



WIN Career Readiness System Reports Manual

Version 1.1.0

Index of WIN Career Readiness System Reports

Change Log.....	2
Common Report Definitions	2
Learner Listing Report.....	3
Class Report.....	8
Individual Report	12
Certificate/Credential Summary Report	15
Learner Credential Summary Report	17
Enrollment Report.....	21
Assessment Status Report (Coming Oct 16, 2026).....	24

Change Log

Date	Update
3/1/2026	Initial release of WINCRS Reports Manual with the following reports defined: Learner Listing Individual Class Credential Summary Learner Credential Summary
8/26/2026	Added Enrollment Report Added Assessment Status Report

Common Report Definitions

Assessment Terms:

- **Module** refers to the name of the specific content area: Work Ready Math, Work Ready Reading, Work Ready Data.
- **Level Score** displays the level the learner achieved in the assessment: 1, 2, 3, 4, 5.
- **Scale Score** represents the total questions answered correctly converted to a common scale for consistency in reporting scores across different test forms in assessments.
- **eBadges** are earned for each module completed and are leveled 1, 2, 3, 4, 5.
- **Credentials** are earned when the student passes each module assessment with at least level 2. Credential levels represent the lowest common level across module assessments.
 - National Work Readiness Credential – Academic Skills
 - Achievement Level 2
 - Achievement Level 3
 - Achievement Level 4
 - Achievement Level 5

Courseware Terms:

- **Module:** Refers to the name of the specific content area a learner has accessed.
- **Examples of Courseware Module Names:** Work Ready Math, Work Ready Reading, Work Ready Data, Communicating Effectively, Conveying Professionalism, Computer Operations, etc.
- **Content Type:** Refers to the type of course activity the learner has accessed. Examples of content type include Course Pretest, Course Posttest, Module Pretest, etc.

- **Level:** For leveled courseware, level displays the level at which the learner had activity.
- **Level Score:** For leveled courseware, level score displays the level the learner achieved in the placement test, pretest, or posttest.
- **Scale Score:** In courseware, scale score is the total questions answered correctly in placement tests, pretests, courseware activities and posttests. Scale scores for courseware are between 0-100; a score of 80 is passing.
- **eBadge:** eBadges are indicators of progress. They are earned for each module.
- **Certificate:** Certificates are earned in Courseware when a learner has fully completed all of the modules in a course and has passed all posttests in that course with an 80 or higher.

Learner Listing Report

This report shows all work for all learners, active and non-active, at an organization within the chosen date range. Clicking a learner's username transitions to the individual report for that learner. Certificates, credentials, and Individual Score Reports can be downloaded from this report.

Features of the Report

The screenshot shows the 'Learner Listing Report' interface. On the left is a 'Filter' sidebar with a 'Run Report' button and dropdowns for 'Organization(s):' (Ansom Middle School, Bankcreek Middle...), 'Product Offering(s):' (Academic Skills Assessments), 'Date:' (This Month), 'From:' (12/01/2025), 'To:' (12/31/2025), and 'Organization Level:' (Building). The main area is titled 'Learner Listing Report' and includes 'Exportable Version: off' and 'Expand All: off'. Below these are 'Name' and 'Product' dropdowns. A table with columns: Date Completed, Session Time, Module, Content Type, Level, Level Score, Scale Score, eBadge, Credential, and Certificate is shown. Annotations with red arrows point to specific features: 'Expands all grouped data' points to the 'Expand All' toggle; 'Column Chooser allows user to add available data fields to the report' points to the top right of the table; 'Export data' points to the export icons; 'Flattens pivoted data for easy filtering post-export' points to the table header; and 'When selected, report will display organization name for the level selected, in Exportable Version' points to the 'Organization Level' dropdown.

Running the Report

Filter

Run Report

Organization(s):

Ansom Middle School, Bankcreek Middle...

Product Offering(s):

Academic Skills Assessments

Date:

This Month

From:

12/01/2025

To:

12/31/2025

Organization Level:

Building

*Displayed in Exportable Version

First, select one or more **organizations** and **products** from the filter dropdowns. The user will only be able to see the organization(s) and product(s) for which they have permission.

Then select a **date range** for the report.

If toggling Expanded Version on, select the **Organization Level** you would like displayed (Building, District, State).

Select **Run Report**.

