WIN Statewide Settings

There are some systems settings that are universal for all learners in the state of Indiana:

Only those with Administrator access can enroll managers and facilities in the courseware.

The courseware automatically times out after 45 minutes of inactivity.

Learners must take a placement test in any topic area before being able to access the remediation courseware.

All placements tests begin at level 3 and increase or decrease in difficulty in response to the learner's answer choices.

Each placement test consists of a series of 5 questions at each level in the topic area. Learners must score 80% or better in each set of questions to advance to the next set in the placement test.

A learner can only post-test in a level and topic area twice in a 24-hour period.

Learners must obtain a score of 80% or higher on a posttest in order to advance to the next level.

WIN
W-WIN.COM

For more training or information, contact any of the following:

Regional WIN Administrator:
Email:
Phone:

WIN Helpdesk: support@w-win.com
Phone: 1.888.717.9461

Statewide WIN Administrator:
Martha Finch Anderson
Email: mfinch-anderson@dwd.in.gov

INDIANA WORKFORCE DEVELOPMENT
AND ITS WorkOne CENTERS

Manager Manual

WELCOME TO THE
WIN CAREER READINESS COURSEWARE
Indiana Department of Workforce Development

http://ingov.wincshost.com

The login for the manager is:

First Name:_____

Last Name: _____

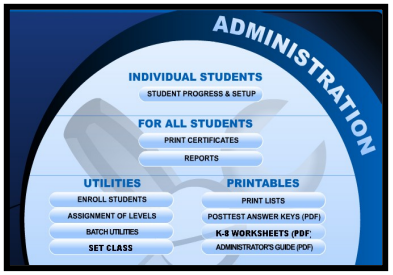
PIN: _____

Facility: _____

ADMIN

Click here

Manager's Directions



Within the Admin link you will be able to:

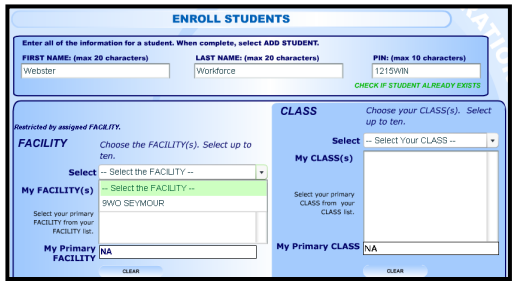
- Enroll learners into your facility
- Modify learner settings
- Access Reports on your learners
- Create classes
- Print Certificates

Procedure for enrolling a learner (Under Utilities):

*First check for an existing user account in the WIN system under **Student Progress & Setup**.

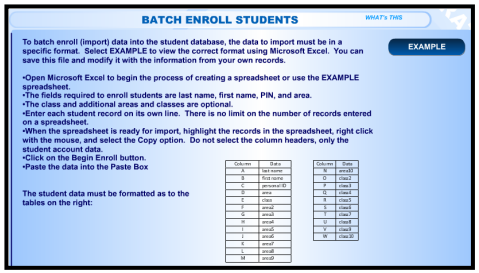
Click on enroll student:

Use **FIRST** and **LAST NAME**
Password = at least 4 but no more than 10 characters
Attach learner to your **Facility**
Class - This feature should only be used only if the manager at the facility needs to divide a large number of learners into more manageable groups, otherwise leave this blank.



Procedure for batch enrolling learners (Under Utilities):

Click on batch utilities then batch enroll students:



Follow the directions on the screen and, when ready, click **begin enroll**.

Paste your learner information into the paste box, confirm that the information is correctly listed and click **begin enroll** again.

Learners successfully entered will appear under the enrolled column, those not, will appear under Not Enrolled.

Procedure for modifying a learner's settings:

Once the learner is enrolled into the courseware you can view and modify their information and settings by selecting the learner's name under student progress & setup.

Modify Info - Change name, password, area or class
Modify Settings - Allow learners to retake placement tests, lock learners out of topic areas, set level access in a topic area, and mark a learner as inactive
Deletion - Removes learner account entirely; information cannot be recovered once deleted
Report - access pdf or html reports on an individual's performance
Certificate - view or print certificates earned by the learner for post-testing up a level in a topic area

Procedure for creating a class (Under Utilities):

The class function can be used to divide large groups of learners into clusters of smaller sizes. (Creating classes is not required in the courseware).

Click **Set Class**
Click **Add**
Enter class name using the following formula:

FACILITY Name + Class Title

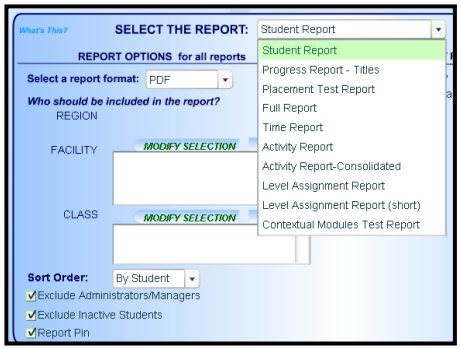
Example: 9WOColumbusLITERACY1112

Click **Save**

Procedure for running facility reports:

To run reports on classes or all learners enrolled in your facility, choose the reports feature. Reports can be generated in either pdf or html format for printing or emailing.

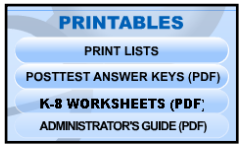
Select the format, facility, and class if appropriate; then choose the type of report. You can set custom date ranges on all reports, and have the option to choose what topic areas are included in the reports.



You can also modify report to exclude inactive learners and/or administrators, and can remove pin numbers from reports for security.

Other Resources:

Additional resource for learning more about WIN and working with the courseware can be found under the **PRINTABLES** section of the admin screen.



You can also access hard copies of the entire courseware when logged in as a manager on the main menu screen. Just click **PDF Version** and select the desired topic and level.