



**FLORIDA**  
**ready to work**  
powered by **win**



**Florida Ready to Work  
Reports + Reports = Great Data**

**May 21, 2024**

# Agenda

- Introductions - Meet the Florida Ready to Work Team
- Overview of Florida Ready to Work
- Report Run Through
- Questions / Answers with Customer Success Team

# THREE Stackable Credentials – Customizable Program

FLORIDA  
ready to work  
credential

## SOFT SKILLS

The State of Florida recognizes

### Sample Student

for demonstrating foundational soft skills including  
Communicating Effectively, Conveying Professionalism,  
Promoting Teamwork and Collaboration, and Thinking Critically and Solving Problems.

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Ron DeSantis, Governor  
State of Florida

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## DIGITAL SKILLS

The State of Florida recognizes

### Sample Student

for demonstrating mastery of foundational career skills in  
Computer Operations, Internet Browsing, Digital Communication,  
Digital Documents, and Digital Security.

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## ACADEMIC EMPLOYABILITY SKILLS

### ACHIEVEMENT LEVEL 3

The State of Florida recognizes

### Sample Student

for demonstrating foundational employability skills including  
Work Ready Math, Work Ready Reading, and Work Ready Data.

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Reports Go Live

# Reports Recap – The Dashboard

- The first page you see when you log into the Florida Ready to Work portal, offering cumulative data of all your learners' progress.
- Use the Calendar Icon to change the dates based on the data you want to see.
- *Learners Enrolled* is the total number of learners with access from your location.
- *Active Learners* is the total number of individuals within the date parameters who have used the system.

# Reports Recap – Learner Listing

- Generates detailed information on accessed products for all active learners.
- Use when you want to compare more than one learner at a time in a single location during a specified time frame.

Learner Listing Report

Filter(s) Exportable Version:  off

Name ↑ Product ↑

| Date Completed                            | Session Time | Module | Content Type | Level | Level Score | Scale Score | eBadge     | Credential     | Certificate     |
|---|--------------|--------|--------------|-------|-------------|-------------|------------|----------------|-----------------|
| Name: <a href="#">Accredible, Quality</a> | 01:04:45     |        |              |       |             |             | eBadges: 6 | Credentials: 0 | Certificates: 0 |
| Name: <a href="#">Aragon, Catherine</a>   | 00:09:05     |        |              |       |             |             | eBadges: 0 | Credentials: 0 | Certificates: 0 |
| Name: <a href="#">Arnold, Ella</a>        | 00:22:29     |        |              |       |             |             | eBadges: 3 | Credentials: 0 | Certificates: 0 |
| Name: <a href="#">Arnold, Eric</a>        | 00:51:00     |        |              |       |             |             | eBadge: 1  | Credential: 1  | Certificates: 0 |
| Name: <a href="#">Arnold, Katherine</a>   | 01:05:12     |        |              |       |             |             | eBadges: 0 | Credentials: 0 | Certificates: 0 |
| Name: <a href="#">Arnold, Oliver</a>      | 00:09:05     |        |              |       |             |             | eBadges: 2 | Credentials: 0 | Certificates: 0 |
| Name: <a href="#">Assurance, Quality</a>  | 00:01:45     |        |              |       |             |             | eBadges: 0 | Credentials: 0 | Certificates: 0 |
| Name: <a href="#">Avery, Victor</a>       | 00:02:00     |        |              |       |             |             | eBadges: 0 | Credentials: 0 | Certificates: 0 |
| Name: <a href="#">Ball, Carl</a>          | 00:47:00     |        |              |       |             |             | eBadges: 4 | Credential: 1  | Certificates: 0 |
| Name: <a href="#">Ball, Felicity</a>      | 00:00:08     |        |              |       |             |             | eBadges: 0 | Credentials: 0 | Certificates: 0 |
| Name: <a href="#">Blake, Piers</a>        | 00:01:28     |        |              |       |             |             | eBadge: 1  | Credentials: 0 | Certificates: 0 |
| Name: <a href="#">Child, Julia</a>        | 00:00:00     |        |              |       |             |             | eBadges: 3 | Credentials: 0 | Certificates: 0 |

# Reports Recap – Class Report

- Generates information by ‘Class’ that you create
- Defines groups of learners and allows you to see how they are progressing.

