PENDING CHECKLIST REPORT
(Updated 7/21/15)

The WSO Pending Checklist Report is a valuable resource that can be generated by administrators. This report can be used to quickly determine how teachers are progressing in creating checklists for their students during a selected assessment period. The report can be created for an entire program or for only one site depending on the administrator's needs. In addition, based on report results, administrators can create immediate "alerts" to specific teacher(s) from within the Pending Checklist Report (see the "Creating Alerts" section) that can be used to facilitate needed actions, status of expected activity, etc.

Generating the Report

Below are the steps to generate the Pending Checklist Report. The screen prints in the examples show the report at the program level.

1. On your WSO Home page, select a program from the "Select a program" dropdown box if it is not already populated. If you want the report to be created for a single site, you would select a site from the "Select a site" dropdown box. After selecting a program (and site if desired), click on the 'Manage Reports' box.
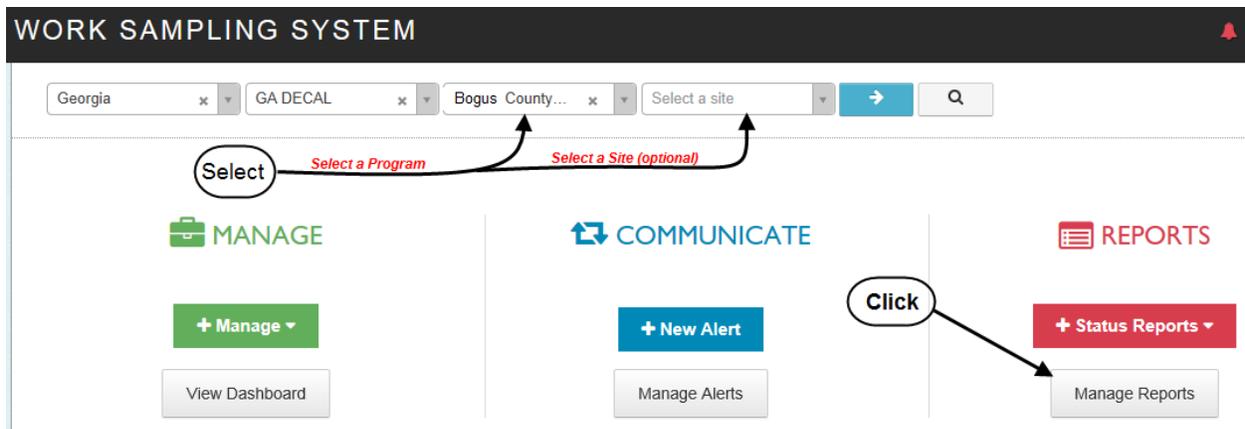
2. On the displayed 'STATUS REPORTS', click the 'Pending Checklist' icon.
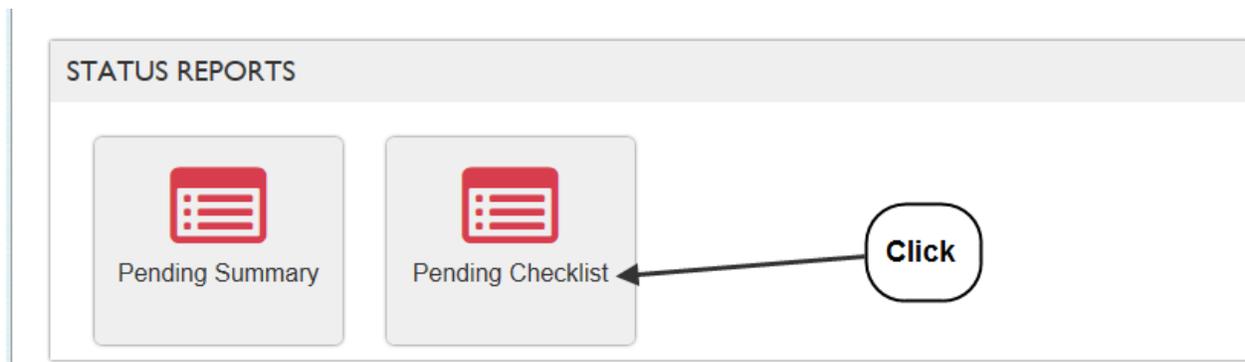
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3. On the next screen (below), select the appropriate assessment period from the "Period" drop down box.
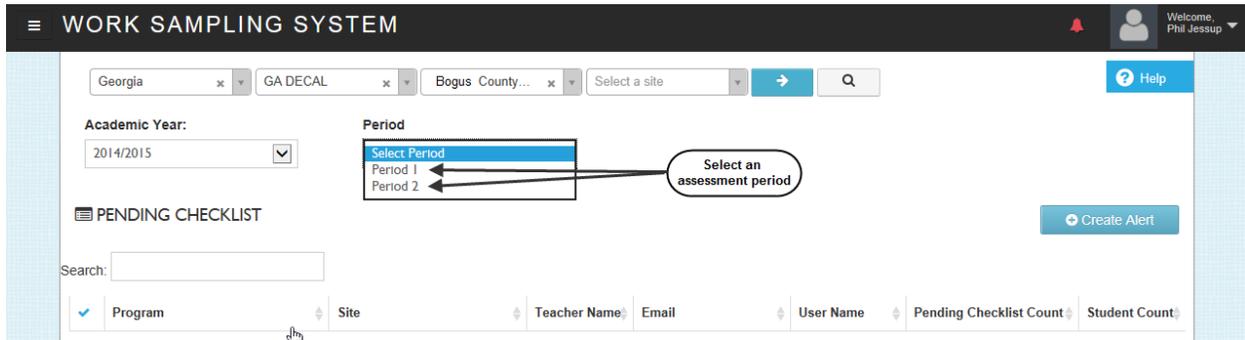
4. Below is an example of the report you will receive. However, you should note the following:

- The report displays only teachers who have not created a checklist for one or more of their students. Therefore, teacher(s) who have created checklists for every student on their roster will not show on the report.
- The column "Student Count" indicates the total number of students on the teacher's WSO roster.
- The column "Pending Checklist Count" indicates the number of students on the teacher's WSO roster who have not had a checklist created for the period. In the example below, Sara Teacher has a total of 22 students. Sixteen (see the "Pending Checklist Count" column) do not have a checklist created for Period 2.
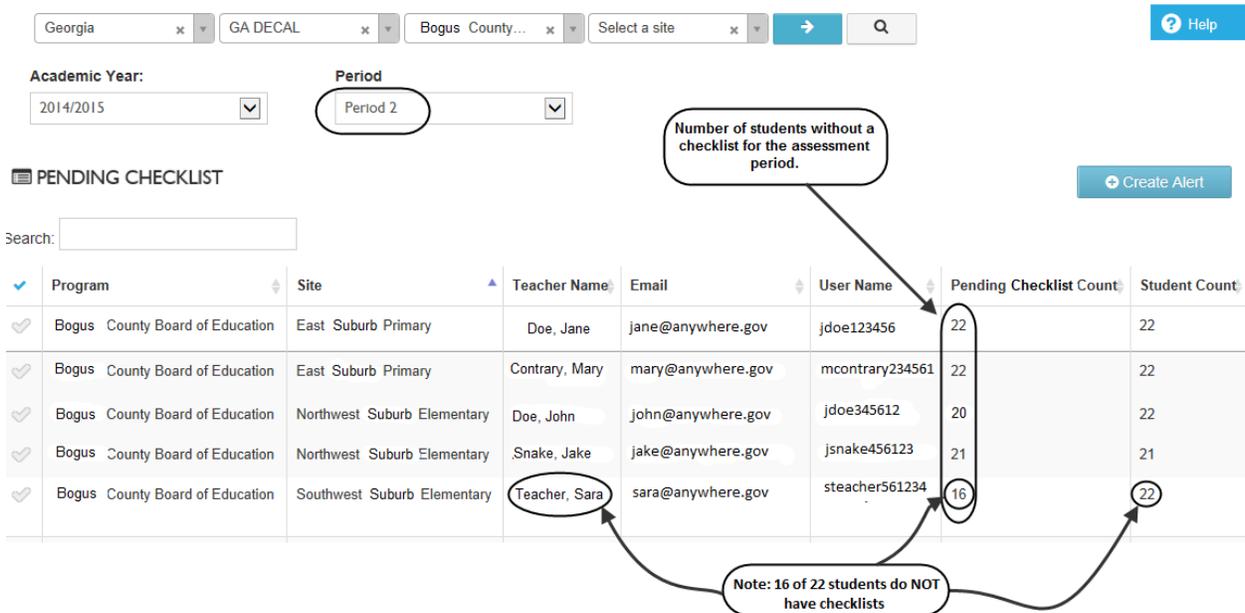
Creating Alerts

