

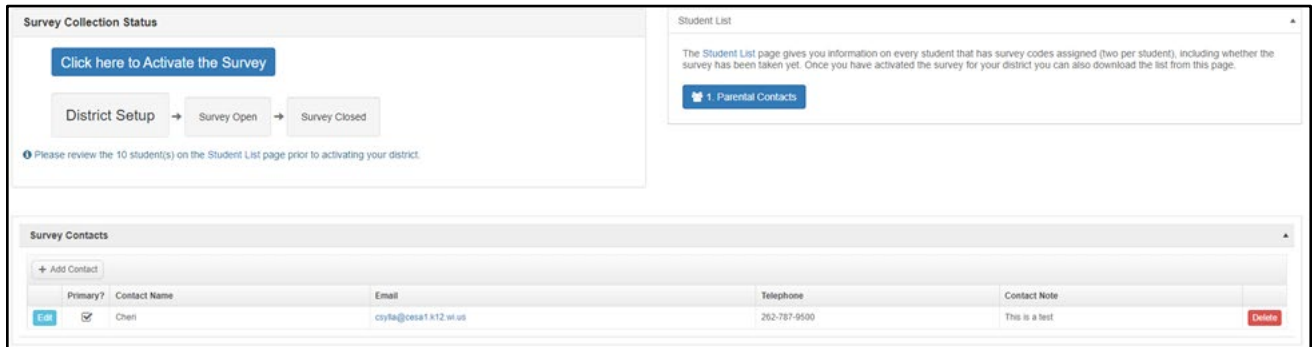
Indicator 8 Step by Step Directions

Log into the Special Education Web Portal to enter the Indicator 8 Survey Manager Web Portal.

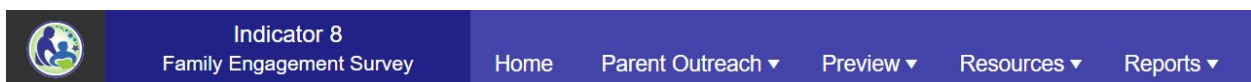
Prior to Activating the Indicator 8 Survey:

When logging into the Indicator 8 Family Engagement Survey Application for the **FIRST TIME**, please be sure to do the following:

- 1) Enter at least one **Primary Contact** into the application. Once all Contacts have been entered, and one contact has been noted as a “primary”, exit the application and then re-enter the application. Doing so will update the Primary Contact information in the application and your district contacts should be listed.
- 2) Review your Student List page PRIOR to activating the Indicator 8 Survey for your district. The **Student List** page gives you information on every student that has survey codes assigned (two per student), including whether the survey has been taken yet. Once you have activated the survey for your district you can also download the list from this page.
 - a) Click on the hyperlinked “Student List”. Review the list to be sure that it is accurate.
 - b) Should you need to exclude a student, click on the red **Exclude** button on the far right. This is the time to exclude a student.
 - c) Students may be added at this time too. Simply enter the student’s WISEid number.
 - d) Once the list is reviewed exit the page. Click on **Activate the Survey**.



Each page of the Indicator 8 survey application looks like this:
There is a toolbar along the top of the page.



When clicked, the **Parent Outreach** tab has 3 dropdown choices:

1. Parental Contacts
2. Letter Manager
3. Send Letters

Step 1: Parental Contacts

On the top toolbar, click on the **Parent Outreach** dropdown and select **1. Parental Contacts**. The page will look as displayed:

Upload and Edit Parent Contact Info

- Data Source is as of January 19, 2022
- The password is always the four digit district number: 1134
- For a paper survey, select a specific Code 1 or Code 2 from the list below.

Instructions

Use the buttons on this screen to manage the list of students, upload or add parental contacts, and edit parental contact information. The orange button "Upload Parental Contacts" will take you to a separate screen where you can download a spreadsheet template and add parent contact information. You can then upload the revised spreadsheet to bring your LEA's parent contact information into the database. The "Reset" button clears parental contact information from the database. If you prefer to use a manual mail merge rather than conduct your letter-sending via this application, you can use the "Manual Mail Merge Download" button to download the spreadsheet for that step.

+ Add Student

↓ Generate All Surveys As PDF

↑ Upload Parent Contacts

↻ Reset Parent Contacts

↓ Download Parent Contacts

↓ Manual Mail Merge Download

Last Name	First Name	WISEid	School	Survey Type	Status
<input type="text" value="Last Name..."/>	<input type="text" value="First Name..."/>	<input type="text" value="WISEid..."/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

Instructions:

- Use the buttons on this screen to manage the list of students, upload or add parental contacts, and edit parental contact information.
- The ORANGE button "**Upload Parental Contacts**" will take you to a separate screen where you can download a spreadsheet template and add parent contact information. You can then upload the revised spreadsheet to bring your LEA's parent contact information into the database.
- The "Reset" button clears parental contact information from the database.
- If you prefer to use a manual mail merge rather than conduct your letter-sending via this application, you can use the "Manual Mail Merge Download" button to download the spreadsheet for that step. ***School districts who choose this option need to seek technical assistance from their school district staff. DPI does not provide technical assistance for the manual mail merge.***

Rows will be highlighted pink when there is no parental contact information associated with that "contact."

