

Work Sampling Online™



Work Sampling Online Teacher User's Guide

Work Sampling Online™ and InvestiGator Club™

Teacher User's Guide

PEARSON

For orders and inquiries:

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New to Work Sampling and Work Sampling Online?

If you're already familiar with Pearson's Work Sampling Online™ software and want to jump right in, skip to the [Teacher Quick Start](#).

If this is your introduction to Work Sampling Online (WSO for short), don't worry. WSO has a simple mission: to ensure success for you and your students.

What is Work Sampling?

The Work Sampling Guidelines and Checklists are tools for authentic assessment within the context of everyday classroom activities: teachers use observations and work samples they collect during activities to assess each student's learning and developmental progress in seven diverse domains of learning over multiple collection periods.

What is Work Sampling Online?

Work Sampling Online (WSO for short) is a web-based application that offers easy, instant access to key elements of the Work Sampling System® (5th ed.) for Preschool to Grade 3, as well as Work Sampling® for Head Start.

For a visual overview of your responsibilities and tasks within the Work Sampling Online system, refer to the [Teacher Quick Start](#) diagram.

What is InvestiGator Club™?

The InvestiGator Club lesson plan materials aid the Work Sampling System (5th ed.) process by providing Preschool 4 investigation kits that support a year-long lesson plan of 7–9 learning activities for each school day. Each activity is associated with one or more specific assessment indicators (i.e., developmentally appropriate skills, knowledge, and behavior), and makes it easy to associate evidence and observations—such as written notes, photographs, scans of artwork, or audio or video recordings taken by teacher or parent—with one or more students.

If You Need Help

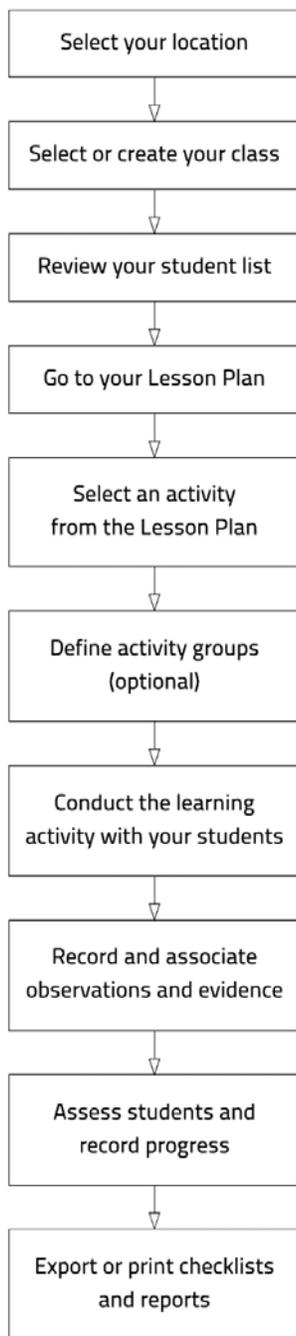
If you have any questions, concerns, or suggestions for Work Sampling Online, please contact technical support at 1-800-874-0914 or via email at support@schoolsuccess.net. You can also access the **Contact Us** link available on every Help menu and at the bottom of the sign-in page. The Work Sampling Online team keeps program and center administrators informed of enhancements and new features, so ask an administrator for guidance or help, as well.

When contacting technical support, please be as specific as possible when asking a question or providing feedback. Always provide your contact information, such as a return email address or phone number, as well as your license name (displayed at the top of your [User profile page](#)).

To contact Pearson about other products or services we provide, please visit www.PearsonClinical.com or call 1-800-627-7271.

To prevent replies from technical support from going to your Spam or Junk mail folder, make sure to whitelist **support@schoolsuccess.net**.

Quick Start for Teachers



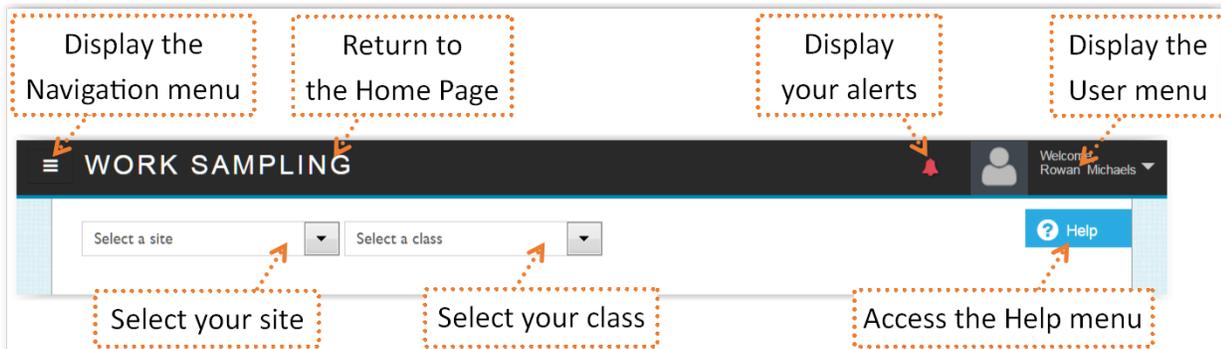
1. **Confirm that the site where you are working is displayed** at the top of the page. If you need to change the site, click or tap the down arrow. For help, see [Your Location](#).
2. **Confirm that the class for the site where you are working is displayed** at the top of the page. If you need to change the class, click or tap the down arrow. If your class is not listed, [create it](#). (If your class has not been set up, and you do not have permission to create it, contact your administrator.)
3. **Review the student list.** If the student list is incorrect, use the [Manage Students](#) page to edit it.
4. **If you have InvestiGator Club, go to the Learning Activities.** The activities for the current date display. If you need to work with activities for a different day, click or tap the calendar icon or the blue arrows. If the day you want to work with is unavailable, contact your administrator.
5. **Select an activity from your lesson plan.** If using InvestiGator Club, click or tap an activity to display the [Learning Activity details](#).
6. **Define activity groups** (InvestiGator Club only). Creating an activity group enables you to associate evidence you've collected or plan to collect for an activity to multiple students. For instructions, refer to the [Groups](#) section.
7. **Guide your students in learning activities.** Use the investigation kit materials as described on the Learning Activity Details page if you have InvestiGator Club; otherwise, conduct the activity using your own materials.
8. **Record and upload evidence, and associate observations with students.** You also specify the indicators pertinent to the activity. For step-by-step instructions, refer to the [Enter Evidence](#) section.
9. **Complete assessment checklists.** Assess each student's developmental progress, and record it on a checklist. For step-by-step instructions, refer to the [Guidelines and Checklists](#) section.
10. **Create reports.** For a description of each report, an explanation of when it should be run, and step-by-step instructions for generating it, refer to the [Reports](#) section.

This user's guide was written from the standpoint of a default (i.e., not customized) installation of Work Sampling Online. Depending on your particular license and how it was set up, what you see when you use WSO may differ slightly from the examples in this manual.

Common Page Elements

Certain elements appear on nearly every page of Work Sampling Online. Click or tap them to navigate, display, or specify information, or search.

The Page Header



The Navigation Menu

The Navigation menu enables you to quickly access key functions.

 Home	Takes you to the home page. You can also access the home page by clicking the title bar of any page.
 Learning Activities	Only present if InvestiGator Club is installed. Takes you to the Learning Activities page.
 Evidence	Takes you to the Evidence Page.
 Checklists	Takes you to the Guidelines and Checklists page.
 Reports	Takes you to the Individual and Class Reports page.
Manage Students	Displays the list of students assigned to your class(es).
Manage Classes	Displays the list of class(es) assigned to you.
Resources	Displays a list of manuals, guidelines, checklists, printable forms, articles, professional development tutorials, and videos.
Child Outcomes Summary	Enables you to track the progress of IEP/IFSP students using the Child Outcomes Summary Process.
Class Observation Summary	A summary of the evidence and observations you have entered for the students in a class.

The Alerts Indicator

Alerts are messages to you from a license manager. They appear when you sign in and remain until they expire or are deleted.

The number next to the red bell icon tells you how many alerts you have (both read and unread). If there is no number, you have no alerts.

Viewing your alerts

1. Click or tap the red bell. The **Alerts** list appears.



The dates under the title of each alert show how long the alert will be active.

To close the Alerts list, click or tap the bell.

Alerts persist until they expire or you delete them.

Deleting an alert

1. Click or tap the red bell. The **Alerts** list appears.
2. Click or tap the **X** next to the alert you want to delete.

The User Menu



The User menu is where you update your profile information, including your email address and password. You also use the User menu to view your license information, and to sign out of Work Sampling.

Updating your user information

1. Click or tap your name or the User icon in the upper right corner of the page. The User menu displays.
2. From the User menu, click or tap **Profile**. The YOUR ACCOUNT pop-up appears.
3. Make the appropriate changes. You can change any of the fields with a white background.
 - You cannot change your User Name, which is your Work Sampling sign-in name.
4. Select **Save**. The YOUR ACCOUNT pop-up closes.

Changing your password

1. Click or tap your name or the User icon in the top right corner. The User menu displays.
2. Select **Profile**. The YOUR ACCOUNT pop-up appears.
3. Click or tap **Change Password**. The Change Password area displays.
4. Enter your old password and new password, then confirm your new password.

Passwords must be at least 7 characters long and include at least 1 uppercase and 1 lowercase letter and 1 digit or special character. Previous passwords cannot be reused.

5. Click or tap **Update Password**.
6. Click or tap **Save**. The YOUR ACCOUNT pop-up closes.

Viewing your license information

1. Click or tap your name or the User icon in the upper right corner of the page. The User menu displays.
2. From the User menu, click or tap **Profile**. The YOUR ACCOUNT pop-up appears. The license name displays at the top of the pop-up. When contacting Tech Support, provide the license name exactly as it appears here.

Signing out of Work Sampling Online

1. Click or tap your name or the User icon in the upper right corner of the page.
2. From the User menu, click or tap **Sign Out**.
 - Closing your browser also signs you out of Work Sampling Online.

Your Location

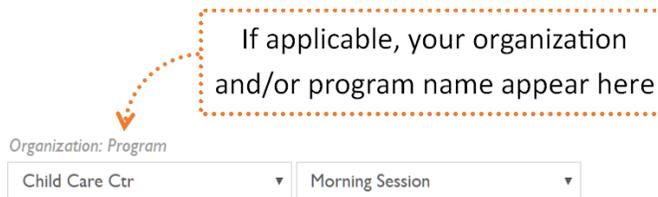
The pull-down lists in the upper left corner of every page display your **location** within Work Sampling Online: your site on the left, and your class on the right.



Child Care Ctr Morning Session

To make or change a selection, click or tap the down arrow.

- If you have an organization-level license, your program information displays above the site list. If you have a brand-level license, the organization and program display.



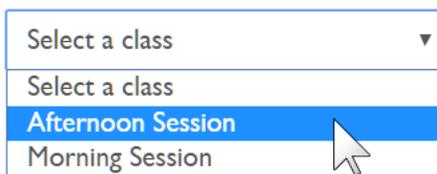
Your location isn't just an indication of where you are physically assigned; it's also how you specify the "target" of activities you're going to perform in Work Sampling Online. Nearly every action you take in WSO—such as viewing your student lists, using the lesson plan, creating classes, or producing reports—requires you to select (and in some cases de-select) a location.

If you are assigned to only one class, that class is automatically selected in your location drop down when you sign in. If you are assigned to more than one class, the class pull-down list looks like the picture below, and you need to specify a class before performing Work Sampling functions.



Child Care Ctr Select a class

To select a class, click or tap **Select a class**, then make your selection.



Select a class

Select a class

Afternoon Session

Morning Session

The Teacher Home Page

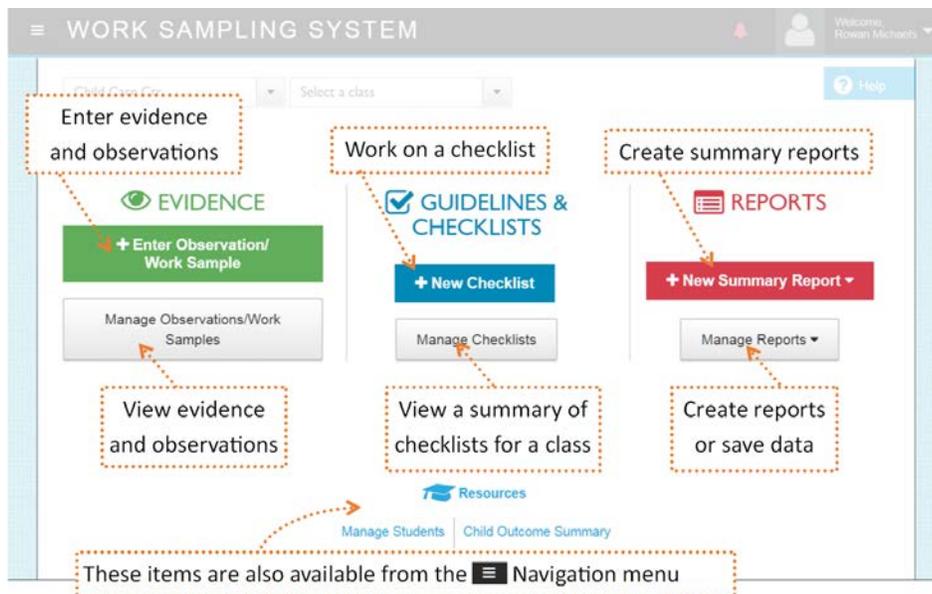
The **Work Sampling Home Page** is your command center, enabling you to access all Work Sampling functions.

Accessing the Home Page

The home page displays when you sign into Work Sampling Online. You can return to the home page at any time by clicking or tapping the title bar of the Work Sampling window.

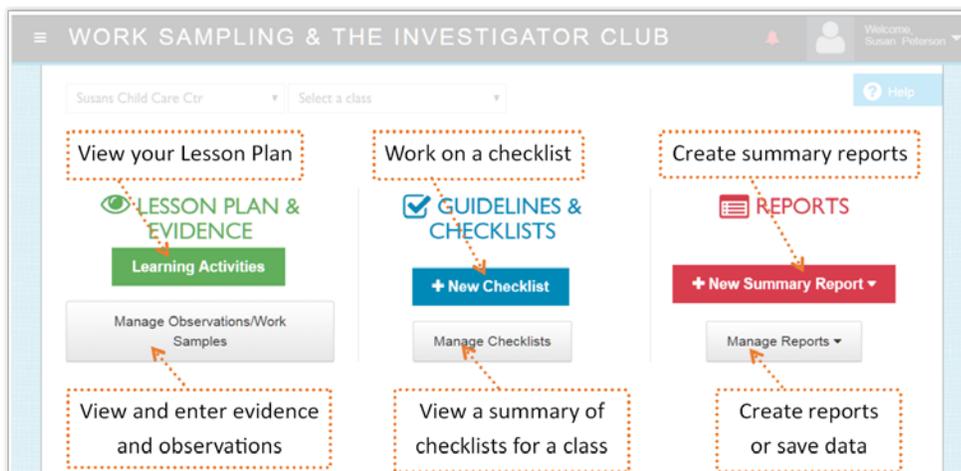
Teacher Home page functions

- See the students already assigned to your class(es).
- Enter new students into the system, or edit student information.
- Upload evidence and enter observations, or review what has been entered to date.
- Create and complete student checklists.
- Create progress reports for individual students.



(For a reminder of the various functions of the page header, click [here](#).)

If you have InvestiGator Club installed, your home page looks like this:



Classes and Students

Before you begin working with your students, you may want to see the classes you've been assigned, view your class lists, or review information about your students.

The Manage Classes Page

The Manage Classes page lists the classes you've been assigned at a specific site.

Accessing the Manage Classes page

Display the Manage Classes page by selecting **Manage Classes** from the Navigation menu.

If there are no classes on your Manage Classes page, make sure you have selected a site from the pull-down list at the top of the page. If a site is selected but there are no classes listed, you have not yet been assigned to any class(es).

