Table of Contents

The Work Sampling System®

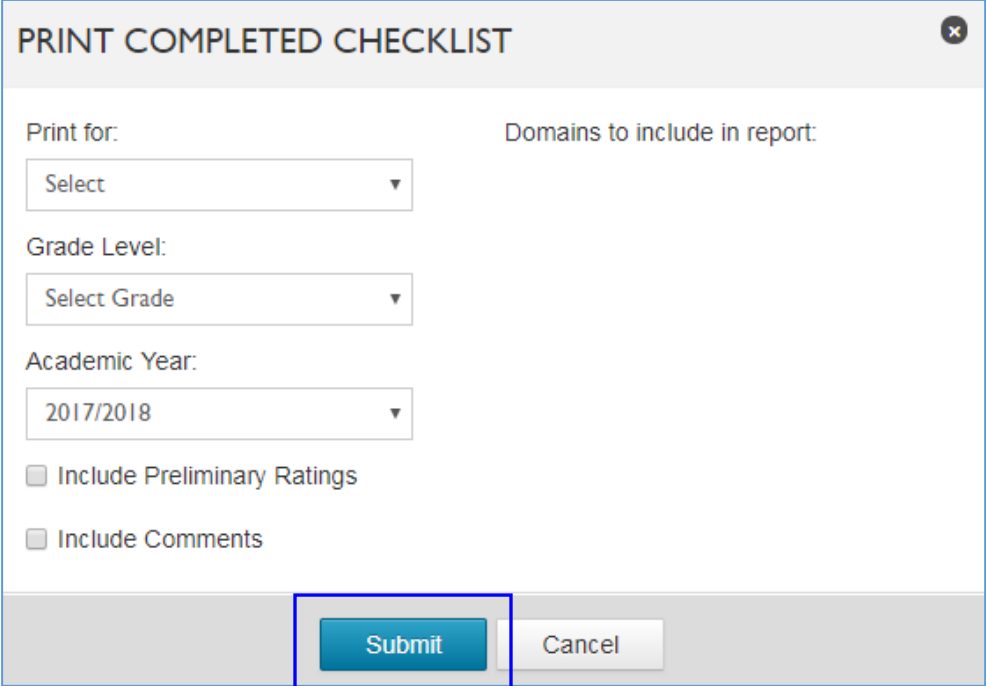| Step	Description	Screen Shots
If you are a Teacher:		
1. As a Teacher, how do I Add Students and assign them to my Class?		
1	From the Teacher homepage, select the **Class** from the drop down. Select **Manage Students.**	
2	Click **Add Student.**	

Step	Description	Screen Shots
3	Enter the Student's First and Last Name. Enter all required fields. *Note.* ▶ indicates a required field. Click **Save.** The Student is now assigned to your Class. *Note.* Some licenses may contain the following fields. They are no longer used. • State-funded Pre-K Counts • Preschool Early Intervention • Head Start • Child Care Star 3 • Child Care Star 4 • PA Secure ID • UUID	ADD STUDENT ▶ = Required ▶ First Name: Middle: Last Name: ▶ Gender: Select one ▶ Grade: Select one ▶ Birth Date: Year / Month / Date IEP/IFSP: Language: Select one Ethnicity: Select one ▶ State funded Pre-K Counts: Select one ▶ Preschool Early Intervention: Select one ▶ Head Start: Select one ▶ Child Care Star 3: Select one ▶ Child Care Star 4: Select one PA Secure ID: UUID: Parents'/Guardians' Email Addresses (optional): Email Address: Email Address: Email Address: Email Address: For use with Family Corner. If an email address is entered, the parent/guardian will automatically receive an email invitation to join Family Corner. Save Cancel

The Work Sampling System®

Step	Description	Screen Shots
2. As a Teacher, what reports should I use to monitor and verify finalized Checklist data?		
Work Sampling Online provides five options to monitor and verify finalized Checklist data: Option 1: Manage Checklist Display Option 2: Checklist Report Option 3: Class Outcomes Report Option 4: Class Profile Report Option 5: Class Ratings Report		
1	**Option 1: Manage Checklist Display** From the Teacher homepage, select the **Class** from the drop down. Select **Manage Checklists.**	
2	The **Guidelines & Checklists** status screen displays. Verify that each Student in the Class has a finallized Checklist.	

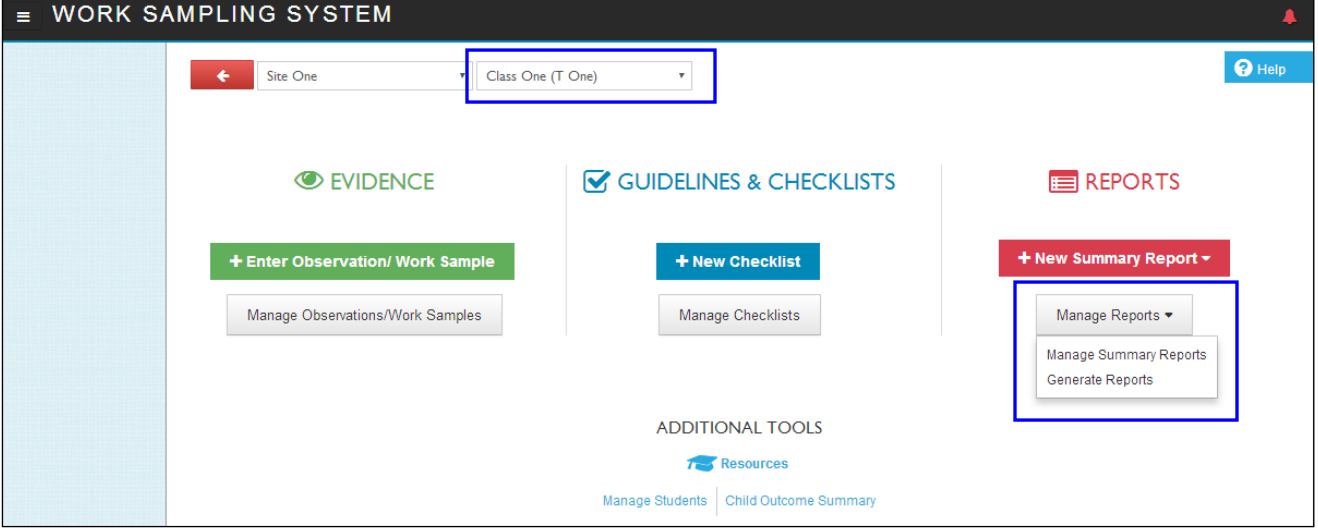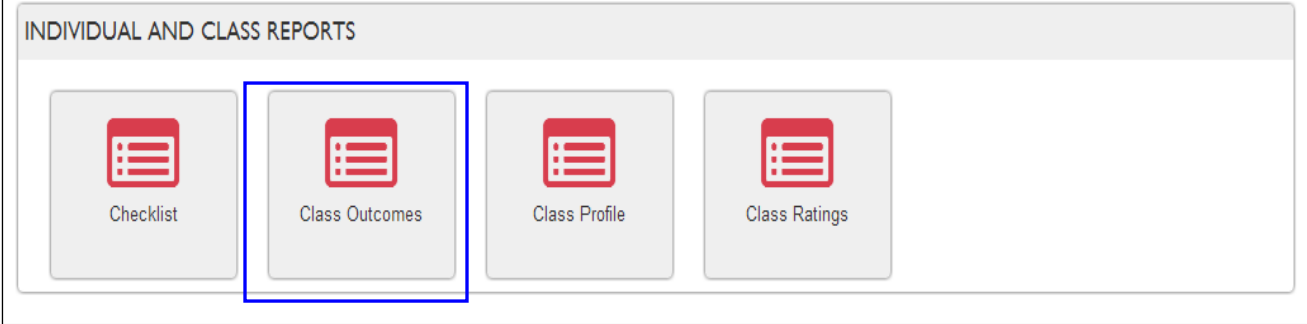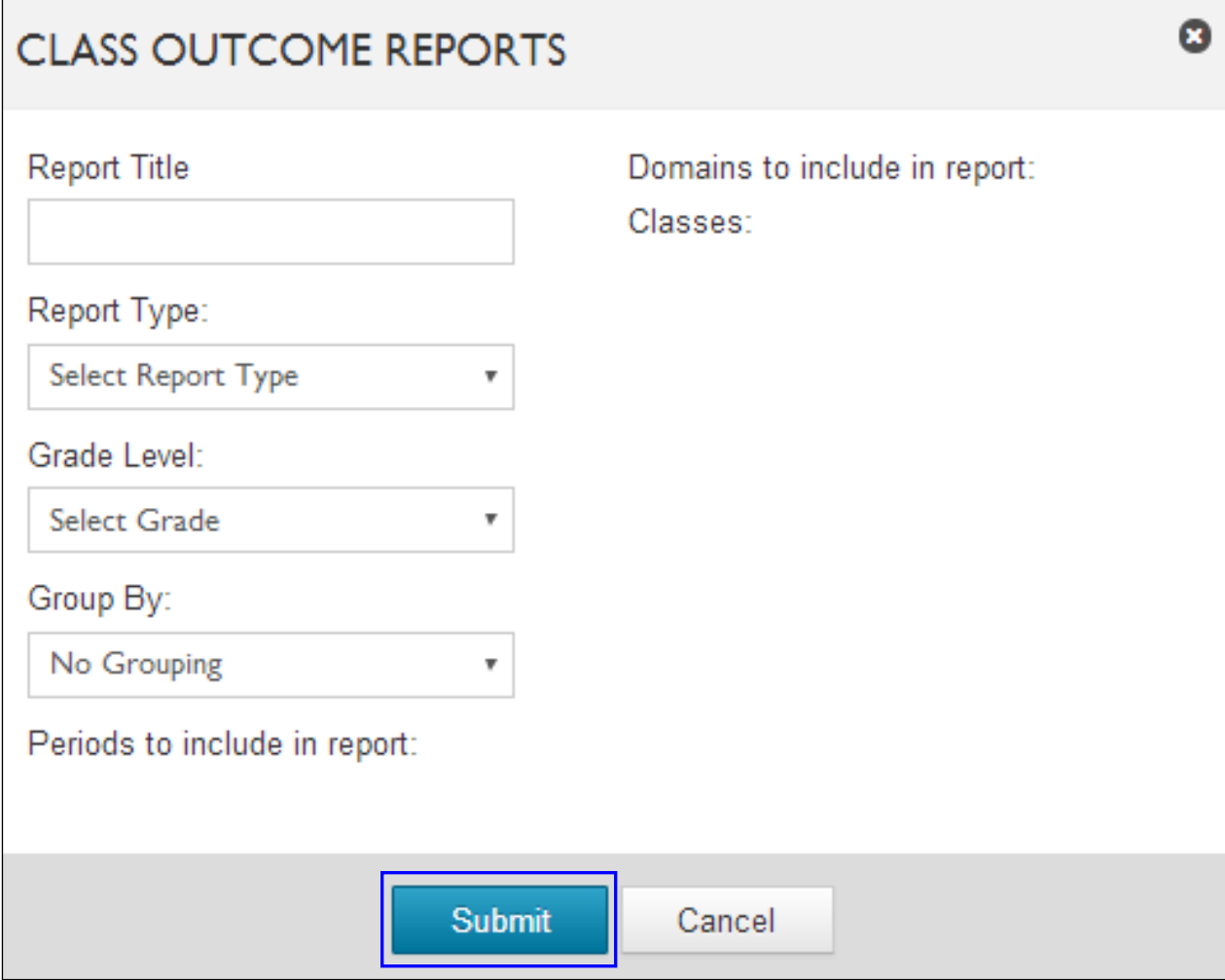| Step	Description	Screen Shots
3	To complete any Checklists, click the Student's First or Last Name to complete his or her Checklist data.	
4	Complete the Checklist data. Click **Flag as Final** when complete.	