Data Dictionary

Data Type	Report Component	Definition
Filters Set Before Running the Report	Organization	Organization for which you would like to run the report
	Product Offering(s)	Filter of product offerings (courses, assessments, etc.)
	Date	Date range for the report
	Organization Level	Lists all levels of hierarchy in the portal that is in your purview; impacts resulting display only when Exportable Version is toggled on
Report Views and Filters Applied After Running the	Exportable Version	Toggling this on displays what a non-learner would see when exporting the Learner Listing report. If this is toggled on, the data becomes flattened so that each learner has one row per activity. This makes for easier filtering once the data is exported.

Report		The Organization Name(s), Code(s), and Username(s) will display in this view based on the Organization Level selected.
	Expand All	Toggling this on expands all grouped data at once.
	Name	Selecting the Name button above the column headers sorts the names in the report alphabetically A-Z or Z-A.
	Product	Selecting the Product button above the column headers sorts the Products within each learner's results alphabetically A-Z or Z-A. Selecting the funnel on the Product button allows the user to filter the report by Product.
Report Column Headers	Date Completed	This column includes: Hyperlinked Learner Name(s), Product Name(s), Hyperlinked ISR (if applicable), Date(s) and time(s) an activity is completed.
	Session Time	Amount of time spent completing an activity; session time will show for an activity once a score is recorded. Ability to filter by session time is available.
	Module	Name of the module Examples: Work Ready Math, Communicating Effectively
	Content Type (Courseware Only)	Type of content area Examples: Placement Test, Course, Course Pretest, Module Pretest
	Level (Courseware Only)	Leveled Courseware (Academic Skills): Displays the level at which the learner had activity and the lesson and exercise number (e.g. 2.4.1 means level 2, lesson 4, exercise 1). Non-leveled Courseware (Soft Skills/Digital Skills): Displays the lesson number.
	Level Score	Leveled Courseware and Assessments: Displays the level the learner achieved in the placement test, posttest, and/or assessment (1, 2, 3, 4, 5).
	Scale Score	Scale score achieved in the course activity or assessment

Sample Learner Listing Reports

Exportable Version OFF

Date Completed	↑2	Session Time	Module	Content Type	Level	Level Score	Scale Score	eBadge	↑5	Credential	↑3
≥	📅	🔍	🔍	🔍	🔍	🔍	🔍	🔍		🔍	
▶ Name: Dwight, Ellen		01:55:00						eBadges: 3		Credential: 1	
▼ Name: Ethel, Polly		01:38:00						eBadges: 3		Credential: 1	
▼ Product: Academic Skills Assessments		01:38:00						eBadges: 3		Credential: 1	
2025-10-01 03:08:11 PM		00:30:00	Work Ready Reading			4	221				
2025-10-01 03:08:11 PM			Work Ready Reading					Achievement Level 4			
2025-10-08 11:03:47 AM		00:47:00	Work Ready Math			4	212				
2025-10-08 11:03:47 AM			Work Ready Math					Achievement Level 4			
2025-10-08 11:26:06 AM		00:21:00	Work Ready Data			3	206				
2025-10-08 11:26:06 AM			Work Ready Data					Achievement Level 3			
2025-10-08 11:26:06 AM										Achievement Level 3	
▶ Name: Lucy, Lesa		00:38:00						eBadges: 3		Credentials: 0	
▶ Name: One, Student		00:22:00						eBadges: 3		Credential: 1	
▶ Name: Ten, Student		00:00:00						eBadge: 1		Credentials: 0	

Exportable Version ON

OrgNa... ↑1	OrgCo... ↑2	Name ↑3	Userna... ↑4	Email	Date Completed ↑5	Session Time	Product	Module	Content Type	Level	Level Sco...	Scale Sco...	eBadge	↑8	Credential	↑6
Michigan Demo	PRIMARY	Dwight, Ellen	Ellendwight		2025-10-12 11:15:28 AM	00:28:00	Academic Skills Assessments	Work Ready Data			4	212				
Michigan Demo	PRIMARY	Dwight, Ellen	Ellendwight		2025-10-12 11:15:28 AM		Academic Skills Assessments	Work Ready Data					Achievement Level 4			
Michigan Demo	PRIMARY	Dwight, Ellen	Ellendwight		2025-10-12 11:59:11 AM	00:42:00	Academic Skills Assessments	Work Ready Reading			4	221				
Michigan Demo	PRIMARY	Dwight, Ellen	Ellendwight		2025-10-12 11:59:11 AM		Academic Skills Assessments	Work Ready Reading					Achievement Level 4			
Michigan Demo	PRIMARY	Dwight, Ellen	Ellendwight		2025-10-12 03:40:47 PM	00:45:00	Academic Skills Assessments	Work Ready Math			4	218				
Michigan Demo	PRIMARY	Dwight, Ellen	Ellendwight		2025-10-12 03:40:47 PM		Academic Skills Assessments	Work Ready Math					Achievement Level 4			
Michigan Demo	PRIMARY	Dwight, Ellen	Ellendwight		2025-10-12 03:40:47 PM		Academic Skills Assessments								Achievement Level 4	
Michigan Demo	PRIMARY	Ethel, Polly	Pollyethel		2025-10-01 03:08:11 PM	00:30:00	Academic Skills Assessments	Work Ready Reading			4	221				
Michigan Demo	PRIMARY	Ethel, Polly	Pollyethel		2025-10-01 03:08:11 PM		Academic Skills Assessments	Work Ready Reading					Achievement Level 4			
Michigan Demo	PRIMARY	Ethel, Polly	Pollyethel		2025-10-08 11:03:47 AM	00:47:00	Academic Skills Assessments	Work Ready Math			4	212				
Michigan Demo	PRIMARY	Ethel, Polly	Pollyethel		2025-10-08 11:03:47 AM		Academic Skills Assessments	Work Ready Math					Achievement Level 4			
Michigan Demo	PRIMARY	Ethel, Polly	Pollyethel		2025-10-08 11:26:06 AM	00:21:00	Academic Skills Assessments	Work Ready Data			3	206				

