

Launching Assessments 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.

In this video I will show you how to launch and administer assessments in the Career Readiness System.

To access an assessment, you begin at the administrator dashboard and select Products at the top of the dashboard. In the Product dropdown, you will see the products that you have access to, and they may be different from the ones that you see here.

You would select the assessment that you want to assign.

Next you would need to find the participants that you want to administer the assessment to.

Because I have access to several organizations, I first need to make that selection.

Next I can search by participants, I can search by class or by learner.

First, I'm going to search by class. And when I make that selection, all of the classes that I have access to will display.

I'm going to select the class that I want to administer the assessments to. When I select that class, all of my students show.

I want to add all of those students down here to my assessment grid. And I do that by selecting Add All. Students are now loaded in the grid.

I showed you how to list by class, but you can also list or search by learner, so I'm going to make that selection.

When I want to list by learner, I go to the advanced search field and I'm going to enter the last name of a student that I want to add to the assessment portal.

The student that I'm looking for is displayed here, and just like before when I want to add the student to the grid, in this case I will select the plus sign, and the student is now added to my assessment grid.

You can see that this student has an extended time accommodation. And this student has actually tested previously on the three assessments.

Once your learners are in the assessment grid, you can assign assessments by clicking the boxes. You can assign the same assessment to everyone by selecting the box at the top of the column next to the name of the assessment. Or, you can assign assessments to individual learners by clicking the box on the row next to their name.

You can also see that if I can change the language option for a student by selecting the language option next to their name.

After assigning the assessments, after the students are ready to begin, you would choose Apply Changes and Yes to confirm.

Learners now have access to begin the assessments.

Next as proctor, you would select Monitor Assessments for your learners. And this moves you to the monitoring screen. The Monitoring screen allows you to track learners' progress during the assessment. If you have assigned more than one assessment per learner, all of those assessments will display.

And once a learner begins the assessment, the proctor can pause, resume, or extend time if needed due to an emergency. Those choices are available in the Action dropdown menu.

To do so for an individual student, you would select the radio button in front of their name. Then you would select the action that you would like to administer.

When the learners finish the assessments, you will see that they have submitted the assessment. And then you can return to the assessment assignment grid. You can select Refresh and their scores will display immediately.

If a learner has taken the assessment previously, their new score will replace the previous score if the new score is higher.

When testing is complete, you want to remove all assessments from the assessment assignment grid by unclicking the boxes. You would next click apply changes, and yes.

You also want to remove all of your learners from the assessment grid. You can do that by selecting the red X next to the Name column, and that will remove all learners from your grid.

Scores are available via reports, which we have a how to video on reports.

Also know that we have a Resource Center, and by going to the Resource Center you can have a review of all the things necessary to launch assessments.

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.