Step	Description	Screen Shots
		The Checklist displays as **Final.**

The following appears in the screenshot:

WORK SAMPLING SYSTEM

Site One ▾   Class One (T One) ▾   ❓ Help

☑ > ONE,STUDENT▾

Gender:Female   Grade Level: Preschool-4   0 👁 Evidence Unlinked
Birth Date: 10/15/2012   Academic Year: 2015/2016

Domain	PERIOD 1 ⚙	PERIOD 2	PERIOD 3
I Personal and Social Development	12/12	0/12	0/12
II Language and Literacy	16/16	0/16	0/16
III Mathematical Thinking	12/12	0/12	0/12
IV Scientific Thinking	12/12	0/12	0/12
V Social Studies	10/10	0/10	0/10
VI The Arts	4/4	0/4	0/4
VII Physical Development, Health, and Safety	7/7	0/7	0/7
	Final	Not Started	Not Started
	⚑ Flag as Final	⚑ Flag as Final	⚑ Flag as Final

Step	Description	Screen Shots
5	**Option 2: Checklist Report** From the Teacher homepage, select the **Class** from the drop down. Select **Manage Reports,** then select **Generate Reports.**	
6	Select **Checklist.**	

Step	Description	Screen Shots
7	Complete the entries. Click **Submit.**	**PRINT COMPLETED CHECKLIST** ✕ Print for: Select ▾ Grade Level: Select Grade ▾ Academic Year: 2017/2018 ▾ ☐ Include Preliminary Ratings ☐ Include Comments Domains to include in report: [Submit] [Cancel]
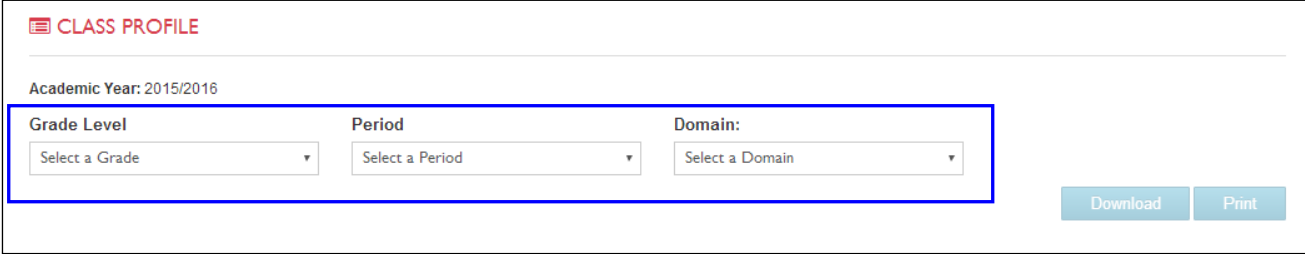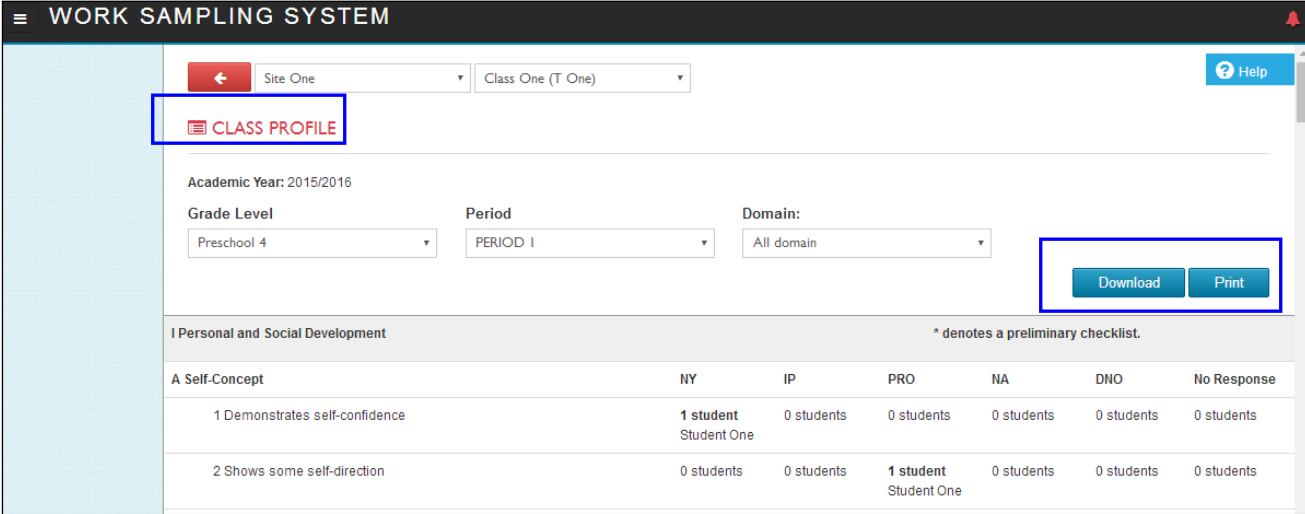
Step	Description	Screen Shots
8	The report generates and displays at the bottom of the screen as a PDF.	

