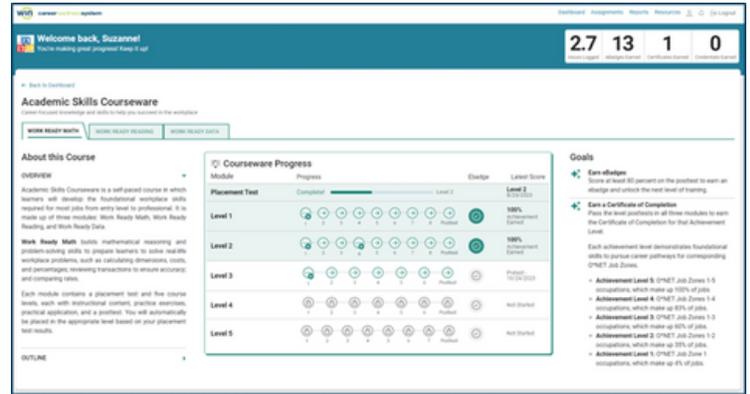
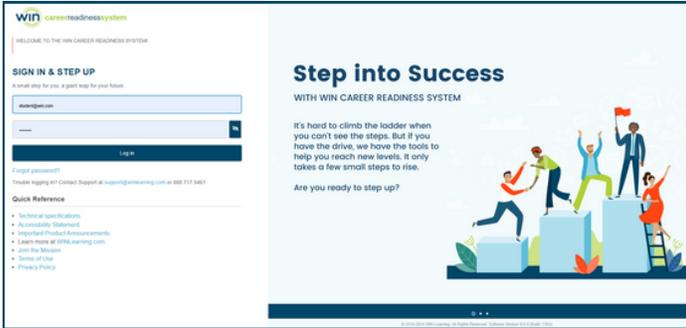




1. Login to WIN Career Readiness System

Navigate to www.wincrsystem.com from any browser and login with your username and password.

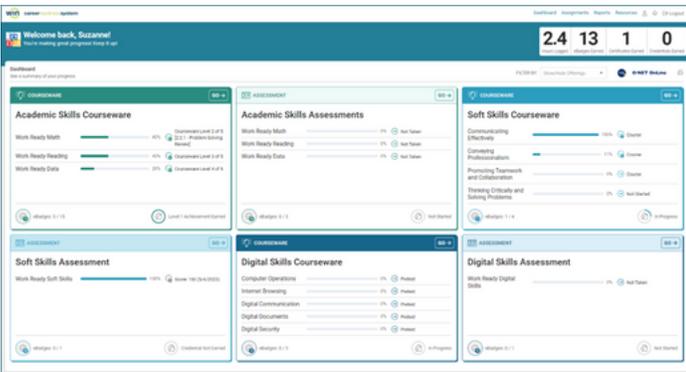


Select a language by using the dropdown menu, then click on **Start Here** to begin the Placement Test.

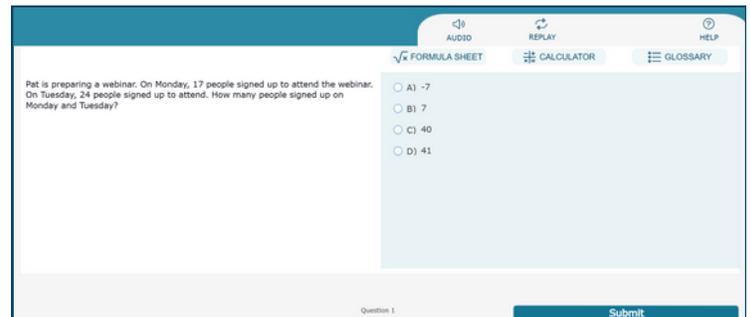


2. Enter the Courseware

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



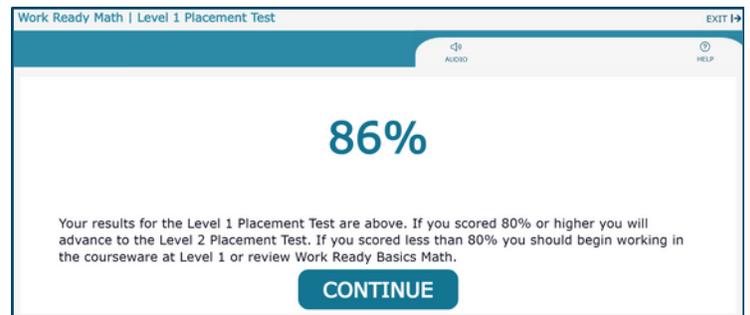
Read each question, select your answer, and click the **Submit** button in the bottom right corner to continue.