Manage Classes page functions

Depending on your permissions, you can

- sort the list of your classes by name, grade, or student count.
- create a class.
- edit or delete a class.

Child Care Ctr

MANAGE CLASSES

New Class Delete Class

Search:

	Class Name	Class Grade	Associated Teacher(s)	Student Count
✓	Afternoon Session	Preschool 4	Abigale Strom	15
✓	Morning Session	Preschool 4	Abigale Strom	19

Showing 1 to 2 of 2 entries

Show 10 entries

First Previous 1 Next Last

Sorting the list of classes

By default, the list is sorted alphabetically by class name. To change this order, click or tap the small arrows at the top of the column you want to use as your sort criteria. You can only sort on one column at a time.

Each click or tap on an arrow cycles through a sort order for that column, with the appearance of the arrow changing to reflect the sort order.

- ◊ indicates that the column has no effect on how the list is sorted.
- ▲ indicates that the list is sorted, in ascending order, by the values in this column.
- ▼ indicates that the list is sorted, in descending order, by the values in this column.

Creating a class

1. From the Navigation menu, select **Manage Classes**. The Manage Classes page displays.
2. Click or tap **New Class**. The Enter Class pop-up appears.
3. Enter the name for the class. Names must be unique to your location.
4. Enter the grade level.
5. Click or tap **Save**.

You are automatically assigned to any class you create. You cannot create classes for other teachers.

Editing a class

1. From the Navigation menu, select **Manage Classes**. The Manage Classes page displays.
2. Click or tap the class name. The EDIT CLASS pop-up appears.
3. Edit the class information. Class names must be unique to your location.
4. Click or tap **Save**.

Deleting a class

1. From the Navigation menu, select **Manage Classes**. The Manage Classes page displays.
2. Click or tap the checkmark next to the class name.
3. Click or tap **Delete Class**. A confirmation pop-up appears.
4. Click or tap **OK** to delete the class.

The Manage Students Page

The **Manage Students** page is your starting point for viewing and editing your student list.

Accessing the Manage Students page

Display the Manage Students page by selecting **Manage Students** from the Navigation menu, or by clicking the **Manage Students** link at the bottom of your home page.

Manage Students page functions

Depending on your permissions, from the Manage Students page you can

- view the list of students assigned to your class, and change how this list is sorted.
- search for students missing from your class.
- assign students already in the Work Sampling Online system to your class.
- add new students to Work Sampling Online.
- edit student information.
- invite parents and guardians to the Family Corner portal.
- save the class list as an Excel or .csv file.
- remove students from your class.
- archive students and their assessment data.
- delete students from Work Sampling Online.

WORK SAMPLING

Susans Child Care Center

MANAGE STUDENTS

+ Manage Classes

+ Export Add Student Add Existing Student Delete Student Archive Remove from Class

Search:

	Last Name	Birth Date	Grade	Gender	Parents/Guardians
✓	Ajeluchukwu	10/13/2013	Preschool 3	Male	
✓	Natalia	10/02/2012	Preschool 4	Female	
✓	James	04/08/2012	Preschool 4	Male	
✓	Ruman	07/26/2012	Preschool 4	Female	
✓	Oriana	11/12/2012	Preschool 4	Female	
✓	Daniel	03/09/2012	Preschool 4	Male	

If you have been assigned to a single class, your class displays whenever you display the Manage Students page.
If you have been assigned to multiple classes, you need to select the class from the location pull-down list before you can view its student list.

Viewing the list of students assigned to your class

1. From the pull-down list at the top of the page, select the class list you want to view.



2. From the Navigation menu, select **Manage Students**.

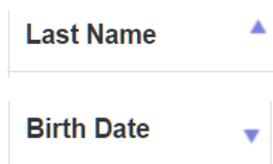
Changing how the student list is sorted

By default, the student list displays sorted alphabetically by last name. To temporarily change this order, click or tap the small arrow at the top of the column you want to use as the sort criteria for the list.

Each click or tap on an arrow cycles through a sort order for that column, with the appearance of the arrow changing to reflect the sort order.

- ◊ indicates that the column has no effect on how the list is sorted.
- ▲ indicates that the list is sorted, in ascending order, by the values in this column.
- ▼ indicates that the list is sorted, in descending order, by the values in this column.

For example,



indicates that the list is sorted by Last Name, ascending (A to Z), and

indicates that the list is sorted by Birth Date, descending (youngest first).

What to do if a student in your class is missing from the class list

If a student in your classroom is missing from the class list, there are certain steps you can take.

1. First, make certain that they indeed belong to your class.
2. Next, search the class list to make sure that it's not simply a matter of the student's name being misspelled. (If their name is spelled incorrectly, edit their information as described in the section [on editing student information](#).)

If you do not find the student on the list, go to Step 3.

3. Attempt to assign the student to your class by using the list of students already in the WSO system.
If the student is not in the system, go to Step 4.
4. Add the student to the system as described in the section on [adding students](#).

Searching for a student

1. From the pull-down list at the top of the page, select a class.
2. From the Navigation menu, select **Manage Students**.
3. Click or tap in the Search box and enter your search criteria. You can search on all or part of the student's name or their date of birth. (Name searches require at least 3 letters; date searches require at least 2 characters.)

Search:

If a student's name contains diacritical characters such as â, é, ð, ñ, ø, or ü, you need to enter these characters to retrieve the student's name when performing a search.

Assigning an existing student to your class

1. From the pull-down list at the top of the page, select the class.
2. From the Navigation menu, select **Manage Students**.
3. From the **Manage Students** page, click or tap **Add Existing Student**. The ADD EXISTING STUDENT pop-up appears, displaying all students in the system who are not part of the student list for the selected class.
4. Click or tap the checkmark next to each student you want to add to your class.
5. Click or tap **Save**.

Adding a student to the Work Sampling Online System

1. Select the class from the pull-down list at the top of the page.
2. From the **Manage Students** page, click or tap **Add Student**. The ADD STUDENT pop-up appears.
3. Enter the student information.
 - Even if your license has been configured to make entering a Last Name optional, it is still strongly recommended that you enter a last name.

If you try to enter a new student with the same name as an existing student, you receive a warning that you are about to create a potential duplicate.
Proceed with caution!

4. Click or tap **Save**.

Editing student information

1. Select the class from the pull-down list at the top of the page.
2. From the **Manage Students** page, click or tap the name of the student whose information you need to edit. The EDIT STUDENT pop-up appears.
3. Edit the information as needed.
4. Click or tap **Save**.

Inviting parents and guardians to Family Corner

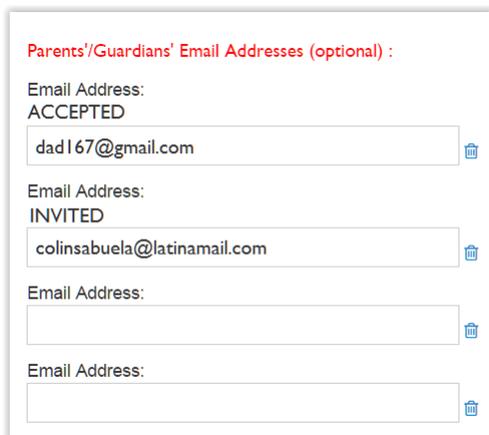
Family Corner is a site, accessible to the parents or guardians of a student, where digital samples of the student's work and social activity can be uploaded. Once uploaded, you can review the files and choose to include them as examples of the student's developmental progress.

- Participation in Family Corner is optional if you have other means of file transfer.

To invite a student's parent or guardian to Family Corner, enter their email address(es) into the student's record. An invitation is sent to each email.

INVITED above an email address indicates that an invitation has been sent to that email.

ACCEPTED indicates that an account for that email address has been registered for the student.



Parents'/Guardians' Email Addresses (optional) :

Email Address:
ACCEPTED
dad167@gmail.com

Email Address:
INVITED
colinsabuela@latinamail.com

Email Address:

Email Address:

After the parent or guardian has registered, their name appears in the Parent/Guardian column of the Manage Students page.

Saving the class list as file

You can save your class list as an Excel spreadsheet or as a CSV format text file. The file will contain the same columns as the Manage Students page.

1. Select the class from the pull-down list at the top of the page.
2. Select **Manage Students**. The Manage students page displays.
3. Click or tap **Export**, then select **Excel** or **CSV**.

Depending on your browser settings, you may be prompted to choose the save location for the file, or it may download automatically.

Archiving, deleting, and removing students

By default, teachers have permission to archive and delete students, and remove students from classes. Your ability to do these things depends on the permissions your license manager or administrator has given you.

It is important to understand the differences between removing a student from your class, archiving them, or deleting them from Work Sampling Online.

Removing a student from a class simply takes them off your class list. They remain active in WSO, are displayed on the list of existing students, and can be added to classes. Use this option when a student has been assigned to your class by mistake and needs to be transferred to another class.

Archiving a student not only takes the student off your class list, but removes them from the list of active students. They cannot be added to classes until an administrator changes their status from Archived back to Active.

Use archiving for students who will be absent for an extended time due to illness or family issues, but intend to return to classes within the current academic year. An archived student's data is retained on the server until deleted.

Your license may have limits on the number of students that can be archived.

Deleting a student not only removes them from your class and from the list of active students, but—unlike archiving—after 14 days the deleted student's data is completely erased.

Restoring a deleted student to active status requires an administrator or license manager; however, **restoring a deleted student and their data after 14 days have passed is not possible.**

Removing a student from a class

1. Select the class from the pull-down list at the top of the page.
2. From the **Manage Students** page, click or tap the checkmark next to each student you want to remove from the class.
3. Click or tap **Remove from Class**. A confirmation pop-up appears.
4. Click or tap **OK**.

Archiving a student's information

1. Select the class the student is in from the pull-down list at the top of the page.
2. From the **Manage Students** page, click or tap the checkmark next to each student you want to archive.
3. Click or tap **Archive**. A confirmation pop-up appears.
4. Click or tap **OK**.

Deleting a student from the system

1. Select the student's class from the pull-down list at the top of the page.
2. From the **Manage Students** page, click or tap the checkmark next to each student you want to delete from the system.
3. Click or tap **Delete Student**. A confirmation pop-up appears, listing the students to be deleted.
4. Click or tap **OK** if the list is correct and you want to continue with the deletion.

Domains, Indicators, Observations, and Evidence

The purpose of documenting student performance during learning activities—entering work samples and making ongoing observations—is to provide evidence to inform your completion of student evaluation checklists for each reporting period.

The checklists, which are the basis for all reports, are made up of Work Sampling Performance Indicators. Performance indicators are assessed against Work Sampling Developmental Guidelines criteria and compared with your documented observations and student work samples.

Indicators are grouped into domains. There are seven domains in Work Sampling:

- Personal and Social Development
- Language and Literacy
- Mathematics
- Scientific Thinking
- Social Studies
- The Arts
- Physical Development, Health, and Safety

Many learning activities provide the opportunity to observe a student’s progress in more than one domain. For example, an activity where a group of students build a tower of blocks can demonstrate their progress in fine motor skills (Physical Development), as well as their ability to understand concepts of shape and position (Mathematics), to communicate their understanding of shape and position through conversation with other students (Language and Literacy), and the ability to work cooperatively (Personal and Social Development).

Understanding the Work Sampling Developmental Guidelines and Performance Indicators enables you to observe and gather evidence more naturally and efficiently during learning activities.

Work Sampling Online supports the assessment process by making the Performance Indicators visible and providing examples at appropriate locations throughout your work flow in Work Sampling Online.

Guideline

I Begins to understand family needs, roles, and relationships.

Four-year-olds are very interested in learning about family roles and relationships. Through dramatic play and conversation they actively investigate the jobs family members perform to meet the family's needs (e.g., working, preparing dinner, driving the car, taking care of children). When they realize that a classmate's family structure differs from theirs, they want to find out more about those differences. Examples include:

- role-playing a variety of family members in the dramatic play area using words and/or actions;
- talking with the teacher or each other about when their mommies or grandpas go to work and what they do there;
- bringing in props from family members' work, such as hard hats, briefcases, or guitars and using them during dramatic play;
- contributing to a class chart that lists each child, their family members, and the jobs each person does to help the rest of the family (e.g., shopping, cooking, cleaning, reading bedtime stories, washing clothes, taking out the trash);
- playing with books and apps that explore family relationships;
- creating an animated drawing that illustrates the members of a family, including pets.

[Back](#)

Reports such as the Class Observation Summary provide domain-by-domain graphic representation of the number of observations and work samples you have entered for each student. It is helpful to view this periodically to ensure you are collecting sufficient evidence in each domain to make informed assessment decisions for each student.

Learning Activities and the Lesson Plan

A lesson plan is a collection of learning activities for each day of the school year. The InvestiGator Club™ learning activities were specially created to provide a wide range of developmentally significant activities. Each activity is already linked to one or more assessment criteria (called *indicators*) to make it easier for you to track each student’s developmental progress.

The Learning Activities Page

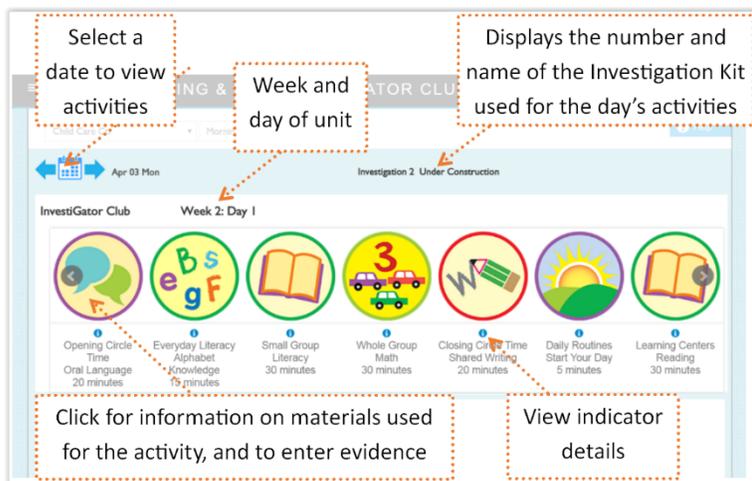
The **Learning Activities** page displays one day of learning activities. Each activity links to one or more indicators.

Accessing the Learning Activities page

If InvestiGator Club is enabled for your site, display the Learning Activities page from the Navigation menu by selecting **Learning Activities**, or from the home page by clicking or tapping **Learning Activities** in the Lesson Plan and Evidence section.

Learning Activities page functions

- Select a date to display the learning activities for that day.
- View the performance indicators that have been linked to each activity.
- Access detailed activity information.



Each activity icon represents a single learning activity. The name, type, and recommended duration of the activity is listed below the icon.

By default, the Learning Activities page displays activities for the current date.

There may be times when you need to view the learning activities for a date other than ‘today.’ You might want to preview what’s coming, or to review what was previously covered. Or perhaps it wasn’t convenient to create observations during or immediately after an activity: in those cases, return to the earlier calendar day, select the pertinent activity, and create observations for it.

Viewing learning activities for a different day

1. From the Learning Activities page, click the calendar icon in the upper left. The calendar for the current month displays.
2. If needed, click or tap the small arrows to move to a different month, then click or tap the day. The learning activities display for the date you have chosen.

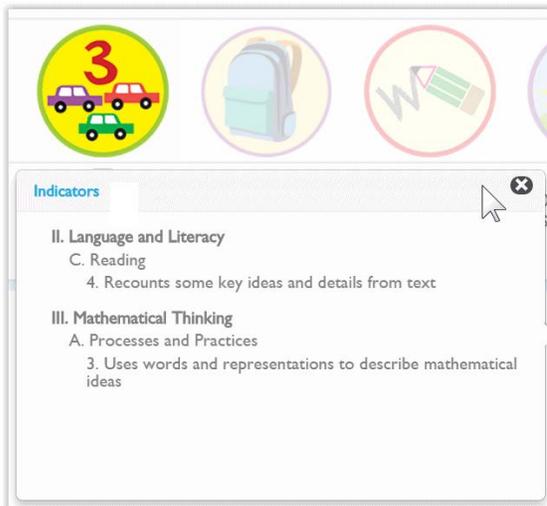
You can also move through the lesson plan one day at a time by clicking the blue arrows on either side of the calendar icon.

