

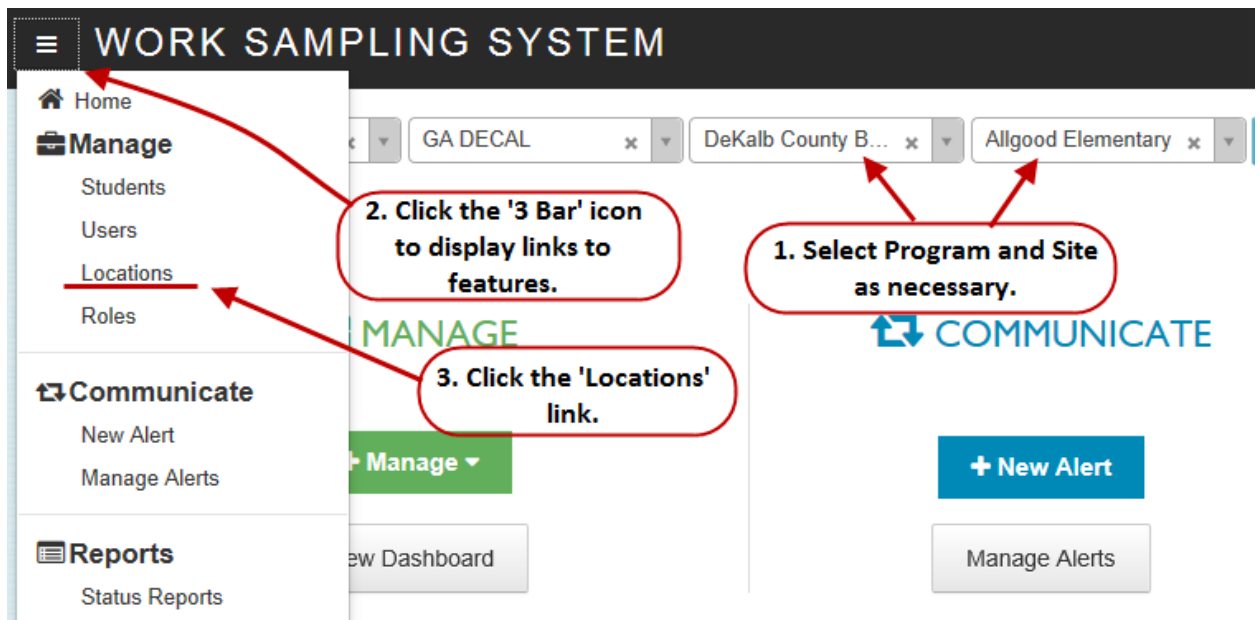
HOW TO ADD A CLASS NAME – Directors/Admins

(Updated 7/20/15)

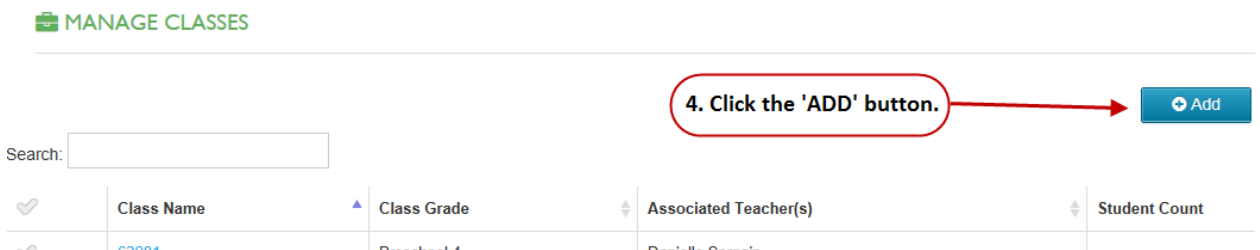
NOTE: You are ONLY adding a class name to WSO. Students will eventually need to be added under the class name(s) you are creating (see 'How to Add a Student – Directors/Admins').

To add a class name to WSO, follow the instructions below and refer to the corresponding screen prints:

- 1) As a Director/Administrator, you may have access to several programs/sites. If so, be sure you have selected the intended Program and Site from the drop down field(s) on the WSO 'Home' page.
- 2) Once the desired Site has been selected on the WSO 'Home' screen, click the '3 Bar' icon next to 'WORK SAMPLING ONLINE'.
- 3) On the drop down list, click the 'Locations' link under the 'Manage' heading. This will result in a 'MANAGE CLASSES' pop up screen appearing.



- 4) On the 'MANAGE CLASSES' screen, click the 'ADD' button. This results in an 'ADD CLASS' pop up screen to appearing.



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- 5) On the 'ADD CLASS' pop up screen, enter the PANDA Class ID into the 'Class Name' field.
(NOTE: The PANDA Class ID can be found on the PANDA Roster Report as noted below:)

Site	Year	2014 - 2015									
	Count	9/5/2014									
	Due	9/12/2014									
Class											
61862											
Class ID to be used as Class Name in WSO											
Lead Teacher											
Bachelor of			No		11.00		0.00		8/1/2014		11780
Last Name	First Name	Credential	T & E Eligible	Training level	Frozen Training level	Creditable Years Experience	Frozen Years Experience	Instruction Begin Date	Instruction End Date	Teacher ID	
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- 6) Click the 'Select Grade Level' drop down arrow and select the proper grade level for the class, typically 'Preschool 4'.
- 7) The 'Associated Teacher' field has a drop down box that will display all the teachers in the school who have a WSO account. You should choose the teacher to whom the class name you have created is to be assigned.
- 8) Be sure to 'Save' your entries.

The screenshot shows the 'ADD CLASS' pop-up window. It contains the following fields and annotations:

- Class Name:** A text input field with an annotation: "5. Enter the PANDA Class ID as the Class Name."
- Associated Teacher:** A dropdown menu with the text "Select Teacher" and a downward arrow. An annotation points to it: "7. Select the teacher being assigned to the class from the drop down list."
- Grade Level:** A dropdown menu with the text "Select Grade Level" and a downward arrow. An annotation points to it: "6. Select proper 'Grade Level' (normally Preschool 4)".
- Buttons:** At the bottom, there are "Save" and "Cancel" buttons. An annotation points to the "Save" button: "8. Click 'Save' !!".

Once the class name has been created and assigned to a teacher, when that teacher logs into WSO, she/he will see the class in the 'Select a Class' field drop down list.