Class Report

Filter(s)



Class ↑▼ Name ↑▼ Product ↑▼ Organization(s) ↑▼

| Date Completed                    | ↑2 ▼ | Session Time | ▼ | Module | ▼ | Content Type | ▼ | Level | ▼ | Level Score | ▼ | Scale Score | ▼ | eBadge      | ↑5 ▼ | Credential      | ↑3 ▼ | Certificate     | ↑4 ▼ |
|-----------------------------------|------|--------------|---|--------|---|--------------|---|-------|---|-------------|---|-------------|---|-------------|------|-----------------|------|-----------------|------|
| ▶ Class : Engineering             |      | 04:02:09     |   |        |   |              |   |       |   |             |   |             |   | eBadges: 23 |      | Credentials: 4  |      | Certificates: 0 |      |
| ▶ Class : Logistics ABC           |      | 08:07:05     |   |        |   |              |   |       |   |             |   |             |   | eBadges: 19 |      | Credentials: 3  |      | Certificates: 0 |      |
| ▶ Class : Mining 102              |      | 01:42:37     |   |        |   |              |   |       |   |             |   |             |   | eBadges: 10 |      | Credentials: 2  |      | Certificates: 0 |      |
| ▶ Class : New Class               |      | 08:47:57     |   |        |   |              |   |       |   |             |   |             |   | eBadges: 23 |      | Credentials: 0  |      | Certificates: 0 |      |
| ▶ Class : Quality Assurance       |      | 03:57:05     |   |        |   |              |   |       |   |             |   |             |   | eBadges: 5  |      | Credentials: 0  |      | Certificates: 0 |      |
| ▶ Class : Quality Testing         |      | 10:41:09     |   |        |   |              |   |       |   |             |   |             |   | eBadges: 56 |      | Credentials: 11 |      | Certificates: 0 |      |
| ▶ Class : Regression 5.4          |      | 03:25:44     |   |        |   |              |   |       |   |             |   |             |   | eBadges: 10 |      | Credentials: 2  |      | Certificates: 0 |      |
| ▶ Class : Security Fundamentals A |      | 00:10:00     |   |        |   |              |   |       |   |             |   |             |   | eBadge: 1   |      | Credentials: 0  |      | Certificates: 0 |      |

# Reports Recap – Individual

- Generates information by individual learner.
- Use when you want to review one learner’s activity progress from start to finish.

Individual Learner Report

Name ▾ Product Offering ▾  

| Date Completed ▾                | Activity Start Time ▾  | Activity End Time ▾    | Session Time ▾ | Module ▾                                 | Content Type ▾  | Level ▾ | Level Score ▾ | Scale Score ▾                             | eBadge ▾   | Credential ▾   | Certificate ▾  |
|---------------------------------|------------------------|------------------------|----------------|--|-----------------|---------|---------------|---|------------|----------------|----------------|
| Name: Abbott, John              |                        |                        | 02:32:53       |  |                 |         |               |   | eBadges: 6 | Credentials: 0 | Certificate: 1 |
| Product: Soft Skills Courseware |                        |                        | 02:31:22       |  |                 |         |               |   | eBadges: 4 | Credentials: 0 | Certificate: 1 |
| 2022-04-14 09:21:57 AM          |                        |                        |                | Conveying Professionalism                |                 |         |               |   | Earned     |                |                |
| 2022-04-14 09:21:57 AM          |                        |                        |                |  |                 |         |               |   |            |                | Earned         |
| 2022-04-14 09:21:57 AM          | 2022-04-14 09:17:11 AM | 2022-04-14 09:21:57 AM | 00:04:47       | Conveying Professionalism                | Module Posttest | 0       |               | 100                                       |            |                |                |
| 2022-04-14 09:09:07 AM          |                        |                        |                | Thinking Critically and Solving Problems |                 |         |               |   | Earned     |                |                |
| 2022-04-14 09:09:07 AM          | 2022-04-06 09:59:19 AM | 2022-04-06 09:59:32 AM |                | Thinking Critically and Solving Problems | Module Posttest | 0       |               |   |            |                |                |
| 2022-04-14 09:09:07 AM          | 2022-04-06 09:59:35 AM | 2022-04-06 09:59:38 AM |                | Thinking Critically and Solving Problems | Module Posttest | 0       |               |   |            |                |                |
| 2022-04-14 09:09:07 AM          | 2022-04-14 09:05:56 AM | 2022-04-14 09:09:07 AM | 00:03:27       | Thinking Critically and Solving Problems | Module Posttest | 0       |               | 100                                       |            |                |                |
| 2022-04-14 09:05:53 AM          |                        |                        |                | Promoting Teamwork and Collaboration     |                 |         |               |   | Earned     |                |                |
| 2022-04-14 09:05:53 AM          | 2022-04-14 09:03:31 AM | 2022-04-14 09:04:50 AM |                | Promoting Teamwork and Collaboration     | Module Posttest | 0       |               |   |            |                |                |
| 2022-04-14 09:05:53 AM          | 2022-04-14 09:04:52 AM | 2022-04-14 09:05:14 AM |                | Promoting Teamwork and Collaboration     | Module Posttest | 0       |               |   |            |                |                |
|                                 |                        |                        | 02:32:53       |  |                 |         |               | eBadges: 6 Credentials: 0 Certificates: 1 |            |                |                |