Viewing performance indicators linked to a learning activity

1. Click or tap the **i** below the activity icon.



2. A pop-up appears, listing the domain(s), functional area(s), and indicator(s) that have been linked to the learning activity.



Viewing activity information

Click or tap the round activity icon. The Learning Activity Details page displays.

The Learning Activity Details Page

The Learning Activity Details page displays information about an InvestiGator Club learning activity, and enables you to streamline entry of the observations and evidence you gather during the activity.

Accessing the Learning Activity Details page

Click or tap an activity icon on the Learning Activities lesson plan page.

Learning Activity Details page functions

- Read a summary of the activity.
- Review the performance indicators linked to the activity.
- Access the Groups page, where you can define or edit a group of students for the activity.
- Select the students you are entering evidence for.
- Access the InvestiGator Club Enter Evidence page.

The screenshot shows the 'WORK SAMPLING & THE INVESTIGATOR CLUB' interface. The main content area is titled 'LEARNING ACTIVITY DETAILS'. It features a navigation bar with '< Previous' and 'Next >' buttons. A callout points to a back arrow icon, stating 'Click to return to the Learning Activities page'. Below this is a drawing of two colored balls (red and yellow) being mixed to create a third (orange), with a callout stating 'View the day's other activities'. The main text area contains 'Investigation 1: Let's Investigate! Week 8 Day 3' and 'Small Group' information, including 'Science: Mixing Colors', 'Page 222', 'Duration: 20 minutes', and a summary. A callout points to this text, stating 'Summary of activity (for complete instructions refer to the investigation kit's Teacher Guide)'. To the right, 'Linked Performance Indicators (3)' are listed, with a callout stating 'Indicators linked to this activity'. Below the indicators are buttons for '+ Create Groups' and '+ Enter Evidence'. A callout points to the '+ Create Groups' button, stating 'Create or edit groups'. Another callout points to the '+ Enter Evidence' button, stating 'Enter evidence for the group you've selected'. A dropdown menu shows 'All Students' selected, with a callout stating 'Select a group of students'. A 'Help' button is visible in the top right corner.

Accessing the Groups page

If you wish to create custom groups, click or tap **Create Groups** or **Edit Groups**. The Groups page displays.

- If you have not yet created any groups for a learning activity, the button is labelled *Create Groups*.
- If you have defined at least one group, the button is labelled *Edit Groups*.

Selecting a group of students

You need to select a group of students before entering evidence for InvestiGator Club learning activities. If you have opted not to create custom groups, simply select the **All Students** option.

Accessing the InvestiGator Club Enter Evidence page

Once you have selected a group, click or tap **Enter Evidence**. The Enter Evidence page displays. InvestiGator Club chooses default values for some of the information on this page, but you can modify those choices as you wish.

(The [Enter Evidence page](#) is discussed fully in a later section.)

The Groups Page

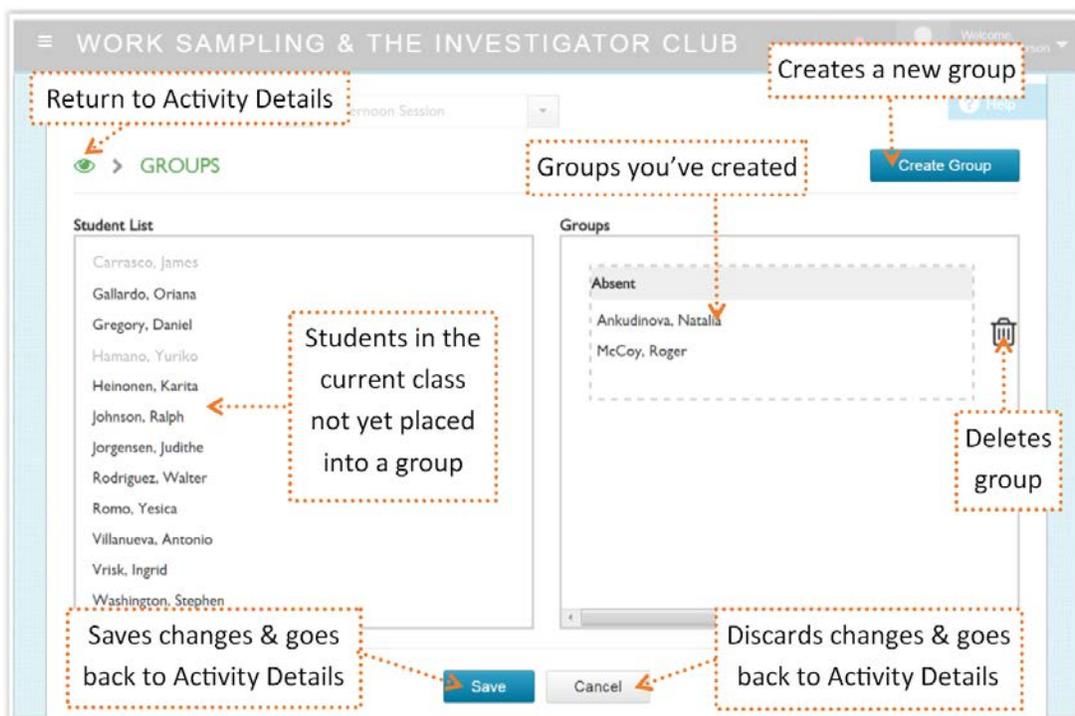
The Groups page is where you define one or more groups for an InvestiGator Club learning activity.

Accessing the Groups page

Display the Groups page from the Learning Activities Detail page by clicking or tapping **Create Groups** or **Edit Groups**.

Groups page functions

- Set up one or more groups for an activity.
- Add students to a group.
- Edit a group.
- Delete unused groups.



InvestiGator Club is designed for Preschool 4 students. Students in your class that are not Preschool 4 cannot be placed into groups; their names will appear in lighter text in the Student List of the Groups page.

Keep in mind that the Groups feature is a shortcut for selecting multiple students at a time when linking observational evidence to the indicators associated with an activity. Generally, if an observation or piece of evidence for an activity concerns only one or two students, then there's no need to create a group.

Creating groups comes in handy when you have an activity that is organized into small groups. If students need to sit at designated tables, you may want to create groups called Table 1, Table 2, Table 3, and so on. You

may also want to create a group for students who were absent or didn't participate that day.

Groups are specific to the day and activity for which they were created.

In short, you don't have to set up groups for activities, but you may find that using this feature saves you time entering evidence!!

Creating a group

1. From the Activities Detail page, click or tap **Create Groups** or **Edit Groups**. The Groups page displays.
2. Click or tap **Create Group**. A blank group box appears in the group list, underneath any existing groups.

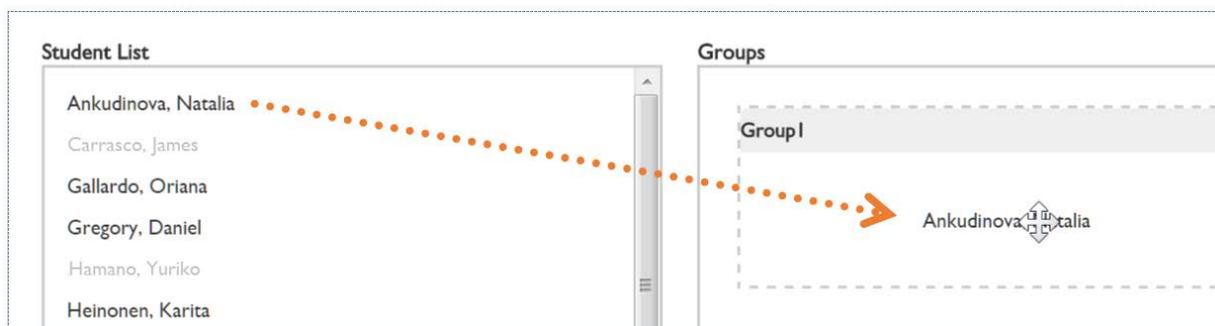


Each new group is given a default name. If you want to change the name, double-click or double-tap on it and type a new one.

Group names:

- can be from 1 to 30 characters in length.
- can contain alphanumeric characters (A–Z, a–z, 0–9), underscores, or dashes.
- cannot contain spaces.
- must be unique within that activity.
- do not have to be unique from one activity to the next.

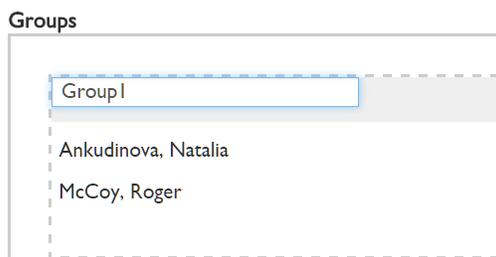
3. Click or press the student name in the Student List on the left, and then drag the name into the group you want to add it to on the right.



4. Lift your finger (or otherwise release your pointing device). The student name disappears from the student list, and appears in the group.
5. When you have finished adding students to a group, click or tap **Save**. You return to the Activity Details page.

Editing a group name

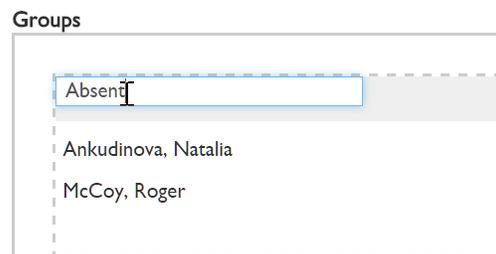
1. Double-click or double-tap to highlight the group name you want to edit.



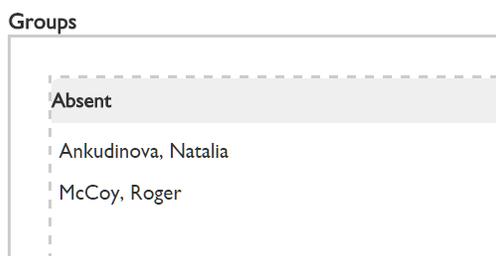
2. Make the desired changes.

Note that a group name

- can be from 1 to 30 characters in length.
- can contain alphanumeric characters (A–Z, a–z, 0–9), underscores, or dashes.
- cannot contain spaces.
- must be unique within the set of groups you create for an activity.
- does not have to be unique from one activity to the next (meaning that you could create an “Absent” group for each one of a day’s activities).



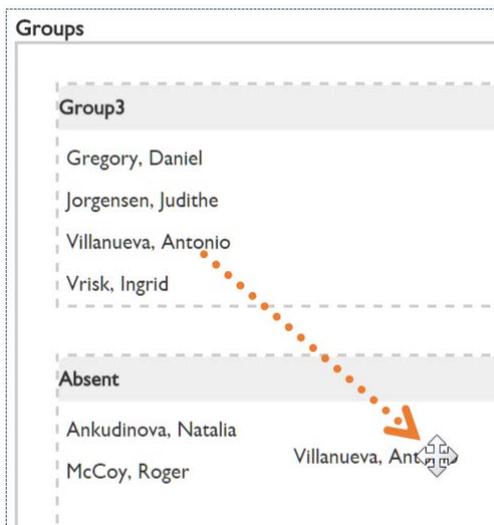
3. Click or tap outside the text box.



4. When you have finished editing group names, click **Save**. You return to the Activity Details page.

Moving a student from one group to another

1. Click or press the student name in the source group, then drag it inside the destination group area.

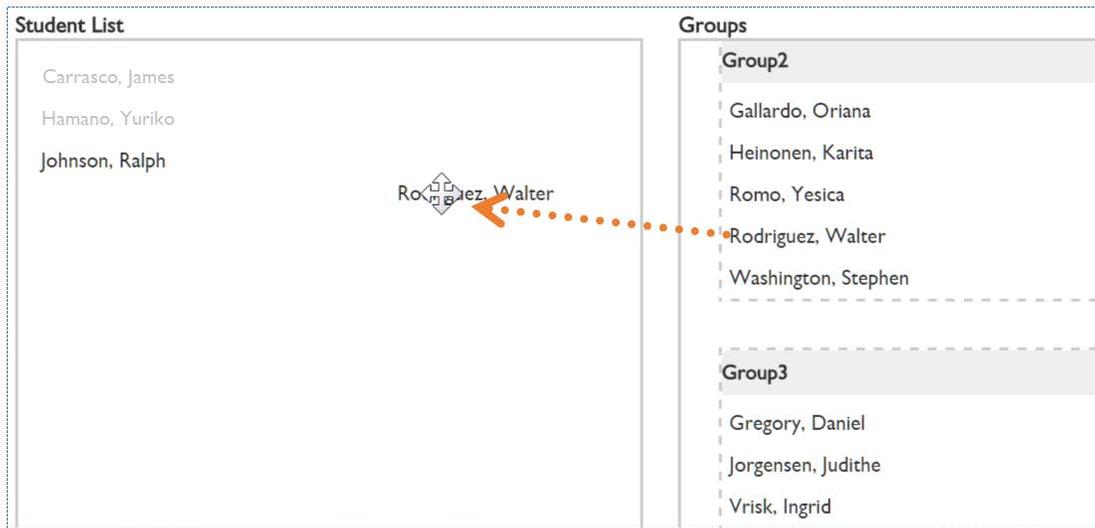


2. Lift your finger (or otherwise release your pointing device). The student name appears in the new group.



Removing a student from a group

1. Click or tap the student name and drag it into the Student List area on the left.

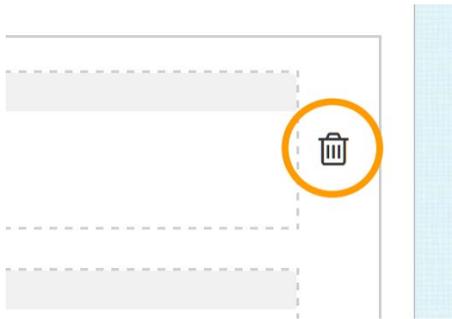


2. Lift your finger (or otherwise release your pointing device). The student's name disappears from the group and re-appears in the Student List.



Deleting a group

1. Click or tap the "Trash" icon to the right of the group you want to delete. A confirmation pop-up appears.



2. Click or tap **OK** to confirm that you want to delete the selected group. Students that were in the group are returned to the Student List.

Note that deleting a group does not affect the individual students it contains (or the observations involving them).

The Enter Evidence Page

The Enter Evidence page is the central location for all your observational and work sample data.

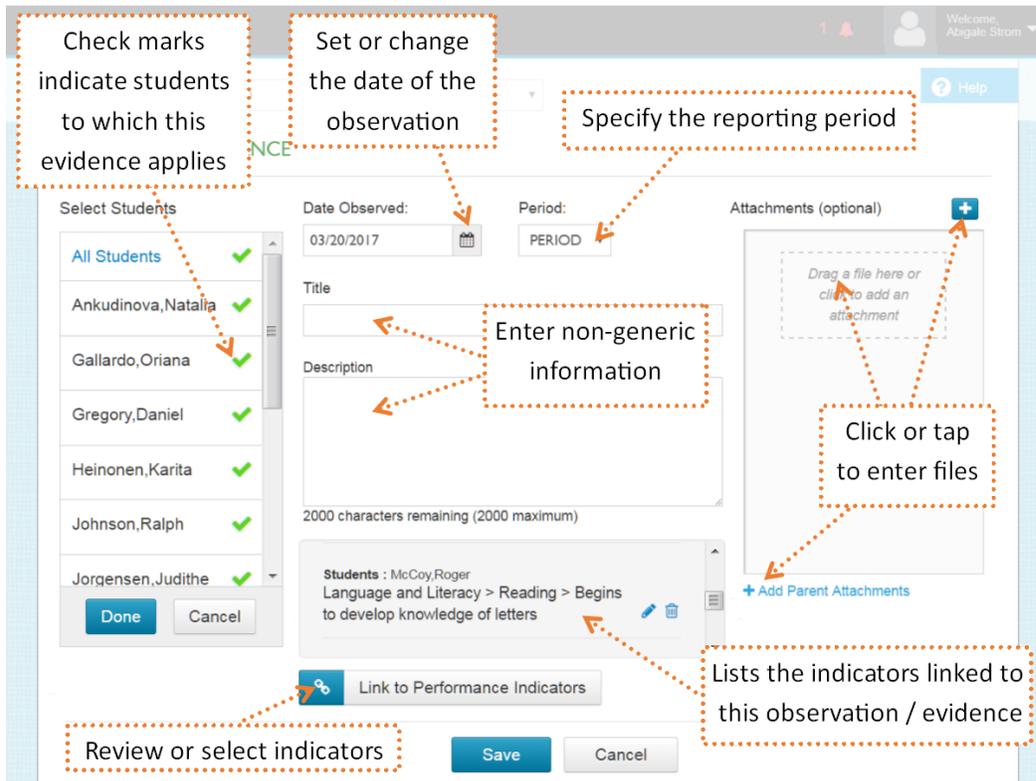
Accessing the Enter Evidence page

The Enter Evidence page displays whenever you click or tap **Enter Evidence**.



