User Guide: Tennessee Electronic Library "College Preparation Center" for ACT & SAT

INTRODUCTION & OVERVIEW

The Tennessee Electronic Library (TEL) is a virtual library that any Tennessee resident can access from a home PC, a school library computer lab, or an iPhone – anywhere with an internet connection. TEL provides access to over 400,000 electronic resources, including magazines, scholarly journals, podcasts, videos, e-books, test preparation materials, federal census records, Tennessee primary source materials, and more. The mission of the Tennessee Electronic Library is to provide convenient and equitable access to library and information resources for all citizens of Tennessee to enhance the quality of their everyday lives, the depth of their educational experience, and the economic prosperity of their communities. In addition to using the TEL to find primary and secondary source documents and complex texts for your classroom, you may also use TEL to provide free ACT and SAT preparation for your students, complete with multiple full-length practice exams.

STEP 1: CREATE USER ACCOUNTS AND PASSWORDS

Instruct every student in the room to write down (on a sheet of paper) his or her **school assigned** email address* and a word**—with at least 3 letters or numbers—**that can be used as a password. Instruct students to hold onto the paper, as it will be collected later.

*If a student does not have an email address, instruct the student to create a username—with at least 3 letters or numbers—that he or she can easily remember.
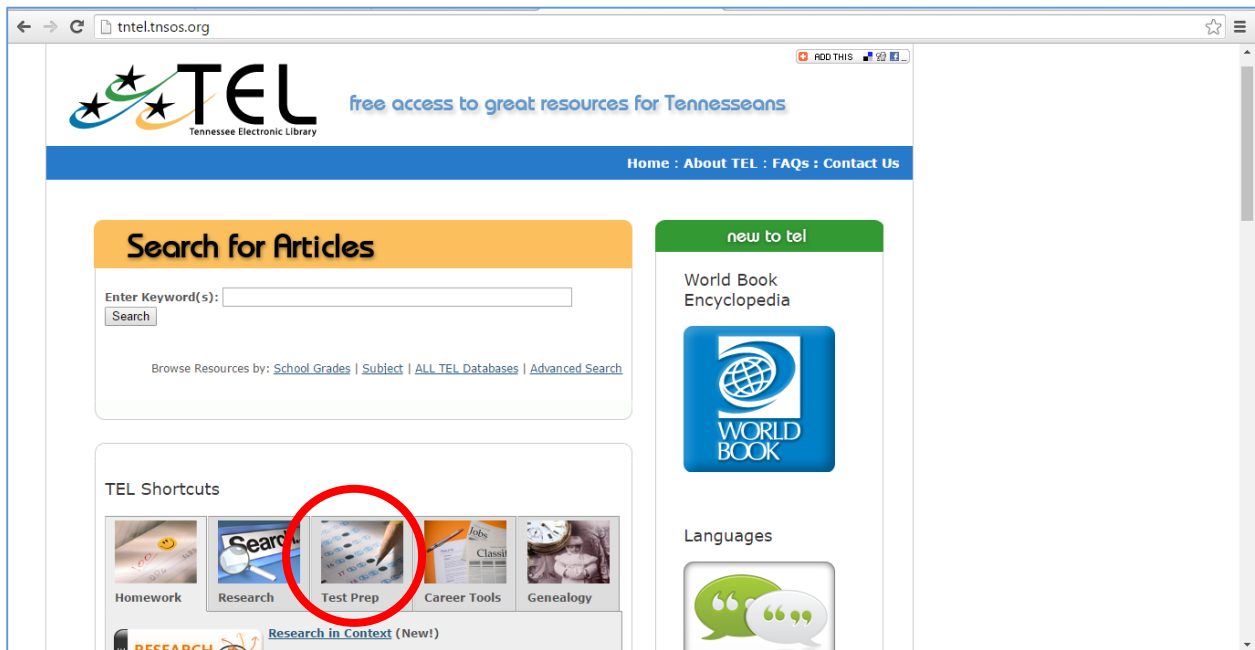
Collect and save student usernames and passwords.

STEP 2: ACCESS THE TENNESSEE ELECTRONIC LIBRARY

Have students access the Tennessee Electronic Library website at the following address: http://tntel.tnsos.org/.

Next, instruct them to click on the icon titled "*Test Prep*" under TEL Shortcuts.

STEP 3: ACCESS THE LEARNING EXPRESS LIBRARY

After selecting "*Test Prep,*" the following information will appear on the website. Instruct students to click on the icon entitled "*College Prep*" or the hyperlink for "*ACT, SAT.*"

STEP 4: REGISTER FOR AN ACCOUNT

After selecting either "*College Prep*" or "*ACT, SAT,*" students will be directed to the Learning Express Library website. Instruct students to click on *Register* at the top right hand corner of the page to create an account. Students must create an account in order to log onto the system and access ACT practice tests.

