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Introduction

The State-Certified Credentials application, formerly known as CTE Skills, has been rebranded to incorporate two additional talent-markers: The Certificate of Global Competence and The Wisconsin Seal of Biliteracy. Depending on your assigned responsibilities within your district, your user role may allow you to view more than one program type within the application.

Accessing the State-Certified Credentials Application

Access and Security Help

To use any WISE application, including the DPI State-Certified Credentials application, you must first obtain a user login. Access to WISE applications is managed through WISEsecure, which requires a WAMS ID.

If you already have a WAMS ID with access to other DPI applications, you may use that ID.

If you do not have a WAMS ID, follow these steps to create your ID.

Once you have a WAMS ID, you need an application user role assigned, which will grant you access to the DPI State-Certified Credentials application. To request a user role, follow the steps to Request Access on this WISEhome and WISEsecure Information page. **Note:** If you previously had access to the CTE Skills application, your existing user role will be enabled in the updated DPI State-Certified Credentials application.

- If you cannot remember your WAMS ID or password, or if your account is locked, please visit the WAMS website and click the 'Recover a password' or 'Enable a WAMS ID' link. DPI does not have the ability to reset passwords.
- For more information about access and security, see the WISEhome and WISEsecure Information page
- For all other issues, please submit a Help ticket

Assigning User Roles for the Application

The District Security Administrator (DSA) is responsible for assigning user roles to all appropriate staff who need access to the DPI State-Certified Credentials application. For more information, see the WISEhome and WISEsecure Information page.

DPI State-Certified Credentials User Roles

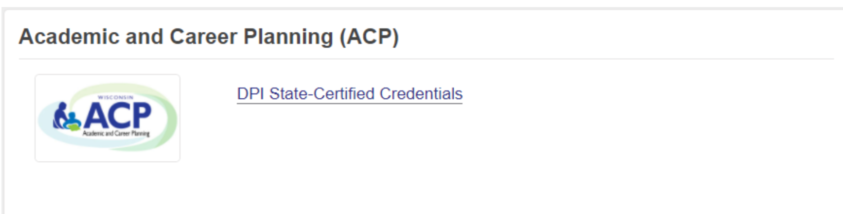
- **Biliteracy Admin:** The Biliteracy Admin role has the ability to add students to the Seal of Biliteracy program and update existing student records. Users with this role may also print certificates for students who have completed the program.
- **Co-Op Admin:** The State-Certified Co-Op Admin role grants all the access of the Co-Op Teacher role, plus the ability to perform additional tasks, such as agreeing to program assurances and assigning teachers to portfolios. At least one person in each district should be granted this role.
- **Co-Op Teacher:** The State-Certified Co-Op Teacher role has access to the DPI State-Certified Credentials application and allows the user to add students to a portfolio, enter their certification completion scores and print certificates.

- **Global Scholar Admin:** The Global Scholar Admin role has the ability to add students to the Global Scholars program and update existing student records. Users with this role may also print certificates for students who have completed the program.

Logging in to DPI State-Certified Credentials

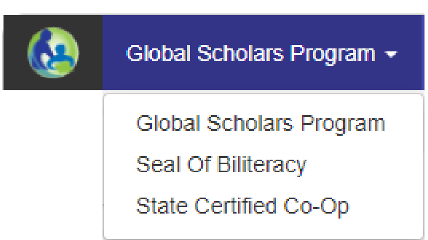
The DPI State-Certified Credentials application can be accessed from the WISEhome page, after logging in with your WAMS ID or Google login. For more information about how to login with Google, refer to the Google Single Sign-on quick guide.

On the WISEhome / My Apps page, you may see multiple application groupings, based on the user roles assigned to you by your District Security Administrator. Look for the grouping titled ‘Academic and Career Planning (ACP)’. This section was previously titled ‘Career and Technical Education (CTE)’. Within the ACP section, click the ‘DPI State-Certified Credentials’ link to access the application.



Authorization to Access Programs

To facilitate the Global Scholars Program or Seal of Biliteracy in your school community, DPI must review your application and enable your local education agency to enter students into the system. If you have completed the authorization process with DPI and do not see an option to select the Global Scholars Program or Seal of Biliteracy in the navigation menu when first accessing the Credentials application, you may need to request that DPI enable your agency. Contact information can be found on these program pages: Global Scholars Program or Seal of Biliteracy



Entering Program Contact Information

It is important to have contact information entered into the application for any school staff who are responsible for entering and maintaining student records within each of the program types.

Contact information will be used by DPI program administrators in the case of questions regarding student program details.

To enter or verify contact information:

- Select the Contact Information link from the navigation menu. The Contact Information page is a common page which is shared across all three programs and accessible from each program's menu: Global Scholars Program, Seal of Biliteracy Program, and State-Certified Co-Op Program. Each program has its own contact information section; if your district or school participates in one or more of these programs, you should have at least one main contact listed.
    - If the same person is responsible for student records for multiple programs, enter that person's contact information for each program they oversee.
- If no contacts are listed for a program that your district or school offers, click the Add Contact button under the applicable program heading. Enter the contact's name, phone, and email, then click the Update button.
- If contact information is already entered, review it for accuracy and make any necessary changes.
    - To update an existing contact, click the Edit button, make your changes, then click the Update button to save the changes.
    - To delete a contact who is no longer responsible for maintaining student records for the specified program, click the Delete button, then click OK to confirm the deletion of that contact.

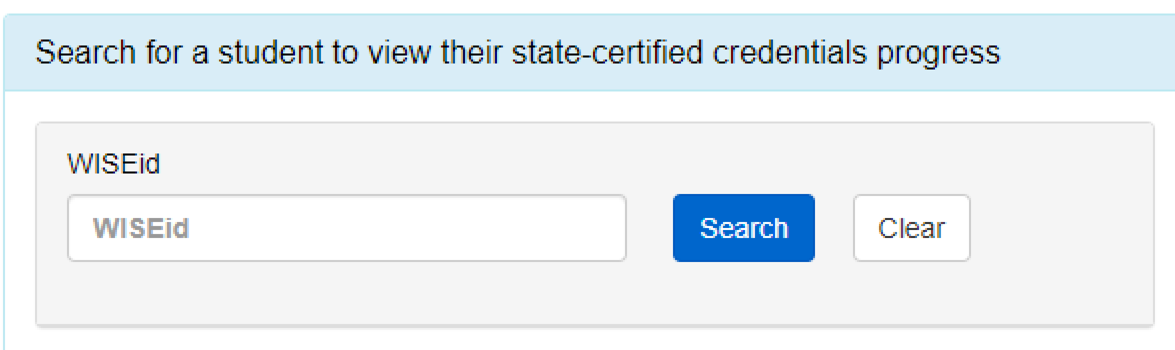
Viewing a Specific Student's Credentials

Now you can look up an individual student to view their progress towards any of the programs managed within the State-Certified Credentials application.

