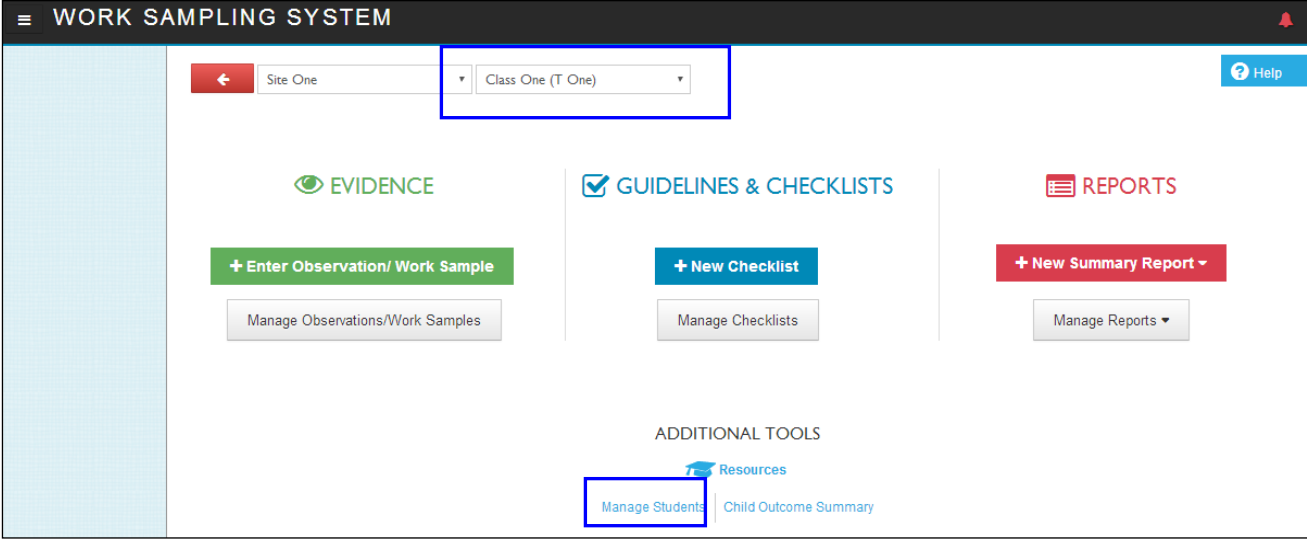
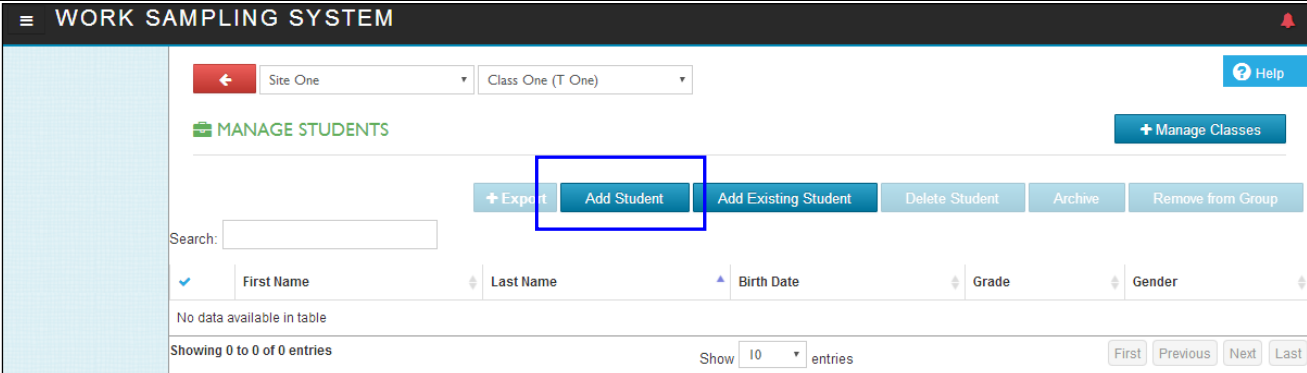
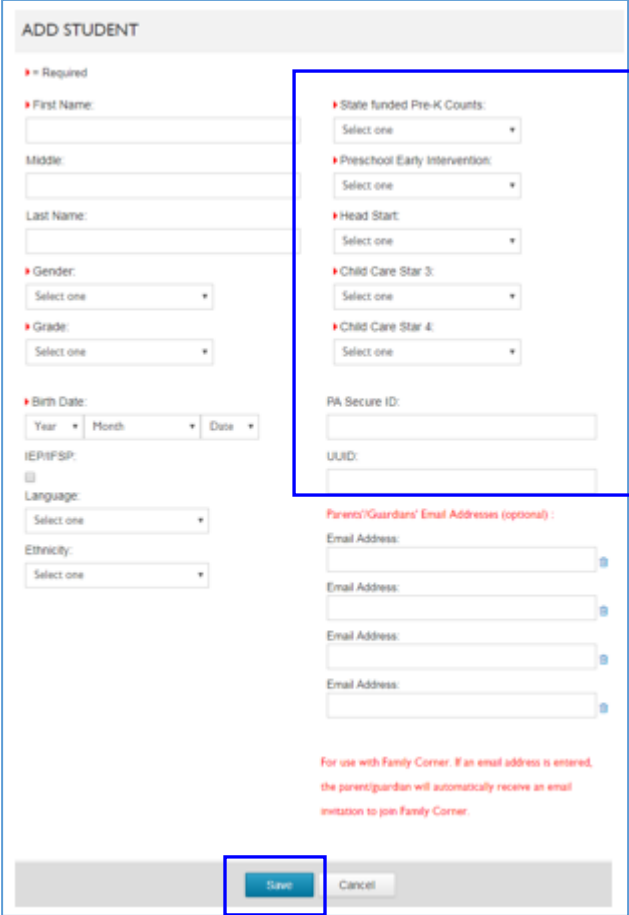
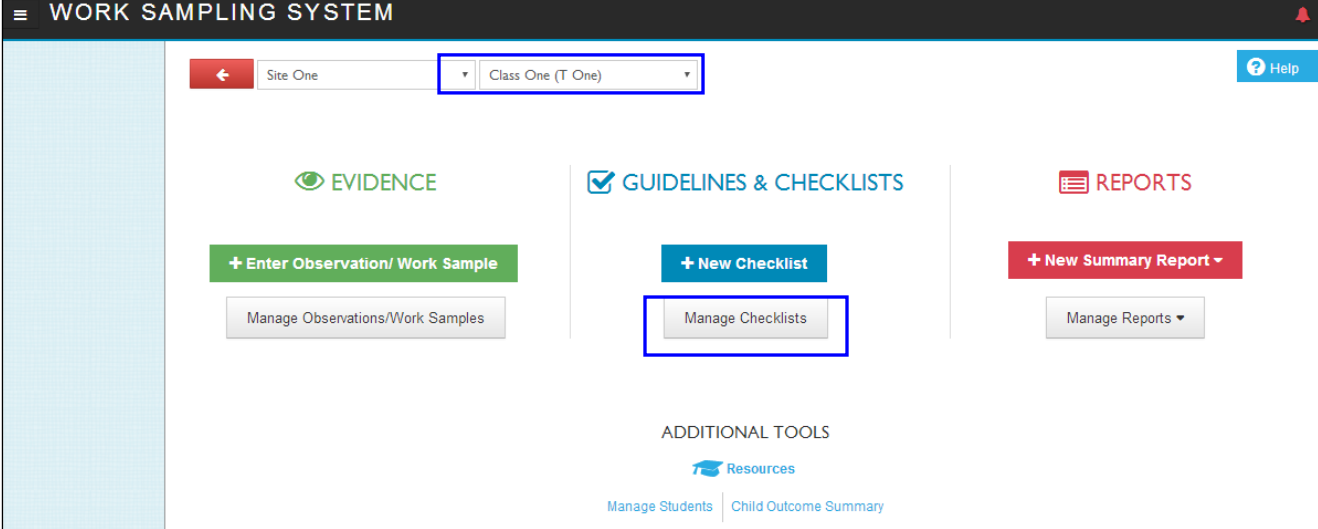
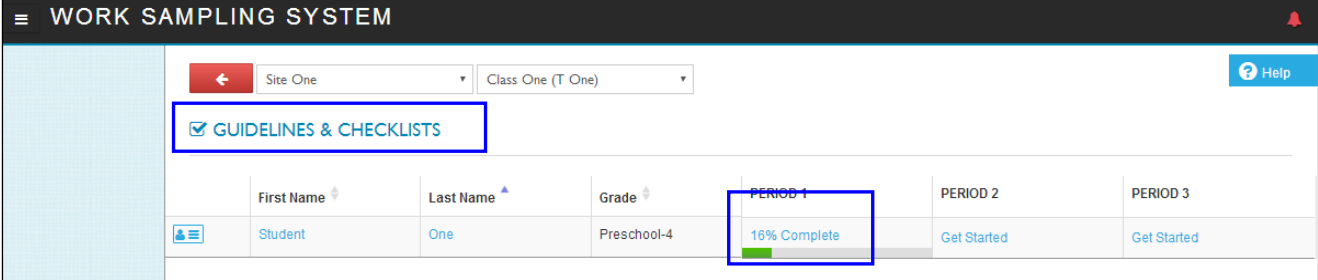


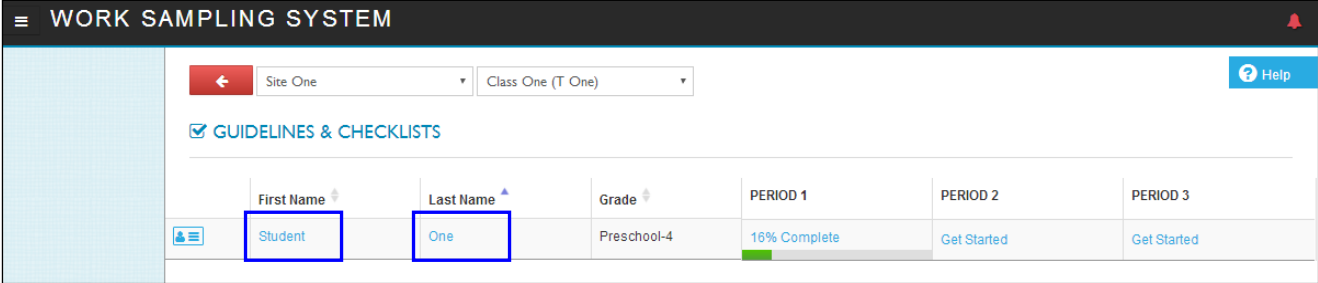
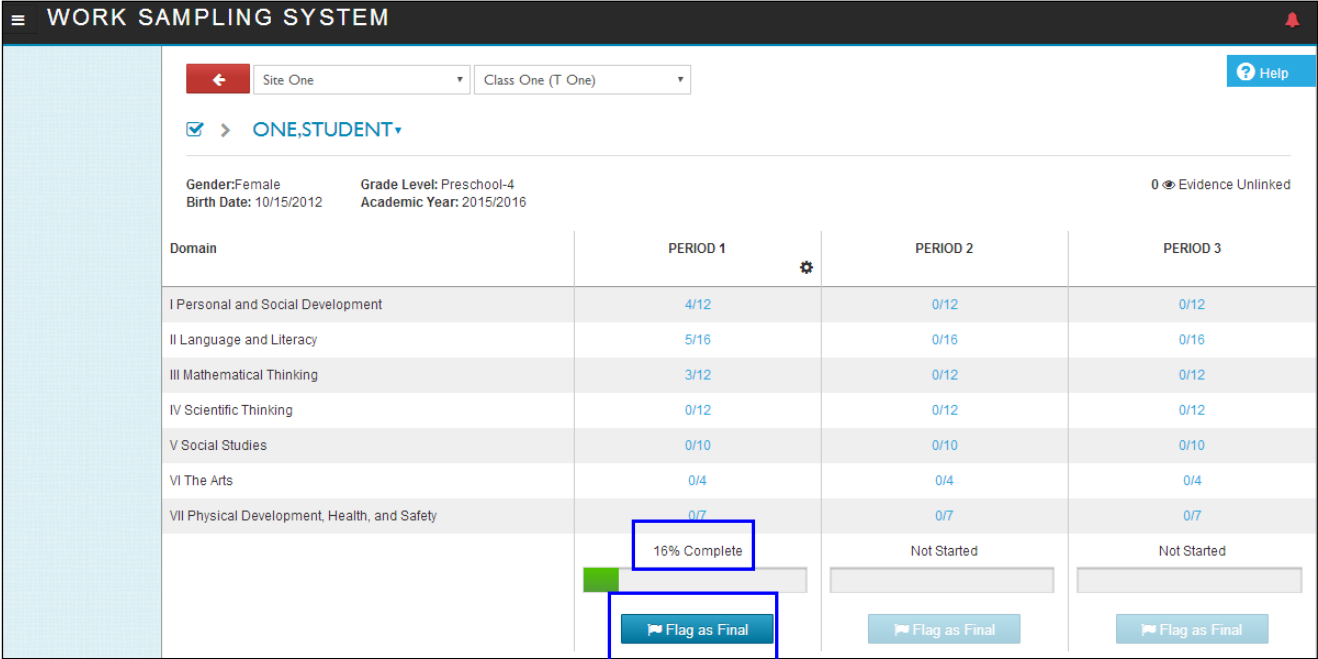
Table of Contents

