

WISE Website Workshop

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CST - Technical Writer

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WISCONSIN DEPARTMENT OF
Public Instruction
Jill K. Underly, PhD, State Superintendent

Introduction

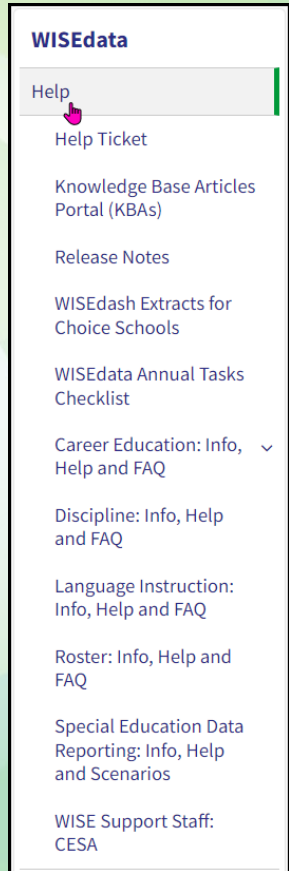
- **Session Goals:**
 - To share available, online resources from DPI
 - To share when each resource is most useful
 - To Bookmark or Not to Bookmark? How to find pages if/when URLs change
 - How to Create a Winning Help Ticket

Overview

- **CESA Support**
- **WISEdata Help & “Info, Help and FAQ” pages and Application Help pages**
- **Release Notes and Data Element pages**
- **Checklist pages**
- **KBAs & Notifications portals**
- **Training and Community Resources**
- **The Help Ticket**
- **Search Tips: Finding what you need, when you need it**

The WISEdata Help Page & Menu

- A pretty spiffy “one-stop-shop: wisedata/help
- Houses many of the links discussed today
- CESA Support Staff
- Info, Help and FAQ pages
- Uncommon Scenarios
- User Guides
- WISEclassroom



The screenshot shows a vertical menu titled "WISEdata". The "Help" option is highlighted with a grey background and a pink mouse cursor. Below "Help" are several menu items: "Help Ticket", "Knowledge Base Articles Portal (KBAs)", "Release Notes", "WISEdash Extracts for Choice Schools", "WISEdata Annual Tasks Checklist", "Career Education: Info, Help and FAQ" (with a dropdown arrow), "Discipline: Info, Help and FAQ", "Language Instruction: Info, Help and FAQ", "Roster: Info, Help and FAQ", "Special Education Data Reporting: Info, Help and Scenarios", and "WISE Support Staff: CESA".

WISEdata

- Help
- Help Ticket
- Knowledge Base Articles Portal (KBAs)
- Release Notes
- WISEdash Extracts for Choice Schools
- WISEdata Annual Tasks Checklist
- Career Education: Info, Help and FAQ
- Discipline: Info, Help and FAQ
- Language Instruction: Info, Help and FAQ
- Roster: Info, Help and FAQ
- Special Education Data Reporting: Info, Help and Scenarios
- WISE Support Staff: CESA

CESA Support

CESA: WISE Support Staff

WISE CESA Support Staff



WISEsupport staff are CESA employees contracted by DPI to provide first-tier support for WISEdata help tickets. They can help resolve errors and warnings, investigate data discrepancies with school staff as needed, and answer basic questions about [WISEdata Portal](#).

Note: WISEdata Portal can sometimes get confused with WISEdash. WISEdata Portal is the application used to verify that data is pushed

from your school information system (SIS) to the DPI via the WISEdata API. WISEdash is a data portal that uses "dashboards," or visual collections of graphs and tables, to display data obtained from the WISEdata Portal. [WISEdash](#) provides multi-year education data about and submitted by Wisconsin schools. If you do need assistance with WISEdash, work with your local WISEExplore support member. Many resources can be found on the [Help for WISEdata, WISEid, WISEstaff](#) page.

We encourage you to connect with your CESA WISEsupport staff to help resolve your WISEdata help ticket needs. Not sure in which of the CESA you're in? Visit the [School Districts by CESA](#) webpage or download the [CESA map](#) pdf to help determine which CESA WISEstaff Support person (listed below) to contact:

- wisedata/help/CESA-support
- CESA, name & email
- Updated regularly
- Not the same as the WISEExplore support staff
- Use if/when you need help with WISEdata

WISEdata: Help page

WISEdata / HELP FOR WISEDATA, WISEID, WISESTAFF

Help for WISEdata, WISEid, WISEstaff

Help Pages

- [WISE Home page](#)
- [WISEdata Portal Help](#)
- [WISEDash for Districts](#)
- [WISEDash Public Portal](#)
- [WISEhome Information Page](#)
- [WISEid: Info, Help and User Guide](#)
- [WISEstaff: Info, Help and User Guide](#)
- [Career Education: Info, Help and FAQ](#)
- [Language Instruction: Info, Help and FAQ](#)
- [Special Ed: Info, Help and Scenarios](#)
- [Discipline: Info, Help and FAQ](#)
- [Roster: Info, Help and FAQ](#)
- [Snapshot Preparation Guidance](#)
- [Uncommon WISEdata Situations](#)

Training & Support Links










- [WISEadmin](#)
- [WISEclassroom](#)
- [Data Elements](#)
- [Release Notes](#)
- [Notification Portal](#)
- [WISEdata Validation Rules](#)
- [Knowledge Base Articles \(KBAs\) Portal](#)
- [WISEid and WISEstaff Bug & Deficit List](#)
- [New Choice Schools to WISEdata](#)
- [WISEDash About the Data](#)
- [WISEsecure User Roles](#)
- [Submit a Help Ticket](#)
- [Submit Feedback](#)

- **Info:** on what to submit and how submitted data is used
- **Help:** on a broad range of aspects per topic, including resource links & the Help Ticket page
- **FAQ:** covering common & uncommon data submission scenarios

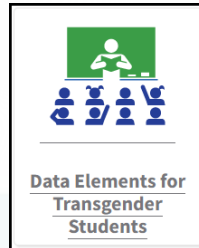
Speaking of Uncommon Situations...

