

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' upon completion of 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'.
- Enter outstanding information for any students who leave your class and archive them as quickly as possible to remove them from your WSO roster. This enables us to immediately transfer them to a new teacher should they enroll elsewhere.

Directors:

- Delete WSO Login Ids for teachers who have left and create a WSO Login Id for any new lead teachers. Refer to the 'WSO How To Files' at <http://dec.al.ga.gov/Prek/PreKChildAssessmentProgram.aspx> for details on deleting or adding a Teacher. Make sure to link the new teacher to their class if it already exists in WSO.
- Register any lead teachers for WSO Training as soon as possible if they have not yet attended. Only a few seats are open. To register for training, go to the Bright from the Start Training Registration page at <http://www.dec.al.ga.gov/trainingregistration> and log in with your PANDA username and password. If you have questions about the registration procedure, call our Training Registration Center at 404-463-4109.

WSO Support:

- A new resource, *FAQ for WSO Users*, is now available at <http://www.dec.al.ga.gov/Prek/PreKChildAssessmentProgram.aspx>. This document, created by Pearson, captures many commonly asked questions received by both the DECAL support desk and the Pearson support desk. This information will be very helpful to both teachers and directors.
- 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