



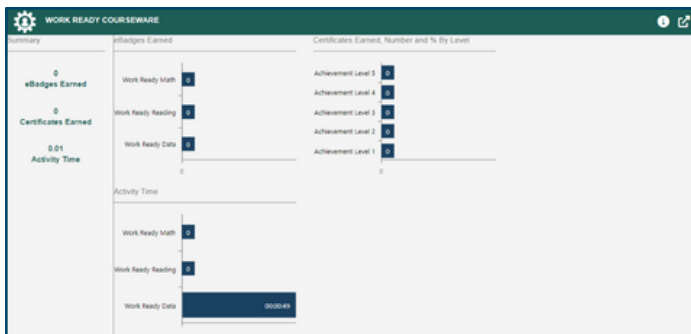
1. Login to WIN Career Readiness System

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



2. Enter the Courseware

Select the Work Ready Courseware from the Products dropdown or click the Work Ready Courseware item below your summary data and click the arrow icon in the top right corner.

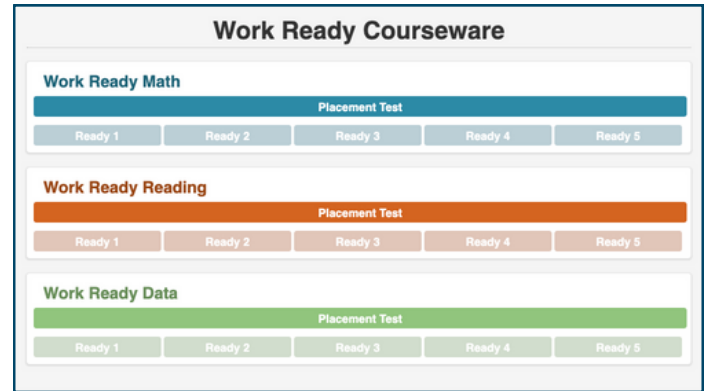


Note: The Dashboard is a snapshot of the eBadges (electronic badges), certificates, and credentials earned. Here you can print the snapshot data, update your profile, and view WIN announcements.

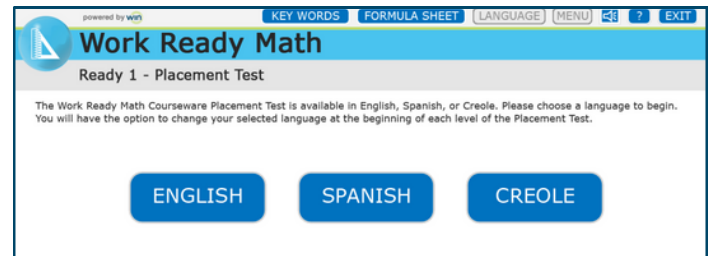
3. Start with the Placement Test

Work Ready Courseware contains three subject areas: Work Ready Math, Work Ready Reading, Work Ready Data.

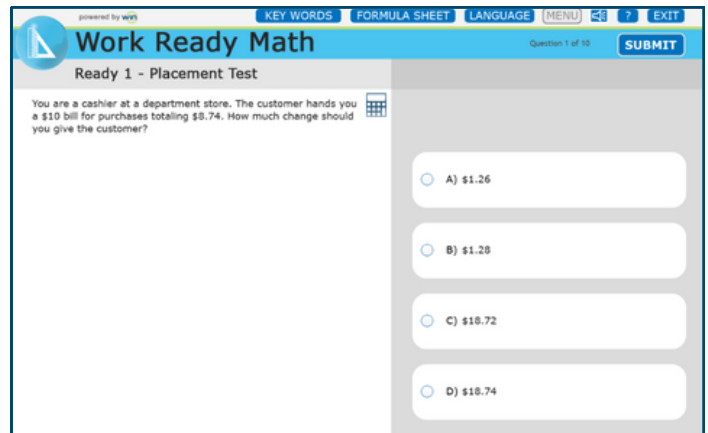
Click on Placement Test to measure your current skill level in the subject area and be placed in the appropriate level based on your results.



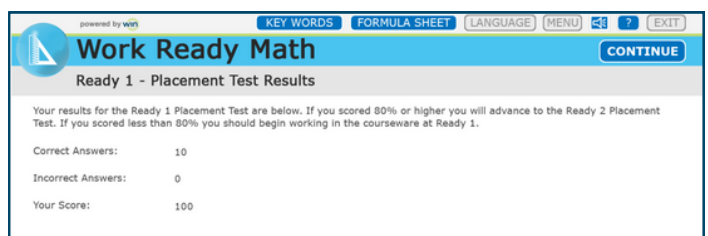
Start the Placement Test by selecting English, Spanish, or Creole.