Step	Description	Screen Shots
9	**Option 3: Class Outcomes Report** From the Teacher homepage, select the **Class** from the drop down. Select **Manage Reports,** then select **Generate Reports.**	
10	Select **Class Outcomes.**	

Step	Description	Screen Shots
11	Enter a **Report Title.** Select the **Report Type** from the drop down. Select the **Grade Level** from the drop down. Confirm the following: a. Applicable selections in the **Group By** drop down. b. **Periods to include in report.** c. **Domains to include in report.** d. **Classes** to include (if you have more than one Class). Click **Submit.**	**CLASS OUTCOME REPORTS** ⊗ Report Title [ ] Report Type: [Select Report Type ▾] Grade Level: [Select Grade ▾] Group By: [No Grouping ▾] Periods to include in report: Domains to include in report: Classes: [Submit] [Cancel] *Note.* Students must have a **Finalized** Checklist in order to appear in the Outcomes Report.
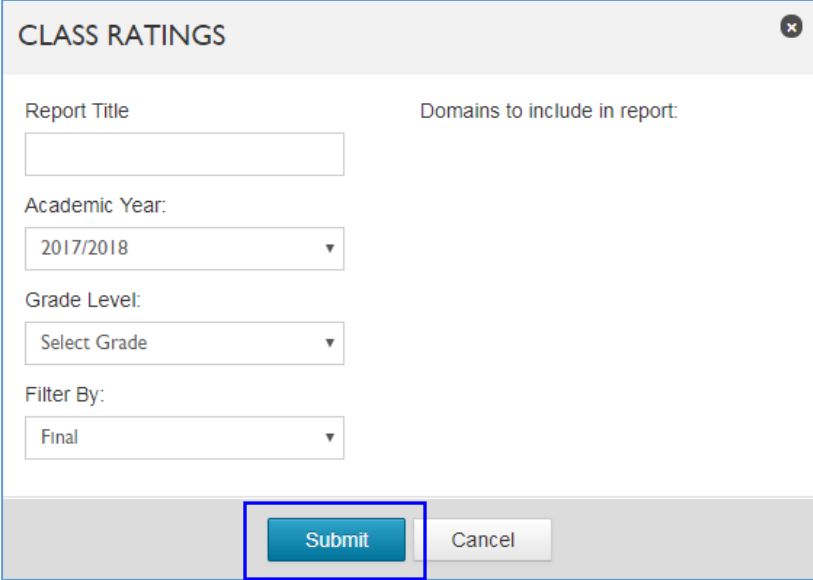
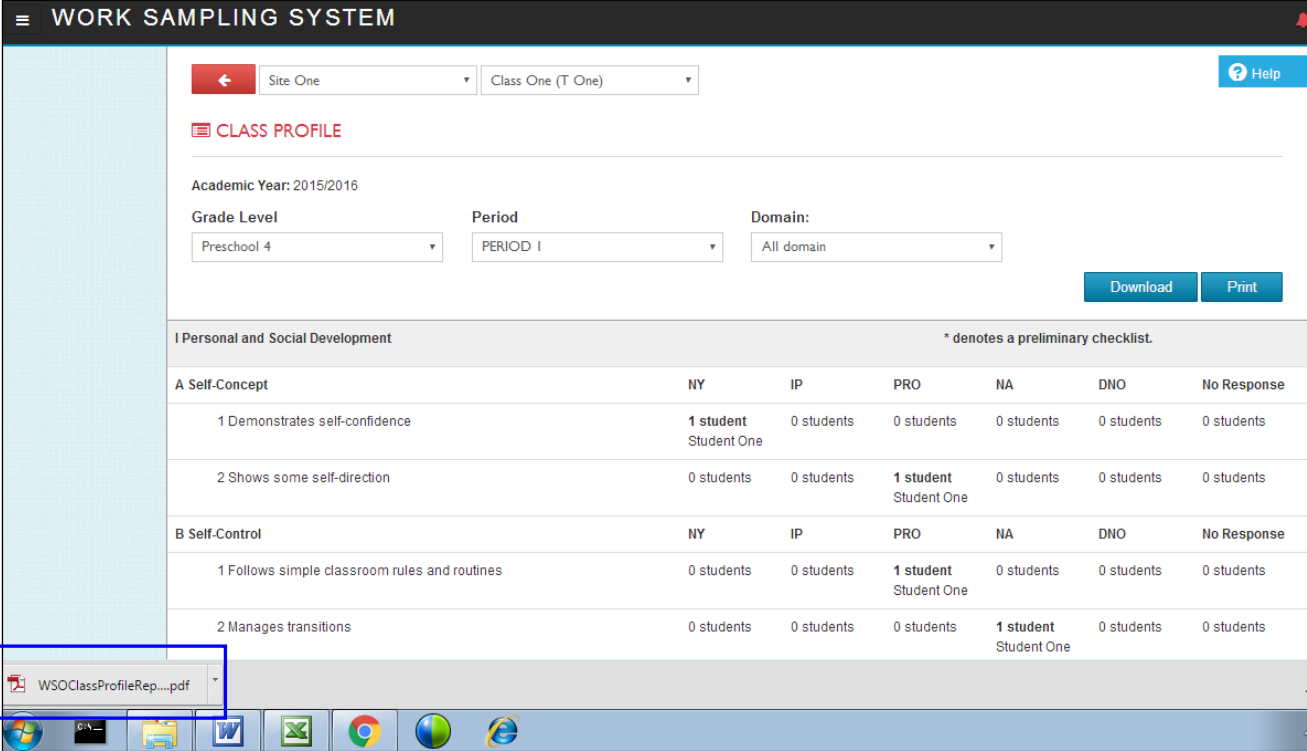| Step	Description	Screen Shots
12	The report generates and displays at the bottom of the screen as a PDF.	

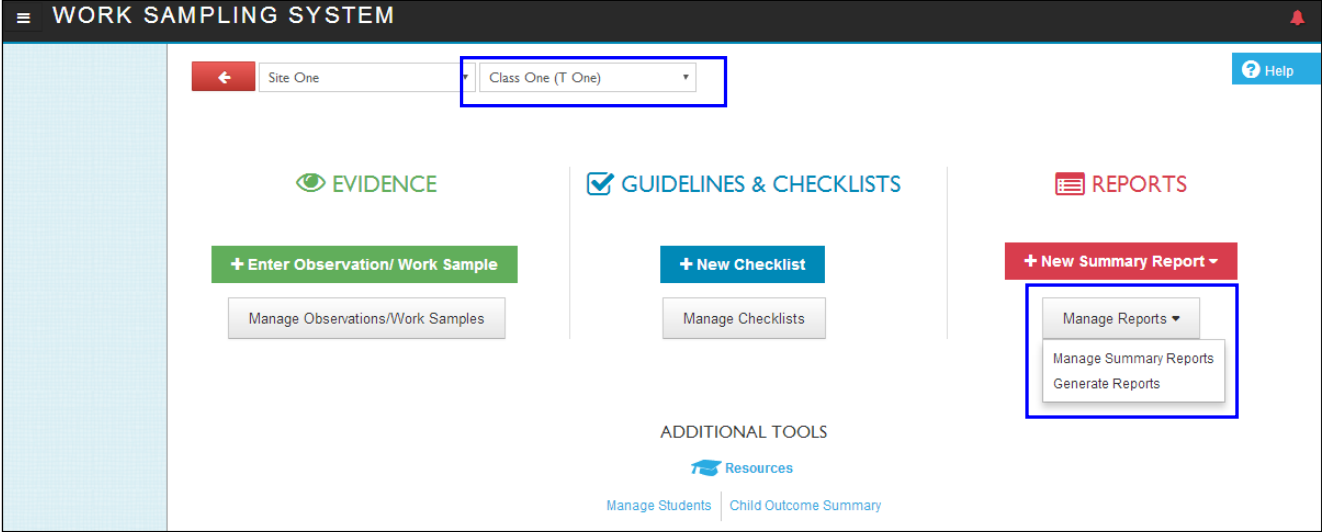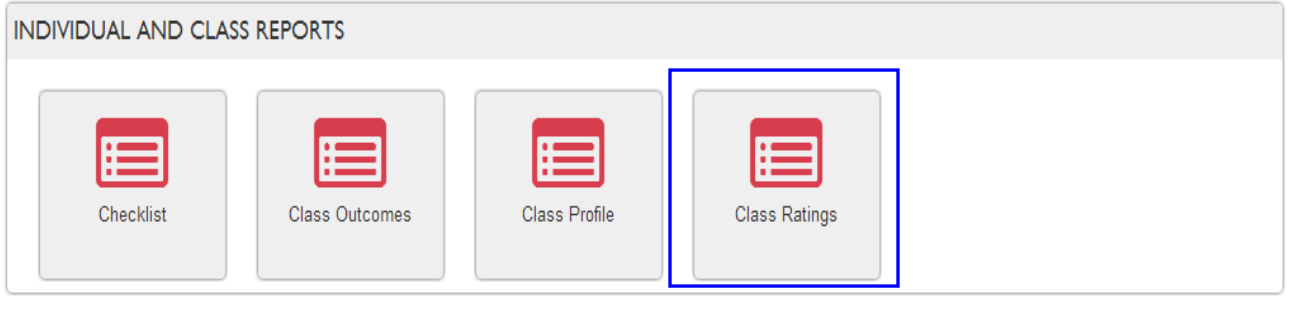| Step	Description	Screen Shots
13	**Option 4: Class Profile Report** From the Teacher homepage, select the **Class** from the drop down. Select **Manage Reports,** then select **Generate Reports.**	
14	Select **Class Profile.**	

