WISEdata: Basics of Reporting Roster

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WISCONSIN DEPARTMENT OF
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Today we will...

- Learn the basics of WISEdata Roster reporting!

- Look at roster-related data elements

- Verify data in WISEdata Portal and WISEdash For Districts

- Talk about common errors

- Answer your questions

- While it will be touched upon, there won't be a focus on CTE data

There's a lot to cover, so let's get started!

What Is "Roster"?

In WISEdata, Roster refers to coursework information, data about students and teachers associated with the courses, and the location of where courses are taught.

Why Collect Roster Data?

- Several state statutes require the reporting of data that falls under the WISEdata Roster umbrella.
- Roster data is used in the creation of School and District Report Cards.
- Advanced coursework information is required for federal data reporting.
- World languages are required to be offered to students in grades 7-12. Roster data is used for year-to-year comparisons to capture changes in world language participation over time.
- Roster data is a component of the Civil Rights Data Collection (CRDC), and DPI provides partial data files to districts to help complete this federal data collection.
- Roster data is used for CTE and Carl Perkins purposes.

Roster Requirements In A Nutshell

- Roster data reporting is required for all grade levels 3K, 4K, and KG through grade 12.
- Roster data is NOT required for grade level PK.
- Roster should be reported for all Primary enrollments.
- Roster should be reported for Non-Primary Coursework enrollments.
- Roster should NOT be reported for Non-Primary PPP enrollments.
- Roster should NOT be reported for homeschooled or private school students who take up to two classes in your district.
- Tutoring activities should not be included in the Roster data submission.

Data Elements: Courses

Courses

Courses refer to the classes that students take throughout their school day.

- All courses are associated with identifying codes– SCED code, Roster code and local course code.
- Use the Course listing created by DPI to select the appropriate course codes for submission.
- The Course listing can be searched or downloaded from the Courses data elements page.

Data Elements: SCED

Courses

What is SCED?

- System created by the U.S> Dept. of Ed's National Center For Education Statistics (NCES)
- The first five digits of a SCED identifier are referred to as the SCED Course Code.
- The first two digits of the code represent the Course Subject Area.
- The next three digits identify the Course Number within the Course Subject Area.

Source: National Center For Education Statistics

Data Elements: Course Subject Area

Courses

What is SCED?

- *Course Subject Area* – the intended major subject category of the course. Each Course Subject Area is represented by a two-digit code. The categories are intended to include the full spectrum of courses offered in schools.

Data Elements: Course Number

Courses

What is SCED?

- *Course Number* – the three-digit number that distinguishes a course within a Course Subject Area. These numbers carry no meaning by themselves, apart from four Course Numbers reserved for courses included in each Course Subject Area:
  - 995—Course Subject Area—Aide
  - 997—Course Subject Area—Independent Study
  - 998—Course Subject Area—Workplace Experience
  - 999—Course Subject Area—Other

Data Elements: Subject Area + Course Number

Courses

What is SCED?

SUBJECT AREA   COURSE NUMBER

Source: [National Center For Education Statistics](#)

Data Elements; Rigor

Courses

What is SCED?

- Course Level is the course's level of rigor or difficulty:
    - B=Basic or remedial. A course focusing primarily on skills development, including literacy in language, mathematics, and the physical and social sciences. These courses are typically less rigorous than standard courses and may be intended to prepare a student for a general course.
    - G=General or regular. A course providing instruction in a given subject area that focuses primarily on general concepts appropriate for the grade level. General courses typically meet the state's or district's expectations of scope and difficulty for mastery of the content.
    - E=Enriched or advanced. A course that augments the content and/or rigor of a general course but does not carry an honors designation.
    - H=Honors. An advanced-level course designed for students who have earned honors status according to educational requirements. These courses typically include additional content not found in general courses and are formally designated as honors courses.
    - X=No specified level of rigor. The notion of rigor may not be appropriate for some courses; survey or interest courses that expose students to a variety of subjects and study hall are examples.

Source: National Center For Education Statistics

Data Elements: Decision Diagram

Courses

What is SCED?

- Course Level is the course's level of rigor or difficulty.
- Roster Course Rigor Level Decision Diagram: For help in determining course rigor level assignment, view this decision diagram.

Source: National Center For Education Statistics

Data Elements: Subject Areas 1-4

Courses

What is SCED?

