

# Seal of Biliteracy

## Onboarding Module 8: Data Collection, Reporting, and Use



WISCONSIN DEPARTMENT OF  
**Public Instruction**  
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# Seal of Biliteracy (SBL) Onboarding Modules

Topic	Link
SBL Mission, Vision and Overview	<a href="#">Module 1</a>
SBL Student Requirements	<a href="#">Module 2</a>
District Responsibilities and Budget Considerations (Coming soon!)	Module 3
Pathways to Proficiency	<a href="#">Module 4</a>
Assessment of Language Proficiency (English & Languages Other Than English)	<a href="#">Module 5</a>
Demonstration of Sociocultural/Intercultural Competence	<a href="#">Module 6</a>
Recruitment, Promotion, and Communication	<a href="#">Module 7</a>
Data Tracking and Reporting	<a href="#">Module 8</a>
Celebration of Student and Staff Success	<a href="#">Module 9</a>

# Seal of Biliteracy Guide

For more information about topics covered in this onboarding module, as well as links to resources, see the following section of the [Wisconsin Seal of Biliteracy: District Planning, Registration, and Implementation Guide: Key Component 7](#)



**Wisconsin Seal of Biliteracy**  
District Planning, Registration,  
and Implementation Guide

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February 2025

Wisconsin Department of Public Instruction

# Module Objectives

- Learn what data needs to be tracked and reported for the SBL
- Consider how access to data and data systems will be negotiated
- Explore how district SIS can be used to track SBL data
- Understand how to report SBL data to DPI
- Explore other uses of SBL-related data



# SBL Data-Related Responsibilities

- Collecting and tracking student-level data
- Recording SBL-related student data in district School Information System (SIS)
- Entering student data in State-Certified Credentials application in [WISEhome](#) (DPI's online application platform)
  - Reporting data to DPI
  - Generating SBL certificates



# SBL Record Keeping

Districts/schools must document and track:

- Qualifying assessment and score for English proficiency
- Qualifying assessment and score for proficiency in language other than English
- Demonstration of sociocultural competence



# SBL Data Reporting

**Districts/schools must report to DPI:**

- **School and coordinator**
- **Student WISEid or Student Name/DOB**
- **Student grade**
- **Language other than English (LOTE) in which student qualifies for Seal**
- **Primary language learning environment**
- **Qualifying assessment & proficiency level for LOTE**
- **English language assessment**



# Navigating Access

SBL coordinators may/will need access to:

- Learning management system (e.g., Google Classroom, Canvas, etc.) or other system for tracking progress and communicating with students
- District SIS (Infinite Campus, PowerSchool, etc.)
- DPI State-Certified Credentials Application in WISEhome



# Key Data Partners



- **District Assessment Coordinator or other school personnel with access to required data**
- **District SIS administrator**
- **District Security Administrator**
- **District personnel with access to student WISEids**

# Uploading Data into District SIS

- **Determine which data should be recorded in district SIS (e.g., Infinite Campus, Skyward, PowerSchool)**
  - **Possible data points include the following:**
    - **Assessment Type (STAMP, AAPPL)**
    - **Assessment Date**
    - **Assessment Scores**
    - **Language(s) Assessed**
- **Determine where the data will be stored**



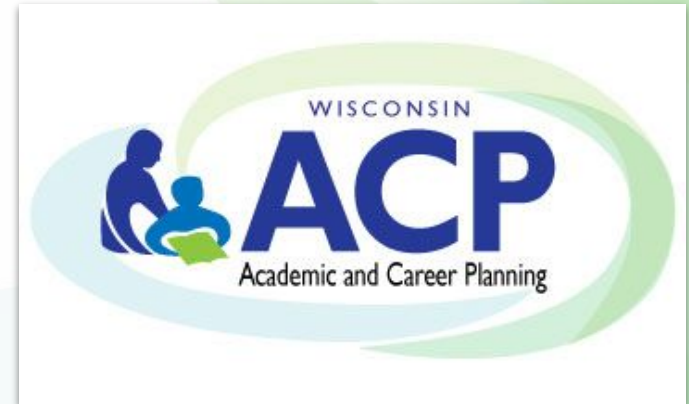
# Uploading Data into District SIS, cont.

