



Quick Reference Card Ready to Work Courseware

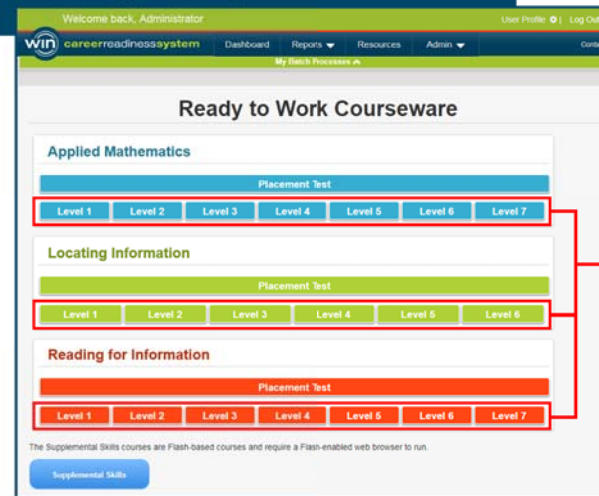
Facilitator

1. Logging In



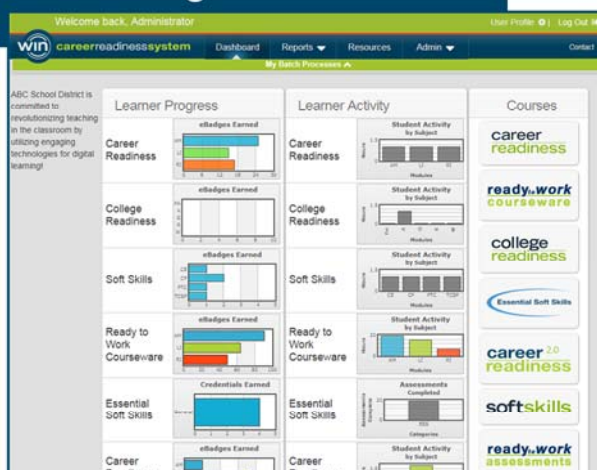
- Navigate to **wincrsystem.com** using your browser.
- Sign in with your **Username and Password.**

3. Beginning Study



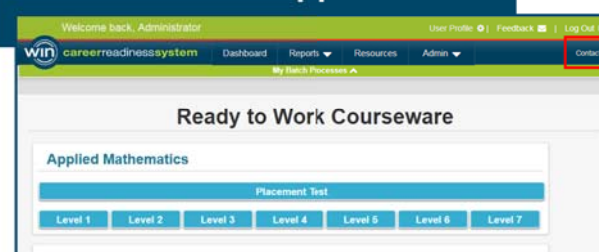
- There are three modules for R2WC: Applied Mathematics, Locating Information, and Reading for Information.
- As a facilitator you may navigate to any level in all modules.

2. Entering R2WC



- Select the **Ready to Work Courseware (R2WC)** from the Courses column on the dashboard.

4. Technical Support



- To reach technical support, click the **Contact** link at the top of the screen.

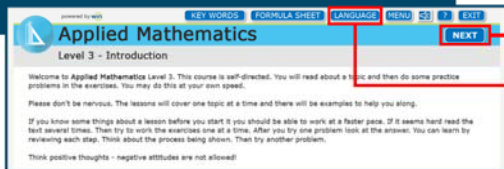
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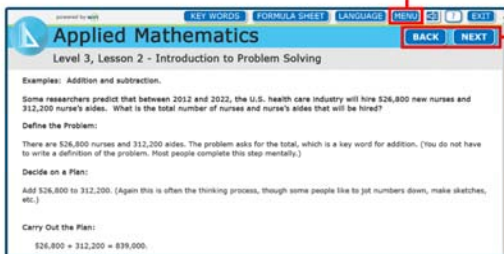
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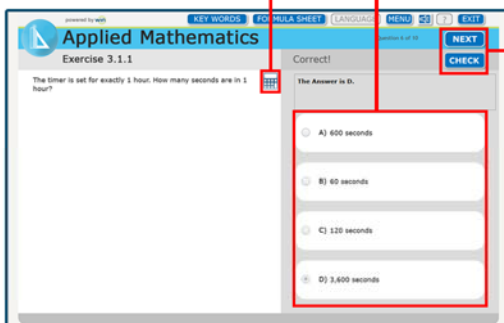
5. Course Navigation



Begin study within a level by clicking the **Next** button.



