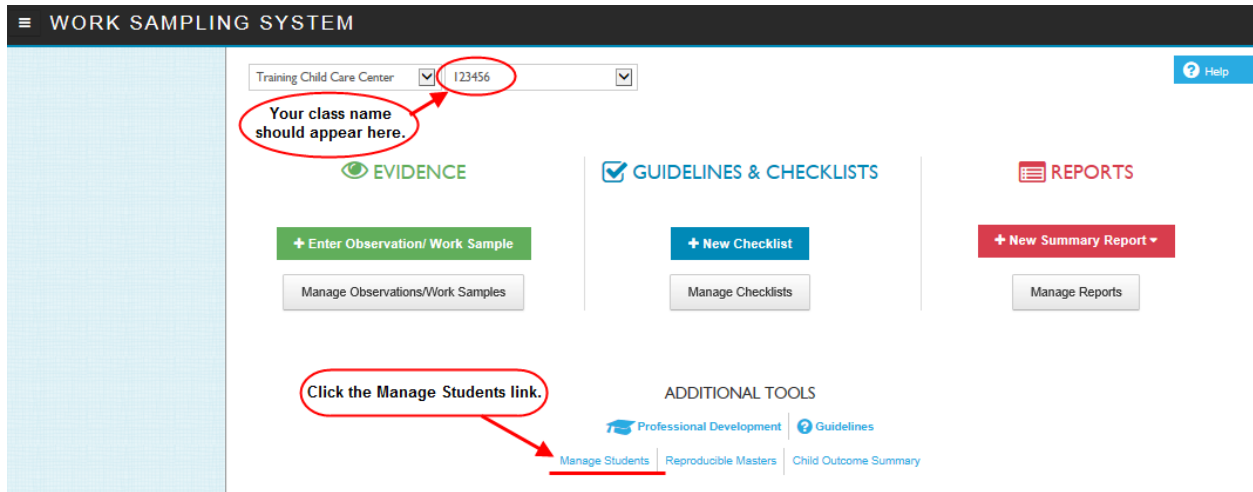# HOW TO ADD A STUDENT – DECAL Teachers
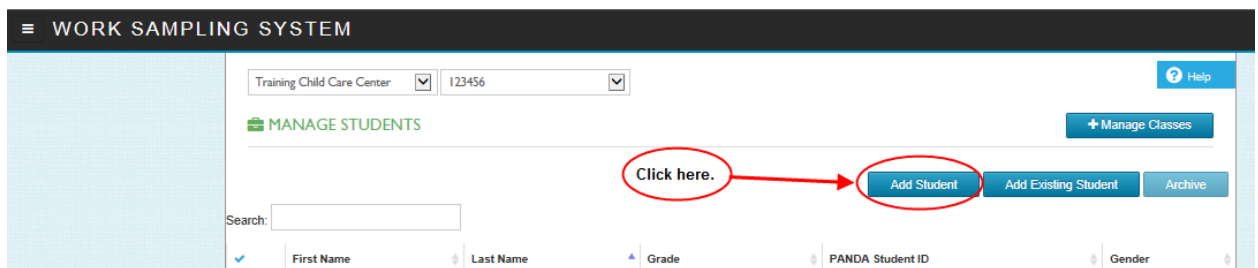## (Updated 7/21/15)

NOTE: Two requirements before attempting to add a student are: 1) a class name must have already been created under which the student will be added (See 'How to Add a Class – PreK Teacher'), and 2) each student MUST have a PANDA ID. PANDA IDs can be found on the PANDA Roster Report.

To add a student to WSO follow the instructions below and refer to the corresponding screen prints:

1. On the WSO 'Home' screen, click the <u>Manage Students</u> link. Note that your WSO class name should appear in the dropdown box next to the school name field. Once you click the Manage Students link, the 'Manage Students' screen will be displayed.

2. On the displayed 'MANAGE STUDENTS' screen, click the blue 'Add Student' button.

The 'Add Student' screen will be displayed and has six required fields as noted. <u>With the current version of WSO, you will need to scroll down to display all the fields on the screen.</u> The screen prints below portray how the fields on the 'ADD STUDENT' screens will typically be divided and displayed on your monitor. Be sure to complete data entry in all fields before clicking 'Save' to avoid possibly having to go back and add additional information for the student.

On the 'ADD STUDENT' screen, enter information into all six required fields and any other fields as appropriate. When complete, click 'Save'.

**** Scroll down in WSO to see the remaining part of the 'Add Student' screen (see below/next page).

IMPORTANT: When adding a student, should you get the message that the PANDA ID or the student name already exists in WSO, you should NOT continue with adding the student until you contact PreK Assessment. You may reach PreK Assessment by either calling the DECAL WSO Help line at 770/342-3879 or by completing the online WSO Assessment Support request form located at http://decal.ga.gov/PreK/WSO_Logging.aspx.