

# KYAE Essential Skills Directions

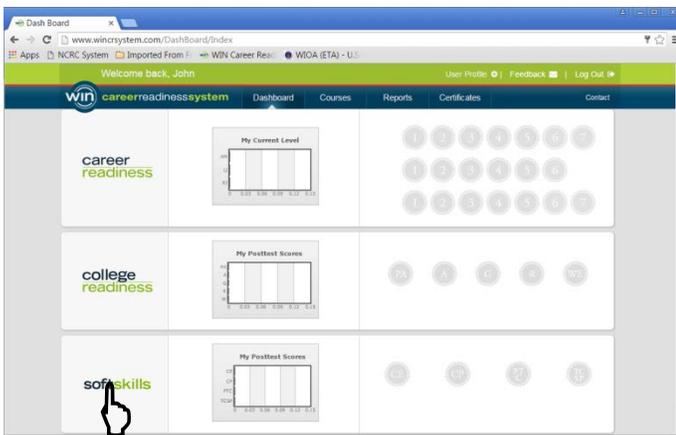
URL: [www.wincrsystem.com](http://www.wincrsystem.com)

User Name: **(email address)**

Password: **Password1**



The dashboard will show the options of Career Readiness, College Readiness, and Essential Skills. Click on the Essential Skills.



## Essential Skills

There are four components: Communicating Effectively, Conveying Professionalism, Promoting Teamwork and Collaboration, and Thinking Critically and Problem Solving.

Click on the bar that contains the item which you need to complete next. Once it is highlighted, ...

	Pretest Intro	Pretest	Course Progress	Posttest Intro	Posttest
Communicating Effectively	Not Taken	Not Taken	Not Started	Not Taken	Not Taken
Conveying Professionalism	Not Taken	Not Taken	Not Started	Not Taken	Not Taken
Promoting Teamwork and Collaboration	Not Taken	Not Taken	Not Started	Not Taken	Not Taken
Thinking Critically and Solving Problems	Not Taken	Not Taken	Not Started	Not Taken	Not Taken

... start with the "Pretest Intro" for each section, then move on through the Pretest. When you have successfully finished each section, you will receive an ebadge.

	Pretest Intro	Pretest	Course Progress	Posttest Intro	Posttest
Communicating Effectively	Not Taken	Not Taken	Not Started	Not Taken	Not Taken
Conveying Professionalism	Not Taken	Not Taken	Not Started	Not Taken	Not Taken
Promoting Teamwork and Collaboration	Not Taken	Not Taken	Not Started	Not Taken	Not Taken
Thinking Critically and Solving Problems	Not Taken	Not Taken	Not Started	Not Taken	Not Taken

Communicating Effectively

PretestIntro Pretest Course PosttestIntro Posttest

You have not taken the PRETESTINTRO. You must complete the PRETESTINTRO before taking the PRETEST

first, then, then, then, then

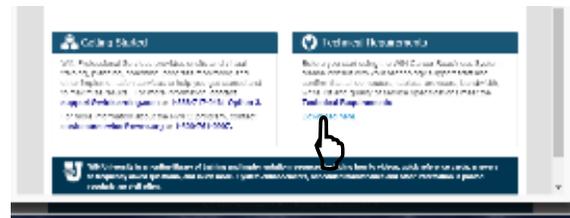
Go through ALL FOUR (Communicating Effectively, etc.) modules taking the Pretest Intro, Pretest, Course, etc.

After you have completed ALL FOUR modules, you are ready for the KESC.

## KESC

You are to proctor each other using the Principles of High Stakes Testing.

Prior to logging onto the WIN Career Readiness system, go to the Resources page and insure that you have installed the lockdown browser to the machine, which will be used for testing. Select the Download Here under the Technical Requirements section.



In the bottom left of the PDF, there is a link for the lockdown browser.