Your score will be generated once the Placement Test is complete. Click **Continue** to return to the courseware homepage. You will begin in the appropriate level based on your Placement Test score.

3. Start with the Placement Test

Academic Skills Courseware contains three modules: Work Ready Math, Work Ready Reading, Work Ready Data. Each module begins with a **Placement Test** to measure your current skill level.



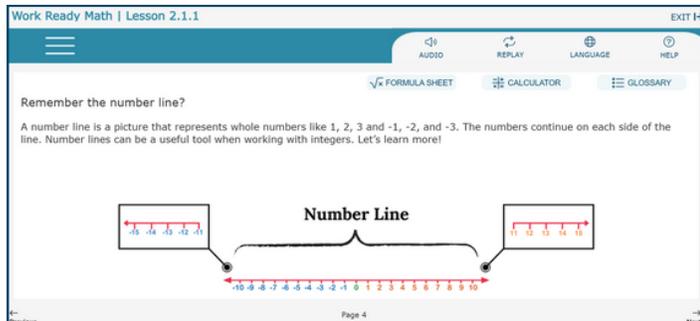
4. Course Navigation

Begin the course by selecting an available level. Use the **Next** and **Previous** buttons at the bottom of the screen to navigate through the level.

You can change the language by clicking the **Language** button at the top. Audio can be enabled to read the text on the screen to you by clicking the **speaker** icon.

Note: In Work Ready Math, a basic four-function calculator and formula sheet are also available. Click on **Calculator** to open it.

Click **Exit** to leave the course and navigate back to the Academic Skills Courseware homepage.



Once you complete the level, there will be a posttest to measure your new skills. Score 80% or greater on the posttest to earn an eBadge and advance to the next level.

5. eBadges and Certificates

If you score 80% or greater on a posttest you will earn an eBadge (electronic badge).

There are four Certificate of Completion levels: Achievement Levels 2, 3, 4, and 5. The Certificate of Completion indicates you have earned a minimum number of eBadges in all subject areas.

Achievement Level 5: Minimum of Level 5 in all three modules.

Achievement Level 4: Minimum of Level 4 in all three modules.

Achievement Level 3: Minimum of Level 3 in all three modules.

Achievement Level 2: Minimum of Level 2 in all three modules.

Need help?

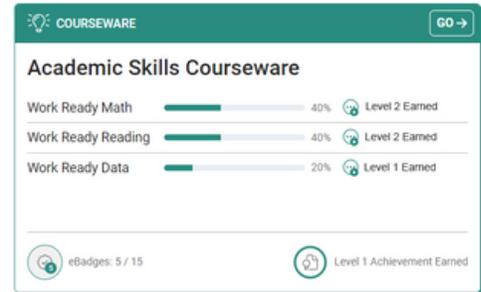
Contact WIN Support.

Phone: 888-717-9461 Option 3

Email: support@winlearning.com

6. Check Your Progress

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



If you earn the minimum number of eBadges, you will earn an Academic 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 the Achievement Level to download your Certificate.

Work Ready Data				Ready 5		
Work Ready Data	Course Posttest	5	5	90		Achievement Level 5
Work Ready Data	Course	5.5.1				
Work Ready Data	Course	5.4.1				
Work Ready Data	Course	5.3.1				
Work Ready Data	Course	5.2.1		0		
Work Ready Data	Course	5.1.1				
Work Ready Data					Ready 4	
						Achievement Level 4
Work Ready Data	Course Posttest	4	4	80		
Work Ready Data	Course Posttest	4		0		
Work Ready Data	Course	4.6.1	4	100		