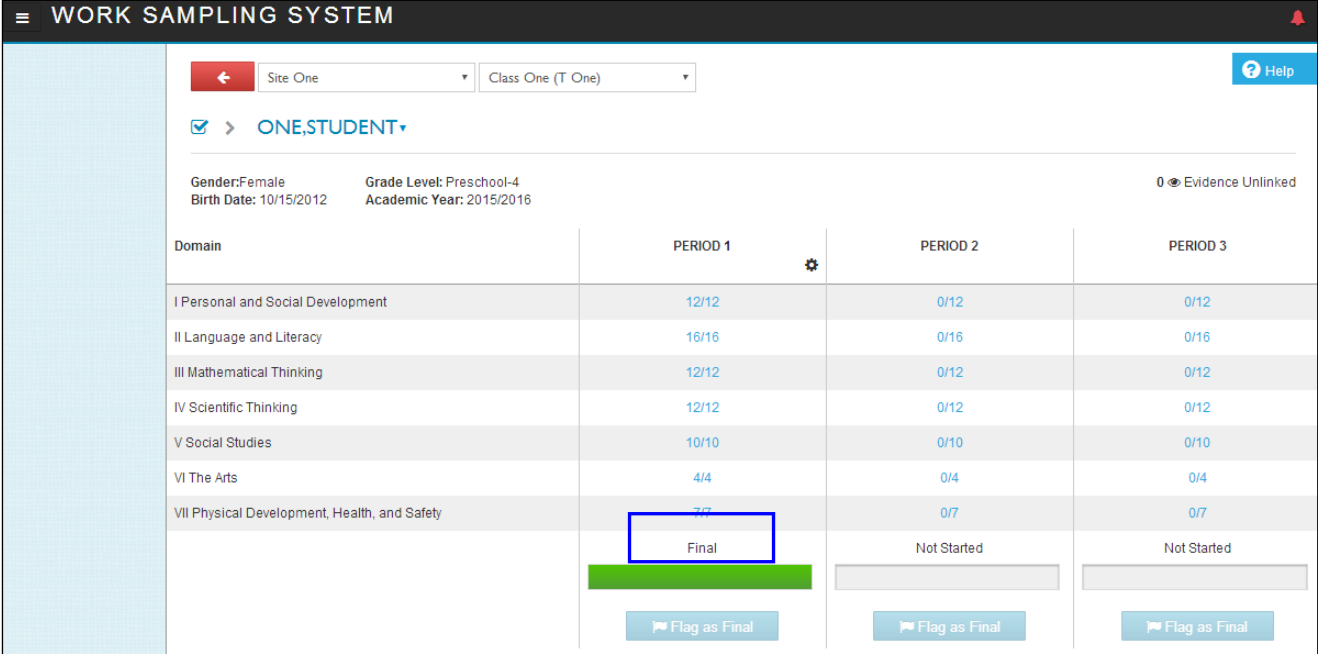
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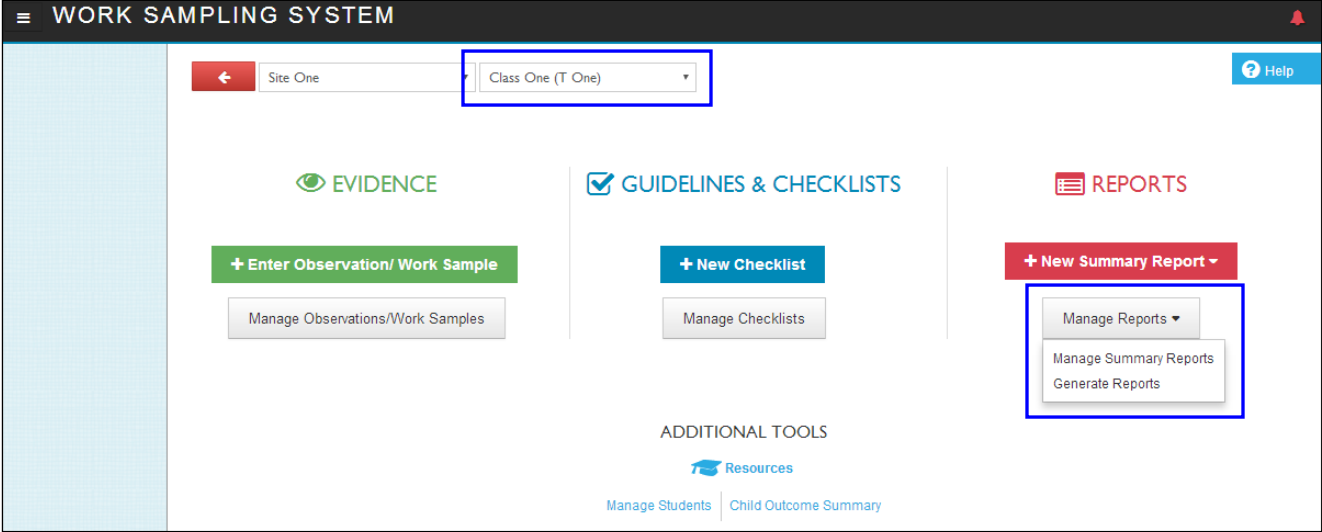
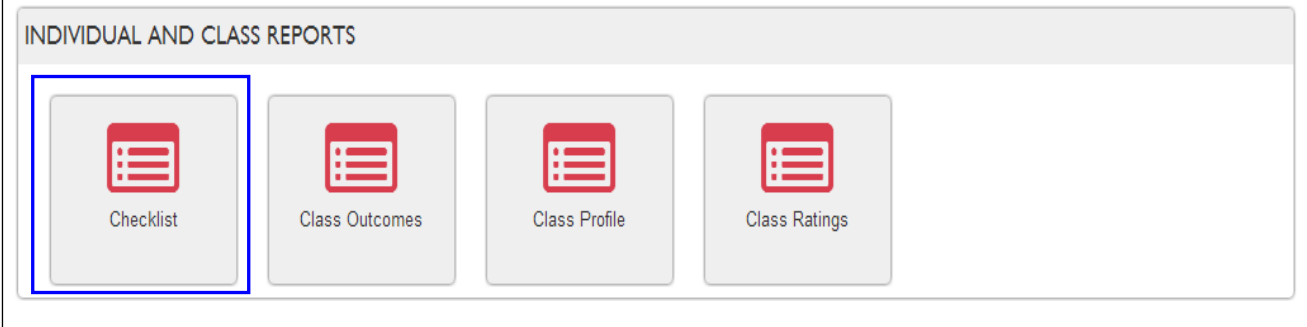
Step	Description	Screen Shots
<p>If you are a Teacher:</p>		
<p>1. As a Teacher, how do I Add Students and assign them to my Class?</p>		
<p>1</p> <p>From the Teacher homepage, select the Class from the drop down.</p> <p>Select Manage Students.</p>		
<p>2</p> <p>Click Add Student.</p>		

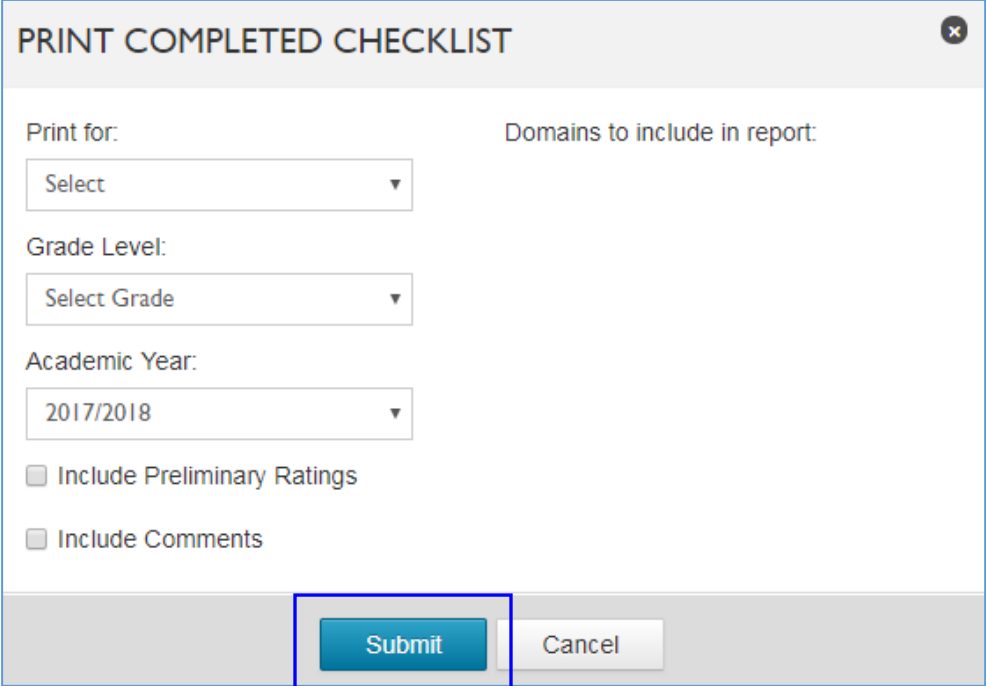
Step	Description	Screen Shots
3	<p>Enter the Student's First and Last Name.</p> <p>Enter all required fields.</p> <p><i>Note.</i> ▶ indicates a required field.</p> <p>Click Save.</p> <p>The Student is now assigned to your Class.</p> <p><i>Note.</i> Some licenses may contain the following fields. They are no longer used.</p> <ul style="list-style-type: none"> • State-funded Pre-K Counts • Preschool Early Intervention • Head Start • Child Care Star 3 • Child Care Star 4 • PA Secure ID • UUID 	

Step	Description	Screen Shots												
<p>2. As a Teacher, what reports should I use to monitor and verify finalized Checklist data?</p> <p>Work Sampling Online provides five options to monitor and verify finalized Checklist data:</p> <ul style="list-style-type: none"> Option 1: Manage Checklist Display Option 2: Checklist Report Option 3: Class Outcomes Report Option 4: Class Profile Report Option 5: Class Ratings Report 														
<p>1</p>	<p>Option 1: Manage Checklist Display</p> <p>From the Teacher homepage, select the Class from the drop down.</p> <p>Select Manage Checklists.</p>	 <p>The screenshot shows the 'WORK SAMPLING SYSTEM' dashboard. At the top, there are dropdown menus for 'Site One' and 'Class One (T One)'. Below these are three main sections: 'EVIDENCE', 'GUIDELINES & CHECKLISTS', and 'REPORTS'. The 'GUIDELINES & CHECKLISTS' section contains a '+ New Checklist' button and a 'Manage Checklists' button, which is highlighted with a blue box. The 'REPORTS' section contains a '+ New Summary Report' button and a 'Manage Reports' dropdown. At the bottom, there is an 'ADDITIONAL TOOLS' section with a 'Resources' link and 'Manage Students' and 'Child Outcome Summary' links.</p>												
<p>2</p>	<p>The Guidelines & Checklists status screen displays.</p> <p>Verify that each Student in the Class has a finalized Checklist.</p>	 <p>The screenshot shows the 'GUIDELINES & CHECKLISTS' status screen. At the top, there are dropdown menus for 'Site One' and 'Class One (T One)'. Below these is a table with columns for 'First Name', 'Last Name', 'Grade', 'PERIOD 1', 'PERIOD 2', and 'PERIOD 3'. The 'PERIOD 1' column shows '16% Complete' with a green progress bar, which is highlighted with a blue box. The 'PERIOD 2' and 'PERIOD 3' columns show 'Get Started'.</p> <table border="1" data-bbox="814 1279 1948 1360"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Grade</th> <th>PERIOD 1</th> <th>PERIOD 2</th> <th>PERIOD 3</th> </tr> </thead> <tbody> <tr> <td>Student</td> <td>One</td> <td>Preschool-4</td> <td>16% Complete</td> <td>Get Started</td> <td>Get Started</td> </tr> </tbody> </table>	First Name	Last Name	Grade	PERIOD 1	PERIOD 2	PERIOD 3	Student	One	Preschool-4	16% Complete	Get Started	Get Started
First Name	Last Name	Grade	PERIOD 1	PERIOD 2	PERIOD 3									
Student	One	Preschool-4	16% Complete	Get Started	Get Started									

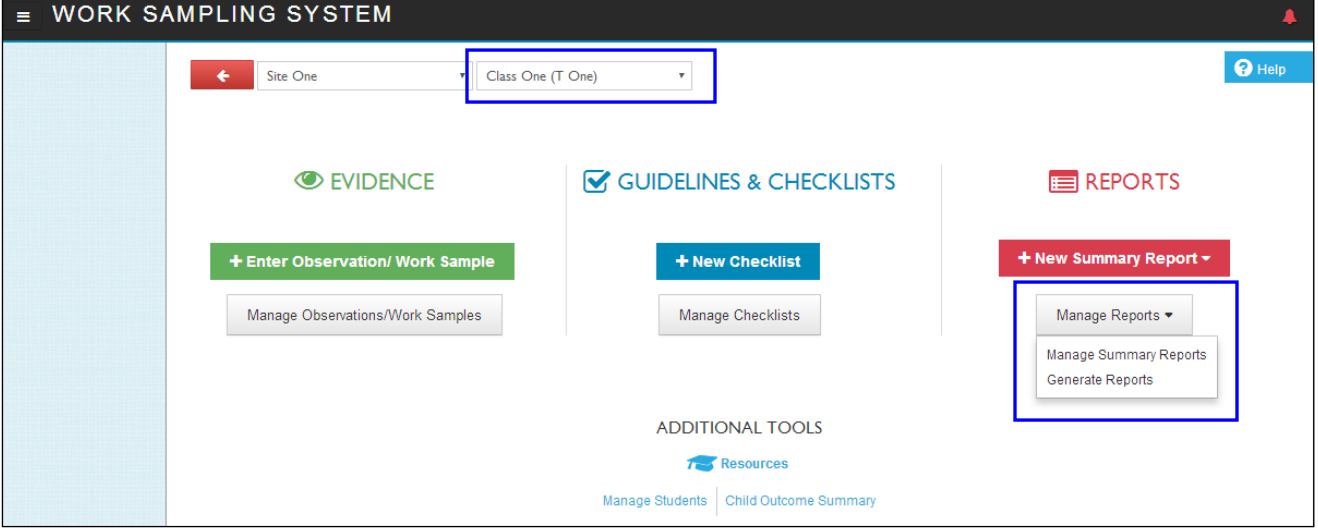
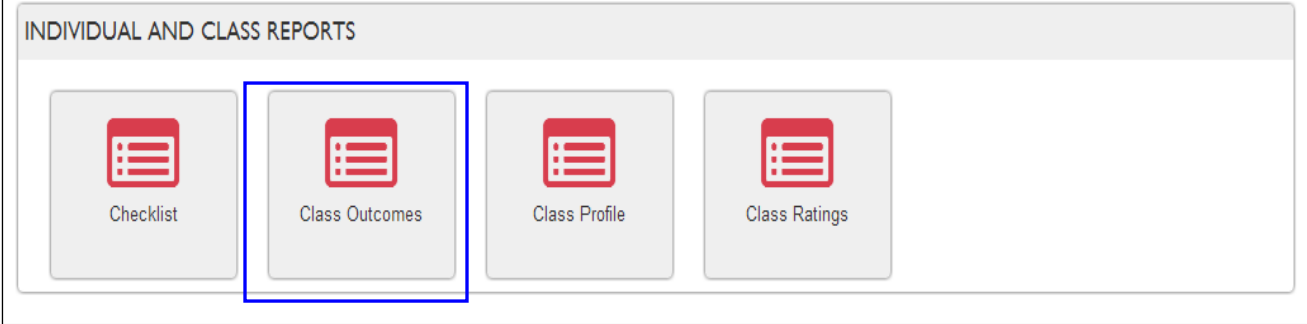
Step	Description	Screen Shots
3	To complete any Checklists, click the Student's First or Last Name to complete his or her Checklist data.	
4	Complete the Checklist data. Click Flag as Final when complete.	