Reporting Uncommon WISEdata Situations

Index of Pages

 <p><u>Non-Traditional WISEdata Situations</u></p>	 <p><u>Students Receiving Off-Site Services</u></p>	 <p><u>Students Taking Up to Two Classes</u></p>
 <p><u>Parentally-Placed Private Students</u></p>	 <p><u>Students in a State School</u></p>	 <p><u>Students Attending a CCDEB</u></p>
 <p></p>	 <p></p>	 <p></p>

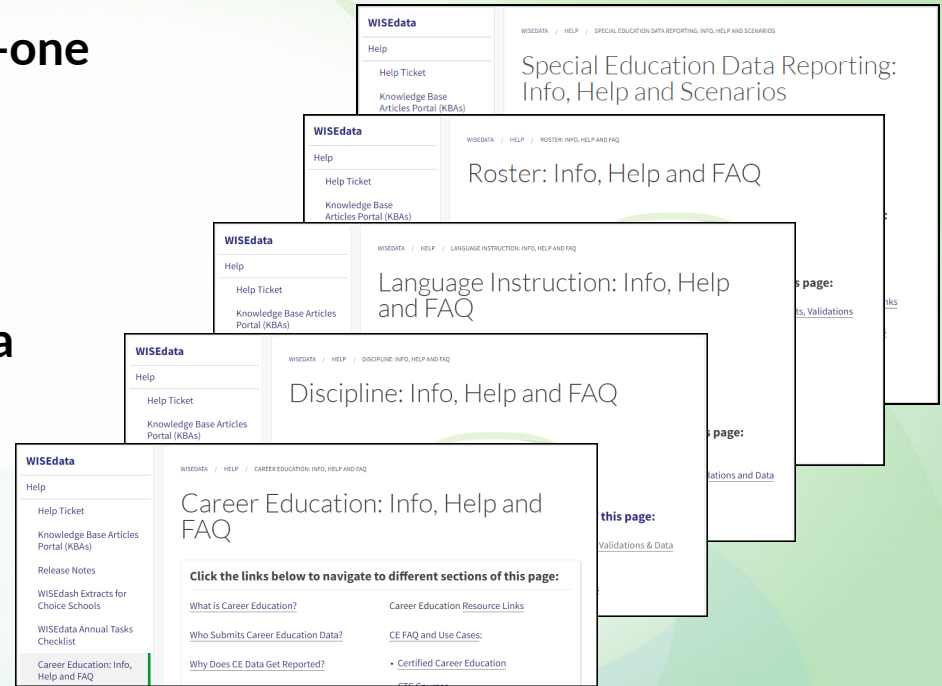
- wisedata/help/portal/uncommon-situations



- Timely and unique scenarios
- Context to the data
- Details for data reporting
- Use if/when you have unusual circumstances around data reporting – L2 validations

WISEdata: Info, Help and FAQ pages

- Formerly separate pages, now all-in-one
- All have been updated (2022)
- All reviewed by SMEs
- Use if/when you need clarity on data

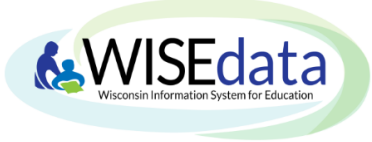


Application User Guides

- Available for WISEadmin, WISEdata/WISEdata Portal, WISEdash Public, WISEdash for Districts, WISEhome/WISEsecure, WISEid/WISEstaff, and School Directory
- WISEgrants Technical Assistance
- The Special Education Team

WISEdata User Guide

WISEdata



Click the links below to navigate to different sections of this page:

What is WISEdata?	WISEdata Resource Links
WISEdata Annual Tasks Checklist	Why Use WISEdata?
Acknowledgement of Data Submission	WISEdata Portal & WISEdata API page
WISEdata Conference	WISEdata Use Cases (Ed-Fi documentation)
WISEdata Events Calendar	Help Ticket
WISEdata Portal - login via WISEhome	

What is WISEdata?

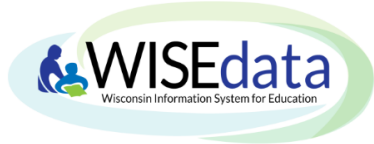
WISEdata is a multi-vendor, open data collection system that allows school districts, charter schools, and private schools participating in a parental Choice program to submit data to the Department of Public Instruction (DPI) from the student information system (SIS) vendor of their choice.

WISEdata can do this because it uses an Application Processing Interface (API). This software

- <https://dpi.wi.gov/wisedata>
- Managed by:
- Customer Services Team (CST)
- Use if/when you're pretty new, as this page provides a general layout

WISEdata Public Portal User Guide

WISEdata Portal and API Help



Click the links below to navigate to different sections of this page:

[What is WISEdata Portal?](#)

[WISEdata Validations](#)

[WISEdata Portal - login via WISEhome](#)

[WISEdata Portal Resource Links](#)

[Data Submission Process](#)

[WISEdata Portal FAQ and Use Cases](#)

[Data Flow](#)


[Help Ticket](#)

What is WISEdata Portal?

The WISEdata Portal (WDP) application is used to verify that data is pushed from your school information system (SIS) to DPI via the WISEdata API.

What is "API"?

API stands for Application Programming Interface. It is a software application that allows DPI's data warehouse to 'communicate' with the many different School Information System (SIS) vendors used by schools across the entire state of Wisconsin. The software used for this is called Ed-Fi Credential, sometimes referred to in shortened form as 'Ed-Fi' or 'Ed Cred'. Visit the [Ed-Fi Credential Application web page](#) for more information. This page and others containing more detailed information about Ed-Fi Integration can be found nested under '[Info for Vendors](#)' on the WISEdata left-hand menu.

- [wisedata/help/portal](https://www.wisedata.com/help/portal)
- Managed by:
- Customer Services Team (CST)
- Use if/when you're pretty new to stuff. This page sticks to information about the integration of your LEA's SIS to DPI's WISEdata
-  Link to the User Group agenda (Resources)

WISEdash Public Portal Help page



WISEdash Help



Click the links below to navigate to different sections of this page:
[Quick Start Video](#) [User Guides](#) [Popular Help Pages](#)

WISEdash Public Portal 3-Minute Quick Start Video



Watch on  YouTube

User Guides



- [wisedash/help](https://www.wisconsin.gov/education/wise/wisedash/help)
- Managed by:
- Data Warehouse and Decision Support (DWDS) Team
- Use if/when you are preparing for snapshots since WISEdash shows LEAs the data the DPI has. LEAs must make adjustments in the SIS to change what is reflected on WISEdash.

WISEdash Public About the Data pages

WISEdash Public Portal

WISEDASH PUBLIC PORTAL / WISEDASH / ABOUT THE DATA: HOME

WISEdash - About the Data: Home

About the Data Pages for WISEdash Public Dashboards

This page displays a collection of all About the Data pages available to help analyze the data presented on the current WISEdash Public dashboards. This includes a collection of both current About the Data pages, and historical about the data pages for dashboards that no longer appear on WISEdash.

