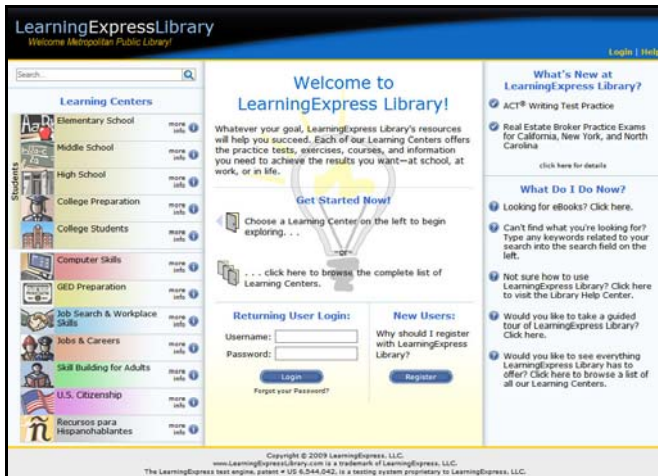




LearningExpress Library Version 2.0

User Instructions

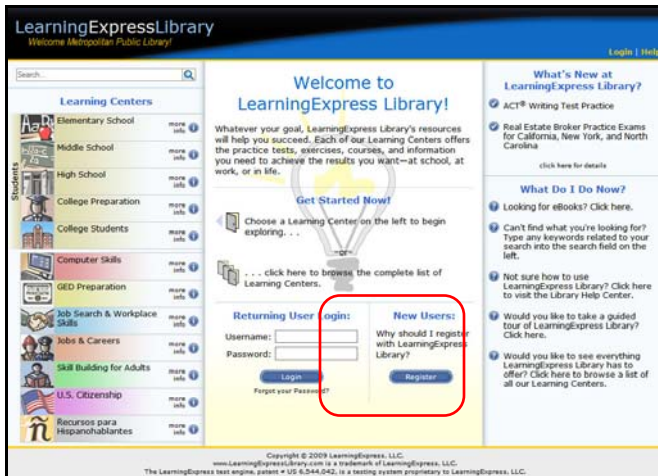
Accessing LearningExpress Library



LearningExpress Library Home Page (Not Logged In)

- To access LearningExpress Library from your library: click on the LearningExpress Library link on your library's home page, or log in to www.learningexpresslibrary.com.
- To access LearningExpress Library from home: log in to www.learningexpresslibrary.com.

New User Registration



New Users Area of Home Page

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



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."



Codabar Users Update Page

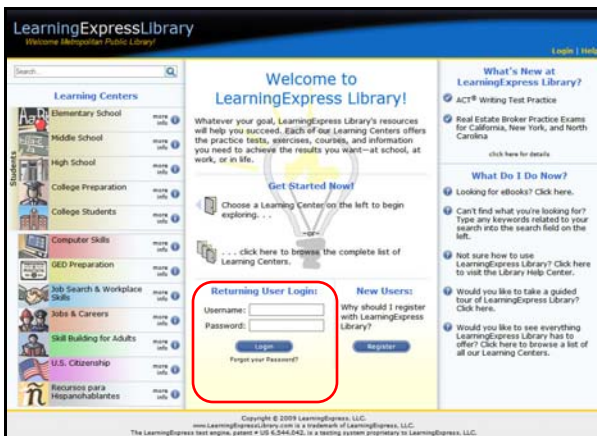
- Occasionally when registering, some codabar users enter a library card number similar to another library card number in our database. If this occurs, you'll have to confirm which library you belong to before your registration can be confirmed.



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.

