

How to Access the Learning Express Library *Computer Skills Center*



What is the Learning Express Library

The Learning Express Library is an excellent resource that meets the learning needs for a wide range of individuals. Here are some of the features the database has (we'll go into more detail about distinct features later):

- **Career Assistance**
- **High School Equivalency Test Prep**
- **Study Skills for All Grade Levels**
- **College Prep**
- **Adult Learning Center**
- **Computer Skills**

Adult Learning Center tools are also available in Spanish.

Part I: *Accessing the Database*

Step 1: The Library Homepage

The screenshot shows the Benbrook Library homepage. At the top is a dark navigation bar with links: Home, About Us, Library Trustees, Friends and Volunteers, Benbrook Library Blog, and Scrapbook. Below this is a promotional banner for 'LINCOLN CENTER LOCAL' featuring 'FREE SCREENINGS' of 'Artist to Artist: Alan Menken and Michael Mitnick' on Friday, March 24th at 6:00 PM. To the right of this is a yellow 'DATE NIGHT @ The Library' section with details about Friday events and upcoming performances. Further right is a 'Library Catalog' section with a search bar and a 'SEARCH THE CATALOG' button. Below the catalog is an 'ASK A LIBRARIAN' section with a 'RESEARCH REQUEST FORM' button. A row of three colored boxes follows: 'FOR ADULTS' (green), 'FOR TEENS' (orange), and 'FOR CHILDREN' (purple). Below these is a dark blue banner about digital access: 'Your library card gives you free access to digital movies, music, eBooks, eAudiobooks, and comic books through hoopla! Click here to try it out.' At the bottom is a dark grey footer with the text 'Benbrook Library Resources Available 24/7' and 'Available whenever and wherever you are! Pronunciation guides, online help, reference services and more are just a click away.' A blue circle highlights the 'ACCESS LIBRARY DATABASES HERE' button, and a blue arrow points to it from the right.

The link to the library's collection of databases can be found on our homepage (www.benbrooklibrary.org). You'll find the link near the middle of the page. Click on it.

Step 2: Finding the Learning Express Library, Part 1

Benbrook Library Databases & Online Resources

eResources for Adults

Research



Research virtually any topic on these databases. TexShare is a comprehensive collection of forty-nine databases targeting academic, vocational, medical and personal interests. With over 420,000 primary source documents, 28,000 electronic books, 14,000 full-text journals, 5,000 reference books, and 2,600 newspapers information seekers are sure to find reliable information to suit most any research need. Access is password-protected so valid library cardholders simply ask library staff for the log-in information.



Research your family history by accessing historical documents and photos, local narratives, oral histories, indexes, and other resources that span from the 1500s to the 2000s. **Note: This resource may only be accessed in the library.**



Rand State Statistics offers a variety of statistics for Texas and USA. Statistics are organized into the areas of Business and Economic including employment, unemployment, occupational projections, construction and real estate, retail and taxable sales, gross state product, and airport operating statistics; Population and

The database collection will present several offers for you to choose from. However, you will find the Learning Express Library in the TexShare database system. So, click on that icon.

Step 2: Finding the Learning Express Library, Part 2

The TexShare database will require you to login. Your login credentials will be your library card number. Note that the PIN will be the last four digits of your card number.

Please note, however, if you are at the library when you access the database, either on a library computer or your own, you will not be required to login and may skip this step.

Step 2: Finding the Learning Express Library, Part 3

Career Development and Online Learning		
		
		

Once you have successfully logged on to the the TexShare database, you will again find a list of databases to choose from. The Learning Express Library can be found under the Career Development and Online Learning tab.

Step 3: Registering on Learning Express Library



The image shows a login and registration interface for Learning Express Library. It features a blue background with a yellow and blue curved border on the left. The text "Sign in to your account" is displayed in white. Below this, there are two white input fields: "Username" and "Password". To the right of the "Password" field is a yellow "Login" button. Below the "Login" button is a blue "Register" button. To the left of the "Login" button is the text "Forgot password?" and to the left of the "Register" button is the text "New user?".

When you open the Learning Express Library, you'll need to create an account to access materials and save any work that you do on the database. You can register, or login if you have an account already, at the bottom of the page. Your username will be your email address and your password will be the one you create when you register.