Click the links below to navigate to different sections of this page:

[Dashboard ATD pages](#) [Dashboard Data File Downloads](#)

[Other Dashboard Support pages](#) [Application Support for WISEdash Public](#)

Current Dashboard About the Data Pages

Click the links below to view the "About the Data" pages for each of the current WISEdash Public Portal Dashboards.

[ESSA: About the Data](#)

WISEdash (Public Portal) About the Data Home: Overview (coming soon!)

Coursework

[Career Tech Ed](#)

Coming soon!

Digital Equity

[Digital Equity: \(coming](#)

Coming soon!

School Information

[Rev. Russell Evers](#)

Coming soon!

- wisedash/about-data
- Managed by:
- Data Warehouse and Decision Support (DWDS) Team
- Use if/when you are preparing for snapshots
- WISEdash Public portal does not contain PII

WISEdash Districts About the Data pages

Districts - About the Data

Click the About the Data Pages by Topic links below to navigate to different sections of this page:

[Assessments](#)

[Early Warning](#)

[Advanced Analysis](#)

[Enrollment](#)

[Attendance \(CCREWS, DEWS and Dropouts\)](#)

[Graduation](#)

[Discipline](#)

[Growth](#)

[Digital Equity](#)

[Snapshot Dashboards](#)

[Student Profile](#)



Assessments

- [ACCESS](#)
- [The ACT®](#)
- [ACT Aspire](#)
- [ACT WorkKeys](#)



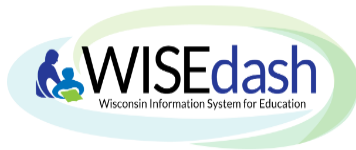
Snapshot Dashboards

- [Snapshot Landing page](#)
- [Attendance Dashboard Snapshot](#)
- [Career Education and Coursework Dashboard Snapshot](#)

- wisedash/districtcs/about-data
- **Managed by:**
- Data Warehouse and Decision Support (DWDS) Team
- Use if/when you are preparing for snapshots. WISEdash for Districts does contain PII.

WISEdash for Districts FAQ page

WISEdash for Districts: Info, Help and FAQ



Click the links below to navigate to different sections of this page:

[Cohorts](#)

[FAFSA](#)

[Data and Dashboards](#)

[Privacy and Security](#)

Data and Dashboards

1. Where can I find more information about data collected at DPI?

- Please see our Data @ DPI webpage for more information at <https://dpi.wi.gov/wise/data-dpi>.

2. Where does the data in WISEdash come from?

- Data comes from a variety of sources, including what is submitted by your district through WISEid and WISEdata. Please see the "Welcome" tab in WISEdash for Districts for more details.

3. How often will WISEdash information be updated?

- Information from WISEdata is updated nightly in WISEdash. Some data sources are updated a few times a year while others are annual. The current Data Load schedule is on the Welcome tab.

- [wisedash/districts/faq](https://www.wisconsin.gov/wisedash/districts/faq)
- Managed by:
- Data Warehouse and Decision Support (DWDS) Team
- Updated info on here about Cohorts

WISEadmin User Guide

WISEadmin: Info, Help and User Guide



Click the links below to navigate to different sections of this page:

[What is WISEadmin?](#)

[SIS Conversion Guidance](#)

[Cyber Security Alerts](#)

[Snapshot Preparation Guidance](#)

[Immunization Registry](#)

[WISFIP Pupil Count pilot program](#)

[Key Performance Indicators](#)

[WISEadmin Portal - login via WISEhome](#)

[Local Assessment Data Sharing Agreement](#)

[WISEadmin Resource Links](#)

[Membership V Enrollment](#)

[Help Ticket](#)

What is WISEadmin?



WISEadmin is an abbreviated way of referring to the WISEadmin Portal.

WISEadmin Portal is a WISE application, geared towards district administrative staff (i.e., superintendents, directors, principals) as the users.


- [wise/wiseadmin-portal](#)
- **Intro to WISEadmin Portal eLearning**
- **Managed by:**
- **Customer Services Team (CST)**
- **Use if/when you are the District Administrator for Snapshot deadlines and submitting Data Errata post snapshot.**

WISEhome & WISEsecure

WISEhome and WISEsecure Login Information

What is WISEhome?



WISEhome  allows authorized users to access DPI web applications and tools in one location. To access DPI applications, log into WISEhome with a [WAMS ID](#) or a Google account associated with a district email. Request that your agency's administrator grant you access to an application through the WISEsecure system. You can request access to an application through WISEhome.

Click the links below to navigate to different sections of this page:

[Request Access to a WISE Application](#)

[Information for DSAs](#)

[Accessing Applications](#)

[Information for App Administrators](#)

[Google Sign-On Info](#)

Request Access to a WISE Application - Step 1

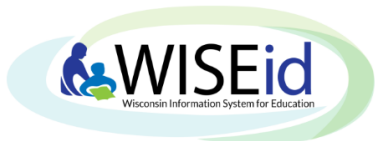
1. Log into [WISEhome](#) using your WAMS ID or your Enterprise Google account.

To gain access to a DPI web application, you will need to request access through WISEhome. All users can gain access to these DPI tools, but the steps to do so are different, depending on your email type and if you have ever created a WAMS account or not. Select the option below that best describes your situation and follow the steps provided.

- [wise/wisehome-info](#)
- **Managed by:**
- **Customer Services Team (CST)**
- **Use if/when staff obtain new or different roles for WISE secure applications. Learn about the difference between WAMS and Google sign-on methods.**

WISEid: Info, Help page

WISEid: Info, Help and User Guide



Click the links below to navigate to different sections of this page:

[What is WISEid?](#)

[Student Identity Integration](#)

[What is a WISEid?](#)

[WISEid Resource Links](#)

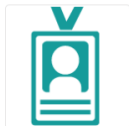
[How Do I Access and Login to WISEid?](#)

[WISEid FAQ and Use Cases](#)

[WISEid: User Guide](#)

[Help Ticket](#)

What is WISEid?



WISEid is a secure web application used to maintain basic demographic information about people in schools. WISEid provides identity management through the assigning of a secure, individual identification number.

Through the use of these unique identification numbers, WISEid aims to prevent some data quality issues, namely duplicate identifiers and mismatched records, in state and federal reports while also enabling detailed data collection/reporting in other WISE applications. In WISEid, you'll work with person records and their ID codes, including Local Person IDs and WISEids.

