
Quick Start Guide to WIN CRSystem

How to Create Classes/Programs:

1. Login to www.wincrsystem.com, click Admin tab then Organization Administration
 - o In drop-down menu, select Class/Program as organization type
 - o Click green Create button
2. Complete fields
 - o Name: unique and identifiable
 - Suggested naming convention: Year, Name, Description
 - Example: Life Skills 2017 Fletcher Fall Semester
3. Click Save
4. Class will now be listed in the WIN CRSystem and may have instructors and learners added

How to Add Learners to Classes:

*When an administrator creates a class, a teacher must be assigned to it. When a teacher creates a class, he/she is automatically assigned.

1. Click Admin then select Organization Administration
2. In drop-down menu, select Class as organization type then Search or Show All
3. Click Add Student to the right of class
4. Click green Add Student button
5. Search to find learners by last name
6. Check box to the left of each learner's name to add to the class
7. Once all learners have been selected, click Add Selected Student to Class

How to Reset Tests:

*Placement Tests in CRC can only be reset if student has not worked in a course at all.

1. After logging in, click Reports tab then select Activity Reports
2. Filter to select learner who needs test reset
3. Click the appropriate courseware (CRC, CRC+, Soft Skills)
4. Click Run Report
5. Click Reset under appropriate module, type reason for reset, then click OK

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How to Add Instructor/Single Learner:

1. Login to wincrsystem.com (Google Chrome browser is recommended)
2. Click Admin tab then User Administration
3. Click Create New User button
 - Select User level from drop-down menu (instructor, learner etc.)
 - Click green Create button
4. Complete all fields
 - Middle name is not required
 - If email is unknown, the system will generate one to be used as username (example: Rhonda.Jones34261 @wincrsystem.com)
 - Type in password (recommended); if left blank, system will create one
 - Optional: User must change password at next log on
 - Click Save
5. Pop-up displays new temporary password if one was not typed in – be sure to record
6. Instructor or Learner will now be listed in WIN CRSystem and can be added to classes.

How to Look-Up/Reset Passwords:

1. After logging in, click Admin tab then User Administration
2. Click List or Edit Users button
3. Filter to select user who needs password information by searching name
4. Hover cursor over tool icon on the right
5. Click blue Show Password or Reset Password
6. Pop-up displays password for user (provided password has been previously set)
7. Click OK

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How to Batch Enroll:

1. Login to www.wincrsystem.com (Google Chrome browser is recommended)
2. Click Admin tab then Organization Administration
3. Click green Batch Enroll button
 - o If green Batch enroll button not shown, select School as organization type in dropdown
 - o Search to find school to add students to
 - o Click Batch Enroll link
4. Click Template for Student
5. Complete spreadsheet with student information
 - o Middle name is not required
 - o Emails can be generated if not available (this will be student username)
 - o May set password for students (recommended)
 - o Fill Password Expire column with 'yes' if you'd like to require students to reset new password when logging in for the first time
6. Save spreadsheet as type CSV (Comma Delimited, .csv)
 - o Two pop-us will appear: click Yes/OK for both
7. Click Choose File in Step 3 then choose CSV just saved
 - o Click Upload File
 - o While CSV is uploading, no other files can be chosen
8. Once upload is successful, click the green My Batch Processes tab near top of screen, just below WIN logo
 - o Download File
 - o File contains usernames and temporary passwords for all students
 - o This file can be saved to hard drive for later use
 - o Learners will now be listed in WIN System, can be added to classes
9. The Template for Student used for batch enrollments must be downloaded for each location and may not be reused (hidden fields correlate to particular school data).