Next, read the question, select your answer, and click the Submit button in the top right corner to continue.



Your score will be generated once the Placement Test is complete. Click Continue to return to the Work Ready Courseware homepage.



4. Course Navigation

Begin the course by selecting an available level. Use the **Next** and **Back** buttons in the top right to navigate through the level.

You can change the language by clicking the **Language** button at the top. Audio can be enabled to read the text on the screen to you by clicking the speaker icon.

Note: In Work Ready Math, a basic four-function calculator and formula sheet are also available.

Click **Exit** to leave the course and navigate back to the Work Ready Courseware homepage.

The screenshot shows the 'Work Ready Math' interface. At the top, there are navigation buttons: KEY WORDS, FORMULA SHEET, LANGUAGE, MENU, and EXIT. Below these are 'BACK' and 'NEXT' buttons. The main content area displays a lesson titled 'Lesson 1.2.1 - Introduction to Problem Solving'. The text describes a problem: 'Five crates weigh 200 pounds total. Each crate weighs the same amount. How many pounds does each crate weigh?'. It provides a hint: 'If you have no idea which mathematical operation to use, you could estimate an answer by asking yourself if the answer should be larger or smaller than the facts given. By adding 5 plus 200, you get 205 pounds, which is more than the total weight of the 5 crates. By multiplying 5 times 200, you get 1,000 pounds which is also more than the total weight of the 5 crates. Your estimates should let you know these are the wrong operations. The correct operation is division, indicated by the key words how many does each.' Below the text, it shows the calculation: '200 divided by 5 equals 40 lb.' and concludes: 'This is a reasonable answer for the weight of each crate.' The page number 'Page 8 of 69' is visible at the bottom left.

Once you complete the level, there will be a posttest to measure your new skills. Score 80% or greater on the posttest to earn an eBadge and advance to the next level.

5. eBadges and Certificates

If you score 80% or greater on a posttest you will earn an eBadge (electronic badge).

There are four Certificate of Completion levels: Achievement Levels 2, 3, 4, and 5. The Certificate of Completion indicates you have earned a minimum number of eBadges in all subject areas.

Achievement Level 5: Minimum of Level 5 in all three modules.

Achievement Level 4: Minimum of Level 4 in all three modules.

Achievement Level 3: Minimum of Level 3 in all three modules.

Achievement Level 2: Minimum of Level 2 in all three modules.



6. Check Your Progress

View personal progress by reviewing your eBadge status from the Dashboard.

If you earn the minimum number of eBadges, you will earn a Work Ready Courseware Certificate of Completion.

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.

Individual Learner Report													
Name	Product Offering	Date Completed	Activity Start Time	Activity End Time	Session Time	Module	Content Type	Level	Level Score	Scale Score	eBadges	Certificate	
Product: Work Ready Courseware													
		2022-01-13 08:18:23 AM	2022-01-13 08:15:58 AM	2022-01-13 08:18:23 AM	00:16:11	Work Ready Math	Placement Test	1	1	50	eBadge 1	Certificate 1	
		2022-01-13 08:18:23 AM				Work Ready Math	Placement Test	2	2	50	Ready 1		
		2022-01-13 08:20:34 AM	2022-01-13 08:18:23 AM	2022-01-13 08:20:34 AM	00:07:05	Work Ready Math	Placement Test	3		10			
		2022-01-13 08:20:34 AM	2022-01-13 08:20:34 AM	2022-01-13 08:20:34 AM	00:00:04	Work Ready Math	Placement Test	4		10	Ready 2		
		2022-01-13 08:20:34 AM	2022-01-13 08:20:34 AM	2022-01-13 08:20:34 AM	00:00:10	Work Ready Math	Course Pretest	5		0			
		2022-01-13 08:24:42 AM	2022-01-13 08:20:44 AM	2022-01-13 08:24:42 AM	00:01:46	Work Ready Math	Course	3.2.1	3	88			
		2022-01-13 08:24:42 AM	2022-01-13 08:24:42 AM	2022-01-13 08:24:42 AM	00:01:47	Work Ready Math	Course	3.2.2		8			
		2022-01-13 08:26:08 AM	2022-01-13 08:24:42 AM	2022-01-13 08:26:08 AM	00:01:26	Work Ready Math	Course	3.5.1		45			
		2022-01-13 08:26:48 AM	2022-01-13 08:26:10 AM	2022-01-13 08:26:48 AM	00:00:38	Work Ready Math	Course	3.5.2		0			
88:14:58											eBadges: 18	Certificate: 0	Certificate: 2

Need help? Contact WIN Support.

Phone: 888-717-9461 Option 3

Email: support@winlearning.com

