

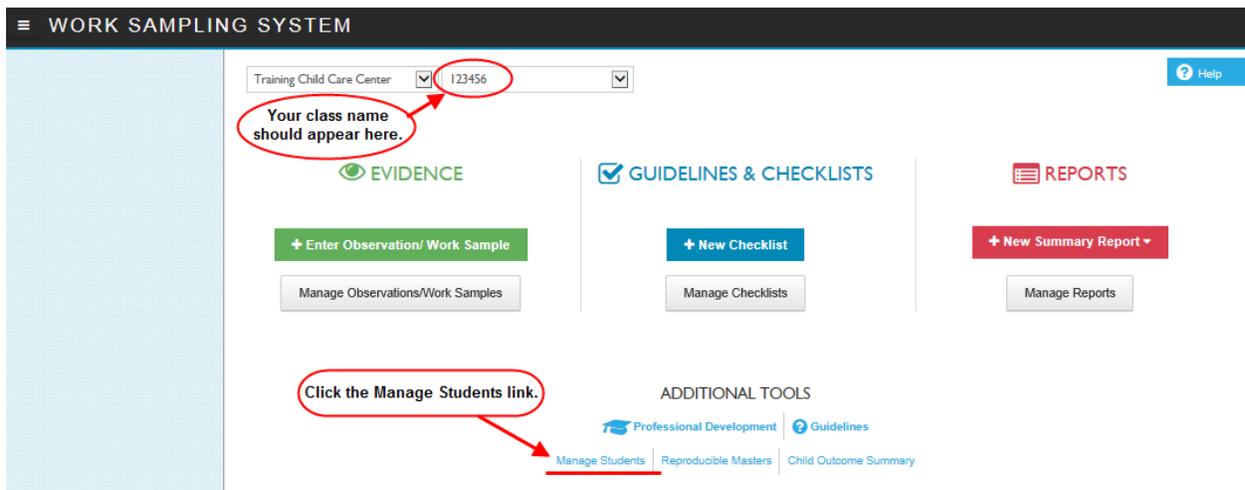
# HOW TO ADD A STUDENT – Inclusion Teachers

(Updated 7/21/15)

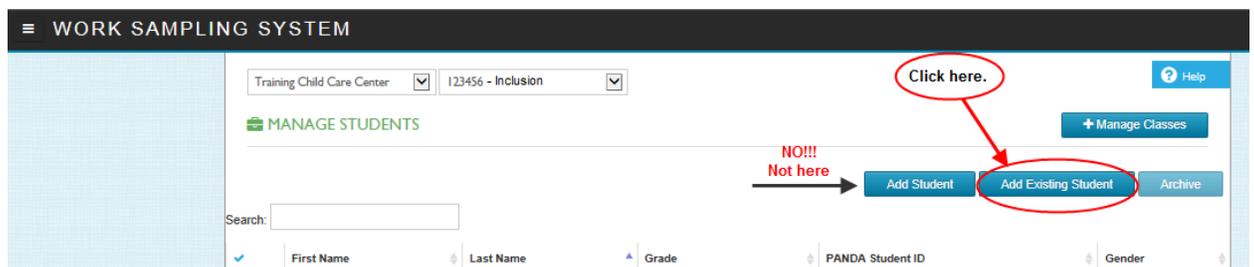
**NOTE: As an inclusion teacher, adding a student is quite different than if you were the PreK Lead Teacher. All the students you intend to serve should already have been added to WSO by the lead teacher. As a result, you are simply going to select existing students to add to your class. However, prior to selecting students you MUST have already created yourself a class name (see 'How to Add a Class – PreK Teacher'). You have the liberty of selecting whatever class name you choose, but we ask that you suffix your class name with either '- Shared' or '- Inclusion'. This assists us in our work.**

To add students to your inclusion class in WSO, follow the instructions below and refer to the corresponding screen prints:

1. On the WSO 'Home' screen, click the Manage Students 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.

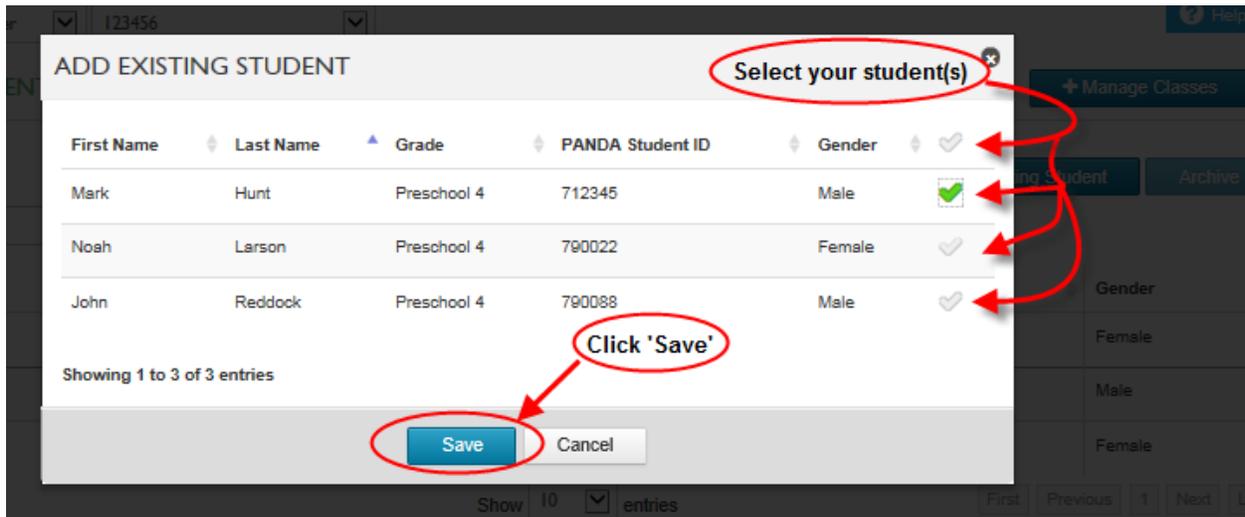


2. On the displayed 'MANAGE STUDENTS' screen, click the blue 'Add Existing Student' button.



The 'Add Existing Student' screen will appear and will display all students entered into WSO at your school. You will only need to click the check mark(s) next to the student(s) you wish to add to your class and then click 'Save'.

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



Once you save the students to your class, all notes, etc. entered by the lead teacher or you are seen by each since you both are sharing the same student record in WSO.