

The Work Sampling System® Reports

The data gathered on individual students using the Work Sampling Online System provide valuable information for making instructional decisions. In addition to the Summary Report, the Work Sampling System online platform includes additional reports. These reports display students' results in a variety of perspectives directly supporting tasks that teachers and administrators perform frequently.

Individual Summary Reports

Summary Reports are designed to assist teachers in reporting student progress and sharing ongoing development with families (similar to a report card). There are different types of Summary Reports.

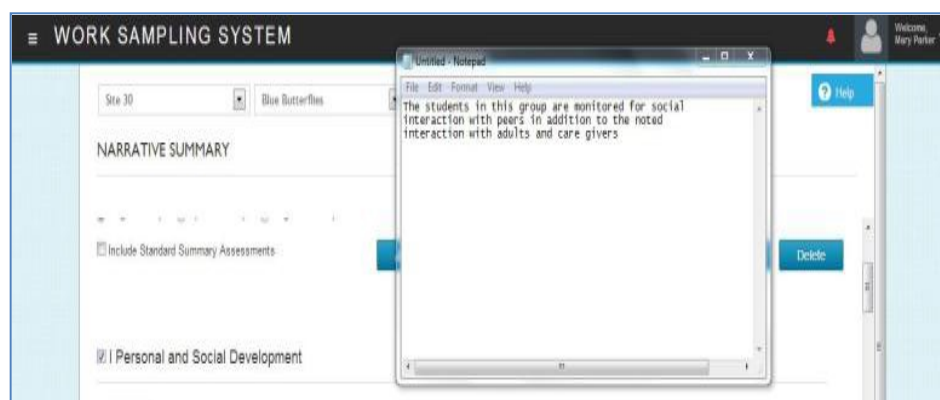
Narrative Summary Report: The Narrative Summary report is designed for the teacher to enter information on student progress and development on a domain-by-domain basis. Additionally, this report can also include Performance Ratings that are automatically suggested based on the finalized ratings entered into each student's Developmental Checklist. Finally, teachers can also include Progress Ratings. To access the Narrative Summary Report:

1. Click on **New Summary Report** from the main Page.
2. Select **Narrative Summary** from the drop down menu.
3. Select a **Student** for whom you would like a Narrative Summary Report. When you choose a student, you will see the following information for the student: Gender, Date of Birth, Academic Year, and Grade Level.
4. Select a **Reporting Period**.
5. Enter number of **Days Present, Days Absent and Days Tardy**.
6. Select the **Language(s)** that you would like to use in the report. Please note: Work Sampling Online does not translate the report. The language selected is for the language of the form.
7. Checkmark the box to include **Standard Summary Assessments** if you want to include Performance and Progress Ratings.
8. Enter **Narrative Comments** or add them from previous checklist rating comments.
9. When you are finished, you can download a PDF report for **each student** or the **entire class**.

Standard Summary Report For the family of: **Morgan Blanchert**
1 2013/2014
P4 Teacher: Misty Sprague Age: 4 years 11 months
School/Program: Site 30 Primary Language: Not Specified
5th Edition Date of Report: 11/06/2013 Days Present: 12 Days Tardy: 1 Days Absent: 1
Page 1 of 2

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 making great improvements in taking turns and social interaction.				

**** If you wish to use similar comments for multiple students, you will want to use the notepad feature to copy and paste text into the narrative boxes and maintain formatting.



Head Start Summary Reports

Head Start Narrative Summary: This report includes all 10 Head Start domains and is entirely narrative (i.e., it does not include any ratings). Text from online checklists can be inserted and then augmented or edited.

Because the information included in the Summary Reports is collected over several months, waiting until the conclusion of a collection period to create Summary Reports is recommended.

- 1. Click on **New Summary Report** from the main Page.
- 2. Select **Head Start Narrative Summary** from the drop down menu.
- 3. Select a **Student** for whom you would like a Narrative Summary Report.
- 4. Select a **Reporting Period**.
- 5. Enter **Days Present, Absent and Tardy**.
- 6. Select the **Language(s)** that you would like to use in the report. Please note: Work Sampling Online does not translate the report. The language selected is for the language of the form.
- 7. Enter **Narrative Comments** or add them from previous checklist rating comments.
- 8. When you are finished you can download a PDF report for that student.



