Dear Returning Project Director,

The Work Sampling Online (WSO) system is now open for directors.

To get started for the 2018 – 2019 school year, log into WSO. If you do not remember your password, click on the 'Forgot Password' link on the WSO login page at www.worksamplingonline.com. If you do not remember your WSO User name, you may use this link to submit a WSO Help Ticket http://www.decal.ga.gov/Prek/WSO_Logging.aspx.

After logging in, 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 2018-2019 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, found at: http://www.decal.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', use the above link to submit a WSO Help Ticket and we will assist you.

You may begin entering your Pre-K students into PANDA. *NOTE: If your school uses Infinite Campus, PowerSchool, or ASPEN, obtain your prepopulated roster upload files from your district coordinator. Do not manually type in your student data.*

Once your student data has been entered into PANDA, provide your lead teachers with a copy of the PANDA Roster Report. Your teachers will be unable to enter their students into WSO until you have given them a copy of the PANDA Roster Report for their class. If needed, the above link may be used to access the 'How to Print/Email a PANDA Roster Report' document. **Be sure to select the Print w/o SSN option for the PANDA Roster Report** that is being given to your teachers.

WSO will be available for teachers to enter data beginning August 13, 2018.

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

Thank you,
Pre-K Assessment Team