

Essential Soft Skills Courseware Quick Reference Learner

1. Login to 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 the Essential Soft Skills Courseware from the **Products** dropdown or click the **Essential Soft Skills Courseware** item below your summary data and click the arrow icon in the top right corner.

ummary	eBadges Earned	Activity Time	_
0 eBadges Earned	Communicating Effectively	Communicating Effectively 00:03:44	
0	Conveying Professionalism	Conveying Professionalism 00002:06	
Certificates Earned	Promoting Teamwork and	Promoting Teamwork and 00:00:41	
0.11 Activity Time	Thinking Critically an	Thinking Critically an 0	

3. Start a Module

Essential Soft Skills Courseware contains four subject areas:

- Communicating Effectively
- Conveying Professionalism
- Promoting Teamwork and Collaboration
- Thinking Critically and Solving Problems

	Esse	ential So	ft Skills	Course	ware	
Communica	ting Effect	ively				
Pretest	Lesson 1	Lesson 2	Lesson 3	Lesson 4	Lesson 5	Posttest
Pretest Les						
				Lesson 5 Les	son 6 Lesso	n 7 Posttest
Promoting T Pretest	eamwork a			Lesson 5 Les		n 7 Posttest Posttest
Promoting 1	eamwork a	and Collabor	ration			
Promoting 1	eamwork a	and Collabor	ration Lesson 2			

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.

			×
	Communicating	Effectively	
Prete	est		
	a conversation with a coworker ab e opinions she is offering.	out a new policy at work, and	d you strongly disagree
	ving possible actions and decide wh way to handle the situation.	ich is the BEST way to handl	e the situation and which
2. Listen qu 3. Pay care	: her often, and forcefully present y ietly and decide you don't want to ful attention to her and then offer y intal notes of how you will disagree	start an argument. our input respectfully.	
Which is the BE	ST way to handle the situation?	Which is the WORST wa	ay to handle the situation?
Option 1		Option 1	
Option 2		Option 2	
Option 3		Option 3	
Option 4		Option 4	Submit
	Questi	on 1 of 25	€ ()

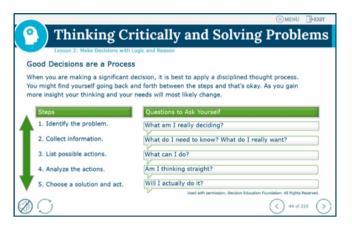
After you complete the Pretest, the lessons will unlock.

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 you complete 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.



6. 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 Courseware Certificate of Completion.

		Welcome back, Aval You're making great progress	e weep is up.		
	0		0 🗟 0		
	EBADGES E	DURSEWARE	CREDENTIALS EARNE		
	66	-	MOST RECENT SCORE	STATUS EBADGES	
	1	COMMUNICATING EFFECTIVELY	Pretest 40 (8/4/2020) Pretest 18 (8/26/2020)	Course	
19		PROMOTING TEAMINORY AND COLLABORATION	Pretext 0 (12/16/2020)	Coarse	
	R	THENRING CRITICALLY AND SOLVING PROBLEMS	Pretest 0 (12/16/2020)	Pretest.	
			Pressa 0 (12/16/2020)	Petaz	

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.

7. 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.

											8
Date Completed 12	T Activity Start Time T	Activity End Time	Session Time 🛛 🝸	Module	T Content Type	Level T	Level Score	Scale Score	eBadge 15 T	Credential 13 T	Certificate
Name: Demo, Demo			23:59:34						eBadges: 23	Credentials: 0	Certificates: \$
- Product: Essential Soft	Skills Courseware		09:12:20						eBadges: 4	Credentials: 0	Certificate: 1
2023-02-21 02:24:10 PM	2023-02-21 02:10:38 PM	2023-02-21 02:24:10 PM	00:13:32	Communicating Effectively	Module Pretest	0		68			
2023-02-23 10:41:49 AM	2023-02-23 00:49:25 AM	2023-02-23 08:55:50 AM		Communicating Effectively	Course	1					
2023-02-23 10:41:49 AM	2023-02-23 10:13:54 AM	2023-02-23 10:25:39 AM		Communicating Effectively	Course	1					
2023-02-23 10:41:49 AM	2023-02-23 10:26:14 AM	2023-02-23 10:34:07 AM		Communicating Effectively	Course	1					
2023-02-23 10:41:49 AM	2023-02-23 10:34:27 AM	2023-02-23 10:41:49 AM	00:33:26	Communicating Effectively	Course	1		67			
2023-02-23 11:10:20 AM	2023-02-23 10:42:09 AM	2023-02-23 11:10:20 AM	00/28/11	Communicating Effectively	Course	2		100			
2023-02-23 11:24:02 AM	2023-02-23 11:11:20 AM	2023-02-23 11:24:02 AM	00:12:42	Communicating Effectively	Course	3		75		· · · · ·	Earned
2023-02-23 11:42:46 AM	2023-02-23 11:24:12 AM	2023-02-23 11:42:45 AM	00:18:34	Conveying Professionalism	Module Pretest	0		96			
2023-02-23 12:37:19 PM	2023-02-23 12:16:36 PM	2023-02-23 12:37:19 PM	00:20:43	Conveying Professionalism	Course	1		50			-
			23:59:34						eBadges: 23	Credentials: 0	Certificates: 5
							-				
										_	
								5.4	ned		

Need help? Contact WIN Support.

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