- Subject Areas

01	English Language and Literature
02	Mathematics
03	Life and Physical Sciences
04	Social Sciences and History

Source: National Center For Education Statistics

Courses

What is SCED?

- Subject Areas

05	Visual and Performing Arts
07	Religious Education and Theology
08	Physical, Health, and Safety Education
09	Military Science
10	Information Technology

Source: National Center For Education Statistics

Data Elements: Subject Areas 11-15

Courses

What is SCED?

- Subject Areas

11	Communication and Audio/Visual Technology
12	Business and Marketing
13	Manufacturing
14	Health Care Sciences
15	Public, Protective, and Government Services

Source: National Center For Education Statistics

Data Elements: Subject Areas 16-20

Courses

What is SCED?

- Subject Areas

16	Hospitality and Tourism
17	Architecture and Construction
18	Agriculture, Food, and Natural Resources
19	Human Services
20	Transportation, Distribution and Logistics

Data Elements: Subject Areas 21-24

Courses

What is SCED?

- Subject Areas

21	Engineering and Technology
22	Miscellaneous
23	Non-Subject-Specific
24	World Languages

Source: National Center For Education Statistics

Sequence of Course

The order number when a course section is part of a sequence of multiple course parts.

- This sequence number is always required.
- If the course has only one part, the value of this Section should be 1.

Data Elements: Term

Term Descriptor

The term length of a session during the school year (e.g., First Quarter, Second Semester, Third Trimester).

- Simply denotes when a class session takes place.
- This value may or may not coincide with the grading period values.
- Term Descriptor can vary by district, school, and/or grade level.

Data Elements: Begin and End Dates

Session Begin and End Date

Defines the specific time span of the term.

- Collected are the day, month, and year of the first and last day of the session.

Data Elements: Unique Section Code

Unique Section Code

Unique Section Code is a unique identifier for the section that is defined by the classroom, the subjects taught, and the instructors who are assigned.

- Sections represent a setting in which organized instruction of course content is provided, in person or otherwise, to one or more students for a given period. This is collected at the school level.
- A course offering may be offered to more than one section.
- This code is always required.

Data Elements: Local Course Code

Local Course Code

The LEA-assigned local code that identifies the organization of subject matter and related learning experiences provided for the instruction of students.

- This data element links a course to a particular subject matter and curriculum.
- Defined locally by the district.

Data Elements: Local Course Title

Local Course Title

The descriptive name given to a course of study offered in the school, if different from the SCED Course Title.

- This data element links a course to a particular subject matter and curriculum.
- Defined locally by the district.

Data Elements: Roster Code

Roster Code

A WISEdata code that corresponds to a SCED code, sometimes referred to as the DPI Course Code.

Example:

Roster Code	Title	Subject Area	Rigor Level	SCED 9
10118	Business Mathematics	2	Honors	02154H

Student Section Association Begin and End Date

Student Section Association connects a student to a section and gathers information about the course in which the student is enrolled.

- Collected are the day, month, and year of the student's entry or assignment to the section.
- The begin and end dates on the student section association should fall within the enrollment period.
- Begin date is always required; end date is required once the student has exited the section.

Data Elements: Staff Dates

Staff Section Association Begin and End Date

Staff Section Association connects a staff member to a section and gathers detailed information about the staff member's link to a course section.

- Collected are the day, month, and year of the staff member's entry to or exit from the section.

Data Elements: Position

Classroom Position Descriptor

Defines the type of position the staff member holds in a specific class/section.

- The value must apply to the teacher's role in the classroom.
- The value is required.
- Codes and descriptions are available on the Classroom Position Descriptor data elements page.

Entity ID

Entity ID is a ten-digit DPI-assigned Educator File Identification Number.

- The value is required for staff with assignments that require a license.
- Entity ID is found included with the staff member's WISEid.

Local Person ID

Local Person ID is a unique field used by an agency to cross-reference and join a local system's person ID to the state system's WISEid.

- The value is required.
- Assigning a Local Person ID allows a district to "claim" or link the district to that person.
- A person's unique WISEid record is shared among any district associated with that staff member; therefore, in order to send data for a particular person from your district, a Local Person ID must be assigned.
- Staff members who need to be associated to a section in Roster are also required to have Local Person IDs assigned. Schools must assign staff both a WISEid and Local Person ID to properly pull into WISEdata for Roster.
- Local Person ID is also used for students.
- Social Security Numbers should never be used as Local Person IDs, nor should any other personally identifiable information.