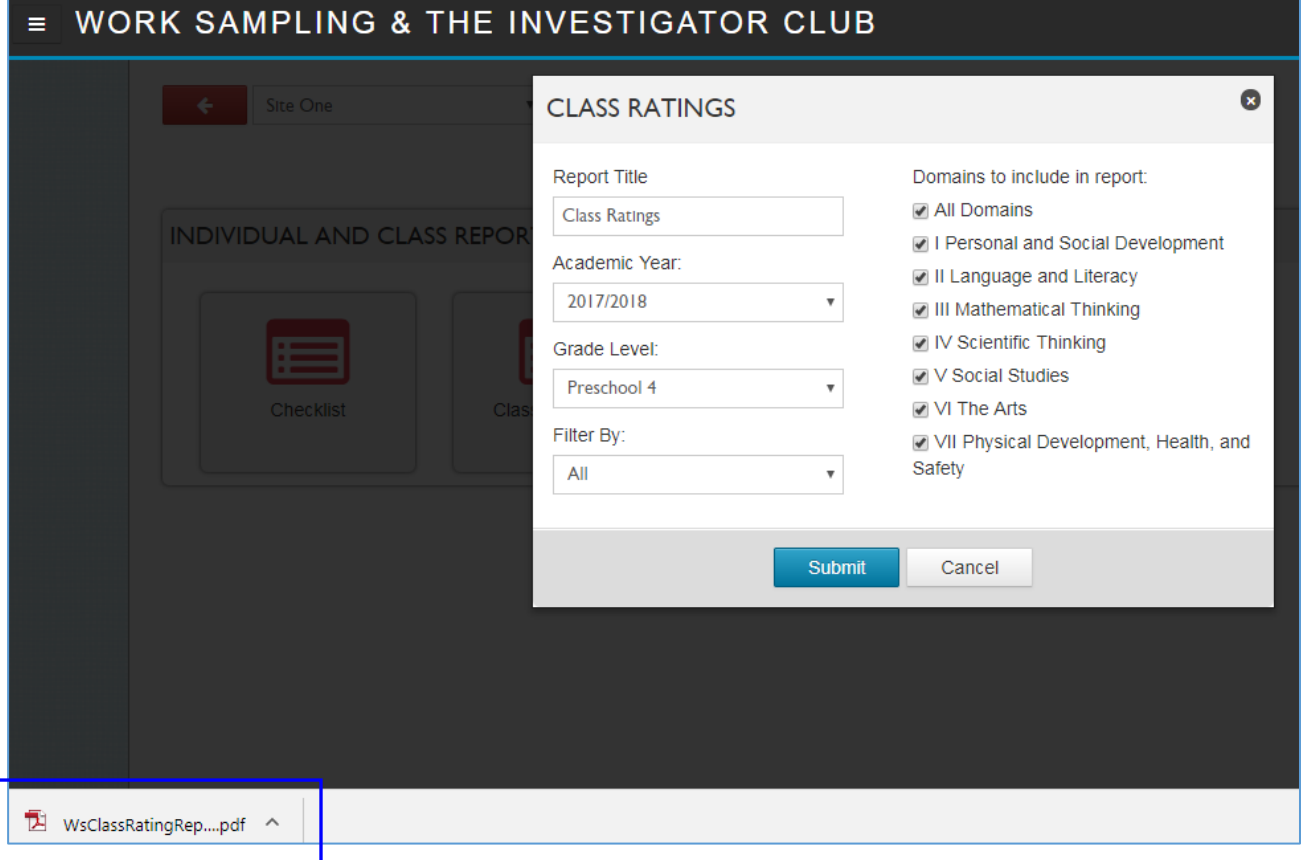| Step	Description	Screen Shots
15	Select the **Grade Level** from the drop down. Selecte the **Period** from the drop down. Select the **Domain(s)** to include from the drop down.	CLASS PROFILE Academic Year: 2015/2016 Grade Level: Select a Grade Period: Select a Period Domain: Select a Domain Download Print
16	The **Class Profile Report** displays. **Print** the report or select **Download** to create a PDF.	WORK SAMPLING SYSTEM Site One Class One (T One) Help CLASS PROFILE Academic Year: 2015/2016 Grade Level: Preschool 4 Period: PERIOD I Domain: All domain Download Print I Personal and Social Development * denotes a preliminary checklist. A Self-Concept — NY / IP / PRO / NA / DNO / No Response 1 Demonstrates self-confidence — 1 student Student One / 0 students / 0 students / 0 students / 0 students / 0 students 2 Shows some self-direction — 0 students / 0 students / 1 student Student One / 0 students / 0 students / 0 students
