

Random Acts of Continuing Education
Helping South Dakotans Job Hunt
at Your Library—
Learning Express and More

September 9, 2010



south dakota
STATE LIBRARY

Leadership. Innovation. Excellence.

with

Julie Erickson
julie.erickson@state.sd.us

Jane Healy
jane.healy@state.sd.us

Welcome!

Please check that you can see and hear us.

For audio, please dial (866) 410-8397 and enter conference code: 605 295 1994

Still having trouble? Call Jasmine Rockwell at 605-773-5066

Today's Objectives

- You will learn to assist job-seekers:
 - establish career objectives
 - prepare job search tools
- using these online resources:
 - Learning Express (provided by SDSL)
 - World Book Online Reference Center (provided by SDSL)
 - Department of Labor Web site

Opening discussion:

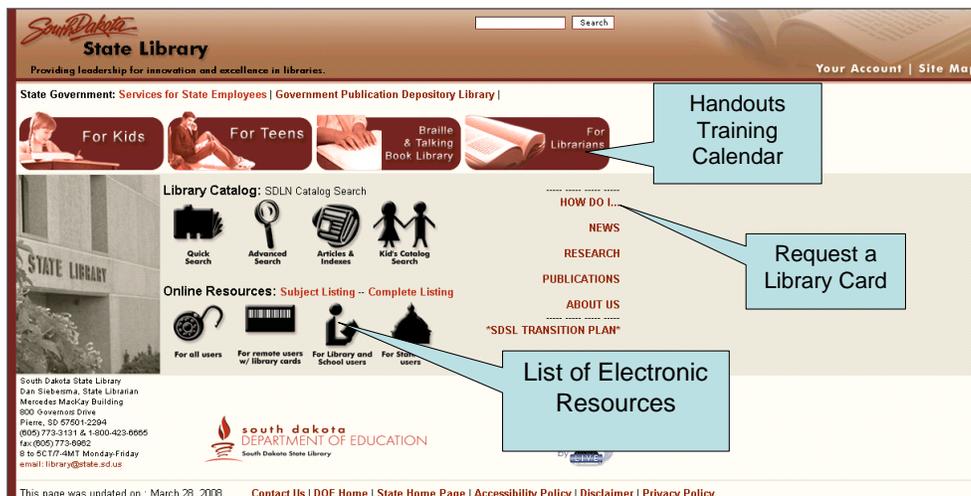
What job seeking activity is occurring at your library?

What services or programs does your library offer for job seekers?

What are some obstacles to offering help for job seekers?

South Dakota State Library

<http://library.sd.gov>



FAQ

Where can I access the electronic resources?

You can **directly** access the resources while inside any school, library or academic institution in SD or **at home** with a SDLN member library card or SD State Library card.

What is my password for at home access?

Your password is your LAST NAME.

The image shows a login form with two input fields: 'Barcode:' and 'Password:'. Below the fields are two buttons: 'Submit' and 'Cancel'.

Figure 1: Login screen for at home access

What can I find in the electronic resources?

Full text magazines, South Dakota newspapers, genealogy information, practice tests, online books and more.

How do I get a library card?

Ask your librarian if your library is a member of SDLN or request a SD State Library library card by clicking on “**How Do I...**” on the SD State Library homepage (<http://library.sd.gov>)

Where do I find specific resources to share with my co-workers?

Color and black-and-white handouts for the resources discussed today are available at: <http://library.sd.gov/forlibrarians/licenses/index.htm>



south dakota
STATE LIBRARY
Leadership. Innovation. Excellence.

South Dakota Libraries' Guide to...

Learning Express Library

Learning Express Library Practice Tests Include:

- GED (Science, Math, English)
- College Entrance Exams (ACT, SAT, GRE, CLEP)
- Military Entrance Exam (ASVAB)
- Advanced Placement Subject Tests
- Elementary, Middle and High School Skills Improvement Tests (English, Math, History)
- Firefighter, Law Enforcement, and Emergency Medical Services Tests
- Teacher, Nursing, Allied Health, Commercial Drivers License (CDL), Real Estate Certification Tests and more
- Job & Career Skills (Resume writing, interview skills etc.)

