



WORK SAMPLING ONLINE TIPS

Beginning of the School Year Tips for Teachers

- Chrome, Edge or Mozilla Firefox are recommended browsers for the Work Sampling Online system. The WSO System uses 'pop-ups' to alert users that their session is about to "time-out". To allow 'pop-ups' to function in WSO, turn your browser's 'pop-up blocker' to the 'off' setting.
- WSO passwords expire every 120 days. If you need to reset your password, a laptop or desktop computer are recommended devices. Tablet, iPhone, or smart phone devices are not recommended.
- 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.

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.
- If you discover an error was made in entering the student's info into WSO, please **DO NOT** 'archive' the record and re-enter the student correctly. This will create a duplicate entry in WSO. Instead, go to the 'Manage Students' screen and simply click on the student's name. This will bring up the 'Edit Student' screen where you can make the needed corrections and then click on 'Save'.

- WSO Support and Resources

- WSO Support Ticket: http://dec.al.ga.gov/PreK/WSO_Logging.aspx .
- WSO How To Files: <http://dec.al.ga.gov/PreK/PreKChildAssessmentProgram.aspx>
- WSO Tip Sheet: <http://dec.al.ga.gov/PreK/PreKChildAssessmentProgram.aspx>