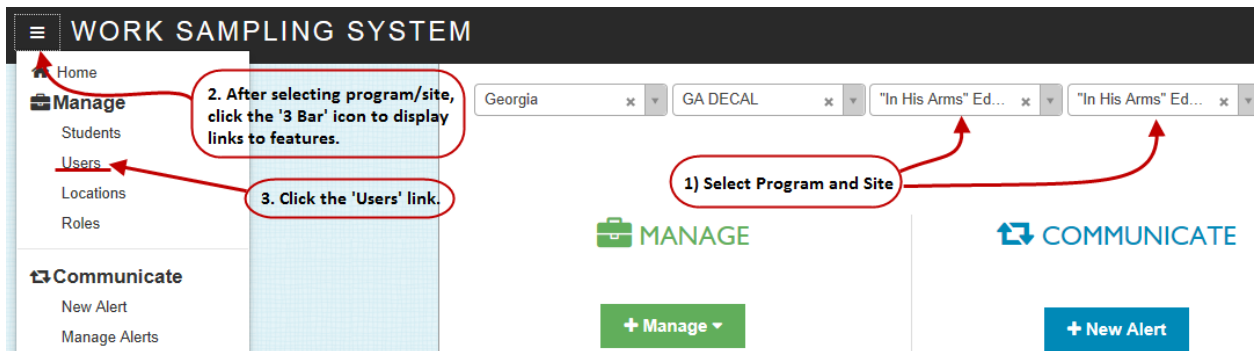


# HOW TO ADD A TEACHER – Directors/Admins

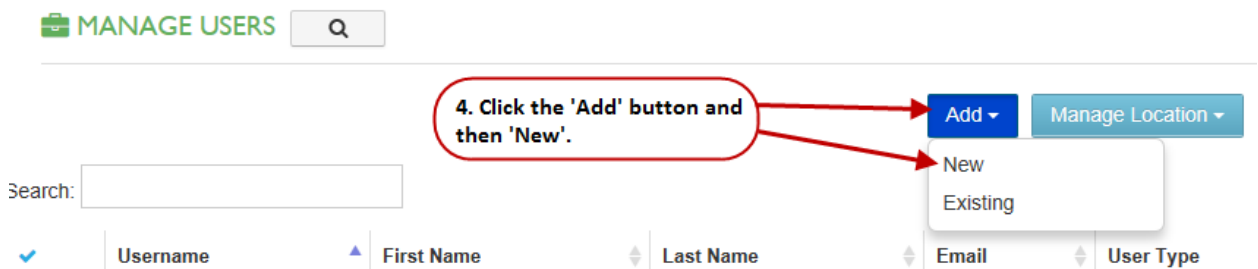
(Updated 8/10/2016)

To add a teacher in 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/site from the drop down fields on the WSO 'Home' page.
- 2) Once the desired Program and Site are populated on the WSO 'Home' screen, click the '3 Bar' icon next to 'Work Sampling Online'.
- 3) On the drop down list, click the 'Users' link under the 'Manage' heading which will result in a 'MANAGE USERS' pop up screen appearing.



- 4) When the 'MANAGE USERS' screen displays, click the 'Add' button and then 'New' from the ensuing drop down list. An 'ADD USER' pop up screen will appear.



# HOW TO ADD A TEACHER – Directors/Admins

(Updated 8/10/2016)

5) On the 'ADD USER' pop up screen, enter the required information in the following fields:

- **User Name** - Please note the difference between the DECAL and Inclusion teachers' formatting:

➤ **DECAL Teacher**

A DECAL teacher's WSO username should follow one of the below formats:

- First Name Initial + Last Name + PDS number (i.e., Sara Doe = sdoe28792).
- Use a generic format with the site name such as CNI222teacher1, CNI222teacher2, etc. By not using the teacher's name at all, you would not have to drop/recreate login ids should teacher turnover occur. You would simply go to the Edit User screen and change the teacher's first name, last name, and email address (if needed). **DO NOT USE THE ACTUAL CLASS NAME IN THE USERNAME SINCE THE CLASS NAME CHANGES EACH YEAR.**

➤ **Inclusion Teacher**

An Inclusion teacher's username should be formatted as follows:

Teacher's first Initial + Teacher's Last Name + a suffix of '\_gadoo' (i.e., Sara Doe would be sdoe\_gadoo).

**NOTE:** If the teacher has a hyphenated last name or a double last name, just use the portion of the last name up to the hyphen or space to avoid having a lengthy user name. As example, Inclusion teacher 'Carol Dean-Blake' would have the user name cdean\_gadoo.

- **First Name** - Teacher's first name
- **Last Name** - Teacher's last name
- **Email** - Teacher's email address. **NOTE:** This address should be one to which the teacher would expect all WSO communications to go, i.e. WSO Updates, WSO information sent from Pearson (WSO vendor), links for password changes, etc.  
**REMINDER:** If you are within a school system, it is advised that you check with your IT group at the beginning of each school year to ensure they are not blocking emails from [support@schoolsucces.net](mailto:support@schoolsucces.net). You may opt to use the teacher's personal email instead of their work email as long as they are allowed access to their personal email while at work.
- **Assigned Role** - This field is defaulted to the correct value for teachers and CANNOT be changed.

# HOW TO ADD A TEACHER – Directors/Admins

(Updated 8/10/2016)

6) Be sure to click the Save button once you have completed entering the required information.

The screenshot shows a web form titled "ADD USER". At the top left, there is a legend: "▶ = Required". Below this, there are several input fields, each preceded by a red triangle icon indicating it is required: "User Name:", "First Name:", "Last Name:", and "Email:". Each field is an empty text box. Below these are two checkboxes: "Teacher:" with a checked box, and "Administrator:" with an unchecked box. At the bottom, there is a label "Assigned Role:" followed by a dropdown menu. At the bottom right of the form, there are two buttons: a blue "Save" button and a grey "Cancel" button. A red callout bubble with the text "Don't forget to SAVE!!" has a red arrow pointing to the "Save" button.