Learning Express Library provides online practice tests and tutorials designed to help library patrons, students, and adult learners prepare for academic or licensing tests that they must take. It provides immediate test scoring, explanations of the answers to all questions, and the opportunity to take the tests and tutorials multiple times.

LearningExpressLibrary
Welcome to South Dakota State Library!

Search...

Learning Centers

- Elementary School [more info](#)
- Middle School [more info](#)
- High School [more info](#)
- College Preparation [more info](#)
- College Students [more info](#)
- GED Preparation [more info](#)
- Job Search & Workplace Skills [more info](#)
- Jobs & Careers [more info](#)
- Skill Building for Adults [more info](#)
- U.S. Citizenship [more info](#)
- Recursos para Hispanohablantes [more info](#)

Welcome to LearningExpress Library!

Whatever your goal, LearningExpress Library's resources will help you succeed. Each of our Learning Centers offers the practice tests, exercises, skill-building courses, and information you need to achieve the results you want—at school, at work, or in life. Looking to land a job? You'll find an entire Learning Center dedicated to helping you get the one that's right for you.

Get Started Now!

Choose a Learning Center on the left to begin exploring. . .

... click here to browse the complete list of Learning Centers.

Returning User Login:
Username:
Password:

New Users:
Begin using LearningExpress Library now!

Registration is free, anonymous, and must be completed to practice any test.

LearningExpressLibrary *
Welcome to South Dakota State Library! [Help](#)

LearningExpress Library New User Registration

Your library provides LearningExpress Library to all its patrons. To use this valuable resource, all you have to do is register. Registration creates your own account called "My Center," which allows you to use any of the available tests, courses, or eBooks. "My Center" is completely private; only you can see it.

To register, please enter the username and password of your choice below, verify your password, and then click the "Register" button. Both your username and password must be a minimum of 6 characters and should not include spaces. If you require home access, your username should be your library card number.

Enter your email so we can quickly send you a new password if you forget yours. It's easy to set up a free email account - just go to www.gmail.com.

New User Registration:

Username: *

Password: *

Verify Password: *

Email:

*Required

To Access Learning Express Library:

- Go to SD State Library website (<http://library.sd.gov>)
- Click *Online Resources: Complete Listing*
- Click *Learning Express Library*
- Enter your Library Barcode and Password
- Sign in to *Learning Express Library*

Score Report

HS Math Skills Diagnostic: Geometry

Total Score: 23%

Congratulations! By completing this test, you have taken an important step toward improving your math skills. Your score report shows that you have scored in each of the specific skills tested. For ways to improve your score, please see our personalized study recommendations below.

HS Math Skills Diagnostic: Geometry					
	QUESTIONS	CORRECT	INCORRECT	SKIPPED	SCORE
	#	#	#	#	%
Geometry	21	5	4	12	23%
Classification of Angle Pairs	2	0	0	2	0%
Congruency and Similarity Concepts	2	1	1	0	50%
Formal and Informal Geometric Proofs	1	0	0	1	0%
Properties and Equation of a Circle	2	0	0	2	0%
Properties of Parallel Lines	2	2	0	0	100%
Properties of Quadrilaterals	2	0	1	1	0%
Properties of Triangles	2	0	0	2	0%
Ratio and Proportion in Geometry	2	1	1	0	50%
Recognize and Apply Transformations	2	1	1	0	50%
Using Concepts of Locus Points	2	0	0	2	0%
Using Coordinate Geometry	2	0	0	2	0%
Total Score for Multiple-Choice Questions:					23%

[Return To MyAccount](#)

[View Answers](#)

Test scores are given in numerical and percentage measurements

Tests can be stopped and started as needed

Tests can be scored at any time

Test scores are analyzed by question topic

Instructions are provided for each test

Test questions are multiple choice

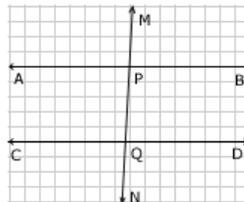
[Instructions](#)

[Questions](#)

[Finish Later](#)

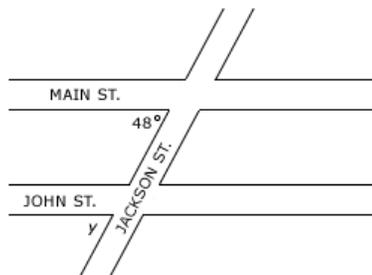
[Score My Test](#)

1. In the diagram below, line AB is parallel to line CD . Transversal MN intersects AB and CD at P and Q respectively. If $m\angle APQ = 2x + 20$ and $m\angle PQC = 3x - 10$, what is $m\angle DQN$?