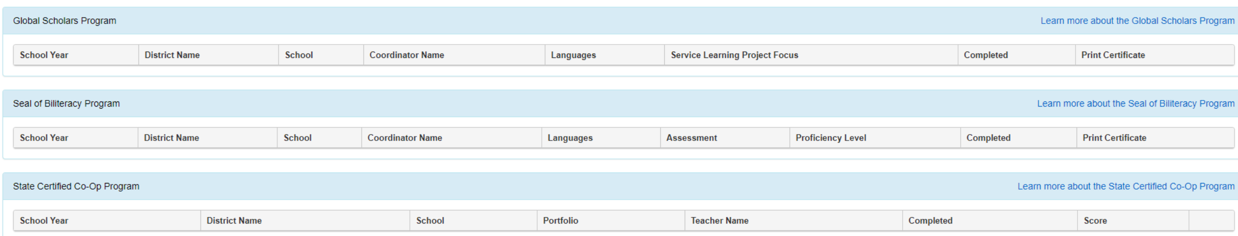
To see an overview of a student's credentials progress:

1. Click the Home / Student Search link in the main navigation menu

2. Enter the student's WISEid and click Search; confirm the student's identity and if correct, click Yes to proceed



3. If the student is enrolled in any of the credentials programs, you will see a summary of their program information and current status. If you are an authorized user for one or more of the programs, you may see an Edit button on the far right, which will allow you to open the student's record and make any necessary changes for the current program year.
    - You will also see a list of the student's two most recent district enrollments. This information is provided in the event you want to contact a student's previous or current district to verify progress towards any of the programs in which the student is enrolled.



Global Scholars Program — Learn more about the Global Scholars Program

School Year	District Name	School	Coordinator Name	Languages	Service Learning Project Focus	Completed	Print Certificate

Seal of Biliteracy Program — Learn more about the Seal of Biliteracy Program

School Year	District Name	School	Coordinator Name	Languages	Assessment	Proficiency Level	Completed	Print Certificate

State Certified Co-Op Program — Learn more about the State Certified Co-Op Program

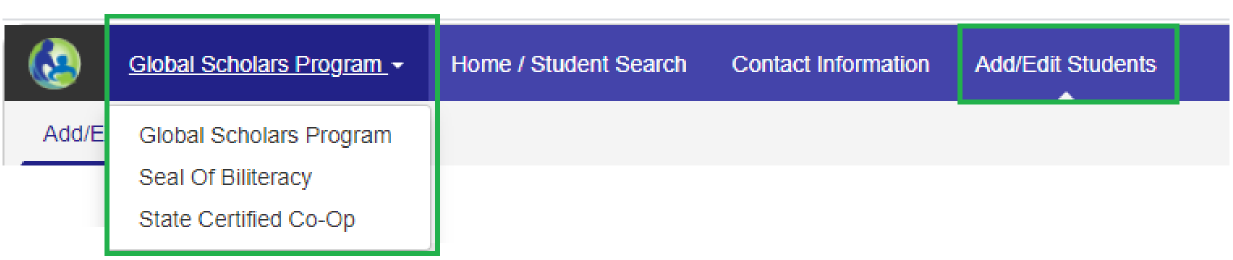
School Year	District Name	School	Portfolio	Teacher Name	Completed	Score

The Global Scholars Program

The expansion of the DPI State-Certified Credentials application now allows for the collection of data to track a student's progress towards the completion of a DPI-issued Certificate of Global Competence. [Read more] about the program requirements which will be tracked in the Credentials application.

Adding Students to the Program

Each student who is working towards completion of the Global Scholars Program should be entered as a participant of the program in the Credentials application. When first accessing the application, the Global Scholars Program's Add/Edit Students page should be the default page you see. If you have been assigned a user role for other programs in the application, you may need to click the arrow in the upper left to select the Global Scholars Program. Then click the Add/Edit Students link to access the program page.



Option 1: To add a student to the program: (use this option to add students one at a time)

1. Click the Add Student button within the Global Scholars Program grid.
2. If you have the student's WISEid, enter it into the WISEid field and click Search; if not, skip to Step 3.
   - The student must have a Local Person ID for your district or LEA attached to their WISEid record; the Local Person ID indicates that the student is a member of your district or LEA. You will receive an error message if you enter a WISEid that does not match your district or LEA.
   - Click Yes to confirm the student's identity and proceed to the next step.
   - If the name and birth date displayed do not match the student you wish to enter, verify that you have the correct WISEid for that student.
3. If you do not have a WISEid for the student, enter their first and last name (and birth date, if known) and click Search
   - If only one result displays and the information matches the student you are looking for, click Yes to confirm the student's identify and proceed to the next step.
   - If more than one result displays, review the name and birth date and click Select for the student you are looking for.
4. Enter the student's details within each of the program requirement fields; if you do not have all required program information when entering a new student, you can update the record at a later time.
   - If a student is earning their credential with more than one qualifying language, select each language and the number of years the student has studied the language in a school setting. Click the plus sign to add additional languages and corresponding years of study.
   - All fields are required before a student can be marked as completed, but you may leave some fields blank when initially adding a student into the program.
5. If you are entering the student record after they have completed all program requirements, then check the box indicating that all program requirements are complete.
6. Click Add to add the student to the program.
7. The student's information will display within the Global Scholars Program grid. Not all information displays in the visible row; click the caret on the far left to view an additional row of information.

Option 2: To add a group of students: (use this option to upload multiple students at once - you will download the file template, enter student data in the required formats, and upload your file into the Global Scholars Program)

1. Click the Upload Student Records button within the Global Scholars Program grid
2. Open the Global Scholars Upload Template file and save a copy to your computer
3. Enter a row for each student into your copy of the file.
4. Follow the Global Scholars file specifications (link is available during the upload process) to enter student data in the required format for each column in the file.

   a. Note: Some columns require a number (key) or code instead of a description - those numeric codes can be found on a tab in the specifications file.
5. When all rows are completed, save the file on your computer, then click the Choose File button on the screen and select your saved file.
6. Click the Upload Students button on the screen to complete the process.
7. Once the upload process is complete, the system will display a message on the screen indicating how many students were added.
8. Any rows in the file that were missing data or contain incorrectly formatted data will be ignored and those students will not be added to your list.
   a. You can correct the errors in your file and upload just those students, or enter them individually using the steps in Option 1 above.