After reviewing the report, you may want to create an 'Alert' to be seen by specific teacher(s) regarding their progress. You can create the alert by doing the following:

1. On the Pending Checklist report, click the arrow(s) next to the teacher(s) to whom you want to direct the alert. (See Jane Doe in example below.)

2. Populate the below required fields on the resulting screen:

    *   **Alert Notification** – You have two options in the dropdown box:
        o   Show as Pop-up after login **(RECOMMENDED)** - Results in a pop up screen displaying when a targeted teacher logs into WSO. Using this option increases the likelihood of the teacher seeing your message expeditiously.
        o   Show in Alert Toolbar – Results in an 'Alert' message dropping down from the WSO toolbar when the teacher logs into WSO and clicks the 'Alerts' icon (red bell) on the WSO toolbar. Also the 'Alert' message counter increments by one to indicate the number of active alerts the teacher has in her/his alert queue.
    *   **Start Date/Expiration Date** - Click the calendar icon next to the "Start Date" and "Expiration Date" fields to select the dates on which you want the alert to begin and end for the chosen teacher(s). Since the teacher will only see the alert when he/she next logs into WSO, be sure to select a start and end date that allows a sufficient number of days within which the teacher would reasonably have logged into WSO again. Otherwise, he/she will never see the alert.
    *   **Title** - Choose an appropriate subject for the title field.
    *   **Message** - Create your message to the teacher(s) in this field. When the teacher(s) receive your message, they will also see your name added at the end.
    *   **Save Button** - Click the 'Save' button to create the alert.

3. The next time the targeted teacher(s) log into WSO an alert will be displayed based upon the 'Alert Notification' option chosen in Step 2 above. Below are examples of the results from the two options.

Show as Pop-up after Login Option
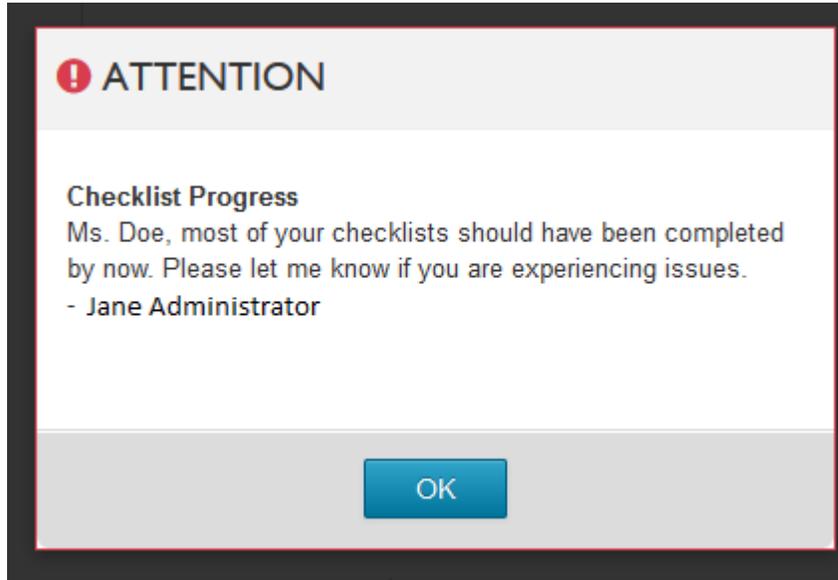
Show in Alert Toolbar Option