Class Report

This report shows the activity of learners grouped by class. Learners can be associated with more than one class, but their activity is associated with their account, not their class. The report can be filtered by enrollment date or activity date. Clicking the class name allows you to see learners in the class. Clicking a learner's username transitions to the individual report for that learner. Certificates and credentials earned can be exported from this report.

Features of the Report

The screenshot displays the 'Class Report' interface. On the left is a 'Filter' sidebar with sections for 'Class(es)', 'Class Enrollment Date', 'Activity Date', and 'Filter by Learner'. The main area is titled 'Class Report' and contains a table with columns: Class, Name, Product, Organization(s), Date Completed, Session Time, Module, Content Type, Level, Level Score, Scale Score, eBadge, Credential, and Certificate. Annotations with red arrows point to specific features: 'Filters available after running the report' points to the 'Date Completed' column; 'Filters configured before running the report' points to the 'Class' column; 'Export data' points to an export icon in the top right; and 'Column Chooser allows user to add available data fields to the report' points to a column selection icon in the top right. The table currently shows 'No data'.

Running the Report

Filter

Run Report

Class(es):

Select a value...

Class Enrollment Date:

This Year

From:

01/01/2025

To:

12/31/2025

Activity Date:

This Year

From:

01/01/2025

To:

12/31/2025

Filter by Learner:

First Name

Last Name

Email

UserName

Unique ID

Select one or more **classes** from the Class(es) dropdown.

If running the report based on class enrollment date, set the Class **Enrollment Date** filter.

If running the report based on activity dates, set the **Activity Date** filter.

If looking for a single learner’s data, enter the learner’s name, email, username, or unique ID under **Filter by Learner**.

Select **Run Report**.

© 2026 WIN Learning. All Rights Reserved | 1000 Waterford Place, Kingston, TN 37763 | 888.717.9461 | winlearning.com

9

Data Dictionary

Data Type	Report Component	Definition
Filters Set Before Running Report	Class(es)	List of Classes available to the user based on their permissions
	Class Enrollment Date	This date range filters the report based on the class enrollment date of learners.
	Activity Date	This date range filters the report based on the activity of learners in a class within a set date range.
	Filter by Learner	This filter allows a user to search for a single learner in a class.
Filters Set After Running Report	Class	This filter displays all selected classes and allows the user to filter the report by class.
	Name	This filter displays the names of the learners in selected classes and allows the user to filter the report by name(s).
	Product	This filter displays all products represented in the report and allows the user to filter the report by product.
	Organization(s)	This filter displays all the organizations corresponding to the selected classes and allows the user to filter the report by organization (e.g. school, location, building).
Report Column Headers	Date Completed	This column includes: Learner Name(s), Product Name(s), Date(s) and time(s) activity was completed, YYYY-MM-DD 00:00:00 AM/PM
	Session Time	Amount of time spent completing the activity; session time will show for an activity once a score is recorded.
	Module	Module in which the learner had activity
	Content Type (Courseware Only)	Content type that the activity data represents (e.g. Placement Test, Course, Course Pretest, Module Pretest)
	Level (Courseware Only)	For leveled courseware, this field displays the level at which the learner had activity.

