



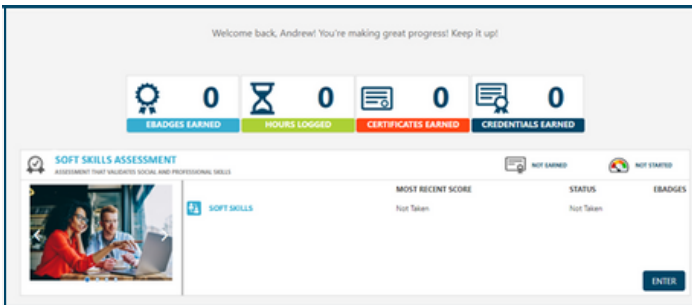
1. Login to WIN Career Readiness System

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



2. Enter the Assessment

Select the assessment from the **Products** dropdown or click the assessment below your summary data on your dashboard and click **Enter**.



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.

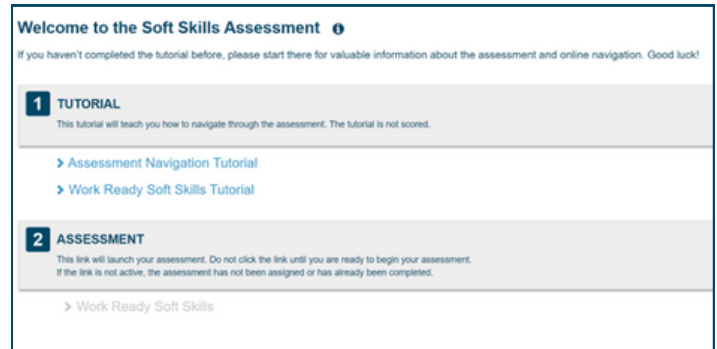
Section 1: Tutorials

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

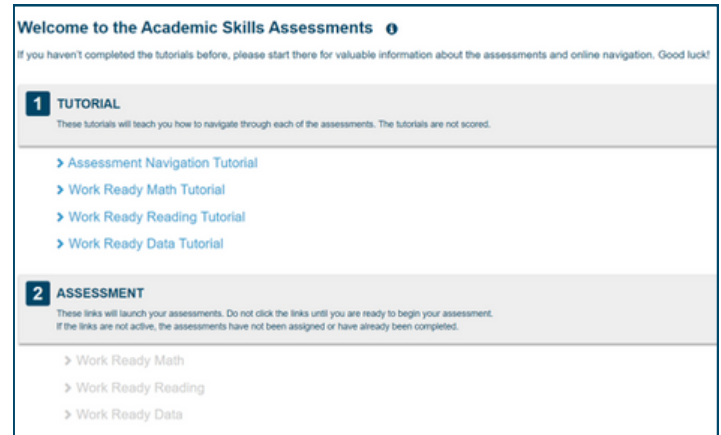
Section 2: Assessment

The assessment link will launch your assessment. Do not click the link until you are ready to begin your assessment. If the link is not active, the assessment has not been assigned or has already been completed.

Soft Skills Assessments View:

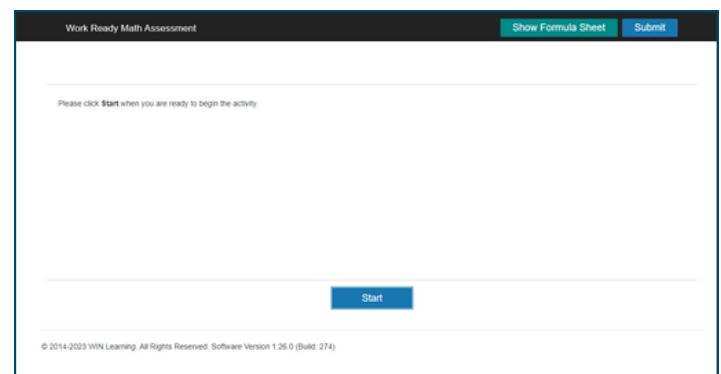


Academic Skills Assessments View:



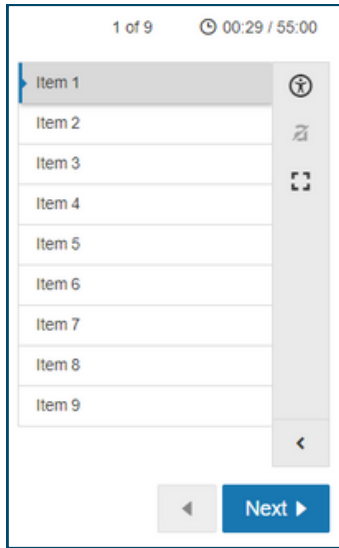
3. Start the Assessment

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.



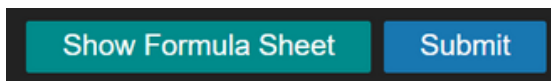
The Response Masking icon allows you to cross out options you are confident are incorrect to help identify the correct answer.



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.

Submit Assessment

You have not answered 2 of 3 questions. Once submitted, you will not be able to re-open the assessment. Are you sure you want to submit the assessment?

Submit Assessment

Cancel

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

Assessment successfully submitted. Please click Finish to close.

Finish

5. Check Your Score

Hover over **Reports** from the top menu and select **Individual**.

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

Name	Product Offering	Date Completed	Activity Start Time	Activity End Time	Session Time	Module	Content Type	Level	Level Score	Scale Score	eBadge	Credential	Certificate
None	SCORM Quality	00:11:00											
	Product: Academic Skills Assessments	00:03:00									eBadges: 1	Credential: 2	Certificates: 0
	Product: Soft Skills and Digital Skills Assessments	00:08:00									eBadges: 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		Earned		
	2023-02-10 03:13:30 PM	2023-02-10 03:13:37 PM	00:02:00			Work Ready Soft Skills		0	240		Earned		
	2023-02-10 03:16:02 PM	2023-02-10 03:16:02 PM				Work Ready Digital Skills					Earned		
	2023-02-10 03:16:02 PM											Earned	
		00:11:00									eBadges: 1	Credential: 2	Certificates: 0

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					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		Earned		
Work Ready Soft Skills					Earned		
Work Ready Digital Skills		0	240		Earned		
Work Ready Digital Skills					Earned		
					eBadges: 5	Credential: 2	Certificates: 0

Need help? Contact WIN Support.

Phone: 888-717-9461 Option 3

Email: support@winlearning.com