# Reports Recap – Credential Summary

- Use when you want to see total number of credentials earned / not earned by product offering in your location.
- Can download and print multiple credentials at once.

Certificate/Credential Summary Report

Filter(s)

Credential ▼

|                             |                           |                                  | Gold  | Achievement Level 2 | Achievement Level 3 | Achievement Level 5 | ELA   | Earned | Math  | Not Earned | Grand Total                  |                         |
|-----------------------------|---------------------------|----------------------------------|-------|---------------------|---------------------|---------------------|-------|--------|-------|------------|------------------------------|-------------------------|
| ABC School District Stage ↑ | School ↑                  | Product ↑ ▼                      | Count | Count               | Count               | Count               | Count | Count  | Count | Count      | Certificate/Credential Count | Individual Score Report |
| ABC School District Stage   | QUALITY ASSURANCE ACADEMY | Academic Skills Assessments      |       | 1                   | 1                   |                     |       |        |       | 2          | 2                            | 4                       |
|                             |                           | Academic Skills Courseware       |       |                     |                     | 2                   |       |        |       | 2          | 2                            |                         |
|                             |                           | Career Readiness 2.0             | 1     |                     |                     |                     |       |        |       |            | 1                            |                         |
|                             |                           | College Readiness Courseware 2.0 |       |                     |                     |                     | 1     |        | 1     |            | 2                            |                         |
|                             |                           | Digital Skills Assessment        |       |                     |                     |                     |       | 2      |       | 1          | 2                            | 3                       |
|                             |                           | Digital Skills Courseware        |       |                     |                     |                     |       | 1      |       |            | 1                            |                         |
|                             |                           | Soft Skills Assessment           |       |                     |                     |                     |       | 4      |       | 2          | 4                            | 6                       |
|                             |                           | Soft Skills Courseware           |       |                     |                     |                     |       | 4      |       |            | 4                            |                         |

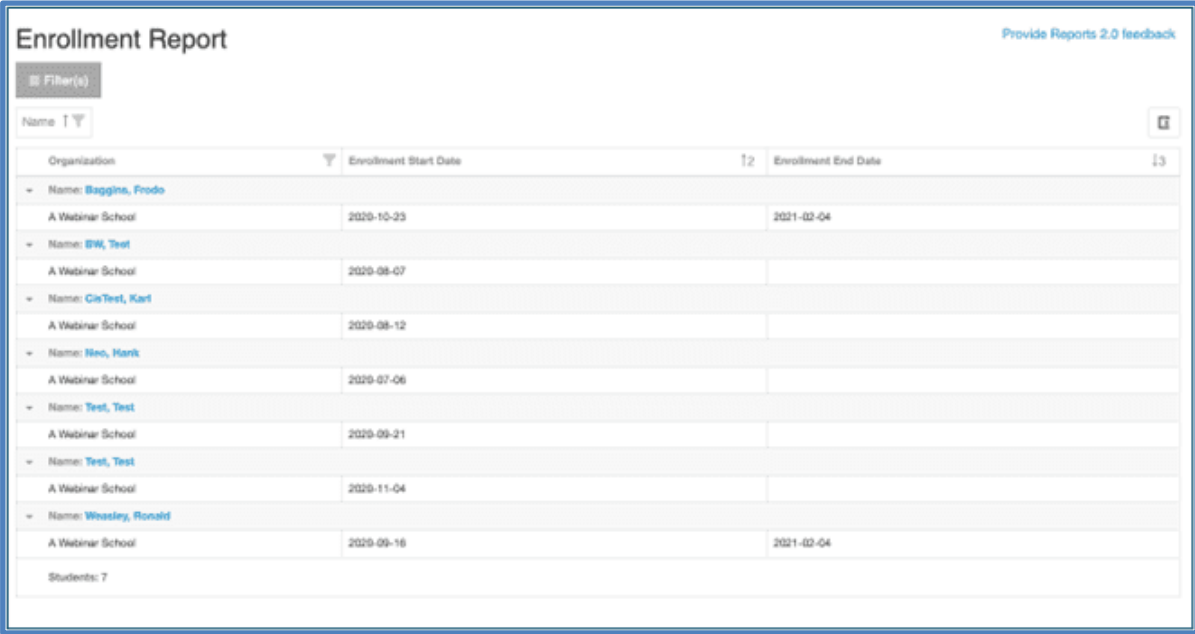
# Reports Recap – General Summary

- Provides high level activity results in all product offerings for learners in one or more locations.