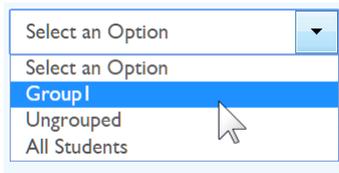
Enter Evidence page functions

- Select students to be associated with evidence or an observation.
- Enter observations and evidence in Work Sampling Online.
- Link observations and evidence to performance indicators.
- Review preselected performance indicators (InvestiGator Club only).
- Add attachments.



Using groups to preselect students (InvestiGator Club only)

1. From the Learning Activity Detail page, click or tap **Select an Option**. A pull-down list appears.



The option you choose here affects which students are preselected on the Enter Evidence page.

- **Custom groups** you have defined for the activity are listed first. Selecting a custom group will preselect only the students in that group.
- **Ungrouped** selects all Preschool 4 students in the class who were not placed in a custom group for the learning activity. An example: If an 'Absent' group was the only custom group you created for the activity, Ungrouped will preselect all the students who were in class that day.

If you have placed all the Preschool 4 students in the class into a custom group, you won't be able to select Ungrouped.

- The **All** option preselects every Preschool 4 student in your class, whether part of a group or not. If you want maximum flexibility in your student selection, select this option.

If you have not created any custom groups, 'Ungrouped' and 'All Students' are essentially the same.

2. Make a group selection. The **Enter Evidence** button becomes available.



3. Click or tap **Enter Evidence**. The Enter Evidence page displays.

Entering Evidence

If the evidence or observation applies to children of different assessment levels, you will need to perform Steps 9-11 for each grade's students.

1. From the Enter Evidence page, review the list of students involved in the activity.
 - ✔ Students with a green checkmark after their name are linked to the indicators and whatever observation or evidence you enter. If needed, click or tap to de-select.

♡ Students with a "hollow" checkmark next to their name are not included.

If needed, click or tap to select.

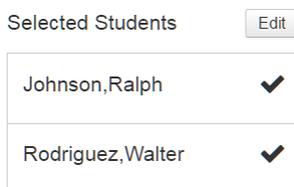
To select (or de-select) all students on the list, click or tap the bar at the top of the student list.



If you have reached the Enter Evidence page from the InvestiGator Club Activity Detail page, the student list displays the name of the group you chose along with the students in it. You can select and de-select any or all students on that list, but you cannot add students. If you need to include a student not on the list, either go back to the Activity Detail page and select the **All Students** option, or edit the observation later.

There must be at least one student selected in order to save the evidence or an observation.

2. When you have finished specifying or reviewing the student selection, click or tap **Done** to confirm your student selection. The checkmarks turn black, and any students not selected are hidden.



Click or tap **Edit** if you need to make changes.

3. Adjust the date of the observation, if necessary. The default is the current date.
 - You can set the date earlier than the current date, but you cannot select a date in the future.
4. Select or adjust the reporting period for the observation.
Make sure that the period you select is correct for the date of the observation.

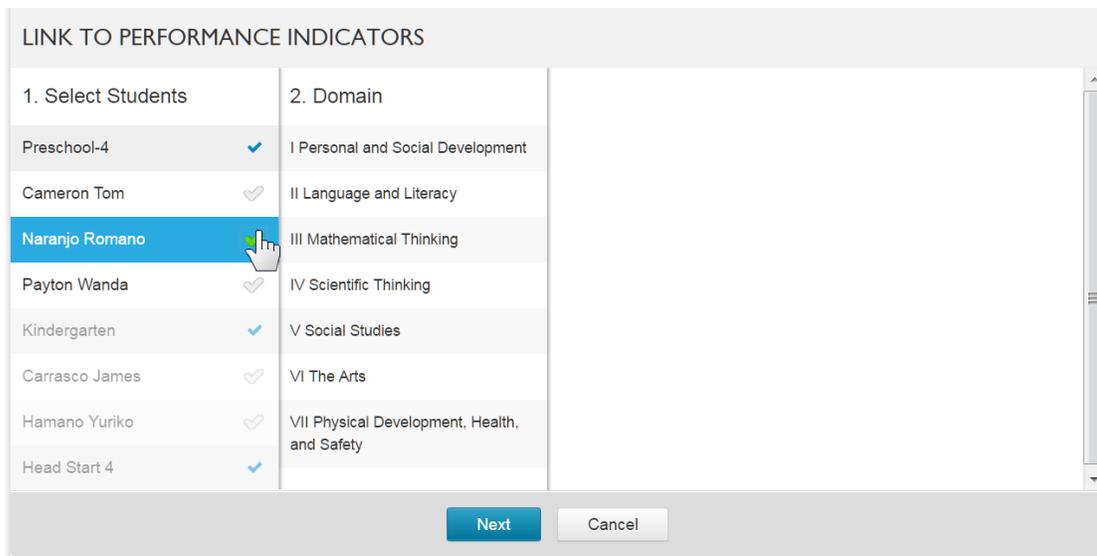
5. If there are any files you want to enter as evidence, do it now by clicking or tapping in the **Attachments** area.
 - File attachments can be added after the observation is saved. For a full explanation, refer to [Adding file attachments to an existing observation or evidence entry](#).
6. In the **Title** box, enter a title for the observation. The title cannot be longer than 50 characters.
 - If no title is entered, the file name of the first piece of evidence is used.
7. In the **Description** box, enter the observation, or a detailed summary of the evidence.

If you are entering an observation or evidence for an InvestiGator Club learning activity and want to review the indicators that have been linked to each learning activity, continue with Steps 8–12.

If you do not want to review the indicators, skip to Step 13.

8. Click or tap **Link to Performance Indicators**. The LINK TO PERFORMANCE INDICATORS pop-up appears.
9. Confirm or specify the students to whom the indicators should apply. The list of domains displays.

If your student list spans multiple assessment grade levels, the students are grouped by those levels. Click or tap a level name to select all students in that level. Once you select any student in a level, students in other levels are temporarily grayed out and are not available for selection.



Using the same evidence for students in more than one level is discussed in Step 11.

10. Click or tap each domain(s) to select, review, or edit the indicators associated with the activity.

LINK TO PERFORMANCE INDICATORS

1. Select Students	2. Domain	3. Functional Area/Performance Indicator
Preschool-4 <input checked="" type="checkbox"/>	I Personal and Social Development	A Expression and Representation <input type="checkbox"/> 1 Participates in group music experiences Guidelines ⓘ <input type="checkbox"/> 2 Participates in creative movement, dance, and drama Guidelines ⓘ <input type="checkbox"/> 3 Uses a variety of art materials for tactile experience and exploration Guidelines ⓘ B Understanding and Appreciation <input type="checkbox"/> 1 Responds to artistic creations or events Guidelines ⓘ
Cameron Tom <input type="checkbox"/>	II Language and Literacy	
Naranjo Romano <input checked="" type="checkbox"/>	III Mathematical Thinking	
Payton Wanda <input type="checkbox"/>	IV Scientific Thinking	
Kindergarten <input checked="" type="checkbox"/>	V Social Studies	
Carrasco James <input type="checkbox"/>	VI The Arts	
Hamano Yuriko <input type="checkbox"/>	VII Physical Development, Health, and Safety	
Head Start 4 <input checked="" type="checkbox"/>		
McCoy Roger <input type="checkbox"/>		

If you want to review the criteria for an indicator, click or tap the [Guidelines](#) link to display a pop-up with a detailed explanation.

- When you are finished reviewing or selecting indicators, click or tap **Next**. A list displays, showing one line for each indicator that is linked to each specified student. In other words, if you have selected four students and three indicators, there will be 12 lines on the summary.)

LINK TO PERFORMANCE INDICATORS

Students : Naranjo Romano
The Arts > Expression and Representation > Participates in group music experiences

Students : Naranjo Romano
The Arts > Understanding and Appreciation > Responds to artistic creations or events

Link to Performance Indicators

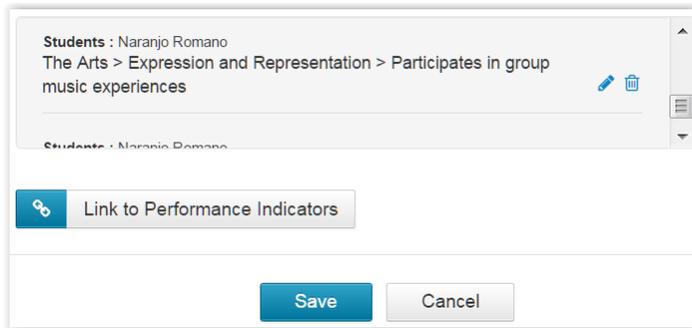
To add more students (including those that fall under other guidelines), click or tap **+ Link to Performance Indicators** and return to Step 9.

To add more indicators in a listed domain, click the pencil icon.

To remove an indicator from a student, click or tap the trash can icon.

12. When you are finished reviewing the summary, click or tap **Done**. The LINK TO PERFORMANCE INDICATORS pop-up closes.

A scrollable version of the summary appears on the Enter Evidence page.



13. Click or tap **Save**. The observation is saved and the Enter Evidence page closes.

The Evidence List

The Evidence list displays the evidence and observations entered to date for a class.

Accessing the Evidence List

1. From the pull-down list at the top of the page, select the class.
2. From the Navigation menu, select **Evidence**. The Evidence list displays.
 - You can also access the Evidence list from the home page by clicking or tapping **Manage Observations/Work Samples**.

Evidence List functions

- Display items that meet certain criteria.
- Review various details of an observation, such as thumbnails of the evidence attachments.
- Edit existing entries.
- Add evidence to an observation.
- Replace or delete evidence.
- Save previously-entered observations and their evidence as zipped files.
- Delete a previously-entered observation and its related evidence.
- Access the Class Observation Summary chart.

The screenshot shows the 'EVIDENCE' section of the 'WORK SAMPLING SYSTEM'. At the top, there are dropdown menus for 'Child Care Ctr' and 'Morning Session'. Below these are buttons for 'Summary Chart' and '+ Enter Evidence'. A 'Filter by' dropdown menu is open, showing options for 'Students' and 'Reporting Period'. A search bar is located to the right of the table. The table itself has columns for Date, Title, Description, Students, Attachments, Linked Indicators, and Reporting Period. Annotations with arrows point to various elements: 'Display Class Observation Summary Chart' points to the Summary Chart button; 'Display the Enter Evidence page' points to the + Enter Evidence button; 'Set list criteria' points to the Filter by dropdown; 'Click for thumbnail of the attachment(s)' points to the Attachments column; 'Search titles and descriptions' points to the search bar; 'Click for names of associated students' points to the Students column; '# of students x # of indicators (click for details)' points to the '6' in the Linked Indicators column; and 'Click to display this entry' points to the 'Table 3. castle' entry in the Title column.

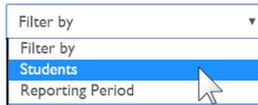
Date	Title	Description	Students	Attachments	Linked Indicators	Reporting Period
03/20/2017	Ye Olde Towne	history museum and crafts fair	1 Student(s)	0	1	PERIOD 1
03/19/2017	Earth day	plants and climate	1 Student(s)	1	0	PERIOD 1
03/19/2017	Table 3. castle	No	4 Student(s)	1	0	PERIOD 1
03/09/2017	construction project	Ta	3 Student(s)	1	6	PERIOD 1
		Class field trip	17 Student(s)	1	0	PERIOD 2

At the bottom of the table, there is a 'Show 50 entries' dropdown.

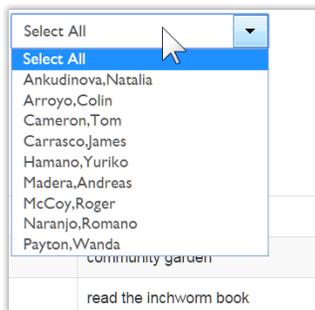
Filtering by student name or reporting period

To view observations and entries linked to a particular student:

1. From the pull-down list at the top of the Evidence list page, select the student's class.
2. From the Filter by pull-down list, select **Students**.



A second pull-down list appears. Click or tap to view the class list.



3. From the Student pull-down list, select the student's name. The Evidence list displays only entries for the student you selected.

Searching by title or description

To search for entries based on a word in the Title or Description field:

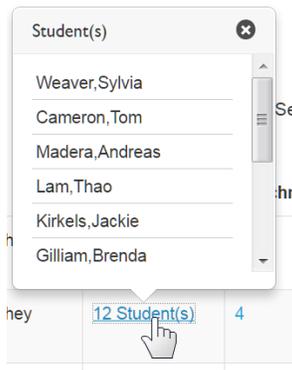
1. On the Evidence list page, click or tap in the Search box above the Evidence list.



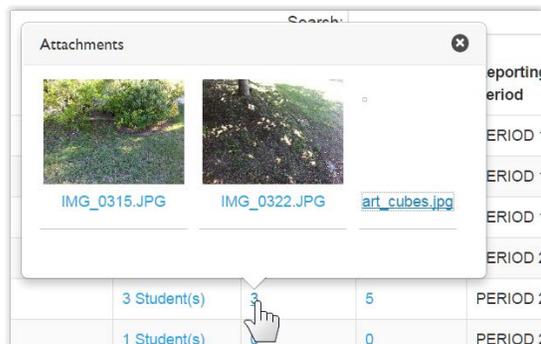
2. Enter a search term of at least 3 characters. The Evidence list displays only entries that contain that term in their title or description field.

Reviewing details of an observation or evidence entry on the Evidence list page

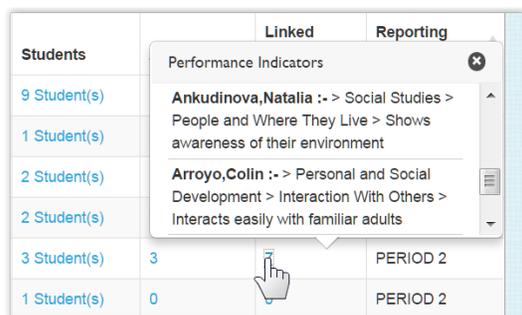
Click or tap the **Students** link to display a pop-up list of the students specified in the entry.



Click or tap the **Attachments** link to see a pop-up with thumbnails of the files attached to the entry.



Click or tap the **Linked Indicators** link to see a pop-up of the indicators linked to each student in the entry.



The linked Indicators value reflects only the actual number of associations, not their distribution. Therefore, even if the entry involves six children, it's possible that the linked indicator value reflects one child with six different indicators, two children with three each, or six children with the same indicator.