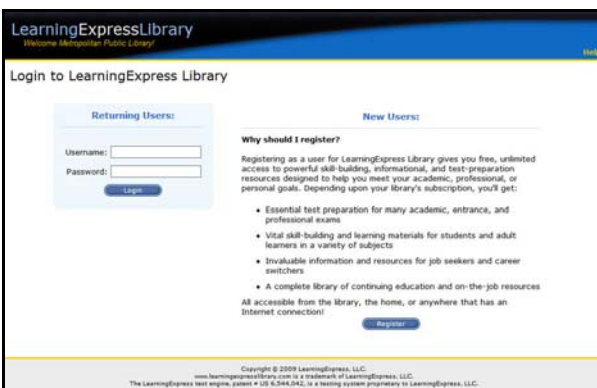
Returning User Login



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**."

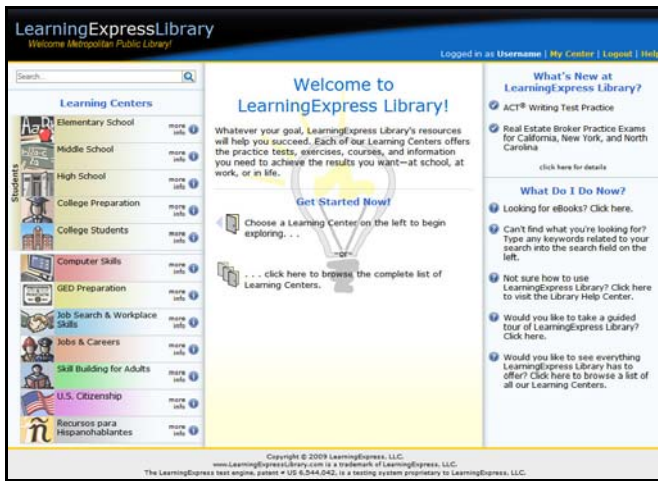
Alternate New and Returning User Logins



Alternate Login Page

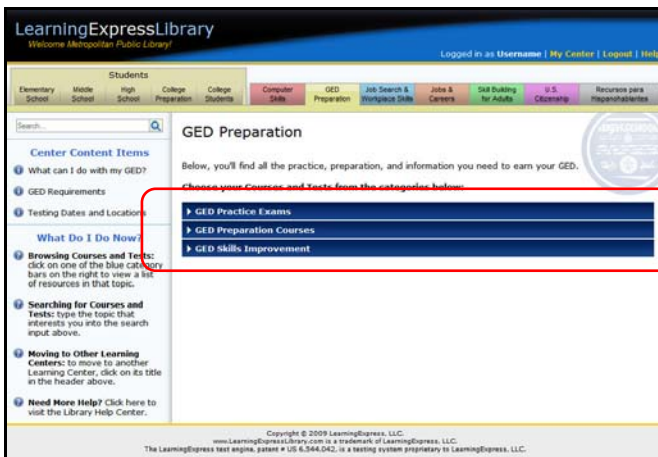
- New and returning users can also log in or register by clicking the "**Login**" link on the top right corner of the LearningExpress Library home page.
- Returning users should simply enter their username and password into the "**Returning Users**" area and click "**Login**."
- New users should click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

Getting Started



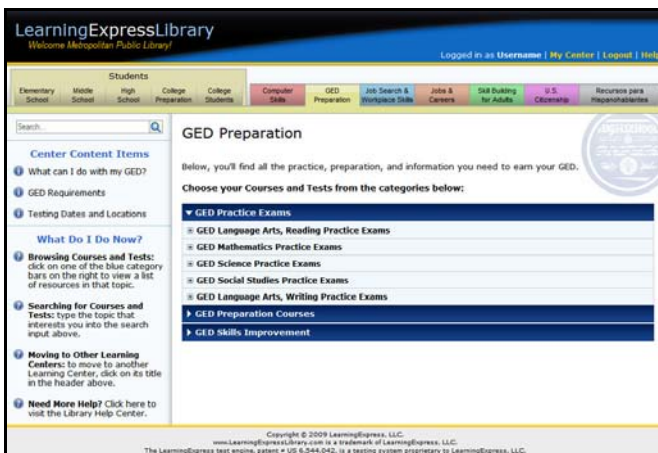
LearningExpress Library Home Page (Logged In)

- 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.



