

## Guide to Learning Express



### **Features**

- Practice tests for a variety of technical careers including cosmetology, electrical, EMS, firefighter, law enforcement, nursing and allied health, and teaching
  - College entrance exam practice tests with instant scoring (ACT, SAT, GRE, GMAT)
  - Career center guides to business writing, resumes, and searching for jobs
  - Online courses in Microsoft Office (Access, Excel, PowerPoint, Word)
  - Math, writing, and reading improvement courses and assessments for college students
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1. To access Learning Express
  - a. Go to the library home page at [www.laniertech.edu/library](http://www.laniertech.edu/library)
  - b. Click on Online Resources and select the Learning Express link
  - c. Register as a new user – Enter your student ID# for the username and create a password (be sure to write it down for future log-in)
2. Practice tests – Technical Careers
  - a. Click on the **Jobs & Careers** link
  - b. Select your career area to view practice certification tests
  - c. To take a test, click the **Add to My Center** button, then click **Start Test**
3. College Preparation
  - a. Click on the **College Students** link to access math, reading comprehension, or writing improvement courses
4. Computer Skills
  - a. Take online courses for Microsoft Office Access, Excel, PowerPoint, and Word
5. Saving courses and practice tests
  - a. Many practice tests are timed – If you need longer click on **Finish Later**
  - b. Your tests and courses, as well as previous results, will be saved in **My Center**

If you need assistance please ask a librarian: (770) 531-6379 or [bhedrick@laniertech.edu](mailto:bhedrick@laniertech.edu)