- A. 34
- B. 92
- C. 88
- D. 146
- Skip this question for now.

2. Main Street and John Street are parallel in the diagram below. Jackson Street intersects both streets and forms a 48° angle with Main Street as shown in the figure. What is the measure of $\angle y$?



Sample test questions



INSTITUTE of
Museum and Library
SERVICES

Provided by the South Dakota State Library and Institute of Museum and Library Services.

If you have any questions about using this database, contact a South Dakota Librarian.

World Book Online Reference Center

World Book Online Reference Center

- Basic search looks for different tenses and plurals of term. Spelling is autocorrected.
- Easily select what type of results to look at—sounds, articles, maps, etc.
- In article audio pronunciation for challenging words (such as dinosaur names)
- Back in Time articles—selected articles from World Book Yearbooks from 1922 to present.
- **My Research**—use your e-mail address to allow forgotten password recovery. All World Book products use the same login to save research.

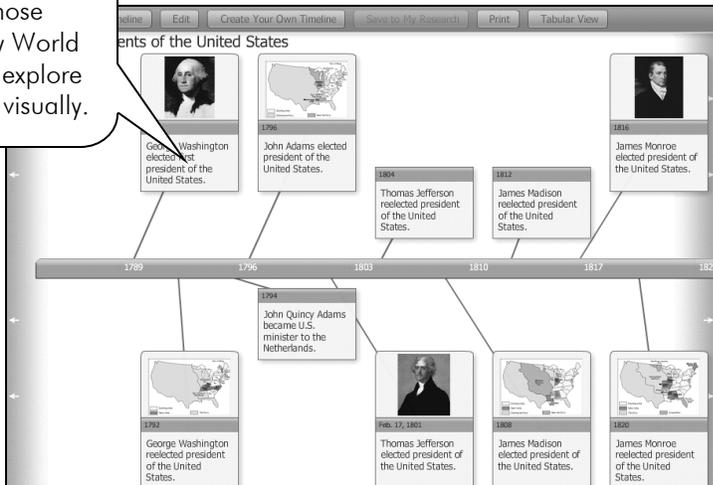
World Book Online Reference Center is designed for Public Library patrons grade 9 through adult. Search encyclopedia, primary source, and e-book resources. Also provides access to “how to”, computer and web tutorials, and more.



The screenshot shows the World Book Online Reference Center interface. At the top, it says "WORLD BOOK ONLINE PUBLIC LIBRARIES" and "REFERENCE CENTER". There is a search bar with a "Search" button and options for "Keyword", "Full Text", and "Advanced Search". Below the search bar, there are sections for "Research Tools" (Dictionary, My Research, E-book Center, Primary Sources, Pathfinders), "Computer and Web Tutorials" (Computer basics, Using e-mail, Searching the Internet and more...), "How to..." (Use credit and debit cards, Create a good resumé, Understand health and medical insurance and more...), and "Government Resources" (South Dakota Government Web Sites, United States Government Web Sites). There is also a "Timelines" section and a "How to Do Research" section. A globe labeled "Interactive EARTH" is visible.

Research Tools—view dictionary, saved research, e-books, primary sources and pathfinders.

Create **timelines** or use those made by World Book to explore subjects visually.



“Computer and web tutorials”, “how to....” and “government resources” provide access to computer, life skills and South Dakota and national government information.

To Access World Book Online Reference Center

- Go to SD State Library website <http://library.sd.gov>
- Click “Online Resources: Complete Listing”
- Click on World Book Online Reference Center under World Book Public Library Edition
- Enter your Library Barcode and Password

Tools—print, save, or e-mail article. Highlight search terms & double click term for definition.

Related Information—Jump to selected websites, magazine articles and more

Text Read Aloud—will read article aloud

Content standards—Click to view content standards related to article.

