

Importing WISEid into Teachscape™

In order to match an educator's evaluation data from the Wisconsin Educator Effectiveness (EE) System to the actual person, districts **must** include WISEid in their Teachscape [User Management System](#) (UMS) setup.

Districts should have their local Teachscape setup ready for a data pull by **June 30**. This includes configuring educators' accounts with WISEid and submitting final Summary Year scores for any Summary Year educators. DPI will begin checking the data for any issues during the Summer of 2015. Districts will be able to make any revisions necessary to their data during this validation period in collaboration with DPI through **September 30, 2015**. DPI will conduct a final pull of district evaluation data after that date.

[WISEid](#) (here's a link to the [Detailed User Guide](#)) is the unique identification number assigned to each educator in the state of Wisconsin. This number allows an educator's data to follow them across district and state data systems (i.e. the district's Student Information System (SIS) and/or Teachscape). In order to properly attribute EE data and report it back to the educator, districts must update their Teachscape setup with WISEid for their teachers, principals, and evaluators. Other educators may have Teachscape accounts and WISEid, but their evaluation data is not collected by DPI (school counselors for instance). Districts can determine whether it is appropriate or useful to include WISEid in the Teachscape account data for these users.

Who needs a WISEid in Teachscape?

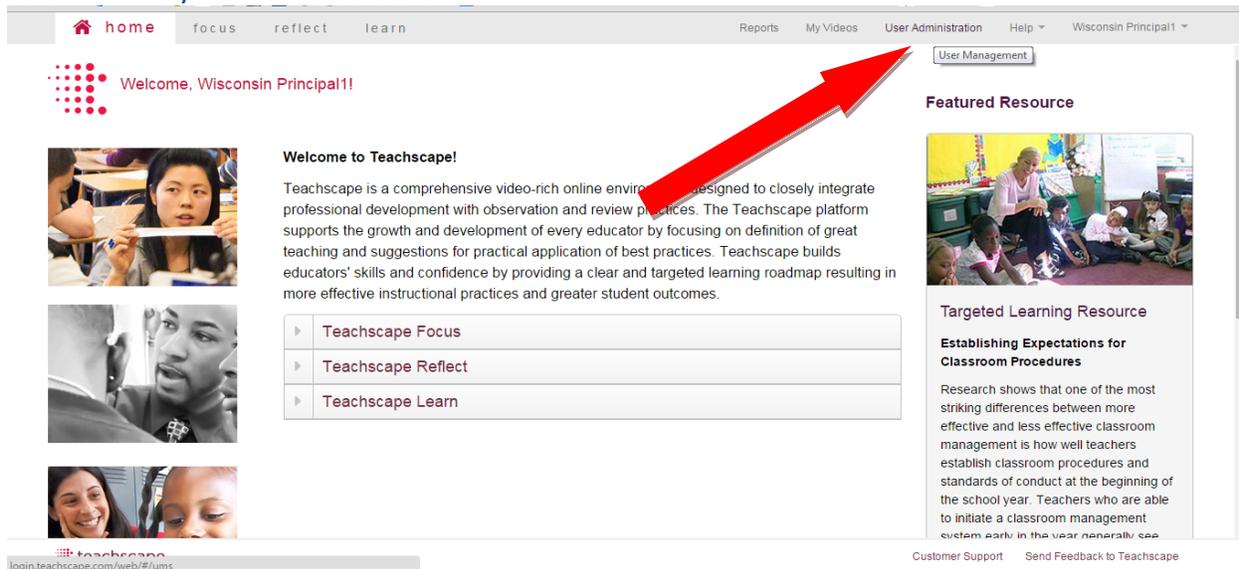
DPI will only report scores for educator groups mandated to be evaluated under the System (for more information on what groups are mandated under the System, see the [Flowchart](#) resource on the EE website). This means teachers, principals and assistant principals, and anyone that evaluates these groups should have their WISEid entered into the Teachscape system.

*NOTE: In 2014-15, districts may be at various degrees of completion of WISEid implementation. In the event that your district has not fully implemented WISEid, the district should use the **Educator File Number (EFN)** within Teachscape, instead. DPI will be able to associate the EFN back to the WISEid. The guidance included here for importing WISEid into Teachscape can be applied to the EFN, too.*

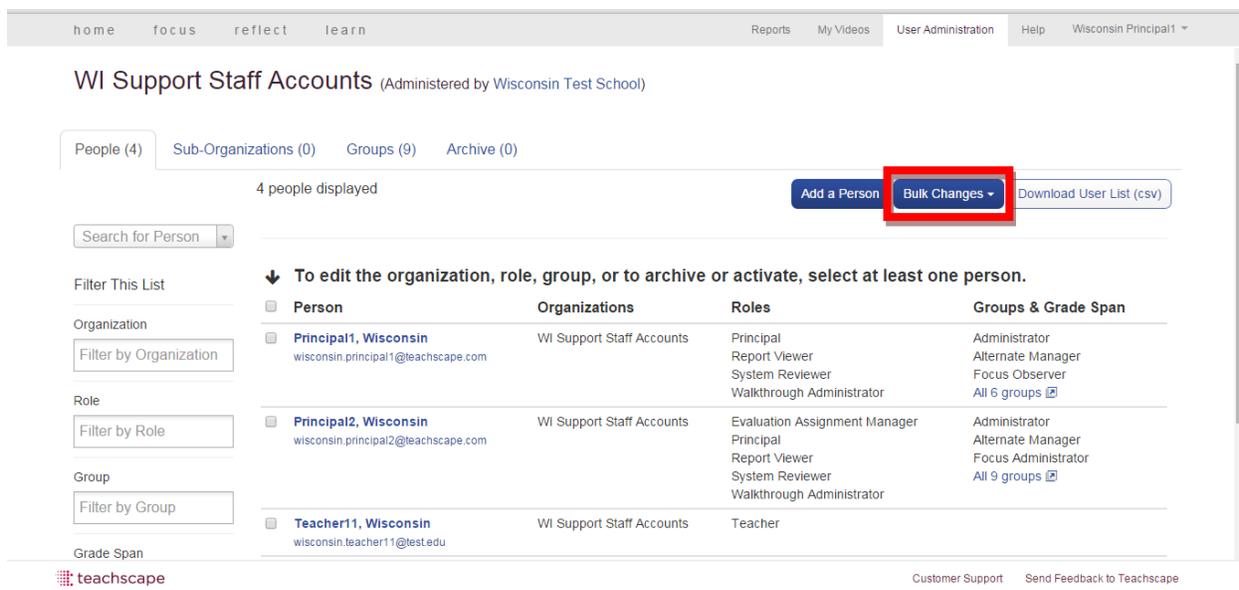
However, this may cause delays in reporting back to the district and educator. Starting in 2015-16, districts should be sure to have fully implemented WISEid within their local data systems, including Teachscape.

