

Pre-K Teachers and Directors,

Happy New Year! Below are updates/reminders as you resume working with Work Sampling Online.

Teachers:

- All Student Checklists should be marked as 'Finalized' for Period 1. Failing to do so will prevent the ratings for your class from being reflected on the WSO Outcome Reports which are used by your Pre-K Director.
- Before saving your first piece of evidence for Period 2, make sure to change the Period from '1' to '2' on the 'Add Evidence' screen. Once you have saved your first piece of evidence for Period 2, the Period will then default automatically to '2'. If the Period is not changed, your new evidence will continue to be added under Period 1 and it will not be visible from the Period 2 Checklists. If you have already added new notes under Period 1 by mistake, you can simply edit the note(s) to change it to Period 2 and then click 'Save'.

Directors:

- **Register any lead teachers for WSO Training as soon as possible if they have not yet attended. Only two sessions in January have open seats. No additional WSO training will be offered this school year.**
  - To register for training, go to the Georgia Professional Development System (GaPDS) at: <http://gapds.decal.ga.gov>. Check the box next to *Pre-K Directors* and log in with your PANDA username and password. If you have questions about the registration procedure, or if this is your first time using the GaPDS for training registration and you need help, call GaPDS Support at 404-267-2760 or email [gapds@decal.ga.gov](mailto:gapds@decal.ga.gov). You may also access the GaPDS Help Files for Georgia's Pre-K Directors at <https://gapds.decal.ga.gov/Shared/HelpContent.aspx?c=pnlgaprek>

WSO Support:

- For assistance from our Assessment Team, [click here to submit a Help Ticket](#).

We appreciate all that you do for the children in your classroom.

Thank you,  
The Pre-K Assessment Team