Audio—hear pronunciations for difficult words. Also audio for national anthems, birdsongs and more.

ARTICLE CONTENTS

MAIN SECTIONS

- Introduction
 - Pakistan
 - Pakistan flag and coat of arms
 - Mountains cover much of Pakistan
 - Karachi, Pakistan
 - Pakistan in brief
- Government
 - Pervez Musharraf
 - National government
 - Provincial and local government
 - Politics
 - Courts
 - Armed forces
- People
 - Ancestry
 - Cultural groups and

Tools

- Print full article
- Highlight search term
- Double-click a word to define it.
- View article by section
- Save to My Research
- Hear text read aloud
- E-mail article
- Save article
- Translate this text

RELATED INFORMATION for: Pakistan

- Encyclopedia Articles
- Books to Read
- Back in Time Articles
- Special Reports
- Web Sites
- Magazine Articles
- Interactive Map

RELATED E-BOOKS AND LITERARY CRITICISM

- A Dictionary of American History

CONTENT STANDARDS

This World Book article aligns with South Dakota Content Standards

[View Content Standards](#)

Computer and Web Tutorials provide an introduction to computer and the internet.

Key terms—definitions and links to related topics.

COMPUTER BASICS

- Computer basics
- Operating systems
- Web browsers
- Searching the Internet
- Using e-mail and IM
- Installing software
- Using office software
- External devices
- Internet media
- Blogging and Social networking
- Using Internet sources
- Internet safety
- Glossary

Back

Computer Basics

You can use a computer to write documents, listen to songs, and watch movies. Computers also can serve as gateways to the **Internet**—the vast system of interconnected computers around the world, and all the information they collectively contain.

Learning to use a computer is not that hard. This page explains some of the basic terms and ideas of using a computer.

Computer hardware

Hardware refers to all the parts of a computer that you can physically touch—the screen or monitor, the keyboard, the mouse, the DVD player, and all the circuits and other pieces of metal, plastic, and silicon inside the machine's casing.

Computer hardware comes in many different forms. Desktop computers are designed to stay in one place, plugged into a wall socket. They typically have large monitors and a mouse. Laptops are smaller machines that include a keyboard and screen in a single unit that opens and closes like a book. They have rechargeable batteries and so do not need to constantly be plugged into a wall. Some cell phones basically function like small computers. They have screens and keyboards and can connect to the Internet.

Key terms for computer basics:

- Hardware** refers to the parts of a computer that you can physically touch.
- Software** refers to programs and other digital files, the "mind" to hardware's "body."
- Operating system** is the software program that controls all the others.
- Cursor** is the little arrow you move around with your mouse.
- Hard drive** is a piece of hardware that contains information on your computer.

Change to other World Book Web products by clicking on icon at bottom of page.

For Educators and Homeschoolers: Curriculum correlations to SD content standards, lesson plans and more.

Switch to another World Book Site

- WORLD BOOK DISCOVER
- WORLD BOOK ADVANCED
- WORLD BOOK STUDENT
- WORLD BOOK DÉCOUVERTE
- WORLD BOOK KIDS
- WORLD BOOK INFO FINDER

World Book Home | What's New | Customer Training Guide | Download MARC Records | Help | For Educators and Homeschoolers | About World Book | Subscriber News | Customer Service | Accessibility Statement | Terms & Conditions | Privacy Policy

© 2009 World Book, Inc. All rights reserved. WORLD BOOK and the GLOBAL DEVICE are registered trademarks or trademarks of World Book, Inc.

If you have any questions about using this resource, contact a South Dakota Librarian.

Closing discussion:
How will these resources assist job seekers?

How will these resources help overcome the obstacles to assisting job seekers mentioned in the Opening Discussion?

How will you inform job seekers about these resources?

Resources:

Learning Express tutorial:

<http://www.learnatest.com/leImages/flash/help/GuidedTour/LearningExpressLibraryGuidedTour.swf>

South Dakota Department of Labor <http://dol.sd.gov>

South Dakota State Library <http://library.sd.gov>

Resource handouts: <http://library.sd.gov/forlibrarians/licenses/index.htm>