Editing an existing observation or evidence entry

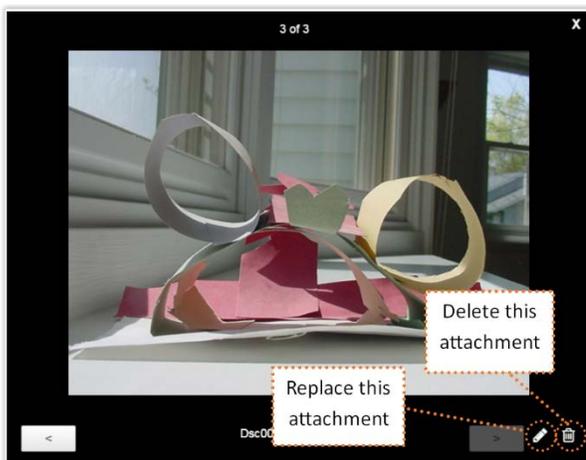
1. On the Evidence list, click or tap the title of the item you want to edit. The Evidence page displays.
2. Edit the entry.
3. Click or tap **Save** to save the changes, or Cancel to discard the changes and return to the Evidence list.

Adding file attachments to an existing observation or evidence entry

1. On the Evidence list, click or tap the title of the observation. The Enter Evidence page displays.
2. From the Enter Evidence page, click or tap the **+** button or the file destination area if the files are your own, or the **Add parent attachments** if the work samples are in Family Corner.
3. Select the file you want to attach.
4. Click or tap **Save**.

Replacing or deleting an attachment

1. On the Evidence list, click or tap the title of the observation you want to edit. The Evidence page displays.
2. Click or tap the attachment you want to delete or replace. The Attachment Gallery appears.



3. Click or tap the pencil to replace the currently displayed attachment with a different file; click or tap the trash can to delete the currently displayed attachment.
4. Click or tap **Save** to confirm the changes, or Cancel to discard the changes and return to the Evidence list.

Deleting observations and evidence

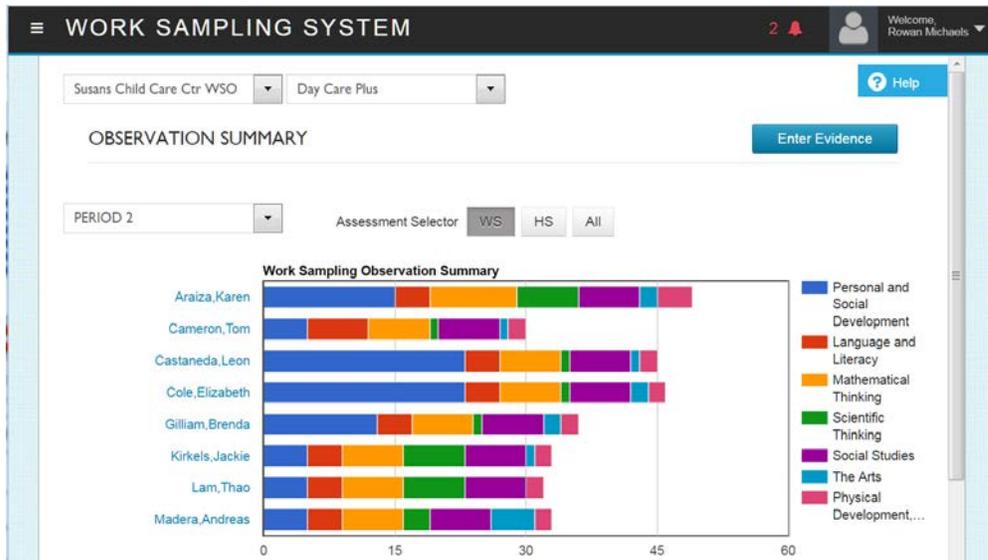
1. On the Evidence list, click or tap the title of the item you want to delete. The Evidence page displays.
2. Click or tap **Delete Observation**. A warning pop-up appears.
3. Click or tap **OK** to confirm the deletion, or **Cancel** to close the pop-up and return to the Enter Evidence page.

The Observation Summary

The Class Observation Summary is a report that provides domain-by-domain graphic representation of the number of observations and work samples you have entered for each student.

Accessing the Observation Summary

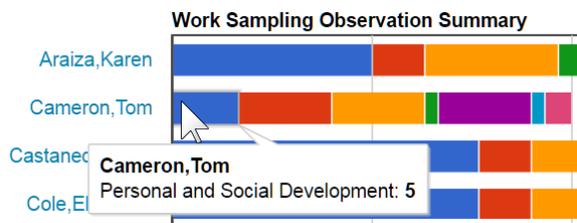
1. Select your site and class from the pull-down list at the top of the page.
2. From the Navigation menu, click or tap **Class Observation Summary**. The Observation Summary displays.
3. Select a reporting period from the pull-down list.
4. If your class contains both Head Start and Work Sampling students, click or tap the category of students you wish to view.
 - Because Head Start and Work Sampling track different domains, if you select **All**, two charts display.



Reviewing the evidence associated with a single student

1. Click or tap a student's name. A horizontal bar graph appears below the class summary, showing the observation count or pieces of evidence entered in each domain for that student.

Alternately, mouse over the stacked bar chart next to the student's name in the class chart.



Archiving observations and evidence

Downloading is a way of backing up evidence and observations; it does not delete the entry or entries involved.

1. On the Evidence list, click or tap the title of the observation or evidence you want to save or print. The Evidence page displays.
2. Click or tap **Download**. A Save dialog appears.

A PDF is created for each student associated with the observation, listing the academic year, period, student's name, grade, date of the report, teacher name, observation date, observation title, description, performance indicators, and attachments.

If the observation is associated with multiple children, the PDF files are combined into a ZIP file. The default name of the ZIP file is the title of the observation entry followed by the date and time of the download.

- You can keep the downloaded file's default name, or change it as you save the file (except for the characters ".zip" or ".pdf" at the end). Changing the file name does not affect the contents.
3. Specify the location for the download, then click or tap **Save**.

Each PDF document looks like this:

P4
5th Edition

Observation Report

Academic Year :	2016/2017	Period :	PERIOD 2
Student name :	Cole, Elizabeth	Grade :	Preschool-4
Date of Report :	05/15/2017	Teacher Name :	Susan Peterson

Page 1 of 1

Observation Date: 01/13/2017

Title: Inventions and InnovationsI

Description: Science and technology exhibit at Greendale University.

Performance Indicators: Social Studies > Human Interdependence > Begins to be aware of how technology affects their life
Social Studies > People, Past and Present > Demonstrates beginning awareness of community, city, and state
Physical Development, Health, and Safety > Self-Care, Health, and Safety > Follows basic safety rules with reminders
Physical Development, Health, and Safety > Fine Motor Development > Uses eye-hand coordination to perform tasks
Personal and Social Development > Self-Control > Follows simple classroom rules and routines
Personal and Social Development > Self-Control > Manages transitions
Personal and Social Development > Interaction With Others > Interacts easily with one or more children
Personal and Social Development > Approaches to Learning > Shows eagerness and curiosity as a learner
Personal and Social Development > Interaction With Others > Participates in the group life of the class
Scientific Thinking > Inquiry Skills and Practices > Communicates experiences, observations, and ideas with others through conversations, representations, and/or behavior

Attachments:



Dsc00493.jpg Dsc00482.jpg

The PDF document can be printed.

Guidelines and Checklists

Each reporting period, you will review evidence, make an interpretation, and then make ratings on a *checklist* of each student's performance, development, and achievements against various indicators of the associated *guideline*.

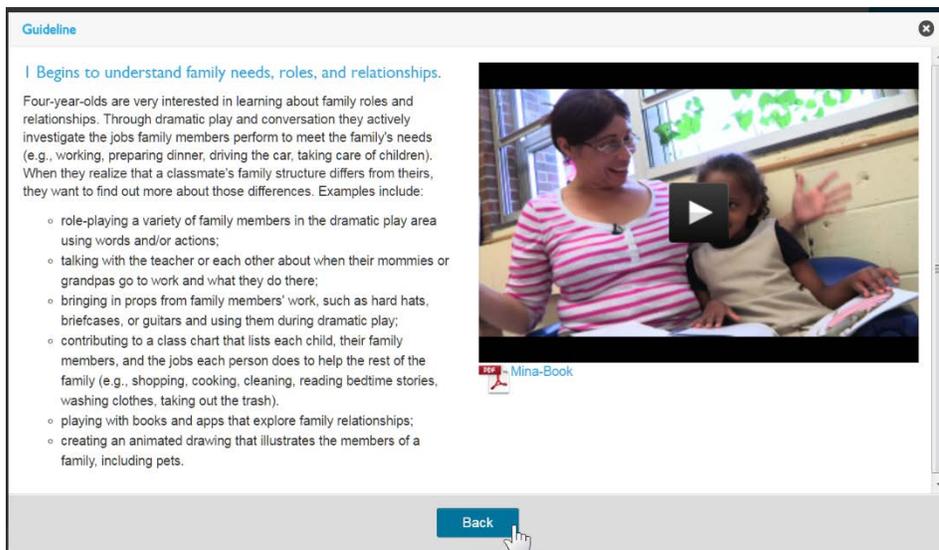
Guidelines are the sets of research-based criteria used to evaluate performance, achievement, and development at different ages and grade levels. Work Sampling, and Work Sampling with the InvestiGator Club, incorporate guidelines as an integral part of their online toolkit

Accessing information about Guidelines

To access the guideline associated with an indicator you want to learn more about, do one of the following:

- From the LINK TO PERFORMANCE INDICATORS pop-up of the Enter Evidence page, click or tap **Guidelines** 
- From a checklist, click or tap 

The Guidelines pop-up displays a description of the indicator and multiple examples of how it might be observed. Some guidelines also have embedded video examples.



Guideline

I Begins to understand family needs, roles, and relationships.

Four-year-olds are very interested in learning about family roles and relationships. Through dramatic play and conversation they actively investigate the jobs family members perform to meet the family's needs (e.g., working, preparing dinner, driving the car, taking care of children). When they realize that a classmate's family structure differs from theirs, they want to find out more about those differences. Examples include:

- role-playing a variety of family members in the dramatic play area using words and/or actions;
- talking with the teacher or each other about when their mommies or grandpas go to work and what they do there;
- bringing in props from family members' work, such as hard hats, briefcases, or guitars and using them during dramatic play;
- contributing to a class chart that lists each child, their family members, and the jobs each person does to help the rest of the family (e.g., shopping, cooking, cleaning, reading bedtime stories, washing clothes, taking out the trash).
- playing with books and apps that explore family relationships;
- creating an animated drawing that illustrates the members of a family, including pets.



[Back](#)

There is also comprehensive documentation available on each guideline from the Work Sampling Knowledge Base (access via the Help menu).

The Guidelines and Checklists Page

This page displays the status of checklists for every student in your class for the academic year.

Viewing the Guidelines and Checklists page

Select **Checklists** from the Navigation menu, or click or tap **Manage Checklists** on your home page.

Guidelines and Checklists page functions

- Display the status of each period’s checklist for each student.
- Access any student’s checklist.

The screenshot shows the 'WORK SAMPLING SYSTEM' interface. At the top, there is a navigation menu with a hamburger icon, the title 'WORK SAMPLING SYSTEM', a notification bell, a user profile icon for 'Abigale Strom', and a 'Welcome, Abigale Strom' message. Below the navigation bar, there are two dropdown menus: 'Child Care Ctr' and 'Afternoon Session'. A 'Help' button is visible in the top right. The main content area is titled 'GUIDELINES & CHECKLISTS' with a checkmark icon. Below this is a table with the following columns: 'First Name', 'Last Name', 'Grade', 'PERIOD 1', 'PERIOD 2', and 'PERIOD 3'. The table contains four rows of student data:

	First Name	Last Name	Grade	PERIOD 1	PERIOD 2	PERIOD 3
	Natalia	Ankudinova	Preschool-4	Final	37% Complete	Get Started
	Giovana	Azevedo	Preschool-4	Final	16% Complete	Get Started
	Ruman	Dratchev	Preschool-4	Final	14% Complete	Get Started
	Oriana	Gallardo	Preschool-4	Final	38% Complete	Get Started

Note that these examples show three periods in the academic year. Your license might have more or fewer periods.

Interpreting Checklist Status

A checklist appears in one of three states:

The image shows four examples of checklist status indicators in a vertical list:

- Get Started**: A light blue box with the text 'Get Started'.
- 18% Complete**: A light blue box with the text '18% Complete' and a green progress bar that is approximately 18% full.
- 100% Complete**: A light blue box with the text '100% Complete' and a solid green progress bar.
- Final**: A light blue box with the text 'Final' and a flag icon.

- Get Started** means you haven’t put any values into the checklist. (Checklists that have been deleted also have this status.)
- Preliminary (0% to 100% Complete)** means the checklist is in process. Some indicators have ratings, others do not. A status of **100% Complete** means that every indicator of every domain in the checklist has a rating, but the checklist has not been finalized.
- Final** means the checklist has been marked as final.

The Student Checklist Summary Page

The Student Checklist Summary displays a more detailed status of a student's checklists than the class summary of the Guidelines and Checklists page.

Viewing the Student Checklist Summary

1. From the Navigation menu, select **Checklists**. The **Guidelines and Checklists** page displays.
2. Click or tap a student name. The checklist summary for that student displays.

Student Checklist Summary page functions

- View detailed checklist status for each reporting period.
- Preview evidence associated with a student but not yet associated with indicators.
- Open a checklist.
- Clear or delete a checklist.
- Finalize a checklist.

Return to class summary

Student selection

Review unlinked evidence

Clear or delete a checklist

Indicators with ratings; click to open the checklist for that period to that domain.

Checklist status

Domain	PERIOD 1	PERIOD 2	PERIOD 3
I Personal and Social Development	12/12	10/12	0/12
II Language and Literacy	16/16	7/16	0/16
III Mathematical Thinking		0/12	0/12
IV Scientific Thinking		6/12	0/12
V Social Studies		0/10	0/10
VI The Arts		3/4	0/4
VII Physical Development, Health, and Safety	7/7	2/7	0/7

Final 63% Complete Not Started

Flag as Final

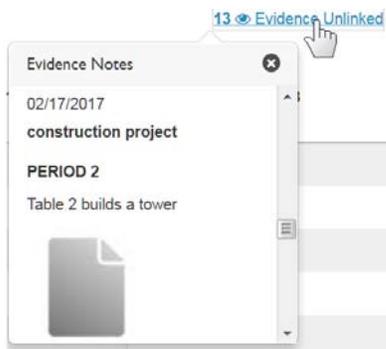
The pair of numbers displayed for each domain show how many indicators you've rated in that domain.

The examples shown here are for a location with three reporting periods. The number of reporting periods in your license may differ.

Reviewing unlinked evidence

The number at the upper right of the page is a count of the evidence records associated with the selected student, but not linked to an indicator.

To view a summary of this evidence, click or tap the **Unlinked Evidence** link. A pop-up appears, listing the date, title, period, description of the evidence (if available), and (if applicable) thumbnails of all attachments to that evidence record.



To link unlinked evidence to indicators, use the [Evidence List](#). Search for evidence entered for that student, then sort so that items linked to zero indicators are at the top of the list.

Opening a checklist

When you are ready to work on a student's checklist, click any of the numbers in the column for the current reporting period. The Student Checklist displays.

(Completing a checklist is described in "[Completing a Student Checklist](#).")

Clearing or deleting a checklist

On rare occasions, you may want to completely reset a checklist you've been working on and start over. The Clear Checklist and Delete Checklist commands accomplish this, with slightly different results.

Use Clear Checklist and Delete Checklist with caution! Be very sure before initiating either process that it is what you want to do. Neither presents you with a confirmation warning, and once cleared or deleted, the checklist's data cannot be retrieved.

Clear Checklist removes all ratings for all indicators in all domains, but retains comments.

- A checklist that had been marked as Final before being cleared will retain a status of Final.
- A checklist that that was partially completed before being cleared is still considered "in process," but shows a completion of 0%.

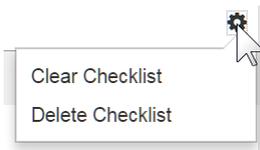
Delete Checklist removes both ratings and comments from all domains, and sets the checklist status to “Get Started.”

It might be useful to think of Delete Checklist as erasing everything you’ve entered on the checklist.

- Delete Checklist is the only way to remove the Final status from a checklist.
- It is suggested that you print or export the checklist before using Delete Checklist.