| General Summary Report   |                      |                  |           |             |  |
|--|----------------------|------------------|-----------|-------------|--|
| Filter(s)  |                      |                  |           |             |  |
| ABC School District ↑  | Product Offering ↑ ▼ |                  |           |             |  |
| Content Category ▼   | Session Time ▼       | Active Learner ▼ | Ebadges ▼ | Assessments |  |
| ▼ ABC School District: ABC School District   |                      |                  |           |             |  |
| ▼ Product Offering: Academic Skills Assessments  |                      |                  |           |             |  |
| Work Ready Data  | 00:42:00             | 4                | 6         | 12          |  |
| Work Ready Math  | 01:13:00             | 3                | 8         | 14          |  |
| Work Ready Reading   | 02:15:00             | 4                | 9         | 17          |  |
| <b>Credentials: 2</b>  | <b>04:10:00</b>      | <b>6</b>         | <b>23</b> | <b>43</b>   |  |
| ▶ Product Offering: Academic Skills Basics   |                      |                  |           |             |  |
| ▶ Product Offering: Academic Skills Courseware   |                      |                  |           |             |  |
| ▶ Product Offering: Career Readiness 2.0   |                      |                  |           |             |  |
| ▶ Product Offering: College Readiness Courseware 2.0                                   |                      |                  |           |             |  |
| ▶ Product Offering: Digital Skills Assessment  |                      |                  |           |             |  |
| ▶ Product Offering: Digital Skills Courseware  |                      |                  |           |             |  |
| ▶ Product Offering: Soft Skills Assessment   |                      |                  |           |             |  |
| ▶ Product Offering: Soft Skills Courseware   |                      |                  |           |             |  |
| ▶ Product Offering: Supplemental Skills  |                      |                  |           |             |  |
| ABC School District Stage Credentials: 8<br>ABC School District Stage Certificates: 19 | 1 day, 19:50:17      |                  | 130       | 52          |  |
| Grand Total - Credentials: 8<br>Grand Totals - Certificates: 19                        | 1 day, 19:50:17      |                  | 130       | 52          |  |

# Reports Recap – Enrollment

- Offers several views into the enrollment for learners.



The screenshot shows an 'Enrollment Report' interface. At the top left is the title 'Enrollment Report' and a 'Filter(s)' button. At the top right is a link for 'Provide Reports 2.0 feedback'. Below the title is a search bar labeled 'Name' with a dropdown arrow and a search icon. The main content is a table with columns: 'Organization', 'Enrollment Start Date', and 'Enrollment End Date'. The table contains 10 rows of data, each with a minus sign icon on the left and a plus sign icon on the right. The first row shows 'A Webinar School' with start date '2020-10-25' and end date '2021-02-04'. The last row shows 'A Webinar School' with start date '2020-09-16' and end date '2021-02-04'. At the bottom of the table, it says 'Students: 7'.

| Organization                            | Enrollment Start Date | Enrollment End Date |
|---|-----------------------|---------------------|
| - Name: <a href="#">Baggins, Frodo</a>  |                       |                     |
| A Webinar School                        | 2020-10-25            | 2021-02-04          |
| - Name: <a href="#">Bilb, Test</a>      |                       |                     |
| A Webinar School                        | 2020-08-07            |                     |
| - Name: <a href="#">CinTest, Karl</a>   |                       |                     |
| A Webinar School                        | 2020-08-12            |                     |
| - Name: <a href="#">Hec, Hank</a>       |                       |                     |
| A Webinar School                        | 2020-07-06            |                     |
| - Name: <a href="#">Test, Test</a>      |                       |                     |
| A Webinar School                        | 2020-09-21            |                     |
| - Name: <a href="#">Test, Test</a>      |                       |                     |
| A Webinar School                        | 2020-11-04            |                     |
| - Name: <a href="#">Whesley, Ronald</a> |                       |                     |
| A Webinar School                        | 2020-09-16            | 2021-02-04          |
| Students: 7                             |                       |                     |

# Reports Recap – Learner Credential Summary

- Use when you want to see if individual passed or failed an assessment.
- Can download and print credentials.