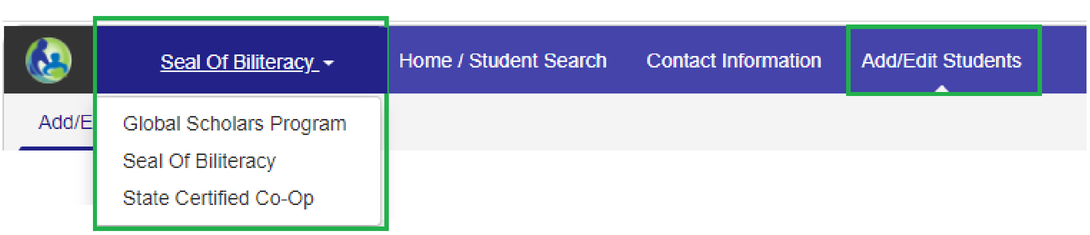
To modify an existing student record:
1. Find the student that you wish to modify in the program grid, then click the Edit button on the far right for their record if you wish to add or update their information.
2. Make changes within each field as needed; click Update at the bottom of the pop-up to save your changes.
3. If a student record needs to be deleted, click the Delete button on the far right for their record, then confirm the deletion.
4. To print a certificate, make sure the student has completed all program requirements and the Completed field is marked as Yes; then click the Print Certification button to download their certificate.

The Seal of Biliteracy Program

The expansion of the DPI State-Certified Credentials application now allows for the collection of data to track a student's progress towards the completion of a DPI-issued Seal of Biliteracy Certificate. Read more about the program requirements which will be tracked in the Credentials application.

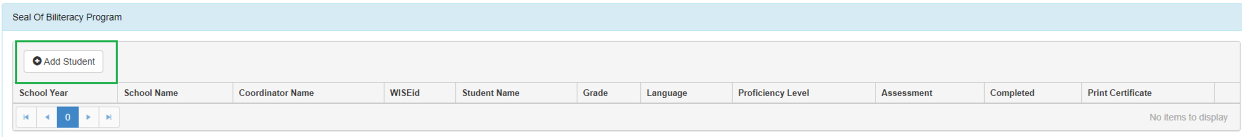
Adding Students to the Program

Each student who is working towards completion of the Seal of Biliteracy should be entered as a participant of the program in the Credentials application. When first accessing the application, the Seal of Biliteracy's Add/Edit Students page should be the default page you see. If you have been assigned a user role for other programs in the application, you may need to click the arrow in the upper left to select Seal of Biliteracy. Then click the Add/Edit Students link to access the program page.



Option 1: To add a student to the program: (use this option to add students one at a time)

1. Click the Add Student button within the Seal of Biliteracy Program grid



2. Enter the student's WISEid into the pop-up; click Search
   - The student must have a Local Person ID for your district or LEA attached to their WISEid record; the Local Person ID indicates that the student is a member of your district or LEA. You will receive an error message if you enter a WISEid that does not match your district or LEA.
3. Click Yes to confirm the student's identity and proceed to the next step.
   - If the name and birth date displayed do not match the student you wish to enter, verify that you have the correct WISEid for that student.
4. Enter the student's details within each of the program requirement fields; if you do not have all required program information when entering a new student, you can update the record at a later time.
   - All fields are required before a student can be marked as completed, but you may leave some fields blank when initially adding a student into the program.

5. If you are entering the student record after they have completed all program requirements, then check the box indicating that all program requirements are complete.
6. Click Add to add the student to the program.
7. The student's information will display within the Global Scholars Program grid.

Option 2: To add a group of students: (use this option to upload multiple students at once - you will download the file template, enter student data in the required formats, and upload your file into the Seal of Biliteracy Program)

1. Click the Upload Student Records button within the Seal of Biliteracy Program grid
2. Open the Seal of Biliteracy Upload Template file and save a copy to your computer
3. Enter a row for each student / language combination into your copy of the file. If a student is working towards proficiency in more than one language other than English, enter a separate row for each language.
4. Follow the Seal of Biliteracy file specifications (link is also available during the upload process) to enter student data in the required format for each column in the file.
   a. Note: Some columns require a number (key) instead of a description - those numeric codes can be found on a tab in the specifications file.
5. When all rows are completed, save the file on your computer, then click the Choose File button on the screen and select your saved file.
6. Click the Upload Students button on the screen to complete the process.
7. Once the upload process is complete, the system will display a message on the screen indicating how many students were added.

8. Any rows in the file that were missing data or contain incorrectly formatted data will be ignored and those students will not be added to your list.
    b. You can correct the errors in your file and upload just those students, or enter them individually using the steps in Option 1 above.

To modify an existing student record:
1. Find the student that you wish to modify in the program grid, then click the Edit button on the far right for their record if you wish to add or update their information.
2. Make changes within each field as needed; click Update at the bottom of the pop-up to save your changes.
3. If a student record needs to be deleted, click the Delete button on the far right for their record, then confirm the deletion.
4. To print a certificate, make sure the student has completed all program requirements and the Completed field is marked as Yes; then click the Print Certification button to download their certificate.

The State-Certified Co-Op Program

The State-Certified Co-Op Program is managed by two user roles; the Co-Op Admin role and the Co-Op Teacher role. The Co-Op Admin role will set up the program portfolios in which students may be enrolled and assign teachers to manage the students within those portfolios. The Co-Op Admin role must complete the Agreeing to Assurances and Assigning Teachers steps before the teacher can add students.

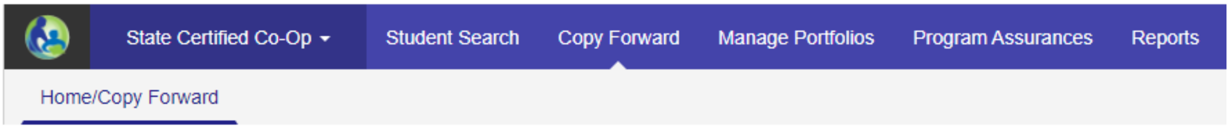
Agreeing to Assurances

As the District Administrator/Superintendent, it is your responsibility to agree to the assurances associated with the skills certification. There are three areas that have separate assurances:
1. State Skill Standards (Occupational Areas) Co-op
2. Assistant Child Care Teacher (ACCT) and Infant/Toddler
3. Employability Skills and Youth Leadership

