

Quick Start Guide – Prepare for Test Day

This quick start guide details the process for assigning accommodations and creating classes.

Learner Accommodations

Online accommodations that must be individually assigned include:

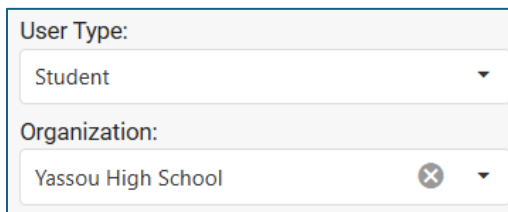
- **SpeechStream** – text-to-speech tool will become available to learner within the assessment.
- **Extended Time** – will extend the assessment session time by minutes or factor as configured.
- **ASL** – will automatically assign the American Sign Language test form to the learner.

Note: an IEP or 504 plan is required for all WIN accommodations (SpeechStream, Extended Time, or ASL).

Step by Step Instructions

Accommodations to individual learners are applied in User Administration.

1. Navigate to Admin – User Administration.
2. Select **Learner** from the User Type dropdown.
3. Select **Organization** in which your learners are enrolled.



The image shows a screenshot of a web interface with two dropdown menus. The first dropdown is labeled 'User Type:' and has 'Student' selected. The second dropdown is labeled 'Organization:' and has 'Yassou High School' selected. There is a small 'x' icon next to the organization name, indicating it can be removed or cleared.

4. Enter the learner's first and last name in the search fields.

▼ Default Search Fields

First Name:
 ✕

Last Name:
 ✕

Email:

UserName:

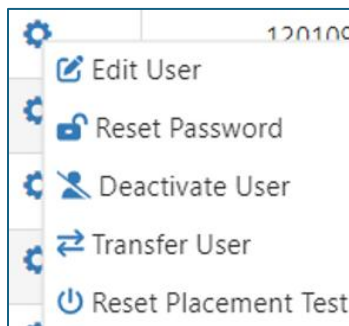
Status:
 ✕ ▼

WinCRS Id:

5. Click **Search**.
6. Select the **Row Actions** gear icon in the learner's row.

Row Actions	First Name ▼	Last Na... ↑ ▼
	🔍	🔍
⚙️	Jane	Doe

7. Click **Edit User** from the gear dropdown.



8. Scroll down to the **Assessment Accommodations** section.



Assessment Accommodations		
SpeechStream:	<input type="checkbox"/>	
American Sign Language (ASL):	<input type="checkbox"/>	
Extended Assessment Times		
	Adjust By	Value
Work Readiness Assessments		
Math Assessment	None ▼	0 ▲▼
Reading Assessment	None ▼	0 ▲▼
Data Assessment	None ▼	0 ▲▼

9. Apply accommodations:
 - a. If the learner requires text-to-speech, check **SpeechStream**.
 - b. If the learner requires ASL, check **American Sign Language (ASL)**.
 - c. If the learner requires **Extended Time**, set the adjustment type (Factor or Minutes) and value for each component assessment.

10. Click the **Save** button to save the settings.

11. Repeat for each learner requiring an accommodation.

Note: refresh the page to ensure the search fields are cleared before searching for the next learner.

Create Classes

Admins will create classes to organize which learners will be testing together with which Facilitator. Classes are created in the Class Management section of WIN Career Readiness System.

Classes are comprised of **no more than 30 learners**. For large test groups, multiple classes should be created with 30 learners per class and one Facilitator per class.

It is helpful to name classes informatively. One suggestion is to name the class with the Facilitator's last name, first initial plus the date of the assessment. For example: Brown C 4/06/2026.

Step by Step Instructions

1. Navigate to Admin – Class Management.
2. Select the + icon to create a new class.
3. Name the class.

A screenshot of a text input field with a light gray border. The label 'Class Name' is on the left, and the text 'Brown C 4/06/2026' is entered in the field.

4. Set **Archive date** (optional) – This will automatically archive/hide the class after the date set. You could set all classes to archive after the test administration window. You can still run reports for archived classes.

A screenshot of a date input field with a light gray border. The label 'Archive by Date' is on the left, and the date '06/30/2026' is entered in the field. There are small 'x' and calendar icons on the right side of the field.

5. Add **Facilitator** – Click in the box for Facilitators to see a list of available Facilitators. Select the Facilitator for the class you are creating. Click Save Changes.

A screenshot of a dropdown menu for 'Facilitators'. The selected name is 'Charlie Brown'. Below the dropdown are two buttons: 'Cancel' and 'Save Changes'.

