



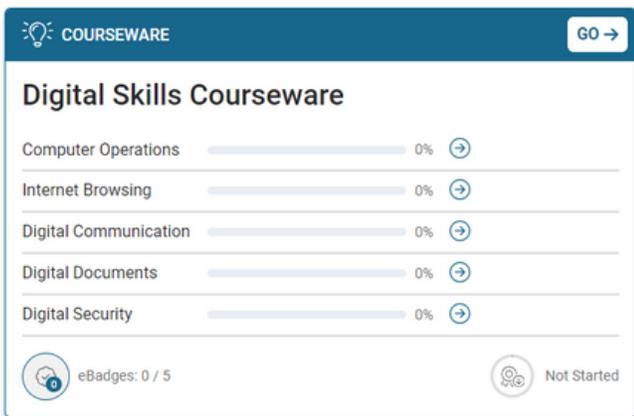
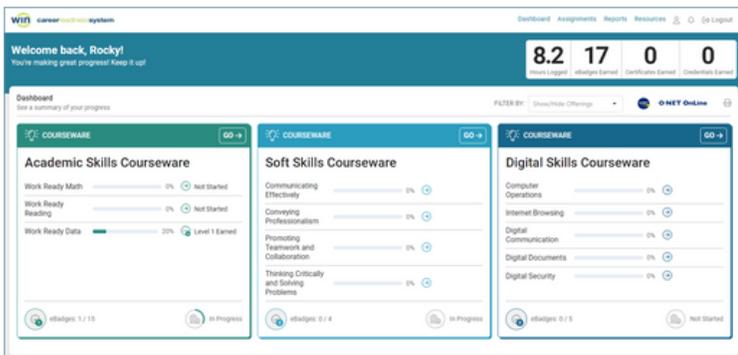
### 1. Login to WIN Career Readiness System

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



### 2. Enter the Courseware

Locate the Digital 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

Digital Skills Courseware contains five subject areas:

- Computer Operations
- Internet Browsing
- Digital Communication
- Digital Documents
- Digital Security

Click on **Pretest** to measure your current skill level in the subject area.

Module	Progress	Ebadge	Latest Score
Computer Operations	Pretest Course Posttest	✓	
Internet Browsing	Pretest Course Posttest	✓	
Digital Communication	Pretest Course Posttest	✓	
Digital Documents	Pretest Course Level I Course Level II Posttest	✓	
Digital Security	Pretest Course Posttest	✓	

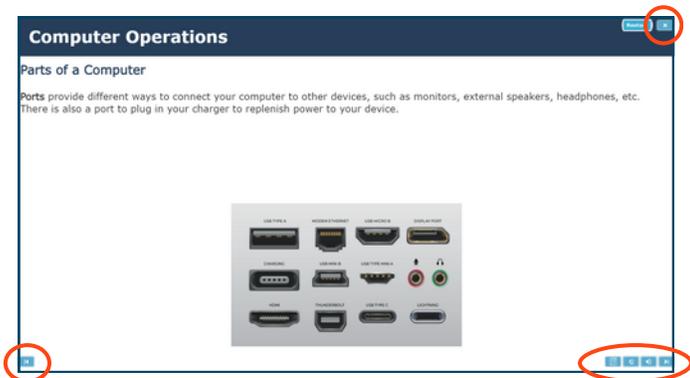


After you complete the Pretest, the lessons will unlock.

Module	Progress	Ebadge	Latest Score
Computer Operations	Pretest Course Posttest	✓	100 Pretest 7/5/2023
Internet Browsing	Pretest Course Posttest	✓	
Digital Communication	Pretest Course Posttest	✓	
Digital Documents	Pretest Course Level I Course Level II Posttest	✓	
Digital Security	Pretest Course Posttest	✓	

## 4. Course Navigation

Select a lesson to start working through the instructional material.



Navigate through the courseware by using the **Next** and **Back** icons.

Click the **Audio** button to enable text to speech.

Click the **X** button in the top right corner to return to the Digital Skills Courseware homepage.

## 5. eBadges and Certificates

After you complete the lessons, the posttest will unlock. Score 80% or greater on the posttest to earn an eBadge.

Earn an eBadge for each level to earn the Digital Skills Courseware Certificate of Completion.

Module	Progress	Ebadge	Latest Score
Computer Operations	Pretest Course Posttest		100 Earned 12/21/2023
Internet Browsing	Pretest Course Posttest		
Digital Communication	Pretest Course Posttest		
Digital Documents	Pretest Course Level I Course Level II Posttest		
Digital Security	Pretest Course Posttest		

## 6. Check Your Progress

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

Digital Skills Courseware	
Computer Operations	100%  Earned
Internet Browsing	0%
Digital Communication	0%
Digital Documents	0%
Digital Security	0%
eBadges: 1 / 5 <span style="float: right;">In Progress</span>	

If you earn all five eBadges, you will earn the Digital 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.

Individual Learner Report													
Name	Product Offering	Date Completed	Activity Start Time	Activity End Time	Session Time	Module	Content Type	Level	Level Score	Scale Score	eBadge	Credential	Certificate
		2022-02-21 10:14:39 PM				Digital Communication					Earned		
		2022-02-21 10:14:44 PM	2022-02-21 10:15:01 PM	2022-02-21 10:16:44 PM	00:01:43	Digital Documents	Course	0		100			
		2022-02-21 10:15:57 PM	2022-02-21 10:17:05 PM	2022-02-21 10:17:57 PM	00:00:52	Digital Documents	Course	1		100			
		2022-02-21 10:18:47 PM	2022-02-21 10:18:17 PM	2022-02-21 10:18:47 PM	00:00:30	Digital Documents	Module Posttest			94			
		2022-02-21 10:18:47 PM				Digital Documents					Earned		
		2022-02-21 10:20:16 PM	2022-02-21 10:19:07 PM	2022-02-21 10:20:16 PM	00:01:08	Digital Security	Course			100			
		2022-02-21 10:21:13 PM	2022-02-21 10:20:49 PM	2022-02-21 10:21:13 PM	00:00:24	Digital Security	Module Posttest			100			
		2022-02-21 10:21:13 PM				Digital Security					Earned		
		2022-02-21 10:23:55 PM	2022-02-21 10:21:34 PM	2022-02-21 10:23:55 PM	00:01:21	Internet Browsing	Course			100			
		2022-02-21 10:23:39 PM	2022-02-21 10:23:16 PM	2022-02-21 10:23:39 PM	00:00:23	Internet Browsing	Module Posttest			90			
		2022-02-21 10:23:39 PM				Internet Browsing					Earned		
00:09:46											eBadges: 5	Credentials: 0	Certificates: 1

Module	Content Type	Level	Level Score	Scale Score	eBadge	Credential	Certificate
Digital Communication					Earned		
Digital Documents	Course	0		100			
Digital Documents	Course	1		100			
Digital Documents	Module Posttest			94			
Digital Documents					Earned		
Digital Security	Course			100			
Digital Security	Module Posttest			100			
Digital Security					Earned		
Internet Browsing	Course			100			
Internet Browsing	Module Posttest			90			
Internet Browsing					Earned		
					eBadges: 18	Credentials: 0	Certificates: 2

**Need help?**  
**Contact WIN Support.**

Phone: 888-717-9461 Option 3

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