To clear a checklist

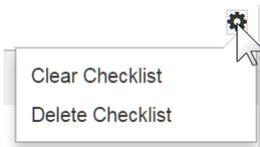
1. From the Navigation menu, select **Checklists**.
2. If needed, select your site and class from the pull-down lists at the top of the page. The Guidelines and Checklists page displays.
3. Click or tap the student name. The Student Checklist Summary page displays.
4. At the top of the column for the checklist you want to clear, click or tap the gear icon. A menu displays.



5. Click or tap **Clear Checklist**.

Deleting a checklist

1. From the Navigation menu, select **Checklists**.
2. If needed, select your site and class from the pull-down lists at the top of the page. The Guidelines and Checklists page displays.
3. Click or tap the student name. The Student Checklist Summary page displays.
4. At the top of the column for the checklist you want to delete, click or tap the gear icon. A menu displays.



5. Click or tap **Delete Checklist**.

Finalizing a checklist

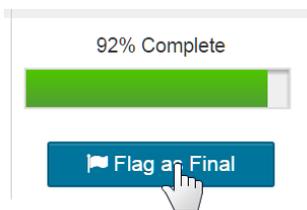
After you've finishing collecting evidence and rating the indicators in each domain, marking a checklist as Final signals that you have completed your assessment of a student.

Marking a checklist as Final has three consequences.

- Any indicators you did not assign a rating to are marked DNO (Did Not Observe)
- The checklist's ratings display on the checklist for the next period.
- The checklist ratings for each domain can be used to generate a performance rating on the student's Narrative Summary report.

To finalize a checklist:

1. From the Navigation menu, select **Checklists**.
2. If needed, select your site and class from the pull-down lists at the top of the page. The Guidelines and Checklists page displays.
3. Click or tap the student name. The Student Checklist Summary page displays.
4. Scroll to the bottom of the column for that checklist you want to finalize
5. Click or tap **Flag as Final**.



The checklist status changes to Final.



The only way to undo a Final status is to delete the entire checklist and start over. However, keep in mind that, if needed, you can still make changes to a checklist after you have marked it as Final—**as long as your administrator has not yet run end-of-period reports.**

The Student Checklist Page

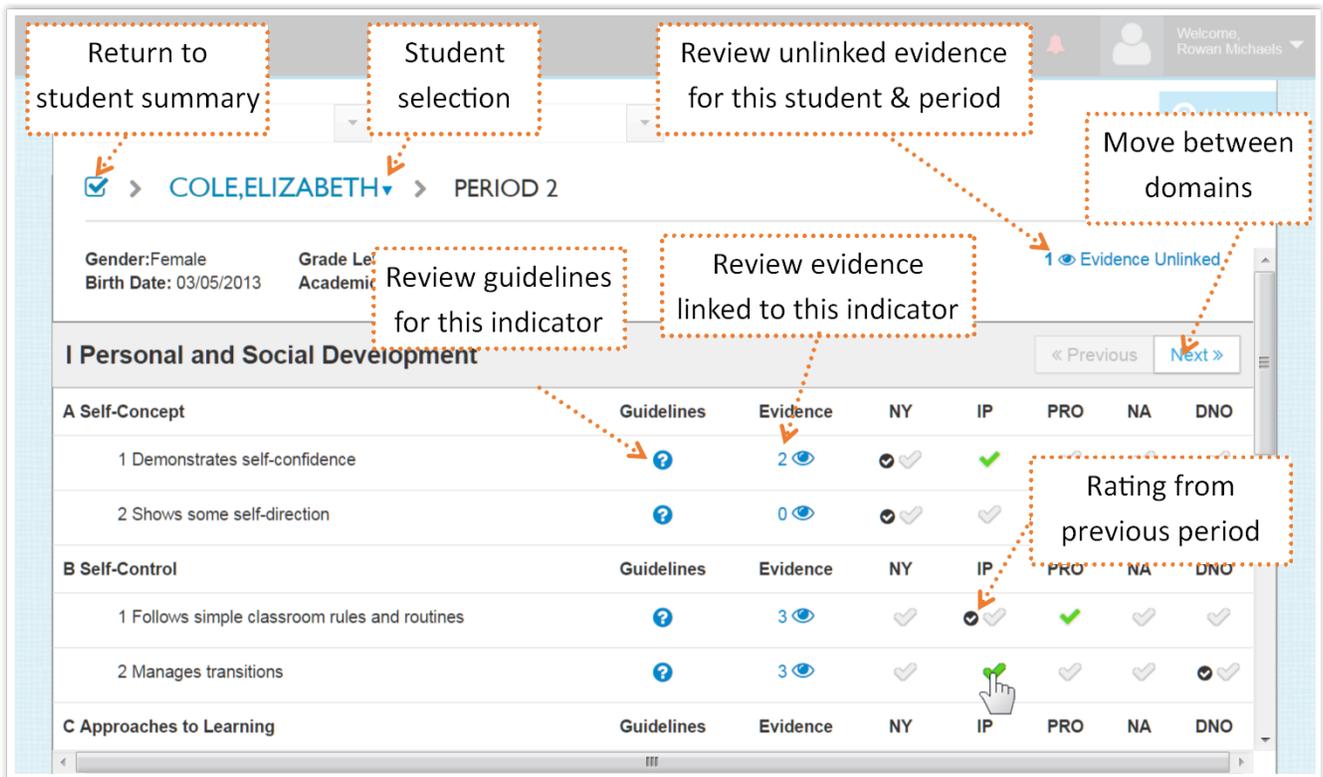
The Student Checklist page is where you enter your evaluation of the student’s performance and progress for a selected reporting period. Completing student checklists is an essential part of the reporting process.

Displaying a student’s checklist for a particular period

From the Student Checklist Summary page, click or tap any set of numbers in that period’s column. The Student Checklist page for that student for that period displays.

Student Checklist page functions

- Review ratings from the previous reporting period.
- Rate indicators for the current reporting period.



Checklist ratings

NY	Not Yet
IP	In Progress
PRO	Proficient
NA	Not applicable. This rating is most often used for the indicators related to ELL (English Language Learners) when the student’s native language is English.
DNO	Did Not Observe. In the absence of other ratings, an indicator will automatically be assigned this rating when the checklist is finalized.

If the previous period's checklist was finalized, the  checkmark next to a rating provides a reminder of the rating on the previous checklist, helping you to track areas of improvement. (The first checklist in an academic year does not have these marks.)

Completing a checklist

There is only one checklist per student. If a student is taught by more than one teacher, the teachers should complete the student's checklist collaboratively and not overwrite each other's ratings and comments.

1. From the Navigation menu, select **Checklists**.
2. If needed, select your site and class from the pull-down lists at the top of the page. The Guidelines and Checklists page displays.
3. Click or tap the student's name. The Student Checklist Summary page displays.
4. Click or tap the link in the reporting period column for the domain you want to work on.
5. (Optional) Review the guidelines for the indicators.

Guidelines



6. (Optional) Review the evidence that has been linked to this student (linked or unlinked.)
7. Click or tap the hollow checkmarks to enter a rating for an indicator.

You are not required to enter a rating for every indicator of a domain.

After you have entered a rating for an indicator, you can tap it again to undo, change the rating to another value, select DNO (Did Not Observe), or clear the entire checklist and start over.

8. (Optional) Add general comments for the domain. These comments are displayed when you work on the student's Narrative Summary progress report.
9. Select **Next** or **Previous** to move to another domain, or select another student from the student pull-down list. The checklist ratings are automatically saved.

Reports

The data gathered on individual students using the Work Sampling Online system provides valuable information for making instructional decisions, as well as results reported from a variety of perspectives.

There are two general types of report in Work Sampling Online: Summary Reports and Individual and Class Reports.

SUMMARY REPORTS

Like a report card, Summary Reports, which can be output in both English and Spanish, are designed to assist teachers in sharing each student's ongoing development with their families.

The reports, which provide the framework for a domain-by-domain analysis based on the relevant guidelines, can include performance ratings based on the student's developmental checklist—which compare the student to national standards or expectations for children of a particular age or grade—and progress ratings—which chart the student's individual development over time.

There are two types of Summary Report: the Narrative Summary, which provides a framework for teachers to discuss the student's development in each domain in a descriptive fashion, and the Family Summary, which presents the student's performance and progress in a more detailed, checklist-like manner.

- The Narrative Summary is available for all students, but the Family Summary is available for Head Start students only.

Because the information included in Summary Reports is collected over several months, it's best to wait until the conclusion of a collection period and the finalization of the student checklist to create them.



The Individual and Class Reports directly support tasks that teachers and administrators perform frequently, such as

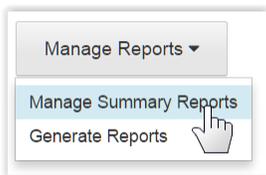
- analyzing patterns in class performance and progress.
- reviewing class profile by performance indicator.
- printing a checklist ratings summary for an individual student.
- printing a checklist ratings summary for the entire class.
- generating aggregated Outcomes reports.

The Summary Reports Page

The Summary Reports page displays the status of the summary report(s) for each student in your class for each period of the academic year.

Accessing the Summary Reports page

1. If needed, select your site and class from the pull-down lists at the top of the page.
2. From the home page, click or tap **Manage Reports**. A pull-down list displays.



3. From the pull-down list, select **Manage Summary Reports**. The Narrative Summary page displays.

Summary Reports page functions

- Display report status.
- Provide access to individual student reports.

WORK SAMPLING Welcome, Rowan Michaels

Child Care Ctr | Day Care Plus

SUMMARY REPORTS

First Name	PERIOD 2	PERIOD 3
Karen	(5/7)	(-/-)
Tom	(-/-)	(-/-)
Brenda Gilliam Preschool-4	(7/7)	(-/-)
Jack hool-4	(7/7)	(-/-)
Thac hool-4	(7/7)	(-/-)
Andr hool-4	(7/7)	(-/-)
Roger McCoy Head Start 4	(11/11) (11/11)	(-/-) (0/11)
Gera Start 4	(-/-) (11/11)	(-/-) (11/11)
Jacqu Start 4	(-/-) (11/11)	(8/11) (10/11)
Sylvi Start 3	(11/11) (11/11)	(1/11) (5/11)

Narrative Summary is blank (not yet started)

Narrative Summary in progress; comments entered for some domains

Narrative Summary complete

Family Summary complete

Narrative Summary was saved, but no comments were entered

Interpreting Summary Report Status

Below is a sample of statuses you might see on the Summary Report for a class that contains both Preschool 4 and Head Start students (such as the screen shot on the previous page).

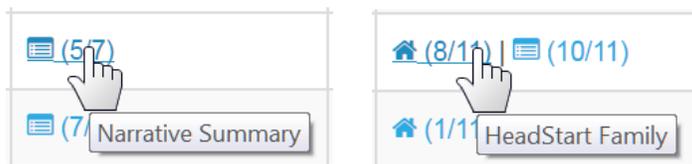
 denotes a Narrative Summary;  denotes a Family Summary.

The counts on the Summary Reports page show how many domains have written commentary.

Preschool-4	 (- / -)	 (-/-) This Narrative Summary has not been started.
Preschool-4	 (0/7)	 (0/7) This Narrative Summary was opened and saved, but no commentary has yet been entered.
Preschool-4	 (5/7)	 (5/7) Five of the seven domains in this Narrative Summary have commentary.
Preschool-4	 (7/7)	 (7/7) This Narrative Summary is complete. All seven Work Sampling domains have commentary.
Head Start 4	 (- / -)  (- / -)	 (-/-)  (-/-) Neither a Family Summary nor a Narrative Summary have been started for this Head Start student.
Head Start 4	 (11/11)  (- / -)	 (11/11)  (-/-) The Family Summary for this Head Start student is complete. All eleven Head Start domains have commentary. No Narrative Summary is in progress.
Head Start 4	 (- / -)  (0/11)	 (-/-)  (0/11) This Head Start student has a Narrative Summary in progress, but no commentary has yet been saved. No Family Summary is in progress.
Head Start 3	 (1/11)  (5/11)	 (1/11)  (5/11) This Head Start student has both a Family Summary and a Narrative Summary in progress.

Accessing a Summary Report

1. From the Summary Reports page, click or tap the icon for the report you want to work on.



Depending on what you chose (and for which student), one of the following reports displays:

- Narrative Summary
- Head Start Narrative Summary
- Head Start Family

The Narrative Summary Report

The Narrative Summary Report draws on the information collected in the checklist to keep parents and guardians informed of their child’s academic and developmental progress.

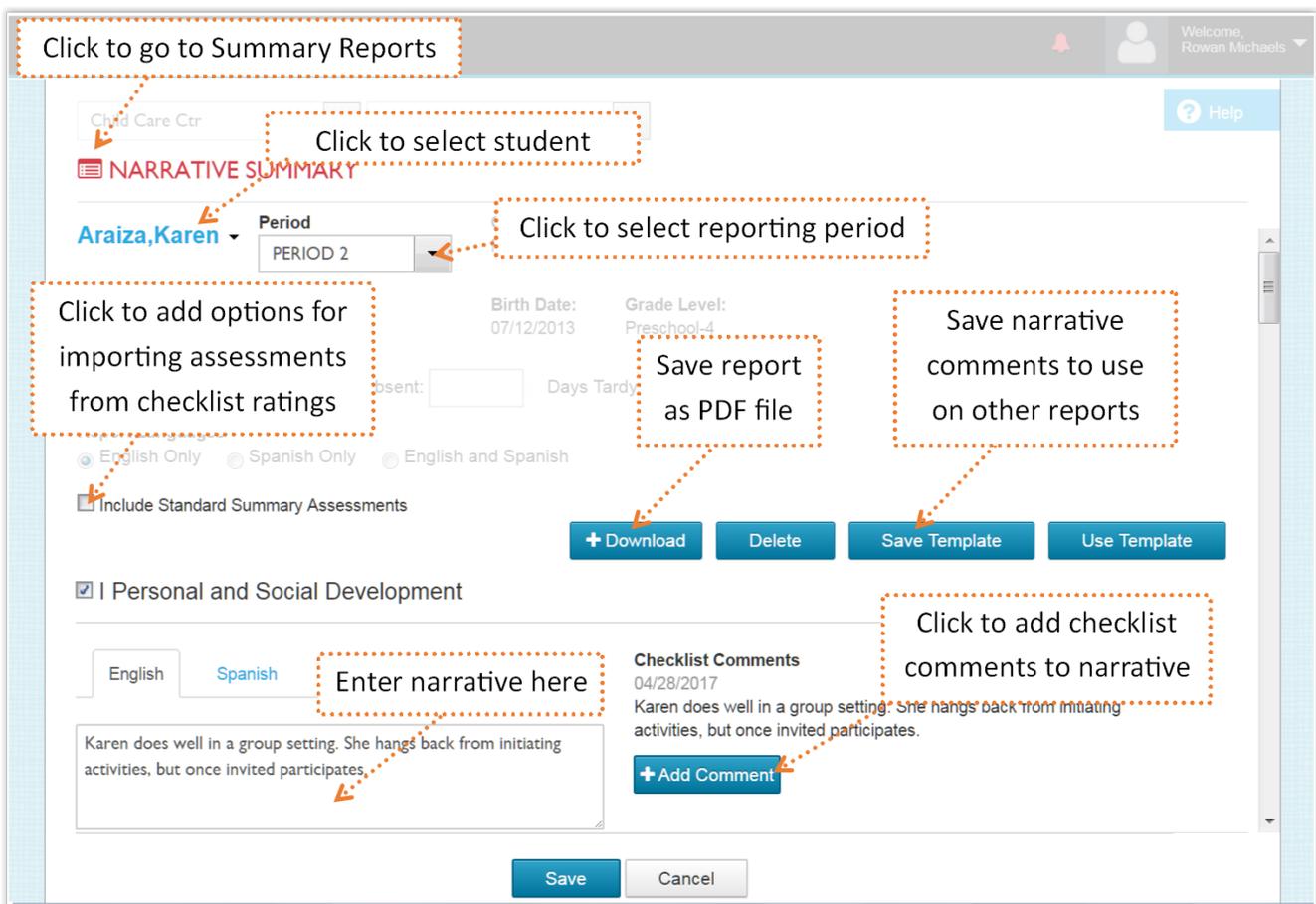
Accessing the Narrative Summary Report

Display the Narrative Summary page by doing one of the following:

- From the Summary Reports page, click or tap the **Narrative Summary** link.
- From the home page, select the class, click or tap **New Summary Report**, select **Narrative Summary**, then specify the student and reporting period.

