



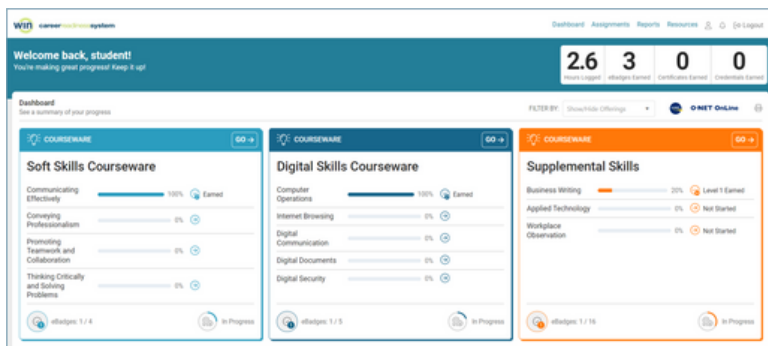
## 1. Login to WIN Career Readiness System

Navigate to [www.wincrsystem.com](http://www.wincrsystem.com) from any browser and login with your username and password.



## 2. Enter the Courseware

Select the Supplemental Skills Courseware tile on your dashboard and click **Go** in the top right corner.



Note: The Dashboard is a snapshot of the eBadges (electronic badges), certificates, and credentials earned. Here you can print the snapshot data, update your profile, and view WIN announcements.

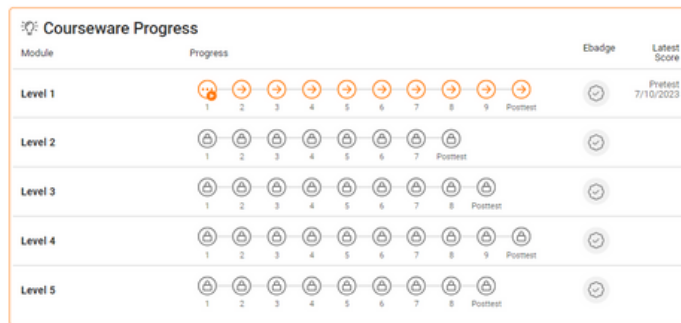
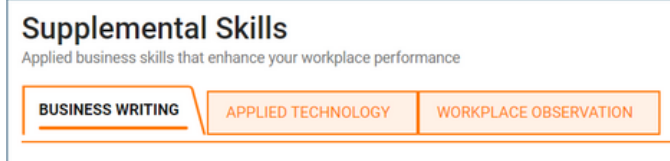
## 3. Start a Module

Supplemental Skills Courseware contains three modules:

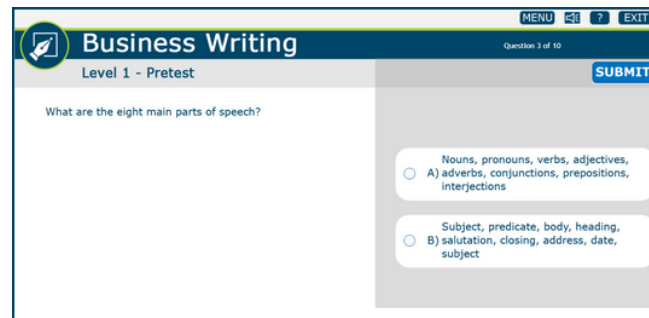
- Business Writing
- Applied Technology
- Workplace Observation

## 4. Course Navigation

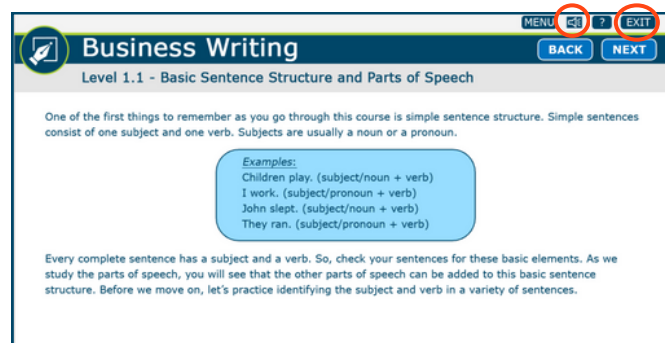
Select a module from the tabs at the top, and begin the module by selecting the first lesson in **Level 1**.



Each level begins with a pretest to measure your current skill level in the subject area.