Learner Credential Summary Provide Reports 2.0 feedback

Filter(s)

| Last Name | First Name | User Name                      | Work Ready Credential Previous |      | Work Ready Credential Current |          | Work Ready Math Level | Work Ready Data Level | Work Ready Reading Level | Essential Soft Skills Credential Previous |      | Essential Soft Skills Credential Current |            |
|-----------|------------|--------------------------------|--------------------------------|------|-------------------------------|----------|-----------------------|-----------------------|--------------------------|---|------|--|------------|
|           |            |                                | Type                           | Date | Type                          | Date     |                       |                       |                          | Type                                      | Date | Type                                     | Date       |
| Stout     | Cheri      | cstout@softskills.com          |                                |      |                               |          |                       |                       |                          |   |      | Earned                                   | 12/9/2019  |
| Butler    | Craig      | blue@win.edu                   |                                |      |                               |          |                       |                       |                          |   |      | Earned                                   | 2/6/2019   |
| Bell      | Crystal    | cbell@softskills.com           |                                |      |                               |          |                       |                       |                          |   |      | Earned                                   | 12/10/2019 |
| Bell      | Crystal    | CB@scremote.com                |                                |      | Not Earned                    | 6/5/2020 | 4                     | 4                     | 0                        |   |      |  |            |
| Tester1   | Demo       | kbremote@scwin.com             |                                |      | Not Earned                    | 5/4/2020 | 0                     | 3                     | 0                        |   |      | Not Earned                               | 5/4/2020   |
| Toomey    | Ellen      | Ellen.Toomey@oakland.k12.mi.us |                                |      |                               |          |                       |                       |                          |   |      | Earned                                   | 6/6/2022   |
| Reijners  | Ginger     | greijners@softskills.com       |                                |      |                               |          |                       |                       |                          |   |      | Earned                                   | 12/2/2019  |
| Webb      | Jerry      | webb@win.edu                   |                                |      |                               |          |                       |                       |                          |   |      | Earned                                   | 8/18/2019  |
| Chasteen  | Jessica    | jchasteen@softskills.com       |                                |      |                               |          |                       |                       |                          |   |      | Earned                                   | 12/9/2019  |
| Costilla  | John       | jcostilla@softskills.com       |                                |      |                               |          |                       |                       |                          |   |      | Earned                                   | 12/9/2019  |
| Fletcher  | Karen      | kfletcher@softskills.com       |                                |      |                               |          |                       |                       |                          |   |      | Earned                                   | 11/26/2019 |
| Boddie    | Ken        | kboddie@softskills.com         |                                |      |                               |          |                       |                       |                          |   |      | Earned                                   | 12/9/2019  |
| Norris    | Lesa       | lnorris@softskills.com         |                                |      |                               |          |                       |                       |                          |   |      | Earned                                   | 12/6/2019  |
| Fain      | Marley     | mfain@win.com                  |                                |      |                               |          |                       |                       |                          |   |      | Earned                                   | 1/19/2019  |

# Questions

# How Reports Benefit Your Programs

- A great tool to use for SNAP/WT/ TANF to monitor your job seekers' career readiness / training progress and job search hours established.
- Can be used as an initial assessment to review academic skills set to determine workforce development program placement.
- Can use as a pre-qualifier for potential jobs / interviews.

# CareerSource Florida Network – Implementation Ideas

- Make Soft Skills & Digital Skills Credentials a prerequisite for Work Based Learning / Applying for Apprenticeships
- Incorporate solution into Adult Education Programs – IET, ESOL, GED
- Use Academic Employability Skills as a part of preparation for apprenticeships
- Career-contextualized instructional relevance for jobseekers requiring foundational math or reading refresher
- Require youth participants to earn Soft Skills & Digital Skills Credentials as a part of Summer Youth Program
- Tell YOUR Business Community

# CareerSource Florida Network – Reminders

- THREE Stackable Credentials available for jobseekers
  - Digital Skills, Soft Skills, and Academic Employability Skills
- Digital Badging available for job seekers
- Monthly webinars for new employees
- Customer Service Team – 888-717-9461, Option 3
- Next CareerSource Florida Network Webinar –
  - Promoting Florida Ready to Work to Employers – July 23, 2024
    - [FloridaReadytoWork.com/Resources](https://floridareadytowork.com/Resources)

**Don't miss us at the Workforce Summit in September**



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powered by **win**

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