Narrative Summary report functions

- Import narrative comments from a previous narrative summary.
- Enter a student’s attendance data for the current period.
- Choose to output the report in English, Spanish, or both.
- Choose to include optional performance and progress sections for each domain.
- Import weighted performance scores from the student’s checklist.
- Import comments from the student’s checklist.
- Enter narrative evaluations for each domain.
- Save the narrative summary as a PDF document.



Completing a Narrative Summary report

1. Confirm that you have chosen the student and reporting period you want to work on.
 - If changing the student or period after using the Template feature causes you to lose the imported comments, simply click or tap **Use Template** again.
2. (Optional) Enter days present, absent, and tardy.
3. Select the language(s) you want to use for the report.

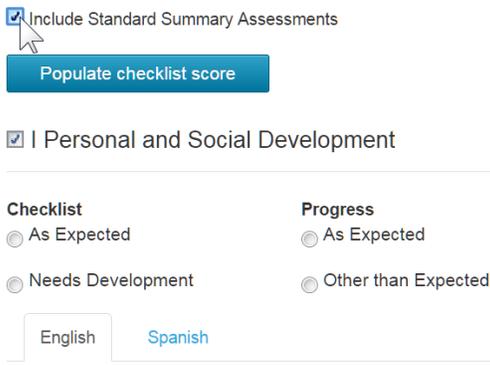
The choice you make affects which commentary tabs are enabled. If you plan to enter narrative comments and print the report in both English and Spanish, click or tap **English and Spanish**.

If a tab is not enabled, it has a grey background and you won't be able to type into it.



Work Sampling Online does not translate narrative from English into Spanish.

4. (Optional) If you want to include performance and progress ratings, click or tap the checkbox for **Include Standard Summary Assessments**. A button appears below the checkbox, and a new section displays under each domain heading.



If you choose not to include these ratings, skip to Step 7.

5. (Optional, but requires Step 4 to have been completed) Click or tap **Populate checklist score**. The ratings of the indicators for each domain on the checklist for the corresponding reporting period are averaged, and the resulting value converted to display either “As Expected” or “Needs Development” in each Checklist section.

You are free to change the checklist score on the Narrative Summary.

6. (Optional) Enter a **Progress** rating. Unlike the performance rating, which compares the student's development to a national average, the Progress rating compares the student's current level to where they were in previous reporting periods.
7. (Optional) Copy checklist comments into the narrative.

Each domain of the Narrative Summary displays any comments you entered for the corresponding domain on the student's checklist. If you want to copy those comments into your narrative, click or tap **Add Comment**. You can edit the checklist comments after you have copied them into the narrative.

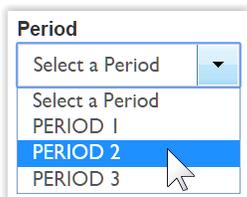
8. Enter narrative comments for each domain.
9. When you have finished working on the Narrative Summary, click or tap **Save**.

Copying comments from one Narrative Summary report into another

Use the Template feature if you need to place the same comments in the narrative reports for multiple students, or want to copy comments from a student's previous report into their current narrative.

The comments copied with Save Template are retained through multiple uses.

1. From the Summary Reports page, open the report you want to copy from.
2. Edit the existing comment(s), if needed, then click or tap **Save Template**.
3. Select the report that is the destination for the comments by changing the period or student selection.



4. Click or tap the **Use Template** button. The comments from the first report are copied into the current report.
5. Click **Save**.

Clicking or tapping **Save Template** on a blank narrative report clears the copied comments.

Saving a Narrative Summary to PDF

From the Narrative Summary page, click or tap **Download** to save the completed narrative report as a PDF document for archiving or printing.

The Head Start Narrative Summary Report

The Head Start Narrative Summary report includes all Head Start domains. As with the Work Sampling Narrative Summary, it draws on the information collected in the student's checklist to keep parents and guardians informed of their child's academic and developmental progress.

Accessing the Head Start Narrative Summary Report

Display the Head Start Narrative Summary page by doing one of the following:

- From the Summary Reports page, click or tap your Head Start student's **Narrative Summary** link.
- From the home page, select the class, click or tap **New Summary Report**, select **Head Start Narrative Summary**, then specify the student and reporting period.

Head Start Narrative Summary report functions

- Import narrative comments from a previous narrative summary.
- Enter a student's attendance data for the current period.
- Choose to output the report in English, Spanish, or both.
- Choose to include optional performance and progress sections for each domain.
- Import weighted performance scores from the student's checklist.
- Import comments from the student's checklist.
- Enter narrative evaluations for each domain.
- Save the narrative summary as a PDF document.

The screenshot shows the 'HEAD START SUMMARY' interface for a student named 'Weaver, Jacqueline'. The interface includes a top navigation bar with a 'Click to go to Summary Reports' callout. Below the student name, there is a 'Period' dropdown menu with a 'Click to select reporting period' callout. The student's birth date (11/07/2013) and grade level (Head Start) are displayed. A 'Click to add options for importing assessments from checklist ratings' callout points to the 'Include Standard Summary Assessments' checkbox. A 'Save report as PDF file' callout points to the '+ Download' button. A 'Save narrative comments to use on other reports' callout points to the 'Save Template' button. The 'Use Template' button is also visible. Below these buttons, there is a section for 'III Approaches to Learning' with language options for 'English' and 'Spanish'. A 'Click to add checklist comments to narrative' callout points to the 'Checklist Comments' section, which shows a date (05/02/2017) and a comment: 'Jackie is always eager to learn and pursuing the answers to her questions.' A 'Click to add checklist comments to narrative' callout also points to the '+ Add Comment' button. At the bottom, there are 'Save' and 'Cancel' buttons. A 'Click to go to Summary Reports' callout points to the top navigation bar.

Creating a Head Start Narrative Summary report

1. Confirm that you have chosen the student and reporting period you want to work on.
 - If changing the student or period after using the Template feature causes you to lose the imported comments, simply click or tap **Use Template** again.
2. (Optional) Enter days present, absent, and tardy.
3. Select the language(s) you want to use for the report.

The choice you make affects which commentary tabs are enabled. If you plan to enter narrative comments and print the report in both English and Spanish, click or tap **English and Spanish**.

If a tab is not enabled, it has a grey background and you won't be able to type into it.



Work Sampling Online does not translate comments from English into Spanish.

4. (Optional) If you want to include performance and progress ratings, click or tap the checkbox for **Include Standard Summary Assessments**. A button appears below the checkbox, and a new section displays under each domain heading.

Include Standard Summary Assessments

Populate checklist score

I Physical Development and Health

Checklist

As Expected

Needs Development

Progress

As Expected

Other than Expected

English

Spanish

If you choose not to include these ratings, skip to Step 7.

5. (Optional, but requires Step 4 to have been completed) Click or tap **Populate checklist score**. The ratings of the indicators for each domain on the checklist for the corresponding reporting period are averaged, and the resulting value converted to display either “As Expected” or “Needs Development” in each Checklist section.

You are free to change the checklist score on the Head Start Narrative Summary.

- (Optional) Enter a **Progress** rating. Unlike the performance rating, which compares the student's development to a national average, the Progress rating compares the student's current level to where they were in previous reporting periods.
- (Optional) Copy checklist comments into the narrative.

Each domain of the Narrative Summary displays any comments you entered for the corresponding domain on the student's checklist. If you want to copy those comments into your narrative, click or tap **Add Comment**. You can edit the checklist comments after you have copied them into the narrative.

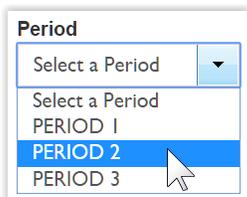
- Enter narrative comments for each domain.
- When you have finished working on the Narrative Summary, click or tap **Save**.

Copying comments from one Head Start Narrative Summary report into another

Use the Template feature if you need to place the same comments in the narrative reports for multiple students, or want to copy comments from a student's previous narrative report into the current narrative.

The comments copied with Save Template are retained through multiple uses.

- From the Summary Reports page, open the report you want to copy from.
- Edit the existing comment(s), if needed, then click or tap **Save Template**.
- Select the report that is the destination for the comments by changing the period or student selection.



- Click or tap the **Use Template** button. The comments from the first report are copied into the current report.
- Click **Save**.

Clicking or tapping **Save Template** on a blank narrative report clears the copied comments.

Saving a Head Start Narrative Summary to PDF

From the Head Start Summary page, click or tap **Download** to save the completed narrative report as a PDF document for archiving or printing.

The Head Start Family Summary

The Head Start Family Summary differs from the Narrative Summary reports in that it presents the student’s progress and development in a format similar to the developmental checklists. The conclusion of the report has space for teacher comments, family comments, and individual goal setting.

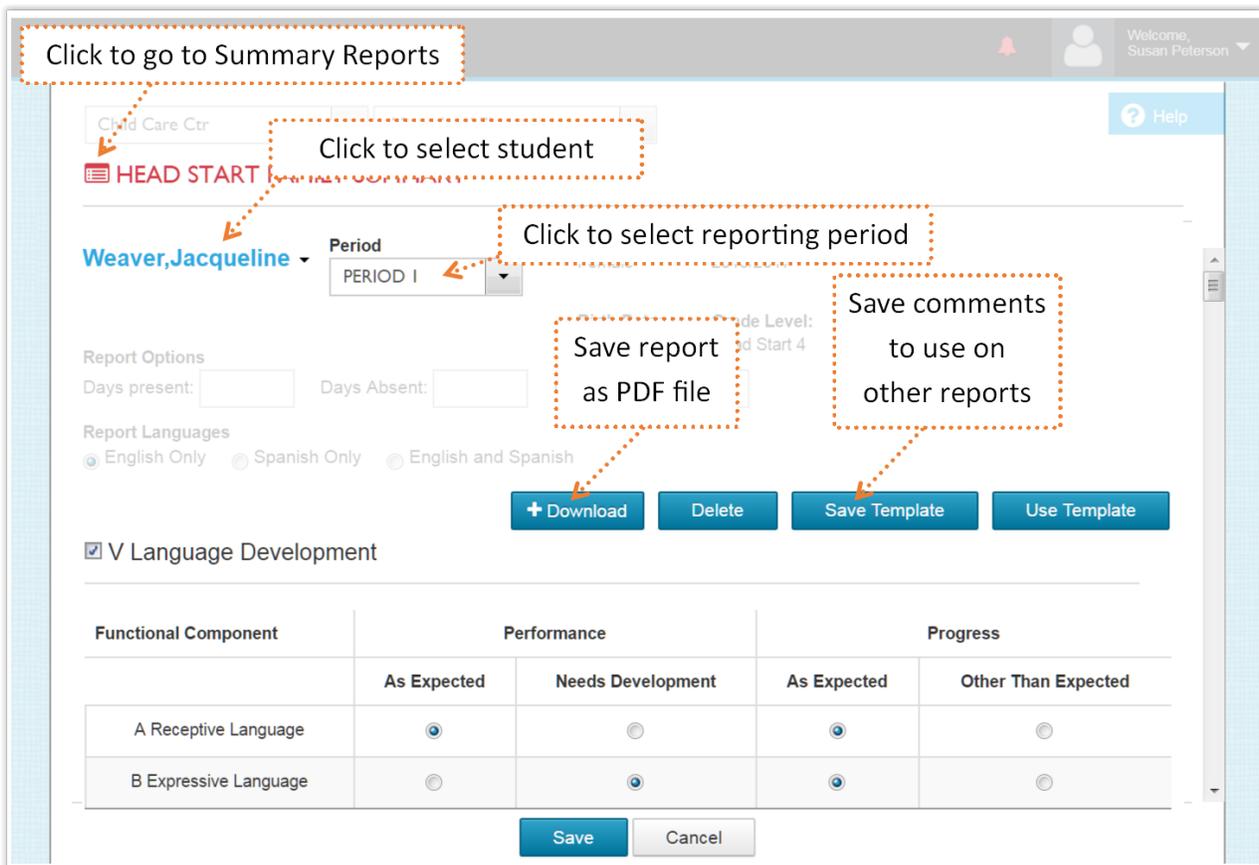
Accessing the Head Start Family Summary Report

Display the Head Start Family Summary page by doing one of the following:

- From the Summary Reports page, click or tap your Head Start student’s **Family Summary** link.
- From the home page, select the class, click or tap **New Summary Report**, select **Head Start Family Summary**, then specify the student and reporting period.

Head Start Family Summary report functions

- Import narrative comments from a previous narrative summary.
- Enter a student’s attendance data for the current period.
- Choose to output the report in English, Spanish, or both.
- Choose to include optional performance and progress sections for each domain.
- Import weighted performance scores from the student’s checklist.
- Import comments from the student’s checklist.
- Enter narrative evaluations for each domain.
- Save the narrative summary as a PDF document.



Creating a Head Start Family Summary report

1. From the home page, select your location, then click or tap **Manage Reports**. A pull-down list displays.
2. From the pull-down list, select **Manage Summary Reports**. The Summary Reports page displays.
3. Click or tap the link of the Head Start student and reporting period you want to work on. (A reminder that the Family Summary uses the 🏠 icon.) The Head Start Family Summary displays.
4. Confirm that you have chosen the student and reporting period you want to work on.
 - If changing the student or period after using the Template feature causes you to lose the imported comments, simply click or tap **Use Template** again.
5. (Optional) Enter days present, absent, and tardy.
6. Select the language(s) you want to use for the report.

The choice you make affects which comment tabs are enabled. If you plan to enter teacher comments and print the report in both English and Spanish, click or tap **English and Spanish**.

If a tab is not enabled, it has a grey background and you won't be able to type into it.



Work Sampling Online does not translate comments from English into Spanish.

7. Enter a Performance and Progress rating for each indicator.

Performance: As Expected	The student's current level of performance meets (or exceeds) expectations for this age or grade.
Performance: Needs Development	The student's current level of performance does not meet expectations for this age or grade.
Progress: As Expected	Growth and development in skills, behavior, and knowledge since entering the classroom are appropriate for this student.
Progress: Other than Expected	Growth and development in skills, behavior, and knowledge since entering the classroom are either below or above expectations for this student.

To review Head Start Guidelines, use the links on the Head Start Checklist, or refer to the Guidelines PDF or the Work Sampling Teacher's Guide in the Resources section of the Knowledge Base.

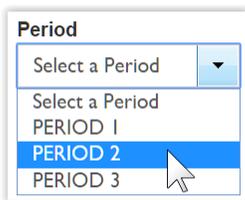
8. Enter your comments in the Teacher Comments section.
9. When you have finished preparing the Family Summary, click or tap **Save**.

Copying comments from one Head Start Family Report into another

Use the Template feature if you need to place the same comments in the Teacher or Individual Goal-setting sections of the family reports for multiple students, or want to copy comments from a student's previous Family Report into the current report.

The comments copied with Save Template are retained through multiple uses.

1. From the Summary Reports page, open the report you want to copy from.
2. Edit the existing comment(s), if needed, then click or tap **Save Template**.
3. Select the report that is the destination for the comments by changing the period or student selection.



4. Click or tap the **Use Template** button. The comments from the first report are copied into the current report.
5. Click **Save**.

Clicking or tapping **Save Template** on a blank narrative report clears the copied comments.

Saving a Head Start Family Summary to PDF

From the Head Start Family Summary page, click or tap **Download** to save the completed report as a PDF document for archiving or printing.

The Individual and Class Reports Page

The Individual and Class Reports page provides support for several frequently performed tasks.

Accessing the Individual and Class Reports Page

Display the Individual and Class Reports page by doing one of the following:

- From the Navigation menu, select **Reports**.
- From the home page, click or tap **Manage Reports**, then select **Generate Reports** from the menu.

