

## Learning Express Video Tutorials New and Easy to Use! Directions

### Access Learning Express:

1. Click on Internet Explorer (Inside Parkway page)
2. Type Panda in the URL address (first time must be in the district) or type <http://panda/> and hit enter
3. Go to right side of screen and select a High School from the drop down menu
4. Go to Other Resources (light blue box area) and select Learning Express Library
  - a. If you have never been in Learning Express you will need to Register as a New User

### To Register:

1. Enter a UserName: (for example: emayes or emayes1)
2. Enter a six character (no spaces) Password
3. In the Verify Password box, enter your Password again
4. Enter your E-Mail address:  
(for example: [emayes@parkwayschools.net](mailto:emayes@parkwayschools.net))
5. Click Register

### Returning User:

Enter your username and password and click the Login button.

Once you have created your User Login, you can then Login as a Returning User.

### Select Tutorial:

- Click on the **Popular Software Tutorials** from the Learning Center on the left.
- Now select a main topic from the list
  - For Excel: Click on **Microsoft Excel Courses**
- Now select **Excel 2010 for Windows**
  - You will see several e-course options listed:
    - Microsoft Excel 2010 Course 1: Basic
    - Microsoft Excel 2010 Course 2: Intermediate
    - Microsoft Excel 2010 Course 3: Advanced
    - Microsoft Excel 2010 Course 4: Expert
- To begin one of the courses, click on the **Add to My Center (with a green plus sign)**  
Now you will see the course that you selected
- Move to the right and **click on the green stoplight that says: Start this course now.**
- (You will see a list of topics and topic labs that will be covered in the course level and in the center, the main screen video that begins automatically.)
  - The list on the left will move to correspond with the video content displayed. You can click on any of the topics listed on left to view that specific video
- Adjust the volume as needed

### Exercise Lab:

- After the video tutorial, at the top right of the screen a box will appear that will let you do the work just demonstrated. Once you have followed the steps indicated and completed the lab, you will see a "You have successfully completed this lab exercise" message.

Then click on another video tutorial to view.