

Pre-K Teachers,

Below are reminders as you continue working with Work Sampling Online.

Teachers:

- Make certain all Student Checklists were marked as 'Finalized' for Period 1. Failing to do so will prevent the ratings for your class from being reflected on the WSO Outcome Reports which are used by your Pre-K Director.
- Make sure you changed the Period from '1' to '2' on the 'Add Evidence' screen. Once you have saved your first piece of evidence for Period 2, the Period will then default automatically to '2'. If the Period is not changed, your new evidence will continue to be added under Period 1 and it will not be visible from the Period 2 Checklists. If you have already added new notes under Period 1 by mistake, you can simply edit the note(s) to change it to Period 2 and then click 'Save'.
- Create the Period 2 Checklist for all students.
- Enter outstanding information for any students who leave your class and archive them as quickly as possible to remove them from your WSO roster. This enables us to immediately transfer them to a new teacher should they enroll elsewhere.

WSO Support:

- For assistance from our Assessment Team, [click here to submit a Help Ticket](#).

We appreciate all that you do for the children in your classroom.

Thank you,
The Pre-K Assessment Team