- [wise/wiseid](#)
- **Managed by:**
- CST and Applications Development – Core Apps Team
- Use if/when you need step-by-step instructions with screenshots for Change Requests, Duplicates or Updating Staff Contact info

WISEstaff: Info, Help page

WISEstaff: Info, Help and User Guide



Click the links below to navigate to different sections of this page:

[What is WISEstaff?](#)

[Resource Links for WISEstaff](#)

[How do I Access/Login to WISEstaff?](#)

[WISEstaff Reporting Information page](#) 

[WISEstaff: Suggestions for Getting Started](#)

[WISEstaff FAQ & Use Cases](#)

[WISEstaff: User Guide](#)

[Help Ticket](#)

What is WISEstaff?



WISEstaff is a secure web application within WISEdata used to maintain required information about school staff members.

The WISEstaff data collection facilitates the collection of agency staff demographic and assignment data. The WISEstaff data is used for multiple purposes and satisfies multiple reporting requirements.

One such requirement is the Annual Agency Certification Audit completed by the DPI Licensing, Educator Advancement and Development (LEAD) Team. More details, including a timeline for the current year's audit, can be found on the [WISEstaff Annual Data Collection page](#).

- [wise/wisestaff](#)
- **HUGE User Guide**
- **Managed by:**
- **CST and Applications Development – Core Apps Team**
- **Use if/when you need a broad overview (site map of User Guide), and to access the weekly User Group agenda**

WISEstaff: User Guide pages

WISEstaff: User Guide

The WISEstaff portal is very nearly identical to the WISEid portal. You should also notice that by clicking on the expander tool (tiny triangle) next to the words WISEstaff in the upper left corner, you can toggle between WISEid and WISEstaff, as some functions in one portal require work to be completed in the other.

Across the top of the WISEstaff portal screen is a dark colored band with the following menu topics:

Home • Home Overview • Data Quality Dashboard • Staff Collection Checklist Staff Collection Checklist Step-by-Step Guide: Use this to complete steps for the Annual Staff Audit. <i>Information on Entity IDs can be found on the WISEstaff Home menu.</i>	Message Center • Message Center Overview • Agency Notifications • Change Requests • Duplicate Merge Requests • Notification Inbox	Person Search • Person Search Overview • Person Search/Edit • Person Edit • Add Contracts • Add Assignments • View License Requirements • Licensing Information • Create Staff • Report Duplicates	Manage Staff Data • Manage Staff Data Overview • Certify Data • Copy Staff Files • Enter Aggregate FTE • Licensing Download • Staff Download • Upload Staff Data • Validate Staff Data • View Upload Results
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Reports • Reports Overview • Admin/Salary Fringe • Aggregate Staff • All Staff • Audit Results • FTE Summary • Salary/Fringe Variance • Salary Report • Staff Corrections Form • Staff List	Resources • Resources Overview • Assignment Code List • Update Contact Info • User Privileges • WISEstaff Feedback	Need Help? • Need Help? Overview • WISEstaff help Ticket • Site Map • User Guide • Get Licensing Help
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WISEstaff: Info, Help and User Guide

WISEstaff: User Guide - Home Menu

WISEstaff: User Guide - Message Center Menu

WISEstaff: User Guide - Person Search Menu

WISEstaff: User Guide - Manage Staff Data Menu

WISEstaff: User Guide - Reports Menu

WISEstaff: User Guide - Resources Menu

WISEstaff: User Guide - Need Help? Menu

- Split by each WISEstaff menu
- Managed by:
 - CST and Applications Development – Core Apps Team
- Use if/when you need step-by-step instructions with screenshots for the Staff Audit, or Entity ID info

WISEstaff Data Collection page

WISEstaff Data Collection: 2022-2023 Reporting Information

[View](#) [Edit](#) [Revisions](#)

• [Clone content](#)



WISEstaff Data Collection and Reporting



This page provides districts with information and changes regarding the WISEstaff application. Members who will be interested in this site include district IT staff, software vendors, business manager/department, human resource director/department, staff responsible for completing the data collection, and district administrators.

Please refer to the [WISEstaff Reference Guide for Administrators](#) for a brief overview of WISEstaff aimed at District Administrators.

For more WISEstaff help, please [view the WISEdata Events calendar](#). You can join our weekly user group calls and ask questions to support staff who will respond directly to your needs.

- wise/wisestaff/data-collection
- **Managed by:**
- CST and Applications Development – Core Apps Team
- Updated each school year
- Use to view the Assignment Code List, and the timeline on Annual Staff Licensing Audit.

WISEgrants, Tech Assist

The screenshot shows the WISEgrants website interface. At the top left, the text 'WISEgrants' is displayed. Below it, there is a section titled 'Federal Grants Management' with a logo for 'WISEgrants Wisconsin Information System for Education'. The main content area is titled 'Technical Assistance' and contains a list of links under the heading 'Using WISEgrants'. Below this list is a section titled 'How to Get Help with WISEgrants' which includes a paragraph about contacting an assigned application reviewer and a sub-section 'Submit a WISEgrants Help Ticket' with instructions on how to use the help ticket system. At the bottom, there is a section titled 'Accessing WISEgrants' which discusses user security roles.

WISEgrants

Federal Grants Management

Technical Assistance

Using WISEgrants

- [How to Get Help with WISEgrants](#)
- [Accessing WISEgrants](#)
- [Completing Necessary Forms](#)
- [Grant Application Guides for 2022-23](#)
- [Budgeting and WUFAR Combinations](#)
- [Submitting a Claim](#)
- [Using the Message Board](#)
- [Managing E-mail Notifications and WISEgrants Administrator Role Changes](#)
- [ESSA LEA Plan](#)
- [Reporting Grant Fraud to DPI or the Office of Inspector General](#)

How to Get Help with WISEgrants

Contact Your Assigned Application Reviewer: If you have questions about program design or allowable costs, contact your assigned reviewer for that specific grant. On the grant application menu, click the Grant Contacts link, in the DPI Contacts section, see the assigned Application reviewer.

Submit a WISEgrants Help Ticket: If you are experiencing something with your application or claim that you think is a bug or otherwise incorrect, or you have a technical support question, please click the blue "submit a help ticket" button to the left to fill out the form. Two guides help to explain how to fill out the form for [Subrecipients](#) or [DPI Staff](#).

Accessing WISEgrants

Users must be granted the appropriate application user security role by their agency to view and work with WISEgrants. WISE applications may be accessed with a professional WISMS ID or a...