Local Person ID

Teaching and other classroom staff who need to be associated to a classroom require a WISEid record with a Staff Local Person ID associated with it before they can send staff Roster records through to WISEdata.

- Staff and staff-to-district relationship data flows from WISEid to WISEdata nightly at 5:00 p.m. via a database job or when manual validation is triggered by a user in the WISEdata Portal.
- Most Local Person ID issues can be resolved by consulting the Local Person IDs & Their Relationship to Roster knowledge base article.

Medium of Instruction Type

Defines the media through which teachers provide instruction to students and how students and teachers communicate about instructional matters.

Some examples:

- Face-to-face instruction
- Distance Learning (other than online)
- Virtual/On-line Distance learning
- Independent study

Codes and descriptions are available on the Medium of Instruction Type data elements page.

Grading Period Begin and End Date

The dates of the first day and the last day of the grading period.

- Collected are the day, month, and year of the first and last day of the session.
- These dates should fall within the school year.

Grading Period Descriptor

Defines the name of the grading period during the school year in which the grade is offered (e.g., First Quarter, Second Semester, Third Trimester).

- School districts may monitor and report grades differently, so select the grading period that most closely aligns with how often/when you record grades.

Codes and descriptions are available on the [Grading Period Descriptor data elements](#) page.

Attempt Status Descriptor

Indicates whether a student has been enrolled in a section for the minimum amount of time to receive an outcome. In other words, should WISEdata be expecting to see a grade submitted?

- Sufficient: Indicates that a student has been enrolled in the section for the minimum amount of time to receive an outcome. If Sufficient is sent for a student in grade 9-12 you must also submit a grade for the student.
- Insufficient: Indicates that a student has not been enrolled in the section for the minimum amount of time to receive an outcome for the course. For example, use Insufficient when a student withdraws from a course before the minimum amount of time required to receive an outcome, or exits enrollment before that time.

Attempt Status Descriptor

- For most student information system (SIS) options, attempt status is scripted and does not need to be submitted manually. If you're unsure whether you need to enter and submit this value yourself, contact your SIS vendor.
- Final grades are only required for students in grades 9-12. However, you should still submit this data element as usual for students in grades below 9-12.
- If a student withdraws from a section, then later rejoins and receives a grade, two section associations are submitted for the student, each with a separate begin and end date. The first should have an attempt status of Insufficient, and the second should have an attempt status of Sufficient.

Performance Base Conversion Type

Describes the assessment of the student's performance, such as pass, fail, or incomplete.

- Required for students in grade levels 9-12 and enrolled in Roster, Career and Technical Education (CTE), and College and Career Ready (CCR) courses.
- Performance Base Conversion Type converts grades into a pass, fail, or incomplete delineation as part of the tracking of Career and Technical Education (CTE) and College and Career Ready (CCR) program and Roster courses.

Performance Base Conversion Type

Code	Short Description	Description
P	Pass	Passing grade earned for coursework based on local standards and policy.
F	Fail	Failing grade earned for coursework based on local standards and policy.
N	Not Completed	No grade earned for a course in which a grade may be earned. The student is ineligible to receive a grade earned or course credits.
NG	Not Graded	Coursework for which no grade(including pass/fail) may be earned.

Data Elements: Letter Grade

Letter Grade Earned

The final or interim (grading period) indicator of a student's performance in a class as submitted by the instructor.

- This data field is optional free text for courses.
- DPI strongly encourages districts to submit this data for the benefit of working with third party systems to which districts may feed this data.

Data Elements: Numeric Grade

Numeric Grade Earned

The final or interim (grading period) indicator of a student's performance in a class as submitted by the instructor.

- This data field is optional free text for courses.
- DPI strongly encourages districts to submit this data for the benefit of working with third party systems to which districts may feed this data.

WISEdata Programs

In WISEdata, Programs are codes that provide additional information to Roster data reported in sections.

- Programs, such as Dual Enrollment and World Language, are collected with a specific code set for each.
- Each program can be submitted only through one section.
- If more than one program applies to one course, avoid dual reporting by selecting the program that best fits the course.
- Programs can vary by school year. Complete lists are posted on the Programs data elements page.

Dual Enrollment Programs

A Dual Enrollment program is one through which high school students have enrollment in both high school and college and earn both high school and college credit.