How do I import WISEid into Teachscape?

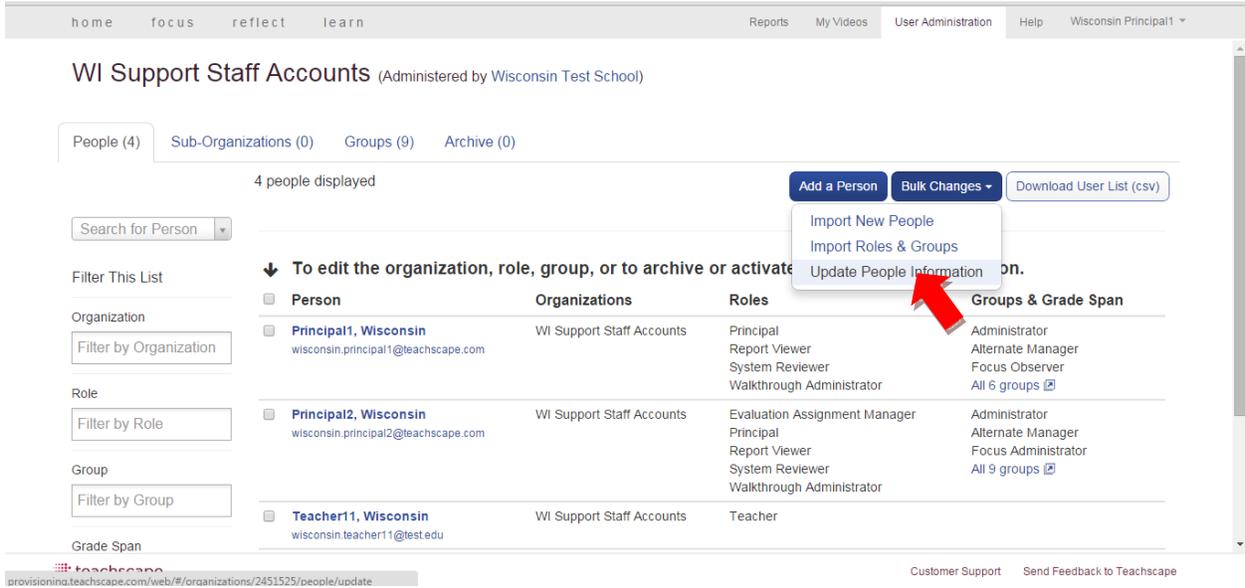
First, the UMS administrator at the district will have to access the district's UMS. The image below shows you how to access UMS.



Once in UMS, your screen will look like this. From here, there are a number of ways to edit the district's Teachscape user data. You can make individual changes by selecting accounts or make bulk changes to the data. The "Bulk Changes" dropdown is highlighted in the image below.



When you select “Bulk Changes,” this dropdown appears. In order to update your existing user accounts, you will want to select “Update People Information,” which the cursor is hovering over.



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WI Support Staff Accounts (Administered by Wisconsin Test School)

People (4) Sub-Organizations (0) Groups (9) Archive (0)

