

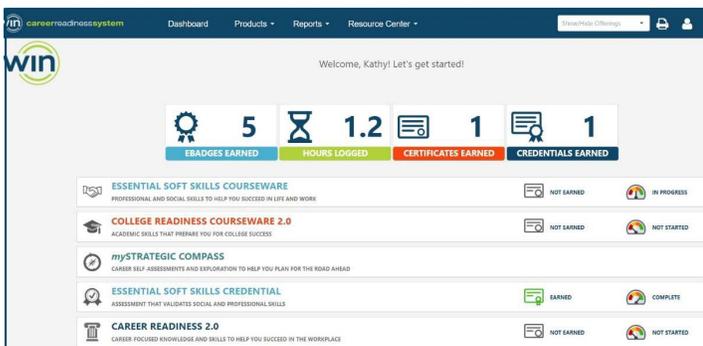
1. Login to the My Florida Ready to Work Portal

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



2. Enter the Courseware

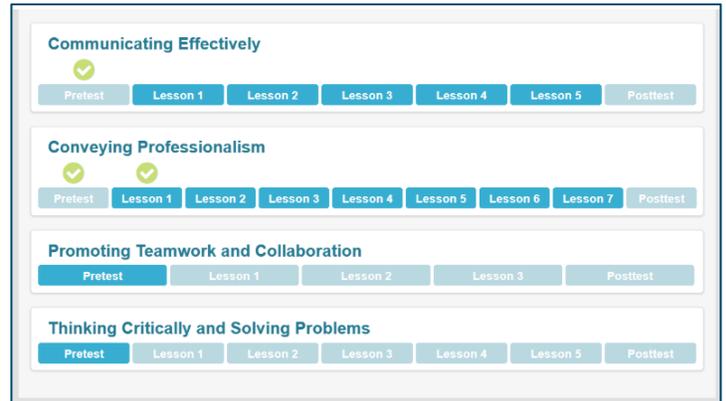
- Select Essential Soft Skills Courseware from the Products dropdown or click the Essential Soft Skills Courseware item below your summary data and click Enter.



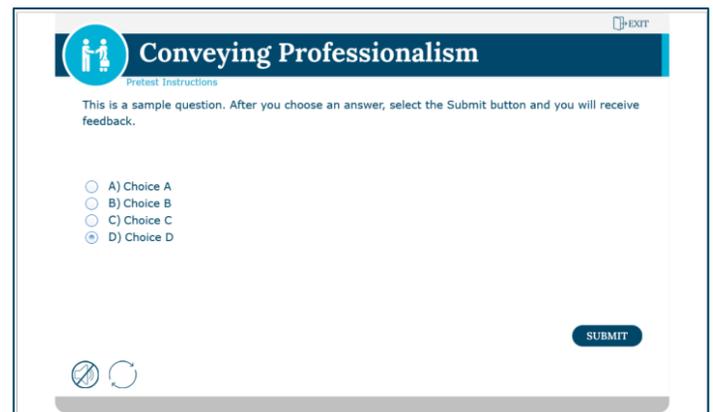
Note: The Dashboard is a snapshot of the eBadges (electronic badges), certificates, and credentials earned. Here you can print the snapshot data, update your profile, and view Florida Ready to Work announcements.

3. Start a Module

- Essential Soft Skills Courseware contains four subject areas: Communicating Effectively, Conveying Professionalism, Promoting Teamwork and Collaboration, and Thinking Critically and Solving Problems.



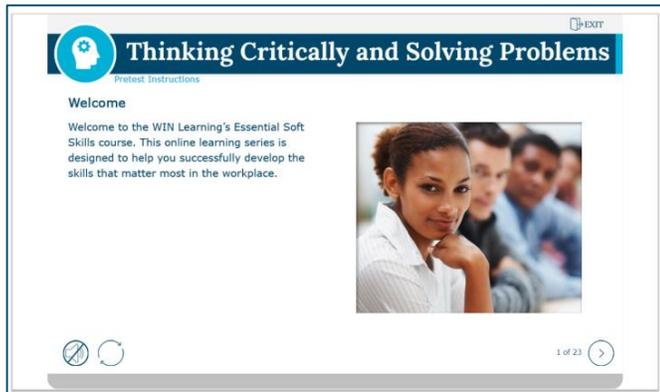
- Click on Pretest to measure your current skill level in the subject area.
- Select your answer and click the Submit button to see if you answered correctly.
- Click the next icon to proceed.



- After you complete the pretest, the lessons will unlock.

4. Course Navigation

- Select a lesson to start working through the instructional material.
- Navigate through the courseware by using the Next and Back icons.
- Click the Audio button to enable text to speech.



- Click Exit to return to the Essential Soft Skills Courseware Homepage.

5. eBadges and Certificates

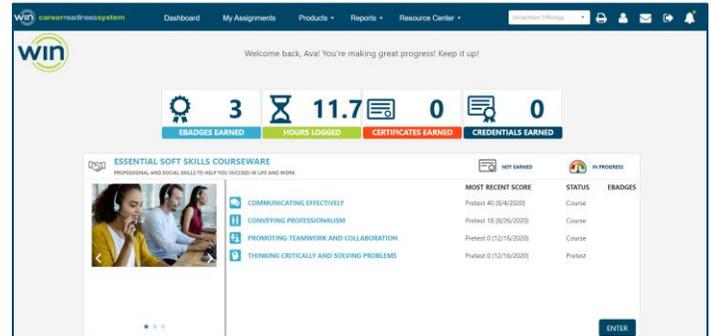
- After you complete the lessons, the posttest will unlock. Score 80% or greater on the posttest to earn an eBadge.
- Earn an eBadge for each level to earn the Essential Soft Skills Courseware Certificate of Completion.



**This is not your Florida Soft Skills Credential*

5. Check Your Progress

- View personal progress by reviewing your eBadge status from the Dashboard.
- If you earn all four eBadges, you will earn the Essential Soft Skills 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		
Product Soft Skills Courseware													
2019-09-24 07:04:10 PM	2019-09-24 07:00:57 PM	2019-09-24 07:04:10 PM	00:03:14	Communicating Effectively	Course Posttest	1		40	eBadge: 0	Credential: 0	Certificate: 0		
2019-09-24 07:07:05 PM	2019-09-24 07:04:23 PM	2019-09-24 07:07:05 PM	00:00:42	Conquering Professionalism	Course Posttest	1		30	eBadge: 0	Credential: 0	Certificate: 0		
2019-09-24 07:07:31 PM	2019-09-24 07:04:11 PM	2019-09-24 07:07:31 PM	00:00:00	Communicating Effectively	Course	1			eBadge: 0	Credential: 0	Certificate: 0		
2019-09-24 07:07:31 PM	2019-09-24 07:05:11 PM	2019-09-24 07:07:31 PM	00:01:04	Communicating Effectively	Course	1		6	eBadge: 0	Credential: 0	Certificate: 0		
2019-09-24 07:07:31 PM	2019-09-24 07:07:23 PM	2019-09-24 07:07:31 PM	00:01:04	Communicating Effectively	Course	1		6	eBadge: 0	Credential: 0	Certificate: 0		
00:05:00													
									eBadge: 0	Credential: 0	Certificate: 0		

Need help? Contact Us.

Phone: 888-717-9461 Option 3

Email: customerservice@floridareadytowork.com