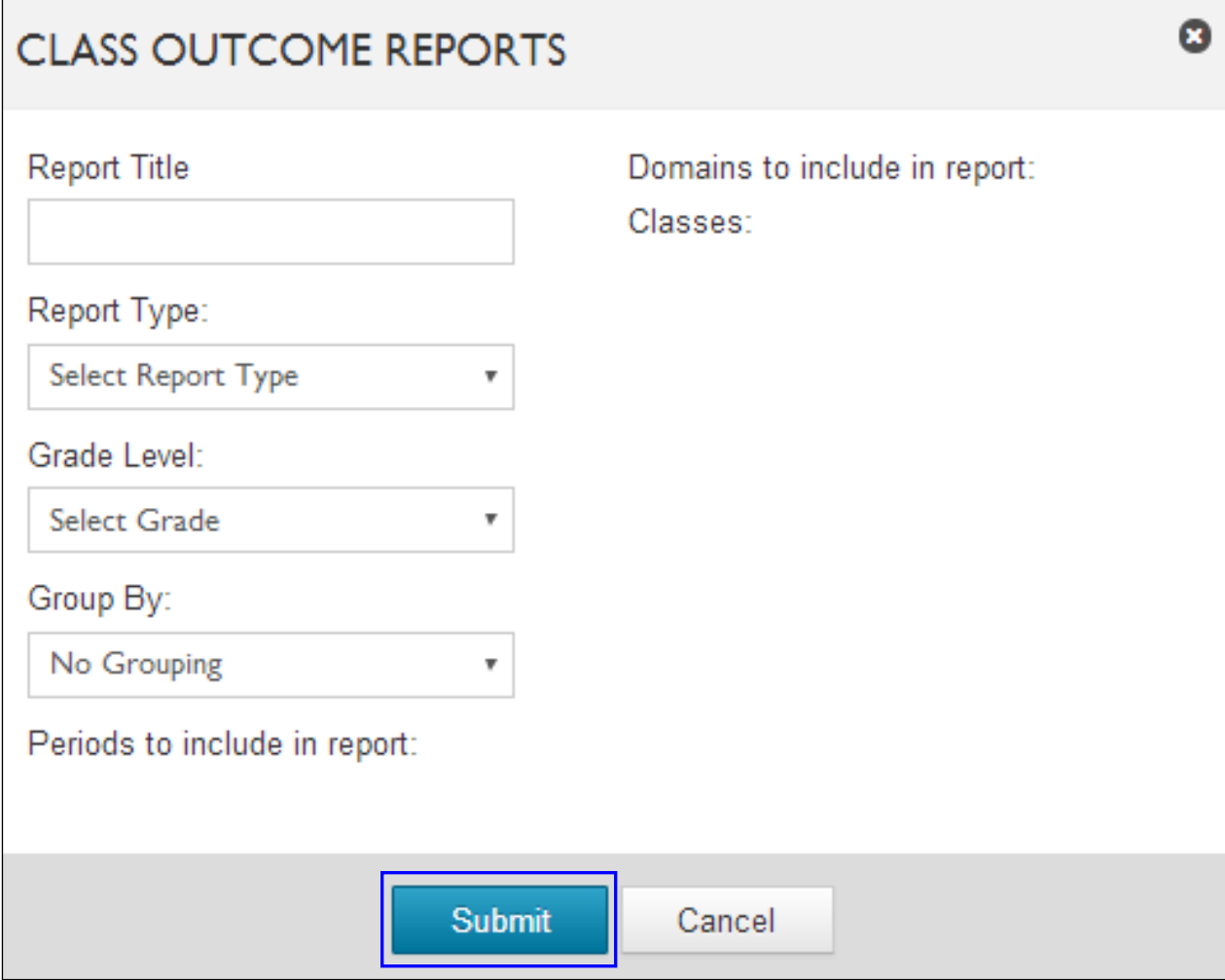
Step	Description	Screen Shots																																
		 <p>The screenshot shows the 'WORK SAMPLING SYSTEM' interface for a student named 'ONE,STUDENT'. The student's information includes Gender: Female, Birth Date: 10/15/2012, Grade Level: Preschool-4, and Academic Year: 2015/2016. The interface displays a checklist for seven domains across three periods. The 'Final' status is highlighted in a blue box.</p> <table border="1"> <thead> <tr> <th>Domain</th> <th>PERIOD 1</th> <th>PERIOD 2</th> <th>PERIOD 3</th> </tr> </thead> <tbody> <tr> <td>I Personal and Social Development</td> <td>12/12</td> <td>0/12</td> <td>0/12</td> </tr> <tr> <td>II Language and Literacy</td> <td>16/16</td> <td>0/16</td> <td>0/16</td> </tr> <tr> <td>III Mathematical Thinking</td> <td>12/12</td> <td>0/12</td> <td>0/12</td> </tr> <tr> <td>IV Scientific Thinking</td> <td>12/12</td> <td>0/12</td> <td>0/12</td> </tr> <tr> <td>V Social Studies</td> <td>10/10</td> <td>0/10</td> <td>0/10</td> </tr> <tr> <td>VI The Arts</td> <td>4/4</td> <td>0/4</td> <td>0/4</td> </tr> <tr> <td>VII Physical Development, Health, and Safety</td> <td>7/7</td> <td>0/7</td> <td>0/7</td> </tr> </tbody> </table> <p>The 'Final' status is highlighted in a blue box. Below the checklist, there are three 'Flag as Final' buttons corresponding to the three periods.</p>	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
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VII Physical Development, Health, and Safety	7/7	0/7	0/7																															
		<p>The Checklist displays as Final.</p>																																

Step	Description	Screen Shots
5	<p>Option 2: Checklist Report</p> <p>From the Teacher homepage, select the Class from the drop down.</p> <p>Select Manage Reports, then select Generate Reports.</p>	 <p>The screenshot shows the 'WORK SAMPLING SYSTEM' interface. At the top, there are dropdown menus for 'Site One' and 'Class One (T One)'. Below these are three main sections: 'EVIDENCE' with a '+ Enter Observation/ Work Sample' button, 'GUIDELINES & CHECKLISTS' with a '+ New Checklist' button, and 'REPORTS' with a '+ New Summary Report' button. A dropdown menu is open under 'Manage Reports', showing options: 'Manage Reports', 'Manage Summary Reports', and 'Generate Reports'. The 'Generate Reports' option is highlighted with a blue box.</p>
6	<p>Select Checklist.</p>	 <p>The screenshot shows the 'INDIVIDUAL AND CLASS REPORTS' section. It contains four buttons: 'Checklist', 'Class Outcomes', 'Class Profile', and 'Class Ratings'. The 'Checklist' button is highlighted with a blue box.</p>

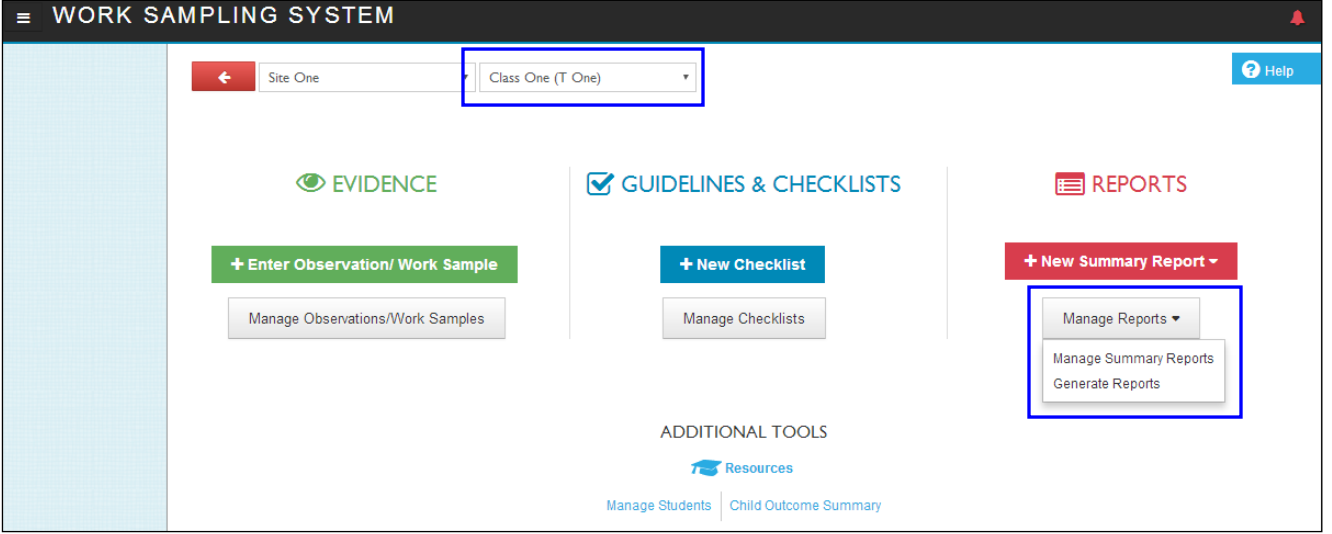
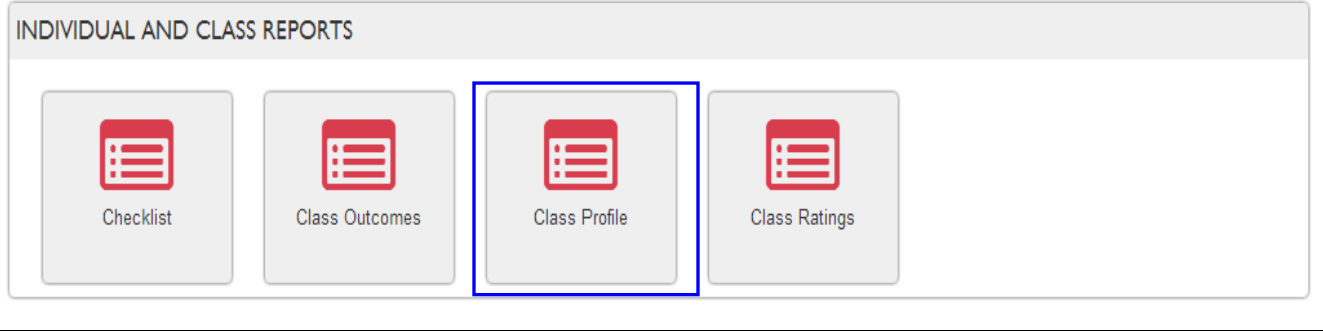
Step	Description	Screen Shots
7	Complete the entries. Click Submit .	

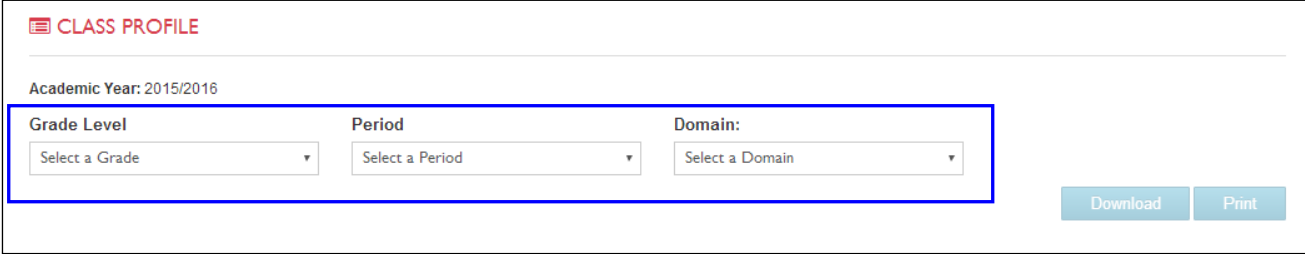
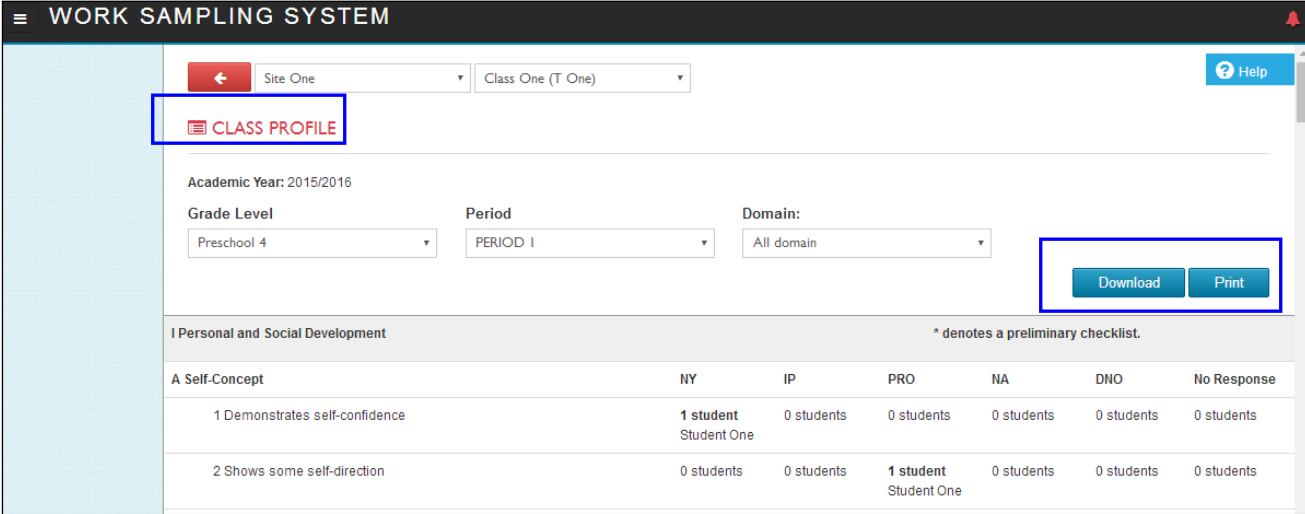
Step	Description	Screen Shots
8	The report generates and displays at the bottom of the screen as a PDF.	

