

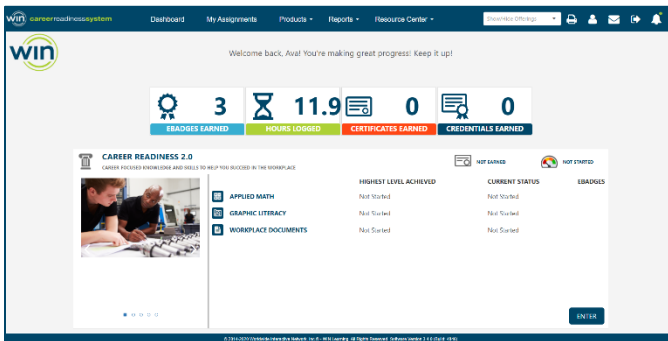
1. Login to the WIN Career Readiness System

- Navigate to www.wincrsystem.com from any browser and login with your username and password.



2. Enter the Courseware

- Select Career Readiness Courseware 2.0 from the Products dropdown or click the Career Readiness Courseware 2.0 item below your summary data and click Enter.



Note: The Dashboard is a snapshot of the eBadges (electronic badges), certificates, and credentials earned. Here you can print the snapshot data, update your profile, and view WIN announcements.

3. Start with the Placement Test

- Career Readiness Courseware 2.0 contains three subject areas: Applied Math, Graphic Literacy, and Workplace Documents.

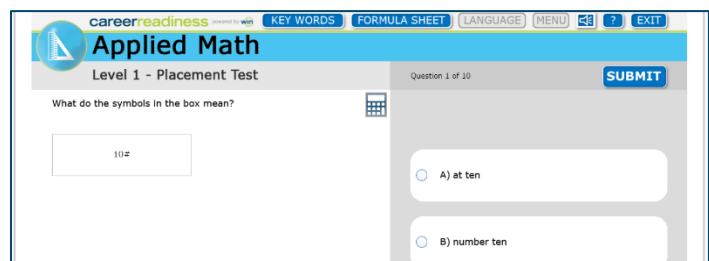
- Click on Placement Test to measure your current skill level in the subject area and be placed in the appropriate level based on your results.



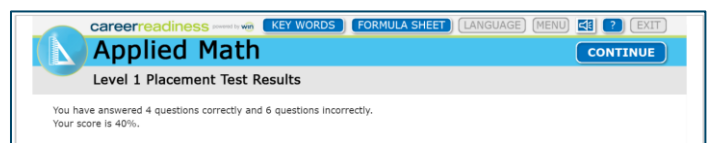
- Start the Placement Test by selecting English or Spanish.



- Next, select your answer and click the Submit button in the top right to continue.

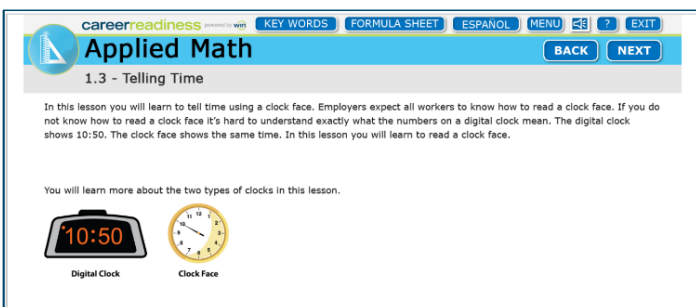


- After the Placement Test is complete a score will be generated. Click the Continue button to return to the Career Readiness Courseware 2.0 Homepage.



4. Course Navigation

- Begin the course by selecting an available level. Use the Next and Back buttons in the top right to navigate through the level.
- You can change the language by clicking the language button at the top. Audio can be enabled to read the text on the screen to you by clicking the speaker icon.
Note: In Applied Math, a basic four-function calculator and formula sheet are also available.
- Click Exit to leave the course and navigate back to the Career Readiness Courseware 2.0 Homepage.



