

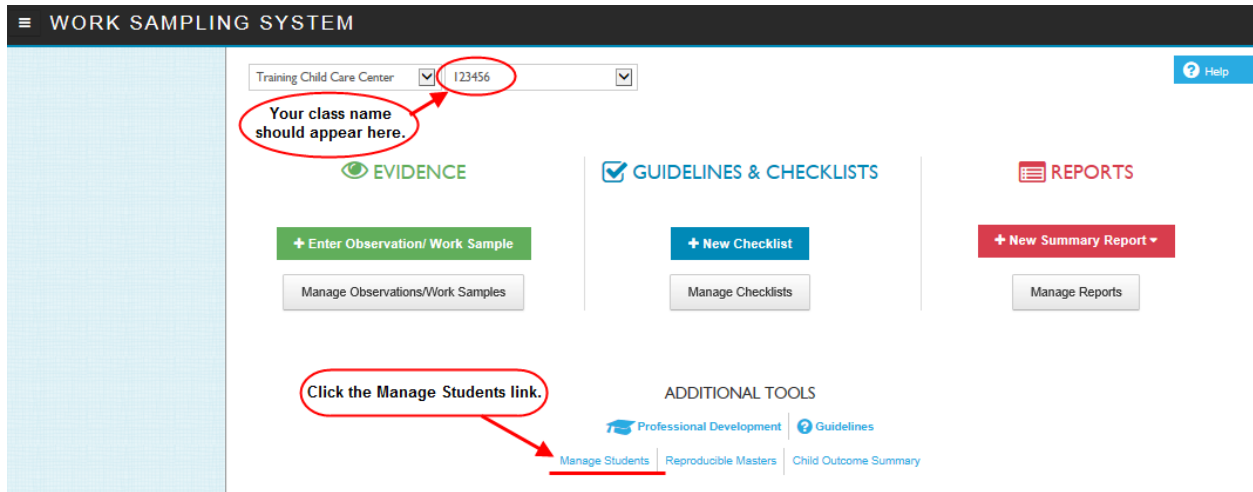
# HOW TO ADD A STUDENT – DECAL Teachers

(Updated 7/21/15)

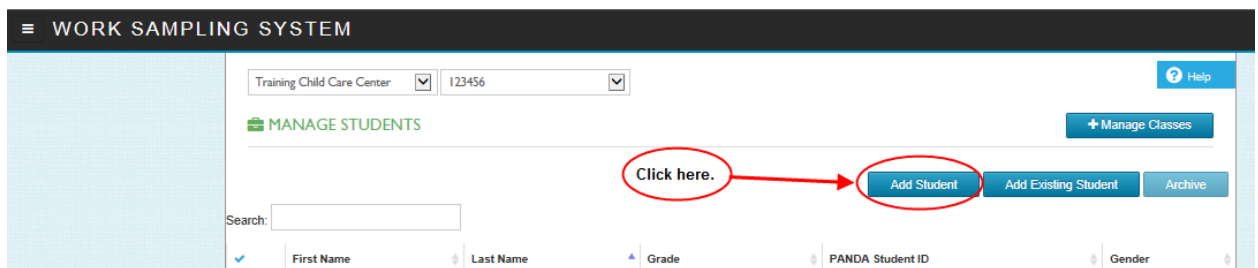
**NOTE: Two requirements before attempting to add a student are: 1) a class name must have already been created under which the student will be added (See 'How to Add a Class – PreK Teacher'), and 2) each student MUST have a PANDA ID. PANDA IDs can be found on the PANDA Roster Report.**

To add a student to WSO follow the instructions below and refer to the corresponding screen prints:

1. On the WSO 'Home' screen, click the Manage Students link. Note that your WSO class name should appear in the dropdown box next to the school name field. Once you click the Manage Students link, the 'Manage Students' screen will be displayed.



2. On the displayed 'MANAGE STUDENTS' screen, click the blue 'Add Student' button.



The 'Add Student' screen will be displayed and has six required fields as noted. With the current version of WSO, you will need to scroll down to display all the fields on the screen. The screen prints below portray how the fields on the 'ADD STUDENT' screens will typically be divided and displayed on your monitor. Be sure to complete data entry in all fields before clicking 'Save' to avoid possibly having to go back and add additional information for the student.

## HOW TO ADD A STUDENT – DECAL Teachers

(Updated 7/21/15)

On the 'ADD STUDENT' screen, enter information into all six required fields and any other fields as appropriate. When complete, click 'Save'.

The screenshot shows a web-based form titled "ADD STUDENT". At the top left, there is a dropdown menu with "123456" selected. Below the title, a legend indicates that a red triangle symbol (▸) denotes a required field. The form contains the following fields:

- PANDA Student ID:** A text input field with a red triangle icon to its left. A red box highlights this label, and a red arrow points from a central callout to it.
- Nickname:** A text input field.
- First Name:** A text input field with a red triangle icon to its left. A red box highlights this label, and a red arrow points from the central callout to it.
- Middle Name:** A text input field.
- Last Name:** A text input field with a red triangle icon to its left. A red box highlights this label, and a red arrow points from the central callout to it.
- Gender:** A dropdown menu with "Select one" and a downward arrow. A red triangle icon is to its left. A red box highlights this label, and a red arrow points from the central callout to it.
- Birthday:** A date selection field with three dropdown menus labeled "Year", "Month", and "Date". A red triangle icon is to its left. A red box highlights this label, and a red arrow points from the central callout to it.

Annotations include:

- A red oval callout containing the text "Enter Required Fields # 1- 5" with five red arrows pointing to the required field labels.
- A note: "NOTE: Get PANDA IDs from the PANDA Roster Report" located between the First Name and Middle Name fields.
- A note: "NOTE: Use drop down boxes to select birthdate" located below the Gender field.

At the bottom of the form are two buttons: "Save" (in blue) and "Cancel".

## HOW TO ADD A STUDENT – DECAL Teachers

(Updated 7/21/15)

\*\*\*\* Scroll down in WSO to see the remaining part of the 'Add Student' screen (see below/next page).

The screenshot shows a web form for adding a student. The form includes the following fields:

- Ethnicity:** A dropdown menu with "Select one" and a downward arrow.
- Language:** A dropdown menu with "Select one" and a downward arrow.
- Grade:** A dropdown menu with "Select one" and a downward arrow. This field is highlighted with a red box, and a red arrow points to it from a callout box that says "Enter Required Field #6". A note next to it says "NOTE: Use drop down box to select 'Grade'".
- IEP/IFSP:** A checkbox.

At the bottom of the form, there are two buttons: "Save" (in blue) and "Cancel". A red arrow points to the "Save" button from a callout box that says "Click 'Save'".

**IMPORTANT:** When adding a student, should you get the message that the PANDA ID or the student name already exists in WSO, you should NOT continue with adding the student until you contact PreK Assessment. You may reach PreK Assessment by either calling the DECAL WSO Help line at 770/342-3879 or by completing the online WSO Assessment Support request form located at [http://dec.al.ga.gov/PreK/WSO\\_Logging.aspx](http://dec.al.ga.gov/PreK/WSO_Logging.aspx).