a search bar for "Language Arts, Reading Practice Exams" and "Language Arts, Writing Practice Exams". Below this is a filter bar with "Show Me:" and checkboxes for Tests, eBooks, Computer Tutorials, Tutorials, and Resume Tools. Two practice exam options are listed: "GED® Language Arts, Reading Practice Exam 1" and "GED® Language Arts, Reading Practice Exam 2", each with a "Launch" button.

Click Practice Exam 1.

The screenshot shows the title "GED® Language Arts, Reading Practice Exam 1" at the top. Below the title, there is a blue header bar. The main content area has a light blue background. On the left, there is a section titled "About This Test" with sub-headers for "Time: 65 minutes—40 questions", "This practice test is modeled on the format, content, and timing of the official GED Language Arts, Reading Test and, like the official test, presents a series of excerpts from works of fiction and nonfiction. Each excerpt is followed by multiple-choice questions about the reading material. Study the information given, and then answer the question(s) that follow. Refer to the information as often as necessary when answering the questions. You may refer back to the excerpt as often as necessary when answering the questions.", "Work carefully, but do not spend too much time on any one question. Be sure you answer every question. You will not be penalized for incorrect answers.", and "When you complete this practice exam you will receive a report that displays your overall score, as well as your performance in the individual reading skills tested on the official GED. Use these scores to help focus your preparation for test day. Good luck!". On the right, there is a white box with a blue border containing two statistics: "40 TOTAL QUESTIONS" and "65 MINUTES TO COMPLETE". Below this is a section titled "Choose Your Test Mode" with three radio button options: "Learner" (selected), "Practice", and "Simulation". Each option has a brief description. At the bottom of this section is a "Start Test" button.

Before you begin your test, it's very important to take a few minutes to review these instructions to be sure you get the most from your online testing experience.

About This Test

Time: 65 minutes—40 questions

This practice test is modeled on the format, content, and timing of the official GED Language Arts, Reading Test and, like the official test, presents a series of excerpts from works of fiction and nonfiction. Each excerpt is followed by multiple-choice questions about the reading material. Study the information given, and then answer the question(s) that follow. Refer to the information as often as necessary when answering the questions. You may refer back to the excerpt as often as necessary when answering the questions.

Work carefully, but do not spend too much time on any one question. Be sure you answer every question. You will not be penalized for incorrect answers.

When you complete this practice exam you will receive a report that displays your overall score, as well as your performance in the individual reading skills tested on the official GED. Use these scores to help focus your preparation for test day. Good luck!

40
TOTAL QUESTIONS

65
MINUTES TO COMPLETE

Choose Your Test Mode

Learner
View the answers to each question as you go along to help you study.

Practice
See answer explanations after you have finished. If the test is timed, the timer will display but will not be enforced.

Simulation
The test will stop when the timer is up.

[Start Test](#)

This is the general instructions page. Much like most standardized tests, Learning Express Library provides an overview of how the test will work and allows you to choose the testing mode. In Learner mode you will view the answers to the questions as you go, so it's more of a study tool. In practice mode you will see the answers after you have completed the test. Also, it will have a timer so you can see how long it took you to complete, but the time limit will not be enforced. In simulation mode it's just like taking the test, so the test will stop when the timer runs out.

Once you've decided what mode you want to take the test in, select the appropriate radio button and click Start Test. For this example, we will take the test in *learner mode*. **Select Learner from the options and click Start Test. Randomly answer the questions on the first page and scroll to the bottom to review the options here.**

Depending on which mode you choose, the options at the bottom of the page will be slightly different, as shown here:

The screenshot shows a dark blue navigation bar with four buttons: "Next" (with a right arrow), "See Answers", "Save and Finish Later", and "Score My Test".

See Answers (shown below) - In Learner mode, the see answers button will be available. Clicking on this will refresh the page and highlight the correct answers and give the reasons behind why an answer is correct or incorrect. This button is not available in Practice or Simulation mode.

1. Why did none of the four men know the color of the sky?

- A. They were keeping their eyes on the waves. YOUR ANSWER - CORRECT
- B. They did not know what shade of gray the sky was.
- C. They were too tired to look at the sky.
- D. The sky was the same color as the water.
- E. The waves were too high to see the sky.

Explanation

This is the correct answer. The first paragraph implies that the reason the men did not know the color of the sky was because they were too busy watching the waves. This was the only way to avoid being hit by a wave that would capsize their frail lifeboat.

Save and Finish Later – This button is available in all modes. If you select the “save to portfolio option it offers then the test will be paused and your progress saved. You can then go to the “My Center” section and finish the test at your leisure. We will cover the “My Center” options later.