Include Spanish subtitles by clicking the **Language** button and selecting **Español**.



View a list of lesson topics by clicking the **Menu** icon. Use this feature to go directly to a topic.

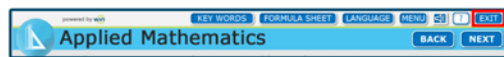
Navigate within the lessons by using the **Next** and **Back** buttons.

Access a calculator in the Applied Mathematics module by clicking the **Calculator** icon.

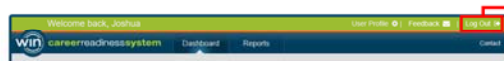
Answer exercise and test questions by clicking on the answer.

After the learner answers a question and clicks the **Check** button, the **Next** button becomes active. Click the **Next** button to continue.

Learners will earn an ebadge by scoring 80% or better on each posttest, and gain access to the modules next level of study.

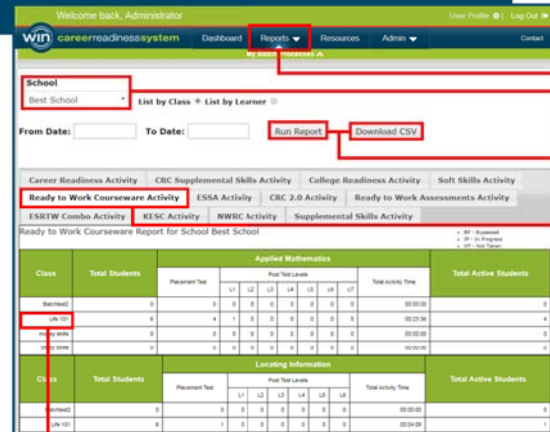


Exit the level by clicking the **Exit** button.



Quit the study session by clicking **Log Out** at the top of the dashboard screen.

6. Generating Reports



From the dashboard, select the **Reports** tab, then the type of report from the dropdown.

Select a site/school, depending on your role and organization, to drill down or leave it blank to view all sites.

Select the **Ready to Work Courseware Activity** tab.

Click **Run Report** to display the data. After you run the report, you can select the **Download CSV** button to export the data in .csv format.

Once you have selected a school/site, you can drill down by clicking a class/program name to see individual learner data at a glance.

Clicking the learner's name will display the date and score of each completed section.

Student	Placement Test	Post Test Levels						Total Activity Time
		L1	L2	L3	L4	L5	L6	
Anderson, David	0 @ Level 1	89	89	89	89	107	107	00:11:02
Barrera, Kristin	100 @ Level 1	89	89	89	89	89	89	00:01:42
Head, Marshall	0 @ Level 2	89	107	107	107	107	107	00:02:08
Leah, David	0 @ Level 1	107	107	107	107	107	107	00:02:08
Phan, Tony	107	107	107	107	107	107	107	00:02:08
Phan, Shanna	107	107	107	107	107	107	107	00:02:08

Level	Level Description	Date	Score
Level 1		8/22/2016	100
Level 1	Pre Test	8/22/2016	100
1.2.1	Recognizing Basic Math Symbols	8/22	8/22
1.3.1	Using Tools	8/22	8/22
1.4.1	Reading Simple Values	8/22	8/22
1.5.1	Recognizing Whole Number Values	8/22	8/22
1.6.1	Reading and Estimating Symbols	8/22	8/22
1.7.1	Recognizing Place Value Symbols	8/22	8/22
1.8.1	Counting Integers	8/22	8/22
1.9.1	Reading and Writing Fractions	8/22	8/22
Level 1	Post Test	8/22/2016	100
Level 2	Pre Test	8/22	8/22

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