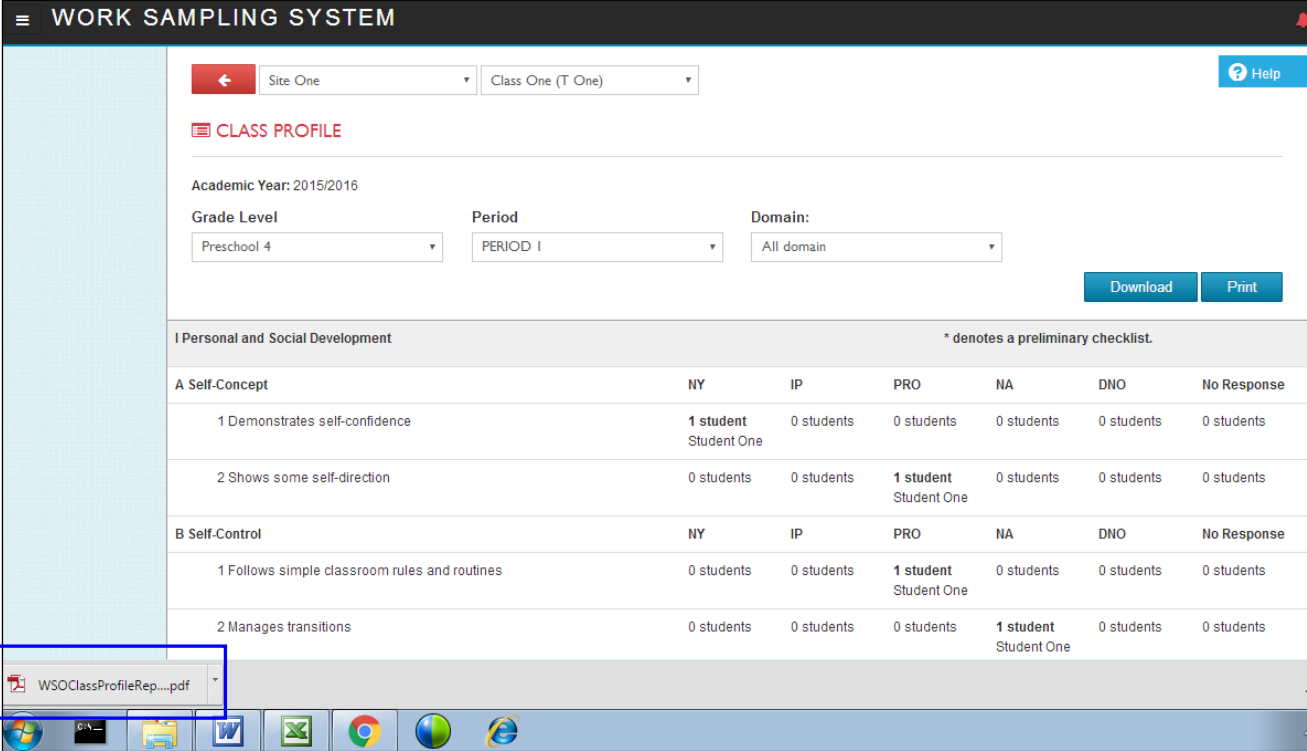
Step	Description	Screen Shots
9	<p>Option 3: Class Outcomes Report</p> <p>From the Teacher homepage, select the Class from the drop down.</p> <p>Select Manage Reports, then select Generate Reports.</p>	
10	<p>Select Class Outcomes.</p>	

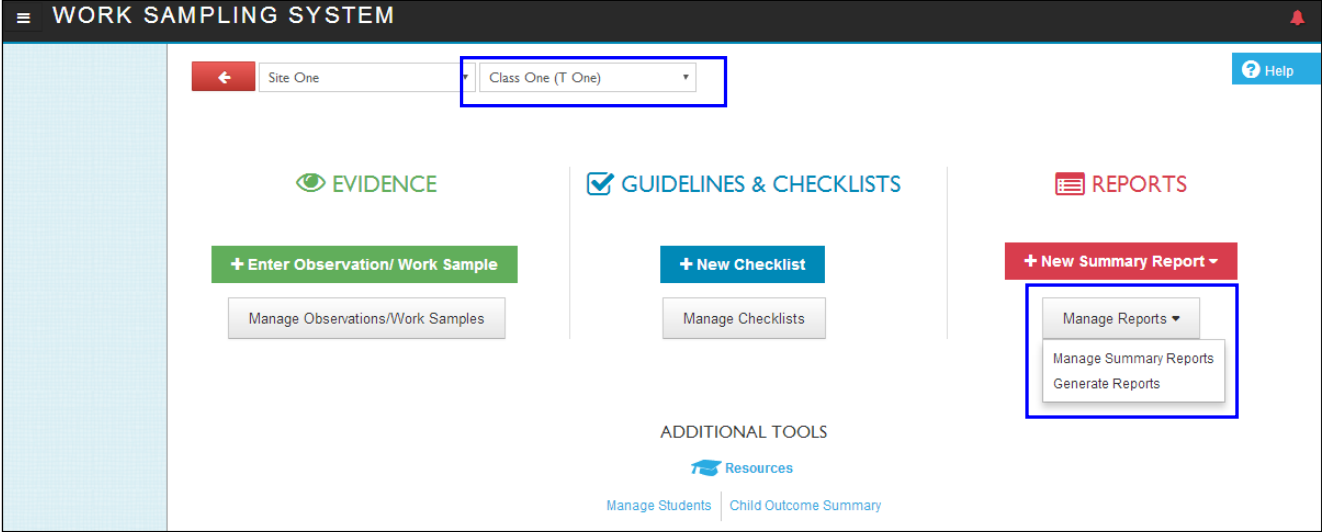
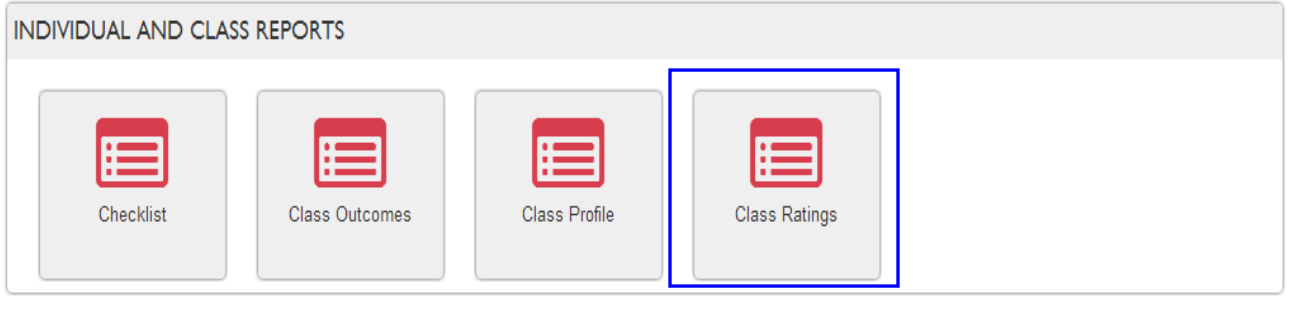
Step	Description	Screen Shots
11	<p>Enter a Report Title.</p> <p>Select the Report Type from the drop down.</p> <p>Select the Grade Level from the drop down.</p> <p>Confirm the following:</p> <ol style="list-style-type: none"> Applicable selections in the Group By drop down. Periods to include in report. Domains to include in report. Classes to include (if you have more than one Class). <p>Click Submit.</p>	 <p>CLASS OUTCOME REPORTS</p> <p>Report Title</p> <p>Report Type:</p> <p>Grade Level:</p> <p>Group By:</p> <p>Domains to include in report:</p> <p>Classes:</p> <p>Periods to include in report:</p> <p>Submit Cancel</p> <p>Note. Students must have a Finalized Checklist in order to appear in the Outcomes Report.</p>

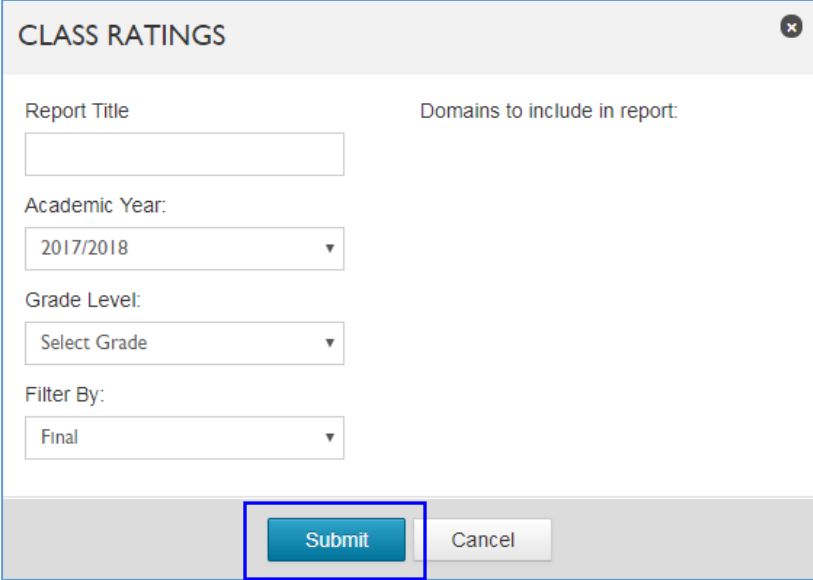
Step	Description	Screen Shots
12	The report generates and displays at the bottom of the screen as a PDF.	<p>The screenshot displays the 'WORK SAMPLING SYSTEM' interface. A modal window titled 'CLASS OUTCOME REPORTS' is open, allowing for report configuration. The configuration includes: <ul style="list-style-type: none"> Report Title: Class Outcomes Report Type: Outcomes by Domain Grade Level: Preschool-4 Group By: No Grouping Domains to include in report: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> I Personal and Social Development <input checked="" type="checkbox"/> II Language and Literacy <input checked="" type="checkbox"/> III Mathematical Thinking <input checked="" type="checkbox"/> IV Scientific Thinking <input checked="" type="checkbox"/> V Social Studies <input checked="" type="checkbox"/> VI The Arts <input checked="" type="checkbox"/> VII Physical Development, Health, and Safety Classes: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Class One (T One) Periods to include in report: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> PERIOD 1 <input checked="" type="checkbox"/> PERIOD 2 <input checked="" type="checkbox"/> PERIOD 3 The 'Submit' button is highlighted in blue. In the background, the 'Checklist' icon is visible. At the bottom of the screenshot, a taskbar shows a PDF file named 'Class Outcomes (1).pdf' highlighted with a blue box. </p>

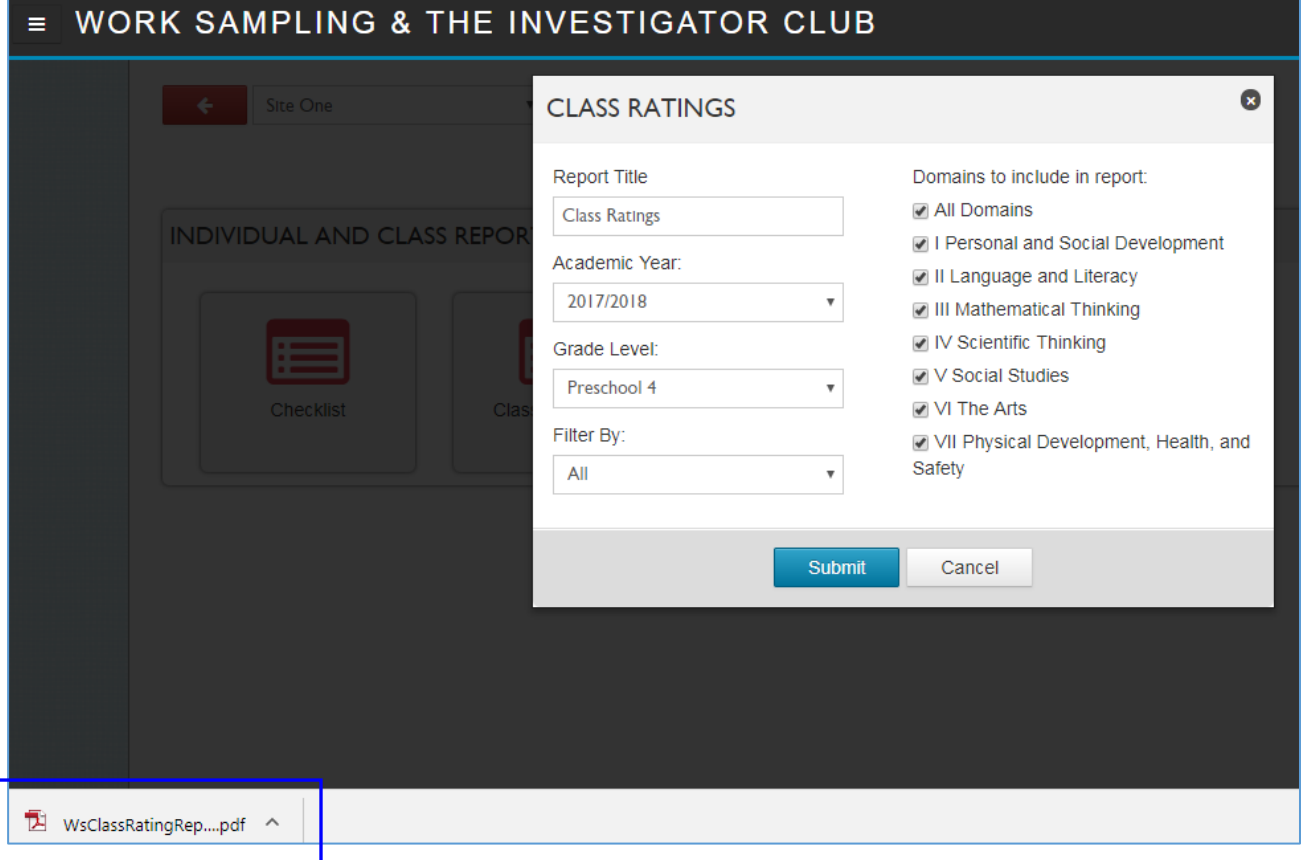
Step	Description	Screen Shots
13	<p>Option 4: Class Profile Report</p> <p>From the Teacher homepage, select the Class from the drop down.</p> <p>Select Manage Reports, then select Generate Reports.</p>	
14	<p>Select Class Profile.</p>	

