WIN CAREER READINESS SYSTEM ADMIN QUICK REFERENCE GUIDE

When you login to WIN CRSystem, you will begin on the Home screen. The Home screen is where you can find frequently used resources, and product updates and announcements. You can use the buttons at the top of the screen to navigate throughout CRSystem.

Home   Dashboard   Assignments   Reports ▽   Resources ▽   Products ▽   Admin ▽

Dashboard

The dashboard displays at-a-glance summary learner data on eBadges, certificates and credentials earned, total time spent in the courseware, and more.

Assignments

Assignments is where you can create and manage your assignments. Click on an existing assignment to edit, archive, or assign new learners. Click the **+** icon to create a new assignment.

Resources

The best place to learn more about WIN CRSystem products and features is the Resource Center. The Resource Center contains how-to videos, product information, and detailed guides to the many functions in WIN CRSystem.

Products

Click on the Products dropdown to access any of the courseware or assessment solutions you have purchased. This is where you go to assign proctored assessments to students.

Reports

Learner Listing Report shows progress for all learners in a single report. Credentials and certificates can be printed from this report.

Class Report shows classes that have been established in the portal and allows you to see all learners associated with a class. You can also view archived classes.

Individual Learner Report shows completion and progress across all products for individual learners. Credentials and certificates can be printed from this report.

Credential Summary Report shows a summary of all credentials and courseware Certificates of Completion. It provides summary information, not individual learner details.

General Summary Report shows activity results in all product offerings for all learners in one or more locations.

Enrollment Report can be used to view data for learners based upon the date a learner was enrolled in the portal or to view data for learners who are currently enrolled for a specific date range.

Learner Credential Summary Report shows assessment progress for each learner. It provides test scores/scale scores and indicates if a learner has earned credentials. Credentials can be printed from this report.

All reports can be exported in Microsoft Excel (.xlsx) format. Certificates and credentials can be downloaded and printed directly from these reports. Participants can print their own certificates and credentials from their WIN CRS dashboard.

Admin

The Admin tab is where you can manage users, classes, and organizations. You can also click "View Learner Experience" to see the learner dashboard.

Need help?
Contact WIN Support.

Phone: 888-717-9461 Option 3

Email: **support@winlearning.com**