STEP 5: CREATE YOUR ACCOUNT

A blue box titled "*Create your account"* will appear on the screen. For *"Your Institution is,"* students will select Tennessee Electronic Library. All bars with a yellow asterisk/star indicate that the information is required. **Students will use their email addresses and the passwords they created in STEP 1 to fill out the requested information.** After filling out the requested information, instruct students to click on *"Create Account."*

If a student does not have an email address, instruct the student to select *"Register without Email"* under the blank bar next to *"Username."* A different blue box will appear titled "*Register without email.*" Instruct the student to use the username and password he or she created in STEP 1 to fill out the requested information. You will also need to instruct the student to pick a security question from a list of possible questions and provide an answer to that question he or she can remember.

After the students' accounts have been created, collect the sheets of paper with the written email addresses/usernames, passwords and security answers (if the student has one) from the students. Record each student's email address and password in case a student forgets his/her login information, and return the student account information to each student for their personal records.

STEP 6: SELECT "PREPARE FOR THE ACT TEST"

After the students' accounts have been created, students will be directed to the College Preparation Center website page. At the bottom of the screen, students will find computer icons with different titles attached to them. Instruct students to click on the icon entitled "*Prepare for Your ACT Test*."
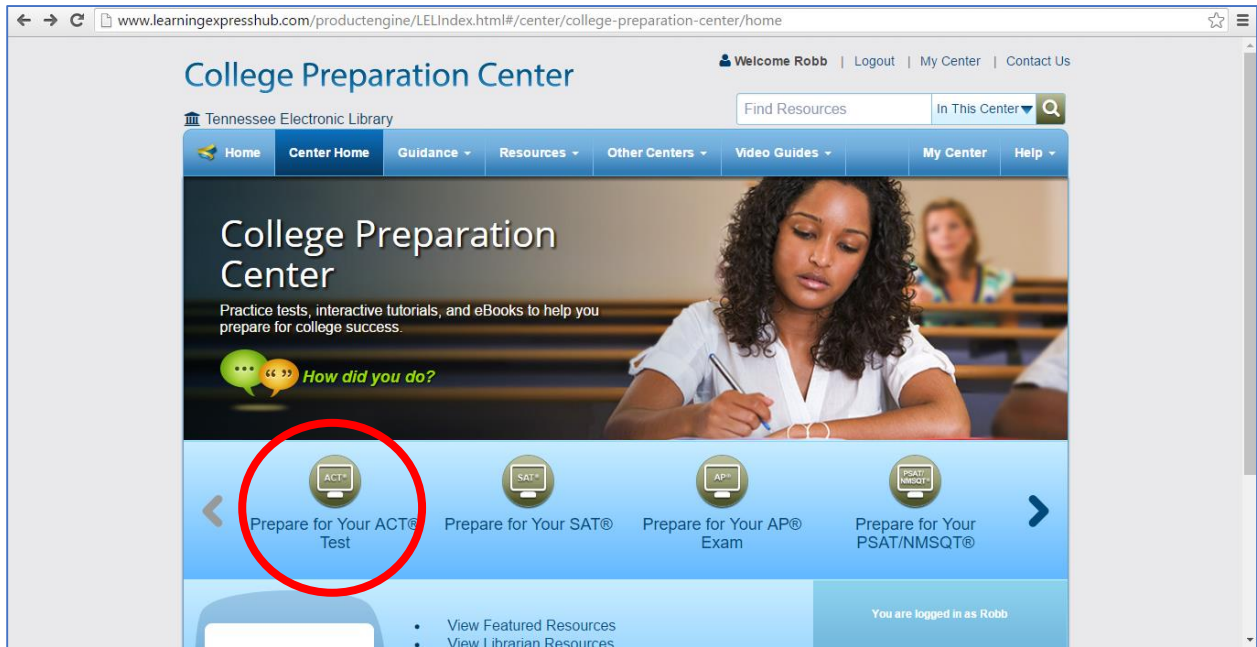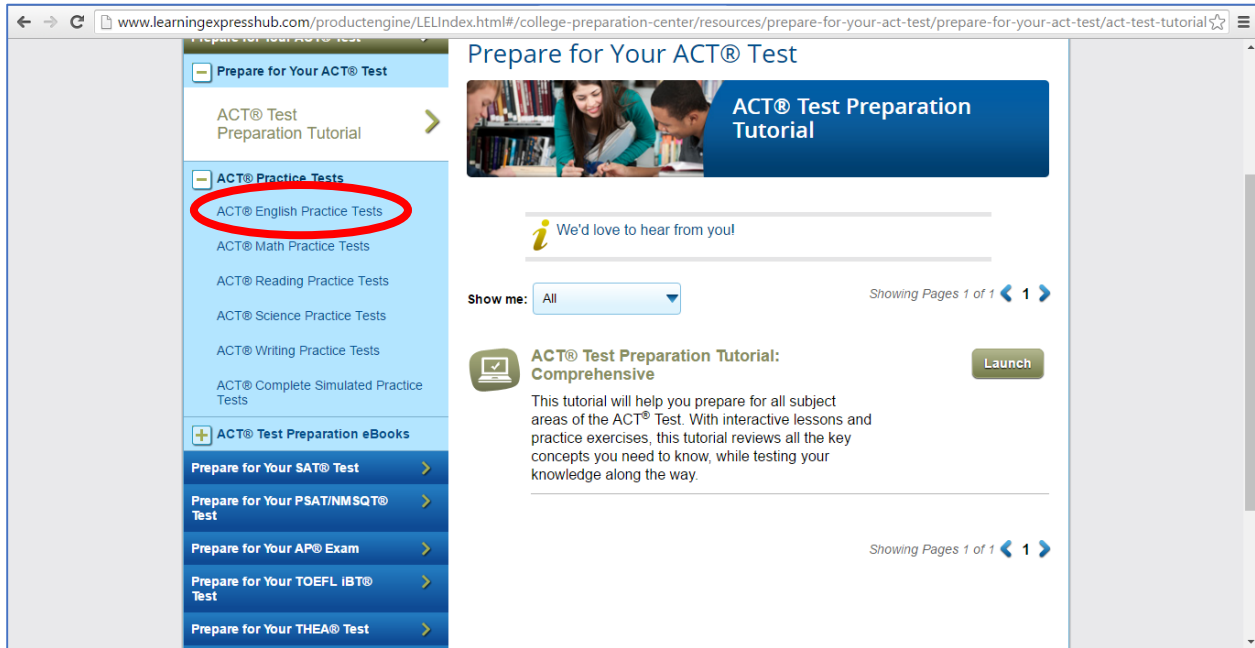
STEP 7: SELECT "ACT PRACTICE TESTS"

