

Dear Returning Project Director,

The Work Sampling Online (WSO) system opens July 20th for directors. Teachers will be able to login and start entering data beginning Aug 10th.

Please take a moment to log into WSO to ensure the information for your program is accurate for the 2021-2022 school year. If you do not remember your password, click on the 'Forgot Password' link on the WSO login page at www.worksamplingonline.com. If you do not remember your WSO User name, you may use this link to submit a WSO Help Ticket http://www.decal.ga.gov/Prek/WSO_Logging.aspx.

After logging in, go to the WSO 'Manage Users' screen and review the names of the teachers and site directors listed for each of your sites. Follow the instructions below if you have changes in your staff:

- Delete the WSO Login ID for any site director or lead teacher who will not be returning for the 2021-2022 school year.
- Transfer the WSO Login ID for any site director or lead teacher who will be transferring to another site **within** your program. Instructions for transferring staff can be found on the DECAL website under the Work Sampling System Program tab. Look for the 'How to Transfer A Teacher' document under the 'WSO How To Files' tab, found at: <http://www.decal.ga.gov/Prek/PreKChildAssessmentProgram.aspx>
- Create a WSO login ID for all lead teachers (new or returning) who have not had WSO training as part of "New Lead Teacher Training." Use the above link to access the 'How to Add a Teacher' document. If you receive a message stating 'this Login already exists', use the above link to submit a WSO Help Ticket and we will assist you.

Once you receive notice that Roster 1 has opened for 2021-2022, begin entering your Pre-K students into PANDA. Only enter those students who are physically in attendance. You should not enter students who have registered but have not yet attended. *NOTE: If your school uses Infinite Campus, PowerSchool, or ASPEN, obtain your prepopulated roster upload files from your district data coordinator. Do not manually type in your student data.*

As soon as your student data has been entered into PANDA, provide your lead teachers with a copy of the PANDA Roster Report **being sure to select the 'Print w/o SSN' option**. Your teachers will be unable to accurately enter their students into WSO until they receive this report from you for their class. If needed, the above link may be used to access the 'How to Print/Email a PANDA Roster Report' document.

We are looking forward to a great school year and appreciate your support. If you have questions, contact us using the WSO Support Request screen available on the DECAL website (http://decal.ga.gov/PreK/WSO_Logging.aspx).

Thank you,
Pre-K Assessment Team