

## WIN CAREER READINESS SYSTEM LEARNER QUICK REFERENCE GUIDE

When you login to WIN Career Readiness System, you will begin on your dashboard. Your dashboard displays your courseware and assessment solutions and the number of eBadges, certificates, and credentials you have earned. You can also print your certificates and credentials from the dashboard.

| Welcome back, Suzannel<br>Tucin making prof program Keep 8-apt |  |                              |                  | 2.4 1                                       | 3 1 Contractor        |
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| ÇE COURSERINAE   |  | IE ADDODANT                  | 00-+             | 10 counterant                               |                       |
| Academic Skills Courseware                                     |  | Academic Skills Assessments  |                  | Soft Skills Courseware                      |                       |
| ton Ready Math   | ATA Contemportanel 2 of 5<br>2211 - Problem Sching<br>Record | Work Ready Math Work Reading | In (3 Automation | Communicating<br>(Rectively                 | 100% 🚱 davae          |
| on Ready Reading   | 415 G Contemporari 2 of 5                                    | Work Ready Data              | In (a Aut Tabat  | Conveying<br>Professionalism                |                       |
| on Ready Data  | - 274 G Contemportand Fol'S                                  |                              |                  | Promoting Teamwork<br>and Collaboration     | - m 🙁 Garter          |
|  |  |                              |                  | Thinking Dritically and<br>Solving Problems | Ch. Charlester        |
| etadges 1775   | C Lost 1 Actourset Carvel                                    | (a) effectives 1 = 1         | (2) Not Started  | ( attachment 1/4                            | (i) 1.0 m             |
| ASSESSMENT   | 00+  | IÇI COLASCIANA               | es+              | CE ADDEDMENT                                |                       |
| oft Skills Assessment  |  | Digital Skills Courseware    |                  | Digital Skills Assessment                   |                       |
| A Ready Soft Skills  | 1015 G Som 100 (04.000)                                      | Computer Operations          | n () Peter       | Work Ready Digital                          | - C Queter            |
|  |  | Internet Browsing            | In (8 Passe      | Sills                                       |                       |
|  |  | Digital Communication        | n 😗 meter        |   |                       |
|  |  | Digital Documents            | Price Presed     |   |                       |
|  |  | Digital Security             | Ph (9 Parlant    |   |                       |
|  | @  |                              | (a)              |   | (a)                   |

To enter a courseware or assessment solution, locate the tile and click **Go** in the top right corner.

| COURSEWARE                                  | <b>60→</b>        |
|---|-------------------|
| Soft Skills Coursewar                       | re                |
| Communicating<br>Effectively                | 0% 🕘              |
| Conveying<br>Professionalism                | 0% 🛞              |
| Promoting Teamwork<br>and Collaboration     | 0% 🕘              |
| Thinking Critically and<br>Solving Problems | 0% 🔿              |
| eBadges: 0 / 4                              | (Reg) In Progress |

**Courseware** landing pages display the lessons in each module and your progress. Click the arrow icon to get started in a lesson.

| 양 Courseware Progress                       |   |         |                 |  |  |  |  |
|---|---|---------|-----------------|--|--|--|--|
| Module                                      | Progress  | Ebadge  | Latest<br>Score |  |  |  |  |
| Communicating Effectively                   | Pretest Lesson 1 Lesson 2 Lesson 4 Lesson 5 Postfest  | $\odot$ |                 |  |  |  |  |
| Conveying Professionalism                   | A     A | $\odot$ |                 |  |  |  |  |
| Promoting Teamwork and<br>Collaboration     | Pretest Lesson 2 Lesson 3 Posttest  | $\odot$ |                 |  |  |  |  |
| Thinking Critically and<br>Solving Problems | Pretest Lesson 1 Lesson 2 Lesson 3 Lesson 5 Postfest  | $\odot$ |                 |  |  |  |  |

**Assessment** landing pages allow you to access the tutorial and the assessment. Assessments will be locked until your proctor assigns them to you. You can access the tutorials at any time. You can also view your score and print your credential from this screen.

| E Credential Progress                                   |                       |         |             |  |  |  |  |
|---|-----------------------|---------|-------------|--|--|--|--|
| If you haven't completed t<br>information about the ass | ⊖ Navigation Tutorial |         |             |  |  |  |  |
| Assessment  | Status                | Ebadge  | Achievement |  |  |  |  |
| Work Ready Soft Skills                                  | Tutorial Assessment   | $\odot$ |             |  |  |  |  |

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

| Dashboard | Assignments | Reports | Resources | 2 | Ą | [⇔ Logout |
|-----------|-------------|---------|-----------|---|---|-----------|
|           |             |         |           |   |   |           |

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

| Individual Learne                              | er Report                 |                   |               |                           |                |         |               |               |              |                 |                 |
|--|---------------------------|-------------------|---------------|---------------------------|----------------|---------|---------------|---------------|--------------|-----------------|-----------------|
| Name TT Product Offering                       | T                         |                   |               |                           |                |         |               |               |              |                 | 8 9             |
| Date Completed 12 T                            | Activity Start Time 🛛 🖤   | Activity End Time | Senion Time T | Module T                  | Contant Type T | Level T | Level Score T | Scale Score T | ettedge 15 T | Credential 13 T | Certificate 14  |
| * Name SCDEW, Quality                          |                           |                   | 00:11:00      |                           |                |         |               |               | elladges 5   | Credentials: 2  | Certificates: 0 |
| Product: Academic Skills /                     | Assessments 🔳             |                   | 00-03-00      |                           |                |         |               |               | eBadges: 3   | Credential: 1   | Certificates: 0 |
| <ul> <li>Product: Soft Skills and D</li> </ul> | igital Skills Assessments |                   | 00.08.00      |                           |                |         |               |               | eBodges 2    | Credential: 1   | Certificates: 0 |
| 2023-02-10-03:13:30 PM                         | 2023-02-10 03:07:14 PM    |                   | 00.06.00      | Work Ready Soft Skills    |                |         | 0             | 231           |              |                 |                 |
| 2023-02-10-03:13:30 PM                         |                           |                   |               | Work Ready Soft Skills    |                |         |               |               | Earned       |                 |                 |
| 2023-02-10-03-16:02 PM                         | 2023-02-10 03.13:37 PM    |                   | 00.02.00      | Work Ready Digital Skills |                |         | 0             | 240           |              |                 |                 |
| 2023-02-10-03.16/02 PM                         |                           |                   |               | Work Ready Digital Skills |                |         |               |               | Earned       |                 |                 |
| 2023-02-10-03:16:02 PM                         |                           |                   |               |                           |                |         |               |               |              | Carned          |                 |
|  |                           |                   |               |                           |                |         |               |               |              |                 |                 |
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|  |                           |                   |               |                           |                |         |               |               |              |                 |                 |
|  |                           |                   |               |                           |                |         |               |               |              |                 |                 |
|  |                           |                   | 00:11:00      |                           |                |         |               |               | elladges: 5  | Credentials: 2  | Certificates: 0 |

Click on **Resources** in the top menu to go to the Resource Center, where you can learn more about the courseware and assessment solutions.

Click the person icon to see your user profile. Click the bell icon to see product updates and announcements. Logout by clicking the logout icon.

 Dashboard
 Assignments
 Reports
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 Logout

Need help? Contact WIN Support. Phone: 888-717-9461 Option 3

Email: support@winlearning.com