Step	Description	Screen Shots																					
15	<p>Select the Grade Level from the drop down.</p> <p>Select the Period from the drop down.</p> <p>Select the Domain(s) to include from the drop down.</p>	 <p>CLASS PROFILE</p> <p>Academic Year: 2015/2016</p> <p>Grade Level: Select a Grade Period: Select a Period Domain: Select a Domain</p> <p>Download Print</p>																					
16	<p>The Class Profile Report displays.</p> <p>Print the report or select Download to create a PDF.</p>	 <p>WORK SAMPLING SYSTEM</p> <p>Site: One Class: One (T One)</p> <p>CLASS PROFILE</p> <p>Academic Year: 2015/2016</p> <p>Grade Level: Preschool 4 Period: PERIOD 1 Domain: All domain</p> <p>Download Print</p> <p>I Personal and Social Development * denotes a preliminary checklist.</p> <table border="1"> <thead> <tr> <th>A Self-Concept</th> <th>NY</th> <th>IP</th> <th>PRO</th> <th>NA</th> <th>DNO</th> <th>No Response</th> </tr> </thead> <tbody> <tr> <td>1 Demonstrates self-confidence</td> <td>1 student Student One</td> <td>0 students</td> <td>0 students</td> <td>0 students</td> <td>0 students</td> <td>0 students</td> </tr> <tr> <td>2 Shows some self-direction</td> <td>0 students</td> <td>0 students</td> <td>1 student Student One</td> <td>0 students</td> <td>0 students</td> <td>0 students</td> </tr> </tbody> </table>	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
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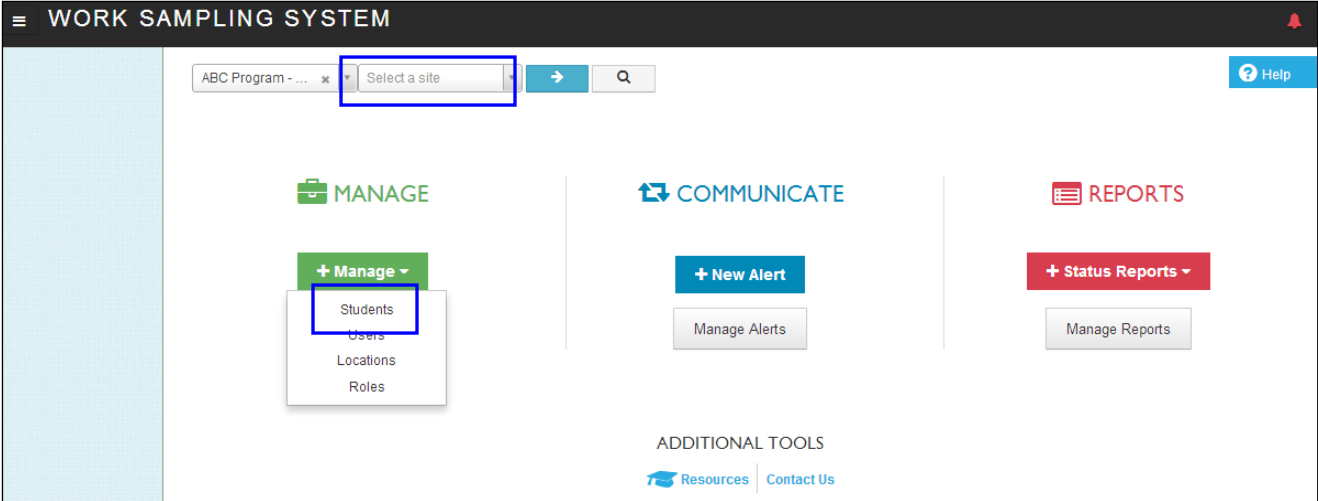
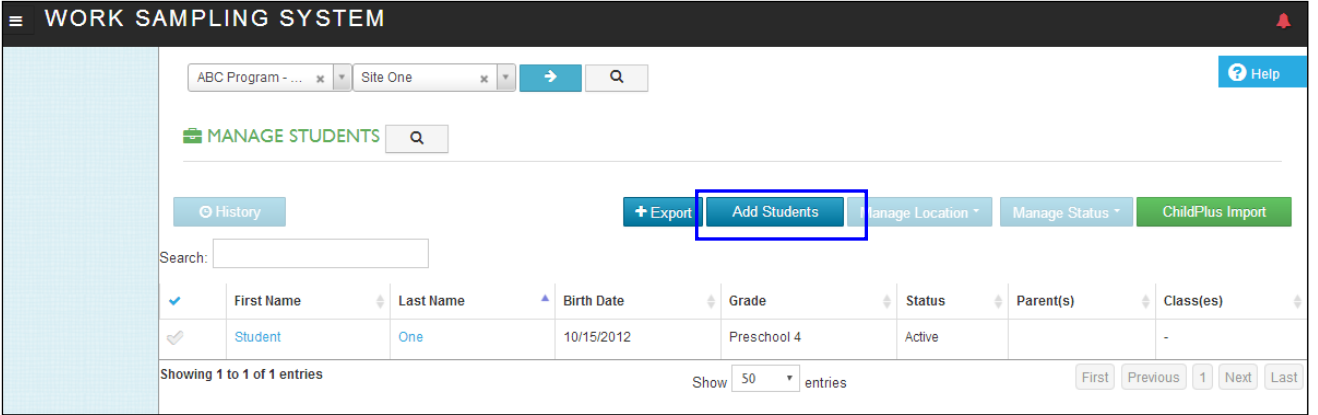
Step	Description	Screen Shots																																										
17	The report will print or download and display at the bottom of the screen as a PDF.	 <p>WORK SAMPLING SYSTEM</p> <p>Site One Class One (T One) Help</p> <p>CLASS PROFILE</p> <p>Academic Year: 2015/2016</p> <p>Grade Level: Preschool 4 Period: PERIOD I Domain: All domain</p> <p>Download Print</p> <p>I Personal and Social Development * denotes a preliminary checklist.</p> <table border="1"> <thead> <tr> <th>A Self-Concept</th> <th>NY</th> <th>IP</th> <th>PRO</th> <th>NA</th> <th>DNO</th> <th>No Response</th> </tr> </thead> <tbody> <tr> <td>1 Demonstrates self-confidence</td> <td>1 student Student One</td> <td>0 students</td> <td>0 students</td> <td>0 students</td> <td>0 students</td> <td>0 students</td> </tr> <tr> <td>2 Shows some self-direction</td> <td>0 students</td> <td>0 students</td> <td>1 student Student One</td> <td>0 students</td> <td>0 students</td> <td>0 students</td> </tr> <tr> <th>B Self-Control</th> <th>NY</th> <th>IP</th> <th>PRO</th> <th>NA</th> <th>DNO</th> <th>No Response</th> </tr> <tr> <td>1 Follows simple classroom rules and routines</td> <td>0 students</td> <td>0 students</td> <td>1 student Student One</td> <td>0 students</td> <td>0 students</td> <td>0 students</td> </tr> <tr> <td>2 Manages transitions</td> <td>0 students</td> <td>0 students</td> <td>0 students</td> <td>1 student Student One</td> <td>0 students</td> <td>0 students</td> </tr> </tbody> </table> <p>WSOClassProfileRep....pdf</p>	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	B Self-Control	NY	IP	PRO	NA	DNO	No Response	1 Follows simple classroom rules and routines	0 students	0 students	1 student Student One	0 students	0 students	0 students	2 Manages transitions	0 students	0 students	0 students	1 student Student One	0 students	0 students
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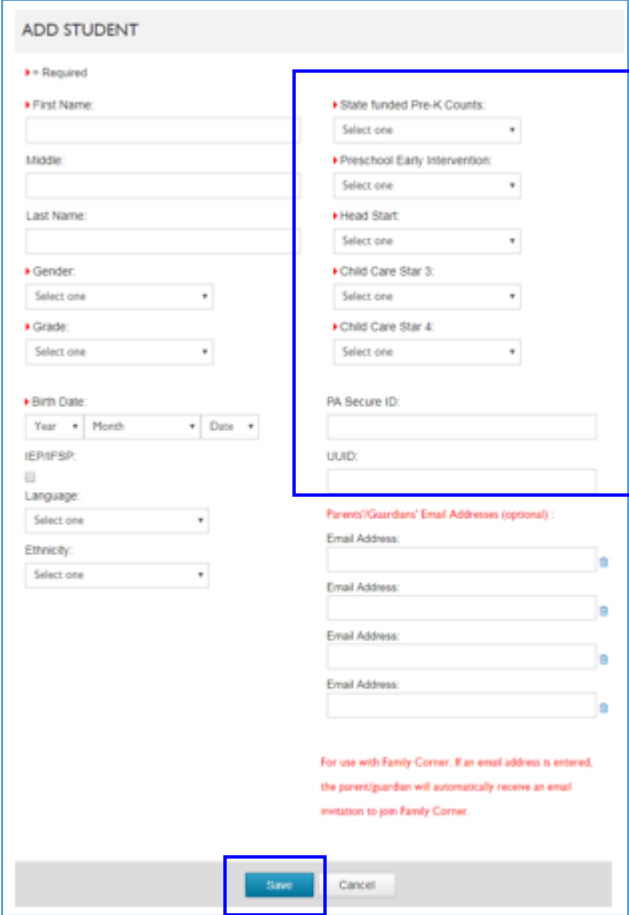
Step	Description	Screen Shots
18	<p>Option 5: Class Ratings Report</p> <p>From the Teacher homepage, select the Class from the drop down.</p> <p>Select Manage Reports, then select Generate Reports.</p>	
19	<p>Select Class Ratings.</p>	

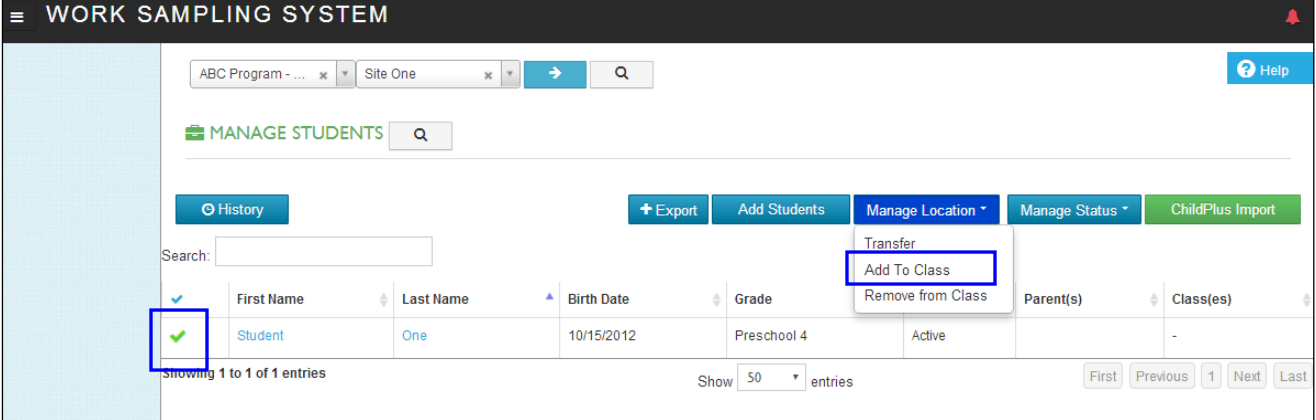
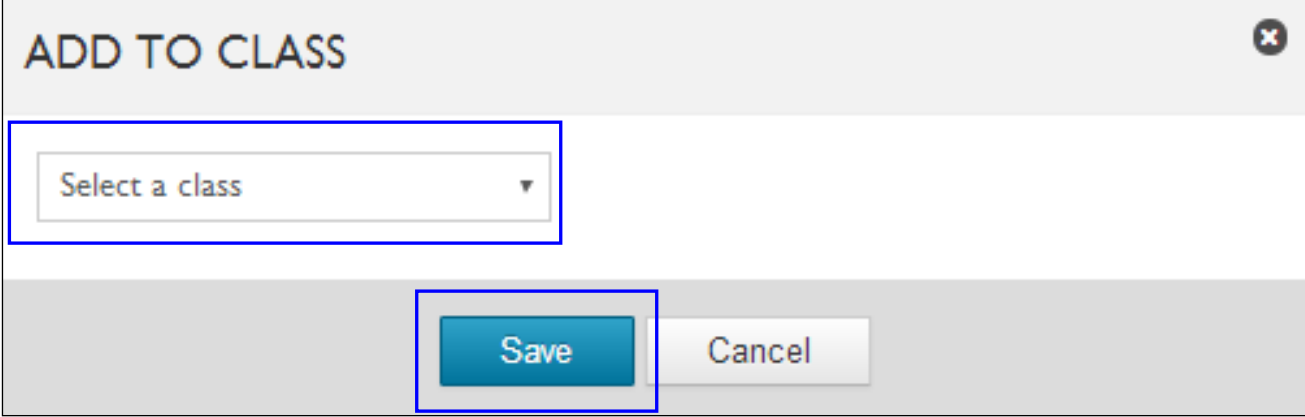
Step	Description	Screen Shots
20	Complete the entries. Select Submit .	

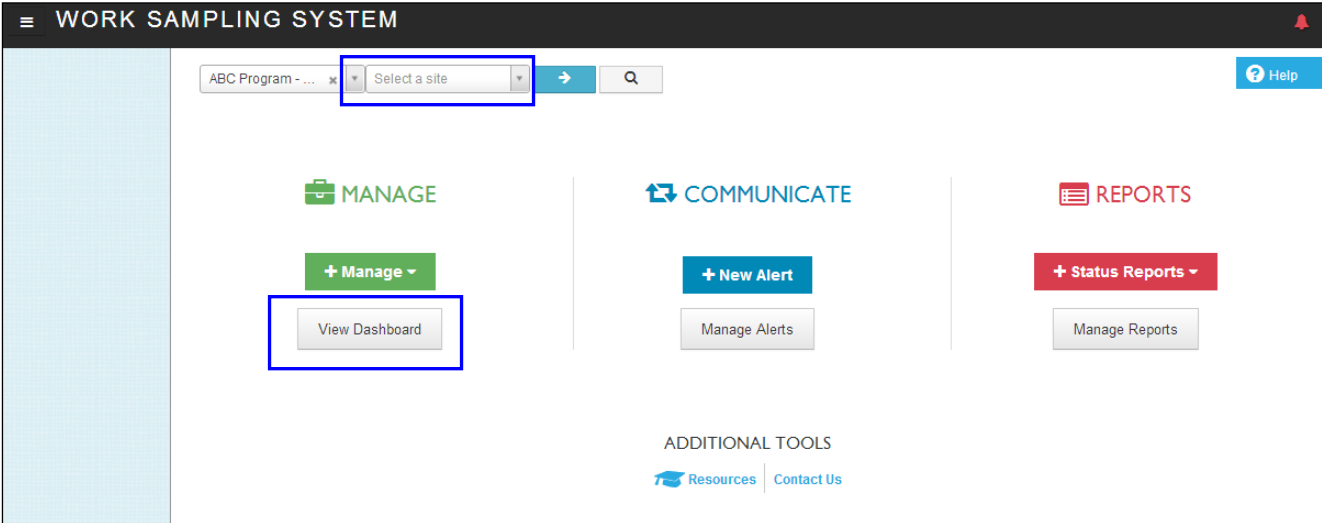
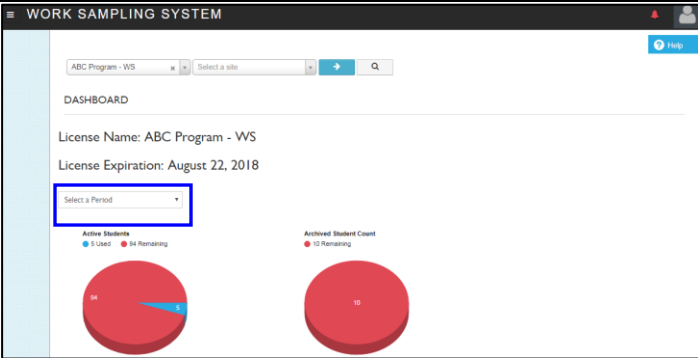
Step	Description	Screen Shots
21	The report generates and displays at the bottom of the screen as a PDF.	 <p>The screenshot shows the 'WORK SAMPLING & THE INVESTIGATOR CLUB' interface. A 'CLASS RATINGS' dialog box is open, allowing users to configure report settings. The dialog includes fields for 'Report Title' (Class Ratings), 'Academic Year' (2017/2018), 'Grade Level' (Preschool 4), and 'Filter By' (All). It also features a list of 'Domains to include in report' with seven checked options: All Domains, I Personal and Social Development, II Language and Literacy, III Mathematical Thinking, IV Scientific Thinking, V Social Studies, VI The Arts, and VII Physical Development, Health, and Safety. 'Submit' and 'Cancel' buttons are at the bottom of the dialog. In the background, a 'Checklist' icon is visible. At the bottom of the screen, a PDF file named 'WsClassRatingRep...pdf' is displayed, highlighted with a blue box.</p>