Determine the following:

- **Who is responsible for uploading the data into the SIS?**
  - **District Assessment Coordinator**
  - **District Seal of Biliteracy Coordinator**
  - **Technology Department (Programmers)**
  - **School Counselor or Clerical**
- **Do key personnel have the necessary permissions to access the data?**
- **When and how often will data be uploaded?**
- **How should data be entered so the Seal can be represented on transcripts?**

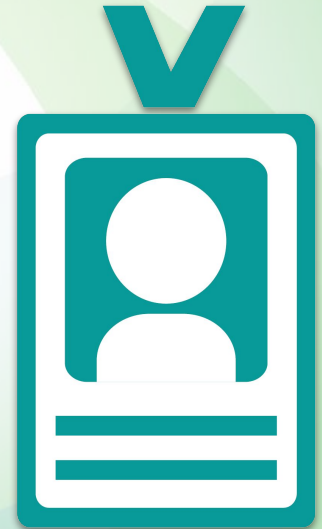
# State-Certified Credentials App

- State-Certified Credentials application in [WISEhome](#)
  - Report student data
  - Generate SBL certificates
- District Security Administrator gives access
- Role: Biliteracy Admin
- [DPI WISEhome web page](#)
- [Guide for accessing and navigating the State-Certified Credentials app](#)



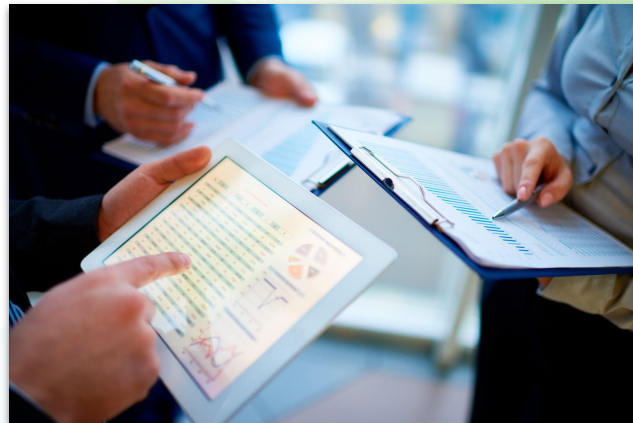
# A Note about Creating Student Records

- May enter student data manually or upload a data file with information for multiple students
- Will need either student WISEid or name and DOB
  - WISEid required if using a data file
- WISEid: Unique 10-digit number assigned to all students
  - Way of preventing confusion
  - Used by districts to submit student data to DPI
  - Learn more on DPI's [WISEid web page](#)



# Preparing to Enter Data

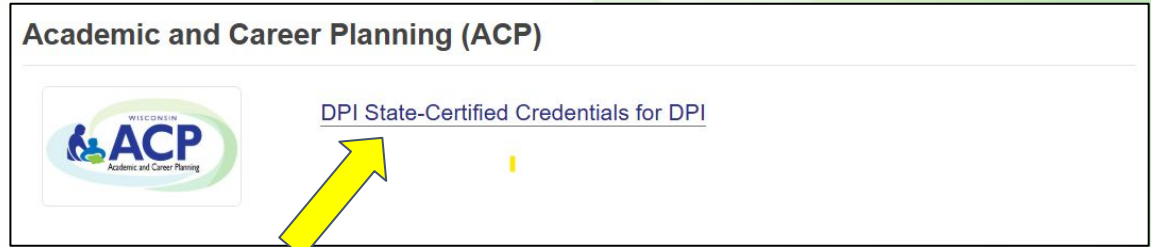
- Determine who in district can provide access to DPI State-Certified Credentials application
- Identify person in school/ district who can provide students' WISEids, if using
- Decide whether student information will be entered manually or uploaded using a data file
- Download and complete data file, if using