	Level Score	For leveled courseware and assessments, Level Score displays the level the learner achieved in the assessment, placement test, pretest, or posttest.
	Scale Score	Scale score of the activity
	eBadge	Name and number of eBadges earned
	Credential	Credential earned and hyperlink to export (if applicable)
	Certificate (Courseware Only)	Certificate earned and hyperlink to export (if applicable)

All columns can be filtered by selecting the **filter icon**.

All columns can be searched using the **search field**.

Additional available data fields can be added by selecting the **Column Chooser**.

Module

Q

Contains
Does not contain
Starts with
Ends with
Equals
Does not equal
Reset

Column Chooser

Email
ASL
Speech Stream
Extended Time
Alternate Language

Sample Class Report

Class Report									
Class	Name	Product	Organization(s)						
Date Completed	Session Time	Module	Level Score	Scale Score	eBadge	Credential	Certificate		
≥	Q	Q	Q	Q	Q	Q	Q		
Class : Class 455	00:02:01				eBadges: 0	Credentials: 0	Certificates: 0		
Class : SeeD Examinees August 31	01:34:01				eBadges: 13	Credentials: 2	Certificates: 0		
Name: Dinch, Zell	00:20:49				eBadges: 4	Credential: 1	Certificates: 0		
Product: Academic Skills Assessments	00:14:00				eBadges: 4	Credential: 1	Certificates: 0		
Product: Academic Skills Courseware	00:06:49				eBadges: 0	Credentials: 0	Certificates: 0		
Name: Heartilly, Rinoa	00:31:33				eBadges: 8	Credential: 1	Certificates: 0		
Product: Academic Skills Assessments	00:17:00				eBadges: 3	Credential: 1	Certificates: 0		
Organization(s): ABC High School North 1	00:17:00				eBadges: 3	Credential: 1	Certificates: 0		
2022-08-29 10:31:25 AM	00:03:00	Work Ready Math	4	216					
2022-08-29 10:31:25 AM		Work Ready Math			Achievement Level 4				
2022-08-29 10:37:56 AM	00:04:00	Work Ready Reading	3	206					
2022-08-29 10:37:56 AM		Work Ready Reading			Achievement Level 3				
2022-08-29 10:39:45 AM	00:01:00	Work Ready Data	5	260					
2022-08-29 10:39:45 AM		Work Ready Data			Achievement Level 5				
2022-08-29 10:39:45 AM						Achievement Level 3			

Individual Report

The individual report shows all the activity in the system for an individual learner. Certificates, credentials, and Individual Score Reports can be exported from this report for the individual. The individual report can also be accessed via the Learner Listing Report by selecting an individual's hyperlinked name.

Features of the Report

The screenshot shows the 'Individual Learner Report' interface. On the left is a 'Filter' panel with input fields for 'First Name', 'Last Name', 'Email', 'UserName', and 'Unique ID', along with a 'Search' button. The main panel displays a table with columns: Name, Product Offering, Date Completed, Activity Start Time, Activity End Time, Session Time, Language, Module, Content Type, Level, Level Score, Scale Score, eBadges, Credentials, and Certificates. Annotations include: 'Filters configured before running the report' pointing to the filter panel; 'Filters available after running the report' pointing to the 'Name' and 'Product Offering' column headers; 'Export data' pointing to the export icons at the top right; and 'Column Chooser allows user to add available data fields to the report' pointing to the column headers.

Running the Report

A close-up of the 'Filter' panel on the left side of the report interface. It contains five text input fields labeled 'First Name', 'Last Name', 'Email', 'UserName', and 'Unique ID'. At the bottom of the panel is a blue 'Search' button.

Enter the Learner's **First Name and Last Name**. Partial characters of the name can be used to search.

Alternatively, if known, enter their **Email, Username, or Unique ID**.

Select **Search**.

Click the linked name when it appears at the bottom of the pane.

The Learner's activity will appear on the next screen.

Individual Learner Report

Name ▾

Product Offering ▾

Date Completed	T2	Activity Start Time	Activity End Time	Session Time	Language	Module	Content Type	Level	Level Score	Scale Score	eBadge	T5	Credential	T3	Certificate	T4
≥	□	≥	□	□	□	□	□	□	□		□		□		□	

No data

Learners (1)

Name	Username	Email
Winters, January	jwinters	jwinters@win.com

Click the name link when it appears at the bottom of the right pane.