Score My Test (shown below) – Clicking this first gives you the option to go back and look at previous answers. Just click on the number of the answer you want to review to be taken back to it. The test will resume if you do this. Questions numbers with an arrow next to them indicate that they are blank, so you can quickly make sure you didn’t skip one by mistake.

Review Answers

1	2	3	4	5	6	↩ 7	↩ 8	↩ 9	↩ 10
↩ 11	↩ 12	↩ 13	↩ 14	↩ 15	↩ 16	↩ 17	↩ 18	↩ 19	↩ 20
↩ 21	↩ 22	↩ 23	↩ 24	↩ 25	↩ 26	↩ 27	↩ 28	↩ 29	↩ 30
↩ 31	↩ 32	↩ 33	↩ 34	↩ 35	↩ 36	↩ 37	↩ 38	↩ 39	↩ 40

If you’re ready to see your score, click on “Continue.” It will warn you that your test will be locked and scored, which is your last chance to turn back. If you’re ready to see the score, click “Continue” again.

It will then bring you to your score report:

Score Report




Your Score
200

[View Answers](#)

Your test score indicates that you need more preparation for the GED Language Arts, Reading test. Your overall score on this practice test has been converted to a standard score on a scale from 200 to 800, similar to the "Standard Score" you will receive when you take your official GED Language Arts, Reading test. Remember, this is a practice test, and the standard score you receive here is only an approximation of what your score might be on the official test. On the official GED, you can score no lower than 410 on any single test, and you must have an average score of at least 450 for all five tests. Be sure to check for your state's specific requirements.

Your performance in each of the skills tested on this exam is reported below as well. You can use these results to better focus your studying.

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.

Topic	Number of Questions	Correct	Incorrect	Skipped	Score
Analysis	14	0	2	12	0
Application	6	0	1	5	0
Comprehension	8	0	1	7	0
Synthesis	12	0	2	10	0
Total	40	0	6	34	200

This will give recommendations about what steps to take next, and which areas need improvement if any.

Navigate back to the main page by clicking LearningExpress Library in the top right corner of the screen.

We'll try another test example quickly.

- 1. Go to College Prep Center and select Prepare for your ACT. Select Practice for your ACT Test from the right-hand menu.**
- 2. Select the ACT English Practice Test 1.**
- 3. Select Practice mode, and point out the timer in the upper left corner.**
- 4. Fill out a couple pages of answers and then select Save and Finish Later.**
- 5. When the pop-up appears, click Save to Portfolio. This will save the progress but not score the test yet.**


You will automatically be brought to My Center:

Tests Tutorials eBooks Computer Tutorials

1 Tests Completed 1 Tests in Progress

TEST CATEGORY
All

ACT® English Practice Test 1
College Preparation Center
[Start New Test](#) | [Delete](#)

Date	Status	Score	Actions	Product Recommendations
22-Jul-2013 11:05:11 AM	In Progress - 13% Complete  <small>10 out of 75 questions completed</small>	N/A	Resume Test Delete	N/A

GED® Language Arts, Reading Practice Exam 1
GED® Test Prep Center, Adult Learning Center
[Start New Test](#) | [Delete](#)

Date	Status	Score	Actions	Product Recommendations
22-Jul-2013 10:45:43 AM	Complete		View Score Report Review Answers Delete	N/A

Here is where LearningExpress keeps track of your progress. To review information about the individual tests, click on the + sign next to the test name. **Click on both.**

Since we saved the ACT test rather than scoring it, we can click on “resume test” to continue it at any point.

Since the GED test has been scored, we cannot go back and continue to take it. We can view the score report again or review answers if we want. If the “review answers” option is selected then you can go through the entire test with the correct answers highlighted and the reasoning behind them given. If you want to take this test again, you will have to click on “delete”. This will remove it from the “My Center” part of LearningExpress and all of your progress on it will be deleted, so you are now free to navigate back to the test and take it again.

You can always navigate back to “My Center” by clicking the “My Center” link on the top left of the screen.

Course Demonstration

Hover over the “Resources” button in the top navigation bar and select “Become a Better Reader” from the dropdown.

Now, we will demonstrate a course.

Click on Reading Skills Tutorial 1.

Reading Skills Tutorial 1

Next > Save and Finish Later View Score Report ? Help

Course Introduction

- Unit 1: Pre-Reading and Active Reading
- Unit 2: Facts, Main Idea, and Supporting Details: What's It All About?
- Unit 3: Organization: Arranging the Details
- Unit 4: Language and Style
- Unit 5: Inferences and Predictions: Reading Between the Lines
- Unit 6: Understanding Literary Elements

Course Summary Post-Test

Course Introduction

There is no other skill used more regularly than reading. Think about it: On the job or at school, you are probably asked to read assignments, announcements, or work procedures. At home, you use these same skills to comprehend directions, follow recipes, or read your favorite magazine or blog. Strong reading skills can help you with all these tasks.

