

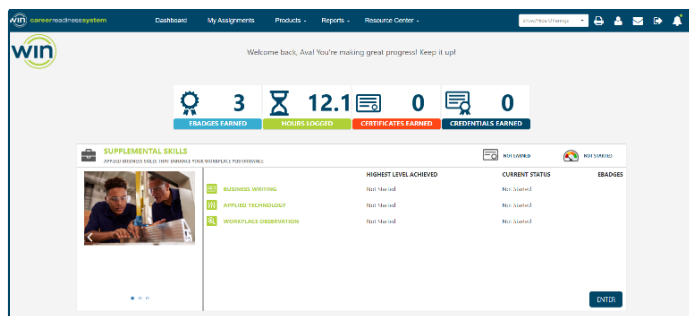
1. Login to the WIN Career Readiness System

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



2. Enter the Courseware

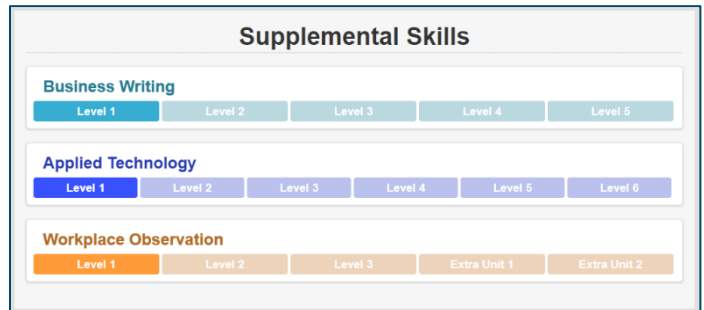
- Select Supplemental Skills Courseware from the Products dropdown or click the Supplemental Skills Courseware item below your summary data and click Enter.



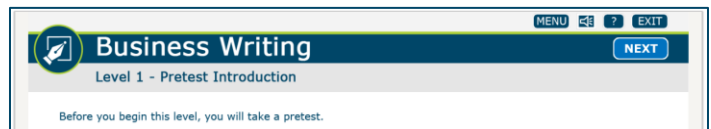
Note: The Dashboard is a snapshot of the eBadges (electronic badges), certificates, and credentials earned. Here you can print the snapshot data, update your profile, and view WIN announcements.

3. Start a Module

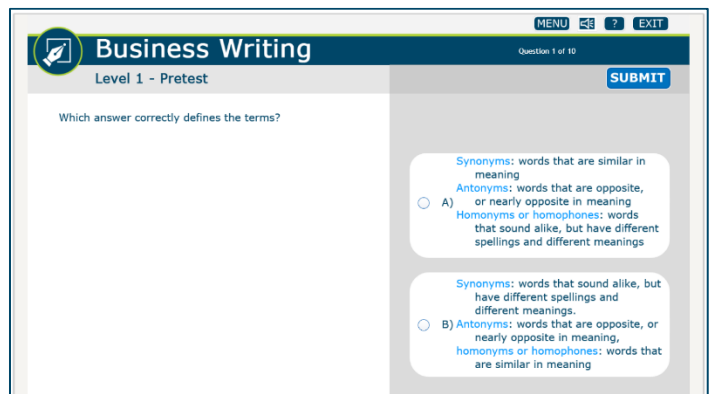
- Supplemental Skills Courseware contains three subject areas: Business Writing, Applied Technology, and Workplace Observation.



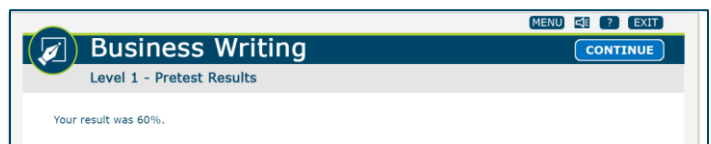
- Click the Level 1 button to start at the beginning of the subject area. Before you begin the level, you will need to take the pretest. Click Next to continue.



- Select your answer and click the Submit button to continue to the next question.