Data Dictionary

Data Type	Report Component	Definition
Filters Set Before Running Report	Name	Name of the learner; ability to expand or collapse the learner’s data details
	Email	Learner’s email in the system
	Username	Unique name used to log into the system
	Unique ID	A distinct string of characters assigned to the learner to differentiate learner from all others in the system
Filters Set After Running Report	Name	Selecting the Name button above the column headers sorts the names in the report alphabetically A-Z or Z-A.
	Product Offering	This filter displays all products represented in the report and allows the user to filter the report by product.
	Date Completed	This column includes: Learner Name(s), Product Name(s), Date(s) and time(s) activity was completed, YYYY-MM-DD 00:00:00 AM/PM
	Activity Start Time	Date and time a learner accessed an activity; can be filtered

Report Column Headers	Activity End Time	Date and time a learner completed an activity; can be filtered. In the courseware, this time is recorded when a learner exits using the exit button or when a score is recorded. Assessments do not show an Activity End Time.
	Session Time	Total time a learner was in an activity; can be filtered and sorted; session time will show for an activity once a score is recorded.
	Language	Language selected by the learner to present the information
	Module	Modules within a courseware offering; can be filtered and sorted
	Content Type	In courseware content examples: Placement Test, Course, Course Pretest, Module Pretest; can be filtered and sorted
	Level	In courseware, this column displays the course level and lesson (example: 1.1) at which the learner had activity; can be filtered and sorted.
	Level Score	For leveled courseware, Level Score displays the level at which the learner achieved an individual score for activities, placement test, pretest, or posttest. For leveled assessments, Level Score relates to earned scale scores and O*Net Job Zones.
	Scale Score	In courseware, this column represents scores for placement tests, pretests, courseware activities, and posttests on a scale from 0-100. In assessments, total questions answered correctly are converted to a common scale for consistency in reporting scores across different test forms.
	eBadge	Name and number of eBadges earned; can filter for one or more eBadge types
	Credential	Credential earned and hyperlink to export (if applicable)
	Certificate	Certificate(s) earned and hyperlink to export (if applicable)
	Total Session Time	Total session time spent by learner across all products
	Total eBadges	Total eBadges earned by learner across all products

Running the Report

Filter

Run Report

Organization(s):

A Webinar School, A123School, A1School...

Organization Level:

ABC School District

Date:

This Year

From:

01/01/2025

To:

12/31/2025

Product Offering(s):

Digital Skills Courseware, Digital Skills As...

Choose **Organization(s)** from the dropdown.

Choose **Organizational Level** – for certificate/credential totals by Organization(s) or broken down by Location(s).

Choose a **date range** from the dropdown or enter a custom date range.

Choose **Product Offering(s)** from the dropdown.

Select **Run Report**.

Data Dictionary

Data Type	Report Component	Definition
Filters Set Before Running Report	Organization(s)	Organization(s) for which you would like to run the report
	Organization Level	Lists all levels of hierarchy in the portal that are in your purview
	Date	Date range for the report; can input a custom range
	Product Offerings(s)	This filter displays all products represented in the report and allows the user to filter the report by product.
Filter Set After Running Report	District	This column shows the name of the top-level organization for the report request.
	School	When the Organization Level is filtered, this column shows the organizations in your purview.
	Product Offering	Selecting the funnel on the Product Offering button allows the user to filter the report by product.

Report Column Headers	Achievement Levels	Each column shows the total number of learners who earned that achievement level.
	Not Earned Column	Total number of learners who did not earn a credential or certificate in the selected date range
	Certificate / Credential Count	This count is the total number of learners who earned a credential or certificate; printer icon allows printing in bulk, if selected.
	Individual Score Report (Assessment Only)	Summarizes assessment activity and displays credential status of the learner

Sample Certificate/Credential Summary Report

Certificate/Credential Summary Report								Provide Reports 2.0 feedback	
Product Offering	Achievement Level 2	Achievement Level 3	Achievement Level 4	Earned	Not Earned	Certificate/Credential Count	Individual Score Report		
ABC School District									
Academic Skills and Soft Skills Assessments	0	1	0	0	2	1	1	1	1
Academic Skills Assessments	0	0	1	0	3	1	1	1	1
Academic Skills Courseware	1	0	0	0	0	1	1	1	1
Digital Skills Assessment	0	0	0	4	3	1	1	1	1
Digital Skills Courseware	0	0	0	1	1	1	1	1	1
Soft Skills and Digital Skills Assessments	0	0	0	0	2	1	1	1	1
Soft Skills Assessment	0	0	0	1	2	1	1	1	1

[Link to Learner Listing](#)
[Link to bulk download certificate/credential](#)
[Link to bulk download ISR](#)

Learner Credential Summary Report

This report shows assessment scores and credentials earned for learners at an organization. It displays the current results and the most recent previous results. This is a useful report for demonstrating improvement over time. Non-learners can export credentials earned from this report and link to the learner's individual report.