- [wisegrants](#)
- [wisegrants/technical-assistance](#)
- **Managed by:**
- **CST and Title 1 Teams**
- **Bookmark if you have access to WISEgrants**

Annual Checklist Page

- wisedata/schools/annual-tasks-checklist
- Start of each school year
- Fall snapshot
- Spring snapshot
- *annotated modifications for Choice reporting

WISEdata Annual Tasks Checklist

WISEdata Annual Tasks Checklist



Data collection helps LEAs measure growth over time. There are a few busy times in every school year where data collection needs to be as accurate as possible: the start of each school year, and during the fall and spring snapshots.

Each year, DPI collects data from WISEdata in multiple collections for snapshots. This page is intended to be a general guide for helping you ensure you complete the necessary tasks and prepare the necessary data elements for each of these collections or snapshots.

Note for Private Choice Schools

On the lists below, some steps or data elements do not apply to private Choice schools. Data elements marked with an asterisk (*) symbol do not need to be submitted by private Choice schools.

Start of Year Tasks

To start off each school year, you'll need to complete several important tasks to prepare for the year's WISEdata collections. These tasks include general SIS preparation, collecting student demographic data, uploading WISEids for students and staff, and ensuring that you and other staff have access to the WISEdata applications they need to perform necessary data collection and data quality tasks throughout the school year.

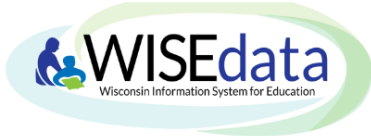
General Preparation



Snapshot page

- wisedata/schools/snapshot-prep
- Full on details
- Updated every school year
- Training and outreach posted for specific needs of Public, Choice and Charter schools
- Link to ATD Snapshot pages
- Data Eratta process provided


Snapshot Preparation Guidance



Click the links below to navigate to different sections of this page:

What is a Snapshot?	Snapshot Preparation Presentation Slides & Webinars
Who Participates in Snapshot?	Snapshot Preparation Webpages and Contacts
Why Do Snapshots?	Snapshot Resource Links
Snapshot Preparation & Timeline	Snapshot FAQs
Snapshot and Data Errata	Help Ticket

What is a Snapshot?



LEAs collect and share data with DPI every day. The data is live, and ever-changing as corrections are made, new information is added and updates are made.

A snapshot is static - it is taken on a predetermined date to capture the data that exists in WISEdash at the time of the snapshot.

In general terms, snapshots are pieces of data that are copied from active, dynamic tables in the DPI Data Warehouse (DW) at a specific point of time to a "permanent" location. The

Release Notes

- wisedata/help/portal/wise-release-notes

- Every two (2) weeks

- WISEdata

- WISEdash

- WISEadmin

- WISEid

- WISEstaff

- Summer webpage update

WISEdata

Help

- Help Ticket
- Knowledge Base
Articles Portal (KBAs)
- Release Notes**
- WISEdash Extracts for
Choice Schools
- WISEdata Annual Tasks
Checklist
- Career Education: Info, Help and FAQ
- Discipline: Info, Help and FAQ

WISEDATA / HELP / WISE APPLICATION RELEASE NOTES

WISE Application Release Notes

WISE Application Release Notes

This page includes release notes for the latest production releases of WISEdata, WISEid, WISEstaff, and other WISE applications such as WISEadmin Portal. You can also learn about new documentation updates in the Website Documentation Updates section. For historical release notes, refer to the Archived Release Notes link under each section.

- [WISEdata Release Notes](#)
- [WISEid and WISEstaff Release Notes](#)
- [WISEadmin Portal, Ed-Fi Credential, and Other WISE Applications](#)
- [Website Documentation Updates](#)
- [WISEdash Release Notes](#)

Data Elements

- wise/data-elements
- Every field on a data collection portal (SIS, WISEdata portal...) that has information entered

The screenshot shows the WISE Data Elements portal. On the left is a navigation menu with the following items: WISE (highlighted with a red box), Data at DPI, Data Disclaimer, Data Elements (highlighted with a red box), Data Resources, Data Requests (with a dropdown arrow), Student Data Privacy (with a dropdown arrow), Civil Rights Data Collection (CRDC) Support for Districts (with a dropdown arrow), ED Facts: Federal Reporting, GIS and Maps (with a dropdown arrow), WISEadmin: Info, Help and User Guide (with a dropdown arrow), and WISEhome and WISE... (with a dropdown arrow). The main content area has a breadcrumb trail: WISE / DATA AT DPI / WISE DATA ELEMENTS. The title is "WISE Data Elements". Below the title is a paragraph: "To meet state and federal reporting requirements, as applicable, public school districts and private schools participating in the Choice program must submit student information to DPI. Here is a list of data elements with links to descriptions of each. Also included are lists or tables of expected values where needed." There is a blue button labeled "Download Data Elements". Below this are search filters: "Search Page" (a text input field), "School Type" (a dropdown menu with "- Any -" selected), "Collection" (a dropdown menu with "- Any -" selected), and "Year" (a dropdown menu with "- Any -" selected). At the bottom right are two blue buttons: "Apply" and "Reset".

- SIS vendors may call the same field by a different name than WISEdata/DPI

Data Element Filters

- **Searchable, with filters for:**
- Type of school
- Collection filter
- Newest: School Directory, School Finance, Digital Equity
- School year
- Downloadable as a .csv file

The screenshot displays the 'WISE Data Elements' web interface. On the left, a dropdown menu is open, listing various data elements: Attendance, Career Education, Completion/Exit, Digital Equity, Discipline (Public only), Dropout, Food Service, Graduation Plan, Language Instruction, October 1st Child Count (Public only), Roster, School Directory, School Finance, Special Education, Spring Demographics, Third Friday of September Enrollment, and WISEstaff. Below the list are two dropdown menus, both set to '- Any -'. On the right, the main page header reads 'WISE / DATA AT DPI / WISE DATA ELEMENTS'. Below this is the title 'WISE Data Elements' and a paragraph explaining that the page lists data elements for state and federal reporting. A red box highlights a section containing a 'Download Data Elements' button, a 'Search Page' input field, a 'School Type' dropdown menu (set to '- Any -'), a 'Collection' dropdown menu (set to '- Any -'), a 'Year' dropdown menu (set to '- Any -'), and 'Apply' and 'Reset' buttons.