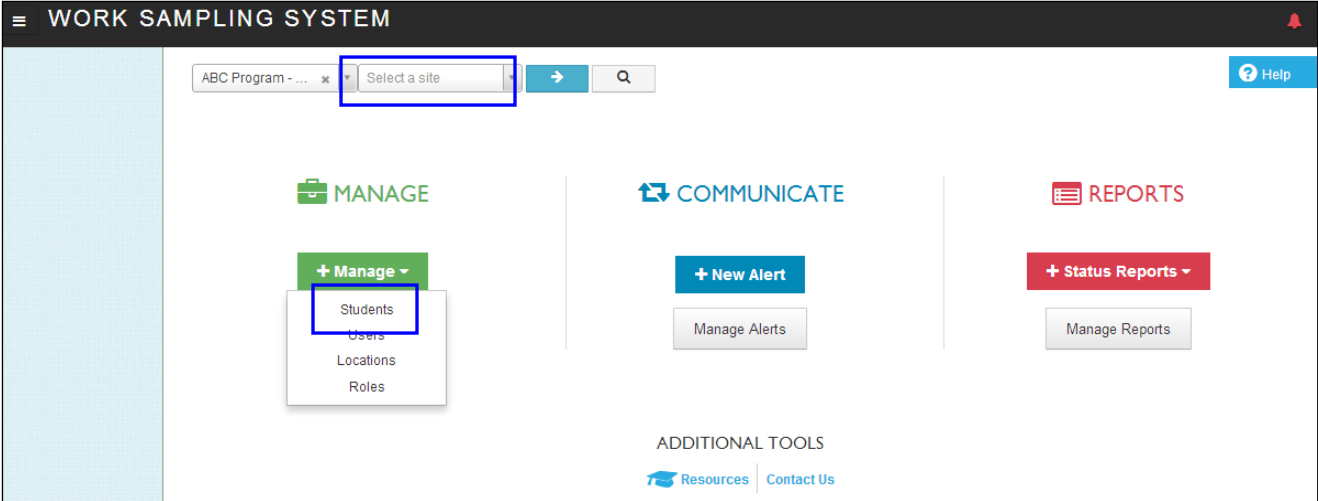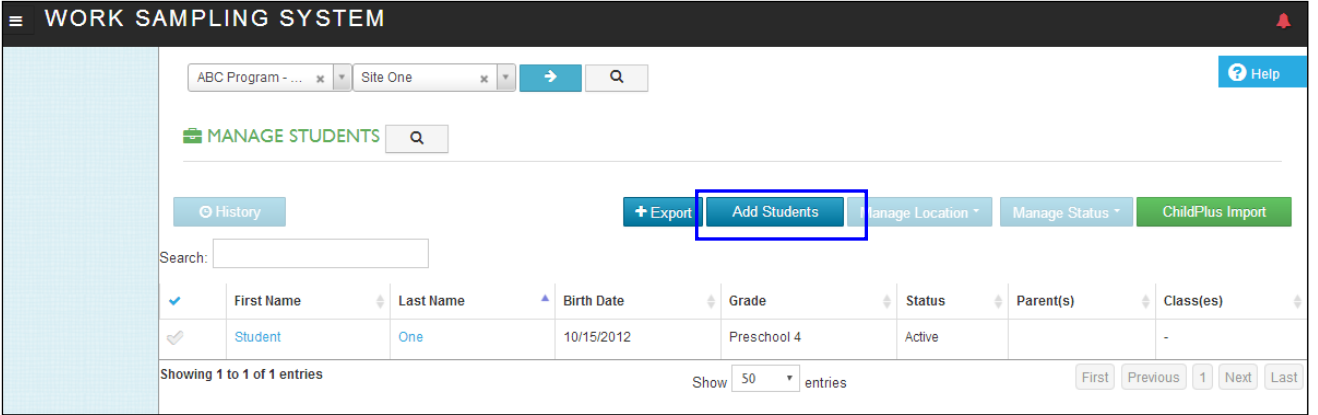
Step	Description	Screen Shots
17	The report will print or download and display at the bottom of the screen as a PDF.	
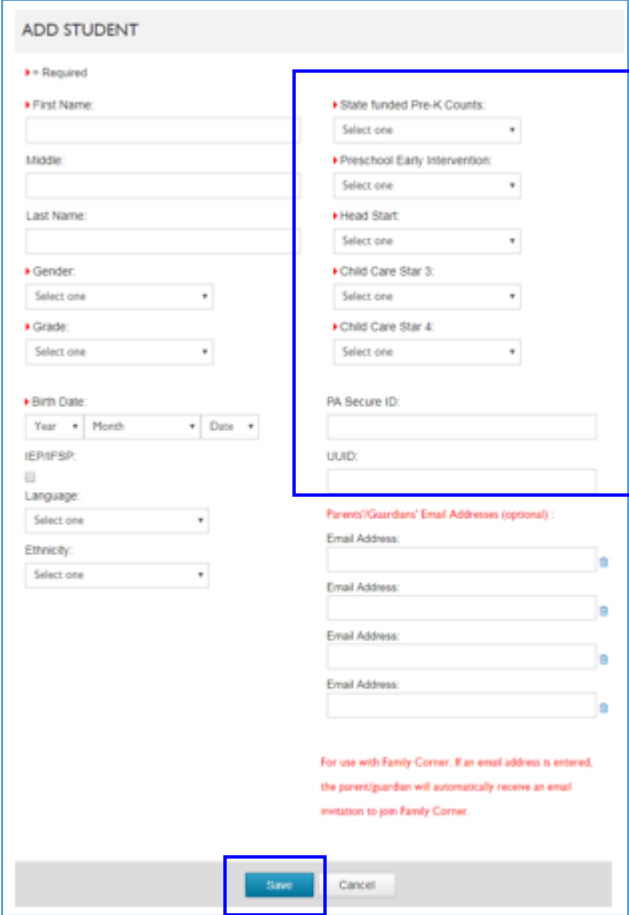
Step	Description	Screen Shots
18	**Option 5: Class Ratings Report** From the Teacher homepage, select the **Class** from the drop down. Select **Manage Reports,** then select **Generate Reports.**	
19	Select **Class Ratings.**	
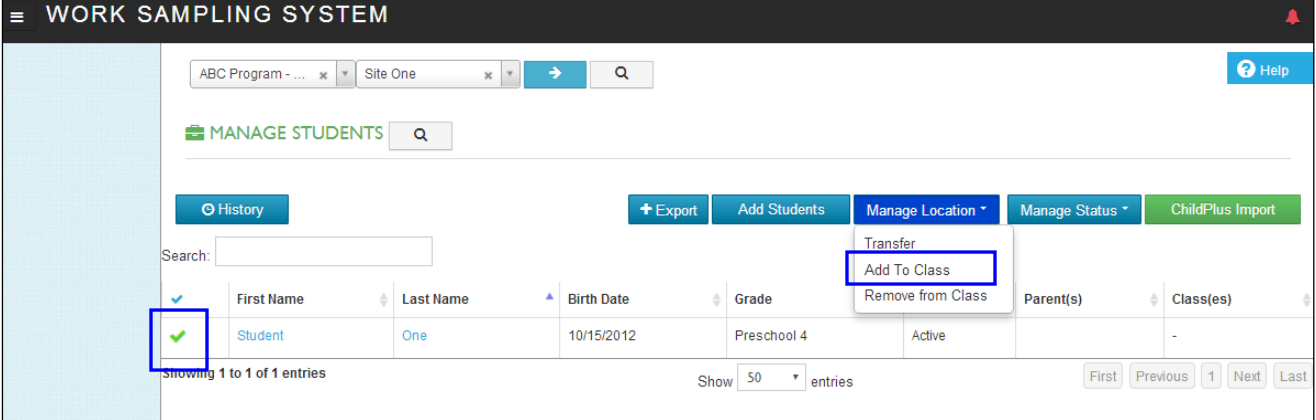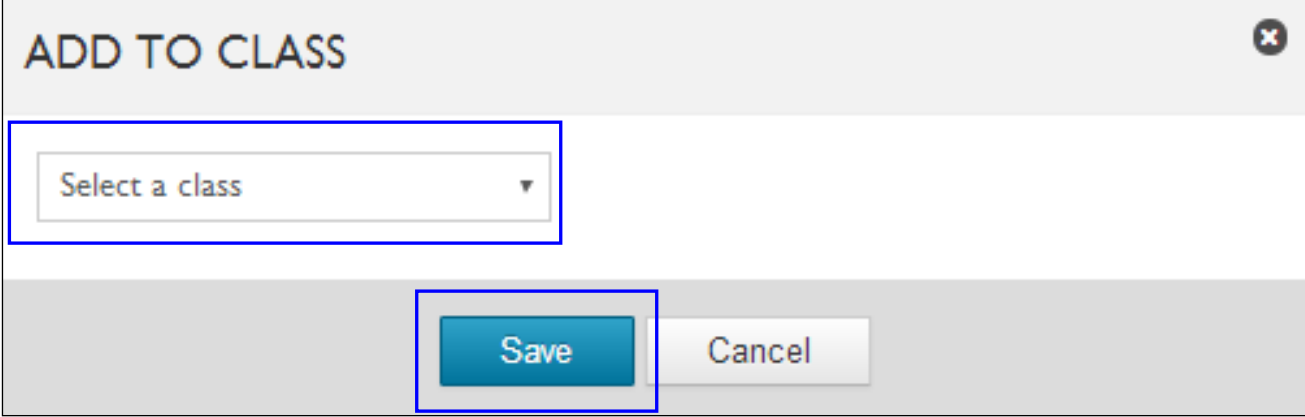
Step	Description	Screen Shots
20	Complete the entries. Select **Submit.**	**CLASS RATINGS** ⊗ Report Title [ ] Domains to include in report: Academic Year: [2017/2018 ▼] Grade Level: [Select Grade ▼] Filter By: [Final ▼] [Submit] [Cancel]

