



Student User Guide

Instructions for both Web and App platforms

Updated: 5.18.2021

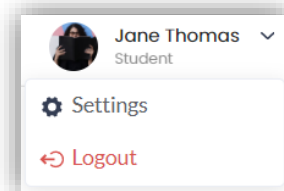
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User Guide Contents

Settings Menu	3
Update Profile.....	3
Update Notification Settings	3
Multilingual Capability	3
Support Toolbar	3
Home Page	4
Web Home Page.....	5
Classes.....	5
Join a Class.....	5
Message a Teacher	6
Discussion Board	6
View Class Features	6
Class Files.....	6
View Class Calendar	6
View Class Details	7
Attendance	7
Translate Messages	8
Messages	8
Goals	8
Add a Goal	8
Mark a Goal & Task Complete.....	9
Documents	9
Additional Resources	10
Attendance Report.....	10
Book Appointment.....	10
School Calendar.....	11
Job Board.....	11
Assessments.....	11
Map	12

Settings Menu

- Access the settings menu by selecting ▼ to the right of the User's name and role.



Update Profile

- In **PROFILE** you can update the following personal information:
 - Profile Image
 - First Name, Last Name, Time Zone
 - This is also where you can change your password or delete your account.
- To access the Spanish version, navigate to where it says **Language** and select the dropdown option labeled "Spanish." The page will refresh and display in Spanish.
- You can also access Terms and Privacy information

Update Notification Settings

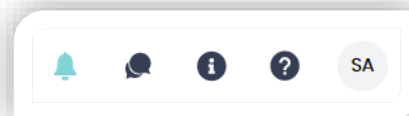
- Select **NOTIFICATIONS** to update your settings and phone & email address
- Select [Add a mobile device](#) to add a mobile device to your account. You can also make this your "Primary" which means you will Log In using your mobile number.
- Select [Add an email address](#) to add an email address to your account.
- To change notification settings on a particular email address or phone number, select ... on the right. Then, you can remove, disable, or designate your primary contact.

Multilingual Capability


- Go to your browser's settings to change your language settings for your browser. Once the new language has been applied, [See Translation](#) should appear underneath private message text.
 - Once you click [See Translation](#), the text above will translate into the language set by the browser.
 - Click [See Original](#) to revert the text back to its original language.

Support Toolbar


This is the listing of four icons to the left of the username and role at the top right of the webpage. Icons for 'Notifications', 'Messages', 'About Us', and 'Help' section




Notifications

- Select the  icon to view your notifications
- Click a notification to be directed to the location of the item



Messages

- Select the  icon to view your recent messages
- Click a message to be directed to the message thread location

About Us

- Select the  icon to view the Organization's About Us page.
- Communicate with the WorkReady Mobile team with AdvanceNet to update your About Us page.

Accessing Support

- To access support, select the  button on the support toolbar.
- then select the  button.

*You can also either email support@workreadymobile.com with your issue, or visit <https://support.workreadymobile.com> to access support articles or to create a support ticket.

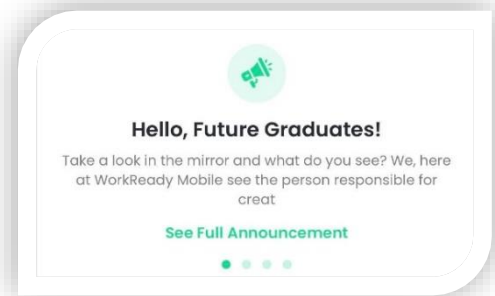
Home Page

App Home Page

These instructions and images are from the App version.

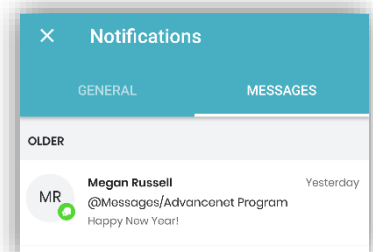
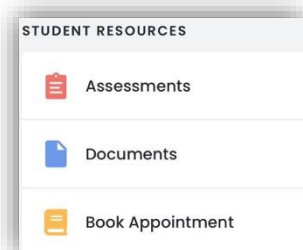
Home Page Notices

- Notices are created by the Organization Admins
 - Click to view and activate links
 - Swipe from right to left to tab over to the next notice



Quick Links

- Icon Cards
 - Select from the icons to fast-navigate to the linked locations
 - Classes; Messages; Job Board
 - School Calendar; Additional Resources; Goals
 - An alert will appear on an icon card if there is a new notice or message.
- Student Resources
 - On the bottom half of the page, your organization has linked resources that the deemed valuable for the Student User
 - Select from the icons to fast-navigate to the linked locations
- Click the Home button in the menu to access the page.
- Bell Notification Icon
 - Select the Bell Icon to read unread notifications and messages.
 - Clicking some notifications and any message will bring you to the page for that feature.