- Dual credit classes can be taken through Technical Colleges, the UW System colleges, tribal colleges, and/or the Private colleges under WAICU.

Program Type Short Description	Program Type Description	Program Name
Dual Enrollment Program	Dual Enrollment Program	College Course with UW System
Dual Enrollment Program	Dual Enrollment Program	College Course with WI Private College
Dual Enrollment Program	Dual Enrollment Program	College Course with WI Technical College
Dual Enrollment Program	Dual Enrollment Program	College Course with WI Tribal College
Dual Enrollment Program	Dual Enrollment Program	High School Course with UW System
Dual Enrollment Program	Dual Enrollment Program	High School Course with WI Private College
Dual Enrollment Program	Dual Enrollment Program	High School Course with WI Technical College
Dual Enrollment Program	Dual Enrollment Program	High School Course with WI Tribal College
Dual Enrollment Program	Dual Enrollment Program	Out-of-state Dual Enrollment

Dual Enrollment Programs

Dual Enrollment is associated with the Early College Credit Program, meaning that Dual Enrollment is associated with college credits earned by high school students taking classes at institutions of higher learning, not college credits earned through advanced placement (AP) or international baccalaureate (IB) classes taken within a high school setting.   AP and IB courses cannot be associated with a Dual Enrollment program.

World Language Programs

World Language Courses are domestic courses of study in languages other than English.

- Note that a World Language course code without the Program association will not register as a World Language course in WISEdata.

Program Type Short Description	Program Type Description	Program Name
World Language Program	World Language Program	EXWL - Exploratory World Language Program
World Language Program	World Language Program	ESWL - Elementary School World Language Program
World Language Program	World Language Program	CBWL - Content-Based World Language Program
World Language Program	World Language Program	DLTW-WL - Two-Way Dual Language Education Program World Language Cohort
World Language Program	World Language Program	DLDB-HL - Dual Language Education - Heritage Learners
World Language Program	World Language Program	WLSL - Secondary Level World Language Program
World Language Program	World Language Program	HLWL - Heritage Learner World Language Program
World Language Program	World Language Program	AIWL - American Indian Language Program
World Language Program	World Language Program	FWLS - Facilitated World Language Study Program

WISEdata Portal

Roster data can be verified in WISEdata Portal using the School Roster Details screen or using export files.

School Roster Details

The Roster School Details page provides a school-level look at the state of your Roster data as it has come from your local SIS to WISEdata. You may select filters to narrow down the type of course work data you'd like to view.

Documentation is available on the WISEdata Portal School Roster Details Page.

School Roster Details

Filters

Year	School Type	Schools *	Term Type *
2022 - 2023	All School Types	Select School	Select Term
Program Type	**Program**	**LocalCourseCode**	
All	All		Reset

Data Verification [3]

School Roster Details

	Term Descriptor	Session Begin Date	Session End Date	Section Identifier	Local Course Code	Local Course Title	Sequence of Course	CTE Course	Course Code	Student Count	Staff Count
▶	1st Semester	9/1/2021	1/17/2022	40-104-2-21122	104	English	1	false	10601	4	1
▶	1st Semester	9/1/2021	1/17/2022	40-104-3-21124	104	English	1	false	10601	2	1
▶	1st Semester	9/1/2021	1/17/2022	40-104-5-21185	104	English	1	false	10601	4	1
▶	1st Semester	9/1/2021	1/17/2022	40-110-1-20156	110	English 9	1	false	10630	21	1
▶	1st Semester	9/1/2021	1/17/2022	40-110-2-20157	110	English 9	1	false	10630	20	1
▶	1st Semester	9/1/2021	1/17/2022	40-110-3-20158	110	English 9	1	false	10630	23	2
▶	1st Semester	9/1/2021	1/17/2022	40-110-VL-21333	110	English 9	1	false	10630	1	2
▶	1st Semester	9/1/2021	1/17/2022	40-114-1-20162	114	Speech	1	false	10443	18	1
▶	1st Semester	9/1/2021	1/17/2022	40-114-2-20163	114	Speech	1	false	10443	16	1
▶	1st Semester	9/1/2021	1/17/2022	40-114-VL-21206	114	Speech	1	false	10443	2	3

Data Verification 4

School Roster Details

1st Semester	9/1/2021	1/17/2022	40-140-VL-21321	140	English 12	1	false	10583	1	2

Section Details

ClassroomIdentificationCode: **Rigor Level:** General or Regular   **AP/IB:**

ClassPeriods: **Career Pathways:**   **Programs:**

Students

Wise Id	First Name	Last Name	Section Begin Date	Section End Date	Action
			9/13/2021	1/14/2022	Details

Staff

WiseId	First Name	Last Name

Export Files

Export files are available in CSV spreadsheet format. These exports display details about the data that has been sent to WISEdata.