Data Element Icons

- Each page includes the data element name, a description, value/s (as applicable), collection (icon), uses, along with information & FAQ

Academic Subject: Graduation Plan



Agency: WISEid/WISEstaff



Barrier to Internet Access in Residence: Digital Equity



School Category (School Type): School Directory



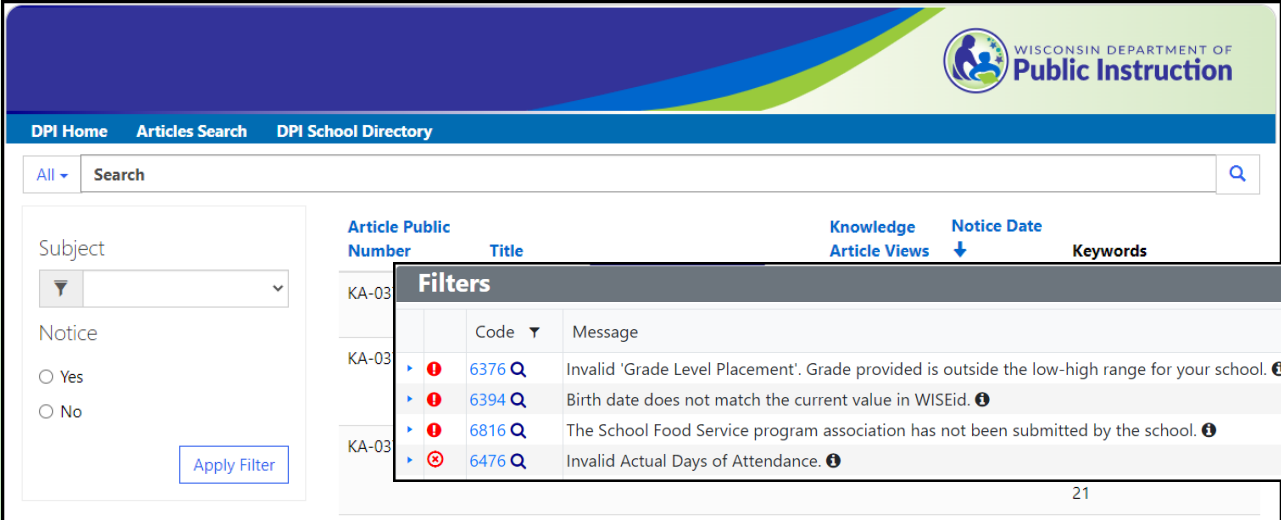
Career Pathway Type: Career Education



Career Pathway Type is the career cluster for the Vocational/Career Tech concentrator career path. It's submitted with CTE program information for CTE concentrators in 11th and/or 12th grade within a chosen pathway. Districts will continue to identify CTE concentrators on their end. Schools may submit more than one Career Pathway Type for a CTE course, if applicable. The Career Pathway Type(s) (cluster) for each CTE course shall be populated in this field by DPI.

Knowledge Based Articles - KBAs

- <https://dpidynamicsprd.powerappsportals.com/articles-search-page/>
- Use for L2 Validation help
- Search the portal, or click the hyperlinks in WISEdata Portal




The screenshot displays the Wisconsin Department of Public Instruction's Knowledge Based Articles search interface. The header includes the DPI logo and navigation links for 'DPI Home', 'Articles Search', and 'DPI School Directory'. A search bar is present with a dropdown menu set to 'All'. On the left, there are filter sections for 'Subject' (with a dropdown) and 'Notice' (with radio buttons for 'Yes' and 'No'). An 'Apply Filter' button is located below these filters. The main content area shows a table of search results with columns for 'Article Public Number', 'Title', 'Knowledge Article Views', 'Notice Date', and 'Keywords'. A 'Filters' popup is overlaid on the table, showing a table of error messages:

	Code	Message
KA-03	6376	Invalid 'Grade Level Placement'. Grade provided is outside the low-high range for your school.
KA-03	6394	Birth date does not match the current value in WISEid.
KA-03	6816	The School Food Service program association has not been submitted by the school.
KA-03	6476	Invalid Actual Days of Attendance.

Knowledge Based Articles - Notices

- <https://dpidynamicsprd.powerappsportals.com/notices/>
- Use for communications sent by CST to WISEdata contacts
- Listed by date

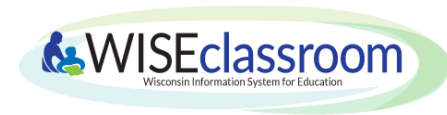


DPI Home	Articles Search	DPI School Directory
Article Public Number	Title	Notice Date ↓
KA-03788	Join the DPI School Directory Advisory Group!	1/10/2023
KA-03787	WISEdata Portal Update: 2020-21 School Year Removal	1/5/2023
KA-03785	School Directory Closure Announcement	12/14/2022
KA-03781	Follow-up to Heinemann Institute Cyber Alert	11/8/2022
KA-03778	Cyber Incident Alert: Heinemann Institute Malware	11/3/2022
KA-03774	WISEdata Dec. 6 Snapshot Reminder - public districts	10/26/2022
KA-03775	WISEdata Dec. 6 Snapshot Reminder - Choice Schools	10/26/2022
KA-03770	Cyber Incident: FBI message about calls to schools claiming an active shooter (Sept. 2022)	10/3/2022

Training Resources

- [wisedata/wise-classroom](#)
- eLearnings
- Quick Training Videos
- Quick Start Guides
- Mini-Tutorials

WISEclassroom



Welcome to WISE Classroom! The Training Hub for all WISE Applications.

Click the links below to navigate to different sections of this page:

[E-Learning Courses](#)

[Quick Training Videos](#)

[Mini-Tutorials](#)

Virtual Self-Paced Training



The Department of Public Instruction offers many different forms of learning opportunities to 'get smart' on our WISE platforms for our WISE application users.

E-learning courses offer learning experiences of a longer duration. Learn the essential application features, submission guidance, requirements, and high-quality data best practices for WISEid and

WISEdata. Anyone can benefit from going through these e-learning courses, whether you are

eLearning

- Guided instruction courses on WISE applications and workflow

The screenshot shows the WISEdata Portal Overview course interface. The top left corner features the WISEdata logo and a progress indicator showing 0% COMPLETE. A sidebar on the left lists the course content: WISEdata Portal Overview (selected), WISEdata Exports, Validations, Roster, Career Education, Discipline, WISEdata Certification Quiz, and Completion Email. The main content area is titled "Lesson 1 of 8" and "WISEdata Portal Overview". The text below the title reads: "In this lesson we will cover all the basic features, tips and tricks to use the portal efficiently, and discover helpful pages and exports. DPI generates alerts at the top of pages to provide important information. These messages are classified by priority. Please review new alerts and take action on them." A blue rectangular box is present at the bottom of the main content area.