Web Home Page

Notices

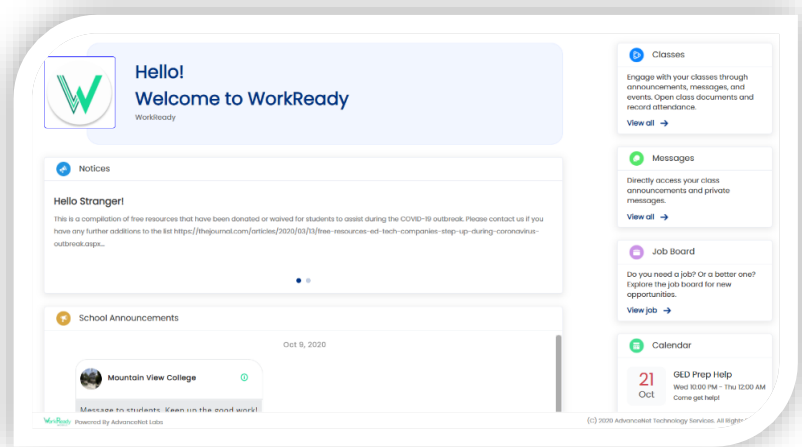
- Notices are created by the Organization Admins
 - Click to view and activate links
 - Click the dots below to toggle between notices

School Announcements

- Messages from Org Admins and School Admins to the entire school
 - Click and hold to react to the messages

Quick Links

- The following Quick Links are available for jumping to:
 - Classes
 - Messages
 - Job Board
 - Calendar
 - Goals
 - Assessments





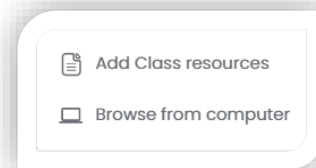
Classes

Join a Class

- **APP:** To join a class (via the app) that has already been created, select **Join Class** in the top right.
 - Join a class by entering the class code or by selecting "Search for your class instead."
 - When searching, select your school, your teacher, and then your class. Click **Join**.
- If your Instructor added you to their class by entering your phone number:
 - You will receive an SMS message verifying your phone number.
 - You will receive another SMS message with a link to download the app
 - Select the link and it will open a web browser on your smartphone
 - From there, select either the icon for the App Store or the Play store to be brought to where you can download the app for your device.
- If your Instructor added you to their class by entering your email address:
 - Follow the link to set up your account on the web
 - Download the app from the Play Store (Android) or App Store (iOS)
 - Log in to the app using the same login credentials



Message a Teacher

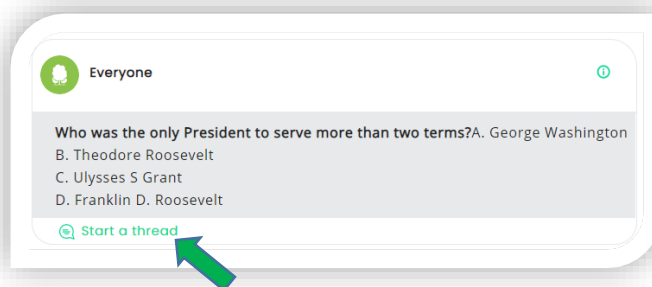
1. Click the  next to the Search Bar on the main Class page.
2. Select the Teacher that you would like to message & Click **"Continue"**
3. Craft your message in the text box.
4. To Add Attachments to your message, select **"Add Attachment"**
 - a. You can either choose files from Class resources or from 'Browse from computer'
5. Press **"Send"**
6. You can **'Edit' or 'Delete' your message** by clicking the  icon to the side of the message.





Discussion Board

A Discussion Board is an announcement created by the Class Owner, who has enabled it to allow discussion. If a Discussion Board has been posted in the Announcements section of the class, this is how you would interact with it.

1. Click  **Start a thread**
2. Select the Teacher that you would like to message.
3. Click **"Continue"**
4. You can **'Edit' or 'Delete' your message** by clicking the  icon to the side of the message.



Action Options for People in Your Class

- On the **People** tab for your class.
- Select the Action button  next to the user's name
- Select  **View profile** to see the user's profile

View Class Features

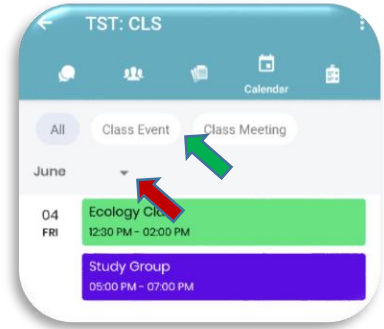
Class Files

- To view a class file, select the class for which you would like to view a file.
 - Navigate to the **FILES** tab of the class
 - Here you will see all the files posted by the owner of the class.
 - You have the option to download the image/file to your device

View Class Calendar

- To view a Class Calendar event, select the preferred class



- Navigate to the **CALENDAR** tab of the class
- Click the **Filters** or **Month** to navigate calendar →
- Select the event from the calendar that you would like to see the details of
- You can click through links found in the calendar events – for virtual meetings or videos.