Once you have registered, you will have full access to database materials.

Feature: Video Guides

LearningExpress LIBRARY™

Benbrook Public Library

Home All Centers Video Guides Help

Find Resources Library

Welcome to LearningExpress Library

Achieve your educational and career goals. Choose a center below and get started!

View our helpful video user guides.

Access HERE or HERE

The database offers video guides to help you find and access the materials it offers. You can find a link to the videos on the homepage of the database.

You can either watch one video that includes all of the guides together. Or you can watch each of the guides separately based on subject through the drop down menu.

Step 4: Choosing the Center

DROP DOWN MENU



TOGGLE MENU



There are two ways to access the Computer Skills Center: toggling through the options on the homepage using the arrow keys, or a drop down menu that is also on the homepage.

Tip: If you hover your mouse over the icons in the toggle menu, they will give a short description of each center's features.

Step 5: Accessing Materials

Once you choose the Computer Skills Center, you'll notice there are several types of resources for you to choose from. The icon lists some of the resources that the Center has to offer.

The database offers tutorials for the following software:

- Microsoft Office



Step 5: Accessing Materials, the Center's Homepage



Click on any of these icons to access their corresponding sections.

Each center's homepage has a taskbar that features what the center contains.

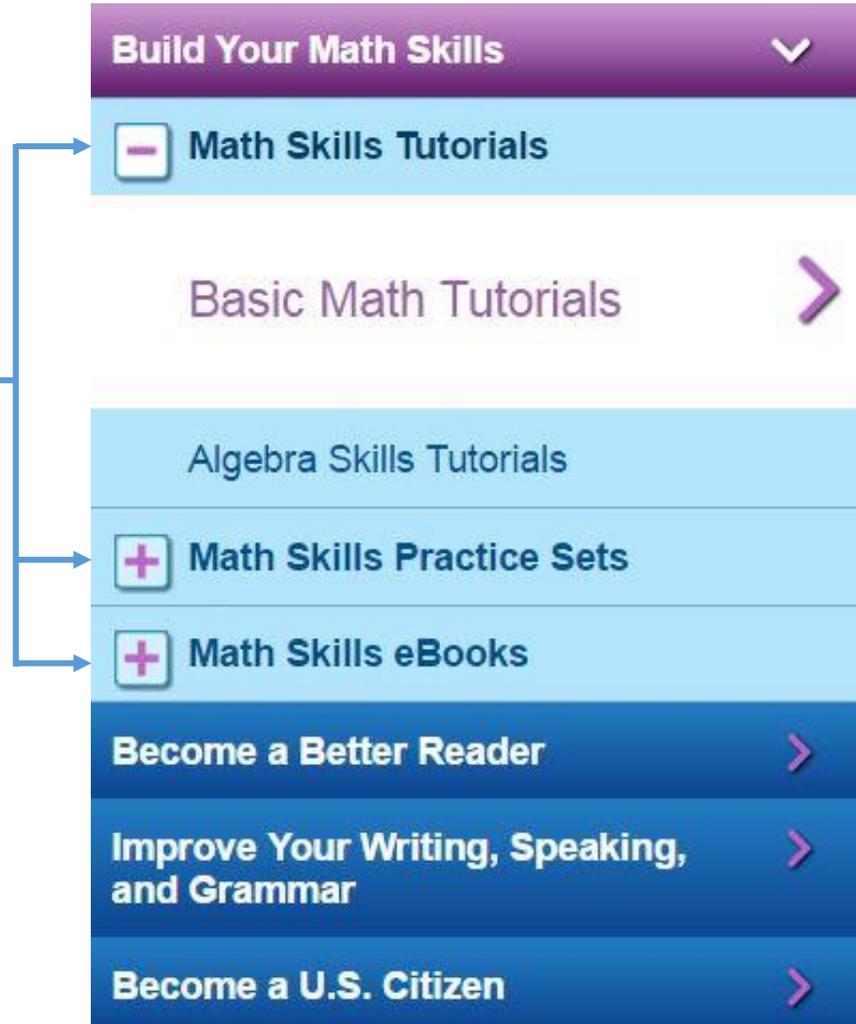
The Adult Learning Center, for example, has tutorials for math, reading, and writing and grammar skills, and a study program for the U.S. Citizenship test.

