



Quick Reference Card Ready to Work Courseware

Learner

1. Logging In



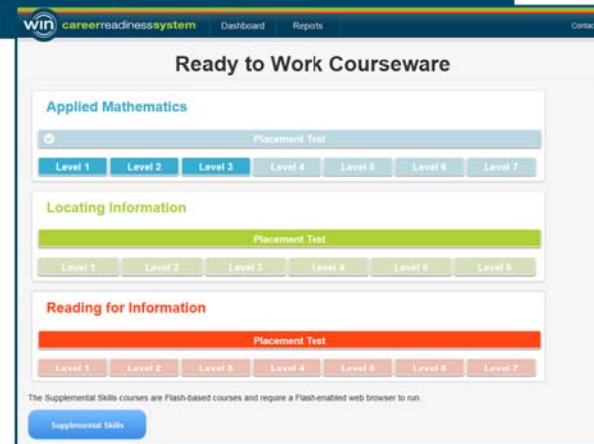
- Navigate to **wincrsystem.com** using your browser.
- Sign in with your **Username and Password.**

2. Entering R2WC



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

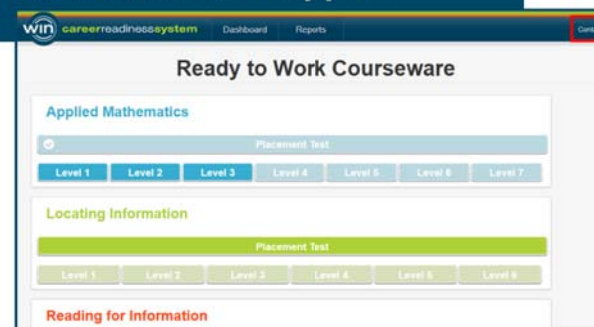
3. Beginning Study



- There are three modules for R2WC: Applied Mathematics, Locating Information, and Reading for Information.
- Once you have taken a placement test, all levels become active up to and including the starting level prescribed by the placement test. You may review at lower

levels, but higher level access is only gained by scoring 80% or higher on the end-of-level posttest. Open a level by clicking the level button. When returning to a module for further study, you can also click the level button to begin working where you last left off.

4. Technical Support



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

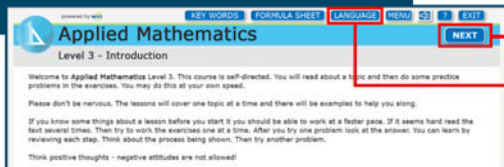
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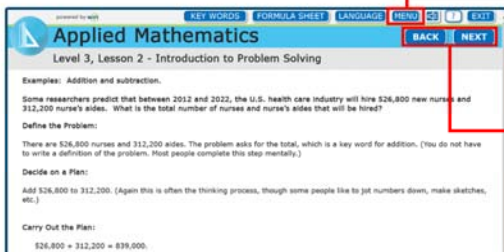
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5. Course Navigation



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

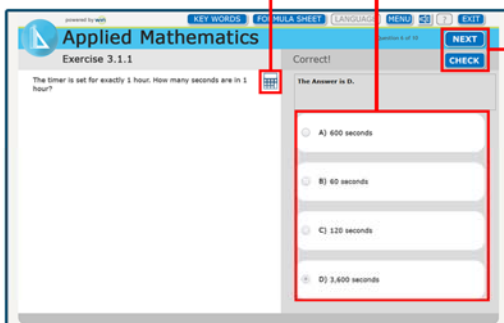
Include Spanish subtitles by clicking the **Language** button and selecting **Español**.



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** button.

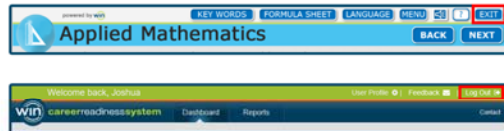


Answer exercise and test questions by clicking on the answer.

After you answer a question and click the **Check** button, the **Next** button becomes active. Click this button to continue.

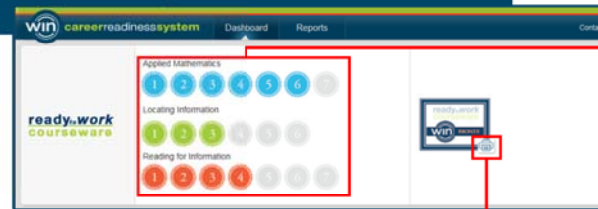
Earn an ebadge by scoring 80% or better on each posttest, and gain access to the next level of study within the module.

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



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

6. eBadges & Certificates

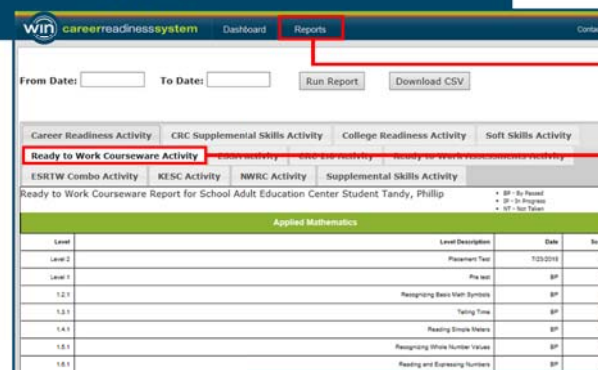


View personal progress by reviewing your ebadge status. **eBadges** are earned by passing the level's posttest.

Click the **Certificate** to view and print your earned certificate.

R2WC certificates are earned by achieving at least 80% in all 3 modules (AM / LI / RI). Bronze signifies that you have achieved this score on at least 3 levels, Silver on at least 4 levels, Gold on at least 5 levels, and Platinum on at least 6 levels.

7. Reports



View summary reports on your personal progress by clicking the **Reports** tab at the top of the screen.

Select R2WC from the horizontal list.

Your report will open, providing a list of all scored activities, dates and total activity time.

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