



WISCONSIN DEPARTMENT OF
Public Instruction



Instructions for Uploading Student Data into the Seal of Biliteracy Application

- Open the [Seal of Biliteracy Upload Template](#) and save a copy.
- Enter one 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.
- Follow these [Seal of Biliteracy File Specifications](#) for each field in the template.
 - Some fields require a key (number) that represents a selection; those keys can be found on the corresponding tab within the Seal of Biliteracy File Specifications.
- When all rows are complete, save your file locally.
- In the State-Certified Credential application in WISEhome, navigate to the Seal of Biliteracy page and click on Upload Student Records button. This will open a dialogue box.
- Click the Choose File button in the dialogue box and select the file you created to upload.
- Click Upload Students to complete the process.
- Once completed, the system will display a message at the top of the page indicating how many records were added.
- Any rows that are missing required data or contain unexpected data that doesn't follow the specifications will be ignored and those students will not be uploaded.