Narrative Family Report

For the family of: **Josh Brenanado**

1 2013/2014



Teacher: Misty Sprague
School/Program: Site 30
Date of Report: 11/06/2013

Age: 3 years 10 months
Primary Language: Not Specified

Days Present: 0
Days Tardy: 0
Days Absent: 0

IEP: No

Page 1 of 3

I Physical Development and Health

A Health Knowledge and Practice
B Gross Motor Skills
C Fine Motor Skills


Teacher Comments:
Joshua continues to show tremendous growth in his gross and fine motor skills over the past two months. He can now cut with scissors and hold a pencil appropriately.

II Social and Emotional Development

A Social Relationships
B Self-Concept and Self-Efficacy
C Self-Regulation

Family Report: This report displays Performance and Progress ratings in each of the functional components. Checklist Performance Ratings are automatically suggested based on the finalized ratings entered into each child’s Developmental Checklist. Progress Ratings and narratives are entered by the teacher and are based on the ongoing collection of information on a child’s development.


- 1. Click on **New Summary Report** from the main Page.
- 2. Select **Head Start Family Summary** from the drop down menu.
- 3. Select a **Student** for whom you would like a Head Start Family Summary Report.
- 4. Select a **Reporting Period**.
- 5. Enter **Days Present, Absent and Tardy**.
- 6. Select the **Language(s)** that you would like to use in the report. Please note: Work Sampling Online does not translate the report. The language selected is for the language of the form.
- 7. Enter **Narrative Comments** or add them from previous checklist rating comments.
- 8. When you are finished you can download a PDF report for that student.



Family Report

For the family of: **Josh Brenanado**

1 2013/2014



Teacher: Misty Sprague
Program/Agency: Site 30
Date of Report: 11/06/2013

Age: 3 years 10 months
Primary Language: Not Specified

Days Present: 15
Days Tardy: 1
Days Absent: 1

IEP: No

Page 1 of 1

Domains & Components	Performance		Progress		Domains & Components	Performance		Progress	
	As Expected	Needs Development	As Expected	Not as Expected		As Expected	Needs Development	As Expected	Not as Expected
I Physical Development and Health					VI Literacy Knowledge and Skills				
A Health Knowledge and Practice	•				A Book Appreciation and Knowledge	•		•	
B Gross Motor Skills	•		•		B Phonological Awareness		•	•	
C Fine Motor Skills	•		•		C Alphabet Knowledge	•		•	
II Social and Emotional Development					D Print Concepts and Conventions	•		•	
A Social Relationships	•			•	E Early Writing	•		•	


Group Reports

- In this section, the teacher can:
- Analyze patterns in class progress.
 - Review class profile by indicator.
 - View a class checklist ratings summary.
 - Generate aggregated Outcomes Reports.

Class Ratings Report

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).

1. Click on **Manage Reports** from the main Page to bring up the list of available reports.
2. Select **Class Ratings** to bring up the report options.
3. Enter a report **Title**.
4. Select the **Academic Year** and **Grade Level**.
5. Filter by **Final Ratings**, **Preliminary Ratings** or **All Ratings**.
6. Select the **Domains** you would like to include.
7. Select Submit. This will download a PDF report for that class.



P4

5th Edition

Date of Report: 11/06/2013

Academic Year: 2013/2014

Report 1

Teacher Name: Mary Parker

Page 1 of 6

I Personal and Social Development																																	
A Self-Concept							B Self-Control							C Approaches to Learning							D Interaction With Others												
1 Demonstrates self-confidence			2 Shows some self-direction			1 Follows simple classroom rules and routines			2 Manages transitions			1 Shows eagerness and curiosity as a learner			2 Attends to tasks and seeks help when encountering a problem			3 Approaches tasks with flexibility and inventiveness			1 Interacts easily with one or more children			2 Interacts easily with familiar adults			3 Participates in the group life of the class			4 Identifies some feelings and responds to those			
Collection Period	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3			
Blanchert,Morgan																																	
Brenanado,Josh	NY			IP			IP			IP			PRO			PRO			IP			PRO			NA			PRO			PRO		
Chance,Grace	NY			NY			IP			PRO			PRO			PRO			PRO			PRO			NA			PRO			PRO		
Evert,Logan	IP			IP			PRO			PRO			PRO			PRO			PRO			IP			PRO			PRO			PRO		

Print Checklist

The Print Checklist option creates a PDF that shows each child’s final (and optionally preliminary) ratings for each performance indicator in each of the collection periods.