4 people displayed

Search for Person

Filter This List

Organization
Filter by Organization

Role
Filter by Role

Group
Filter by Group

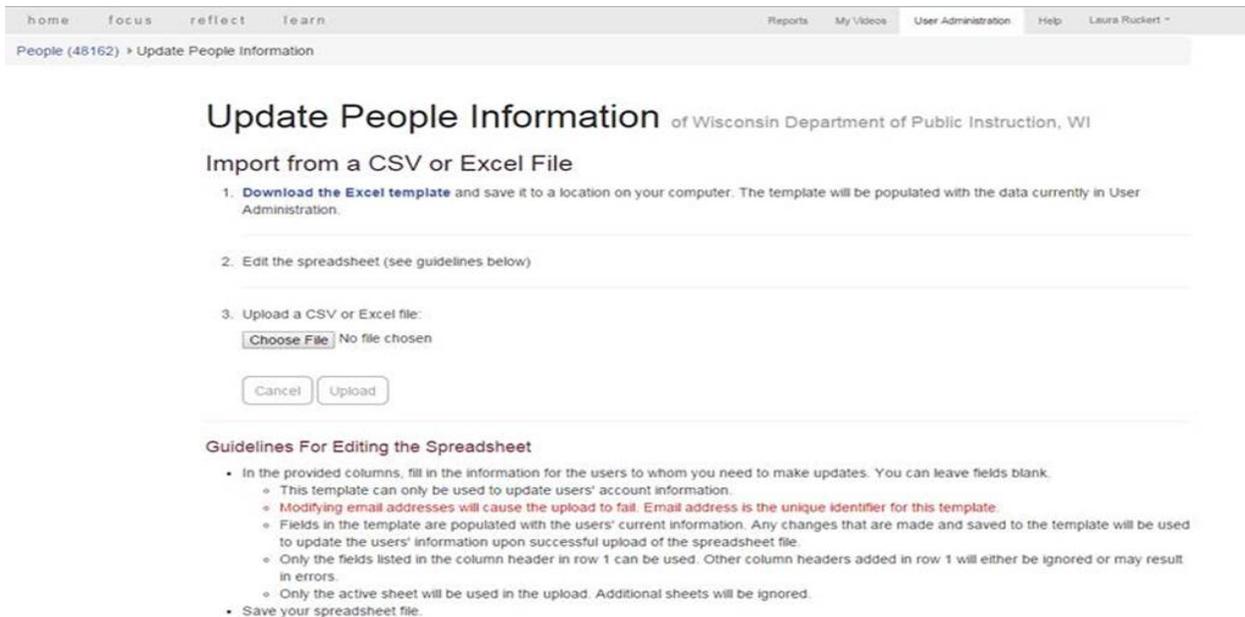
Grade Span

To edit the organization, role, group, or to archive or activate on.

Person	Organizations	Roles	Groups & Grade Span
<input type="checkbox"/> Principal1, Wisconsin wisconsin.principal1@teachscape.com	WI Support Staff Accounts	Principal Report Viewer System Reviewer Walkthrough Administrator	Administrator Alternate Manager Focus Observer All 6 groups
<input type="checkbox"/> Principal2, Wisconsin wisconsin.principal2@teachscape.com	WI Support Staff Accounts	Evaluation Assignment Manager Principal Report Viewer System Reviewer Walkthrough Administrator	Administrator Alternate Manager Focus Administrator All 9 groups
<input type="checkbox"/> Teacher11, Wisconsin wisconsin.teacher11@lest.edu	WI Support Staff Accounts	Teacher	

teachscape provisioning.teachscape.com/web/#/organizations/2451525/people/update Customer Support Send Feedback to Teachscape

When you select “Update People Information,” you arrive at the screen below. The screen gives you a step by step breakdown of how to complete the process, including guidelines for how to update the information.



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People (48162) » Update People Information

Update People Information of Wisconsin Department of Public Instruction, WI

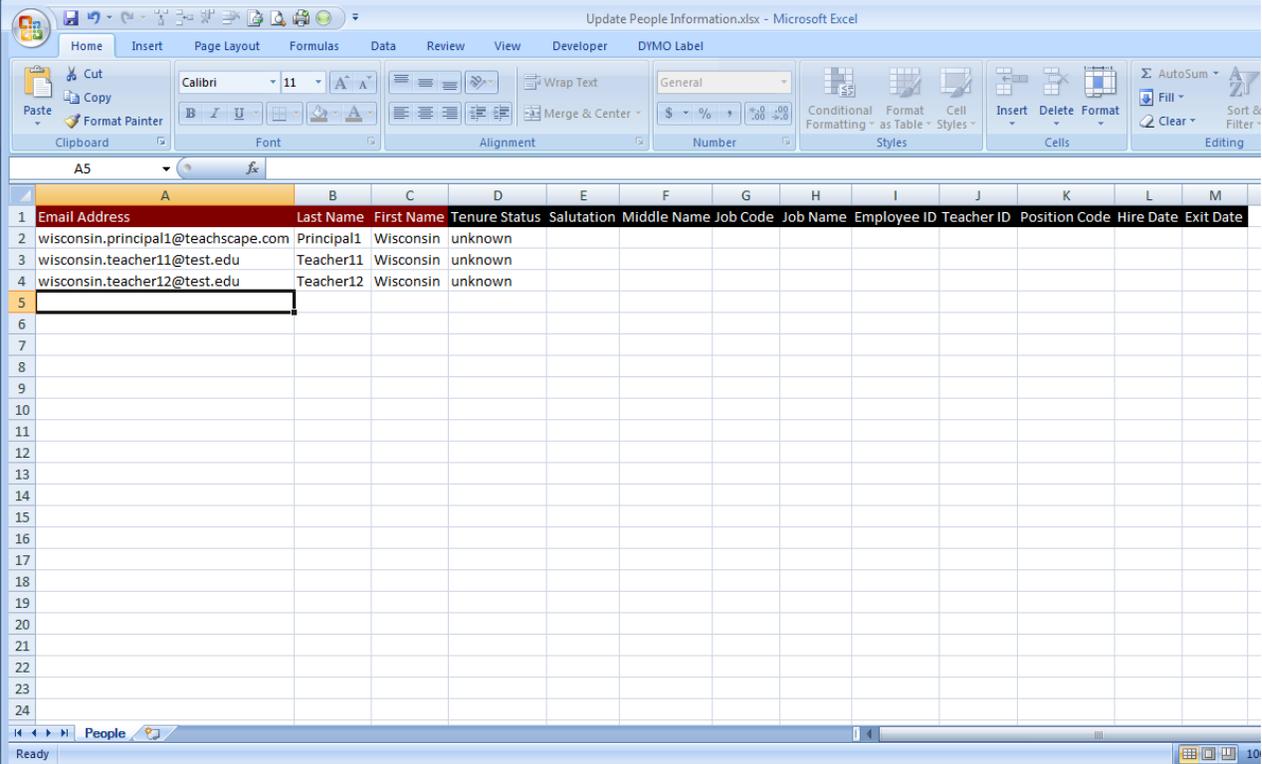
Import from a CSV or Excel File

1. Download the **Excel template** and save it to a location on your computer. The template will be populated with the data currently in User Administration.
2. Edit the spreadsheet (see guidelines below)
3. Upload a CSV or Excel file:
 No file chosen

Guidelines For Editing the Spreadsheet

- In the provided columns, fill in the information for the users to whom you need to make updates. You can leave fields blank.
 - This template can only be used to update users' account information.
 - **Modifying email addresses will cause the upload to fail. Email address is the unique identifier for this template.**
 - Fields in the template are populated with the users' current information. Any changes that are made and saved to the template will be used to update the users' information upon successful upload of the spreadsheet file.
 - Only the fields listed in the column header in row 1 can be used. Other column headers added in row 1 will either be ignored or may result in errors.
 - Only the active sheet will be used in the upload. Additional sheets will be ignored.
- Save your spreadsheet file.

