Work Sampling Online (WSO)

- You will need to enter and finalize your ratings into WSO for each student for each indicator by November 9th.

    - **Keep in mind that this is <u>NOT</u> a one-time, on-demand assessment. Instead, you will be <u>observing students</u> during typical daily activities multiple times between the start of school and mid-October documenting objective notes before making final ratings on the WSS Developmental Checklist for each student between October 29th and November 9th.**

- **To access WSO** go to www.worksamplingonline.com
    a. Log-in using your username
        i. lastnamefirstinitial (i.e. Amanda Varley is varleya)
            1. NOTE: If your username matches another person, you should have received an email with your modified username from Christine Hennessey at MDE.
    b. Hit Forgot Password in the login area
    c. Check the designated email inbox in about 10 minutes
    d. Open the email and click the password reset link
    e. Type in a NEW password that meets the requirements
    f. Keep your new password in a secure location

- **To create your classroom(s)**
    - Follow the prompts on the first page after you log-in, or
    - Click on Your Account and then click on the link "Manage Classes" and then "New Class"

- **To enter your students**
    - Click on Your Account and then click on the link "Manage Classes"
    - NOTE: If you have more than one class ensure the correct class is chosen on the left hand side
    - Click "Add a Student"
    - Enter the number of children you would like to create (you will need to repeat this process until you have entered all your students for that class)
    - You **<u>need</u>** to enter the following for each student:
        - Student's name (i.e. first/last, first name, initials, or a code)
        - **<u>MARSS number</u>**, without the correct MARSS number, the study cannot use the results.
        - Gender
        - IEP or IIIP status
        - DOB as MM/DD/YYYY.
    - You may choose to enter other information from your school data. Parent survey data is confidential and is <u>not</u> entered. *Seal the parent survey*

envelope for your classroom, write your name on the label on the front of the envelope and mail all Parent Surveys back to the department:

Amanda Varley
Early Learning Services
Minnesota Department of Education
1500 Highway 36 West
Roseville, MN 55113-4266

- **To enter ratings**
  - Select Guidelines & Checklists and then "Checklists"
  - Select the class and student for which you are entering the ratings
  - Select a particular Domain or "All Domains"
  - Click "Create Checklist"
  - Click the circle for the appropriate rating for each indicator displayed
  - Click the "Save" button at the bottom. NOTE: If you want to finalize these ratings check the "Finalize Developmental Checklist" box before clicking on "Submit".

- **To finalize your ratings**
  - Click "Finalize Developmental Checklist" or "Finalize and Close" at the bottom of each student's domain record online. You may choose to "Finalize" the first time you enter a rating for that child.

WSO Technical Support is available Monday- Friday, 8 AM – 8 PM through contacting them at customersupport@worksamplingonline.com or 1-800-874-0914.