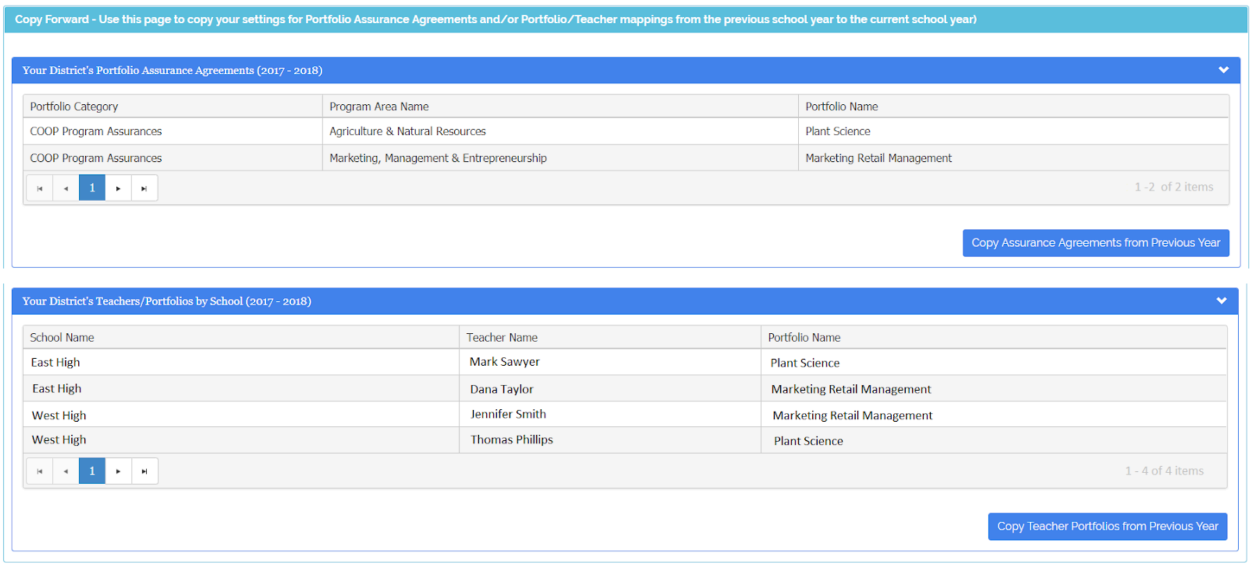
The District Administrator role has the ability to “Copy Forward” data from the previous school year when setting up portfolios for the current year. The following sections can be copied from the previous year:
- Portfolio Assurance Agreements
- Teacher / Portfolio Assignments by School

To have the system copy last year’s data for this year:

1. Select the Copy Forward link from the navigation menu.



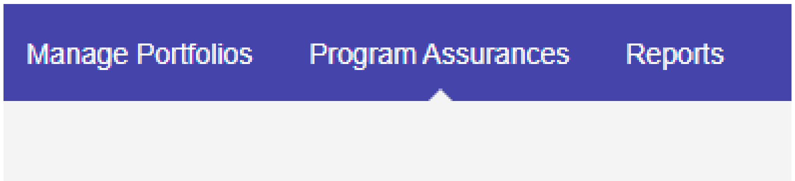
The Copy Forward page will show a summary of last year's Portfolio Assurance Agreements and Teachers / Portfolios by School.



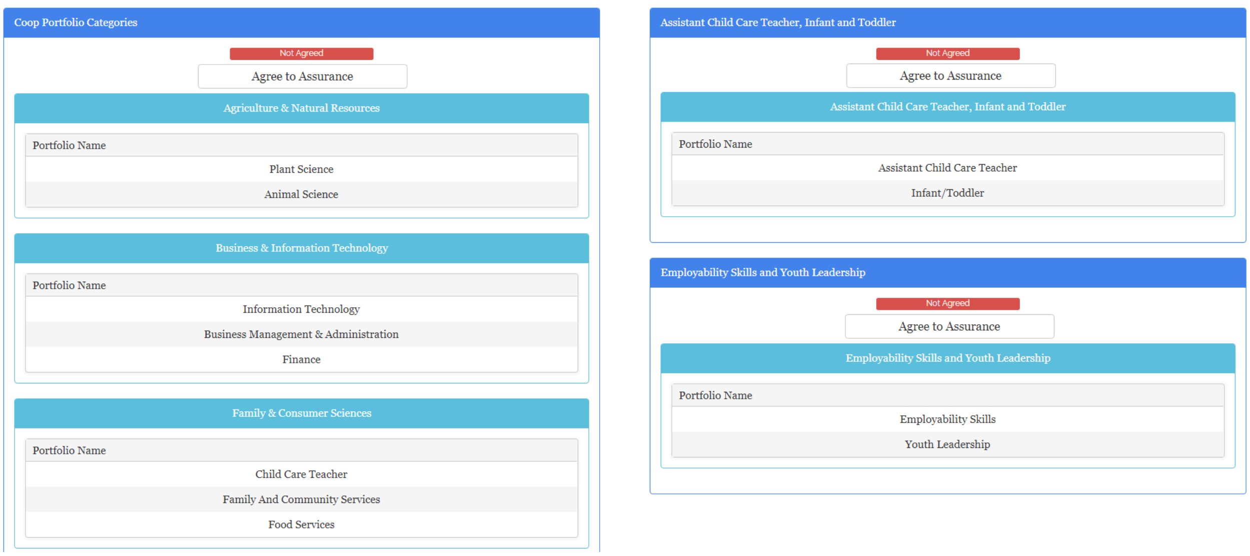
2. Click the Copy Assurance Agreements from Previous Year and Copy Teacher Portfolios from Previous Year buttons to copy all data shown in the summary for the new year.
   - Note 1: If you don't have any Skills data for the previous year, a message will display indicating that no District Assurances or Teacher Portfolios were found from the previous year. In that instance, proceed with manual entries *(see instructions below)*.
   - Note 2: The system will copy ALL data from the previous year when you click the Copy buttons. If you only want to use a portion of last year's data, you may use the Copy buttons and then delete unwanted data, or you may enter this year's data manually *(see instructions below)*.

Follow the steps below to manually update assurances, portfolios, and teachers.
Note: You may skip these steps if you used the Copy Forward function.

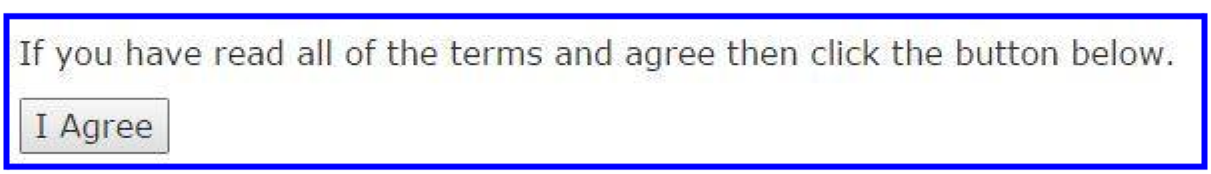
1. Select the Program Assurances link from the navigation menu.



You will see the three different program area assurances that contain the portfolio categories that may be offered by your district: Coop Portfolio Categories, Assistant Child Care Teacher, Infant and Toddler, and Employability Skills and Youth Leadership. Before assigning teachers to a portfolio category, you must agree to the assurances specific to each portfolio group. When you first access this page for a new school year, you will see **red** Not Agreed boxes for each portfolio category grouping that indicate the assurance agreement has not been completed *(see below)*.