From here, you should follow the steps laid out on the screen. First, click on the “Download the Excel Template” link under 1. This will download an Excel file which looks like the screenshot below.



	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Email Address	Last Name	First Name	Tenure Status	Salutation	Middle Name	Job Code	Job Name	Employee ID	Teacher ID	Position Code	Hire Date	Exit Date
2	wisconsin.principal1@teachscope.com	Principal1	Wisconsin	unknown									
3	wisconsin.teacher11@test.edu	Teacher11	Wisconsin	unknown									
4	wisconsin.teacher12@test.edu	Teacher12	Wisconsin	unknown									
5													
6													
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Your file should look something like the above. This file is an example. You can include and update a lot of information from here. You will also notice that Columns A, B, and C are highlighted in red. When you do bulk data work in UMS, then you should not make changes to these columns, especially Email Address, since these are the main identifying features of an educator’s account.

For the purpose of uploading WISEid or EFN into the district’s UMS, you must enter in the WISEid under “Teacher ID” (or column J). “Employee ID” (or column I) can be used for local employee data, but should not be used for the WISEid or EFN.

NOTE: You may encounter an error where certain individuals appear “grayed-out.” This is because that individual has a similar or higher level of access within Teachscope and you are not authorized to edit their account information. If this individual needs to have a WISEid associated with their account, they should make the change in the UMS themselves or contact Teachscope Support for assistance.

How do I enter the WISEid data into the spreadsheet?

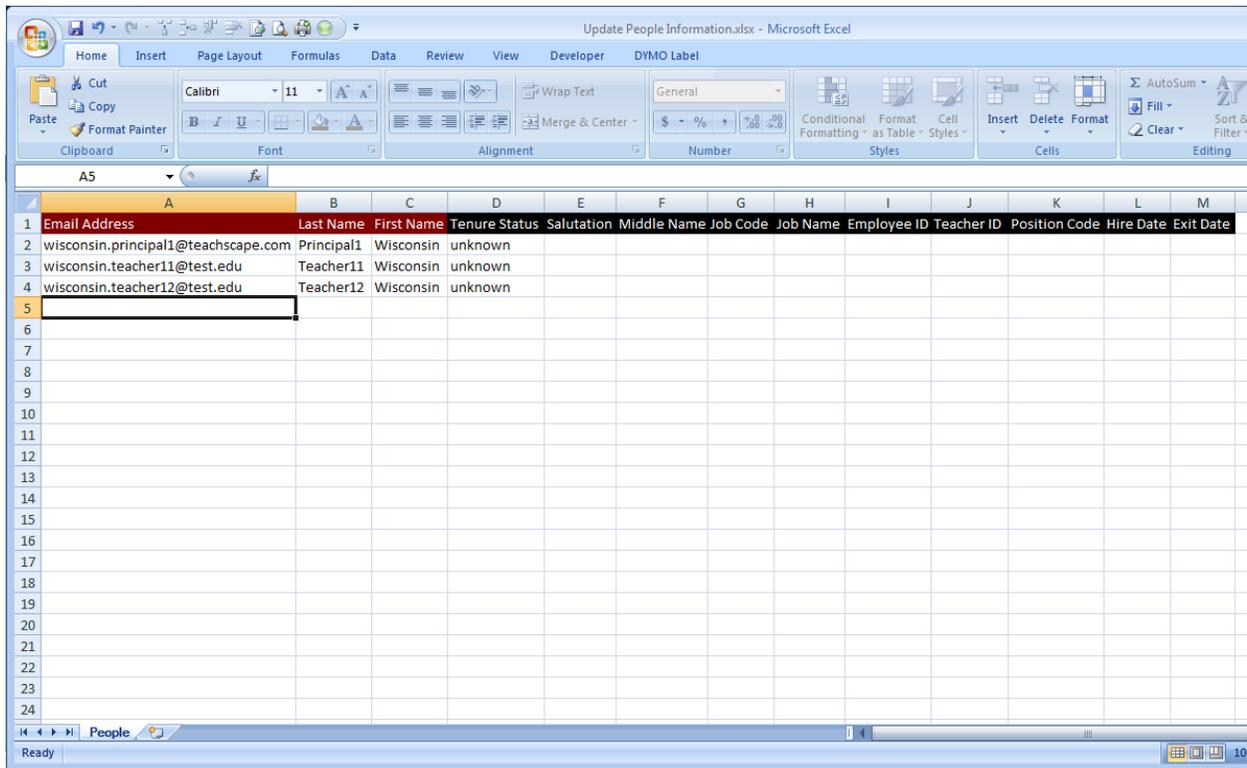
There are a few methods which can be used to enter WISEid's into the spreadsheet.

1. Manually enter data into the field for each educator.
2. Copy the data from another spreadsheet and paste into the field.
3. Use a VLOOKUP function to pull the data from another spreadsheet into the field.

Each of these methods will have different considerations. You may have to manually correct any errors no matter which method you choose. Since WISEid is being used to correctly associate practice and SLO data to the proper educator, it is extremely important that any errors be corrected within the UMS before data is pulled by DPI annually. Districts should be mindful of their local capacity when deciding how to enter this data.

