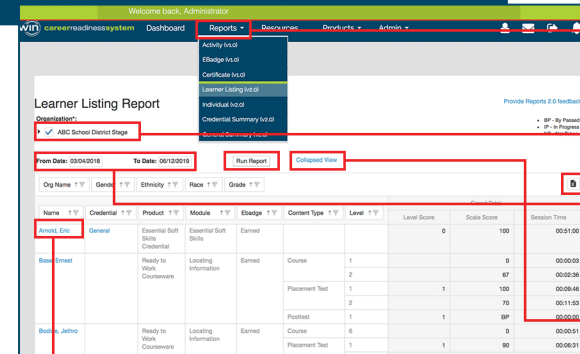## 1. Logging In
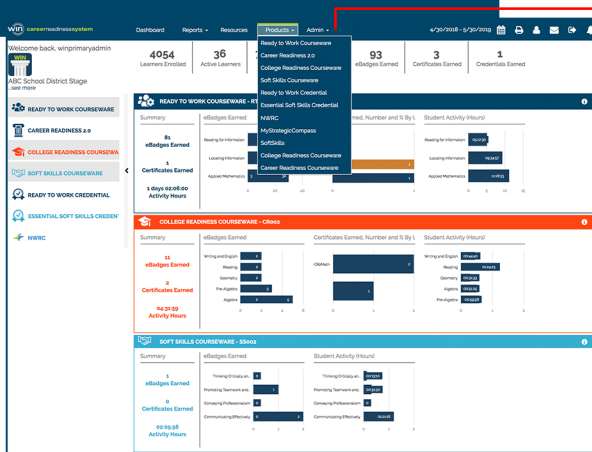


- Navigate to **wincrsystem.com** using your browser.

- Sign in with your **Username** and **Password**.

## 2. Entering Soft Skills



- Select the **College Readiness Courseware** from the Products navigation menu on the dashboard.

## 3. Generating Reports



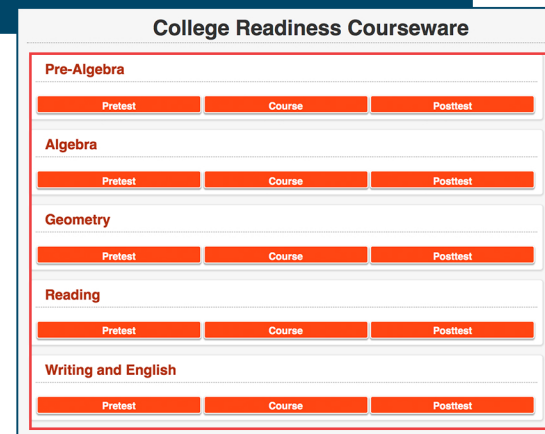- Choose a name in the left column to drill down to view specific data.

- From the dashboard, select the **Reports** tab. Choose from available reports.

- Select a **Location, School,** or **Program**, if available.

- Enter a Date Range.

- Download Reports.

- Select **Collapse View** and tp see a summary of data or Expand view for detail.

- Click **Run Report** to refresh the results.

## 4. Beginning Study



- Instructors can choose any of the four modules of study and navigate to any level.

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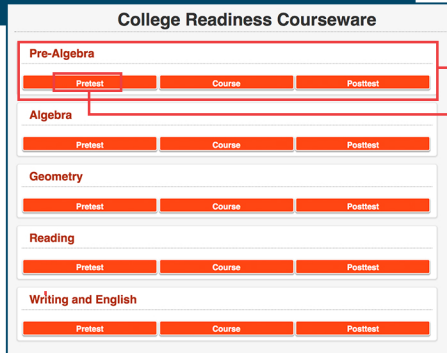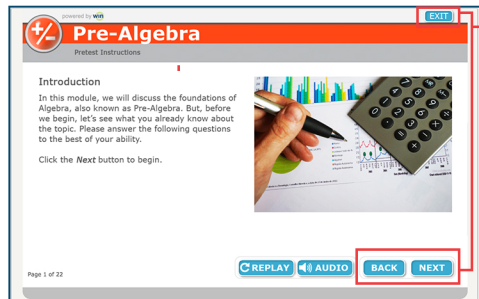
## 5. Pretest Navigation



College Readiness Courseware
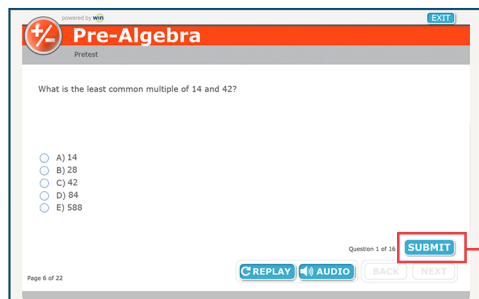
- To begin, select **Pretest** from a module title.

- After the initial instructions, you will begin the **Pretest**. A learner must complete the pretest in order to begin the course.



- Navigate through the introduction by clicking the **Back** and **Next** buttons. Then click **Exit** to return to the CRC+ hompage. From the homepage click **Pretest**, then click **Start** to begin the module pretest.
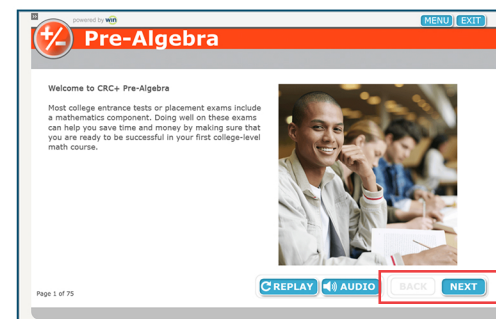


- Answer each question and click **Submit** to move forward.

- If learners score 80% or better on the pretest, they can advance directly to the posttest. However, it is recommended that all learners complete the courseware prior to attempting the posttest.

## 6. Course Navigation



College Readiness Courseware
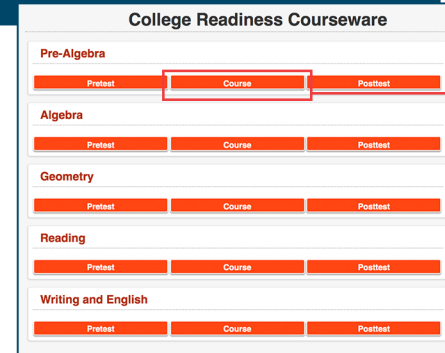
- On the homepage, click **Course** to enter the module of study.



- Navigate through the course by clicking the **Back** and **Next** buttons. After completing the course, click **Exit** to return to the CRC+ hompage. Learners can now advance to the **Posttest**.

Scores of 80% or better on each module posttest earns a learner an eBadge for that unit of study. A Math certificate of completion is earned when the modules of Pre-Algebra, Algebra and Geometry are completed successfully. A Language Arts certificate of completion is earned when proficiency is documented in the Reading and Writing/English modules.

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