

## 1. Login to the My Florida Ready to Work Portal

- Navigate to [myfloridareadytowork.com](http://myfloridareadytowork.com) from any browser and login with your username and password.



## 2. Enter the Courseware

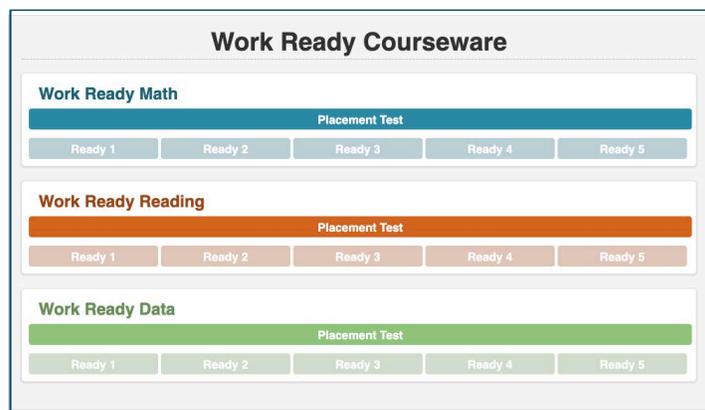
- Select the Work Ready Courseware from the Products dropdown or click the Work Ready Courseware item below your summary data and click the arrow icon in the top right corner.



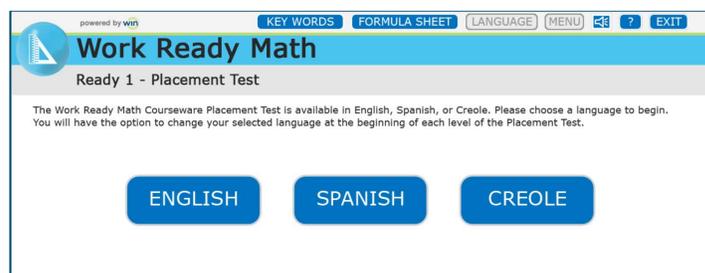
*Note: The Dashboard is a snapshot of the eBadges (electronic badges), certificates, and credentials earned. Here you can print the snapshot data, update your profile, and view Florida Ready to Work announcements.*

## 3. Start with the Placement Test

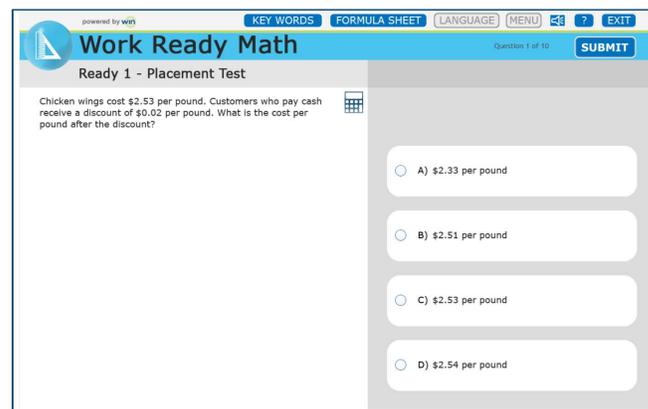
- Work Ready Courseware contains three subject areas: Work Ready Math, Work Ready Reading, Work Ready Data.
- Click on Placement Test to measure your current skill level in the subject area and be placed in the appropriate level based on your results.



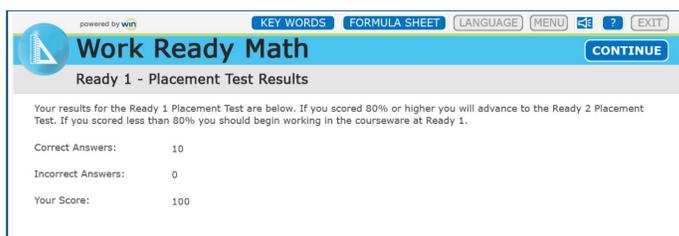
- Start the Placement Test by selecting English, Spanish, or Creole.



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

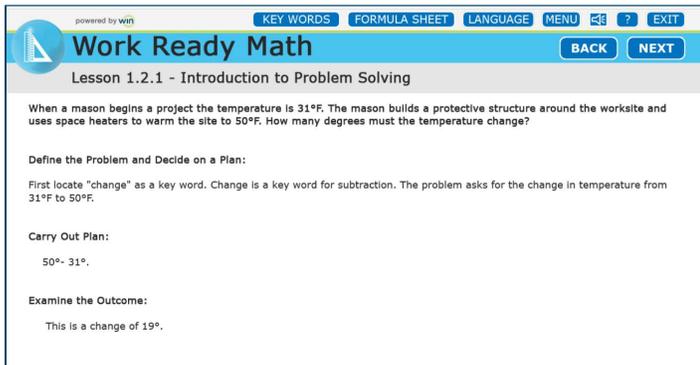


- After the placement test is complete your score will be generated. Click Continue to return to the Work Ready Courseware homepage.



#### 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 Work Ready Math, a basic four-function calculator and formula sheet are also available.*
- Click Exit to leave the course and navigate back to the Work Ready Courseware homepage.



- Once you complete the level, there will be a posttest to measure your new 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: Achievement Levels 2, 3, 4, and 5. The Certificate of Completion indicates you have earned a minimum number of eBadges in all subject areas.

- **Achievement Level 5:** Minimum of Level 5 in all three modules.
- **Achievement Level 4:** Minimum of Level 4 in all three modules.
- **Achievement Level 3:** Minimum of Level 3 in all three modules.
- **Achievement Level 2:** Minimum of Level 2 in all three modules.



*\*This is not your Florida Ready to Work Credential*

#### 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 a Work Ready 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
	Work Ready Courseware				00:05:05						eBadges: 2	Credentialed: 0	Certificates
		2020-06-08 08:07:39 PM	2020-06-08 08:07:37 PM	2020-06-08 08:07:39 PM	00:00:02	Work Ready Math	Placement Test	2		0			
		2020-06-08 08:07:35 PM				Work Ready Math	Placement Test	1	1	100	Level 1		
		2018-11-15 02:01:47 PM	2018-11-15 02:01:36 PM	2018-11-15 02:01:47 PM	00:00:10	Work Ready Reading	Placement Test	2		0			
		2018-11-15 02:01:34 PM				Work Ready Reading	Placement Test	1	1	80	Level 1		
		2018-11-15 01:57:31 PM	2018-11-15 01:57:11 PM	2018-11-15 01:57:31 PM	00:00:19	Work Ready Data	Placement Test	1		0			

#### Need help? Contact Us.

Phone: 888-717-9461 Option 3

Email: [customerservice@floridareadytowork.com](mailto:customerservice@floridareadytowork.com)