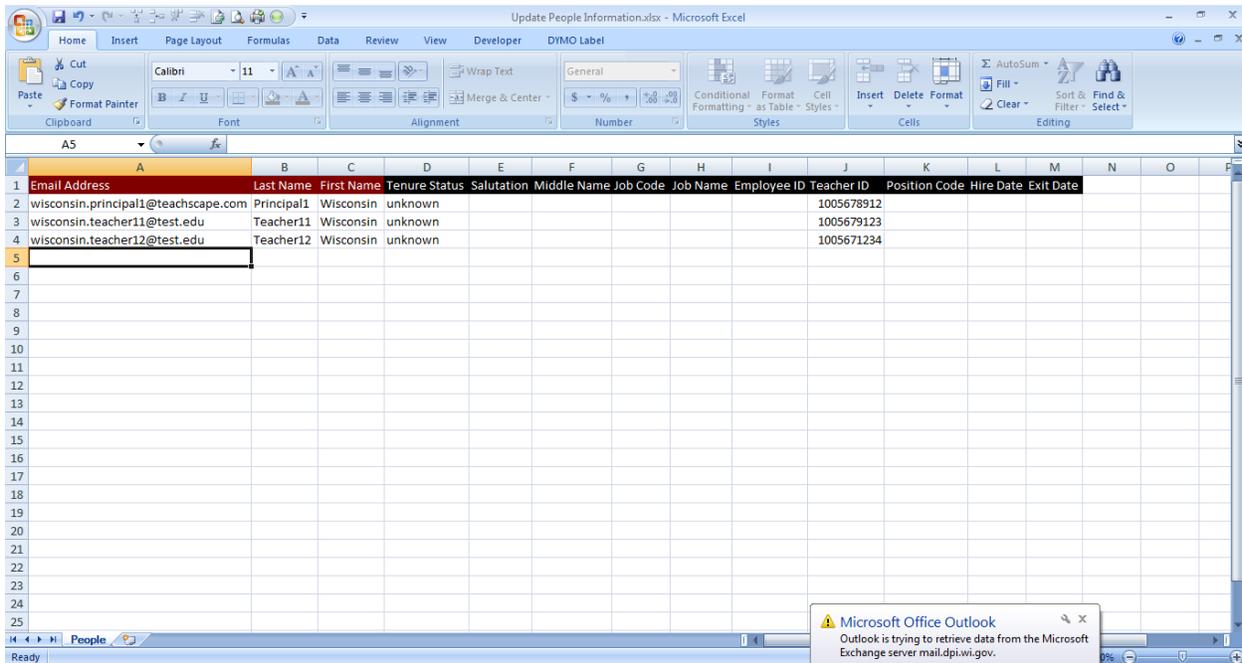
1. Manually Entering in the Data

Using this method, you will simply update the spreadsheet you downloaded from the UMS by manually entering in WISEid's under Teacher ID. Smaller districts may find this method to be easiest.