Individual and Class Reports functions

- Print a checklist ratings summary for an individual student.
- Print checklist ratings summary for an entire class.
- Generate Aggregated Outcomes reports.
- Review class profiles by performance indicator.
- Analyze patterns in class performance and progress.



Checklists

Click or tap the Checklist icon of the Individual and Class Reports page to create and save a PDF report of your class's checklist data for the entire academic year.

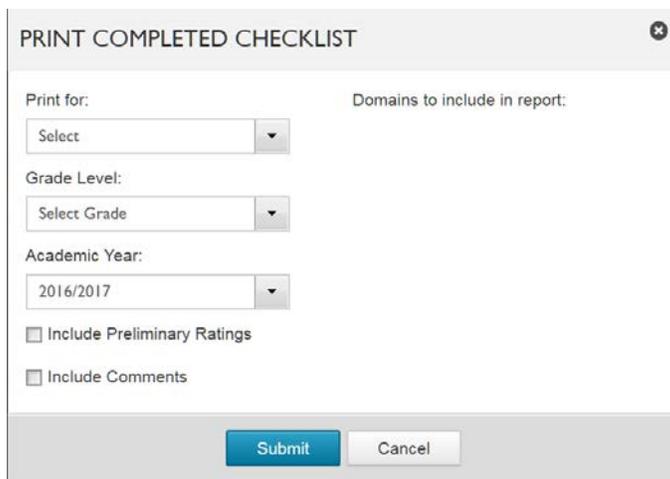
The report can contain all data (ratings as well as comments) for all checklists (both finalized and preliminary) for all students of a particular grade level, or you can narrow the scope by choosing various parameters.

For example, you can choose to

- print only one student's checklist.
- include only finalized checklist ratings.
- include only specified domains.
- exclude checklist comments.

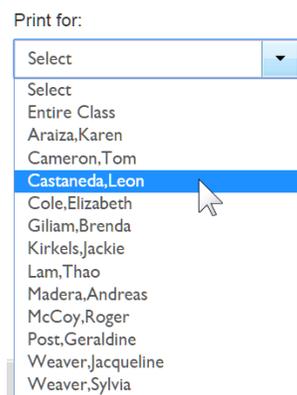
Saving checklists to PDF

1. From the Individual and Class Reports page, select your site and class from the location lists.
2. Click or tap **Checklists**. The PRINT COMPLETED CHECKLIST pop-up appears.
 - If you want, you can print preliminary checklists by checking the box for Include Preliminary Ratings.



The screenshot shows a pop-up window titled "PRINT COMPLETED CHECKLIST". It contains several form fields: "Print for:" with a dropdown menu showing "Select"; "Grade Level:" with a dropdown menu showing "Select Grade"; "Academic Year:" with a dropdown menu showing "2016/2017"; and two checkboxes, "Include Preliminary Ratings" and "Include Comments", both of which are currently unchecked. At the bottom of the form are two buttons: "Submit" and "Cancel".

3. From the Print for pull-down list, select Entire Class or an individual student.



The screenshot shows the "Print for:" dropdown menu expanded. The menu items are: "Select", "Entire Class", "Aralza, Karen", "Cameron, Tom", "Castaneda, Leon" (which is highlighted in blue), "Cole, Elizabeth", "Gilliam, Brenda", "Kirkels, Jackie", "Lam, Thao", "Madera, Andreas", "McCoy, Roger", "Post, Geraldine", "Weaver, Jacqueline", and "Weaver, Sylvia". A mouse cursor is pointing at the "Castaneda, Leon" option.

If you select a student, their Grade Level is automatically chosen.

4. If the Grade Level was not chosen, select it now. The Domain options display.
5. Select the domains you want included in the report.
6. Click or tap the checkbox if you want preliminary ratings included in the report.
7. Click or tap the checkbox if you want comments included in the report.

The screenshot shows a pop-up window titled "PRINT COMPLETED CHECKLIST" with a close button in the top right corner. The window is divided into two columns. The left column contains three dropdown menus: "Print for:" with the value "Castaneda,Leon", "Grade Level:" with the value "Preschool 4", and "Academic Year:" with the value "2016/2017". Below these are two checkboxes: "Include Preliminary Ratings" (unchecked) and "Include Comments" (checked). The right column is titled "Domains to include in report:" and contains seven checkboxes, all of which are checked: "All Domains", "I Personal and Social Development", "II Language and Literacy", "III Mathematical Thinking", "IV Scientific Thinking", "V Social Studies", and "VI The Arts". At the bottom of the window are two buttons: "Submit" (highlighted in blue) and "Cancel". A mouse cursor is pointing at the "Submit" button.

8. Click or tap **Submit**. Depending on your browser settings, you maybe be prompted to choose the save location for the PDF, or it may download automatically.

The PDF is given a default name that includes a timestamp of the date and time the PDF was generated. You can change this name as you save the file.

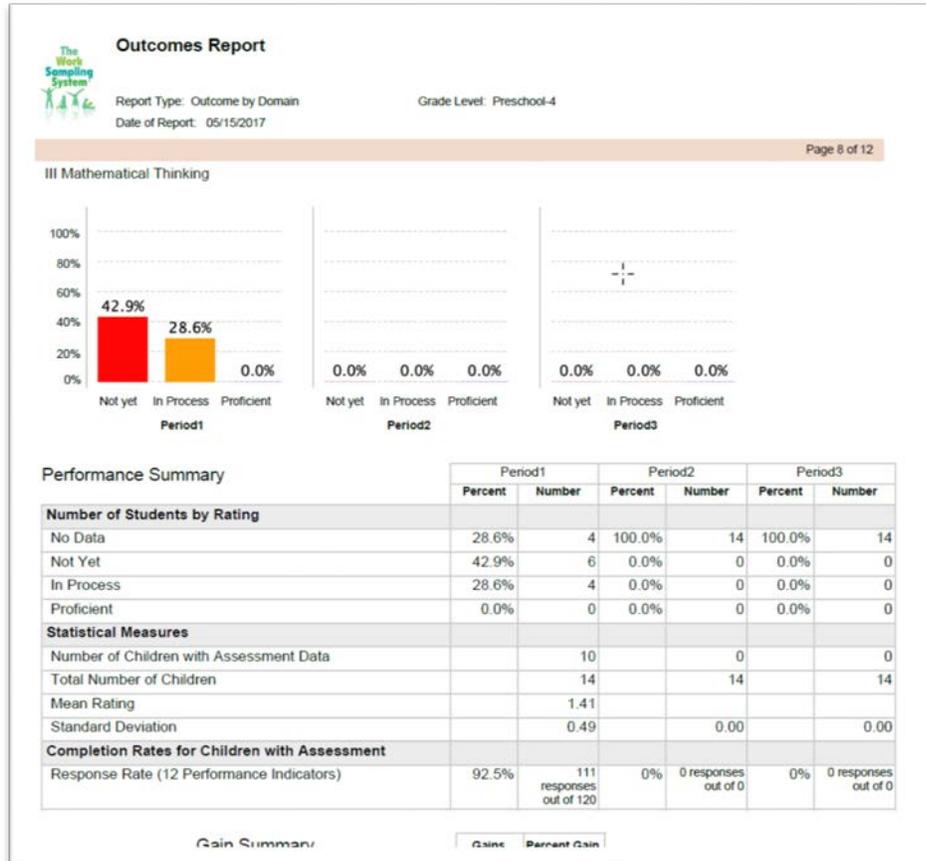
9. If you want to save more checklists, change the options and click or tap Submit again.

If you are finished, click or tap **Cancel** to close the PRINT COMPLETED CHECKLIST pop-up.

The Class Outcomes Report

An Outcomes Report is an aggregate report of class performance or progress based on data recorded from finalized checklists.

Outcomes Reports may be grouped by demographics. Each domain, functional component, or performance indicator can be displayed with a demographic breakdown (by gender, language, age, ethnicity, or the student’s IEP/IFSP status), which makes the report extremely useful in identifying trends across the year.



Generating a Class Outcomes Report

1. From the Individual and Class Reports page, select your site and class from the location lists.
2. Click or tap **Class Outcomes**. The CLASS OUTCOME REPORTS options pop-up appears. By default, all your classes and all reporting periods are pre-selected.
3. Enter a Title for the report. This title becomes the name of the PDF, and also appears on the pages of the report.
4. From the Report Type dropdown, select Outcomes by Domain, Outcomes by Functional Component, or Outcomes by Performance Indicator.
5. If a Grade Level has not been selected, select it now. The Domain options display.
6. Choose how you want the report results grouped.
7. Click or tap to remove the checkmarks from any periods, domains, or classes you don’t want included in the report.

8. Click or tap **Submit**.

CLASS OUTCOME REPORTS ✕

Report Title

Report Type:

Grade Level:

Group By:

Periods to include in report:
 PERIOD 1
 PERIOD 2
 PERIOD 3

Domains to include in report:
 I Personal and Social Development
 II Language and Literacy
 III Mathematical Thinking
 IV Scientific Thinking
 V Social Studies
 VI The Arts
 VII Physical Development, Health, and Safety

Classes:
 Afterschool Plus
 Day Care Plus

Depending on your browser settings, you maybe be prompted to choose the save location for the PDF, or it may download automatically.

9. If you want to generate more reports, change the options and click or tap Submit again.
When you are finished, click or tap **Cancel** to close the CLASS OUTCOMES REPORTS pop-up.

The Class Profile Page

The Class Profile shows a composite of class progress by displaying student’s names under the assigned rating for each performance indicator in a selected domain. Use the profile’s specific indicators to review and plan curriculum for a class.

Viewing the Class Profile

1. From the Individual and Class Reports page, select your site and class from the location lists.
2. Click or tap **Class Profile**. The Class Profile page displays.
3. Select the Grade Level, Period, and Domain. The Class profile page redraws and displays your report.

VI The Arts						
* denotes a preliminary checklist.						
A Expression and Representation	NY	IP	PRO	NA	DNO	No Response
1 Participates in group music experiences	1 student Thao Lam*	4 students Brenda Gilliam* Elizabeth Cole* Jackie Kirkels* Karen Araiza*	0 students	0 students	1 student Andreas Madera*	1 student Leon Castaneda*
2 Participates in creative movement, dance, and drama	2 students Jackie Kirkels* Thao Lam*	1 student Brenda Gilliam*	0 students	0 students	2 students Andreas Madera* Karen Araiza*	2 students Elizabeth Cole* Leon Castaneda*

Saving or printing a Class Profile

1. Select your class from the location drop-down lists.
2. Click or tap **Download** to generate Class Profile PDF file. Depending on your browser settings, you may be prompted to choose a save location for the PDF, or it may download automatically.

You can keep the PDF file’s default name, or change it as you save the file (except for the characters “.pdf” at the end), Changing the file name does not affect the contents.

Click or tap **Print** to open the Class Profile PDF in your browser.

The Class Ratings

The Class Ratings Report summarizes ratings for each indicator for each of the collection periods. This report can be used to review individual progress (by looking across the chart) or group progress (by reviewing the ratings totals at the bottom of each column).

Creating a Class Ratings Report

1. From the Individual and Class Reports page, select your site and class from the location lists.
2. Click or tap **Class Ratings**. The CLASS RATINGS options pop-up appears.
3. Enter a Title for the report. This title will appear on the pages of the report.
4. If a Grade Level has not been selected, select it now. The Domain options display.
5. Click or tap to remove the checkmarks from any domains you don't want included in the report.
6. By default, the Class Ratings report only reflects data from finalized checklists. If you want to look at preliminary checklists instead, or all checklists, select the appropriate option from the **Filter By** pull-down list.

CLASS RATINGS

Report Title
Class Ratings 2017

Academic Year:
2016/2017

Grade Level:
Preschool 4

Filter By:
All

Domains to include in report:

- All Domains
- I Personal and Social Development
- II Language and Literacy
- III Mathematical Thinking
- IV Scientific Thinking
- V Social Studies
- VI The Arts
- VII Physical Development, Health, and Safety

Submit Cancel

7. Click or tap **Submit**. Depending on your browser settings, you maybe be prompted to choose the save location for the PDF, or it may download automatically.
8. If you want to generate more reports, change the options and click or tap Submit again. If you are finished, click or tap **Cancel**. The CLASS RATINGS pop-up closes.

The PDF is given a default name that includes a timestamp of the date and time the PDF was generated. You can change this name as you save the file.

The Child Outcomes Summary Page

The Child Outcome Summary Form (COSF) enables you to track the progress of IEP/IFSP students using the Child Outcomes Summary Process.

For more information about the Child Outcomes Summary Process, refer to the Early Childhood Technical Assistance Center website at <http://ectacenter.org/eco>.

Accessing the Child Outcomes Summary page

From the Navigation menu or the home page, select **Child Outcome Summary**.

Child Outcomes Summary page functions

- Display each student’s status and progress over time.
- Access saved Child Outcomes Summary Forms.
- Create a new Child Outcomes Summary Form.

The screenshot shows a software interface titled "WORK SAMPLING". At the top right, there is a user profile for "Rowan Michaels" and a "Help" button. Below the header, there are two dropdown menus: "Child Care Ctr" (set to "Day Care Plus") and "Day Care Plus". The main content area is titled "CHILD OUTCOME SUMMARY" and contains a table with the following data:

	First Name	Last Name	Current Level	Report 1	Report 2	Report 3	Report 4	Report 5
	Tom	Cameron	Preschool-4	Enter a report				
	Jackie	Kirkels	Preschool-4	Enter a report				
	Andreas	Madera	Preschool-4	3 - 3 - 3	Enter a report			
	Jacqueline	Weaver	Head Start 4	Enter a report				

Reviewing existing Child Outcomes Summary reports

From the Child Outcome Summary, click or tap the report you want to review. The Child Outcome Summary Form (COSF) displays.

Creating a new Child Outcomes Summary report

From the Child Outcome Summary, click or tap **Enter a report**. A new Child Outcome Summary Form displays.

The Child Outcomes Summary Form

The Child Outcome Summary Form (COSF) documents the functioning of students who are on an IEP/IFSP.

Accessing the Child Outcomes Summary Form

1. From the Navigation menu, select **Child Outcomes Summary**. The Child Outcomes Summary page displays.
2. Next to the name of the student, click or tap **Enter a report**. The Child Outcomes Summary Form displays.

Child Outcomes Summary Form page functions

- Record the names of those involved in deciding summary ratings.
- Evaluate the student.
- Save the COSF as a PDF document.

WORK SAMPLING Welcome, Rowan Michaels

CHILD CARE CTR - DAY CARE PLUS [Help](#)

← CHILD OUTCOME SUMMARY FORM

Student Name: Cameron, Tom Gender: Male Birth Date: 01/05/2013 Academic Year: 2016/2017 Grade Level: Preschool-4

Obtain recommended ratings from [View Printable Version](#) [Delete](#)

Period: PERIOD I

Persons involved in deciding summary ratings:

Outcome 1: Positive Social-Emotional skills (including social relationships)

Children have positive social relationships (includes positive sense of self, regulates emotions, follows rules, solves social problems, builds and maintains relationships)

Rating

Not Yet	Emerging	Somewhat	Completely			
<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5	<input type="radio"/> 6	<input type="radio"/> 7

Rationale for rating

[Save](#) [Cancel](#)

Completing a Child Outcomes Summary Form

1. From the Navigation menu, select **Child Outcomes Summary**. The Child Outcomes Summary page displays.
2. Next to the name of the student, click or tap **Enter a report**. The Child Outcomes Summary Form displays.
3. From the Period pull-down list, select the period that fits into the timeframe of the report.

4. Enter your name and the names of others who have worked with the student.
5. Enter ratings for the three Outcomes and their follow-up questions.
6. When you are finished with the form, click or tap **Save**.

Viewing, saving, or printing a Child Outcomes Summary Form

1. From the Child Outcomes Summary Form, click or tap **View Printable Version**. A tab opens in your browser and displays the COSF as a PDF document.
2. Save or Print the PDF document.