

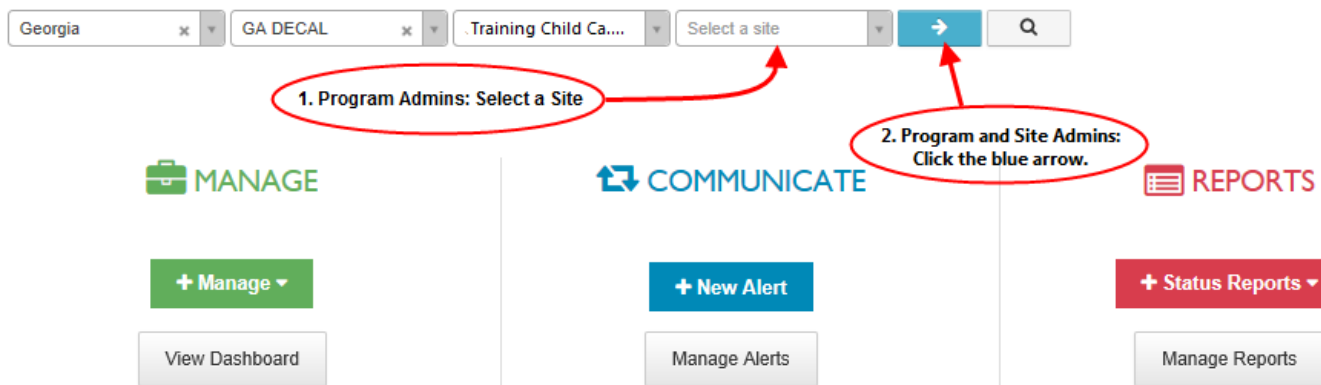
# HOW TO SCREEN A CLASS – Admins.

(Updated 7/21/15)

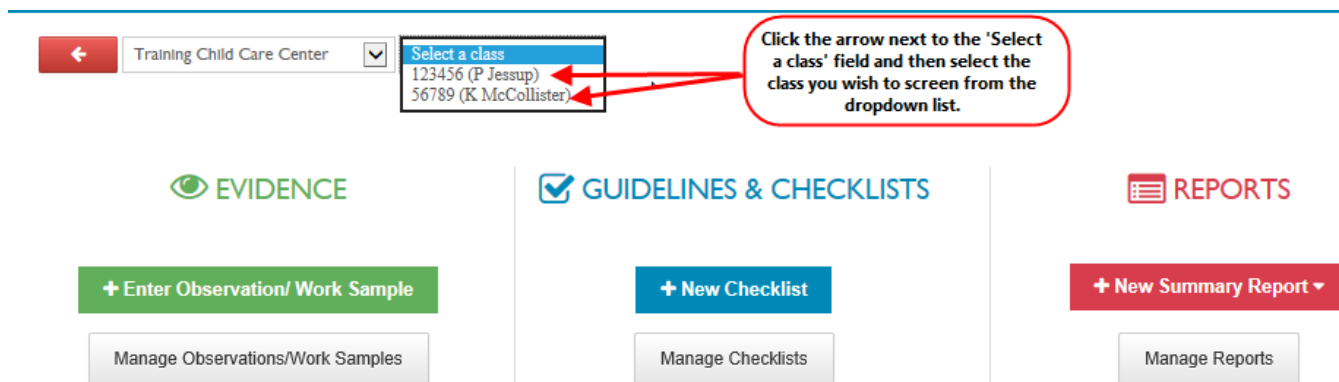
As an administrator, to screen a class in WSO, simply log on as you normally would and follow the instructions below. WSO recognizes you as an administrator from your username and allows you permissions based on the role assigned to you by your License Administrator.

On your WSO 'Home' screen, Program Admins will need to make a selection from the 'Select a site' drop down box. For Site Admins, the site field will normally be defaulted to your assigned site. However, if you are a Site Admin and you are assigned to several sites, you will also need to make a selection from the 'Select a site' drop down box just as the Program Admin would.

- 1) If you are Program Admin, you will select the Site in which the class you wish to screen is located. After the Site field is populated, both Program Admins and Site Admins should click the blue arrow next to the Site name field.



- 2) Once the blue arrow is clicked, the following screen is displayed. This is where you will select the class to screen.



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- 3) At this point you can move from screen to screen to review observations, checklists, and reports just as the teacher would.
- 4) When you have completed your screening, you can return to the Home screen by clicking the red arrow located next to the Program field at anytime from any screen.

