



Quick Start Guide – Setting Accommodations

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

Learner Accommodations

Online accommodations that can be individually or bulk 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 or Class Management. Instructions for User Administration are as follows:

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

The screenshot shows a form with two sections. The first section is labeled 'User Type:' and contains a dropdown menu with 'Student' selected. The second section is labeled 'Organization:' and contains a dropdown menu with 'Yassou High School' selected. There is a small 'x' icon next to the organization name, indicating it can be removed or edited.

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
	Jane	Doe

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

- Edit User
- Generate Password Reset Code
- Deactivate User
- Reset Placement Test
- Assessment Accommodations/Language**



Select **Assessment Accommodations/Language**

Assessment Accommodations - Stanley Student

General Accommodations

SpeechStream: ☐ American Sign Language (ASL): ☐

Assessment Accommodations

Assessment	Language	Extended Time	
		Factor ?	Additional Minutes ?
▼ Soft Skills Assessment			
Work Ready Soft Skills	English ▼	None ▼	
▼ Academic Skills Assessments			
Work Ready Math	English ▼	None ▼	
Work Ready Reading	English ▼	None ▼	
Work Ready Data	English ▼	None ▼	

Cancel

Save

8. 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.



Multiplies the standard assessment time by the selected factor.
Select a factor from the dropdown.

Examples for a 60-minute assessment:

1.5 = 90 minutes total
2.0 = 120 minutes total
2.5 = 150 minutes total
3.0 = 180 minutes total

Adds the entered minutes to the standard assessment time.
Select a minutes value, or click in the field to enter a minutes value.

Examples for a 60-minute assessment:

30 = 90 minutes total
60 = 120 minutes total
90 = 150 minutes total
120 = 180 minutes total

9. Click the **Save** button to save the settings.
10. 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 and Set Accommodations

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.

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.

Class Name	Brown C 4/06/2026
------------	-------------------

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.



Archive by Date 06/30/2026

5. Set Reset by Date (optional) – ***This will remove all learners*** from this class so that a new set of learners can be enrolled.

Reset by Date

If the class needs to be restored after its been reset, navigate to the class and click the “Undo” button under the Facilitators field:

Edit Class Class Assignment

Class Name First Period

Reset by Date

Facilitators Uber Genisis

Class was previously reset on 09/22/2026. [Undo](#)

6. 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 Create New Class.

Facilitators Teacher Teacher

Cancel Create New Class

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

Edit Class Class Assignment

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.

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

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



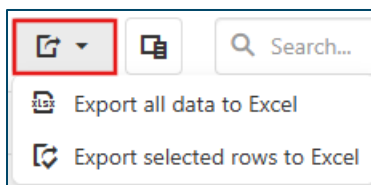
identify

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.

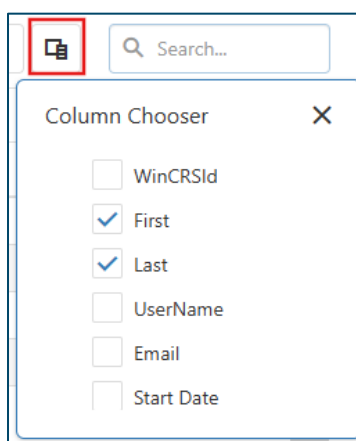
Class Roster Preview						Search...	
☐	First	Last	UserName				
☐	Hank	Aaron	haaron@win.com				
☐	Michael	Atlas	michaelp@win.com				
☐	Bruce	Banner	Bruce.Banner@win.win				
☐	Winston	Bishop	wbishop@winston.org				

9. 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**.



10. 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.



11. 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.
12. Setting accommodations in **Class Management**; staff with permissions to configure accommodations and language can:
- Go to Class Management
 - Select the desired class
 - Select one or more learners from the class roster
 - Select the bulk action icon for Accommodations at the top of the grid



Class Roster Preview



☒	First	Last	Date of Birth
☐	Q	Q	Q
☒	Randal	Al'Thorium	3/3/2022
☒	Cody	Banks	3/15/2022
☒	Jim	Bean	1/1/2001
☒	Test	BW	8/6/2020
☒	Matt	Cauthon	8/1/2018
☒	Karl	CisTest	8/12/2005
☒	Star	Dust	4/6/2022
☒	Karl	Emailtest	

e. Set accommodations and/or language

f. Click Save

Staff without permissions will retain Read Only access.

When making bulk changes, the selections will default to No Change. Changing a setting will change it for everyone in the selected group.

In the following example, SpeechStream has been enabled and Work Ready Reading has been set to extended time by a factor of x1.5 for 6 selected learners.

Assessment Accommodations

Set Assessment Accommodations for 6 learners

SpeechStream

ASL

Assessment	Language	Extended Time	
		Factor	Additional Minutes
Soft Skills Assessment			
Work Ready Soft Skills	No Change	No Change	No Change
Academic Skills Assessments			
Work Ready Math	No Change	No Change	No Change
Work Ready Reading	No Change	x1.5	Cleared
Work Ready Data	No Change	No Change	No Change