



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.



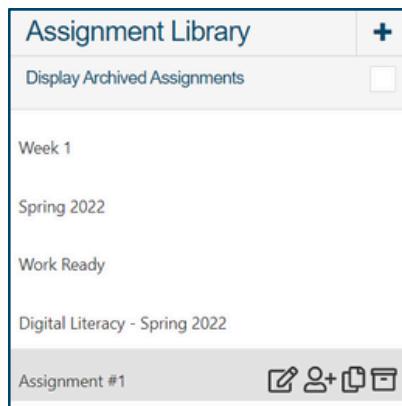
Dashboard

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.

Learner Listing Report													
Name		Product		Data Completed									
Date Completed	12	Session Time	Module	Content Type	Level	Level Score	Scale Score	elbadge	Credential	Certificate	14	1	
• Name: Accredible, Quality	01/04/45							elBadges: 6	Credentials: 0	Certificates: 0			
• Name: Aragon, Catherine	00/09/05							elBadges: 3	Credentials: 0	Certificates: 0			
• Name: Arnold, Elle	00/29/29							elBadges: 1	Credentials: 1	Certificates: 0			
• Name: Arnold, Eric	00/11/00							elBadges: 0	Credentials: 0	Certificates: 0			
• Name: Arnold, Katherine	01/05/12							elBadges: 0	Credentials: 0	Certificates: 0			
• Name: Arnold, Oliver	00/09/09							elBadges: 0	Credentials: 0	Certificates: 0			
• Name: Assurance, Quality	00/01/45							elBadges: 0	Credentials: 0	Certificates: 0			
• Name: Avery, Victor	00/02/00							elBadges: 0	Credentials: 0	Certificates: 0			
• Name: Ball, Carl	00/07/00							elBadges: 4	Credentials: 1	Certificates: 0			
• Name: Ball, Felicity	00/00/08							elBadges: 0	Credentials: 0	Certificates: 0			
• Name: Blaha, Piers	00/01/28							elBadges: 1	Credentials: 0	Certificates: 0			
• Name: Child, Julia	00/00/00							elBadges: 3	Credentials: 0	Certificates: 0			

Class Report													
Class		Product		Data Completed									
Date Completed	12	Session Time	Module	Content Type	Level	Level Score	Scale Score	elBadge	Credential	Certificate	14	1	
• Class : 2016-2017 Goller Enrichment Period 3	00:31:38							elBadges: 3	Credentials: 0	Certificates: 0			
• Class : 2021 Class One	01:19:26							elBadges: 9	Credentials: 0	Certificates: 0			
• Class : Bell Fall 2019	00:00:00							elBadges: 0	Credentials: 0	Certificates: 0			
• Class : Jerry Webb CTE Class	17 days, 15:55:48							elBadges: 286	Credentials: 32	Certificates: 34			

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.

Resources Products Admin

User Administration

Organization Administration

Manage Organizations

Class Management

Batch Enrollment

Import File

Import Review

View Learner Experience

User Administration

User Type: * Student

Organization: * Select Organization...

Default Search Fields

First Name:

Last Name:

Email:

UserName:

Status: Active

WinCRS Id:

Welcome back, Natalie!

This is the Learner Experience. Staff progress will not be saved.

Dashboard

See a summary of your progress

Filter By: Show/Hide Offerings

0 Hours Logged 0 elBadges Earned 0 Certificates Earned 0 Credentials Earned

COURSEWARE GO →

ASSESSMENT GO →

COURSEWARE GO →

WIN Learning

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Need help?
Contact WIN Support.

Phone: 888-717-9461 Option 3

Email: support@winlearning.com