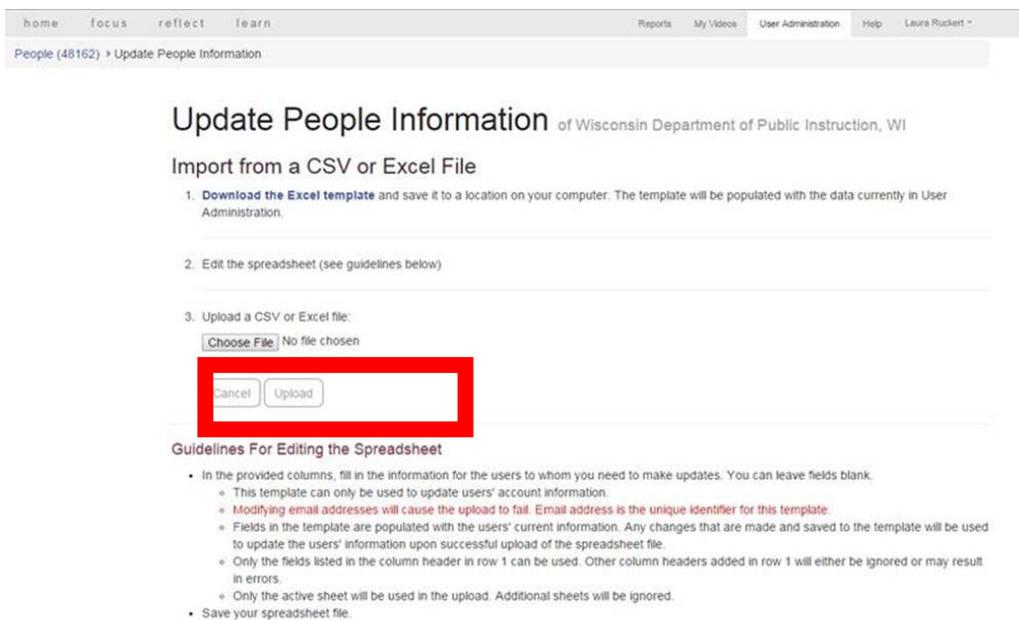


	A	B	C	D	E	F	G	H	I	J	K	L	M
	Email Address	Last Name	First Name	Tenure Status	Salutation	Middle Name	Job Code	Job Name	Employee ID	Teacher ID	Position Code	Hire Date	Exit Date
1	wisconsin.principal1@teachscape.com	Principal1	Wisconsin	unknown									
2	wisconsin.teacher11@test.edu	Teacher11	Wisconsin	unknown									
3	wisconsin.teacher12@test.edu	Teacher12	Wisconsin	unknown									
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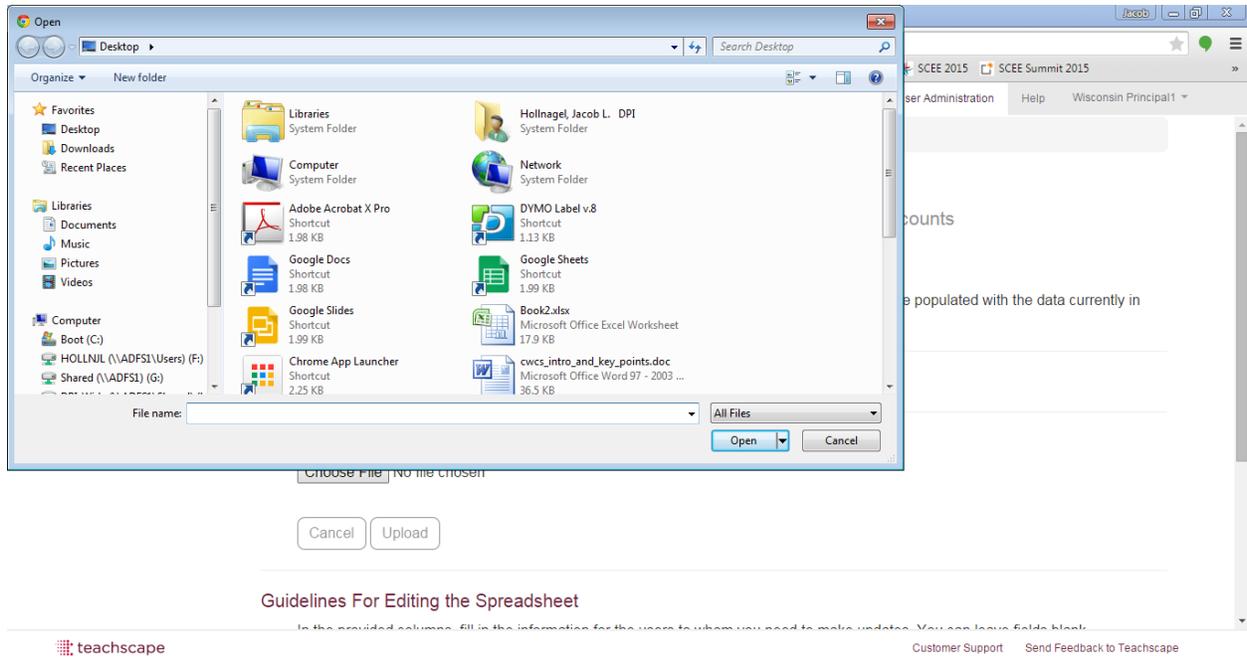
After you have finished typing in the data, your spreadsheet should look like this.



As you can see, there are now WISEid's in the Teacher ID field. Once you make your changes, you should save the file with the same name. Then, you upload the revised spreadsheet into the UMS. This is step 3 on the "Update People Information" page.



You click “Choose File,” which brings up a file selection dialog box like this.



You should select the “Update People Information” Excel file (the file you just finished working in). You select “Open” from the dialog box, and to complete the process, you press “Upload” on the Teachscape page. Now you have successfully updated Teachscape user information in UMS with WISEid’s.

2. Copy the data from another spreadsheet and paste into the field

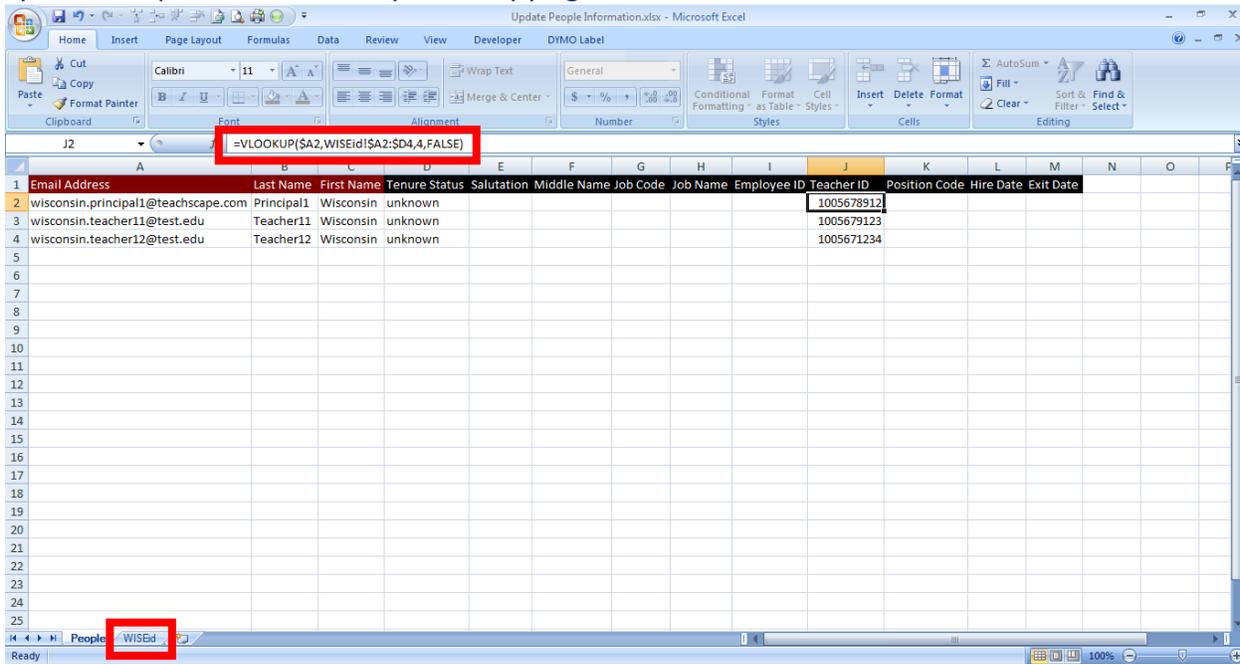
This method follows many of the same steps, but instead of manually entering in the data into the field, you will copy the WISEid’s of your staff from another spreadsheet and paste them into the “Teacher ID” column of my “Update People Information” spreadsheet. Medium to large districts may find this method more efficient and less likely to produce errors than manually entering in data.

If choosing this method, it is imperative that list from which you’re copying from is an exact match of the list you are copying to. These files should match row for row, with the same number of rows and with the same ordering of those rows. If it is not, then you will incorrectly match WISEid’s data to the educators in your district. This could result in the educator receiving the wrong EE System data back from the state.