To access any of these materials, simply click on their respective section icons.

Step 5: Accessing Materials, the subsections

Each center section also has subsections, and you can switch between these subsections by using the toolbar on the left side of the screen.

Use the plus/minus signs to expand/collapse each subsection.



Step 5: Accessing Materials, the subsections

Basic Math Tutorials

Show me: Showing Pages 1 of 1 < 1 >

 **Basic Math Tutorial: Comprehensive** 

This tutorial will walk you through basic math concepts, from fractions and decimals to pre-algebra and geometry. Use the pre-test to learn which skills need more work. Practice exercises and quizzes are included to reinforce what you've learned.

 **Basic Math Tutorial: Review** 

This tutorial offers additional review and plenty of practice exercises in the fundamental math concepts of real numbers, basic operations, proportions, percentages, fractions, decimals, exponents, square roots, basic and coordinate geometry, and more.

Once you've clicked on a subsection of the center, you'll be given a list of resources you can access. There are several ways to determine the type of resource you are dealing with: TITLE, DESCRIPTION, and MATERIAL TYPE (see the next page for a description of the different material types).

Once you've decided on a resource, you can access it by clicking LAUNCH.

Feature: Material Types

Icon	Description
	This icon indicates the resources is either a video or an interactive tutorial.
	This icon indicates the resources is an ebook. Ebooks download as a PDF.
	This icon indicates the resource is a practice exam or a skill test. For practice exams there are three different modes: Learner (the answers are displayed with the questions for study purposes), Practice (a timer is displayed, but not enforced), and Simulation (the test will stop when time runs out).
	This icon indicates the resource is an article. Articles download as a PDF.

Feature: My Center, Homepage

My Center

Use this drop-down menu to view your tests, tutorials or eBooks.

Select Tests

✓ 1 Test Completed

▬ 1 Test in Progress

RECOMMENDATION KEY

- !** **Develop:** Skills development needed. Use these resources to build your skills.
- ^** **Improve:** Skills improvement recommended. Use these resources to practice and improve skills.
- ✓** **Practice:** Skills mastered. Use these resources for additional practice.

+ **Grammar Practice 1**
Adult Learning Center, College Center Plus, School Center
Delete | Start New Test

+ **AP® English Lit. and Comp. Practice Exam 1: Section I (1 in progress)**
College Preparation Center
Delete | Start New Test

Anytime you log in after your initial log-in, you will be directed to your My Center page. This page will give you a recap of all your recent activity. This includes tests you've taken, computer tutorials you've started, any ebooks, articles, or flash cards you've downloaded, and any job searches you've started. You can specify which items you'd like to view by using the drop down menu (circled).

Feature: My Center, Details

Select Tests

1 Test Completed

1 Test in Progress

Show or close test detail view by clicking the plus/minus sign

Grammar Practice 1
Adult Learning Center, College Center Plus, School Center

Delete | Start New Test

Date	Status	Score	Actions	Recommended Resources
Scored: 20-Apr-2017 2:33:38 PM	Complete	38	View Score Report Review Answers Delete	501 Grammar and Writing Questions, 4th Edition Grammar Success in 20 Minutes a Day, 4th Edition Grammar Practice 2

AP® English Lit. and Comp. Practice Exam 1: Section I (1 in progress)
College Preparation Center

RECOMMENDATION KEY

- Develop:** Skills development needed. Use these resources to build your skills.
- Improve:** Skills improvement recommended. Use these resources to practice and improve skills.
- Practice:** Skills mastered. Use these resources for additional practice.

For tutorials and practice exams, My Center can offer DETAILS about any test you've already started by clicking on the plus sign (to collapse this view, you may click on the minus sign). These details include SCORE REPORTS, ANSWER KEYS, and RECOMMENDED RESOURCES that highlight whether or not you need to develop, improve, or practice skills. These recommendations can guide you in further study. You can also DELETE tests that you are finished with by selecting that option in the action column.

If you have questions or need further assistance, contact us!

Phone: 817-249-6632

E-mail: reference@benbrooklibrary.org

Facebook: [facebook.com/BenbrookLibrary](https://www.facebook.com/BenbrookLibrary)