HINT: Remember to Queue Import & Validation if needed.

Data Verification 6

Export Files

Roster	Student Section Associations	All the student elements of the section. This association indicates the course sections to which a student is assigned.	Download	Definitions
Roster	Student Section Associations without Grades	Student section records without grades	Download	Definitions
Roster	Sections Missing Staff	This export includes records at the school level, including the number of students and staff information associated with the course. A single logical section will appear multiple times. The export displays records with sections but no staff.	Download	Definitions
Roster	Staff Section Associations	All the staff information associated to the section. The export includes Classroom Position, Medium of Instruction, Dual Enrollment and World Language.	Download	Definitions
Roster	Course Offerings	Course offering records at the school level, including the number of students and staff associated to the course via a student or staff section association. A single logical section will appear multiple times.	Download	Definitions
Roster	Roster Sections - Grades/Marks	Grade / mark records for each student. Only one grade record per student is expected for a logical section.	Download	Definitions
Roster	Course Transcript	Course Transcript is the final record of a student's performance in their courses at the end of a semester or school year.	Download	Definitions

Microsoft Excel
ma Separated Valu

WISEdash For Districts

Roster data can be verified in WISEdash For Districts, in both the Topics and Snapshot sections.

Data Verification ₉

Student Participation Count Snapshot Dashboard

Arts Student Participation - Current View

Also available:
Advanced Credit Opportunities Outcome Count

2021-2022 Arts Student Participation - Current View

Configuration	Function	Measure	Render As
Default ▼	Sum ▼	Students ▼	⦿ Table

Save **Delete**

Available data

SPED ☰

EL ☰

Econ ☰

Columns

Arts Type ☰

Rows

ARTS TYPE ⇕	Visual Arts	Music	Other Arts	Theater	Totals
Totals	379	349	9	17	754

Some Common Validations
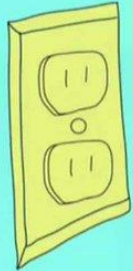
Error 6771: Long Text

Student in Grade level 9-12 performance base conversion Type is not submitted for Final Grade

• Long Text: Student in Grade level 9-12 is enrolled in a course and Grades record is submitted for that course, but Performance Base Conversion Type (Course Completion status) is NULL. If a student has primary enrollments and non-primary coursework enrollments, and any primary enrollment has grade level 9 to 12 and the non-primary coursework enrollment school submitted Roster then, the non-primary school of enrollment will be required to submit data elements as if the grade was 9 to 12 regardless of the grade level in the non-primary enrollment SSA.

Error 6771

Student in Grade level 9-12 performance base conversion Type is not submitted for Final Grade

• This error throws when a 9 - 12th grade student enrolled in courses with only a partial submission of grade data.

• First, verify that the student is really in a grade level of 9, 10, 11, or 12 and enrolled in courses at your school. Then check the student's grade information.

• Apparently, the data element Performance Base Conversion Type was submitted to WISEdata with no value. To resolve the error, enter and submit a value for the student's Performance Base Conversion Type.

• For more info, see the [Performance Base Conversion Type data element](#) page.

Warning 6766

This 'Section' is associated to 'Zero' studentSectionAssociations

• Long Text: Some Sections in the noted Term have 'Zero' studentSectionAssociations. Click on the 'Detail' link for more information.

• This rule is scheduled to be turned on January 1st of the school year.

• Rule throws when a section is present in the 'sections' table for a schoolId, but 'Zero' studentSectionAssociations are submitted for that section.

• In other words, the warning displays when you've submitted a course section that doesn't have any students in it as identified by student section associations.

• If you have students in the section, ensure they are linked with a student section association. If the section was available but no students are taking the class during this term, remove/do not report the section to WISEdata.

