

### LOGGING IN



- 1 Launch your Internet browser (example: Internet Explorer).
- 2 Type in the address of your WIN Courseware site. (<http://yoursite.wincshost.com>)
- 3 Choose Click Here to Begin.

- 4 Type in your First Name.  
Type in your Last Name.  
Type in your PIN Number.  
*(If you do not have a PIN number, you will need to make sure you have been enrolled by an Administrator at your site.)*



- 1 Skills Courseware Selection List (varies depending on available Skills): Click on a topic to take Placement Test or view Courseware
- 2 Adaptive User workspace: This area is where the courseware and/or placement test will display
- 3 Admin Menu button: (Only visible by Site Administrators or Managers) Click to open Administrators Menu.
- 4 Toolbar (5 sections):

- a. Progress: Click to view completed courses and assessment scores
- b. {Blank}: Used for Sound, Closed Captioning, or other site options
- c. Help: Displays site and button descriptions, as well as the WIN Support Desk phone number and e-mail address

- d. PDF version (only visible to Administrators): Links to downloadable Portable Document Format (PDF) versions of the WIN courseware.
- e. Career Center and Job Profiles: Separate portal containing information about Career Planning, Development and Assessment

### STUDENT VIEW

- 1 WIN Career Readiness Courseware™ screen: Information for the courseware will appear here.
- 2 Navigation buttons: Used to navigate to the previous or following screens.
- 3 Toolbar: Contains several options in taking the courseware:
  - a. Menu: Contains the Table of Contents for the current course. Can be used to quickly navigate to other course screens
  - b. Print: Allows users to print the current screen to any installed printers
  - c. {Blank}: These spaces are used for site optional buttons, including but not limited to: Voice-over text reading, Closed-captioning, and Spanish options.
  - d. Info: Lists general WIN information



- e. Help: Displays information about the current page, as well as the telephone number and e-mail address to WIN Customer Support
- f. Calculator: (note: this is only displayed on the Applied Mathematics courseware) Java-based calculator for use in assisting the user in performing mathematical calculations
- g. Posttest Results: Displays the scoring for the current users Posttest. Opens in new window.



### ADMINISTRATOR SCREEN

- 1 **INDIVIDUAL STUDENTS:** Contains progress and information specific to each student. Individual students can be updated, managed, deleted or made inactive
- 2 **FOR ALL STUDENTS:** Administrators and managers can print certificates and run reports based on specific criteria
- 3 **UTILITIES:** Allows Administrators and managers to “bulk” enroll students and managers, enroll students individually, as well as set Classes and Levels which students should strive to successfully complete
- 4 **PRINTABLE:** Administrators and managers can Print Courseware and site lists, Posttest Answer Keys, Kindergarten through 8th grade courseware and the WIN Administrators Guide
- 5 **ADMINISTRATORS:** (only accessible by Administrators) Used to view or change Manager and/or General System settings. Also used to set or modify Groups and Areas
- 6 **QUIT:** Returns to Student main screen (pops up with confirmation screen)

