

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.

Assignment Library +





Display Archived Assignments ☐

Week 1

Spring 2022

Work Ready

Digital Literacy - Spring 2022

Assignment #1    

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.

ard Assignments Reports ▾ Resources ▾ Products ▾

- Academic Skills and Soft Skills Assessments
- Soft Skills Courseware
- Soft Skills Assessment
- Academic Skills Courseware
- Academic Skills Assessments
- Academic Skills Basics
- Digital Skills Courseware
- Digital Skills Assessment
- myStrategic Compass
- College Readiness Courseware 2.0
- Supplemental Skills
- Career Readiness 2.0
- NWRC
- Video Library

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.

Need help?

Contact WIN Support.

Phone: 888-717-9461 Option 3

Email: support@winlearning.com



Learner Listing Report										
Filter(s)		Exportable Version: PDF								
Name	Product	Date Completed	Session Time	Module	Content Type	Level	Level Score	Scale Score	eBadge	Credential
Home: Accomplish, Quality		01:04:43							eBadges: 0	Credentials: 0
Home: Argon, Catherine		00:09:05							eBadges: 0	Credentials: 0
Home: Arnold, Ella		00:22:29							eBadges: 1	Credentials: 0
Home: Arnold, Eric		00:01:00							eBadges: 1	Credentials: 1
Home: Arnold, Katherine		01:05:12							eBadges: 0	Credentials: 0
Home: Arnold, Oliver		00:09:05							eBadges: 2	Credentials: 0
Home: Assurance, Quality		00:01:45							eBadges: 0	Credentials: 0
Home: Avery, Victor		00:02:00							eBadges: 0	Credentials: 0
Home: Ball, Carl		00:47:00							eBadges: 4	Credentials: 1
Home: Ball, Felicity		00:00:00							eBadges: 0	Credentials: 0
Home: Blake, Piers		00:01:23							eBadges: 1	Credentials: 0
Home: Child, Julia		00:00:00							eBadges: 3	Credentials: 0

Class Report										
Filter(s)										
Class	Name	Product	Date Completed	Session Time	Module	Content Type	Level	Level Score	Scale Score	eBadge
Class : 2016-2017 Geller Enrichment Period 3			00:31:38							eBadges: 3
Class : 2021 Class One			01:19:26							eBadges: 9
Class : Ball Fall 2019			00:00:00							eBadges: 0
Class : Jenny Webb CTE Class			17 days, 15:55:48							eBadges: 286

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.

ResourcesProductsAdmin

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:

WIN career readiness system

Welcome back, Natalie!

0000

Hours LoggedeBadges EarnedCertificates Earned

Dashboard

GO COURSEWARE

GO ASSESSMENT

GO COURSEWARE

Soft Skills Courseware

Soft Skills Assessment

Academic Skills Courseware

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