View Class Details

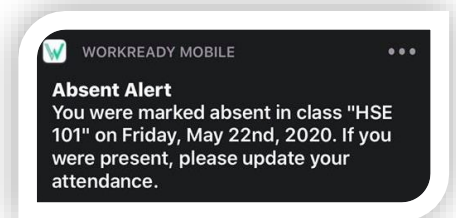
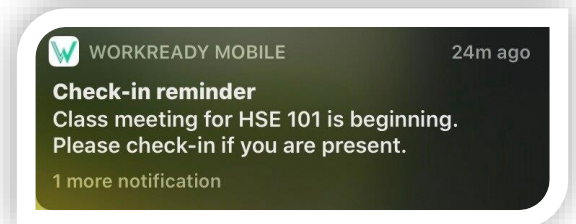
- Under the “Details” tab, you can see the class name, class code, icon, description, the school where the class is being held, notifications.

~OR~

- Select 
 - This will remove you as a participant of this class, and it will no longer appear in your list of classes.
- ***APP Note** - the class details and ability to leave a class can be located by selecting  at the top right-hand corner of the screen

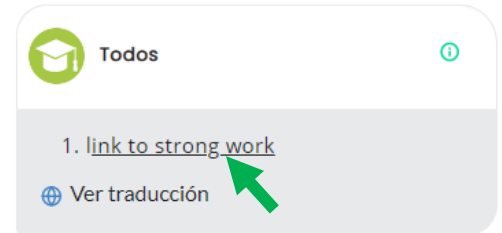
Attendance

- Note* only users who have the push notifications turned on for the app/web and on their mobile device will receive notifications for Attendance Check in.
- When the class begins, you will be prompted to follow the notification to check in to the class.
 - When you check in, your ‘Check-in’ time will be recorded on the attendance sheet.
- If there is no check in information entered during the time of the class, the student user will be marked absent and will be sent a notification to confirm their absentee status.
- To manually edit your ‘Check-in’ and ‘Check-out’ times, go to the class tab labeled **Attendance**.
 - If the class is a Hybrid Class, select from the options whether you are in an **Online Class** or a **Virtual Class**
- You can edit your Check in and Check out times until the Instructor selects to **Save and Lock** the Attendance



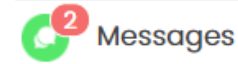
Translate Messages

- If your device language is different than a message language, you can translate messages by clicking the Globe icon below the message.
- The locations with this ability are:
 - Class announcements & private messages
 - Calendar Events; Job Board; Files
 - Class Description; Additional Resources
- To revert to the original text, select the Globe icon once more.



Messages




- Red Bubble indicators will help lead you to the new messages.



- View messages from a School Admin or Organization Admin to the entire school
- Navigate to the **Messages** tab on the Menu
- Select "School" to read messages from the School Admin
- Select "Admin" to read messages from the Organizational Admin

Goals

GOALS

Goal Categories	Description	Status	Last updated	Actions
 Career Goal	Your career goals explain what p...	Total goals: 2 Completed: 0	09-03-2021	...
 Educational Goal	Your educational goals describe...	Total goals: 2 Completed: 0	12-03-2021	...
 Health Goal	This is the Health Goal description	No goal added yet		Add new goal


Add a Goal

- Navigate to the **Goals** tab on the Menu
- Depending on your portal setup, there are different options available for the goal categories.
- Click **Add new goal** to create your first goal for a Goal Category
- Click in the text box labeled 'Short Term Goal' and type out a small, attainable goal that can be measured. Then choose the expected completion date.
- Then enter your long term goal and choose an expected completion date
- Add the steps necessary to complete that goal along with dates for each step.
- Last, answer any additional questions related to your goals.

Multiple Goals per Category

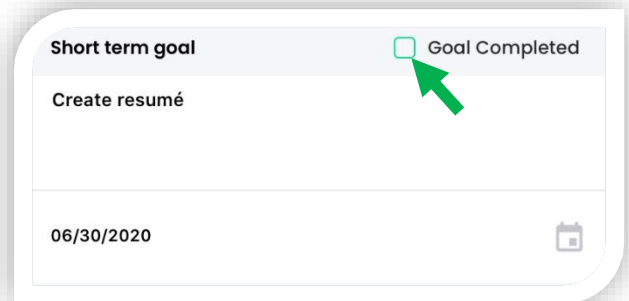
- If your Organization allows it, you can create multiple goals per category.
- Click the goal category name or use the Actions icon to view goals
- Click the **Add New** button to create another goal for the category
- Or – use the actions icon for an existing goal to Edit or Remove it.