Step	Description	Screen Shots
21	The report generates and displays at the bottom of the screen as a PDF.	

Step	Description	Screen Shots
22	3. **Contact Pearson Technical Support or contact your Administrator.**	**Contact Us** Share your ideas, feedback, and comments so that we can continue to provide you with new and useful features. If you have any questions or experience any problems with the products you are subscribed to please contact us: For Ounce Online or Work Sampling Online support: • Call 1-800-874-0914, Monday-Friday, from 7:00 AM - 6:00 PM Central Time. • Email us at support@schoolsuccess.net.

The Work Sampling System®

Tips for Pennsylvania License Managers, Administrators, and Teachers (2017-2018 Academic Year)
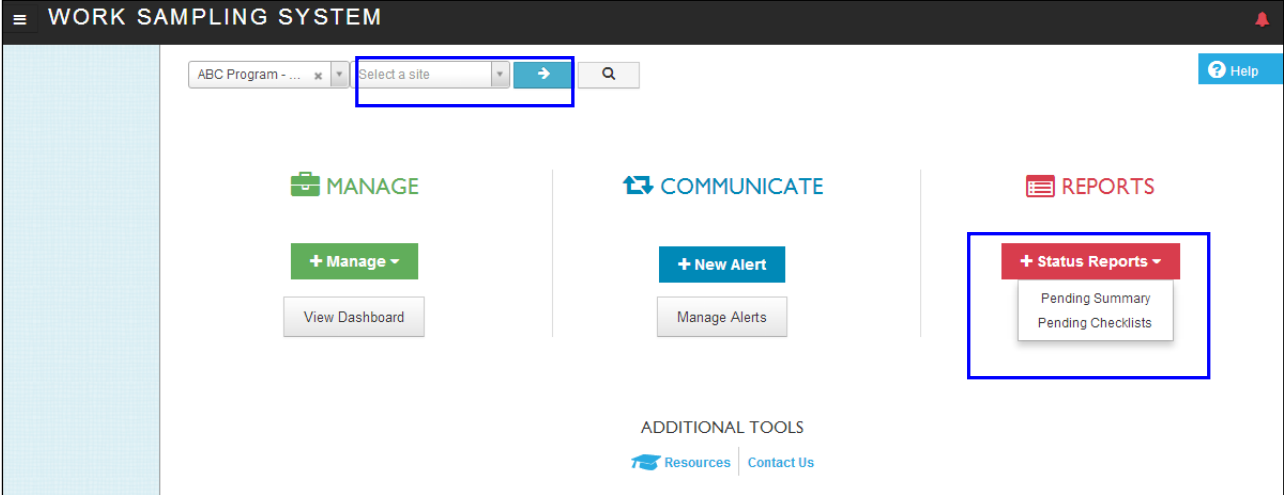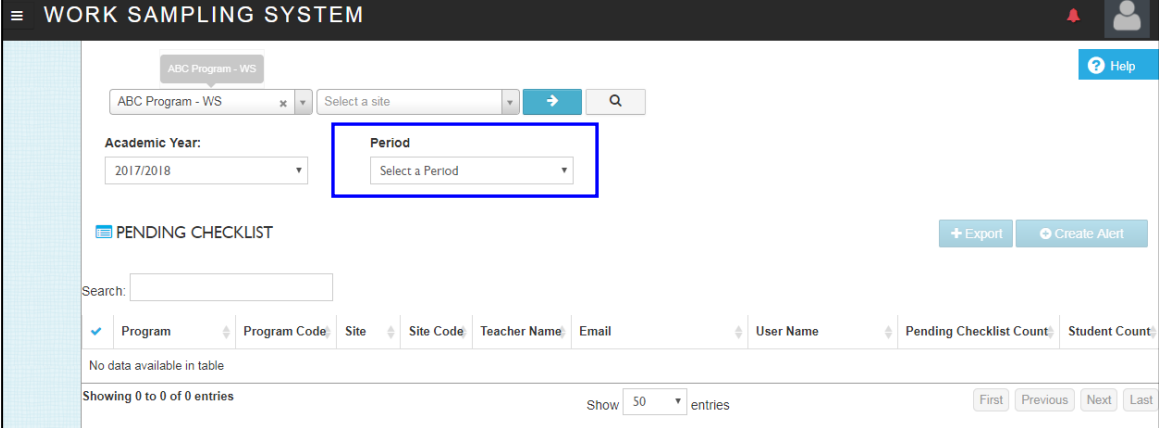
Step	Description	Screen Shots
	If you are a License Manager or Administrator:	
	1. As a License Manager or Administrator, how do I Add Students and assign them to a Class?	
1	From the Admin homepage, select the **Site** from the drop down. Select **Manage Students.**	
2	Click **Add Students.**	
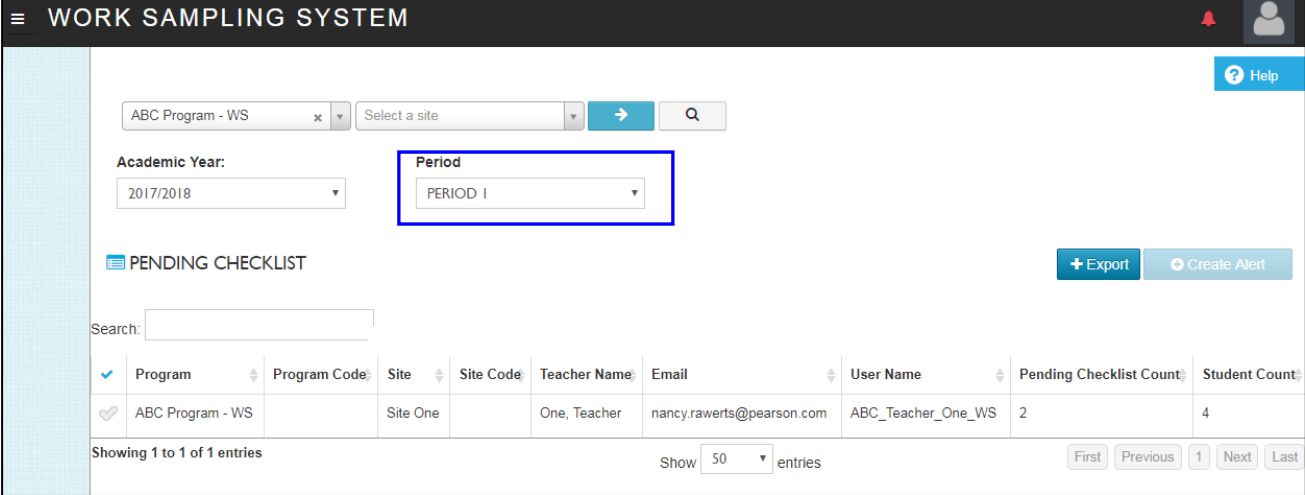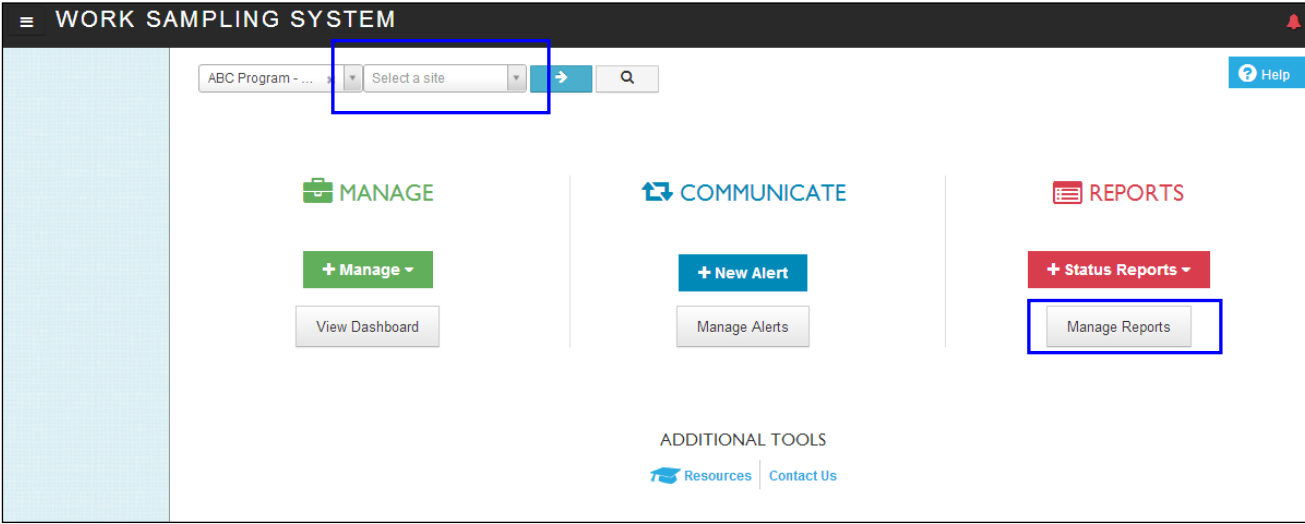
20

Step	Description	Screen Shots
3	Enter the Student's First and Last Name. Enter all required fields. *Note.* ▶ indicates a required field. Click **Save.** The Student is now assigned to your Class. *Note.* Some licenses may contain the following fields. They are no longer used. • State-funded Pre-K Counts • Preschool Early Intervention • Head Start • Child Care Star 3 • Child Care Star 4 • PA Secure ID • UUID	ADD STUDENT ▶ = Required ▶ First Name: Middle: Last Name: ▶ Gender: Select one ▶ Grade: Select one ▶ Birth Date: Year / Month / Date IEP/IFSP: Language: Select one Ethnicity: Select one ▶ State funded Pre-K Counts: Select one ▶ Preschool Early Intervention: Select one ▶ Head Start: Select one ▶ Child Care Star 3: Select one ▶ Child Care Star 4: Select one PA Secure ID: UUID: Parents'/Guardians' Email Addresses (optional): Email Address: Email Address: Email Address: Email Address: For use with Family Corner. If an email address is entered, the parent/guardian will automatically receive an email invitation to join Family Corner. Save Cancel

