Work Sampling Online (WSO) Guidance

Log into WSO to ensure the information for your program is accurate for the 2023-2024 school year. If you do not remember your password, click on the 'Forgot Password' link on the WSO login page at www.worksamplingonline.com. If you do not remember your WSO Username, submit a WSO Help Ticket for assistance. You can access the Help Ticket from the WSO webpage at http://decal.ga.gov/Prek/PreKChildAssessmentProgram.aspx.

After logging in, go to the WSO 'Manage Users' screen and review the names of the teachers and administrators listed for each of your sites. Follow the steps below if you have changes in your staff:

- Delete the WSO Login ID for any administrator or lead teacher who will not be returning for the 2023-2024 school year.
- Transfer the WSO Login ID for any administrator or lead teacher who will be transferring to another site within your program. Follow the instructions in the How to Transfer a Teacher document posted on the WSO webpage.
- Create a WSO Login ID for any new Site Administrators, making sure you have first selected the appropriate Site from the drop-down list at the top of the screen. Follow the instructions in the How To Add An Administrator document posted on the WSO webpage.

Register New Teachers for WSO Training
Refer to the 2023-2024 Georgia's Pre-K Training Requirements document for guidance in registering new lead teachers for WSO training. The WSO Login ID for these teachers should be created the week prior to training. Follow the instructions in the How to Add a Teacher document posted on the WSO webpage. If you receive a message stating 'this Login already exists', submit a WSO Help Ticket for assistance.

Provide the PANDA Roster Report to Lead Teachers
After your student data has been entered into PANDA, provide your lead teachers who have already attended WSO training a copy of the PANDA Roster Report so they can begin entering their students into WSO. **When printing the report for teachers, make sure to select the 'Print w/o SSN'** option. Refer to the How to Print/Email a PANDA Roster Report document for instructions. Please do not provide the report to teachers who have not completed WSO training. **Teachers who have not yet been trained will enter their students during training.**

If you have questions or need assistance, submit a WSO Help Ticket.