

Essential Soft Skills Courseware Quick Reference Learner

1. Login to the WIN Career Readiness System

 Navigate to <u>www.wincrsystem.com</u> 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 WIN announcements.

3. Start a Module

• Essential Soft Skills Courseware contains 4 subject areas: Communicating Effectively, Conveying Professionalism, Promoting Teamwork and Collaboration, and Thinking Critically and Solving Problems.

Essential Soft Skills Courseware								
Communie	cating Effect	ively						
Pretest	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Posttest		
Image: Weight of the second								
Pretest	Le	sson 1	Lesson 2	Lesso	n 3	Posttest		
Thinking Critically and Solving Problems								
Prétest	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Posttest		

- 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 completing the pretest, the lessons will unlock.



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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 completing 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.



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.

WID careerreadnosssystem Da	ashboard My Ass	ignments Products -	Reports - R	tesource Center +	Show/Hate Offerings	⊖ ▲ ⊠ ⊮ 🖡
win	,	Welcome back, Aval You'n	e making great p	arogress! Keep it up!		
	<mark>0 3</mark>	X 11	.7 🗔	0 🗟		
ESSENTIAL SO PROFESSIONAL AND SOC	OFT SKILLS COURSE CAL SHLLS TO HELF YOU SUCCE				YT EARNED	IN PRODUZS
		COMMUNICATING EFFECTIVELY		MOST RECENT Prefast 40 (8/4)	2020) Course	S EBADGES
A AN		CONVEYING PROFESSIONALISM		Protest 18 (8/2	6/2020) Course	
		PROMOTING TEAMWORK AND	COLLABORATION	Pretest 0 (12/1	6/2020) Course	
		THINKING CRITICALLY AND SO	LVING PROBLEMS	Protest 0 (12/1	6/2020) Pretes	
• • •						ENTER

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, click Earned to download your certificate of completion.

Individual Learner Report													
Name 1 Y Poduct Offering 1 Y													
	Date Completed 12 T	Activity Start Time	Artisity Ind Time T	Session Time T	Medule T	Content Type T	Level T	Level Score T	Scale Score T	elladge 15 T	Credential 13 T	Certificate 1	4 1
* Name: Wegner, Ava			01:12:10						eBadges 3	Credentials: 0	Certificates: 0		
 Product: College Readiness Courseware 2.0 			00.0413						elladges: 0	Credentials: 0	Certificates 0		
	2020-01-27 01:19:59 PM	2020-01-27 01:19:33 PM	2020-01-27 01:19:59 PM	020225	Pre-Algebra	Pretext			0				
	2020-07-23 07.96/52 PM	2020-07-23-07-36-52 PM	2020-07-23 0736-52 PM		Pre-Algebra	Preteit	1						
	2020-12-14 10:09:50 AM	2020-01-27 01:20:50 PM	2020-01-27 01:22:27 PM		Pre-Algebra	Course	1						
	2020-12-54 50:09:50 AM	2020-12-14 10:07:32 AM	2020-12-14 10:09:50 AM	02/03/47	Pre-Algebra	Course			9				
 Product: Essential Soft Skills Courseware 			002950							Credentials: 0	Certificates: 0		
	2020-08-04 03:22:19 PM	2020-06-06 03:21/10 PM	2020-08-04 00:22:19 PM	00.01.01	Communicating Effectively	Pretext	0		40				
	2020-08-04 03:23:21 PM	2020-08-04 03:22:40 PM	2020-08-04 00:23:21 PM	00:00:42	Communicating Effectively	Course	3		0				
	2020-08-25 11H301 AM	2020-08-25 11/29/11 AM	2020-00-26 1143-01 AM	00.1351	Conveying Professionation	Pretest	0		10				
	2020-11-04 03:31:43 PM	2020-11-04 03:30:40 PM	2020-11-04 00:01:43 PM	020055	Conveying Professionalism	Course	1		25				
	2020-11-04 03:35:05 PM	2020-11-04 03:31:49 PM	2020-11-04 00:01:56 PM		Conveying Professionalism	Course							
	2020-11-04 03:35:05 PM	2020-11-04 03:33:09 PM	2020-11-04 0035-05 PM	00.0208	Conveying Professionation	Course			3				
	2020-11-04 03:42:18 PM	2020-11-06 03:31:66 PM	2020-11-04 00:01:47 PM		Conveying Professionalism	Course	2						
	2020-11-04 03:42:18 PM	2020-11-04 03:35:05 PM	2020-11-04 05:42:18 PM	0207:15	Conveying Professionalism	Course	2		0				
	2020-12-16 05:15:25 PM	2020-12-16-09-15-14 PM	2020-12-16/05/15/25 PM	00.00.11	Communicating Effectively	Course	1		0				
	2020-12-16 05:17:13 PM	2020-12-16-05-15-29 PM	2020-12-16-05:17:13 PM	00.01.45	Promoting Teamwork and Collaboration	Pretext	0		0				
	2020-12-16 05:19:12 PM	2020-12-16 05 17:19 PM	2020-12-16-05/19:12 PM	020154	Conveying Professionalism	Course			0				
	2020-12-16 05:19:16 PM	2020-12-16-05/19/16 PM	2020-12-16-05:19:16 PM		Thinking Critically and Solving Problems	Pretest	0						

Need help? Contact WIN Support.

- Phone: 888-717-9461 Option 3
- Email: <u>support@winlearning.com</u>