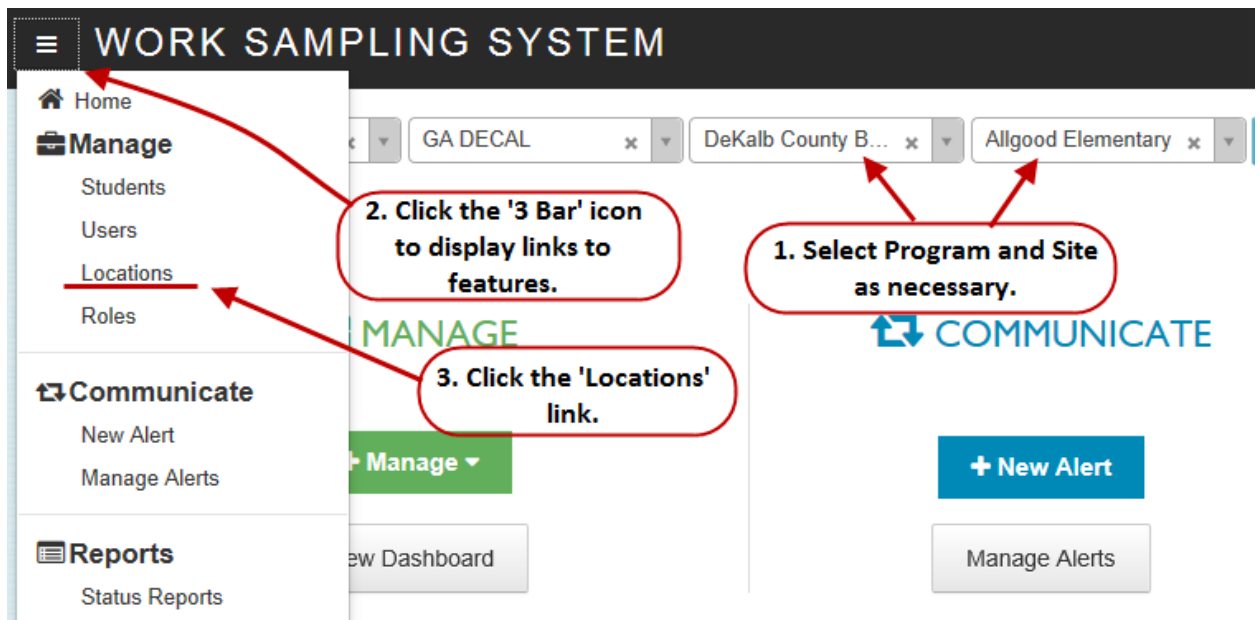# HOW TO ADD A CLASS NAME – Directors/Admins
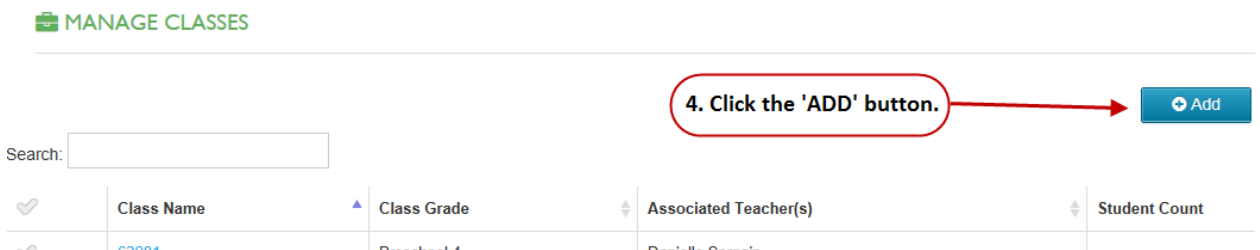## (Updated 7/20/15)

NOTE: You are ONLY adding a class <u>name</u> 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 <u>and</u> 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.

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

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.

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.