Hardware		Tablet   Operating System and Browser	
Processor   PC: Windows	Minimum Requirements Intel processor or compatible	Apple iPad	Version Requirements iOS 8.0 or higher
Processor   Open Star	Intel Processor (Power PC not supported)	Android Tablets	Android Version 4.0 or higher
RAM	2 GB	Tablets	HANDOK
Video Resolution	1024 x 768 required, 1280 x 1024 recommended	Minimum Software RT	Windows RT with Internet Explorer 10
Audio	Sound card & speakers/headphones required		
Browser   Desktop	Required for PC   Recommended for Tablet		
Desktop & Laptop   Operating System and Browser			
Current Version	Windows 7 or higher	Current Version	Active Menu OS 10 or higher
Current Version	7 or higher	Current Version	7 or higher
Current Version	Current Version	Current Version	Current Version
Current Version	Current Version	Current Version	Current Version
Current Version	Current Version	Current Version	Current Version
Procured Assessments			
<ul style="list-style-type: none"> <li>Procured assessments users must download and install the Respondus Lockdown Browser on each computer used for testing.</li> <li>The Respondus Lockdown Browser must be downloaded from one of the links below.</li> <li>A test link is included in the Lockdown Browser Instructions.</li> </ul>			
<ul style="list-style-type: none"> <li>Windows Downloads</li> <li>Windows Installer</li> </ul>		<ul style="list-style-type: none"> <li>Macintosh Downloads</li> <li>Macintosh Instructions</li> <li>Macintosh Installer</li> </ul>	
<ul style="list-style-type: none"> <li>Software</li> <li>Active Menu Reader 10.0 or higher</li> <li>Flash Player 8 or higher</li> <li>JavaScript must be enabled</li> </ul>			
<ul style="list-style-type: none"> <li>Additional Requirements</li> <li>The proctored assessments are not available on iPads, Android tablets, or Chromebooks.</li> <li>WIN Learning tools are not recommended for mobile phones.</li> <li>WIN Learning does not support or endorse third party hardware, software or applications.</li> </ul>			
<p>For assistance, contact the WIN Learning Help Desk at 1-888-717-6461 or support@winlearning.com.</p>			

# KYAE Essential Skills Directions

## Proctoring the KESC

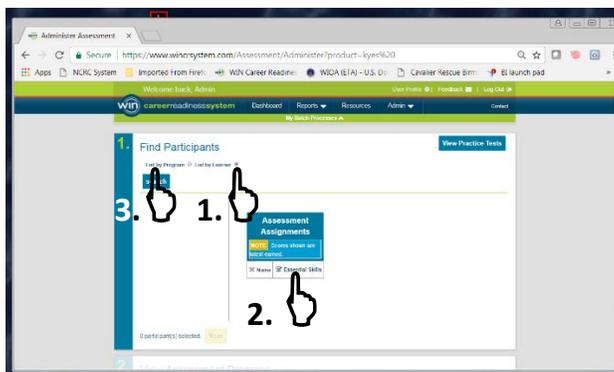
URL: [www.wincrsystem.com](http://www.wincrsystem.com)

User Name: **KYAE\_Admin@ky.gov**

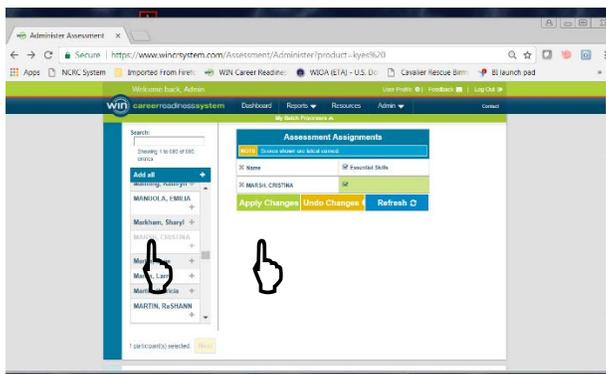
Password: **Password1**



After the KESC launches, select the List by Learner radial dial. Then, select the Essential Skills box; then select the Search button and locate your learner(s).



Select the learner(s) from the list on the left and select Apply Changes. The learner(s) are now enrolled in the assessment and will stay enrolled until midnight of the day enrolled.



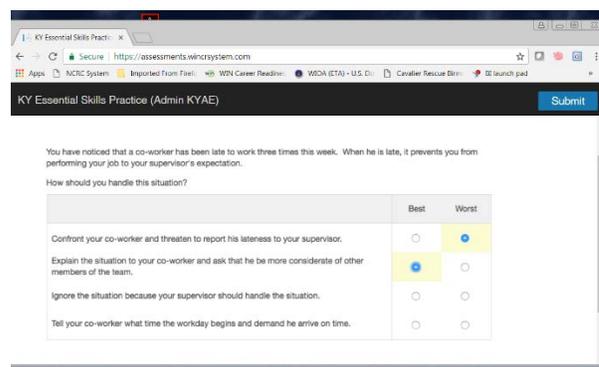
## Taking the KESC

URL: [www.wincrsystem.com](http://www.wincrsystem.com)

User Name: **(email address)**

Password: **Password1**

The learner should select View Practice Tests to familiarize themselves with the mechanics of the KESC online proctored assessment. *(The learner can do this at any time, since the Practice Test does not require the lockdown browser.)*



There are 45 questions and two answers for every question: **Best** and **Worst**. The best answer is what is best for the company, and the worst is the answer which would cause the company the most harm.

Good Luck!