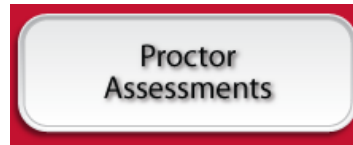


# Florida Ready to Work | Proctor Quick Start Guide

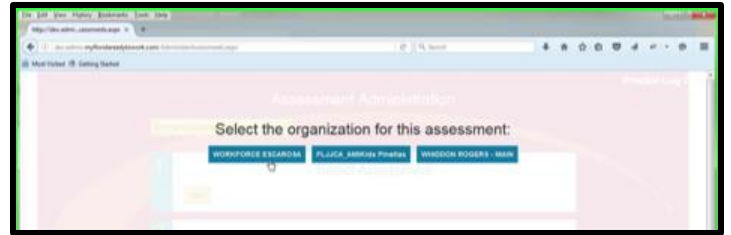
Florida Ready to Work (FRW) assessments are delivered on a new platform powered and accessed from the existing Florida Ready to Work application - <https://myfloridareadytowork.com>. A new “Lockdown Browser” application must be downloaded and installed on all workstations used to deliver the assessments. Instructions and the installation package can be downloaded via <https://admin.myfloridareadytowork.com/Specs.aspx>. All other existing features in the portal have remained the same.

## HOW TO ADMINISTER ASSESSMENTS

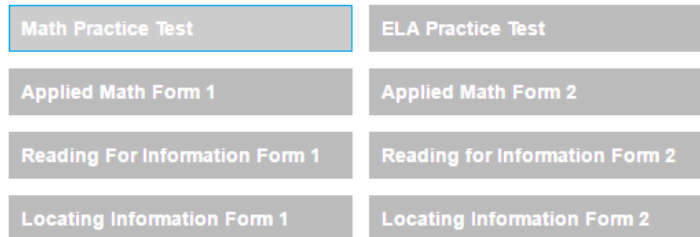
To administer an assessment, a proctor selects “Proctor Assessments” from the Main menu.



If the proctor is assigned to more than one Area, he/she selects the Area from which to assign participants to the assessment.



**Step 1:** Proctor selects from the assessments available.



**Step 2:** Proctor selects the participants to take the assessment. A proctor can search by “First Name”, “Last Name” and “Username” fields and then from the search results select the participants who are to be assigned the selected assessment.

### Select Assessment

### Select Participants

First Name  Last Name  Username

Select all or particular participant(s) in the current list:

participant(s) selected.

The proctor can repeat this process with multiple filters. Each time a new filter is chosen, the participants selected from previous searches will remain at the top of the result list and can be deselected at any time.

Select Participants

First Name  Last Name  Username

Select all or particular participant(s) in the current list:

Select	First Name	Last Name	Username
<input checked="" type="checkbox"/>	Mary	Arnold	MAArnold2938
<input checked="" type="checkbox"/>	Mary	Arnold	MAArnold4598
<input type="checkbox"/>	Johnny	Appleseed	JAppleseed0812
<input type="checkbox"/>	John	Arnett	JArnett9876
<input type="checkbox"/>	Johnny	Bravo	JBravo6555
<input type="checkbox"/>	John	Brown	JBrown8176
<input type="checkbox"/>	John	Brown	JBrown9999

**Step 3:** Finally, the proctor clicks on the “Start Assessment” button to begin assessment.



A control panel provides the proctor the status of each of the participants taking the test, including the item on which they are currently working.

**Administer Assessment**

Return to Administer Assessments

Math Practice Test - 4 Students Actions -

Student	Activity	Status	Current Item #
Marie Clark	Math Practice Test	●	5
John Brown	Math Practice Test	●	--
John Chaires	Math Practice Test	●	--
johnny collum	Math Practice Test	●	--

From this control panel, the proctor can pause, unpaue, extend time, exit & save and exit & discard the assessment.

**Administer Assessment**

Return to Administer Assessments

Math Practice Test - 4 Students Actions -

Student	Activity	Status	
Marie Clark	Math Practice Test	●	
John Brown	Math Practice Test	●	
John Chaires	Math Practice Test	●	

Pause

Unpause

Extend Time

Exit & Save

Exit & Discard

All of the existing features in Florida Ready to Work outside of the Assessment component have remained the same. As before, results from the new assessments can be accessed via the “Reporting Tools” button. This report has been improved by adding the student’s “Username” in the report enabling proctors to differentiate between students with the same first and last name.

**To run a report, enter your preferred search criteria and click Search below:**

Assessment Center: WIN Training

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Username: \_\_\_\_\_

Credential Level: Any

Credential Earned - Start Date: \_\_\_\_\_

Credential Earned - End Date: \_\_\_\_\_

Results Per Page: 20

**YOUR REPORT:** Following is a preview of your report based on the search criteria you entered above:

- AM = Applied Mathematics
- LI = Locating Information
- RI = Reading for Information

<< < 1 2 3 > >> Page 1 of 18 Select All on this Page

Username	First Name	Last Name	AM Level/Form	LI Level/Form	RI Level/Form	Credential Level	Credential Earned Date	Electronic Credential	Order Credential
ATilton7888	Angela	Tilton				No Assessments			<input type="checkbox"/>
TGod2212	Trusting	God				No Assessments			<input type="checkbox"/>

## CONTACT

To report issues with or ask questions, please contact the WIN Learning Help Desk:

Email: [helpdesk@floridareadytowork.com](mailto:helpdesk@floridareadytowork.com)

Phone: 877-444-4505