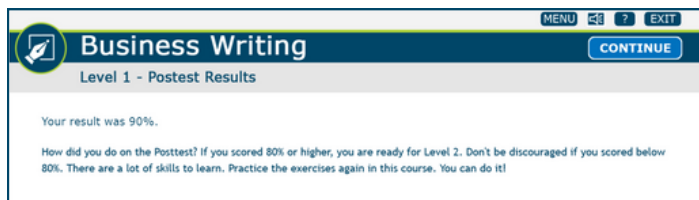
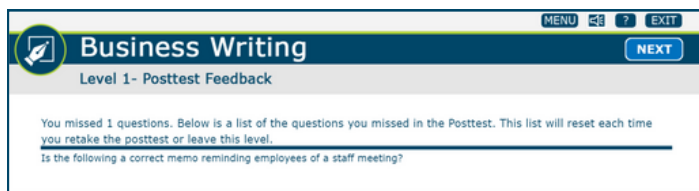
When you complete the pretest, you will begin the lesson. Navigate through the courseware by using the **Next** and **Back** icons. Click the **Audio** button to enable text to speech.



Click **Exit** to return to the courseware homepage. When you complete a level, the next one will unlock.

## 5. eBadges and Certificates

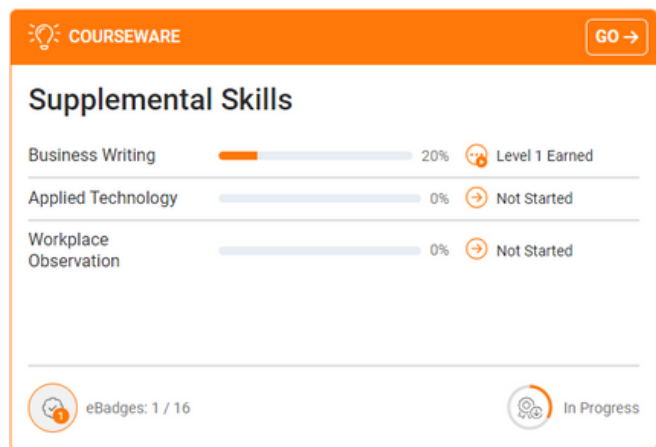
After you complete the lessons, the posttest will unlock. At the end of the posttest you will be able to view which questions you missed as well as your score. Score 80% or greater on the posttest to earn an eBadge.



## 6. Check Your Progress

View personal progress by reviewing your eBadge status from the Supplemental Skills tile on your dashboard.

If you earn an eBadge for each level, you will earn the Supplemental Skills Courseware Certificate of Completion.



## 7. Reports

Click on **Reports** in the top menu of your dashboard to view your Individual Report.



Find the courseware name and the date you completed the activity. If you earned a Certificate of Completion, click **Earned** to download your Certificate.

Name	Product Offering	Date Completed	Activity Start Time	Activity End Time	Session Time	Module	Content Type	Level	Level Score	Scale Score	eBadge	Credential	Certificate
		2021-09-23 11:56:14 AM	2021-09-23 11:54:21 AM	2021-09-23 11:54:32 AM		Workplace Observation	Course	3.7					
		2021-09-23 11:56:14 AM	2021-09-23 11:55:39 AM	2021-09-23 11:56:14 AM	00:01:14	Workplace Observation	Course	3.7		0			
		2021-09-23 11:56:14 AM	2021-09-23 11:56:27 AM	2021-09-23 11:56:39 AM		Workplace Observation	Course	3.8					
		2021-09-23 11:56:20 AM	2021-09-23 11:57:09 AM	2021-09-23 11:57:04 AM		Workplace Observation	Course	3.8					
		2021-09-23 11:56:20 AM	2021-09-23 11:57:46 AM	2021-09-23 11:58:26 AM	00:01:12	Workplace Observation	Course Posttest	3		0			
		2021-09-23 11:58:46 AM	2021-09-23 11:58:55 AM	2021-09-23 11:58:46 AM	00:00:29	Workplace Observation	Course Posttest	3		0			
		2021-09-23 11:58:46 AM	2021-09-23 11:59:33 AM	2021-09-23 11:59:46 AM		Workplace Observation	Course Posttest	3					
		2021-09-23 12:00:47 PM	2021-09-23 12:00:16 AM	2021-09-23 12:00:47 PM	00:01:19	Workplace Observation	Course Posttest	3	3	80			
		2021-09-23 12:00:47 PM	2021-09-23 12:00:47 PM	2021-09-23 12:00:47 PM							Level 5		
		2021-09-23 12:00:47 PM											Earned

Module	Content Type	Level	Level Score	Scale Score	eBadge	Credential	Certificate
Workplace Observation	Course	3.7					
Workplace Observation	Course	3.7					
Workplace Observation	Course	3.7		0			
Workplace Observation	Course	3.8					
Workplace Observation	Course	3.8					
Workplace Observation	Course	3.8		0			
Workplace Observation	Course Posttest	3					
Workplace Observation	Course Posttest	3		0			
Workplace Observation	Course Posttest	3					
Workplace Observation	Course Posttest	3	3	80			
Workplace Observation					Level 5		
							Earned



**Need help? Contact WIN Support.**

Phone: 888-717-9461 Option 3

Email: [support@winlearning.com](mailto:support@winlearning.com)