Features of the Report

Organization Name ↑ ▾ Organization filter				
Last Name ▾	First Name ↑ ▾	User Name ▾	Work Readiness Assessments Previous	
		Type ▾	Date ▾	
Organization Name: MDE Test				
Bridgerton	Penelope	penelope.bridgerton		
Link to Individual Report				

Work Readiness Assessments Current		Ready Math	Ready Data	Ready Reading
Type ▾	Date ▾	Level ▾	Level ▾	Level ▾
Export data →				
Export Credential		11/19/2025		
Column Chooser allows user to add available data fields to the report				

Running the Report

Filter

Run Report

Organization(s):

Select a value...

Organization Level:

ABC School District Stage

- Choose **Organization(s)** from the dropdown.
- Choose **Organizational Level** – for certificate/credential totals by Organization(s) or broken down by Location(s).
- Select **Run Report**.

Data Dictionary

Data Type	Report Component	Definition
Filters Set Before Running Report	Organization(s)	Name of the organization; can be filtered or sorted
	Organization Level	Lists all levels of hierarchy in the portal that is in your purview
Filters Set After Running Report	Organization Name	Name(s) of selected organization(s)
	Last Name)	Learner's last name
	First Name	Learner's first name
	User Name	Learner's username; hyperlinked to their Individual Activity Report
	Type	Filters for different Achievement Levels; can be sorted in ascending/descending order
	Date	Date credential was earned
	Level	Specific level earned for that module assessment
Report Column Headers	Academic Skills Assessment Previous	Displays previously earned Academic Skills credentials status and date earned; can be filtered by Type and Date
	Academic Skills Assessment Current	Displays latest and highest earned Academic Skills credential for a learner; can be filtered by Type and Date
	Ready Math Ready Data Ready Reading	Displays assessment score(s) for most current/latest attempt for the given assessment content areas, if the assessment product has multiple assessments.

Sample Learner Credential Summary Report

Learner Credential Summary

Organization Name ↑ ▼

Last Name ▼	First Name ↑ ▼	User Name ▼	Work Readiness Assessments Previous		
			Type ▼	Date ▼	
▼ Organization Name: Tans High School					
Colton	Courtney	ccolton			
Bundt	Harriet	hbundt			
Carter	Warren	wcarter			
		Work Readiness Assessments Current			
		Type ▼	Date ▼	Level ▼	Level ▼
		Ready Math			
		Ready Date			
		Ready Reading			
		Type ▼	Date ▼	Level ▼	Level ▼
		Achievement Level 3	7/11/2024	4	3
		Achievement Level 3	3/20/2025	4	3
		Achievement Level 3	8/22/2024	3	4

Enrollment Report

This report allows the user to see learner enrollment status in organizations and classes, and run organization level class rosters.

Features of the Report

Filter

Run Report

Organization(s):
Select a value...

View By: ⓘ
☒ Organization
☐ Class

Filter By: ⓘ
☒ Initial Creation Date
☐ Current Enrollment Date
☐ Class Enrollment Date

Date Range:
This Month

From:
08/01/2026

To:
08/31/2026

Show Enrollment Activity: ☐ OFF

Enrollment ⓘ

Expand All Collapse All

Expands or Collapses grouped data in the grid

Column Chooser allows user to add available data fields to the report

Export data

Search...

First Name	Email	Enrollment Star... ↑2	Enrollment End... ↓3	Venue / Class	Class Start Date	Class End Date
Q	Q			Q		

Determines if the data will be organized by Organization (i.e., school) or by Class

Initial Creation Date: filters results based on the date students were initially enrolled in WIN Career Readiness System

Current Enrollment Date: filters results based on students' current organization enrollments

Class Enrollment Date: filters results based on students' enrollment in their current class

No data

Displays enrollment history when toggled ON

Running the Report

Filter

Run Report

Organization(s):

A Webinar School

View By: ⓘ

Organization

Class

Filter By: ⓘ

Initial Creation Date

Current Enrollment Date

Class Enrollment Date

Date Range:

This Month

From:

08/01/2026

To:

08/31/2026

Select the desired organization(s), filters and dates and then Run Report.

To see learners' organization and class enrollment status, select View By Organization and Filter By either Initial Creation Date or Current Enrollment Date.

To see all class rosters in an organization, select View By Class and Filter by Class Enrollment Date.

To see learner enrollments organized by class, including those unassigned to classes, select View By Class and Filter By Current Enrollment Date.