Step	Description	Screen Shots
4	Assign the **Student** to a **Class.** Click the check box in front of the Student's name. Select **Manage Location,** then select **Add To Class.**	☰ WORK SAMPLING SYSTEM ABC Program - ... ✕ ▾ Site One ✕ ▾ → 🔍 ❓ Help 🗂 MANAGE STUDENTS 🔍 ⊕ History ✚ Export Add Students Manage Location ▾ Manage Status ▾ ChildPlus Import Transfer Search: Add To Class Remove from Class ✓ First Name ⇅ Last Name ▲ Birth Date ⇅ Grade ⇅ Parent(s) ⇅ Class(es) ⇅ ✓ Student One 10/15/2012 Preschool 4 Active - Showing 1 to 1 of 1 entries Show 50 ▾ entries First Previous 1 Next Last
5	Select the **Class** from the drop down. Click **Save.**	**ADD TO CLASS** ✕ Select a class ▾ Save Cancel
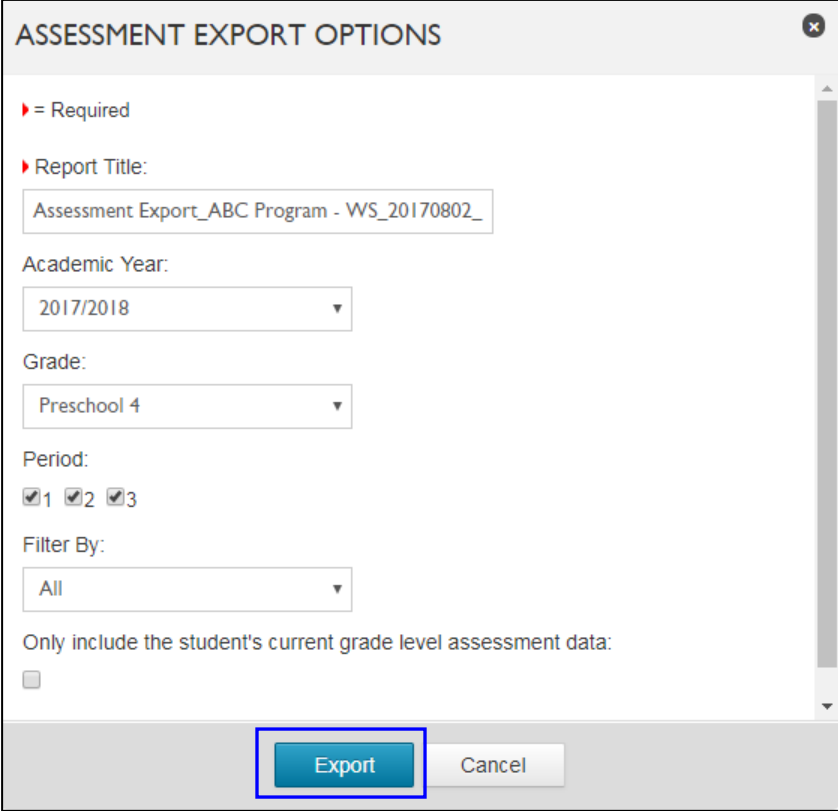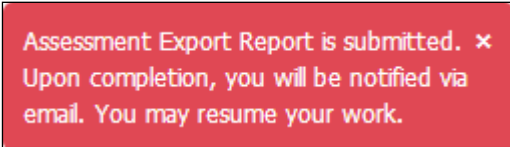
Step	Description	Screen Shots
2.		**As a License Manager or Administrator, what reports should I use to monitor and verify finalized Checklist data?**
		Work Sampling Online provides four options to monitor and verify finalized Checklist data: Option 1: View Dashboard Option 2: Pending Checklist Report Option 3: Assessment Data Export Option 4: Outcomes Report
1	**Option 1: View Dashboard** From the Admin homepage, select the location in the drop down. Select **View Dashboard.**	
2	The **Dashboard** displays. Select a **Period** from the drop down.	
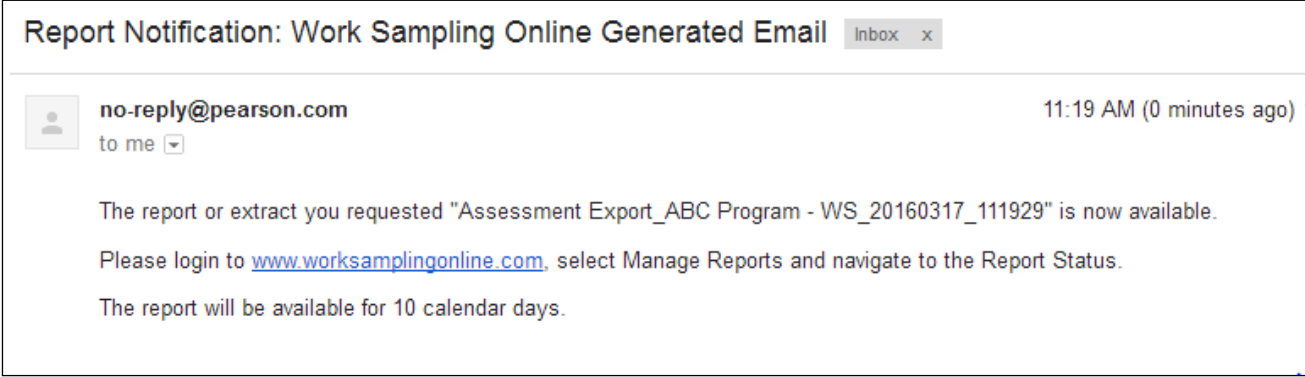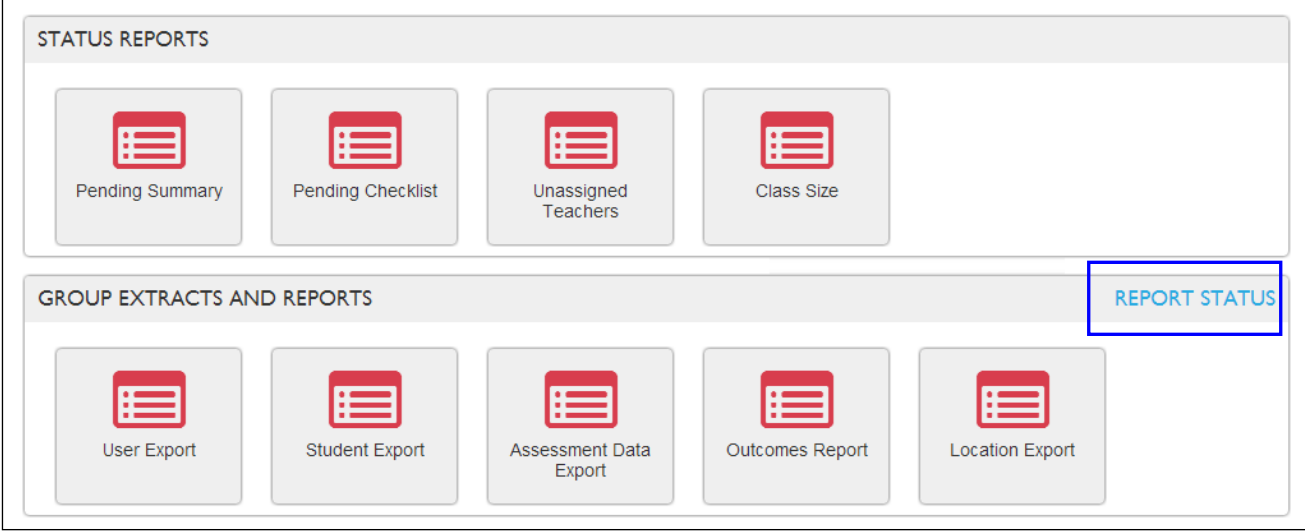
Step	Description	Screen Shots
3	The **Checklist Status** displays. Verify the number of Total Students, number of **Preliminary** Checklists, and **Final** Checklists.	

Step	Description	Screen Shots
4	**Option 2: Pending Checklist Report** From the Admin homepage, select the location in the drop down. Select **Status Reports,** then select **Pending Checklists** from the drop down.	
5	Verify the **Academic Year.** Select the **Period** to display from the drop down.	

Step	Description	Screen Shots
6	The **Pending Checklist Summary** displays for the Period selected.	Pending Checklist Count is the total number of Students who do not have a Checklist started.
7	**Option 3: Assessment Data Report** From the Admin homepage, select the location in the drop down, if applicable. Select **Manage Reports.**	