Warning 6769: Long Text

Enrollment exists for the student, but student has 'zero' studentSectionAssociations

• Long Text: Enrollment exists for the student, but the student has 'Zero' student Section Associations. Acknowledge the warning if the student is with the school but not attending classes for a reason. Follow up with the parents and end the enrollment if student is no longer with the school. If a student is in residential facility, then district is responsible for submitting roster data from the RCC. If the RCC is a private school then all the courses can be mapped to courses like Math, Science etc. If the RCC is not a private school, then the student is taking courses is a public district somewhere. RCCs which are private schools are so specific for reporting to WISEdata by the district is it because they are defined by and controlled by specific Wisconsin State Statute. If a student passed away, then change the enrollment exit type to DE.

Warning 6769

Enrollment exists for the student, but student has 'zero' studentSectionAssociations

- This warning displays when a student has an active enrollment in your district, but no student Section Associations have been reported. It doesn't appear to WISEdata that the student is enrolled in any classes.
- How to fix:
  - Verify that the student is truly enrolled in your district.
  - If the student is enrolled, figure out in which classes and submit the appropriate Roster course work data, including student Section Associations.
  - If the student is no longer enrolled, enter the appropriate exit data and submit to WISEdata.

Errors 7048, 7049, 7050

7048: **Student section exists for non-primary enrollment but primary enrollment is missing**
7049: **Grade information exists for non-primary enrollment but primary enrollment is missing**
7050: **Program association exists for non-primary enrollment but primary enrollment is missing**

- These errors throw when Roster information exists for a non-primary enrollment, but there is no corresponding primary enrollment.
- Roster data may be submitted for non-primary Coursework enrollment, but a primary enrollment must also exist.
- The non-primary and primary enrollments need not be in the same school or district.
- Remember: Roster should NOT be reported for homeschooled or private school students who take up to two classes in your district.
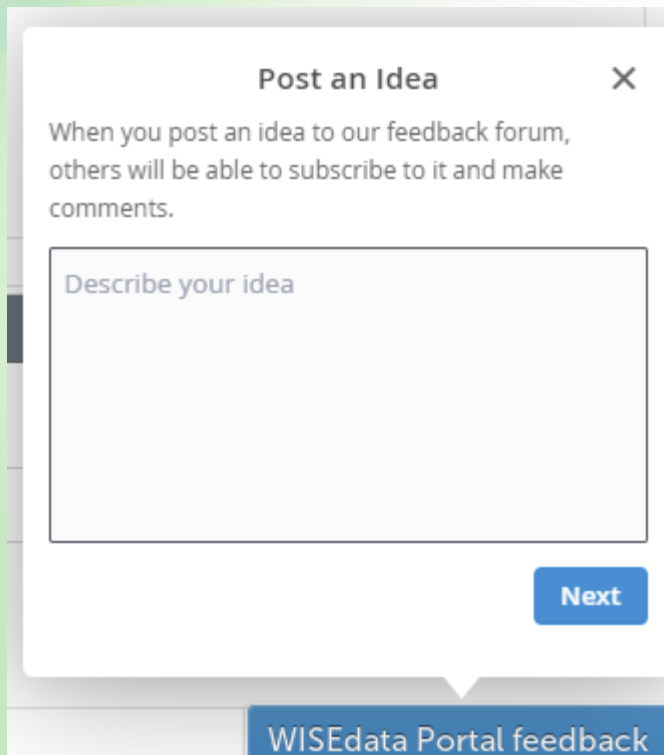
Helpful Resources [1]

- [Documentation Of The SCED Classification System](): information from the U.S. Department of Education
- [DPI Courses data elements](): search or download list of courses, review details about courses, read FAQ's
- [Roster: Info, Help and FAQ](): a wealth of Roster documentation, including FAQ's, use cases and unusual scenarios

Helpful Resources

- [WISEdata Help](#): links to WISE help pages and useful resources

- [Data Elements](#): list of links to all WISEdata data elements and their descriptions, uses, and codes

- [Knowledge Base articles](#): useful articles on validations and other related topics

- [Info for Schools](#): basics of getting started with WISEid

- [Google+ Community](#): WISEdata community to view and post questions and comments to fellow users

- [WISEdata Events Calendar](#): View deadlines, trainings, webinars, etc.

Giving Feedback

• Within most DPI applications you can provide feedback directly, enter a new suggestion, and vote on suggestions made by other people.

https://feedback.dpi.wi.gov/

Thank You!