

*This email contains important information for lead teachers in Georgia's Pre-K Program. If you are receiving this email and you are no longer a Pre-K lead teacher, [click here](#) to unsubscribe.*

Dear Pre-K Teacher,

The Work Sampling Online (WSO) system will be opened on **MONDAY, AUGUST 13<sup>TH</sup>** for lead teachers. 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). If you do not remember your WSO username, use the link shown below to submit a WSO Help Ticket.

Your Pre-K Director will provide you a copy of the PANDA Roster Report for your class. The PANDA Roster Report contains the PANDA Class ID and the PANDA Student ID values required for WSO data entry. Upon receipt of this report, you may then create your class and begin entering your students into WSO. Enter students that are physically in the classroom.

To create your class:

- Click the '3 Bar' icon on the WSO Home page and then select the 'Manage Classes' link.
- Enter the numeric PANDA Class ID as the WSO Class Name, which can be found on the upper left side of your PANDA Roster report. Do NOT change your class name as this is a unique identifier assigned to your class by our database.

To add students:

- Click the '3 Bar' icon on the WSO Home page and then select the 'Manage Students' link.
- Enter the PANDA Student IDs from the PANDA Roster Report. Do NOT create a fictitious Student ID as this is a unique identifier assigned to each child by our database.

As new students enroll in your class, you may enter them into WSO. It is not necessary to notify Assessment Support of newly enrolled students. If you receive a message stating 'the PANDA ID or Student Name already exists', go to [http://www.decal.ga.gov/PreK/WSO\\_Logging.aspx](http://www.decal.ga.gov/PreK/WSO_Logging.aspx) and submit a WSO Help Ticket.

Students that withdraw from your class should be archived immediately. Please ensure that their WSO documentation is current prior to archiving. Instructions for archiving students can be found here: <http://decal.ga.gov/documents/attachments/HowToArchive.pdf>.

Whenever you need assistance with WSO, submit a WSO Online Help Ticket at <http://www.decal.ga.gov/Prek/PreKChildAssessmentProgram.aspx>. We will respond as quickly as possible. The WSO Training Manual, recorded webinars, WSO 'How To' files and a WSO FAQ are all available to you on this same webpage.

We are looking forward to a great school year and appreciate all that you do for the children in your classroom.

Thank you,  
Pre-K Assessment Team