# Accessing Application

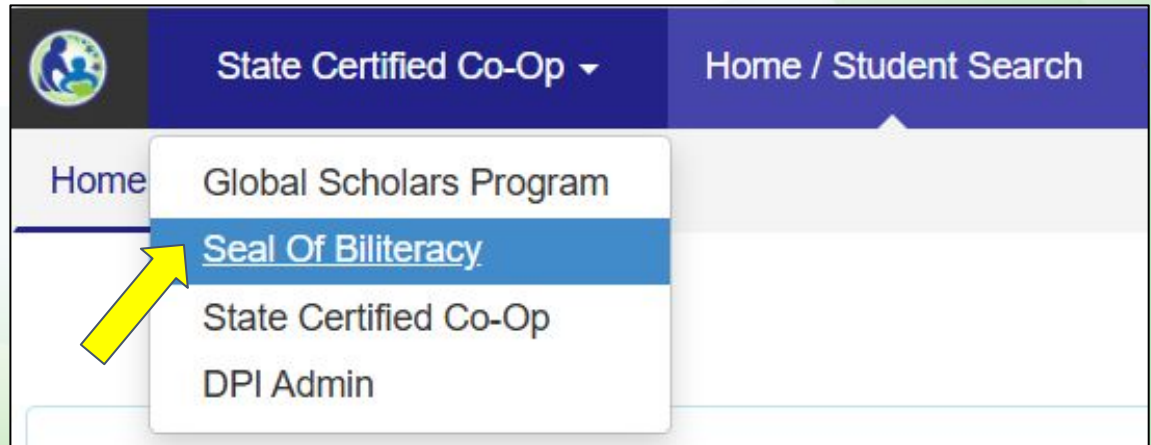
Access via [WISEhome page](#)

Look for ACP grouping and click on “DPI State-Certified Credential” link



Enter student data in the SBL section of the State-Certified Credentials application

May need to select SBL in upper left of home page



# Entering Data

Click “Add Student”  
to enter data  
manually

Click “Upload Student  
Records” to use a  
data file

Use Excel template  
and file specifications  
document to create  
data file

Seal Of Biliteracy

Home / Student Search Contact Information Add/Edit Students Help / Feedback

Add/Edit Students

Seal of Biliteracy

▼ Expand For Help

Filters

School Year School Grade

2025-26 Select... -- Select one or more --

Search Clear

Seal Of Biliteracy Program

+ Add Student Upload Student Records

School Year	School Name	Coordinator Name	WISEid	Student Name	Grade	Language	Learning Env	Proficiency Level	Assessment	English
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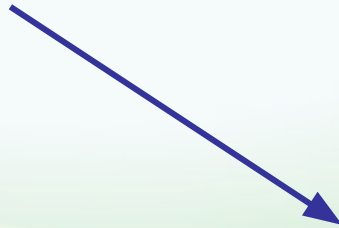
# Helpful Hints

- Create separate records for students earning the Seal in more than one language other than English
- Learning environment
  - Select “School” if studied in school, even if heritage speaker
- “Other” assessment
  - Select only if using a DPI-approved alternative assessment
  - [Global Seal of Biliteracy Test Finder](#)



# Generating Certificates

Make sure student has completed all program requirements and “Are all program requirements complete?” box is marked



School	Grade
0540 - Preble Hi	12
Coordinator Name	
Kelly Votava	
English Proficiency Assessment Type	
ACT	
Language other than English	
Start typing in the list to jump to results	
Spanish	
Learning Environment	
School	
Proficiency Level	
Intermediate-High	
Assessment Type	
AAPPL	
Are all program requirements complete? <input checked="" type="checkbox"/>	
Save	Cancel

# Generating Certificates, cont.

- Click “Print Certification” button to download certificate
- Recommend printing on parchment paper or cardstock
- Students qualifying via AP or IB: May generate certificate in summer/fall and send to student

Completed	Print Certificate
Yes	<a href="#">Print Certificate</a>



# Other Uses of Data

- **Recruitment:** Identify students who would be good SBL candidates
- **Instruction:** Make adjustments to instruction based on student assessment results
- **Participation:** Determine which students are/aren't accessing advanced language classes and need for innovative approaches to language education



# Guiding Questions for District Teams

- How will student eligibility in all three areas be confirmed?
- How will the additional student information needed to generate the Seals be gathered?
- Who will have access to the SBL application in WISEhome & be responsible for entering student information & generating SBL certificates?
- What is the timeline for confirming student qualification prior to end-of-year or graduation recognition events?



# State-Certified Credentials App Resources

- Video: [SBL Credentials Site Guidance](#)
  - Walk-thru of SBL online application
- [State-Certified Credentials Site User Guide](#)
- [Help Ticket](#)
- [Request access to WISEhome app](#)



# Questions?

**We are here to help!**  
**Please send SBL-related  
questions to:**

**[SBL@dpi.wi.gov](mailto:SBL@dpi.wi.gov)**

