## **HOW TO EDIT CLASS INFORMATION**

## (Updated 7/21/15)

To edit/change the information for a class you have already created, go to your WSO Home screen and click the "3-Bar" icon. Under the Additional Tools section, click the 'Manage Classes' link.

WORK SAMPLING S	SYSTEM		
<ul> <li>♣ Home</li> <li>④ Evidence</li> <li>☑ Checklists</li> <li>③ Reports</li> </ul>	Training Child Care Center 💟 123456		Help
Additional Tools Professional Development Guidelines	EVIDENCE	GUIDELINES & CHECKLISTS	
Manage Students Manage Classes Child Outcome Summary Class Observation Summary	+ Enter Observation/ Work Sample Manage Observations/Work Samples	+ New Checklist Manage Checklists	+ New Summary Report + Manage Reports
		ADDITIONAL TOOLS	y .

After you have clicked the 'Manage Classes' link, all classes you have created (normally just one) will be displayed. Hover over the name of the class you wish to edit and click.

Production T	est		Help	
MANAGE CLASSES		Hover over the class you		
		wish to edit.	New Class	
			Search:	
~	Class Name	Class Grade	Student Count	
	Temp Class	Preschool 4	1	
	Temp2	Preschool 4		
Showing 1 to 2 of 2 entries		Show 10 entries	First Previous 1 Next Last	

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The 'Edit Class'	screen will be displayed. N	Make your changes in the	appropriate field(s) and then click
'Save'.			

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NAGE	e classe	EDIT CLASS		×	
с	Class Name	Name: Temp Class Grade Level: Preschool 4	Make changes	>	Nev
	Temp Class		Save Cancel		
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