To enter parent contact information, click on the ORANGE button that says **Upload Parent Contacts**.



[+ Add Student](#)
[↓ Generate All Surveys As PDF](#)
[↑ Upload Parent Contacts](#)
[↺ Reset Parent Contacts](#)
[↓ Download Parent Contacts](#)
[↓ Manual Mail Merge Download](#)

Scroll down to the first button, **Download CSV Template**.



Here you can input the family information for each child. There are only 3 required columns:

- Student WISE ID
- Parent First Name
- Parent Last Name

When you open the spreadsheet, it will be empty but has headers across the top that you can enter information into. (Example below):

Student WISEId	Type 1=Primary/2=Secondary	Contact Last Name	Contact First Name	Language (eng=English es=Spanish)	Contact E-mail	Contact Address Line 1	Contact Address Line 2	Contact City	Contact State	Contact Zip Code
0061000001	1	Zebra	Arrow	eng	test@dpi.wi.gov	121 Grant Steet		Anytown	WI	54000
0061000010	2	Zebra	Barb	eng	test@dpi.wi.gov	121 Grant Street		Anytown	WI	54000
0061000002	1	yak	Cindy	eng	test@dpi.wi.gov	500 3rd Street		Anytown	WI	54000
0061000002	2	yak	Robert	eng	test@dpi.wi.gov	658 E. Ridgeway Blvd		Anytown	WI	54000

- When all student contact information is entered, save the file somewhere on your computer where you can find it.
- Save the file type as a “.CSV”. (.CSV is the only file type that is going to work.)
- You will need to upload this CSV file. Click **Upload CSV File** and find the file you saved.

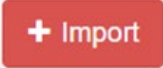
Choose File No file chosen

[Upload CSV File](#)
[↑ Return To Parental Contacts](#)

Click **Return to Parental Contacts**.

Step 2: Letter Manager

On the top toolbar, click on **Parent Outreach** and select **2. Letter Manager**. Scroll down and click on the **Import** button. This will bring in the template that DPI has created.



1 Letters Added.

[+ Import](#)

Revision Number	Language	Letter Type	Letter Name	Last Updated	Edit
1	English	Default Initial Letter	Default Letter - updated for 2022	01/20/2022 09:08 PM	Edit

Year: 2022

1 20 Items per page 1 - 1 of 1 items

Instructions:

- The Letter Manager page allows districts to customize the letter that is sent to each parent explaining the family engagement survey. Use the **"Import"** button to access DPI template letter in your **Letter Manager**. Once the letters appear in the table, you can use the [Edit](#) button to open the letter, change the letter's name (this name will be the Subject of emails you send), and edit some of the text in the letter.
- **Note:** You will not be able to edit the data parameters in the letter, which are fields identified by {brackets} and which the application requires in order to 'feed' data into the letter such as each parent's unique password to take the family engagement survey.

Letter Name

Letter Type

Language

Letter Content

B *I* U abc

(inherited font) (inherited size)

A

To the Parent of {studentFirstName} {studentLastName}

Dear {contactFirstName} {contactLastName}

The «{districtName} is working with the U.S. Office of Education and the Wisconsin Department of Public Instruction to ask parents about how schools develop partnerships with parents whose children receive special education services through an Individualized Education Program (IEP). In order to be counted as a response, more than 50 percent of the survey questions must be answered (12 questions).

The Letter Name will be the name that is put into the Subject line if/when you email the survey to the parents. (example)

Letter Name	Invitation to Family Survey for the Clinton School Distri
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It is suggested that you save the Letter Name as "Invitation to Survey for the School District of _____"(a 60-character title) so it is recognized by families. Let school staff know to message this to families, and for families to look for the survey.

Step 3: Send Letters

On the top toolbar, click on **Parent Outreach** and select **3. Send Letters**. This page brings the contacts and the letter together.

First, use the "Select letter name..." drop-down feature to pick one of your letters.

Prepare a list of letters by selecting a letter name and loading students contacts for it. Then choose to send them as e-mails of Pdfs.

Invitation to Family Survey for the Clinton School District Select letter name... Invitation to Family Survey for the Clinton School District	Assign Letter to Contacts	Send E-mails	Generate PDFs	Reset List	↑ 1. Parental Contacts
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Next, click "**Assign Letter to Contacts**" and use the arrow controls to move contacts into the "Selected" box.