3. Click on the Agree to Assurance button for each area that will be offered in your district. The Assurance Agreement for each portfolio grouping will appear on a separate page.
4. Please read through the list of assurances and then click I Agree to indicate you agree to operate this DPI work-based learning program as required.



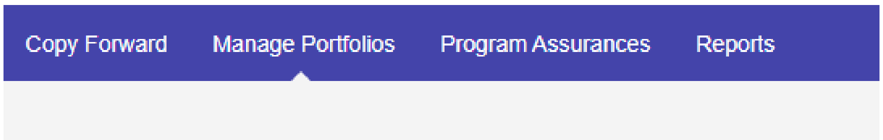
Once you have clicked on I Agree, the red Not Agreed box will change to a green Agreed box on the Program Area Agreement page to indicate you have read and agreed to the requirements for administering that portfolio grouping.

Once you click on I Agree to each program area assurance, you will automatically be able to select any school as you assign teachers to the appropriate portfolios.

Assigning Teachers

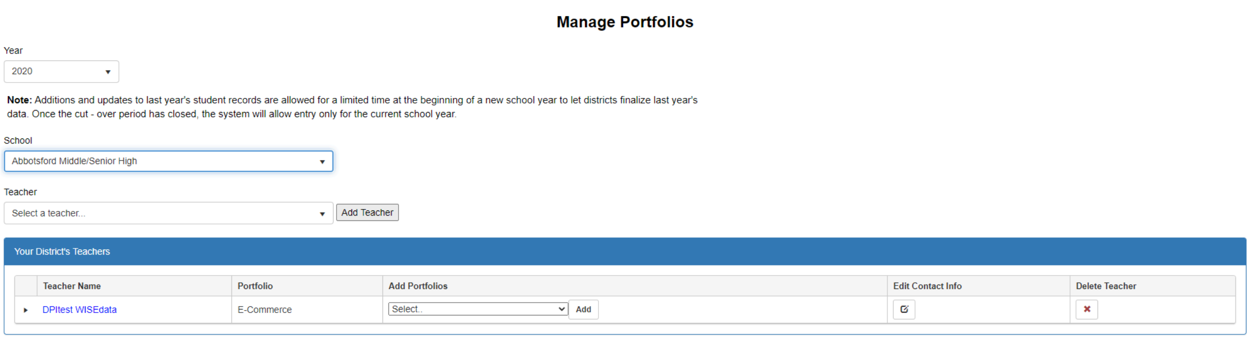
Next, assign the district's teachers to the appropriate portfolios.

1. Select the Manage Portfolios link from the navigation menu.



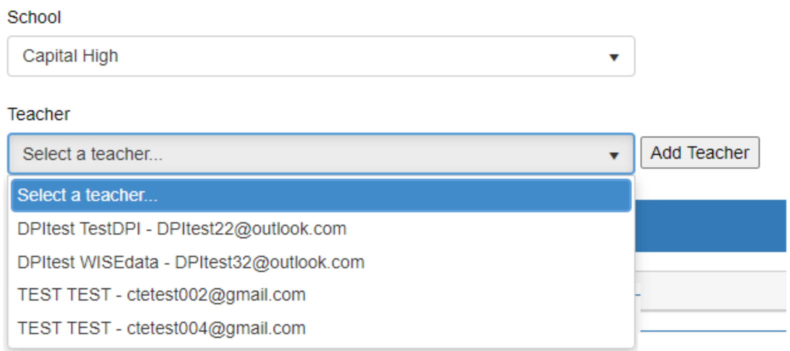
New in 2020! For ease of use, the Add Teacher and Teacher Summary pages have been combined into one page called Manage Portfolios.

2. Select the appropriate school from the dropdown list. All public schools from your district should appear in the dropdown list. The page will automatically refresh when a school is selected.

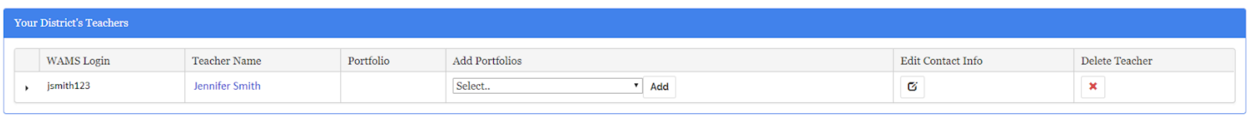


3. Select a teacher from the dropdown list who will be assigned to the school that was previously selected, then click the Add Teacher button.

All teachers for your district who are assigned to the Co-Op Teacher role in WISEsecure will display in the Teacher dropdown list. If the teacher you are looking for does not appear in the list, log into WISEsecure and verify that you have assigned them to the Co-Op Teacher role for the selected school, or that they are assigned to 'All Schools'.



5. Select a portfolio from the Add Portfolios dropdown list and click Add.
6. To give a teacher multiple portfolios, choose another portfolio from the list, and click Add again.



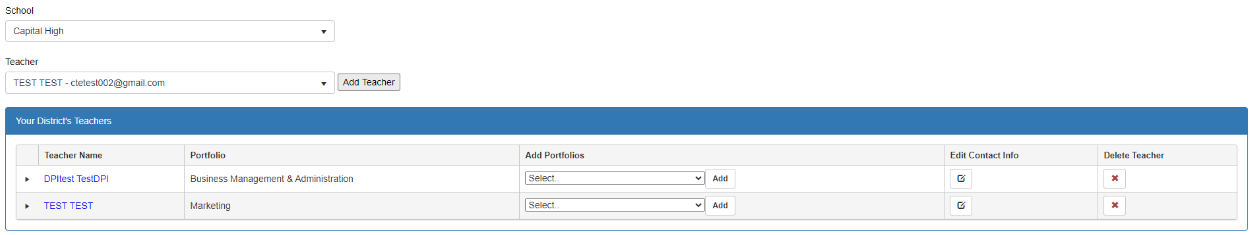
An email will be sent to the teacher, stating the following *(Below is a sample; links are test examples only).*

Hello Denise Byrd. You have been registered to oversee General Marketing for the 2016 school year at Appleton Area School District. You were assigned this role by your District Administrator, District Admin CTE Test. If you have any questions or received this message in error please contact them at ctetest003@gmail.com. DO NOT REPLY TO THIS EMAIL!

to start entering your students for certification, please login to the website at:(This will be your WAMS login and password)

https://uaapps4.dpi.wi.gov/CTESkills/

The Manage Portfolios page also lists all teachers who have been entered for your district and the portfolios that they have been assigned. From this view, you can edit teacher contact information and delete teachers.

