

Dear Returning Project Director,

The Work Sampling Online (WSO) system is now open for directors to enter data. If you do not remember your password, click on the 'Forgot Password' link on the WSO login page at [www.worksamplingonline.com](http://www.worksamplingonline.com).

To get started for the 2015 – 2016 school year, after logging into WSO, go to the WSO 'Manage Users' screen and review the names of the teachers and site directors listed for each of your sites. Follow the instructions below if you have changes in your staff:

- Delete the WSO Login ID for any site director or lead teacher who will not be returning for the 2015-2016 school year.
- Transfer the WSO Login ID for any site director or lead teacher who will be transferring to another site within your program. Instructions for transferring staff can be found on the DECAL website under the Work Sampling System Program tab. Look for the 'How to Transfer A Teacher' document under the 'WSO How To Files' tab. Or, go to <http://www.decals.ga.gov/PreK/PreKChildAssessmentProgram.aspx>
- Create a WSO login ID for all lead teachers (new or returning) who have not yet attended WSO training. Use the above link to access the 'How to Add a Teacher' document. If you receive a message stating 'this Login already exists', call Assessment Support at 770-342-3879 for assistance.

Your teachers will be unable to enter their students into WSO until they have received a copy of the PANDA Roster Report for their class. This report contains the PANDA Student Id values that are required for WSO data entry.

When Roster 1 opens on August 8, 2015, you may immediately begin entering teacher changes and Pre-K students. *If your school uses Infinite Campus (IC), refer to the email sent on June 22, 2015 regarding how to obtain your prepopulated roster upload template. Do not manually type in your student data.* Once your teacher/student data has been entered into PANDA, provide your lead teachers with a copy of the PANDA Roster Report so that they may begin entering their students into WSO. If needed, the above link may be used to access the 'How to Print/Email a PANDA Roster Report' document.

We are looking forward to a great school year and appreciate your support. If you have questions, contact us using the new WSO Support Request screen available on the DECAL website ([http://decals.ga.gov/PreK/WSO\\_Logging.aspx](http://decals.ga.gov/PreK/WSO_Logging.aspx)).

Thank you,  
Pre-K Assessment Team