All columns can be filtered by selecting the **filter icon**.

All columns can be searched using the **search field**.

Additional available data fields can be added by selecting the **Column Chooser**.

Module

🔍

Contains

Does not contain

Starts with

Ends with

= Equals

≠ Does not equal

🔄 Reset

Column Chooser

Email

ASL

Speech Stream

Extended Time

Alternate Language

Enrollment Status Example

Filter

Run Report

Organization(s):
ABC High School North

View By: ⓘ
☒ Organization
☐ Class

Filter By: ⓘ
☐ Initial Creation Date
☒ Current Enrollment Date
☐ Class Enrollment Date

Date Range:
Custom

From:
01/01/2025

To:

Enrollment ⓘ

Expand All Collapse All

🖨️ 📄 🔍 Search...

Last Name	First Name	Username	Enrollment Start Date	Venue / Class
Q	Q	Q	Q	Q
Organization: ABC High School North (Students: 10)				
Steiner	Adelbert	asteiner	2025-01-10	Balamb Garden SeeD Class 2026
Shinra	Rufus	rshinraQA	2025-05-12	Balamb Garden SeeD Class 2026
Aero	Fujin	faeroQA	2025-06-30	Balamb Garden SeeD Class 2026
Steiner	Adelbert	asteiner	2025-01-10	Quistis Class 2025
Shinra	Rufus	rshinraQA	2025-05-12	Quistis Class 2025
Aero	Fujin	faeroQA	2025-06-30	Quistis Class 2025
Steiner	Adelbert	asteiner	2025-01-10	SeeD Candidates Spring 2026
Shinra	Rufus	rshinraQA	2025-05-12	SeeD Candidates Spring 2026
Aero	Fujin	faeroQA	2025-06-30	SeeD Candidates Spring 2026
Steiner	Adelbert	asteiner	2025-01-10	Testing 9/12/25
Shinra	Rufus	rshinraQA	2025-05-12	Testing 9/12/25

Class Roster Report Example

Filter

Run Report

Organization(s):
ABC High School North

View By: ⓘ
☐ Organization
☒ Class

Filter By: ⓘ
☐ Initial Creation Date
☐ Current Enrollment Date
☒ Class Enrollment Date

Date Range:
This Year

From:
01/01/2026

Enrollment ⓘ

Expand All Collapse All

🖨️ 📄 🔍 Search...

Username	Last Name	First Name	Email	Enrollment Start Date	Class Start Date
Q	Q	Q	Q	Q	Q
Organization: ABC High School North (Students: 16)					
Class: Balamb Garden SeeD Class 2026 (Students: 16)					
Class: SeeD Candidates Spring 2026 (Students: 16)					
acoral	Coral	Amarant	jscribner@gmail.com	2024-03-01	2026-02-11
asteiner	Steiner	Adelbert		2025-01-10	2026-02-11
faeroQA	Aero	Fujin		2025-06-30	2026-02-11
galexandros	Alexandros	Garnet	cscribner+0901@winlearni...	2024-03-12	2026-02-11
ikinneas	Kinneas	Irvine	cscribner+086@winlearni...	2023-01-26	2026-02-11
jheartilly	Heartilly	Julia	cscribner+2@winlearning.c...	2022-03-09	2026-02-11
lloire	Loire	Laguna	lloire@garden.com	2023-08-30	2026-02-11
quinaqu	Qu	Quina		2024-02-29	2026-02-11

Enrollment by Class Example

Filter

Run Report

Organization(s):
ABC High School North

View By: ⓘ
☐ Organization
☒ Class

Filter By: ⓘ
☐ Initial Creation Date
☒ Current Enrollment Date
☐ Class Enrollment Date

Date Range:
Custom

From:
01/01/2025

To:
12/31/2026

Enrollment ⓘ

Expand All Collapse All

Provide Reports 2.0 feedback

Search...

Last Name	First Name	Enrollment Start Date	Class Start Date
Shinra	Rufus	2025-05-12	2025-11-07
Class: SeeD Candidates Spring 2026 (Students: 3)			
Steiner	Adelbert	2025-01-10	2026-02-11
Aero	Fujin	2025-06-30	2026-02-11
Shinra	Rufus	2025-05-12	2026-02-11
Class: Testing 9/12/25 (Students: 3)			
Steiner	Adelbert	2025-01-10	2025-09-12
Aero	Fujin	2025-06-30	2025-09-12
Shinra	Rufus	2025-05-12	2025-09-12
Class: Unassigned (Students: 7)			
Dalmasca	Ashelia	2026-04-06	
Ronsenburg	Basch	2026-04-10	
Test3	Jimmy	2025-02-05	
Rabanastre	Penelo	2026-06-25	

Assessment Status Report (Coming Oct 16, 2026)

This report allows administrators to see the assessment status of active students within a test window. This will help administrators determine if there are students in their organization who have not yet completed testing.