The screenshot shows the Economically Disadvantaged Status Data Reporting course interface. The top left corner features the course title "Understanding Economically Disadvantaged Status Data Reporting" and a progress indicator showing 0% COMPLETE. A sidebar on the left lists the course content: Economically Disadvantaged Status Data Overview (selected), Obtaining & Submitting Economically Disadvantaged Status Data, Review in WISEdata Portal, Review in WISEdash for Districts, Economically Disadvantaged Status Data Reporting Certification Quiz, and Completion Email. The main content area is titled "Lesson 1 of 6" and "Economically Disadvantaged Status Data Overview". The text below the title reads: "Every student in every grade level in every school must be queried each year to find Economically Disadvantaged (ED) Status. All students, including those enrolled in a school participating in the Community Eligibility Program (CEP) or Provision 2 of the National School Lunch Program, must be individually evaluated every school year to

eLearning Quiz

- Quizzes help reinforce learning
- Certificates mark completion of a course

The image shows a screenshot of a learning management system interface. On the left is a sidebar titled "WISE User Basics" with a progress indicator of "84% COMPLETE". The sidebar contains a list of items, each with a checkmark icon:

- WISE Overview
- WISE Security
- Data Submission Process
- Data Flow
- Resources
- WISE User Basics Certification Quiz
- Completion Email

The main content area is titled "Quiz Results" and features a large teal checkmark in the center. Above the checkmark, it says "Your score 93%". To the right of the checkmark, there is a curved line representing a progress or score threshold, with a label "PASSING 80%".

Mini-Tutorials

- Introductory or refresher-level training for WISE applications, and features within those applications
- Covers:
- WISEdata and WISEdata Portal
- WISEid and WISEstaff



Quick Start Guides

- For beginning of the year, first time users of WISEid:
- Choice and Public options

WISEid Quick Start Guide for Choice Schools

Brief Step-by-Step Guide to Obtaining WISEids for Students

1. Gather Student information required to request WISEid numbers and enter into your SIS:
 - a. Student Legal Name
 - b. Race/Ethnicity
 - c. Date of Birth
 - d. Gender
 - e. Parent / Guardian Name and relationship
2. Export list of students. Typically a report or utility is available within your local student information system (SIS) that allows you to create a WISEid Person upload file for the students enrolled at your school. Please contact your SIS vendor for questions on how to use the WISEid functions within your product.
3. Log in to WISEid via [WISEhome](#).

WISEid Quick Start Guide for Public Schools

Brief Step-by-Step Overview

1. Get a list of students who need WISEids. Typically a report or utility is available within your local Student Information System (SIS) that allows you to create a WISEid Person file for the students enrolled at your school. Please contact your SIS vendor for questions on how to use the WISEid functions within your product.
2. Log in to WISEid via [WISEhome](#).
3. Upload the file from Step One.
4. Monitor the Results page until the files show a complete status.
5. Review and complete *Match reviews*.
6. Download a WISEid by *Student Local Person ID* file to import WISEids back into your local SIS.
7. Review records that have upload errors and make corrections within your SIS.

WISEid: Info, Help and User Guide

Student Identity Integration

WISEid - Choice Quick Start Guide

WISEid - Public Quick Start Guide





WISEid Release Notes

Quick Training Videos

- Visual and auditory learners, new users or in need of a refresher

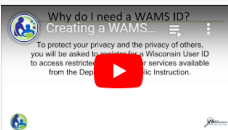

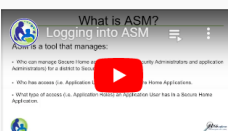

Quick Training Videos for WISEdata Portal

These short videos provide an overview of several topics key to the WISEdata Portal.

WISEdata Portal Running time: 1 min. 28 sec.	
Completing The DSA Set-Up Form (For Choice School Administrators) Running time: 2 min. 24 sec.	
WISEHome Running time: 59 sec.	
Assigning User Roles In Application	


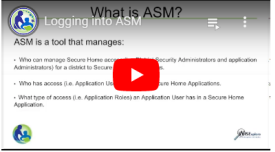
Quick Training Videos for WISEid

Security Videos


Video Name	Embedded Video
Creating a WAMS Account Running time: 2 min. 03 sec.	
Completing the DSA Set-Up Form (For Choice School Administrators) Running time: 2 min. 24 sec.	
Logging into WISEsecure Running time: 2 min. 11 sec.	
Delegating an WISEsecure Role Admin (Application Administrator) for WISEid	

Quick Training Videos for WISEstaff

Security Videos

Creating a WAMS Account Running time: 2 min. 03 sec.	
Logging into WISEsecure Running time: 2 min. 11 sec.	

WISEstaff Videos

WISEstaff Overview Running time: 3 min. 21 sec.	
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WISE Events Calendar

- [wisedata/events/month](https://www.wisedata.org/events/month)
- Lists all training offered
- WISEdata
- WISEstaff
- CTE
- more

WISEdata Events - Month

January 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	<u>3</u> WISEstaff User	<u>4</u> New User	<u>5</u> CTE Data CTE Data	6	7
8	9	<u>10</u> WISEstaff User WISE User	11	12	13	14
15	16	<u>17</u> WISEstaff User New Career	18	<u>19</u> Perkins Data	20	21
22	23	<u>24</u> WISEstaff User WISE User	25	26	27	28
29	30	<u>31</u> WISEstaff User	1	2	3	4

< Previous

Next >

Weekly User Groups

- Join weekly via MS Teams
- Monthly New User Group
- Hosted by live DPI staff
- Questions asked and answered
- 1st Wed: New Users (1:30 – 3pm)
- Tuesdays: WISEstaff (11am – Noon)
- Tuesdays: WISE User Group (1:30 – 2:30 pm)

WISEDATA / EVENTS CALENDAR / WISESTAFF USER GROUP CALL

WISEstaff User Group Call

Event Date
Tuesday, January 24, 2023 - 11:00 a.m. to 12:00 p.m.

[Add to Calendar](#)

Event Description
These weekly user group
Tuesday, 04/11/2023.

Link to the WISEid / WISE
browser's address:
<https://docs.google.com/usp=sharing>.

Location
Join on your computer,
[Click here to join the meeting](#)

Meeting ID: 228 617 211 8
Passcode: XCYCgS
[Download Teams](#) | [Join](#)

WISEDATA / EVENTS CALENDAR / WISE USER GROUP WEBINAR

WISE User Group Webinar

Event Date
Tuesday, January 24, 2023 - 1:30 p.m. to 2:30 p.m.