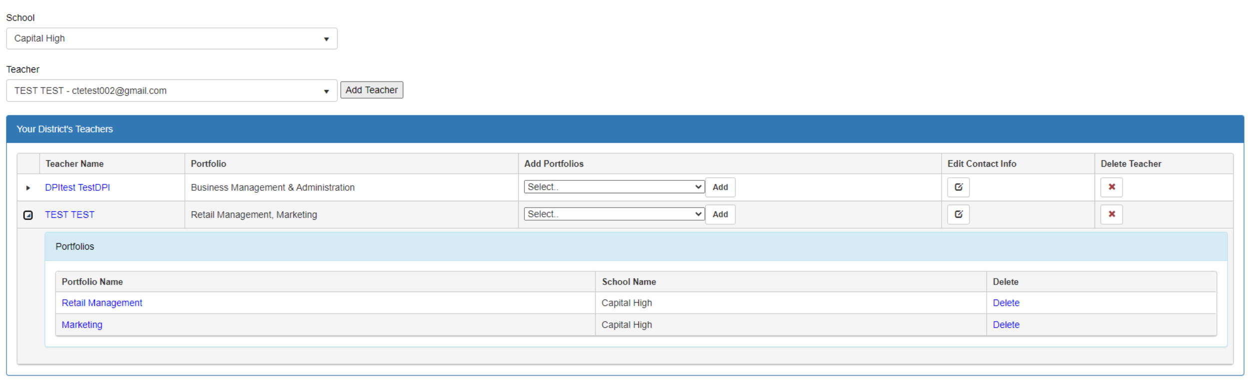


If you have entered all of your teachers, your portion is complete and you can logout. You will only need to return to the system if changes are necessary during the school year. Complete this process for every school in your district and every teacher who will be entering students for skills certification.

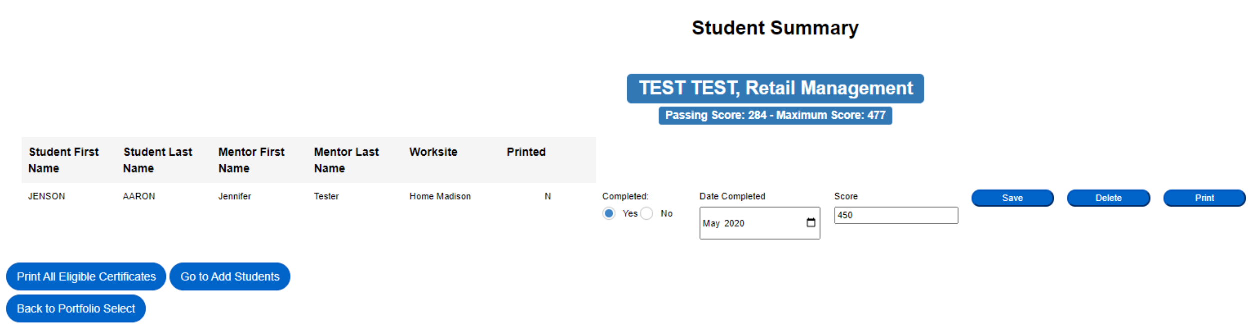
Performing the Teacher Functions as an Admin User

The District Administrator has access to add students and to enter scores for students completing their skills certifications. This allows you to complete all of the processes and ensure students get their credentials if a teacher is unable to complete the process.

1. On the Manage Portfolios Page, click on the arrow next to the teacher's name to see the individual portfolio areas for that teacher.



2. Then click on a portfolio within the list to access all of the student data for that teacher / portfolio combination.



3. Either type the score or use the scroll buttons to record a score. The range of passing scores is listed below the portfolio name at the top of the page.

   You will also need to select the month and year in which the student completed the program. The month and year selected will be printed on the student's credential.

4. Click Save. You can print the information entered after it has been saved.

5. Once a passing score has been entered for a student the print icon on the far right side of the student's information will highlight in blue, and you will be able to select it. You may click the Print button and print individual certificates, or you may click the Print Eligible Certificates button at the bottom of the page to print certificates for all completed students. A pdf with the student's certificate will display, and you can either save or print the certificate in color. We recommend you print on parchment paper to enhance the appearance of the certificate.

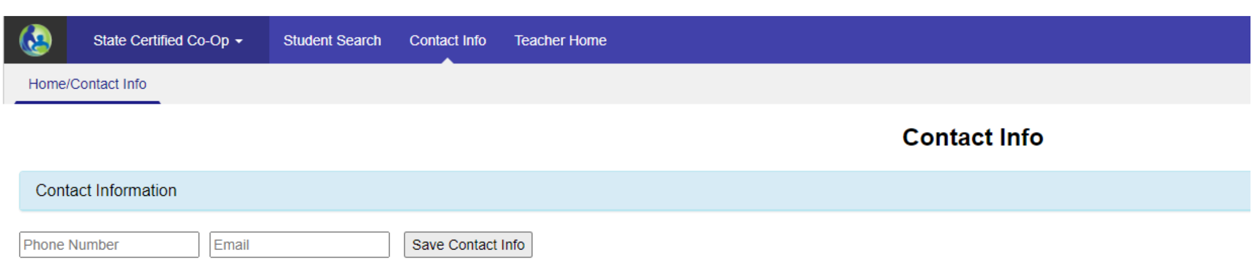
Please join our Google+ Community DPI CTE Skills Certification and feel free to leave us feedback for improving our site. Or, go directly to the Feedback Google sheet.

The Co-Op Teacher Role

Entering Students

You should have received an email with the Subject Line: State Credentials Teacher Registration from StateCredentialsDoNotReply@dpi.wi.gov on behalf of your District Administrator/Superintendent when they assigned you to a specific portfolio. That email has a link to sign in to the system with your WAMS ID: https://wisedata.dpi.wi.gov/credentials. If you have not received email notification of your portfolio assignments, contact your district's Certified Co-Op Program Administrator to request assignment to the portfolios for which you have students to register.

1. The landing page you see should be similar to the image below.

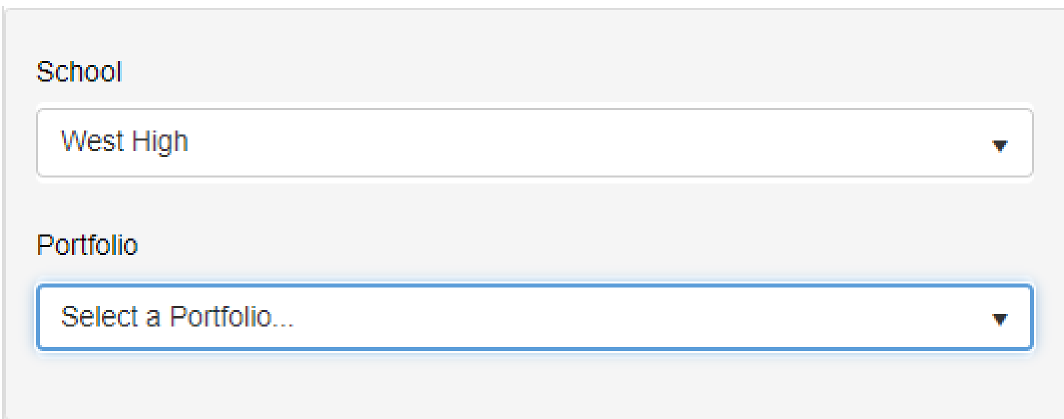


2. Before entering your student information, verify that your contact information is up to date. If no contact information displays, enter your phone and email and click Save Contact Info.