Once you have pasted the WISEid information into the “Update People Information” spreadsheet, you should follow the same steps as above to upload the file back into Teachscape.

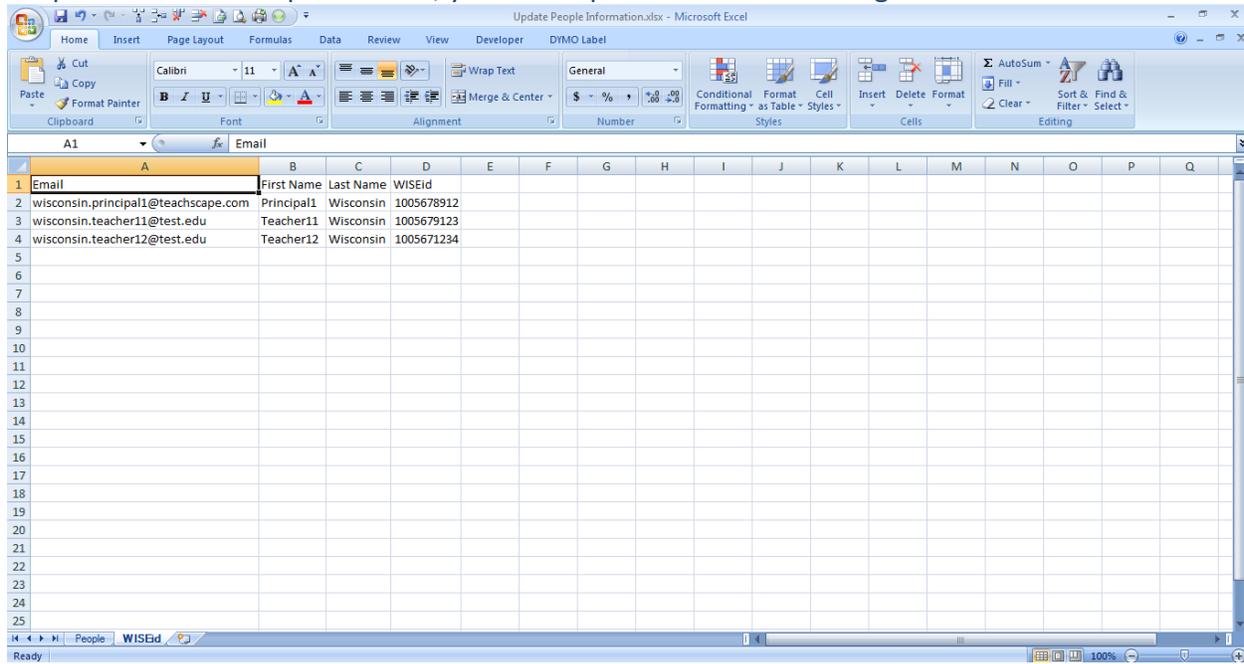
3. Use a VLOOKUP function to pull the data from another spreadsheet into the field

This method will likely be the fastest and least likely to produce errors for medium, large, or very large districts. In order to use the VLOOKUP function in Excel, first, you will need two excel files. First, you’ll need to download the “Update People Information” spreadsheet from the Teachscape UMS. This is the file you are going to copy WISEids into. Secondly, you will need an excel file that contains WISEids PLUS the Teachscape email addresses. If Teachscape email addresses are not available you might be able to use the First and Last names of educators used by Teachscape. This is the file you’re copying WISEids from.



Here you see the “Update People Information” spreadsheet from the UMS, but some changes have been made in order to get the WISEid information into the spreadsheet.

First, the VLOOKUP formula is in the formula bar of Teacher ID already. Instructions about how to write that formula are included below. The other change you will notice is a second sheet has been added to the spreadsheet called “WISEid.” This is the spreadsheet where these example Teachscape users’ WISEid’s are from local personnel files. By adding it to the “Update People Information” spreadsheet, you can import the WISEid’s using VLOOKUP.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Email	First Name	Last Name	WISEid													
2	wisconsin.principal1@teachscape.com	Principal1	Wisconsin	1005678912													
3	wisconsin.teacher11@test.edu	Teacher11	Wisconsin	1005679123													
4	wisconsin.teacher12@test.edu	Teacher12	Wisconsin	1005671234													
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As you can see, the WISEid sheet is sorted by email. While sorting is not required for the VLOOKUP function to work, it is helpful to *visually compare* the two files.

VLOOKUP will use the email address from file #1 to identify the row within file #2. VLOOKUP this copies the value from the location within that row that you specify.

It is recommended using the email address because it is *unique*. First and Last names could be used by VLOOKUP but since these are not necessarily unique, the VLOOKUP might return erroneous results.

The next step is to set up the formula (the VLOOKUP function referenced above).

Here’s the formula used in the example:

=VLOOKUP(\$A2,WISEid!\$A2:\$D4,4,FALSE)

You should notice some particular things about the formula. First, the formula has several arguments:

=VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

1. The first required argument is lookup value. This will be the specific cell within file #1 that contains the value you want to look up in file #2. We recommend you use the cell that contains the Teachscape user's email.
2. The function also needs a table array, this is the entire data table in file #2 from which you will copy the WISEid. The table array is defined by the name of the spreadsheet plus the most upper left corner of the table and the most lower right corner of the table. E.g., **"WISEid!\$A2:\$D4" references cells on the worksheet titled WISEid that start from cell A2 and extend across and down to cell D4.**
3. The function also requires a column index number. The column index number determines the location of the data you want to copy. In this example, the function is pointing to the 4th column of the table in file #2.
4. Finally, you need to assign a range lookup value. This value is either "TRUE" or "FALSE." You want to use "FALSE," which in Excel will produce exact matches of the lookup value. If you look up a value that does not exist in File #2 then the function will not return anything. *Do not use "TRUE."*

So, how do the function's arguments:

=VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])

Translate to:

=VLOOKUP(\$A2,WISEid!\$A2:\$D4,4,FALSE)

Why are there dollar signs in the formula? This formula will have to be copied down many rows of data. The dollar signs tell the formula to use absolute cell reference, which allows the formula to be copied from the first row of data (Row 2) down all the rows without manually adjusting each formula.

