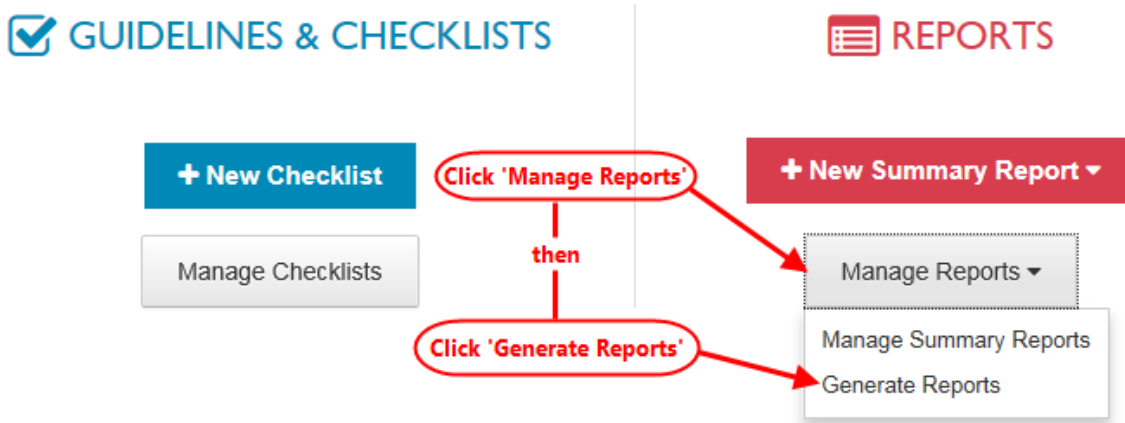


PRINTING CHECKLIST(S) FOR A STUDENT OR A CLASS

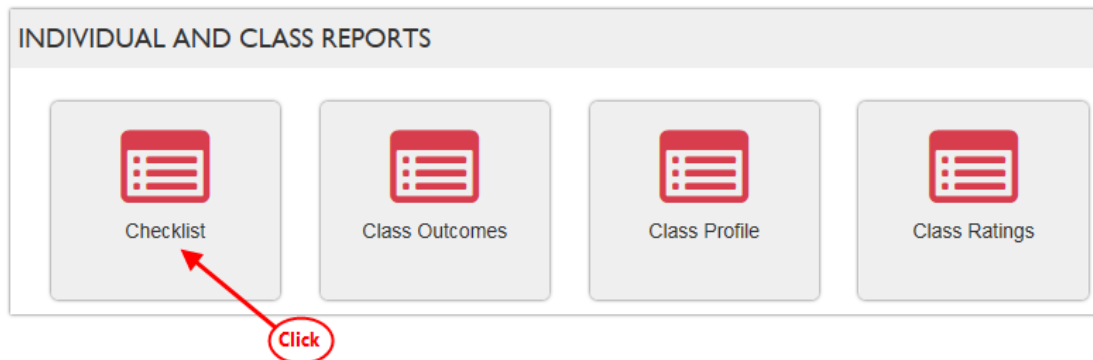
(Updated 5/26/16)

In WSO you have the option of printing a completed checklist for either an individual student or for the entire class. Instructions below will guide you through the process.

On your WSO Home page, click on the 'Manage Reports' button. You will see two options appear below the button. Select the 'Generate Reports' by clicking on it.



1. The INDIVIDUAL AND CLASS REPORTS screen is displayed. Click the 'Checklist' button.



2. On the resulting PRINT COMPLETED CHECKLIST screen you will make all your choices for printing your checklists(s).
 - In the first dropdown field, the '**Print for:**' field, you will select a specific student to print their checklist or select 'Entire Class' to print all your students' checklists.
 - The next field is '**Grade Level**'.
 - If you have selected to print your entire class and only have Preschool 4 students', you will only see 'Preschool 4' as a choice. If you also have Head Start 4 students in your class, you will need to choose Preschool 4 or Head Start 4 which will cause checklists to print only for students of that grade level.
 - If you have chosen to print a checklist for an individual student, this field will populate automatically based on the grade level already entered into WSO for the student.

PRINTING CHECKLIST(S) FOR A STUDENT OR A CLASS

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- **NOTE:** When the 'Grade Level' has been selected, a list of the appropriate domains based on the grade level will automatically populate on the right of the screen under the heading 'Domains to include in report:'. Use the checkboxes to indicate which domains you want included in your print. Notice that 'All Domains' is an option.
- In the '**Academic Year**' field you will see options for the last three academic years. However, the year is defaulted to the current academic year which is the only valid option in Georgia.
 - Your next two choices have checkboxes. It is recommended that you check the boxes for both 'Include Preliminary Ratings' and 'Include Comments'.

The example below is a PRINT COMPLETED CHECKLIST screen with typical options selected. Once your selections have been made, click the 'Submit' button.

PRINT COMPLETED CHECKLIST

Print for:
Entire Class

Grade Level:
Preschool 4

Academic Year:
2015/2016

Include Preliminary Ratings
 Include Comments

Domains to include in report:

All Domains
 I Personal and Social Development
 II Language and Literacy
 III Mathematical Thinking
 IV Scientific Thinking
 V Social Studies
 VI The Arts
 VII Physical Development, Health, and Safety

Submit Cancel

Click to create print.

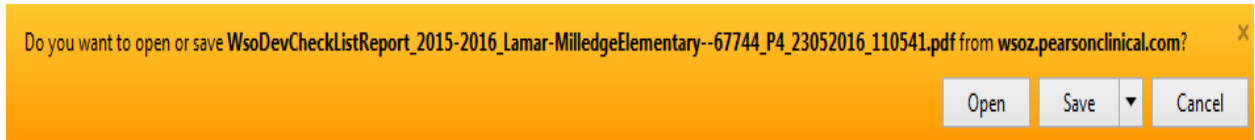
PRINTING CHECKLIST(S) FOR A STUDENT OR A CLASS

(Updated 5/26/16)

3. Once you click the 'Submit' button, depending upon the browser you are using, you will see one of the following messages.

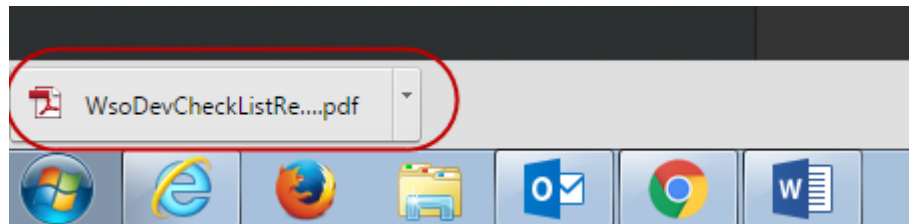
Internet Explorer

(Click 'Open' to display and print the report or 'Save' to save it to your PC for later access.)



Chrome

(Click on the .pdf file located in the lower left of your screen just above the task bar to display and print your report.)



Mozilla Firefox

(Choose 'Open with' and make a selection in the dropdown or 'Save File' to save the checklist to your PC.)