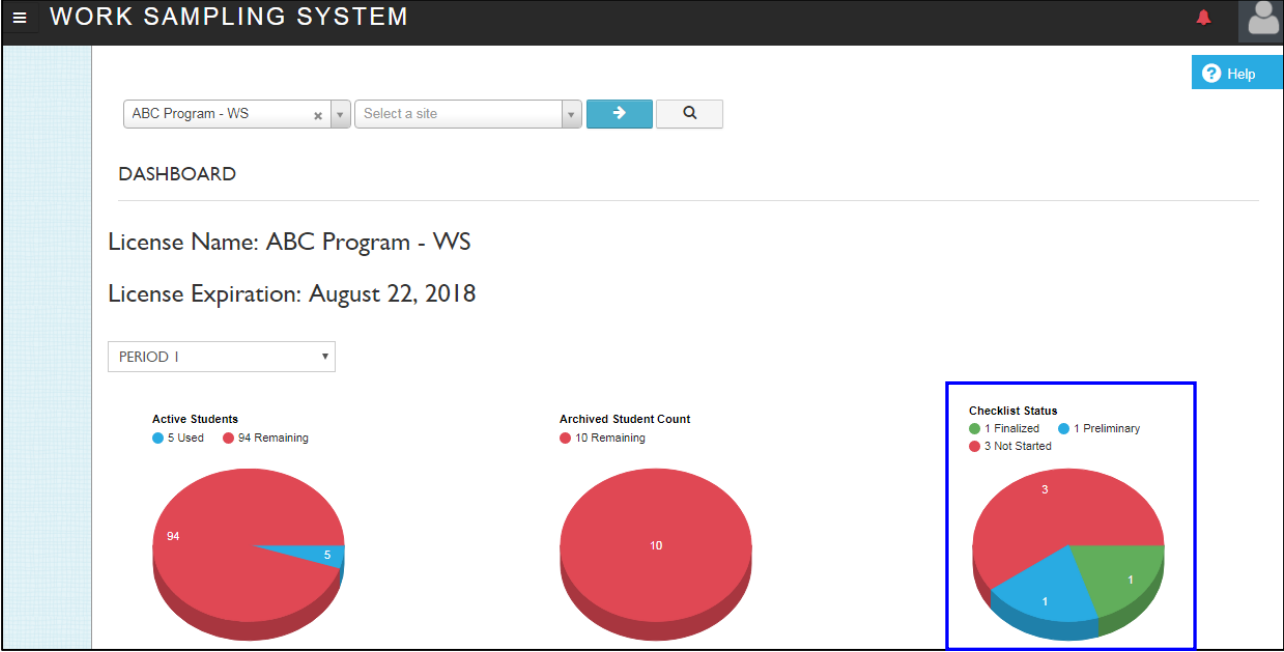
Step	Description	Screen Shots
22	3. Contact Pearson Technical Support or contact your Administrator.	<div data-bbox="646 272 1921 974" style="border: 1px solid black; padding: 10px;"> <h2 style="text-align: center;">Contact Us</h2> <p>Share your ideas, feedback, and comments so that we can continue to provide you with new and useful features.</p> <p>If you have any questions or experience any problems with the products you are subscribed to please contact us:</p> <p>For Ounce Online or Work Sampling Online support:</p> <ul style="list-style-type: none"> • Call 1-800-874-0914, Monday-Friday, from 7:00 AM - 6:00 PM Central Time. • Email us at support@schoolsuccess.net. </div>

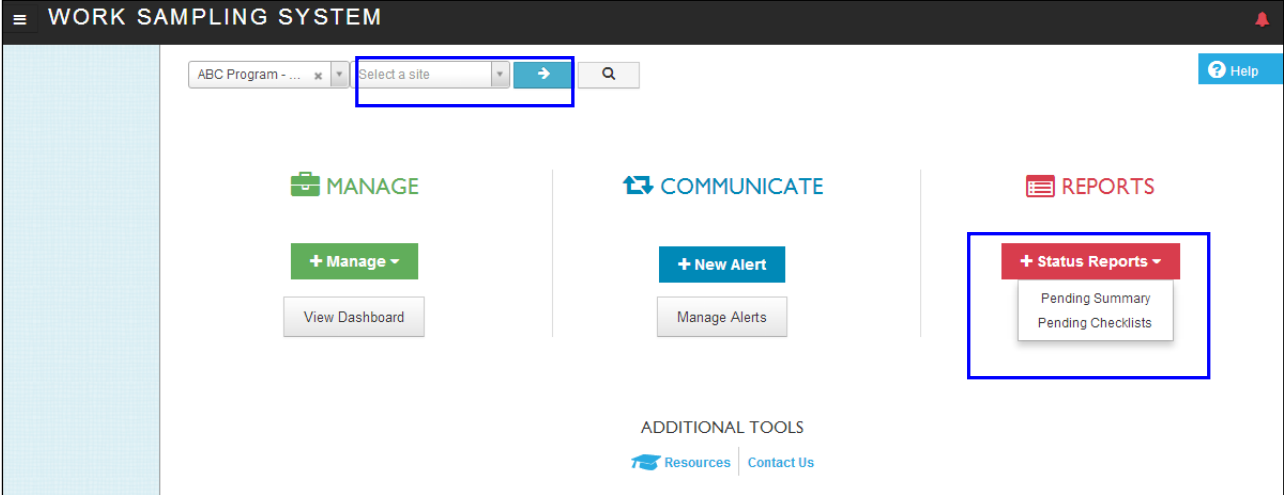
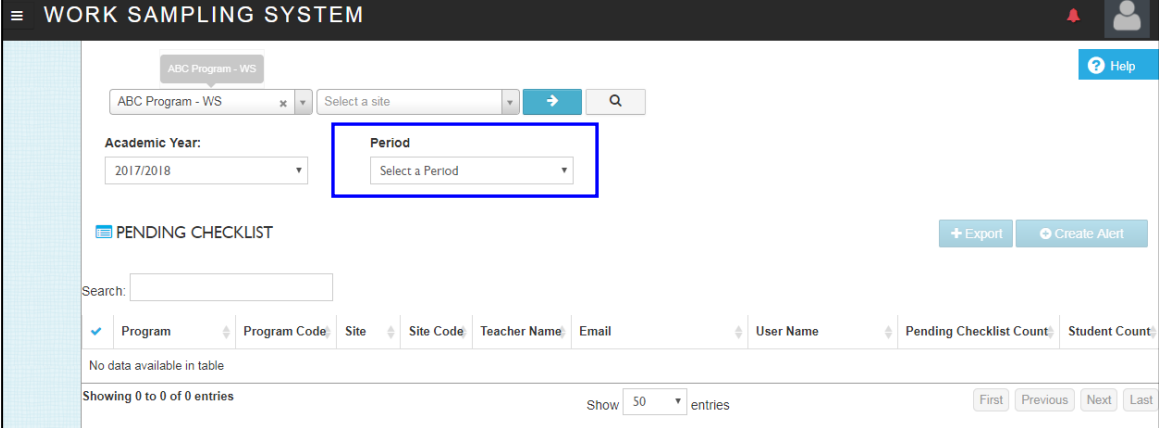
Step	Description	Screen Shots
<p>If you are a License Manager or Administrator:</p>		
<p>1. As a License Manager or Administrator, how do I Add Students and assign them to a Class?</p>		
<p>1</p> <p>From the Admin homepage, select the Site from the drop down.</p> <p>Select Manage Students.</p>		
<p>2</p> <p>Click Add Students.</p>		

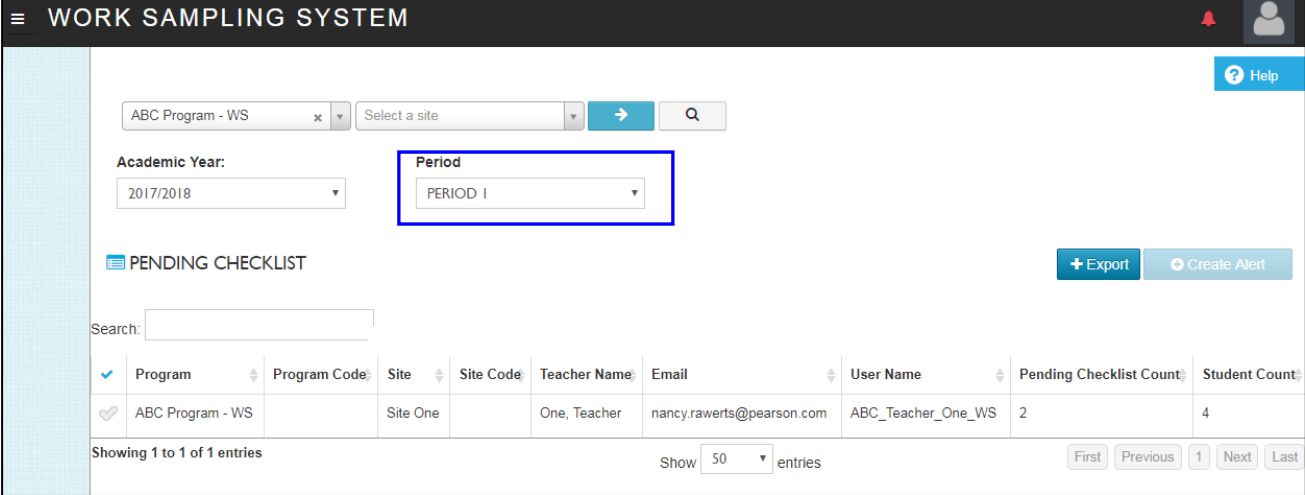
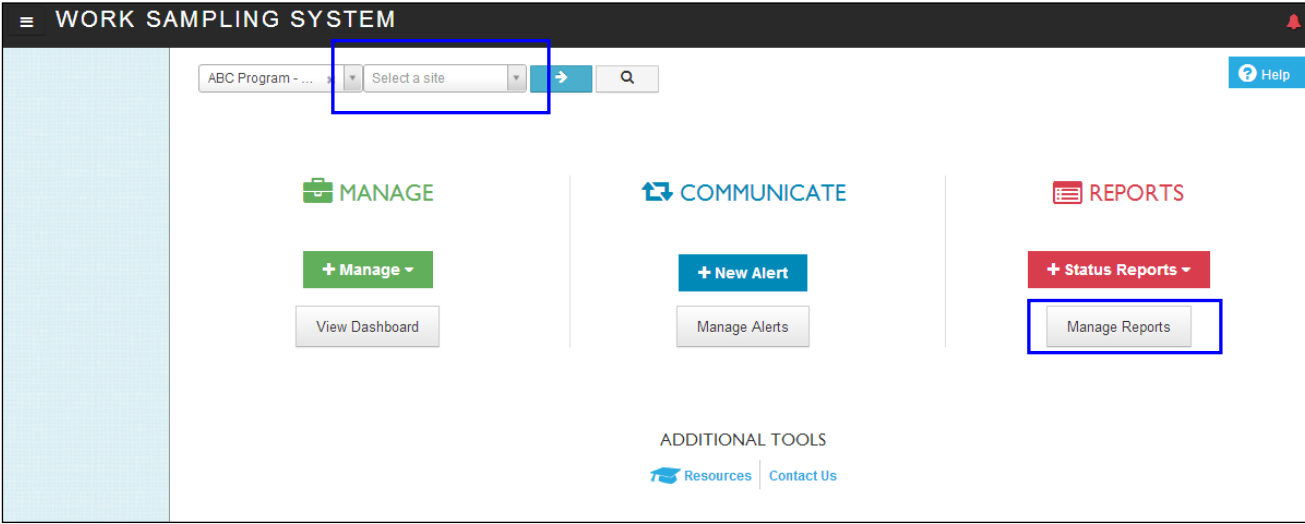
Step	Description	Screen Shots
3	<p>Enter the Student's First and Last Name.</p> <p>Enter all required fields.</p> <p><i>Note.</i> ▶ indicates a required field.</p> <p>Click Save.</p> <p>The Student is now assigned to your Class.</p> <p><i>Note.</i> Some licenses may contain the following fields. They are no longer used.</p> <ul style="list-style-type: none"> • State-funded Pre-K Counts • Preschool Early Intervention • Head Start • Child Care Star 3 • Child Care Star 4 • PA Secure ID • UUID 	

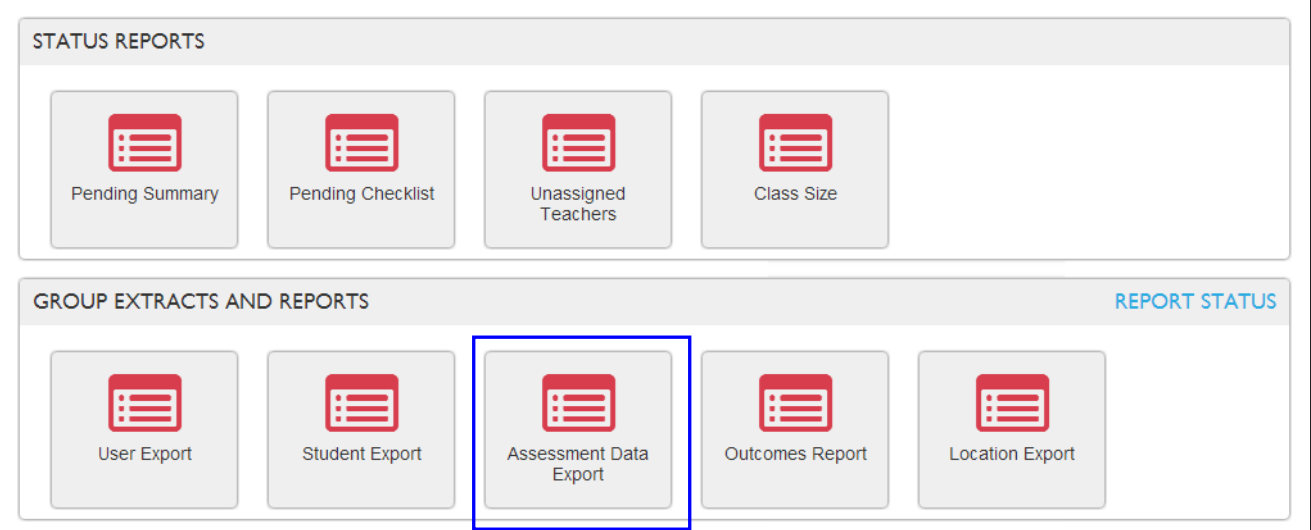
Step	Description	Screen Shots
4	<p>Assign the Student to a Class.</p> <p>Click the check box in front of the Student's name.</p> <p>Select Manage Location, then select Add To Class.</p>	 <p>The screenshot shows the 'WORK SAMPLING SYSTEM' interface. At the top, there are filters for 'ABC Program' and 'Site One'. Below that is a 'MANAGE STUDENTS' section with a search bar and several action buttons: 'History', 'Export', 'Add Students', 'Manage Location', 'Manage Status', and 'ChildPlus Import'. The 'Manage Location' dropdown menu is open, showing options: 'Transfer', 'Add To Class', and 'Remove from Class'. The 'Add To Class' option is highlighted with a blue box. Below the menu is a table with columns: First Name, Last Name, Birth Date, Grade, Parent(s), and Class(es). A single student is listed with a checked checkbox in the first column, highlighted with a blue box. The student's name is 'Student', last name is 'One', birth date is '10/15/2012', grade is 'Preschool 4', and status is 'Active'. At the bottom, there are pagination controls showing 'Showing 1 to 1 of 1 entries' and 'Show 50 entries'.</p>
5	<p>Select the Class from the drop down.</p> <p>Click Save.</p>	 <p>The screenshot shows a dialog box titled 'ADD TO CLASS'. It has a close button in the top right corner. Below the title is a dropdown menu with the text 'Select a class'. At the bottom of the dialog, there are two buttons: 'Save' and 'Cancel'. The 'Save' button is highlighted with a blue box.</p>