After selecting "*Prepare for Your ACT Test*," students will be directed to the following page. On the left side of the screen, there is a list of vertical bar tabs. Instruct students to click on the light blue bar tab entitled "*ACT Practice Tests.*"
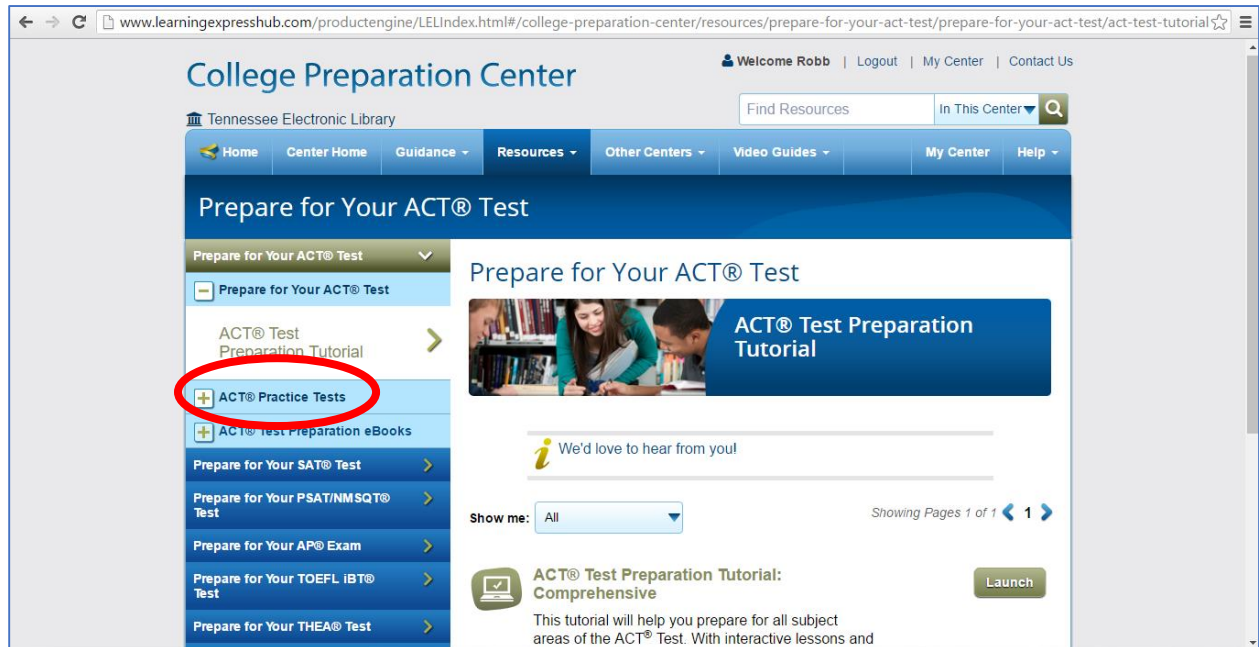
STEP 8: SELECT A FULL PRACTICE TEST OR SUBJECT AREA PRACTICE TEST

A drop down menu will appear under *"ACT Practice Tests"* with a list of full ACT practice tests and ACT subject area tests to choose from. Instruct students to select the appropriate test.

STEP 9: BEGIN A PRACTICE TEST

If selecting one of the subject area practice tests, a list of practice tests available for the selected subject area will appear. Instruct students to select one of the practice tests by clicking on the tab "*Launch*" next to the practice test they would like to take.