



# Quick Reference Card Assessments

Learner

## 1. Logging In

- Navigate to **wincrsystem.com** using your browser.
- Sign in with your **Username and Password**.

## 2. Entering the Assessments

- Select the appropriate assessment button to open the assessment.

## 3. Beginning the Assessment

- You can view the assessment tutorial at the bottom left side of the screen at any time.

- Once a proctor has assigned you an assessment, the link will turn blue and become active on the right side of the screen.

- After clicking the test link, you will be instructed to click the 'Start' button to begin the assessment.

- The assessment item number and the timer are displayed at the top right of the screen.

- You can click the item number to jump to a specific item or click 'Next' to move sequentially through the assessment.



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## 4. Accessibility Options

Clicking on 'Accessibility' opens a window where you can change the color scheme, font size, and find zoom options.

Clicking on 'Full Screen' will allow you to view the assessment across the whole screen of your computer.

Navigate between accessibility options by clicking the respective tab.

'Continue' will save the changes, then return back to the assessment item.

When you are ready to submit your assessment, click the 'Submit' button at the top right of the screen.

If you try to submit your assessment with questions unanswered, a message will pop-up asking if you are sure you want to submit the assessment.

You will be notified if your submission was successful. Click 'Finish' to close.

## 5. eBadges & Certificates

View personal progress by reviewing your ebadge status. eBadges are earned after passing an assessment.

Click the printer icon to view and print your earned certificate, if applicable.

## 6. Reports

View summary reports on your personal progress by clicking the 'Reports' tab at the top of the screen.

Select the assessment from the horizontal list.

Your report will open, providing the dates the assessments were taken and a certificate status.