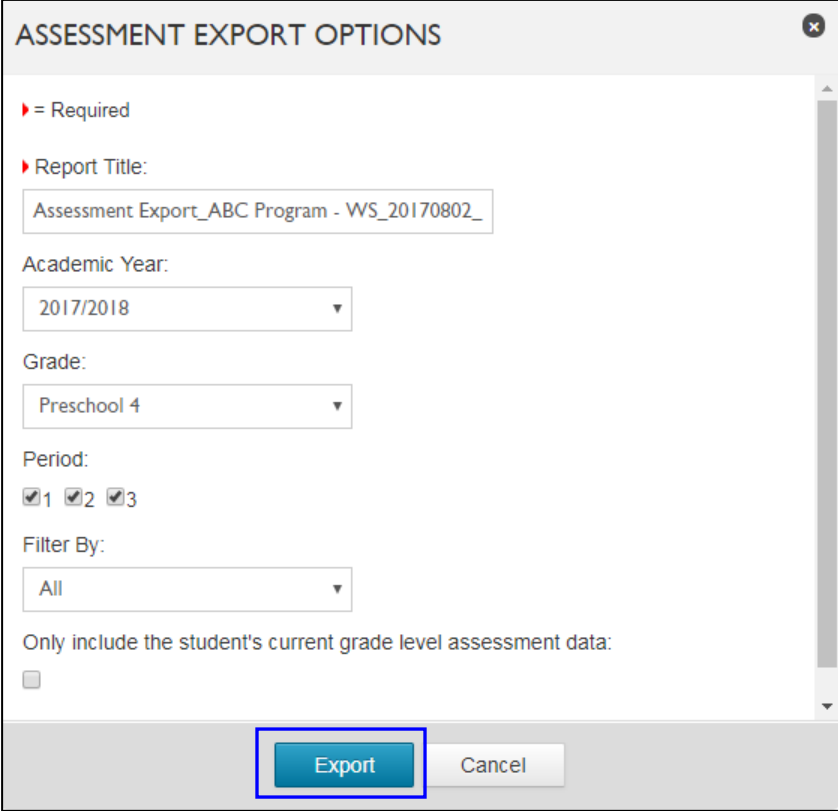
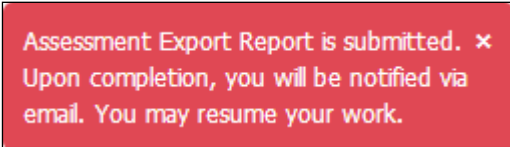
Step	Description	Screen Shots
2.	<p>As a License Manager or Administrator, what reports should I use to monitor and verify finalized Checklist data?</p> <p>Work Sampling Online provides four options to monitor and verify finalized Checklist data:</p> <ul style="list-style-type: none"> Option 1: View Dashboard Option 2: Pending Checklist Report Option 3: Assessment Data Export Option 4: Outcomes Report 	
1	<p>Option 1: View Dashboard</p> <p>From the Admin homepage, select the location in the drop down.</p> <p>Select View Dashboard.</p>	
2	<p>The Dashboard displays.</p> <p>Select a Period from the drop down.</p>	

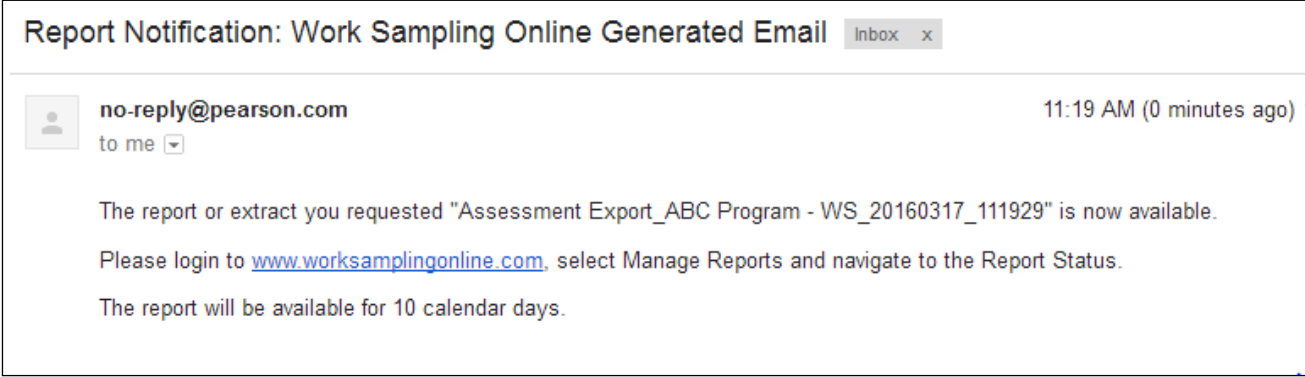
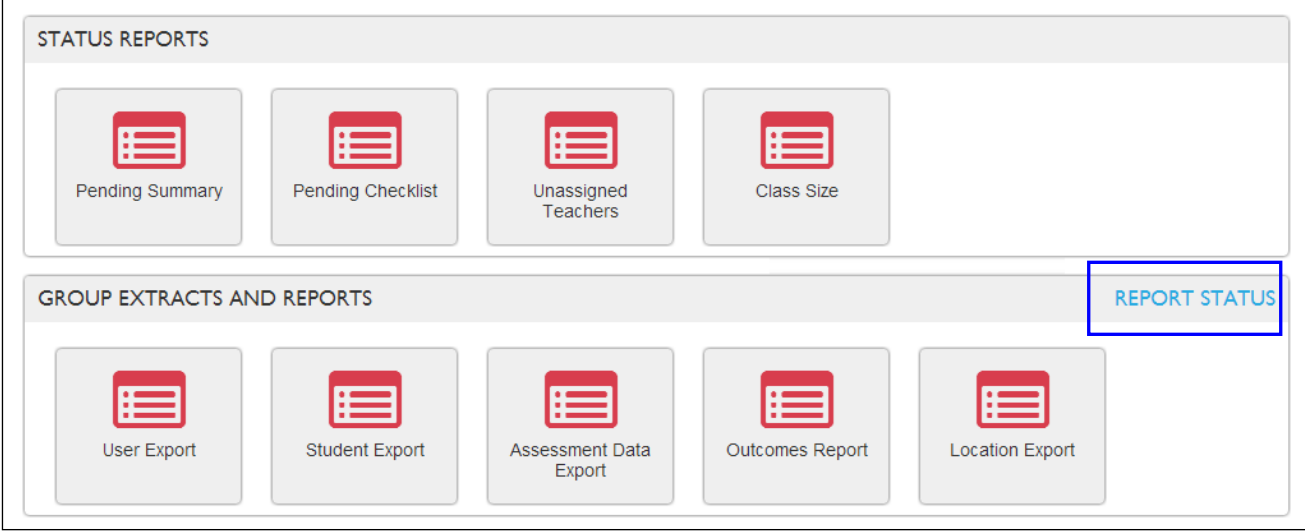
Step	Description	Screen Shots																		
3	<p>The Checklist Status displays.</p> <p>Verify the number of Total Students, number of Preliminary Checklists, and Final Checklists.</p>	 <p>The screenshot shows the 'WORK SAMPLING SYSTEM' dashboard for 'ABC Program - WS'. It displays the license name and expiration date (August 22, 2018). Under 'PERIOD I', there are three pie charts: 'Active Students' (5 Used, 94 Remaining), 'Archived Student Count' (10 Remaining), and 'Checklist Status' (1 Finalized, 1 Preliminary, 3 Not Started). The 'Checklist Status' chart is highlighted with a blue border.</p> <table border="1"> <caption>Active Students</caption> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Used</td> <td>5</td> </tr> <tr> <td>Remaining</td> <td>94</td> </tr> </tbody> </table> <table border="1"> <caption>Archived Student Count</caption> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Remaining</td> <td>10</td> </tr> </tbody> </table> <table border="1"> <caption>Checklist Status</caption> <thead> <tr> <th>Category</th> <th>Count</th> </tr> </thead> <tbody> <tr> <td>Finalized</td> <td>1</td> </tr> <tr> <td>Preliminary</td> <td>1</td> </tr> <tr> <td>Not Started</td> <td>3</td> </tr> </tbody> </table>	Category	Count	Used	5	Remaining	94	Category	Count	Remaining	10	Category	Count	Finalized	1	Preliminary	1	Not Started	3
Category	Count																			
Used	5																			
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Category	Count																			
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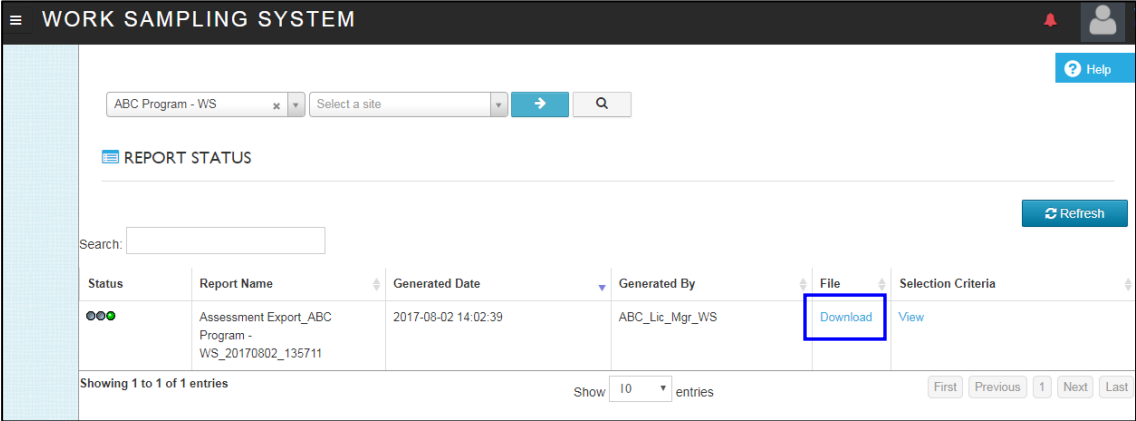
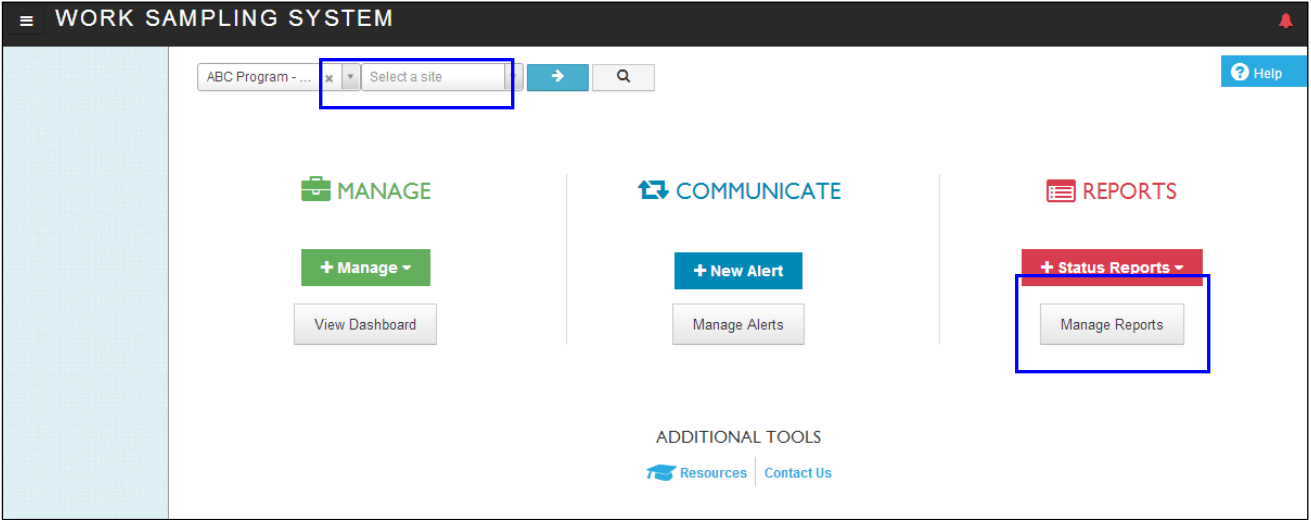
Step	Description	Screen Shots
4	<p>Option 2: Pending Checklist Report</p> <p>From the Admin homepage, select the location in the drop down.</p> <p>Select Status Reports, then select Pending Checklists from the drop down.</p>	 <p>The screenshot shows the 'WORK SAMPLING SYSTEM' Admin homepage. At the top, there is a search bar with 'ABC Program - ...' and a 'Select a site' dropdown. Below this are three main sections: 'MANAGE' (with '+ Manage' and 'View Dashboard' buttons), 'COMMUNICATE' (with '+ New Alert' and 'Manage Alerts' buttons), and 'REPORTS' (with '+ Status Reports' dropdown). The 'REPORTS' section is highlighted with a blue box, and the dropdown menu is open, showing 'Pending Summary' and 'Pending Checklists' options.</p>
5	<p>Verify the Academic Year.</p> <p>Select the Period to display from the drop down.</p>	 <p>The screenshot shows the 'WORK SAMPLING SYSTEM' Pending Checklist report page. At the top, there is a search bar with 'ABC Program - WS' and a 'Select a site' dropdown. Below this are two dropdown menus: 'Academic Year' (set to '2017/2018') and 'Period' (set to 'Select a Period'). The 'Period' dropdown is highlighted with a blue box. Below the dropdowns are '+ Export' and '+ Create Alert' buttons. A search bar is present, and a table with columns for Program, Program Code, Site, Site Code, Teacher Name, Email, User Name, Pending Checklist Count, and Student Count is shown. The table is currently empty, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. At the bottom, there is a 'Show 50 entries' dropdown and pagination buttons for 'First', 'Previous', 'Next', and 'Last'.</p>