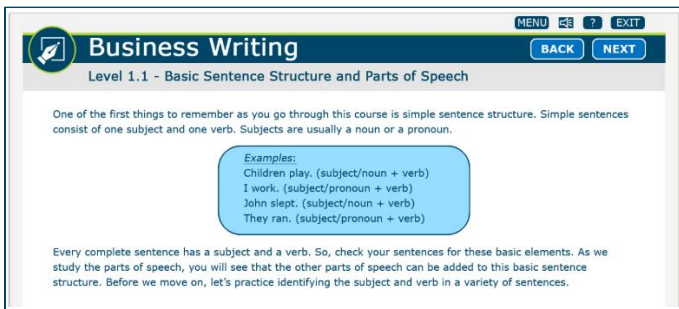


- After completing the pretest, click Continue to proceed to the instructional material in the level.



4. Course Navigation

- Select a level to begin or continue.
- Navigate through the courseware by using the Next and Back buttons.
- Click the speaker icon at the top to enable text to speech.



- Click Exit to return to Supplemental Skills Courseware Homepage.

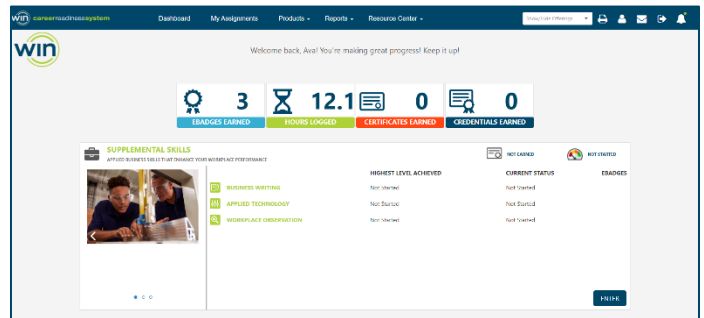
5. eBadges and Certificates

- After completing the level, you will proceed to the posttest. Score 80% or greater on the posttest to earn an eBadge.
- Earn an eBadge for each level to earn the Supplemental Skills Courseware Certificate of Completion.



5. Check Your Progress

- View personal progress by reviewing your eBadge status from the Dashboard.
- If you earn all eBadges, you will earn the Supplemental 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
101_Student	Product: Career Readiness 2.0	01:19:26	00:21:44	00:00:00	00:05:09						eBadge: 0	Credential: 0	Certificate: 0
	Product: myStrategic Compass										eBadge: 2	Credential: 0	Certificate: 0
	Product: Ready to Work Courseware										eBadge: 2	Credential: 0	Certificate: 0
		2018-11-15 01:57:31 PM	2018-11-15 01:57:11 PM	2018-11-15 01:57:31 PM	00:00:19	Locating Information	Placement Test	1	0	0			
		2018-11-15 02:01:34 PM	2018-11-15 02:01:42 PM	2018-11-15 02:01:34 PM	00:00:51	Reading for Information	Placement Test	1	1	80			
		2018-11-15 02:01:34 PM				Reading for Information						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	Reading for Information	Placement Test	2	0	0			
		2020-06-08 08:07:53 PM	2020-06-08 08:06:55 PM	2020-06-08 08:07:53 PM	00:00:43	Applied Mathematics	Placement Test	1	1	100			
		2020-06-08 08:07:53 PM				Applied Mathematics						Level: 1	
		2020-06-08 08:07:53 PM	2020-06-08 08:07:37 PM	2020-06-08 08:07:53 PM	00:00:52	Applied Mathematics	Placement Test	2	0	0			
	Product: Ready to Work Credential	00:02:00									eBadge: 1	Credential: 0	Certificate: 0
		2020-06-08 08:08:01 PM	2020-06-08 07:59:44 PM	2020-06-08 08:08:01 PM	00:00:30	Applied Mathematics		4	236				
		2020-06-08 08:08:01 PM				Applied Mathematics						Silver	

Need help? Contact WIN Support.

- Phone: 888-717-9461 Option 3
- Email: support@winlearning.com