- Once you complete the level, there will be a posttest to measure your skills. Score 80% or greater on the posttest to earn an eBadge and advance to the next level.

4. eBadges and Certificates

- If you score 80% or greater on a posttest you will earn an eBadge (electronic badge).
- There are four Certificate of Completion levels: Bronze, Silver, Gold, and Platinum. The Certificate of Completion indicates you have earned a minimum number of eBadges in all subject areas.
Bronze – Minimum of Level 3 eBadge
Silver – Minimum of Level 4 eBadge
Gold – Minimum of Level 5 eBadge
Platinum – Minimum of Level 6 eBadge



5. Check Your Progress

- View personal progress by reviewing your eBadge status from the Dashboard.
- If you earn the minimum number of eBadges, you will earn the Career Readiness Courseware Certificate of Completion.

6. Reports

- Hover over Reports from the top menu and select Individual.
- Find the courseware name and the date you completed the activity. If you earned a Certificate of Completion, click Earned to download your Certificate.

| Individual Learner Report | | | | | | | | | | | | | |
|---------------------------|-------------------------------------|------------------------|------------------------|-------------------|--------------|-------------------------|----------------|-------|-------------|-------------|-----------|---------------|----------------|
| Name | Product Offering | Date Completed | Activity Start Time | Activity End Time | Session Time | Module | Content Type | Level | Level Score | Scale Score | eBadge | Credential | Certificate |
| Name: 101, Student | | 01/19/26 | | | | | | | | | eBadge: 8 | Credential: 0 | Certificate: 0 |
| | Product: Career Readiness 2.0 | 0021:44 | | | | | | | | | eBadge: 3 | Credential: 0 | Certificate: 0 |
| | Product: myStrategic Compass | 0000:00 | | | | | | | | | eBadge: 2 | Credential: 0 | Certificate: 0 |
| | Product: Ready to Work Competencies | 0000:00 | | | | | | | | | eBadge: 2 | Credential: 0 | Certificate: 0 |
| | 2019-11-15 01:07:31 PM | 2019-11-15 01:07:31 PM | 2019-11-15 01:07:31 PM | 00:00:19 | | Reading for Information | Placement Test | 1 | 1 | 80 | | | |
| | 2019-11-15 02:01:04 PM | 2019-11-15 02:01:04 PM | 2019-11-15 02:01:04 PM | 00:00:31 | | Reading for Information | Placement Test | 1 | 1 | 80 | Level 1 | | |
| | 2019-11-15 02:01:47 PM | 2019-11-15 02:01:47 PM | 2019-11-15 02:01:47 PM | 00:00:10 | | Reading for Information | Placement Test | 2 | 2 | 0 | | | |
| | 2020-06-08 08:07:35 PM | 2020-06-08 08:06:33 PM | 2020-06-08 08:07:35 PM | 00:00:40 | | Applied Mathematics | Placement Test | 1 | 1 | 100 | | | |
| | 2020-06-08 08:07:35 PM | 2020-06-08 08:07:35 PM | 2020-06-08 08:07:35 PM | 00:00:00 | | Applied Mathematics | Placement Test | 2 | 2 | 0 | Level 1 | | |
| | 2020-06-08 08:07:35 PM | 2020-06-08 08:07:35 PM | 2020-06-08 08:07:35 PM | 00:00:00 | | Applied Mathematics | Placement Test | 2 | 2 | 0 | | | |
| | Product: Ready to Work Credential | 0002:00 | | | | | | | | | eBadge: 1 | Credential: 0 | Certificate: 0 |
| | 2020-06-08 08:03:01 PM | 2020-06-08 07:59:44 PM | | 00:02:00 | | Applied Mathematics | | | 4 | 236 | | | |
| | 2020-06-08 08:03:01 PM | | | | | Applied Mathematics | | | | | Silver | | |

Need help? Contact WIN Support.

- Phone: 888-717-9461 Option 3
- Email: support@winlearning.com