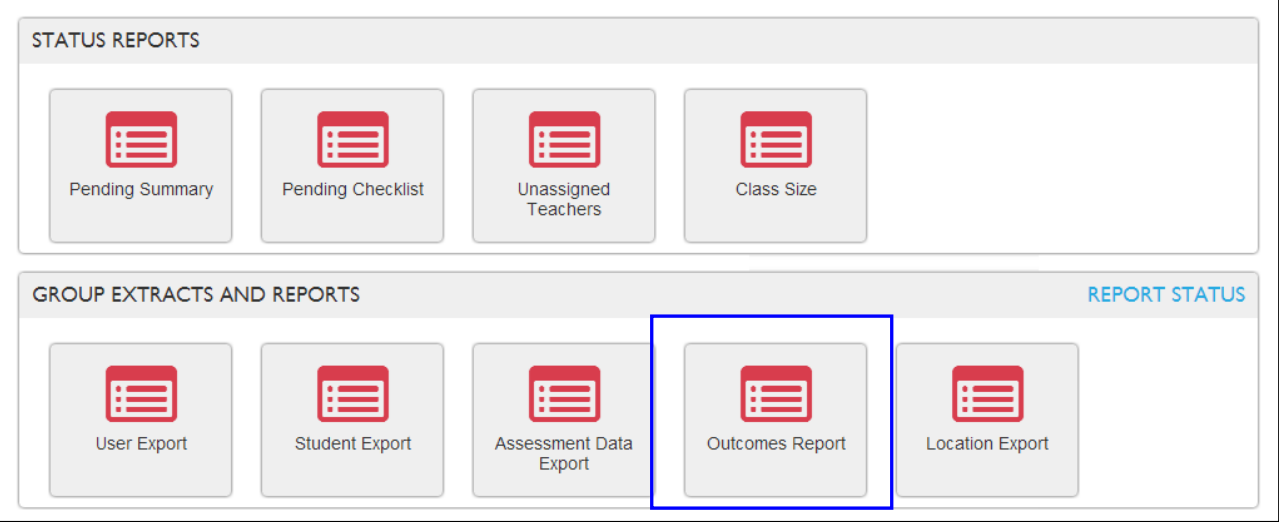
Step	Description	Screen Shots
6	<p>The Pending Checklist Summary displays for the Period selected.</p>	 <p>Pending Checklist Count is the total number of Students who do not have a Checklist started.</p>
7	<p>Option 3: Assessment Data Report</p> <p>From the Admin homepage, select the location in the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

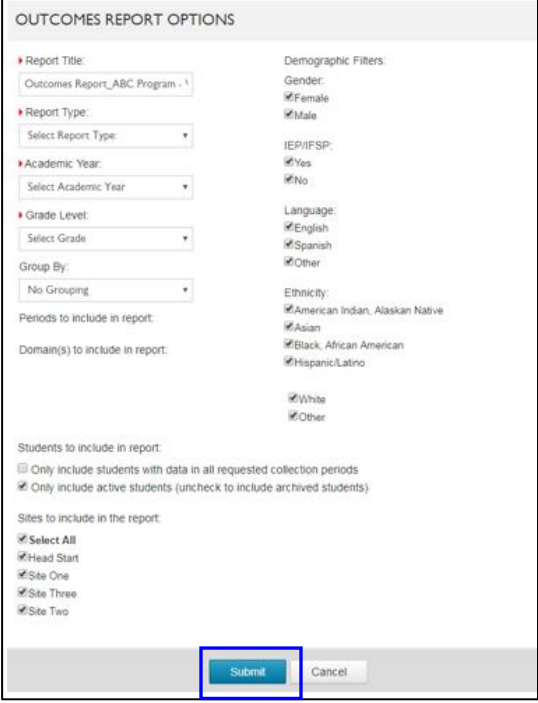
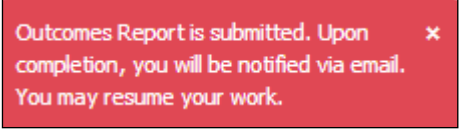
Step	Description	Screen Shots
8	Select Assessment Data Export .	 <p>The screenshot displays a dashboard with two main sections:</p> <ul style="list-style-type: none"> STATUS REPORTS: Contains four buttons: Pending Summary, Pending Checklist, Unassigned Teachers, and Class Size. GROUP EXTRACTS AND REPORTS: Contains five buttons: User Export, Student Export, Assessment Data Export (highlighted with a blue border), Outcomes Report, and Location Export. A 'REPORT STATUS' link is visible in the top right of this section.

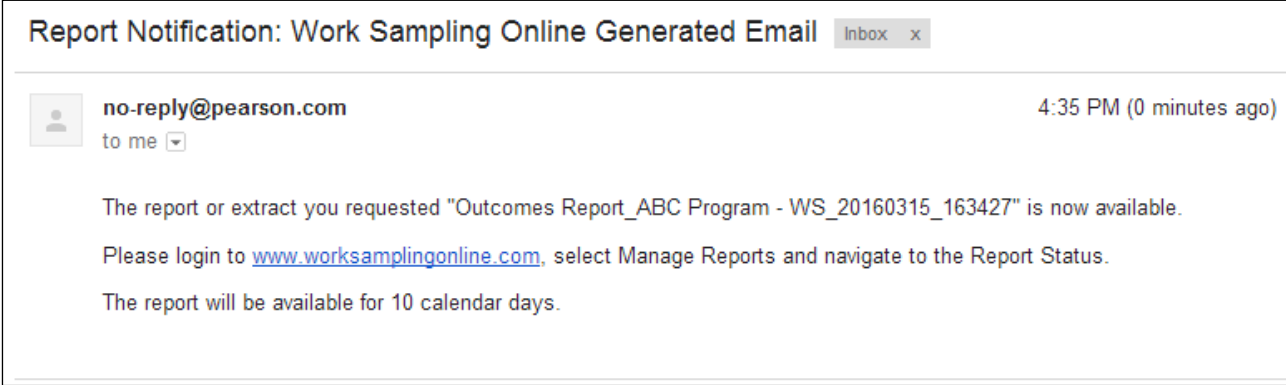
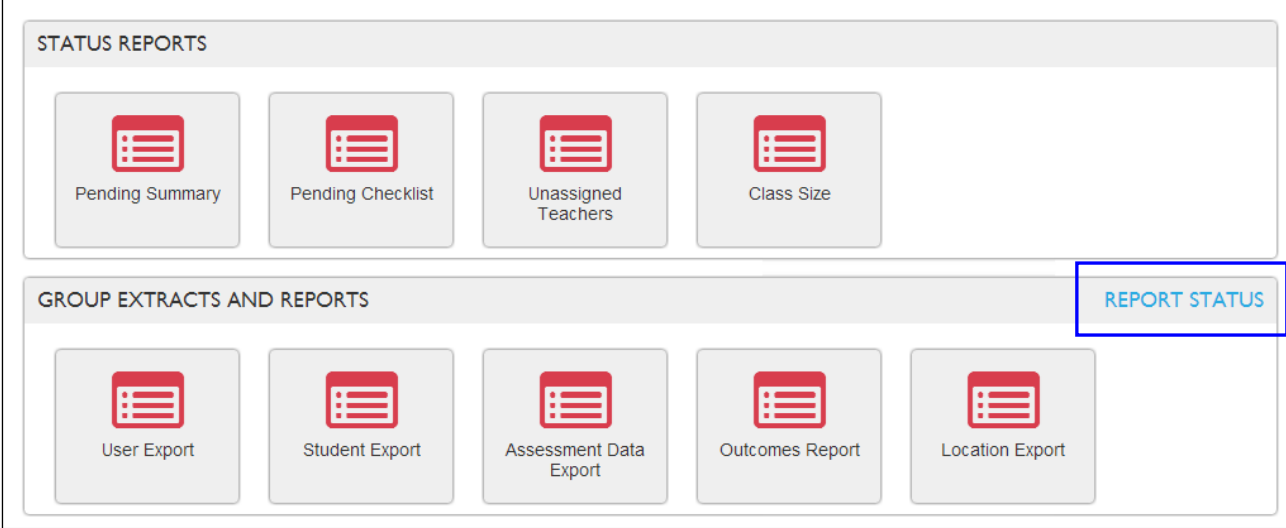
Step	Description	Screen Shots
9	<p>a. Update the Report Title, if applicable.</p> <p>b. Verify the Academic Year.</p> <p>c. Select the Grade from the drop down.</p> <p>d. Deselect unwanted Periods.</p> <p>e. Select Final, Preliminary, or All from the Filter By drop down.</p> <p>f. Select Export.</p>	
10	<p>A confirmation message displays.</p>	

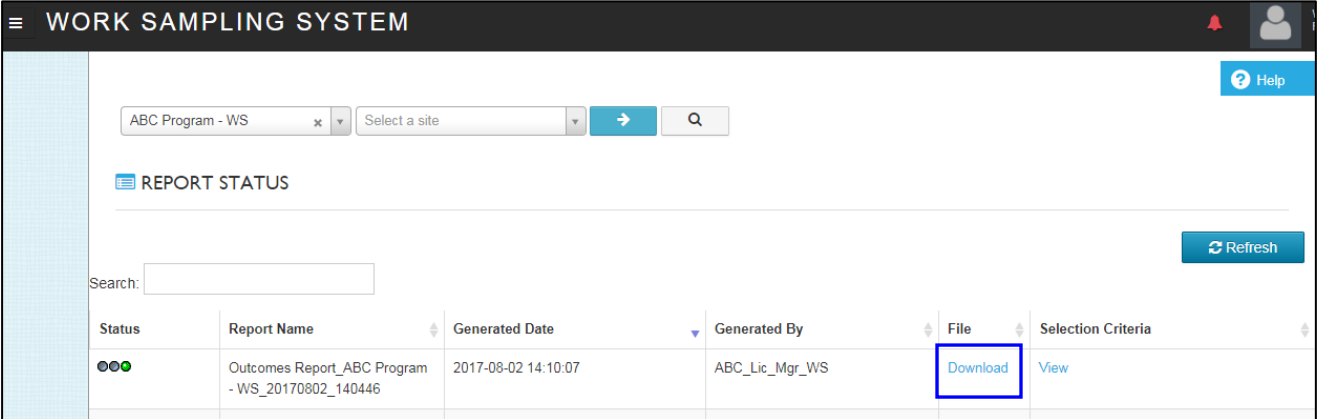
Step	Description	Screen Shots
11	The submitter receives an email notification when the report is complete.	
12	To retrieve the report, from the Admin homepage, select Manage Reports , then select Report Status .	
13	The Report Status screen displays. Click Download to view and/or save the report.	<p>Report Status Display</p> <p>Green: Report is complete and Data was found</p> <p>Yellow: Report is in process</p> <p>Red: Report is complete but no Data was found for the selected report type</p>

Step	Description	Screen Shots												
		<p>Note. Students must have either a Finalized or Preliminary Checklist in order to appear in the Assessment Data Export report.</p>  <p>The screenshot shows the 'WORK SAMPLING SYSTEM' interface. At the top, there's a search bar with 'ABC Program - WS' and a 'Select a site' dropdown. Below is the 'REPORT STATUS' section with a search input and a 'Refresh' button. A table displays report information:</p> <table border="1"> <thead> <tr> <th>Status</th> <th>Report Name</th> <th>Generated Date</th> <th>Generated By</th> <th>File</th> <th>Selection Criteria</th> </tr> </thead> <tbody> <tr> <td>●●●</td> <td>Assessment Export_ABC Program - WS_20170802_135711</td> <td>2017-08-02 14:02:39</td> <td>ABC_Lic_Mgr_WS</td> <td>Download</td> <td>View</td> </tr> </tbody> </table> <p>At the bottom, it says 'Showing 1 to 1 of 1 entries' and 'Show 10 entries'.</p> <p>The report is automatically deleted in 10 calendar days.</p>	Status	Report Name	Generated Date	Generated By	File	Selection Criteria	●●●	Assessment Export_ABC Program - WS_20170802_135711	2017-08-02 14:02:39	ABC_Lic_Mgr_WS	Download	View
Status	Report Name	Generated Date	Generated By	File	Selection Criteria									
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14	<p>Option 4: Outcomes Report</p> <p>From the Admin homepage, select the location in the drop down, if applicable.</p> <p>Select Manage Reports.</p>	 <p>The screenshot shows the 'WORK SAMPLING SYSTEM' Admin homepage. At the top, there's a search bar with 'ABC Program - ...' and a 'Select a site' dropdown. Below are three main sections: 'MANAGE', 'COMMUNICATE', and 'REPORTS'. Under 'REPORTS', the '+ Status Reports' dropdown is expanded, and the 'Manage Reports' button is highlighted with a blue box. At the bottom, there are 'ADDITIONAL TOOLS' like 'Resources' and 'Contact Us'.</p>												

Step	Description	Screen Shots
15	Select Outcomes Report .	 <p>The screenshot displays a dashboard with two main sections: 'STATUS REPORTS' and 'GROUP EXTRACTS AND REPORTS'. The 'STATUS REPORTS' section includes four buttons: 'Pending Summary', 'Pending Checklist', 'Unassigned Teachers', and 'Class Size'. The 'GROUP EXTRACTS AND REPORTS' section includes five buttons: 'User Export', 'Student Export', 'Assessment Data Export', 'Outcomes Report', and 'Location Export'. The 'Outcomes Report' button is highlighted with a blue rectangular box. A 'REPORT STATUS' link is visible in the top right corner of the 'GROUP EXTRACTS AND REPORTS' section.</p>

Step	Description	Screen Shots
16	<p>Complete the entries.</p> <p>Click Submit.</p> <p><i>Note.</i> Some Work Sampling Online licenses may have the following fields. These fields are no longer used.</p> <ul style="list-style-type: none"> • State-funded Pre-K Counts • Preschool Early Intervention • Head Start • Child Care Star 3 • Child Care Star 4 • PA Secure ID • UUID 	
17	<p>A confirmation message displays.</p>	

Step	Description	Screen Shots
18	The submitter receives an email notification when the report is complete.	
19	To retrieve the report, from the Admin homepage, select Manage Reports , then select Report Status .	
20	The Report Status screen displays. Click Download to view and/or save the report.	<p>Report Status Display</p> <p>Green: Report is complete and Data was found</p> <p>Yellow: Report is in process</p> <p>Red: Report is complete but no Data was found for the selected report type</p>

Step	Description	Screen Shots
		<p>Note. Students must have a Finalized Checklist in order to appear in the Outcomes Report.</p>  <p>The screenshot shows the 'WORK SAMPLING SYSTEM' interface. At the top, there's a navigation bar with a menu icon, the title 'WORK SAMPLING SYSTEM', a notification bell, and a user profile icon. Below this is a search bar with 'ABC Program - WS' selected in a dropdown, a 'Select a site' dropdown, a search button, and a search input field. A 'Help' button is in the top right. The main content area is titled 'REPORT STATUS' and includes a 'Refresh' button. A table displays report data with columns: Status, Report Name, Generated Date, Generated By, File, and Selection Criteria. The 'File' column for the first row contains a 'Download' button, which is highlighted with a blue box. The 'Selection Criteria' column for the same row contains a 'View' link.</p> <p>The report is automatically deleted in 10 calendar days.</p>
21	<p>3. Contact Pearson Technical Support for assistance.</p>	<h2 data-bbox="680 922 1012 977">Contact Us</h2> <p data-bbox="680 1013 1499 1068">Share your ideas, feedback, and comments so that we can continue to provide you with new and useful features.</p> <p data-bbox="680 1097 1514 1153">If you have any questions or experience any problems with the products you are subscribed to please contact us:</p> <p data-bbox="680 1182 1226 1205">For Ounce Online or Work Sampling Online support:</p> <ul data-bbox="722 1230 1478 1328" style="list-style-type: none"> • Call 1-800-874-0914, Monday-Friday, from 7:00 AM - 6:00 PM Central Time. • Email us at support@schoolsucces.net.