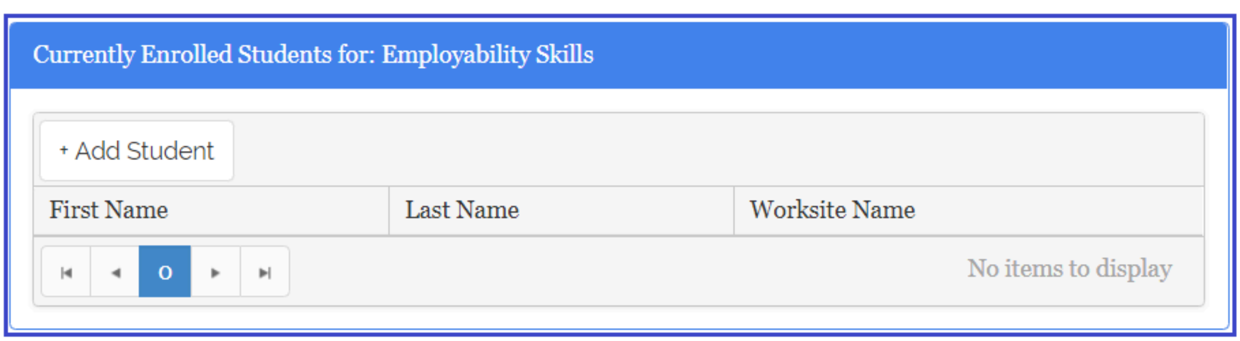
3. Make any necessary changes to your phone number or email address and click Save Contact Info. If all information is accurate, move on to the next step.

4. Click the Teacher Home link in the navigation menu. Depending on whether your administrator has assigned you to portfolios at one school or multiple schools, you will see either of the following screens:

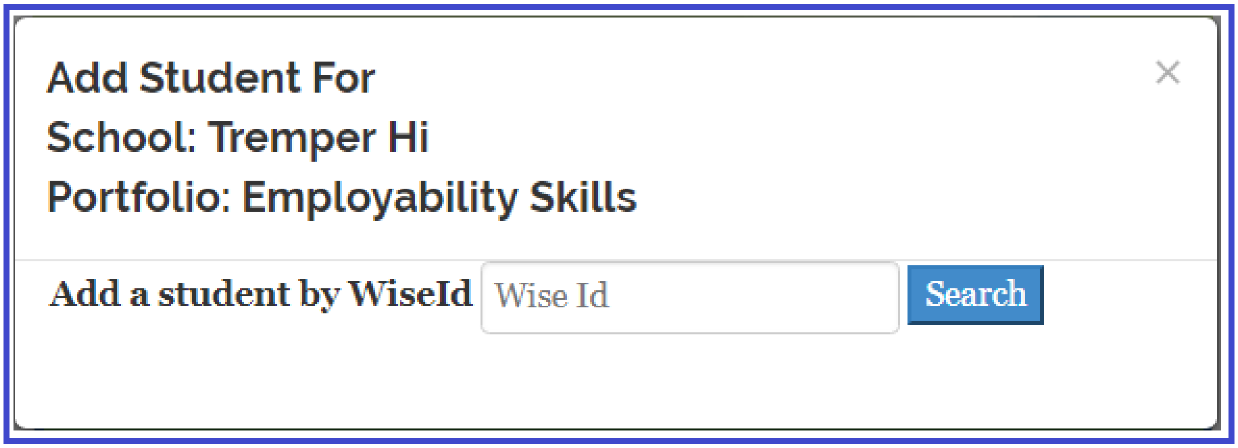
5. Select the school for which you are entering students. Then select a portfolio. The page will refresh automatically when a portfolio is selected.



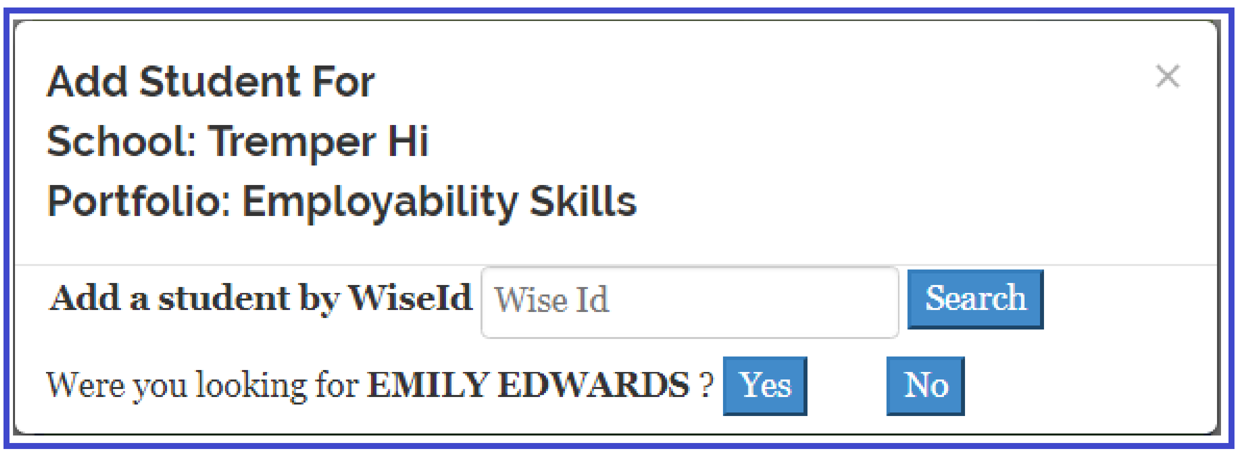
6. To add a student, click Add Student.



7. Enter a student by typing in their WISEid (WSN #), then click Search. WISEid numbers can be obtained from the enrollment office at your school district.