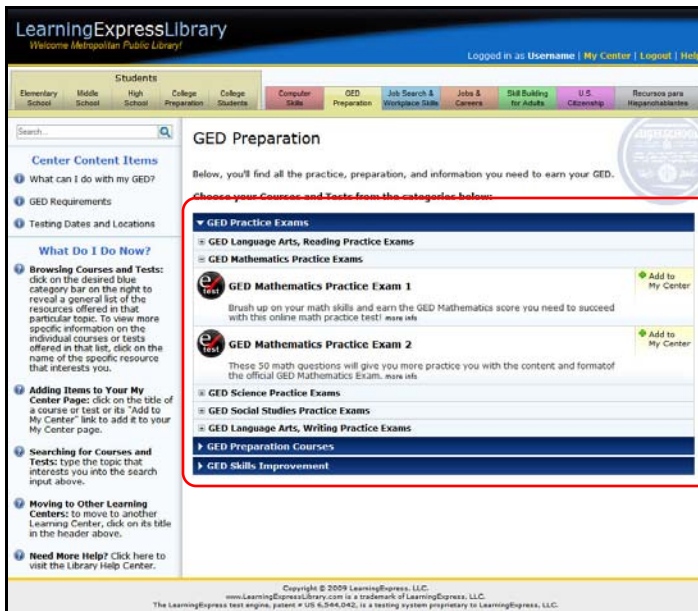
Collapsed View of a Learning Center's Categories

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



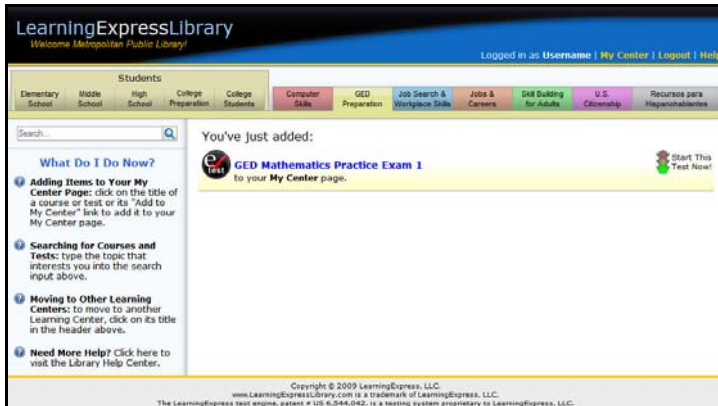
Subcategory View of a Learning Center's Category

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



Expanded View of a Subcategory

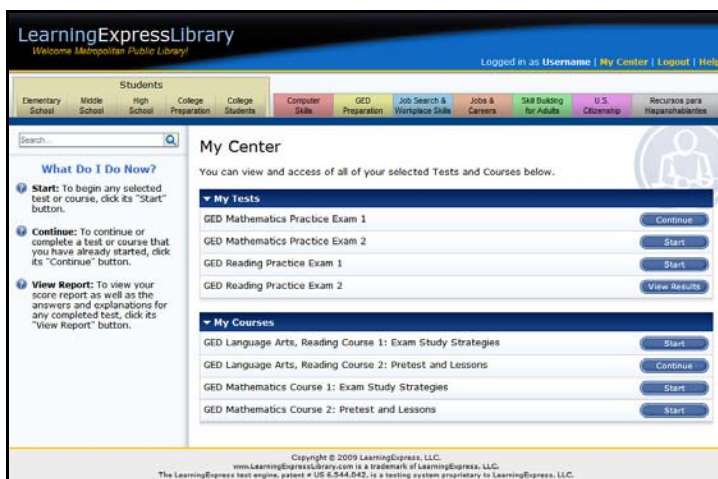
- When you click on a desired subcategory, you will see the available tests and courses related to that subcategory.
- You can find out more about a particular test or course by clicking on it, or proceed to add it your **My Center** page by clicking on the **"Add to My Center"** link.



"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.

My Center



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.