[Add to Calendar](#)

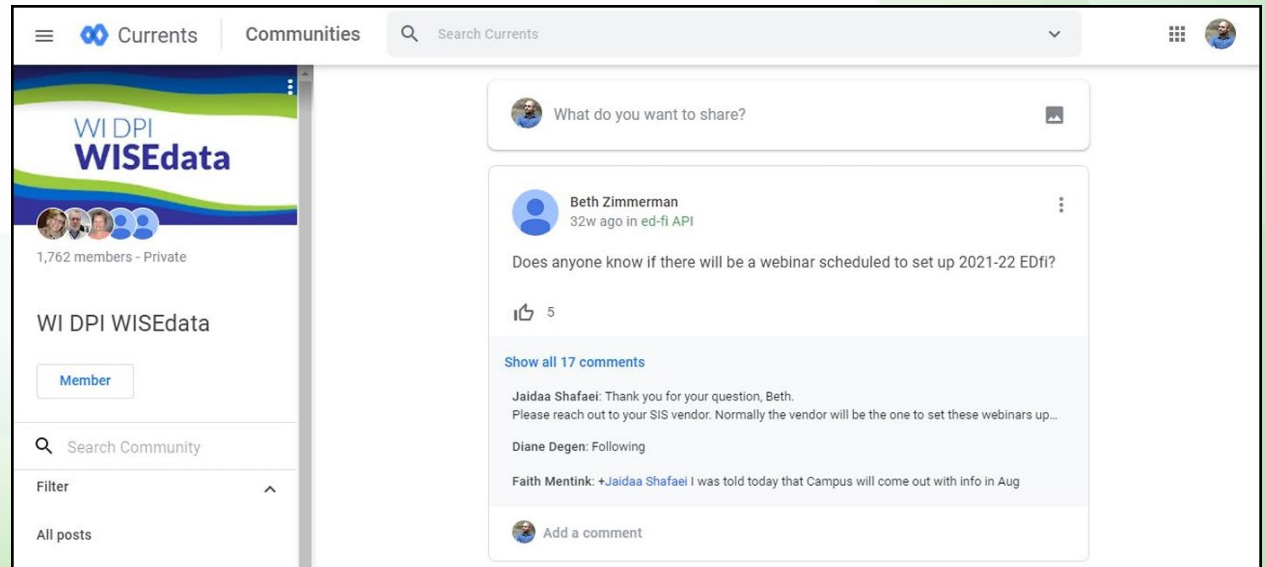
Event Description
Please join us for a weekly WISE User Group Webinar Tuesdays 1:30-2:30 p.m. from September through December. We will cover updates, demos, and QA for WISEid, WISEdata, WISEdash, and Career Education. View information and enter questions directly in the [agenda](#).

Location
[Click here to join the meeting](#)

Or call in (audio only)
[+1 608-620-9781,316584664#](#) United States, Madison
Phone Conference ID: 316 584 664#
[Find a local number](#) | [Reset PIN](#)
[Learn More](#) | [Meeting options](#)

Google Currents

- Connect with DPI staff and professionals from other agencies to ask questions and share your knowledge
- Need a Gmail account to join (private or professional)
- Learn about upcoming events and news



Google Current Links

- [Google Community for General WISEdata Discussion](#)
- [Google Community for Choice Schools WISEdata Discussion](#)

Community Resources

Google Communities

[WISEdata](#)

[WISEdata for Choice Schools](#)

CESA Support

[WISE CESA Support Staff](#)

User Groups

[WISEstaff](#)

[WISE User Group](#)

Helpful Tips for Help Tickets

- Submits to DPI or CESA (CESA supports WISEdata Portal)
- Best way to communicate a problem or ask a question
- WISEdata routed to CESA first



Start a Help Ticket

District

Private School

Application *


First Name *

Last Name *

Phone Number *

Email Address *

Description of the Issue *


[Generate a new image](#)
[Play the audio code](#)

Help Ticket Process

- **Submit a ticket**
- **CESA / DPI supports**
- **A member of the Customer Services Team will respond to your ticket and personally help you find the solution**

Start a Help Ticket

District

Private School

Application *

First Name *

Last Name *

Phone Number *

Email Address *

Description of the issue *


[Generate a new image](#)
[Play the audio code](#)

Help Tickets and PII

- **Personally Identifiable Information (student or staff)**
- **Student Name and WISEids**
- **Help Tickets are secure – ok for PII**
- **Email is NOT secure – NOT ok for PII**

Start a Help Ticket

District

Private School

Application *

First Name *

Last Name *

Phone Number *

Email Address *

Description of the Issue *


[Generate a new image](#)
[Play the audio code](#)

Things to Write on Your Help Ticket

1. **How urgent is this issue?** Write down your contact information and the relative priority of the issue against other outstanding requests.
2. **Where did the error occur?** Where were you when you experienced this issue - which application, which screen?
3. **What did you expect to happen?** Provide details on what you expected to happen versus what actually happened. Break each error into a separate paragraph.
4. **Did you attempt to fix the problem?** If you attempted to troubleshoot, provide the steps you took and their results.
5. **What did it look like on your screen?** Provide documentation, details, and screenshots when possible.

Not Great Help Ticket Examples

- I am missing data.
- My count is not correct.
- I cannot log in.
- A student who was fine is now throwing an error.
- I have errors that I cannot fix.
- The site is broken.

Great Help Ticket Examples

- I have these specific students who are missing these specific pieces of data (sSEPA records, graduation records, discipline).
- My 3rd Friday count is not correct. I am missing two students; they are...
- I cannot log in to the WISEhome or WISEid application, etc.
- Student WISEid (XXXXXXXXXX) is now throwing error 6464, and I can't figure out why.
- How do I fix error 6464?

Search Bar Tips

- Quotation marks (“”), and/or, and the minus sign (-) provide better results
- “Exact Words”: “WISEstaff reports” provides results for those words together
- *And*: provides results for both terms, but not necessarily in that order
- *Or*: provides results for either term, even if they’re on different pages
- “ - “: Minus sign is like the word ‘not’ – it excludes what you don’t want
- For example: wisedata -portal provides results that contain WISEdata, but do NOT include the word ‘portal’

The 'Submit Feedback' Button

- Yes, we read it
- And we use it to help prioritize our workload to provide improved experiences based on your feedback
- As with Help Ticket tips, the more specific you are, the better service we can provide
- Please tell us what you'd like to see online!

[**Submit Feedback About This Webpage**](#)

Questions?

~ Thank you! ~