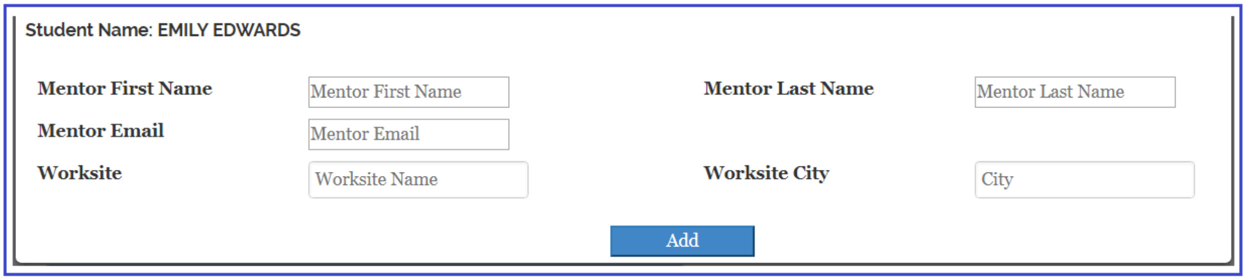


8. If this is the appropriate student, click Yes; Otherwise click No.

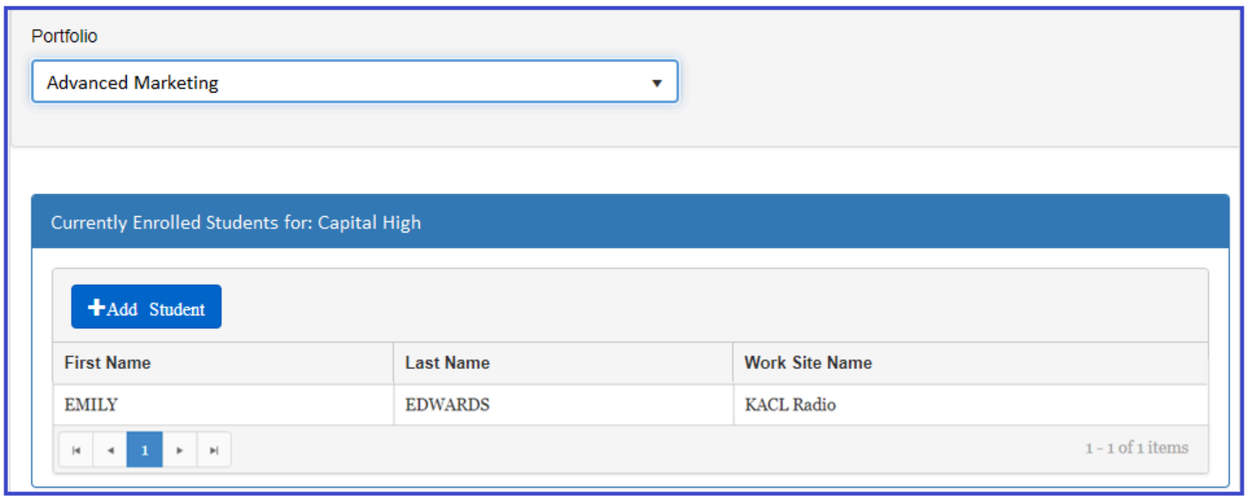


9. If this is the correct student and you have clicked Yes, enter all of the information requested for the Mentor and Worksite. When you are entering the Worksite, start typing the company name. If it is already in the list, then it will automatically show up. If not, type the full company name and press tab to enter Worksite City. Start typing. All cities in Wisconsin should be listed.

10. Once you have completed all fields for this student, click Add.



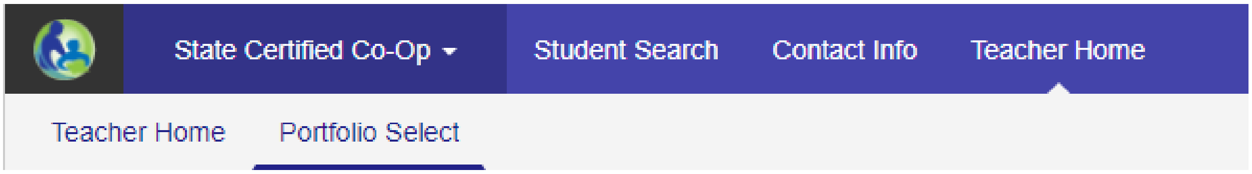
11. You can view the students previously entered by choosing a portfolio. The page will automatically refresh when a portfolio is selected.



The students for that specific portfolio will be displayed. Once all students enrolled in the selected portfolio have been entered, you may logout and return at a later date for the certificate completion process.

Updating Program Completion Status

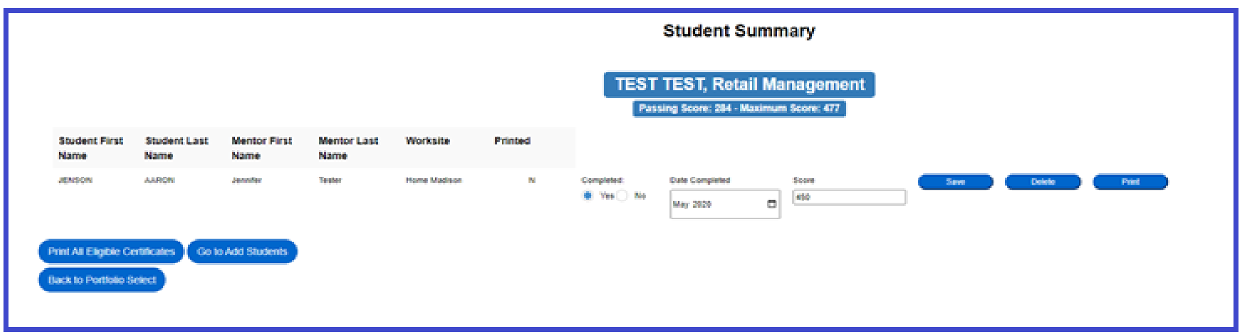
1. To enter scores, select the Teacher Home link from the navigation menu, then click Portfolio Select from the secondary menu.



The following grid will appear.

2. Click GO on the portfolio for which you want to enter scores.

The Student Summary page will open.



3. Select the Yes radio button to indicate the student has completed the certificate requirements.

   New in 2020! You will also need to select the month and year in which the student completed the program. The month and year selected will be printed on the student's credential.

4. In the Score field, either type a score or use the scroll buttons to select the score earned by the student. The field will turn red until a valid passing score is entered. Click Save. After you have saved the information, you will be able to print the certificate.

Once a passing score has been entered for a student, the print icon on the far right side of the student's information will highlight in blue, and you will be able to select it. You may click the print button and print out individual certificates, or you can click the Print Eligible Certificates button at the bottom of the page. A pdf with the student's certificate will show up, and you can either print or save the certificate.

The eligible certificates should appear, and you will be able to print in color. We recommend you print on parchment paper to enhance the appearance of the certificate.

The certificate has an area where the high school principal can sign before presenting it to the student.