The good news is that reading well is a skill that can be developed with practice. This course consists of six units, each covering the essential building blocks of reading:

- Unit 1—Pre-Reading and Active Reading: Reading is a Two-Way Street
- Unit 2—Main Idea and Supporting Details: What Is It All About?
- Unit 3—Organization: Arranging the Details
- Unit 4—Language and Style: Unlocking the Meaning Behind Words
- Unit 5—Drawing Conclusions: Predicting as You Read
- Unit 6—Literary Elements: Understanding Their Role in Writing

Throughout this course, you will have the chance to strengthen your reading skills using a variety of written materials. You will also review key reading concepts and topics, while testing and strengthening your skills along the way. What's more, if you are taking this course to help prepare for an important reading test, you'll find helpful tips and information throughout. When you've completed the course, you will have the opportunity to take a post-test that will help you see how much you've learned and where you may still need more practice.

Start Course

Next > Save and Finish Later View Score Report

The first thing you will see is a brief overview of the course. You can click on the arrows next to unit titles on the left-hand side to open a more detailed menu with links to the lessons within the units. You can skip around as much as you like, so if there is a unit you feel you already know the material for feel free to skip it and move on to the next.

The courses are broken up with questions to test your comprehension of the material. For example, after a couple slides of information in lesson one you come across this:

Previous < Next > Save and Finish Later View Score Report ? Help

Recognizing Different Types of Writing (page 2 of 5)

Read the sample below and see if you can identify the type of writing. Then, list the things you should focus on while reading this writing type.

One of today's hottest fads is also one of the world's oldest practices—the ancient art of yoga. Yoga is different from other fitness activities because it is not only physical. In the correct practice, yoga is an emotional, spiritual, and physical exercise.

Although it may seem easy to those who have never practiced, yoga poses require great concentration. They are surprisingly effective in stretching and strengthening muscles. A simple sitting pose such as *staff pose*, for example, requires you to tighten and lengthen your stomach, back, and arm muscles as you stretch your legs out in front of you and place your hands by your side. More difficult poses—such as *brave warrior*—require you to balance on one leg and hold a pose that strengthens leg, back, and stomach muscles.

The type of writing in this sample is

A. informative.

B. persuasive.

C. process.

D. literary.

What things did you focus on while reading this sample? Type your answers in the space below.

Compare My Response Clear My Response

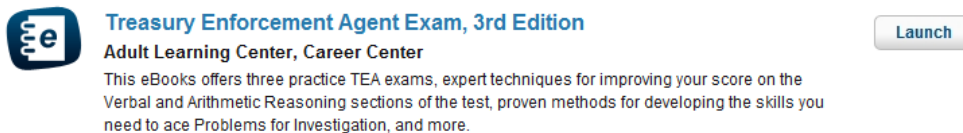
For the first question, once you've made your selection it will tell you whether it's right or wrong and why. For the second one, type in your answer and then click on "Compare my response" to see what answers they have listed.

As lessons and units are completed there are often tests at the end of them. Unlike the practice tests we looked at earlier there is not a choice of testing modes. Simply answer the questions as best you can and, when you finish, click the "Score My Test" button. There is no time limit.

Like the practice tests, your progress on courses will be stored in My Center. To save your progress, just click "Save and Finish Later" like we did before. Course information will be stored under Tutorials.

eBooks

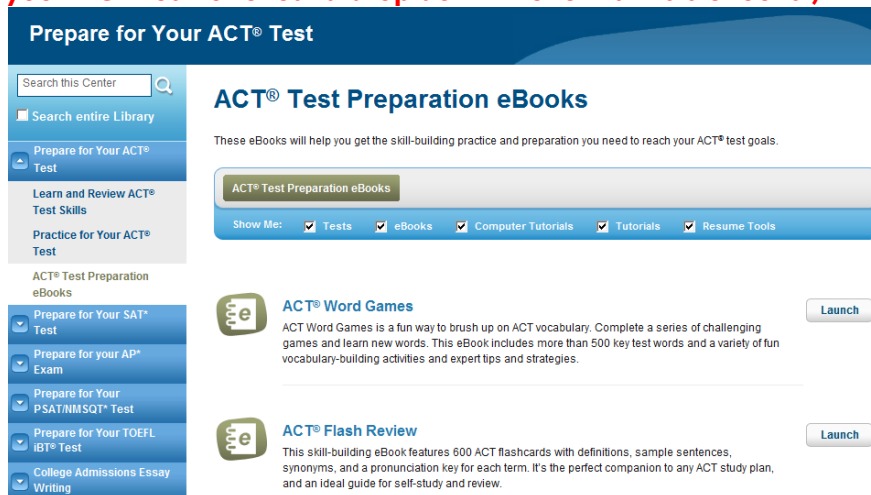
Learning Express Library has integrated e-books into the learning centers, so you see them as you go. All of them are in pdf format and will appear something like this:



The screenshot shows a card for the eBook "Treasury Enforcement Agent Exam, 3rd Edition" from the Adult Learning Center, Career Center. It includes a "Launch" button and a brief description: "This eBook offers three practice TEA exams, expert techniques for improving your score on the Verbal and Arithmetic Reasoning sections of the test, proven methods for developing the skills you need to ace Problems for Investigation, and more."

To read the eBook, simply click the "Launch" button and the pdf will appear. In the My Center area, a list of the eBooks you've accessed will be kept under "eBooks."

Unfortunately, there is no longer a list of all the eBooks available and searching the site for eBooks is hit and miss. For best results, search for "eBook" rather than "eBooks" or other terms. Some of the areas of LearningExpress Library will have a section for eBooks on the sidebar. **(Example: College Prep Center → Prep for your ACT Test → Click the arrow next to Prep for your ACT Test to reveal a drop down menu that lists eBooks.)**

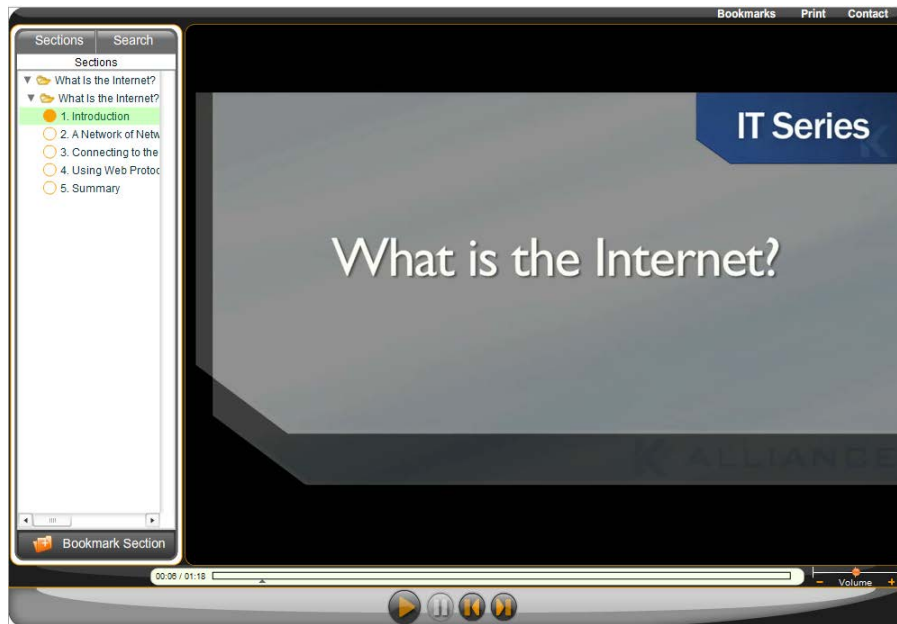


The screenshot shows the "ACT® Test Preparation eBooks" page. It features a search bar, a sidebar with navigation options like "Prepare for Your ACT® Test" and "Prepare for your SAT® Test", and a main content area with two eBook listings: "ACT® Word Games" and "ACT® Flash Review". Each listing includes a "Launch" button and a short description of the eBook's content.

Computer Tutorials

The information in the Computer Skills area is organized into a series of video tutorials.

Navigate to the Computer Skills Center by hovering over All Centers on the top navigation bar and clicking on Computer Skills Center. Click on Getting Started with the Internet. Click on “Launch” next to Internet Basics 1. If you have a pop-up blocker enabled you will need to temporarily disable it for the video to appear and play.



Videos are organized on the sidebar. You can skip around if you want, so if there is a video that covers a topic you already know you can skip past it. Videos can be paused, but there is no way to fast-forward or rewind to a specific part of the video.

If you click on the symbol of a folder with a plus sign on it right next to “Bookmark Section” it will add that video to your bookmarks. You can access your list of bookmarks by clicking on “Bookmarks” in the upper right hand corner of the screen. It’s not a particularly useful thing, however, because the bookmarks will disappear once the window is closed.

A list of the computer tutorials you have viewed will be saved in the My Center section of the site under Computer Tutorials.

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 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.

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 year.

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

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