1. Click on **Manage Reports** from the main Page to bring up the list of available reports.
2. Select **Print Checklist** to bring up the report options.
3. Select **Student** or **Entire Class (selecting the entire class will include checklists for all students in the class)**.
4. Select the **Academic Year** and **Grade Level**.

PRINT COMPLETED CHECKLIST

Print for:

Domains to include in report:

Select

Grade Level:

Please select grade

Academic Year:

2013/2014

☐ Include Preliminary Ratings

Submit

Cancel

When you select **Grade Level**, the following screen will appear.

PRINT COMPLETED CHECKLIST

Print for:

Doe, Jane

Grade Level:

Preschool 3

Academic Year:

2013/2014

☐ Include Preliminary Ratings

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

5. Check the box if you wish to include **Preliminary Ratings** and select **Domains** you wish to include in the report.

6. Select **Submit**. This will download a PDF report for that student or class.

The Work Sampling System

P4

5th Edition

Developmental Checklist

Student Name: Morgan Blanchert

Teacher Name: Mary Parker

Date of Report: 11/06/2013

Academic Year: 2013/2014

Page 1 of 60

? denotes a preliminary ✓ denotes a finalized rating

I Personal and Social Development

A Self-Concept

1 Demonstrates self-confidence

Not Yet

In Process

Proficient

Not Applicable

Did Not Observe

2 Shows some self-direction

Not Yet

In Process

Proficient

D Interaction With Others

1 Interacts easily with one or more children

Not Yet

In Process

Proficient

Not Applicable

Did Not Observe

2 Interacts easily with familiar adults

Not Yet

In Process

Proficient

Class Profile

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

1. Click on **Manage Reports** from the main Page to bring up a list of available reports.

2. Select **Class Profile** to bring up the report options.

3. Select the **Grade Level, Rating Period** and **Domain**.

4. Check the box if you wish to include **Preliminary Ratings**.

5. This will populate your report on screen or you can print it by selecting **Print**.

WORK SAMPLING SYSTEM													
Site 30		Mrs. Adams		Help									
Academic Year: 2013/2014													
Grade Level		Period		Domain:									
Preschool 4		I		I Personal and Social Development									
Print													
I Personal and Social Development * denotes a preliminary checklist.													
A Self-Concept		NY	IP	PRO	NA	DNO	No Response						
1 Demonstrates self-confidence		2 students Grace Chance Josh Brenanado	2 students Logan Evert Ruby Malloy	1 student Jax Penfield*	0 students	1 student Olive Lenen	1 student Morgan Blanchert						
2 Shows some self-direction		1 student Grace Chance	2 students Josh Brenanado Logan Evert	2 students Jax Penfield* Ruby Malloy	0 students	1 student Olive Lenen	1 student Morgan Blanchert						
B Self-Control													
1 Follows simple classroom rules and routines		0 students	2 students Grace Chance Josh Brenanado	3 students Jax Penfield* Logan Evert Ruby Malloy	0 students	1 student Olive Lenen	1 student Morgan Blanchert						

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Class Outcomes Reports

An Outcomes Report is an aggregate report of class performance or progress that is based on data recorded in the 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 child’s IEP/IFSP status), which makes the report extremely useful in identifying trends across the year. To generate an Outcomes Report:

- 1. Click on **Manage Reports** from the main Page to bring up a list of available reports.
- 2. Select **Outcomes Reports** to bring up the report options.
- 3. Give your report a **Title**.
- 4. Select the **Report Type** from the drop-down menu.
- 5. Select the **Grade Level**.
- 6. Select how you would like the report grouped.
- 7. Select what **Domains, Periods** and **Classes** you want to include.
- 8. Select **Submit**. This will download a PDF report.