Prerequisite: Must be a client with an established test window

Features of the Report

Filter

Run Report

Organization (select one):
Select one organization...

Product Offering(s):
Digital Skills Assessment, Soft Skills and ...

Assignment Date: ⓘ
Custom

From:
08/14/2026

To:
09/30/2026

Filter by Student:

Assessment Status Report ⓘ

Drag a column header here to group by that column

Column Chooser allows user to add available data fields to the report

Export data

Search...

First Name	Last Name	Module	Currently Assigned ⓘ	Accessed ⓘ	Submitted Date ⓘ	Level Score
Q	Q	Q	Q	Q	Q	Q

Ability to group data per desired view

In context Information buttons

Set to the date range during which assessments could be assigned for the current administration window

No data

Running the Report

Filter

Run Report

Organization (select one):

Hillside Learning Center

Product Offering(s):

Soft Skills Assessment

Assignment Date: ⓘ

Custom

From:

08/14/2026

To:

09/30/2026

Filter by Student:

First Name

Last Name

Email

UserName

Unique ID

Select **one organization**.

Select one or more **Products**.

The **Assignment Date** will default to the current established Assessment Assignment Window but can be adjusted if desired.

Select **Run Report**.

You can search for an individual student by entering first name, last name, email, username, or unique ID.

Data Dictionary

Data Type	Report Component	Definition
Filters Set Before Running Report	Organization	Organization for which you would like to run the report
	Product Offering(s)	Filter of product offerings
	Assignment Date	Set to the date range during which assessments could be assigned for the current administration window
	Filter by Student	Allows a user to search for a single learner
Report Column Headers	First Name	Learner's first name
	Last Name	Learner's last name
	Product	Name of the WIN product (e.g Academic Skills Assessment)
	Module	Name of the WIN module (e.g. Work Ready Math)

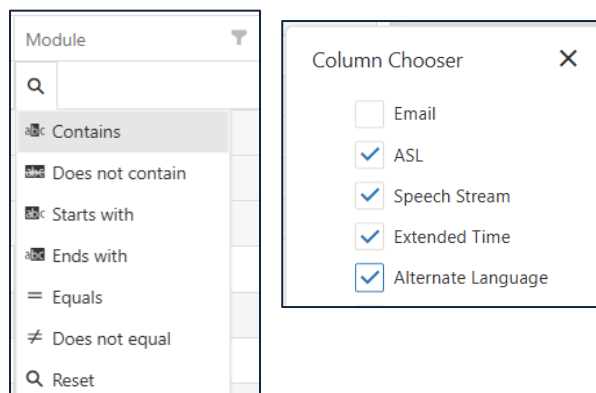
	Currently Assigned	Assigned indicates if the assessment has been assigned/authorized and is still active
	Accessed	Accessed indicates if the test taker has accessed the assessment
	Submitted Date	Submitted date indicates the date test taker submitted the assessment
	Level Score	Displays the level score earned for the submitted assessment
	Scale Score	Displays the scale score earned for the submitted assessment

*NOTE – Additional data that can be selected from the Column Chooser includes: Username, Student Name (Last Name, First Name), Session ID, Email, Unique ID, custom fields configured for the client

All columns can be filtered by selecting the **filter icon**.

All columns can be searched using the **search field**.

Additional available data fields can be added by selecting the **Column Chooser**.



Sample Assessment Status Report

Assessment Status Report ⓘ								
Drag a column header here to group by that column 📄 📄 🔍 Search...								
First Name	Last Name	Module	Currently Assigned ⓘ	Accessed ⓘ	Submitted Date ⓘ	Level Score	Scale Score	
🔍	🔍	🔍	🔍	🔍	📅	🔍	🔍	
Jason	Acatitlan	Work Ready Soft Skills	Yes	No				
Emma	Aikens	Work Ready Soft Skills	Yes	Yes				
Natalia	Akers	Work Ready Soft Skills	Yes	No				
Keylee	Alexander	Work Ready Soft Skills	No	Yes	2026-08-25 04:43:55 PM	0	176	
Elijah	Allen	Work Ready Soft Skills	Yes	No				
Alexis	Allen	Work Ready Soft Skills	Yes	No				
Nash	Bagrosky	Work Ready Soft Skills	Yes	No				