

# Wisconsin

**Direct Certification Infinite Campus User Guide**

# Direct Certification Processes for Infinite Campus Software: Exporting your file

- Index / WI State Reporting/ Direct Certification Extract
  - County = district county code
  - Snapshot date = today or first day of school if first run during the summer
  - Calendars = active buildings for the year
  - Generate Extract
- Save text file into your folder for the current year
  - Example of path/file set up: DWD/14-15; Save IC file here. Then make an additional folder under 14-15 named "In" and save retrieved data from DWD to this folder

Year 14-15 School Sandhill Elementary School Schedule All

Index Search Help < WI Direct Certification Extract

This tool provides data to complete the Wisconsin State-defined Direct Certification report. Use state reporting. Use the HTML format for troubleshooting or analysis.

**Extract Options**

County 13 Snapshot Date 05/26/2015 Format State Format(Tab Delimited) Exclude students eligible for free lunch

**Select Calendars**

active year  list by school  list by year

14-15  
14-15 4K School- Staff Only  
14-15 Fox Prairie Elementary S  
14-15 Jedi School  
14-15 Kegonsa Elementary School  
14-15 Resident Not Attending  
14-15 River Bluff Middle School  
14-15 Sandhill Elementary Scho  
14-15 Stoughton High School  
14-15 Summer EXCEL  
Summer 14-15 Stoughton High

Generate Extract Submit to Batch

- Submitting Infinite Campus text student database to DWD
- Log into the DWD site at <https://directcert.wiconsin.gov>
- Select New Match and choose file; select file and submit; download file
- Save text file into your folder for the current year (suggestion, make an "In" folder within the current year so you know which files are from DWD versus IC).



**New Users**

If you have not yet accessed direct certification through this website:

1. Click here to [Request access to the new direct certification system.](#)
2. Read the [Direct Certification Instruction manual.](#)
3. Once your account has been activated use the link below to log in to the direct certification system.

**Registered Users**

- [Click here to log in](#)

- [Click here to log in](#)

### Direct Certification Login

Log In	
User Name:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log In"/>	

[Forgot Your User Name or Password?](#)

For login problems, call the Department of Workforce Development (DWD) Service Desk at: (608) 266-7252.  
Regular hours are Monday - Friday 6:00 am - 5:00 pm.

### State of Wisconsin Direct Certification Program

State of Wisconsin Direct Certification Program	
<b>Menu</b> <a href="#">Home</a> <a href="#">My Matches</a> <b>»New Match«</b> <a href="#">Help</a>	<b>Instructions</b> <b>To submit a new request:</b> <ul style="list-style-type: none"><li>• Select the student file to upload by clicking the "Browse" button below to locate the file on your computer.</li><li>• After selecting the file, click the "Submit" button to send your file to us and begin the matching process.</li></ul> <p>School District: 135621 - Stoughton Area School District ▼</p> <p>Student File: <input type="button" value="Choose File"/> No file chosen</p> <p><input type="button" value="Submit"/></p>

### State of Wisconsin Direct Certification Program

State of Wisconsin Direct Certification Program									
<b>Menu</b> <a href="#">Home</a> <b>»My Matches«</b> <a href="#">New Match</a> <a href="#">Help</a>	<b>Instructions</b> Below is a list of Match Requests that have already been submitted for your school district. <ul style="list-style-type: none"><li>• Click the "Download File" link to download the match file to your computer.</li><li>• To submit a new request, click the "New Match" link on the menu.</li></ul> <p> You must download and save match files to your computer. Match files are deleted from our system after 14 days.</p> <p><b>District 135621 (Stoughton Area School District)</b></p> <table border="1"><thead><tr><th>Sent On</th><th>Status</th><th>Requested By</th><th>Match File</th></tr></thead><tbody><tr><td>05/28/2015 11:22 AM</td><td>Complete</td><td>Mckenna, Jennifer</td><td><a href="#">Download File</a></td></tr></tbody></table>	Sent On	Status	Requested By	Match File	05/28/2015 11:22 AM	Complete	Mckenna, Jennifer	<a href="#">Download File</a>
Sent On	Status	Requested By	Match File						
05/28/2015 11:22 AM	Complete	Mckenna, Jennifer	<a href="#">Download File</a>						

# Direct Certification Processes for Infinite Campus Software: Importing your file

- Creating Excel Files
- Open excel and then find the file you just saved and open it. Save it down as a .xlsx file
- Open the prior month file (also needs to be in the .xlsx format)
- In both files we will create a field that will be first name and last name combined – this field will be used in our next step to pull data from a prior report and put it into ours.
  - Add a column to the right of B (first name column)
  - Combine columns A&B; formula is =A&B

MCKENNA	JENNY	JENNYMCKENNA
MCKENNA	JENNY	=O3&N3

- Leave both files open
- Using the Vlookup to retrieve prior report data
- Data from current report

School District 135621 Direct Certification File Created On 04/22/2015						
MCKENNA	JENNY	JENNYMCKENNA	L	12/6/1971		S

- Data from prior report

School District 135621 Direct Certification File Created On 03/23/2015						
MCKENNA	JENNY	JENNYMCKENNA	L			N

- Comparing two reports

- This shows that on 4/22 Jenny was approved “S” and on 3/23 approved “N”. This tells us that it is a new approval and action needs to be taken

School District 135621 Direct Certification File Created On 04/22/2015							on 3/23
MCKENNA	JENNY	JENNYMCKENNA	L	12/6/1971		S	N

- This shows the actual query. It is saying, look up column C in the 4/22 report, then go to the March 23<sup>rd</sup> report, search all of the data (starting with column C), when you find a name in column C that matches, give us what is in column 5. (Columns are counted across with column C being column 1)
- Note: when you are using a vlookup columns may change.

School District 135621 Direct Certification File Created On 04/22/2015							on 3/23
MCKENNA	JENNY	JENNYMCKENNA	L	12/6/1971	S	=VLOOKUP(C2,'135621_Match_March_23_2015 (1).xlsx'!\$C\$2:\$G\$2,5,FA	

- Highlight the column of data you just pulled over from the prior month file, copy and paste special so that the results are no longer formulas
- Sort file by the coding of the current report, “vlookup column” as a Z-A sort; This will sort newly eligible students to the top. Be sure to still review the eligibility column to ensure nothing was missed in the sort.