

1. Login to WIN Career Readiness System

Navigate to <u>www.wincrsystem.com</u> 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.

come back, student! e making great progress? Keep it up?		2.6 3 0 0
hboard a summary of your progress		FLZER M. Show, Hide Offerings + ONET OnLine
Ø: courseware €0 →	3ÇE COURSENNARE €00 +	içi coursennar
Soft Skills Courseware	Digital Skills Courseware	Supplemental Skills
International In	Computer 107% G Earned	Business Writing 🗕 20% 😪 Level 1 Earned
conveying	Internet Browsing DS (3)	Applied Technology 0%. Not Started
tonessionalism vs. C	Digital Communication Distribution	Workplace Diservation Dis. On Int Started
hinking Critically nd Solving the Solving	Digital Security In (2)	

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**.

Supplemental Skills Applied business skills that enhance your workplace performance BUSINESS WRITING APPLIED TECHNOLOGY WORKPLACE OBSERVATION								
Coursewar	e Progress Progress	Ebadge Lates Scor						
Level 1		Pretes						
Level 2	(b) (b) (b) (b) (c) (c) <th(c)< th=""> <th(c)< th=""> <th(c)< th=""></th(c)<></th(c)<></th(c)<>	\odot						
Level 3								
Level 4		9 Posttest						
Level 5		9 0						

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

	MENU 🕫 ? EXIT
Business Writing	Question 3 of 10
Level 1 - Pretest	SUBMIT
What are the eight main parts of speech?	Nouns, pronouns, verbs, adjectives, A) adverbs, conjunctions, prepositions, interjections Subject, predicate, body, heading, B) salutation, closing, address, date, subject

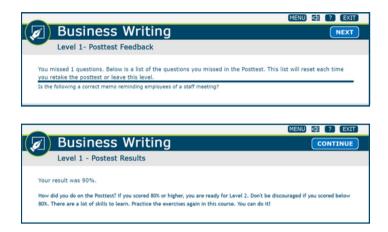
When you complete the pretest, you will begin the lesson. Navigate through the courseware by using the **Next** and **Back** icons. Click the **Audio** button to enable text to speech.

	MENU 🗐 ? EXIT
	BACK NEXT
Level 1.1 - Basic Sentence Structure and Parts of Speech	
One of the first things to remember as you go through this course is simple sentence si consist of one subject and one verb. Subjects are usually a noun or a pronoun. Examples: Children play. (subject/noun + verb) I work. (subject/pronoun + verb) John slept. (subject/noun + verb) John slept. (subject/pronoun + verb) They ran. (subject/pronoun + verb) They ran. (subject/pronoun + verb)	tructure. Simple sentences
Every complete sentence has a subject and a verb. So, check your sentences for these study the parts of speech, you will see that the other parts of speech can be added to t structure. Before we move on, let's practice identifying the subject and verb in a variet	this basic sentence

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

5. eBadges and Certificates

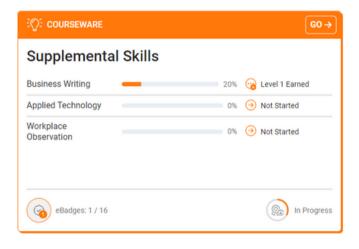
After you complete the lessons, the posttest will unlock. At the end of the posttest you will be able to view which questions you missed as well as your score. Score 80% or greater on the posttest to earn an eBadge.



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.

 Dashboard
 Assignments
 Reports
 Resources
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 Logout

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

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Date Completed 12 T	Ictivity Start Time T	Activity End Time T	Sealon Time T	Module T	Content Type T	Level T	Level Score T	Scale Score T	elledge 15 T	Credential 13 T	Certificate 1
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Module T	Content Type 🍸	Level 🝸	Level Score	Scale Score	eBadge 15 🍸	Credential 13 🍸	Certificate 1
Workplace Observation	Course	3.7					
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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
					eBadges: 16	Credentials: 0	Certificates:



Need help? Contact WIN Support.

Phone: 888-717-9461 Option 3 Email: support@winlearning.com