Use the filters on this pop-up window to narrow down the list of selected recipients.

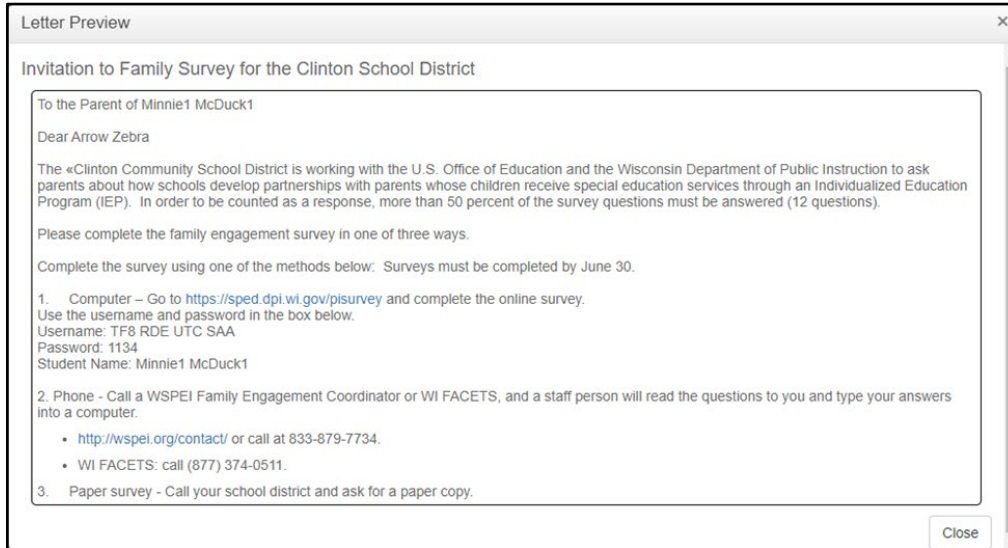
Use the arrow controls below to move some or all recipients into the "Selected" box on the right. Recipients are listed by the [Student Name - Parent Name]. You can use the filter controls below to filter for specific recipients.

Languages: English	Survey Type: School Age	Responses: All
Races: All	Disabilities: All	English Learner: All
<input type="button" value="Search"/> <input type="button" value="Reset"/>		

Use the arrow keys to select parents to send the survey to.



Preview the letter before you send it. It will include the username and password. You can then send the letter as an email or print off a PDF. (Example)

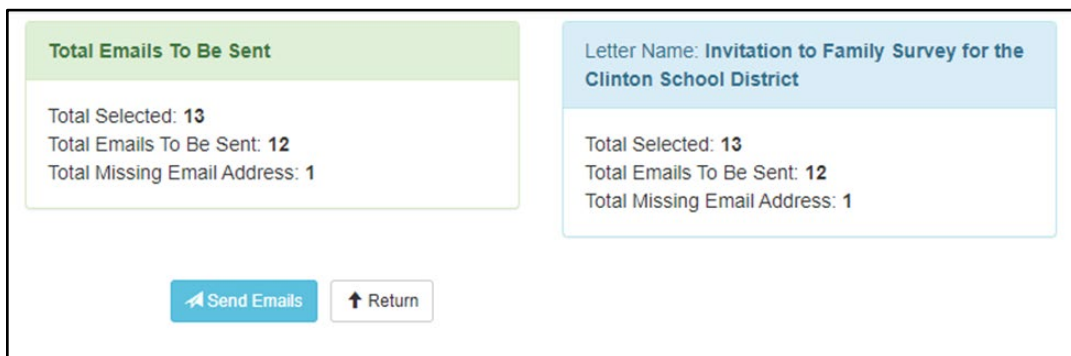


If sending the letter as an email, there is a default selected as **Yes** for “Do Not Reply?”, which means if parents reply to the email will go to no one. If you select **No**, you can specify an email address to look like the sender. (“No” example below)



If you select **Yes**, the email with the survey will come from a blank account, so if the family has questions and tries to reply, their reply will go nowhere. However, if you select **No** and add a district contact email, it will be sent to someone and has a better chance of not ending up in a spam folder.

The Send E-mails button will generate a screen like the one below, which recaps how many letters are being sent out and if any have missing email addresses.





If printing the letters, click the **Generate PDFs** button. Select a letter to download. Print and put in the mail, including a self-addressed, stamped envelope. You can pre-address it to the DPI address:

WI Department of Public Instruction - Special Education Team

Parent Survey

PO Box 7841

Madison, WI 53707

Save the PDF letter, naming it after the recipient's name.