NYC DOE
Work Sampling Online (WSO)
End-of-Year Procedures

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Year End Activities: WSO

- Reviewing and Monitoring End-of-Year Data

- Creating and Generating Outcome Reports

- Analyzing Outcome Reports

- Exporting Data
  – User
  – Student
  – Assessment
  – Site

- Sharing Work Sampling Data with Families

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Reviewing & Monitoring Data

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Reviewing & Monitoring Data

- Scan completed Checklists for accuracy, completeness, inconsistencies, or areas out of the norm.

- Organize portfolio samples.

- Review Summary Reports to ensure quality.
  - Evaluative ratings complete
  - Check spelling and grammar
  - Include some suggestions for ways families can help support their child's development over the Summer

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Checklist Ratings

Not Yet	In Process	Proficient	Did Not Observe	Not Applicable
Child cannot demonstrate indicator	Child demonstrates indicator intermittently	Child can reliably demonstrate indicator	Teacher does not have enough evidence to make a rating	Teacher has not taught or introduced the learning related to the indicator

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Summary Report

Standard Summary Report For the family of **Morgan Blanchert**
1 2013/2014
P4 Teacher: Misty Sprague
School/Program: Site 30
Date of Report: 11/06/2013   Days Present: 12
Age: 4 years 11 months
Primary Language: Not Specified
Days Tardy: 1   Days Absent: 1
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Domains & Components	Checklist		Progress	
	As Expected	Needs Development	As Expected	Needs Development
I Personal and Social Development	•			
A Self-Concept				
B Self-Control				
C Approaches to Learning				
D Interaction With Others				

Teacher Comments: Morgan is able to follow the classroom rules and routines with teacher support. She is beginning to participate occasionally in group time activities. She is learning how to interact with her classmates. She is not yet using words to resolve conflicts, which has made it more difficult for her to make friends. **Goals for Morgan include helping her work 1:1 with her classmates (and a teacher) and supporting her as she learns to use her words more frequently to resolve conflicts and play.**

Generating Reports & Exporting Data

Generating Outcome Reports

1. Select the type of report(s)you want:

    -Class Profile (Teacher's side)

    -Class Ratings Report (Teacher's side)

    -Outcomes Reports (Teacher's & Admin side)
        -Domain
        -Functional Component
        -Performance Indicator

Class Profile

Class Ratings Report

Generating Outcome Reports

1. Identify purpose(s) for report(s).

2. Make demographic selections.

3. Submit reports. With the Outcomes Reports you can resume work and email will notify you when your report is complete.

4. Save report to desktop or a thumb drive or print.

Outcomes Report

Exporting Data: Administrators

1. Select the type of data to export:
   - -User
   - -Student
   - -Site
   - -Assessment data export (ADE)

2. Click Export link. Resume work and email will notify you when data export is complete.

3. Save report to desktop or a thumb drive.

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Preparing for Next Fall

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What to Save

❑ Save Checklist data (reports/individual) at your site

❑ Place two narrative summaries in each child's cumulative file

❑ Place two work samples in each child's cumulative file

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Preparing for Next Year: WSO

❑ Delete children who are leaving the program.

❑ Create new teachers and classes if known.

❑ Delete teachers who are not coming back in the Fall.

❑ In the Fall, add new children to teachers and classes.

Sharing Work Sampling Data
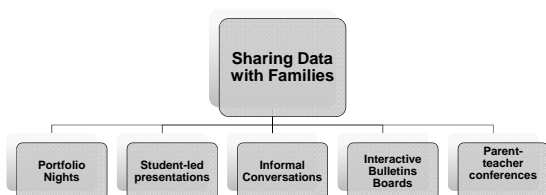with Families

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Sharing Data With Families

Sharing Data with Families

Portfolio Nights | Student-led presentations | Informal Conversations | Interactive Bulletins Boards | Parent-teacher conferences

Sharing Data with Families

- Prepare to send home portfolios with the children.

- Share portfolios and summaries with families at conference, end-of-year events, or send in child's backpack.

- Encourage families to bring portfolios and summaries to share with the child's next teacher.

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Thank you for your participation
in today's session!

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