

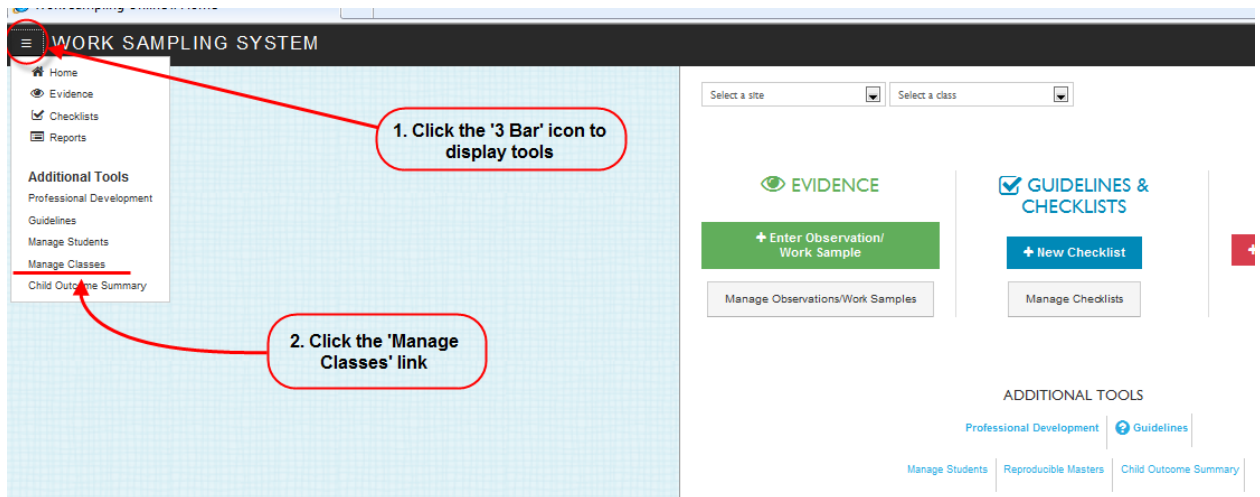
HOW TO ADD A CLASS NAME – Teachers

(Updated 7/20/15)

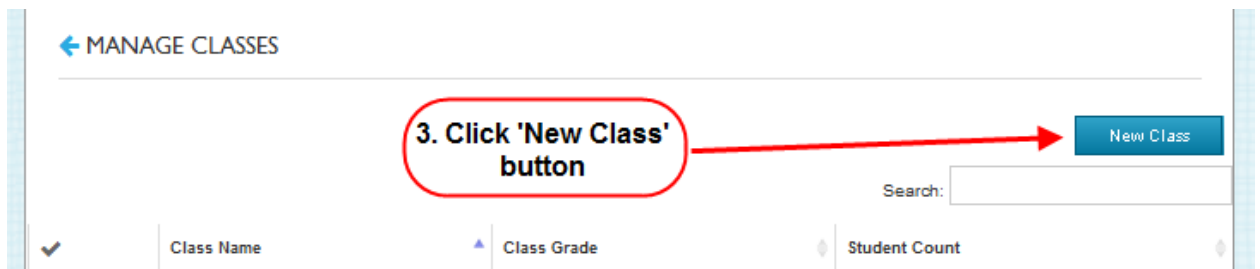
NOTE: You cannot add students into WSO until you have created a class name. Once the class name has been created, you will add your students under that class name (see How To Add a Student – PreK Teachers).

To add a class name to WSO, follow the instructions below and refer to the corresponding screen prints:

- 1) From the WSO 'Home' screen, click the '3 Bar' icon next to 'WORK SAMPLING ONLINE'.
- 2) On the displayed drop down, click the 'Manage Classes' link. This will result in the 'MANAGE CLASSES' screen appearing.



- 3) On the 'MANAGE CLASSES' screen, click the 'New Class' button. This results in an 'ADD CLASS' pop up screen to appearing.



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- 4) On the 'ADD CLASS' pop up screen:

PreK Lead Teachers - Enter your five digit PANDA Class ID into the 'Class Name' field. Your PANDA Class ID can be obtained from your site or project director or from the PANDA Roster Report. (NOTE: The PANDA Class ID can be found on the PANDA Roster Report as noted below:)

Year	2014 - 2015	Summary Totals								
Count	9/5/2014	# Kids	22							
Site	Due 9/12/2014	# Category One	12							
Class	61862	# Trans & Cat.1	0							
Lead Teacher										
Last Name	First Name	Bachelor of	No	11.00	0.00	8/1/2014	11780			
		Credential	T & E Eligible	Training level	Frozen Training level	Creditable Years Experience	Frozen Years Experience	Instruction Begin Date	Instruction End Date	Teacher ID
Last Name	First Name	Credential	T & E Eligible	Training level	Frozen Training level	Creditable Years Experience	Frozen Years Experience	Instruction Begin Date	Instruction End Date	Teacher ID

Inclusion Teachers - Preferably in the 'Class Name' field, as an Inclusion Teacher, you should enter the five digit PANDA Class ID for the Lead Teacher you are working with followed by either ' – Inclusion' or ' – Shared'. (Ex. 12345 – Inclusion)

- 5) Click the 'Select Grade Level' drop down arrow and select the proper grade level for your class, typically 'Preschool 4'.
6) Be sure to 'Save' your entry.

The screenshot shows the 'ADD CLASS' pop-up window with the following fields and annotations:

- Class Name:** A text input field with a red circle around it and an arrow pointing to it from the annotation: "4. Enter your PANDA Class ID in the Class Name field".
- Associated Teacher:** A dropdown menu showing "Your Name" with a checkmark icon. A red circle around it has an arrow pointing to it from the annotation: "Note that your name will appear in the associated teacher field".
- Grade Level:** A dropdown menu with "Select Grade Level" and a checkmark icon. A red circle around it has an arrow pointing to it from the annotation: "5. Select the proper 'Grade Level'".
- Buttons:** "Save" and "Cancel" buttons. A red circle around the "Save" button has an arrow pointing to it from the annotation: "6. Click 'Save'".

Once you have completed creating your class name, it will appear in the class name field on your WSO 'Home' page. At this time or later, you can return to the '3 Bar' icon, click on 'Manage Students', and begin adding your students to the class name you have created.