Export Goal Information


- Click  to have the current Goal data sent to the email that you have on file

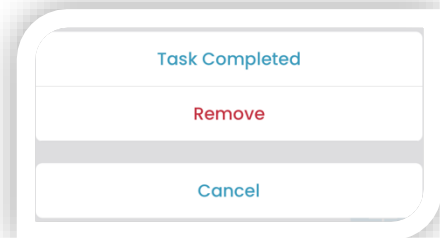
Mark a Goal & Task Complete

- Select the Goal that you would like to mark as 'Complete'
- Check the green box in the upper right hand part of the module - '**Goal Completed.**'
- The timestamp of when the Goal was completed will appear under the Due Date
- Goal information will be recorded and accessible by Instructors and Admins






Mark a Task Complete

- Select a Goal that you are working on.
- Scroll down to the 'Steps' needed to complete that Goal
- Select the  to the right of the title of the 'Step'
- Select 'Task Completed'



Documents

Add, View, and Delete Documents

- Navigate to the **Documents** tab on the Menu under Student Resources
- To add a document, select  in the top right-hand corner to upload a file
- To view a document, select the title of the file or the  to open the document
- To delete a document, select the  and click "Delete" from the list of options

* [App Note](#) - [Documents](#) is located under the [Student Resources](#) tab

Additional Resources

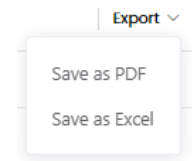
- Navigate to the **Additional Resources** tab on the Menu under Student Resources
- Filter results using the search bar to type the name of resource
- Select the text of the Title or the *** to view the resource as a full page
- You will be able to click on links within the description

* **App Note** - [Additional Resources](#) is located under the [Student Resources](#) tab

Attendance Report


The Attendance Report provides students with their attendance hours and a chart.

- Select **Attendance Report** under Student Resources menu or on the **App** home page
- Options to filter the report by class and a date range
 - **App**: Use the filter icon in the top right
- Export the report to PDF or Excel on top right of Web report
 - **App**: Use the actions menu in the top right to export

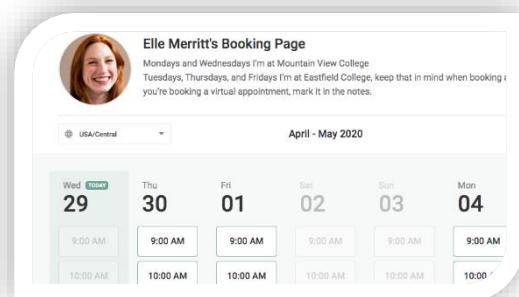


Book Appointment

Schedule an appointment with an Instructor, Case Manager, or Student Navigator.

- Navigate to the **Book Appointment** tab on the Menu under Student Resources
- Use the Search tool to filter the User by Name
- Or
- Use the dropdown tool to filter the Users by School
- Click the *** next to the User you would like to book an appointment with
- Select  **Book Appointment** from the dropdown
- Link will take you to the appointment scheduling tool (YouCanBook.Me or Calendly) to choose from available dates and times that the User has posted.
- Select time, date, and fill out the required questionnaire
- Once you fill out the form, you will receive a confirmation email

***APP Note** - [Book Appointment](#) is nestled under the [Student Resources](#) tab



School Calendar

View School Calendar Events

- Navigate to the **School Calendar** tab on the Menu
- Select the dropdown to filter events by school
- Click on the event to read the Event Details
- You can click on links in the Description field to access the website
- If activated by the administrator, you will be alerted about an event before it occurs.

Job Board

View Job postings

- Use the search bar to filter search results by Name
~OR~
- Use the dropdown filter to narrow your search by School
- You can click through a link to the listed website.

* **APP Note** - there is only the ability to filter by school


Assessments

- Add an Assessment to your Student Profile
 - Navigate to the **Assessments** section of the Student Resources
 - Select the **Add Assessment** button – or the **+ sign** icon in the **App**
 - Select Test Name, Level, Overall Score, Overall Result, Test Date, Select Future Test Date, and Add Comments (Optional)
 - Add Detail for Sections of the Test
 - Select the **...** next to the test you want to add segment information
 - Click Edit
 - Add Section Name, Score, Level, Result, and Add Comments (Optional)
 - Click 'Update'
- Edit an Assessment
 - Locate the test you wish to alter
 - Select the **...** to the right of the test and select 'Edit'
 - The details of the test will appear
 - Make changes to the test
 - You can add attachments to the Assessment
 - Select 'Save'

* **APP Note** - Assessments is nestled under the Student Resources tab

Map

View District Map

- Select the  **Map** icon from the menu
- View location information including:
 - Location Name
 - Phone Number
 - Address
 - Email