Step	Description	Screen Shots
8	Select **Assessment Data Export.**	

STATUS REPORTS

Pending Summary   Pending Checklist   Unassigned Teachers   Class Size

GROUP EXTRACTS AND REPORTS   REPORT STATUS

User Export   Student Export   Assessment Data Export   Outcomes Report   Location Export
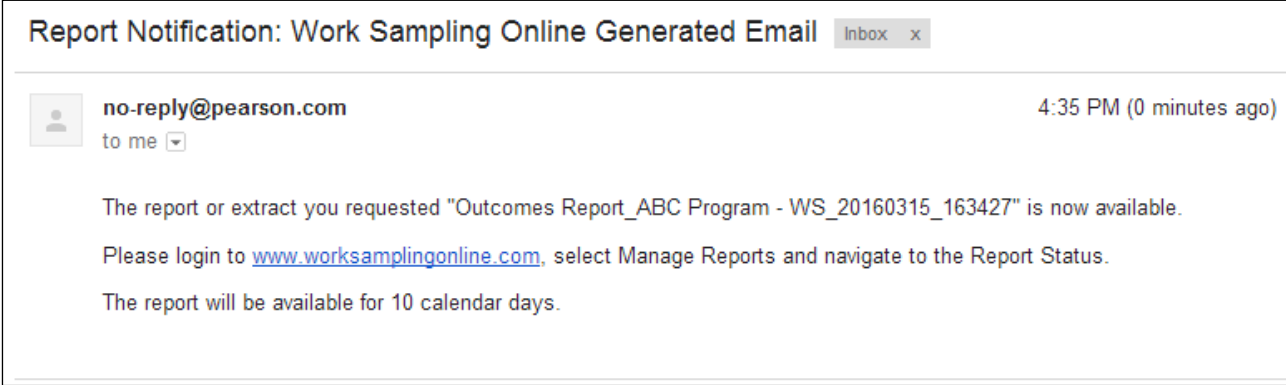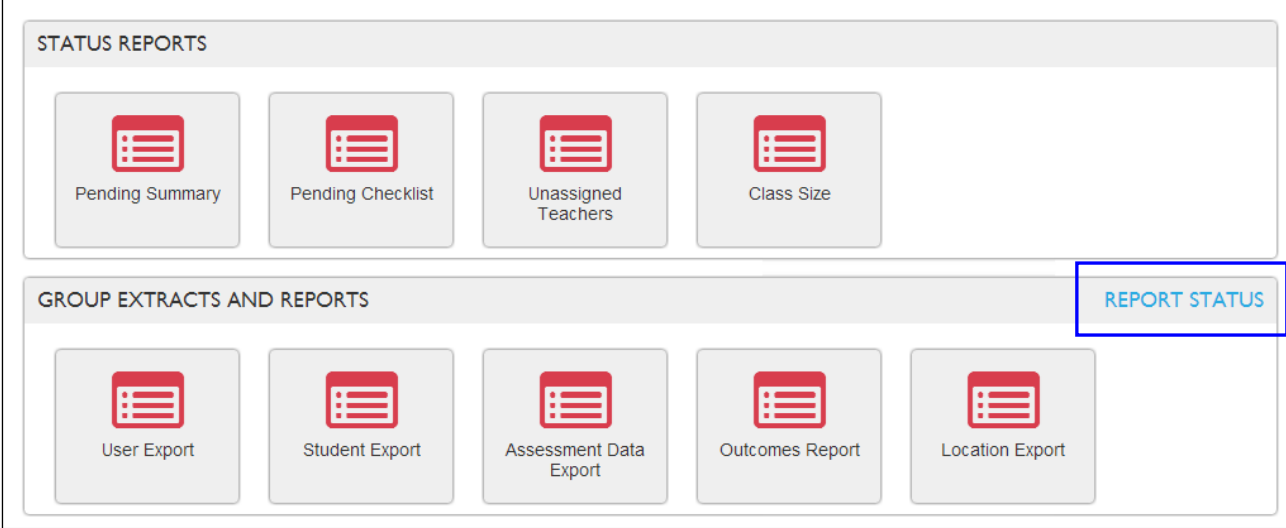
Step	Description	Screen Shots
9	a. Update the **Report Title,** if applicable. b. Verify the **Academic Year.** c. Select the **Grade** from the drop down. d. Deselect unwanted **Periods.** e. Select **Final, Preliminary,** or **All** from the **Filter By** drop down. f. Select **Export.**	**ASSESSMENT EXPORT OPTIONS** ▶ = Required ▶ Report Title: Assessment Export_ABC Program - WS_20170802_ Academic Year: 2017/2018 ▾ Grade: Preschool 4 ▾ Period: ☑1 ☑2 ☑3 Filter By: All ▾ Only include the student's current grade level assessment data: ☐ [Export] [Cancel]
10	A confirmation message displays.	Assessment Export Report is submitted. ✕ Upon completion, you will be notified via email. You may resume your work.
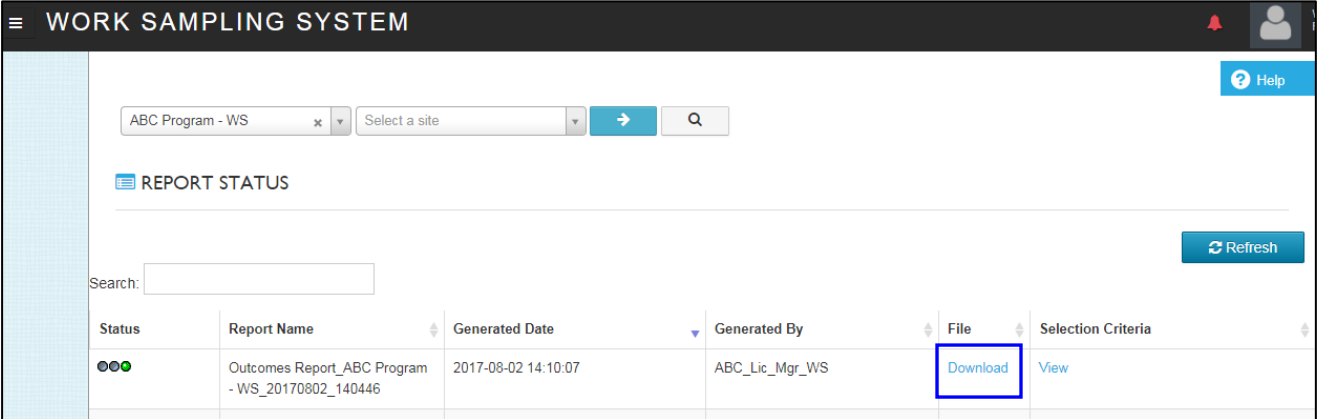
Step	Description	Screen Shots
11	The submitter receives an email notification when the report is complete.	**Report Notification: Work Sampling Online Generated Email** Inbox x no-reply@pearson.com 11:19 AM (0 minutes ago) to me ▼ The report or extract you requested "Assessment Export_ABC Program - WS_20160317_111929" is now available. Please login to www.worksamplingonline.com, select Manage Reports and navigate to the Report Status. The report will be available for 10 calendar days.
12	To retrieve the report, from the Admin homepage, select **Manage Reports,** then select **Report Status.**	STATUS REPORTS Pending Summary Pending Checklist Unassigned Teachers Class Size GROUP EXTRACTS AND REPORTS REPORT STATUS User Export Student Export Assessment Data Export Outcomes Report Location Export
13	The **Report Status** screen displays. Click **Download** to view and/or save the report.	Report Status Display Green: Report is complete and Data was found Yellow: Report is in process Red: Report is complete but no Data was found for the selected report type

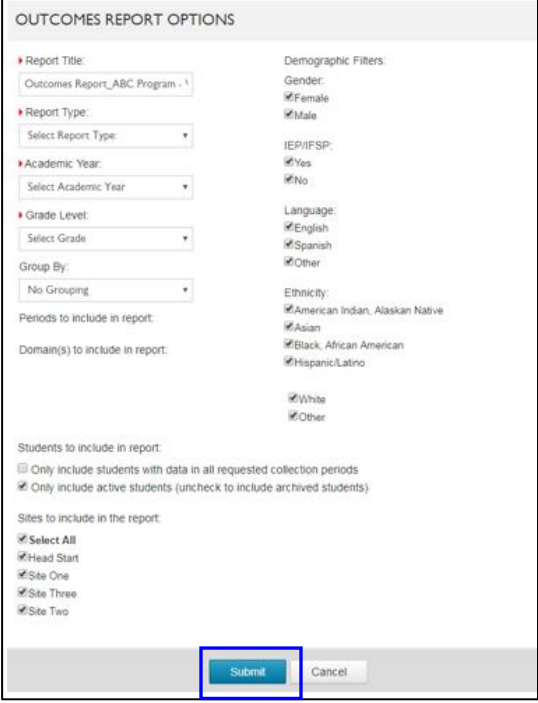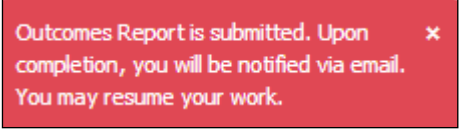| Step	Description	Screen Shots
		Note. Students must have either a **Finalized** or **Preliminary** Checklist in order to appear in the Assessment Data Export report. **The report is automatically deleted in 10 calendar days.**
14	**Option 4: Outcomes Report** From the Admin homepage, select the location in the drop down, if applicable. Select **Manage Reports.**	

Step	Description	Screen Shots
15	Select **Outcomes Report.**	

Step	Description	Screen Shots
16	Complete the entries. Click **Submit.** *Note.* Some Work Sampling Online licenses may have the following fields. These fields are no longer used. • State-funded Pre-K Counts • Preschool Early Intervention • Head Start • Child Care Star 3 • Child Care Star 4 • PA Secure ID • UUID	OUTCOMES REPORT OPTIONS Report Title: Outcomes Report_ABC Program Report Type: Select Report Type Academic Year: Select Academic Year Grade Level: Select Grade Group By: No Grouping Periods to include in report: Domain(s) to include in report: Demographic Filters: Gender: ☑Female ☑Male IEP/IFSP: ☑Yes ☑No Language: ☑English ☑Spanish ☑Other Ethnicity: ☑American Indian, Alaskan Native ☑Asian ☑Black, African American ☑Hispanic/Latino ☑White ☑Other Students to include in report: ☐ Only include students with data in all requested collection periods ☑ Only include active students (uncheck to include archived students) Sites to include in the report: ☑Select All ☑Head Start ☑Site One ☑Site Three ☑Site Two Submit Cancel
17	A confirmation message displays.	Outcomes Report is submitted. Upon completion, you will be notified via email. You may resume your work. ✕

Step	Description	Screen Shots
18	The submitter receives an email notification when the report is complete.	**Report Notification: Work Sampling Online Generated Email** Inbox x no-reply@pearson.com 4:35 PM (0 minutes ago) to me The report or extract you requested "Outcomes Report_ABC Program - WS_20160315_163427" is now available. Please login to www.worksamplingonline.com, select Manage Reports and navigate to the Report Status. The report will be available for 10 calendar days.
19	To retrieve the report, from the Admin homepage, select **Manage Reports,** then select **Report Status.**	STATUS REPORTS Pending Summary Pending Checklist Unassigned Teachers Class Size GROUP EXTRACTS AND REPORTS REPORT STATUS User Export Student Export Assessment Data Export Outcomes Report Location Export
20	The **Report Status** screen displays. Click **Download** to view and/or save the report.	Report Status Display Green: Report is complete and Data was found Yellow: Report is in process Red: Report is complete but no Data was found for the selected report type

Step	Description	Screen Shots
		Note. Students must have a **Finalized** Checklist in order to appear in the Outcomes Report. **The report is automatically deleted in 10 calendar days.**
21	3. **Contact Pearson Technical Support for assistance.**	