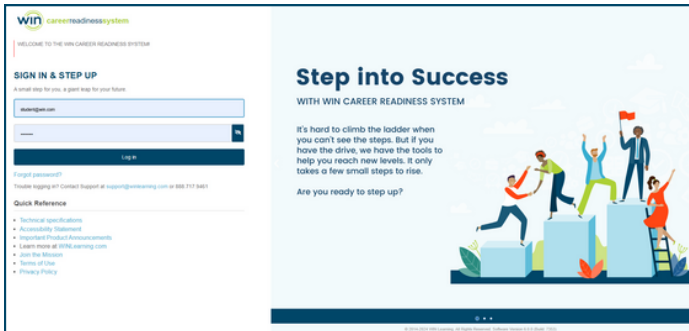




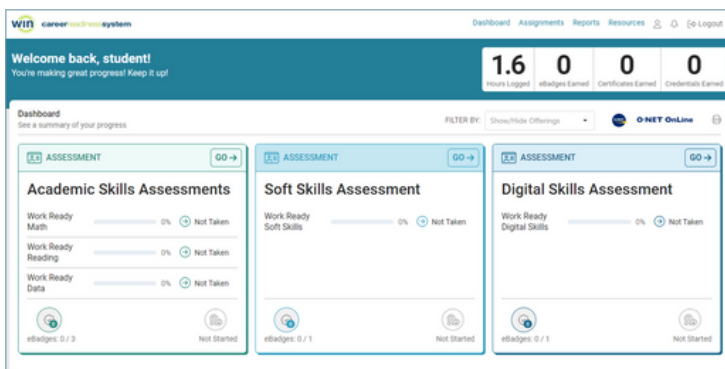
1. Login to WIN Career Readiness System

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



2. Enter the Assessment

Locate the assessment 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.

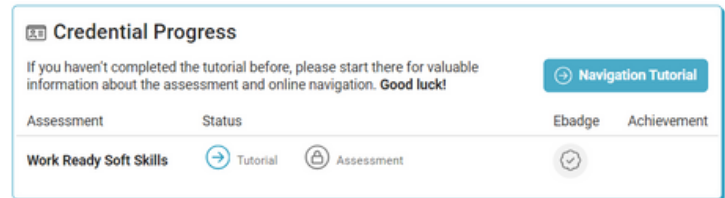
Section 1: Tutorials

View the tutorials to learn how to navigate through the product, select responses, submit the assessment, and more.

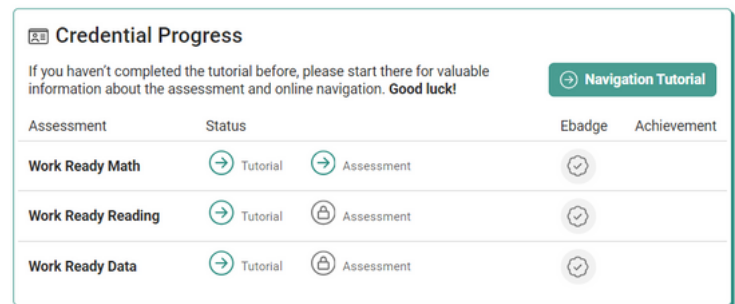
Section 2: Assessment

The assessment **arrow** icon will launch your assessment. Do not click the icon until you are ready to begin your assessment. If there is a **lock** icon, the assessment has not been assigned. A **checkmark** icon means that the assessment has been completed.

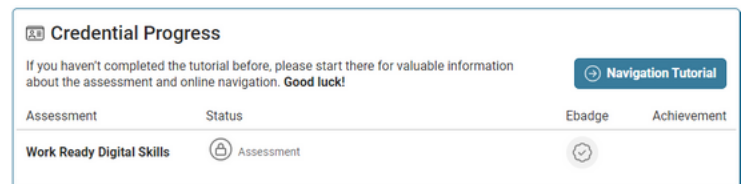
Soft Skills Assessments View:



Academic Skills Assessments View:

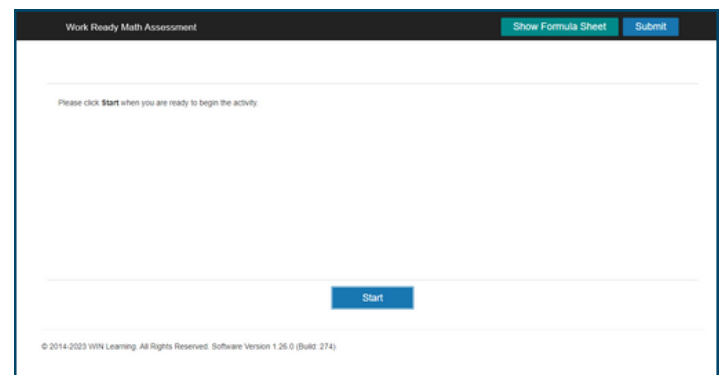


Digital Skills Assessments View:



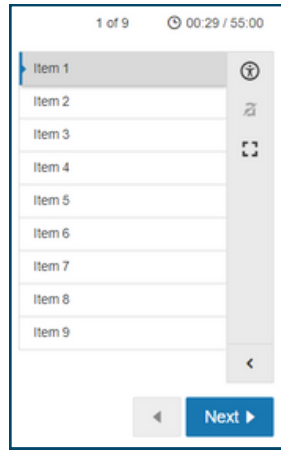
3. Start the Assessment

Once the assessment is open, click **Start** to begin the timed assessment.



The assessment item number and timer are displayed at the top right of the screen.

Click **Next** to navigate to the next question. You can skip a question and navigate back to it later by clicking the item number.



The **Accessibility** icon provides options to change the color scheme, font size, and zoom.



The **Calculator** icon is a basic four-function calculator. It is only available in the math assessment.



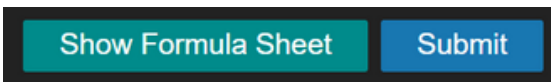
The **Response Masking** icon allows you to cross out options you are confident are incorrect to help identify the correct answer.



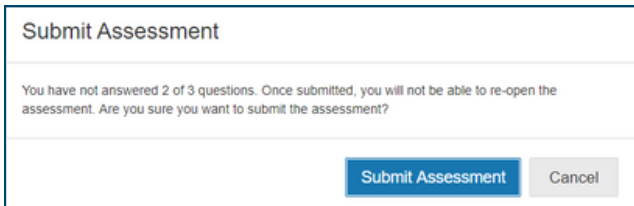
The **Full Screen** icon will expand the assessment to focus only on the question.

4. Submit the Assessment

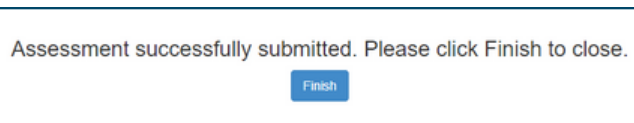
Click **Submit** in the top right corner to finish the assessment and receive your score.



If there are questions unanswered, a pop-up message will ask if you are sure you want to submit the assessment with unanswered questions.



After you submit, you will be notified that the assessment was successfully submitted. Please click **Finish** to close.



5. Check Your Score

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

Dashboard Assignments Reports Resources Logout

Find the credential name and the date you completed the assessment. If you earned a credential, click **Earned** to download your credential.

Individual Learner Report

Name: [Name] Product Offering: [Product Offering]

Date Completed	Activity Start Time	Activity End Time	Session Time	Module	Content Type	Level	Level Score	Scale Score	eBadge	Credential	Certificate
2023-02-10 09:13:00 PM	2023-02-10 09:07:14 PM	00:05:00	00:05:00	Work Ready Soft Skills		0	231		Earned	Credential: 1	Certificate: 0
2023-02-10 09:13:00 PM	2023-02-10 09:13:07 PM	00:00:00	00:00:00	Work Ready Soft Skills		0	240		Earned	Credential: 1	Certificate: 0
2023-02-10 09:13:00 PM	2023-02-10 09:13:07 PM	00:00:00	00:00:00	Work Ready Digital Skills							

Module	Content Type	Level	Level Score	Scale Score	eBadge	Credential	Certificate
Work Ready Math					Achievement Level 2		
Work Ready Reading		2	198		Achievement Level 2		
Work Ready Reading				196	Achievement Level 2		
Work Ready Data		2	196		Achievement Level 2		
Work Ready Data					Achievement Level 2		
					eBadges: 2	Credential: 1	Certificates: 0
Work Ready Soft Skills		0	231				
Work Ready Soft Skills					Earned		
Work Ready Digital Skills		0	240				
Work Ready Digital Skills					Earned		
					eBadges: 5	Credentials: 2	Certificates: 0



Need help?

Contact WIN Support.

Phone: 888-717-9461 Option 3

Email: support@winlearning.com

