Dear Pre-K Teacher,

The Work Sampling Online (WSO) system will open on **MONDAY**, **AUGUST 15TH** for teachers. If you do not remember your password, click on the 'Forgot Password' link on the WSO login page. If you do not remember your WSO username, or if you have changed schools, submit a WSO Help Ticket. You can access the Help Ticket from the WSO webpage at http://decal.ga.gov/Prek/PreKChildAssessmentProgram.aspx.

Contact your Pre-K Director to obtain a copy of the PANDA Roster Report for your class. This report contains the PANDA Class ID and the PANDA Student ID values required to begin your WSO data entry.

PANDA Roster Report for Roster 1

McIntosh County School System		Year:	2019 - 2020	# Active Kids:	22	
Site:	Todd-Grant Elementary School	Count:	9/6/2019	# Category One:	22	
Class:	87235	Due:	9/13/2019	# Cat 1 & Trans:	22	

#	Last Name	First Name	Ins Begin Date	Ins. End Date	Credential	CYE	TL	T E Eligible	Teacher ID
Lead Teacher									
1			8/2/2019		GaPSC Certification, T5 or higher	8.00	T-5	No	58378
Teacher Assistant									
1			8/5/2019		Child Development Associate	2.00		No	52901

#	Last Name	First Name	Middle Name	Suffix	Student ID	GTID	Birth Date	M /F	Mult i Birth	Trans Y/N	Socio/ Eco	Race	Ethnic	DLL	IEP	Begin Date	End Date

To create your class:
- Click the '3 Bar' icon on the WSO Home page and then select the 'Manage Classes' link.
- Enter the numeric PANDA Class ID as the WSO Class Name. **DO NOT** change your class name as this is a unique identifier assigned to your class by our database.

To add students:
- Click the '3 Bar' icon on the WSO Home page and then select the 'Manage Students' link.
- Enter the PANDA Student IDs from the PANDA Roster Report. **DO NOT** create a fictitious Student ID as this is a unique identifier assigned to each child by our database. Using it will help prevent duplicates from being created in WSO.
- **Only enter students that have been physically in attendance in your classroom**.

As new students enroll in your class, enter them into WSO. If you receive a message stating 'the PANDA ID or Student Name already exists', submit a WSO Help Ticket. This error indicates we need to transfer their existing WSO record to you rather than creating a new one.

When a student withdraws from your class, ensure their WSO documentation is up to date. Make sure to archive the student as soon as possible so we can transfer the student to his or her new class in a timely manner.

If you need assistance, submit a WSO Help Ticket. We will respond as quickly as possible.

We are looking forward to a great school year and appreciate all that you do for the children in your classroom!

Thank you,
Pre-K Assessment Team