

1. Login to WIN Career Readiness System

Navigate to **<u>www.wincrsystem.com</u>** from any browser and login with your username and password.

<image/>	<section-header><text><text><text></text></text></text></section-header>
	# 3014.305H HIR Learning All Right-Reserved, Software Venice 4.8.6 (built 1955)

2. Enter the Courseware

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

Will career system		Dashboard Assignments Reports Resources S. O. (o Logout
Welcome back, Rocky! You're making great progress! Keep it up!		8.2 17 0 00 Orderitais Earnel
Dashboard See a summary of your progress		FUTER BY: Show Hide Offerings • Sheet Online 🔒
:Ç: courseware	°Çi coursename	°Ç: coursename ao →
Academic Skills Courseware	Soft Skills Courseware	Digital Skills Courseware
Work Ready Math On On On Italiand	Communicating the G	Computer Diperations 0% (3)
Reading 0% (Not Started	Conveying DN (3)	Internet Browsing ON ③
Work Ready Data - 20% 🍙 Level 1 Earned	Promoting	Digital Communication In (3)
	Collaboration	Digital Documents 0% (3)
	Thinking Critically and Solving DN (*) Problems	Digital Security
etadges: 1 / 15 in Progress	Ge etadges: 0/4 (B) In Progress	etudges: 0 / 5



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.

Digital Skills Courseware Quick Reference Learner

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.

O: Courseware Pr	ogress	
Module	Progress	Ebadge Latest Score
Computer Operations	Pretest Course Postfest	\odot
Internet Browsing	Pretest Course Postlest	\odot
Digital Communication	Pretest Course Postlest	\odot
Digital Documents	Pretest Course Level I Course Level II Posttest	\odot
Digital Security	Pretest Course Postlest	\odot

Computer Operations Pretest						
What is the program that supports a device's basic functions and allows it to run applications?						
○ A) hardware						
 B) browser 						
C) search engine						
O D) operating system						
Submit						
1 of 11						

After you complete the Pretest, the lessons will unlock.

Module	Progress	Ebadge Lates Score
Computer Operations	Pretest Course Posttest	O 100 Pretes 7/5/2023
Internet Browsing	Pretest Course Posttest	\odot
Digital Communication	Pretest Course Posttest	\odot
Digital Documents	Pretest Course Level I Course Level II Posttest	\odot
Digital Security	∂ 8 8	\odot

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.

Courseware Progress	S Progress	Ebadge	Latest Score
Computer Operations	Core Core Postest	0	100 Earned 12/21/2023
Internet Browsing	Pretest Course Posttest	\odot	
Digital Communication	O O O O O O O O O O O O O O O O O O O	\odot	
Digital Documents	Pretest Course Level I Course Level II Postfest	\odot	
Digital Security) Prefest Course Postest	0	

6. Check Your Progress

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

ିଦ୍ଧି courseware		G0 →
Digital Skills Coursew	are	
Computer Operations	100%	Sarned
Internet Browsing	0%	Э
Digital Communication	0%	•
Digital Documents	0%	Э
Digital Security	0%	Э
eBadges: 1 / 5		In Progress

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.

Dashboard Assignments Report	s Resources	Do	Ô	[⇔ Logout
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Find the courseware name and the date you completed the activity. If you earned a Certificate of Completion, click **Earned** to download your Certificate.

Individu	ndividual Learner Report												
Name 1 T Product Offering 1 T										Q			
Date Corr	pleted 12 T	Activity Start Time	Activity End Time	Section Time T	Module T	Content Type T	Level T	Level Score T	Scale Score T	ettadge 15 T	Credential 13 T	Certificate	4 1
2022-02-3	11 10:14:39 PM				Digital Communication					Earned			
2022-02-3	11 10:16:44 PM	2022-02-21 10:15:01 PM	2022-02-21 10:16:44 PM	00:01:43	Digital Documents	Course	0		100				
2022-02-3	11 10:17:57 PM	2022-02-21 10:17:05 PM	2022-02-21 10:17:57 PM	00:00:52	Digital Documents	Course	1		100				
2022-02-0	110.1847 PM	2022-02-21 10:18:17 PM	2022-02-21 10:18:47 PM	00:00:30	Digital Documents	Module Posttest			94				
2022-02-0	110.1847 PM				Digital Documents					Larred			
2022-02-0	11 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				
2022-02-3	1 1021.13 PM	2022-02-21 10:20:49 PM	2022-02-21 10:21:13 PM	00.00.24	Digital Security	Module Posttest			100				
2022-02-3	1 1021.13 PM				Digital Security					Earred			
2022-02-3	1 102255 PM	2022-02-21 10:21:34 PM	2022-02-21 10:22:55 PM	00.01.21	Internet Browsing	Course			100				
2022-02-3	1 102339 PM	2022-02-21 10:23:16 PM	2022-02-21 10:23:39 PM	00.00.23	Internet Browsing	Module Posttest			90				
2022-02-3	1 102339 PM				Internet Browsing					Garred			
2022-02-3	1 102339 PM											Earned	
				00.09.46						ettadges: 5	Credentials: 0	Certificates	1

Module T	Content Type 🛛 🝸	Level T	Level Score	Scale Score	eBadge 15 T	Credential 13 T	Certificate 14 T
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		
						(Earned
					eBadges: 18	Credentials: 0	Certificates: 2

Need help? Contact WIN Support.

Phone: 888-717-9461 Option 3 Email: <u>support@winlearning.com</u>

