How to Assign Language and Accommodations in WIN Career Readiness System

Hello, and welcome to the WIN Learning how to video series. Before we start, please note that the products, login, URL access, and person types you see in this video may be different from what you see in your portal, but the functions are the same.

Welcome to your quick start guide for assessment accommodations and language configuration.

Assessment accommodation configuration has moved from inside the user profile, and assessment language configuration has moved from inside the assessment grid. Both are now accessible from user admin for a single configuration and class management for single or bulk configuration.

To start with single configuration, we would select admin and user administration, and we would search a student. We would select the gear icon and locate assessment accommodation and language.

In this example, our student has Spanish assessments and time and a half.

For more information in regards to factor or additional minutes, press the info button.

If any changes are made, don't forget to press save.

Next, we'll go over the configuration within class management. We want to press on to admin and locate class management.

We will select our class. Here, we could select one or all students. Next, we select the bulk icon for accommodations at the top right of the grid, and we could make our changes in bulk.

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

Don't forget to press save.

And we have set our accommodations.

Thank you for watching this WIN Learning how to video. If you have any questions or need assistance, please contact the WIN Learning support team at 888-717-9461, option 3, or email support@winlearning.com.