

PROVINCIAL MICROSOFT LICENSING (PML)

LEARNING ESSENTIALS AND MICROSOFT E-LEARNING LIBRARY (MELL)

Learning Essentials

Learning Essentials is a companion application for Microsoft Office™ that provides over 113 templates designed from an educational perspective. The Learning Essentials application comes complete with online help and teacher and student tutorials for common Microsoft Office™ applications such as MS Word™, MS Excel™, and MS PowerPoint™.

The Learning Essentials program is available for educators and students for on-site use at the jurisdiction and/or school and for home use by eligible employees under the PML agreement.

To use Learning Essentials at home, or to order a jurisdiction copy for deploying on jurisdiction and/or institution computers, eligible staff members can securely log on to the Learning Resources Centre website to download the application or to order it on CD. There is no cost to download the application. The cost for ordering and shipping the CD media to participants who have already purchased Microsoft Office, Work at Home Rights (WAHR) media is \$10.00 + GST. The cost for ordering and shipping the CD media to participants ordering Microsoft Office, WAHR media at the same time as purchasing Learning Essentials is \$5.00 + GST.

If the CD is being ordered for use at the jurisdiction or its schools, only one jurisdiction copy is required.

- As with the PML WAHR order system, jurisdictions are required to log into <http://www.lrc.education.gov.ab.ca/wahr-admin> to order the allotted number of Learning Essentials vouchers (end user licenses) for distribution to eligible participants. (Note: Schools may order vouchers at the school level if the jurisdiction has enabled the “allow schools to request vouchers” feature during previous WAHR registration).
- To download or order the Learning Essentials program, eligible staff from participating jurisdictions must log into the online ordering page located on the voucher.
- To order the CD media, eligible staff from participating jurisdictions must submit payment online using a valid credit card.
- Shipment of CDs are processed at the LRC and delivered to jurisdictions/schools only. It is the responsibility of the jurisdiction/school/organization to ensure distribution of the media to staff members.

Note: Under the PML agreement, jurisdictions/schools are required to validate the identity of staff members prior to distribution of the voucher and the media.

Microsoft E-Learning Library (MELL)

The MELL application is a companion product for Microsoft Office™. It offers online self-paced learning modules for educators and students on a variety of Microsoft applications including MS Office™, SharePoint™, and OneNote™.

Staff from eligible, registered jurisdictions and educational organizations under the PML agreement may register for access and *optionally* take “online lessons” for any application listed in the eLibrary.



The purpose of this program is to provide support and benefit to participants. Individual achievement cannot be monitored or tracked by the program; individuals who wish to track their personal progress must do so manually.

The MELL program can be accessed immediately and remains available 24 hours a day, seven days a week. There is no cost associated with the use of this program and no administration required by the institution beyond the initial communication and instruction to staff members.

- To access the PML MELL modules, eligible participants must register by providing their name, organization and email address at the following website:
<http://www.lrc.education.gov.ab.ca/pro/mell/extreq.htm>
- Participants will receive an email with individual account information, including a user id, password and the MELL website address.
- Comprehensive online help is available within each module.

Questions and assistance with accessing the Provincial Microsoft Licensing Learning Essentials and Microsoft E-Learning Library programs can be directed to:

LRC Support Centre
(780) 427-2767 (option 1, 6)
[toll free in Alberta by dialing 310-0000 first]