Georgia Dept of Early Care and Learning
BRIGHT FROM THE START

WORK SAMPLING ONLINE TIPS

Beginning of the School Year Tips for Administrators

- 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.

- At the beginning of each school year, access the 'Manage Users' screen and review the names of the teachers and site directors listed for each of your sites. If the data shown is accurate, no action is needed. If you have changes in your staff, select the appropriate Site Name at the top of the screen:
  - Delete the WSO Login ID for any site director or lead teacher who will not be returning for the 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 administrators and teachers as needed.

- How to Create a WSO Login ID for administrators and teachers
  - Site Director, use FirstInitial + LastName + '4321' (ex. "jdoe4321") .
  - Lead Teacher, use FirstInitial + LastName + teacher'sPDS# (ex."jdoePDS #")
  - Inclusion Teacher, use FirstInitial + LastName + '_gadoe' (ex. 'jdoe_gadoe)
  - Special Education/Inclusion Classroom, submit a WSO Help Ticket for assistance

Note: For error message: 'this WSO Username already exists', submit a WSO Support Ticket.

- Once your student data has been entered into PANDA, provide your lead teachers with a copy of the PANDA Roster Report. Your teachers will be unable to enter their students into WSO until you have provided them a copy of the PANDA Roster Report for their class.

- WSO Support and Resources
  - WSO Support Ticket: http://decal.ga.gov/PreK/WSO_Logging.aspx .
  - WSO How To Files: http://decal.ga.gov/Prek/PreKChildAssessmentProgram.aspx
  - WSO FAQ's: http://decal.ga.gov/documents/attachments/WSOTechnical%20FAQs.pdf