6. Click the **Class Assignment** tab to add learners to the class.

A screenshot of two tabs: 'Edit Class' and 'Class Assignment'. The 'Class Assignment' tab is highlighted with a light gray background.

Instructions will be visible on the screen to guide you.

Class Assignment Instructions

- Use the filters to narrow down the Learner Pool.
- Use the Column Chooser to add more data to the grid if needed.
- Add learners to the roster by selecting the checkboxes next to their names and then clicking **Add To Roster**.
- Remove learners from the roster by selecting their names and clicking **Remove From Roster**.
- Click the **SAVE** button to save your roster updates.

7. Add learners to the class. You will see two grids: **Learner Pool** on the left, and a grid with the name of your class on the right. The Learner Pool grid has all learners available to you (from your organization) to add to the class. You will find and move learners from the Learner Pool grid to the Class grid.

Learner Pool							TA Franklin 1.13.26				
<input type="checkbox"/>	First	Last	UIC	Speech Str...	American Si...	Extend Time A...	<input type="checkbox"/>	First	Last	UserName	Date of Birth
<input type="checkbox"/>	Steven	Kane	steven.kane123	No	No	No	<input type="checkbox"/>	Alan	Allen	alan.allen@win.win	8/21/2012
<input type="checkbox"/>	Lucinda	Lane	lucindalane123	No	No	No	<input type="checkbox"/>	Charlie	Copilot	charlie.copilot@win.win	5/15/2015
<input type="checkbox"/>	Mayor	Who	test2	No	No	No	<input type="checkbox"/>	George	Goodwin	georgegoodwin@win.win	12/7/2013
<input type="checkbox"/>	Mordrid	Who	test3	No	No	No	<input type="checkbox"/>	Kyle	Kendrick	kylekendrick@win.win	7/1/2015
							<input type="checkbox"/>	Eleanor	Rigsby	eleanorrigsby@win.win	1/22/2013
							<input type="checkbox"/>	Susie	Who	Susie.Who	3/12/2010
							<input type="checkbox"/>	Lucy	Who	lucy.who	2/12/2010

- a. Use the **Column Chooser** to add more data to the grid if needed to help identify learners.

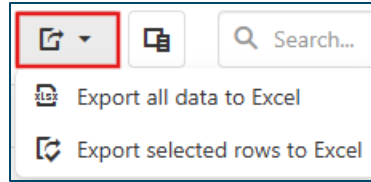


Note: You can resize and reorder grid columns if desired. To resize a column, click the border of the column and drag. To reorder a column, select the column header and move it where you want in the grid.

- b. Use the column filters to narrow down the **Learner Pool** (e.g. You want to group all learners with a SpeechStream accommodation).
- c. Add learners to the class roster by selecting the checkboxes next to their names and then clicking **Add To Roster**.
- d. Remove learners (if needed) from the roster by selecting their names and clicking **Remove From Roster**.
- e. Click the **Save Changes** button to save your roster updates.
- f. Click the **Edit Class** tab to return to the Class Roster Preview.

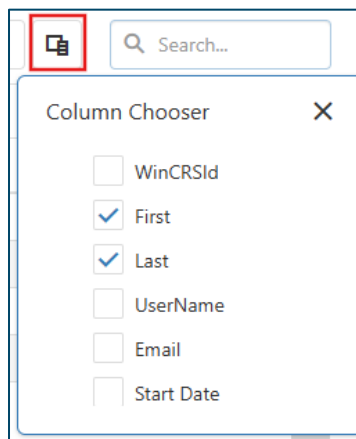
Class Roster Preview			
<input type="checkbox"/>	First	Last	UserName
<input type="checkbox"/>	Hank	Aaron	haaron@win.com
<input type="checkbox"/>	Michael	Atlas	michaelp@win.com
<input type="checkbox"/>	Bruce	Banner	Bruce.Banner@win.win
<input type="checkbox"/>	Winston	Bishop	wbishop@winston.org

8. You can export the Class Roster by selecting the **export** icon at the top of the grid. If you want to export the entire roster, click **Export all data to Excel**. If you want to export data for only some of the learners in the roster, first select the learners by clicking the checkbox next to their name and then click **Export selected rows to Excel**.



9. You can click the **Column Chooser** icon to select the fields you would like to appear in the export and hide the fields you would not like to appear in the export. The default columns visible include First Name, Last Name, Date of Birth, and Username.

Note: By default, the Username column will be in the grid. This is the learner’s system username, which they will NOT need for testing if they are using test tickets. It is recommended that you unselect Username to mitigate confusion.



10. Communicate with each Facilitator the name of their class(es) and have them use the Assessment Assignment Search by Class function to make sure their classes are visible.