So why is the lookup value "\$A2"? Because you will to find Principal1's WISEid based on her email. Her email is in A2, so the lookup value is A2.

Why does “WISEid!” appear before the table array values? The table array is not in the “People” sheet of my spreadsheet. It is in the worksheet titled “WISEid.” Adding “WISEid!” before the table array argument tells Excel to go into that spreadsheet when looking for the table array. Your other sheet might be named differently, but so long as you use the exclamation mark behind the name of your sheet, your formula will still work.

Why is the table array value “WISEid!\$A2:\$D4”? Because the table of data that Excel needs to search in the WISEid sheet is from A2 to D4. Your table will be much larger (you’ll have 1 row for each educator email). Just remember that your lookup value needs to be on the left and the actual data you’re looking for should be to the right of the lookup value of your table array.

Why is the column index number “4”? Because the WISEid’s are listed in Column D, which is the fourth column over. Therefore, the column index number is 4. Do not use the letter designation of the column.

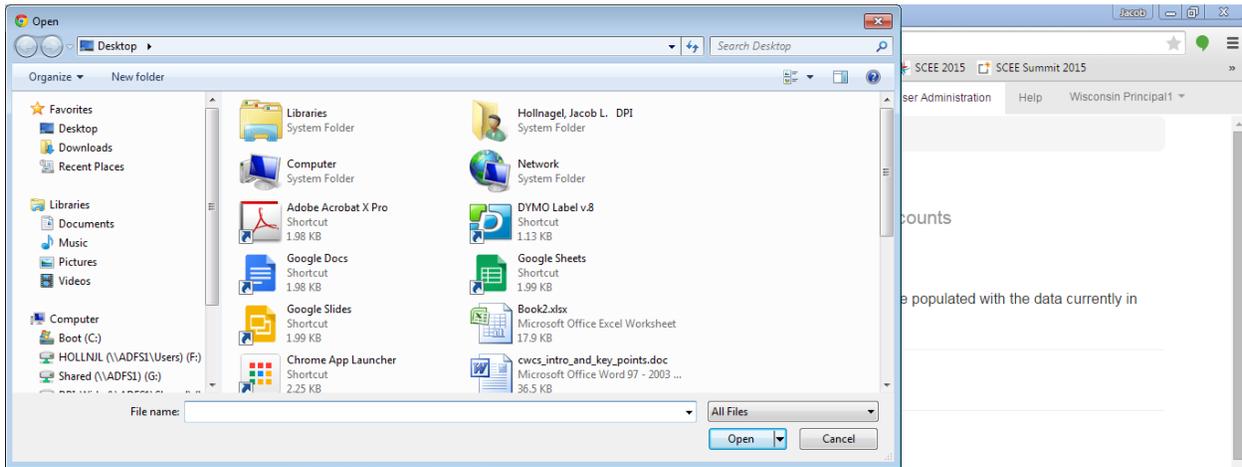
Why is the range lookup “FALSE”? You will want the VLOOKUP formula to only return *exact* values when it searches the table. This ensures that the formula retrieves a WISEid only when there is an exact match between the lookup values (the email in this case). Doing this prevents creating errors in the data.

Now that you have written the VLOOKUP formula for your first user, you will need to use this formula throughout your spreadsheet. If you move the cursor over the bottom right corner of the cell you entered the formula into, then a thin, black plus sign will appear. If you click that corner and drag your cursor down the column until the last row with user information, row 4 in the example, then you will have copied the formula into every row. It should return the unique WISEid for each educator. If you receive an error in a cell in a particular row, then you will have to correct it manually. Likely, there is something wrong in the table array you tried to pull the WISEid’s from.

If you’re struggling with using VLOOKUP, then you can learn more directly from Microsoft at this link: <https://support.office.com/en-us/article/VLOOKUP-When-and-how-to-use-it-9a86157a-5542-4148-a536-724823014785>. Also, you can search Youtube for informative tutorials such as: <https://www.youtube.com/watch?v=NaBakFrIZkA>

Finishing Up

No matter which of these methods you used, your WISEid's are now in the "Update People Information" spreadsheet. You need to save the spreadsheet again. Once you have saved the sheet, you will navigate back to the "Update People Information" page in Teachscape UMS, select "Choose File," then select my "Update People Information" spreadsheet, and click "Upload."



The screenshot shows a Windows file explorer window titled "Open" with the "Desktop" location selected. The file list includes folders like Libraries, Computer, and Network, and files such as "Hollnagel, Jacob L. DPI", "DYMO Label v.8", "Google Docs", "Google Slides", "Book2.xlsx", and "cwcs_intro_and_key_points.doc". The "File name" field is empty, and the "All Files" filter is selected. Below the dialog box, there are "Cancel" and "Upload" buttons. The background shows a portion of a Teachscape spreadsheet with a table structure.

Guidelines For Editing the Spreadsheet

In the provided columns, fill in the information for the users to whom you need to make updates. You can leave fields blank.

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If you used VLOOKUP, so long as your first sheet ("People") is active, then you should not have any errors when uploading back to Teachscape.

Congratulations! Now you have updated your Teachscape user information with WISEid's. These methods can be repeated when managing new staff accounts or you can update this information individually.

If you have questions about WISEid or the Wisconsin EE System, please contact the EE Team for assistance at educator.effectiveness@dpi.wi.gov or (608) 267-3750.

If you have questions or need assistance with the UMS or other aspects of Teachscape, please contact Teachscape Support's Wisconsin specific support resources at 1 (877) 204-5568 or support@teachscape.com. Indicate you are a Wisconsin school district in your email subject line to receive Wisconsin specific support resources.