

Sharing your Renaissance® data

Process for sharing your data with WISEdash for Districts

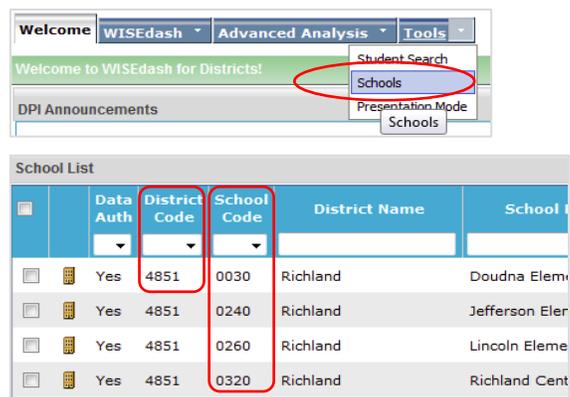
If you are interested in sharing your Renaissance Star Assessments® data with WISEdash for Districts, please follow the process outlined below.

Step 1: Request to share your data

Email your request to share data to support@renaissance.com, and identify WISEdash for Districts as the third-party vendor you would like to share your data with. We will enable a data sharing feature in your Renaissance Home site, usually within two business days of receiving your request. You'll find it under a new tile—**Custom Data and Reporting**—on your Renaissance Home page.

Step 2: Enter State Student IDs in your Renaissance Home site

- If you are a Renaissance Data Integration (RDI) customer, **please contact your Renaissance District Systems Consultant**. Your RDI service includes an automatic transfer of local and state IDs into Renaissance Home from your Student Information System and your consultant will help ensure all necessary information has been transferred.
- Customers who have not purchased RDI services will need to manually import the required IDs into their Renaissance Home site. WISEdash requires districts to include state district, school, and student IDs (WISEids) within Renaissance Home before data can be shared.
- Note: Use the **Schools** dashboard on the **Tools** menu in **WISEdash for Districts** to find District and School IDs. Your district has one unique 4-digit District Code and unique 4-digit School Codes for each of your schools.



- Follow the process below (steps A–L) in Renaissance Home.
 - To enter multiple student IDs, click on the **Custom Data and Reporting** tile on your Renaissance Home site and select **Reports**. (Skip to step D to enter only a few student IDs.)
 - Click on **Missing Student State Ids Report**. In the Active Status field, select **Active Only**. This will generate a list identifying all students needing a state ID. Save the report as an Excel file and enter their IDs in the appropriate column.



Custom Reporting

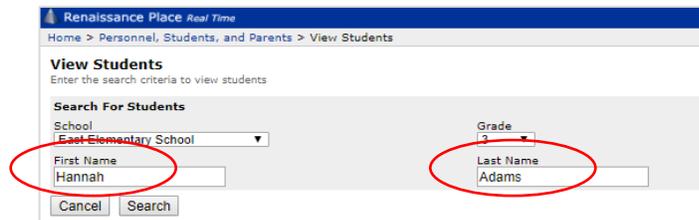


C. Once student IDs have been entered in the spreadsheet, contact Support for assistance in importing your student state IDs. You can phone (800-338-4204), chat (LiveChat in software), or email at datasupport@renaissance.com. (When this is complete, continue with Step 3.)

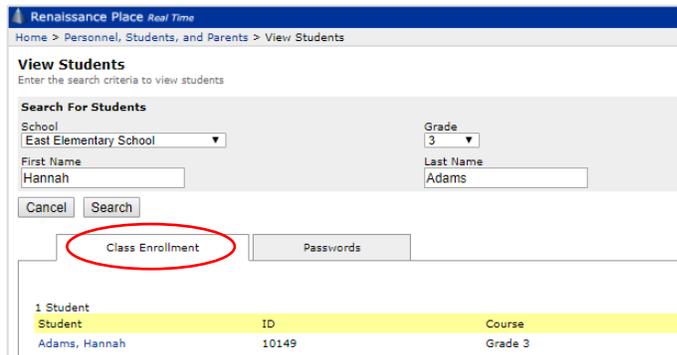
D. To enter only a small number of student IDs, click **Users** on your Renaissance Home site. Then select **View Students**.



E. Search for the student by name.

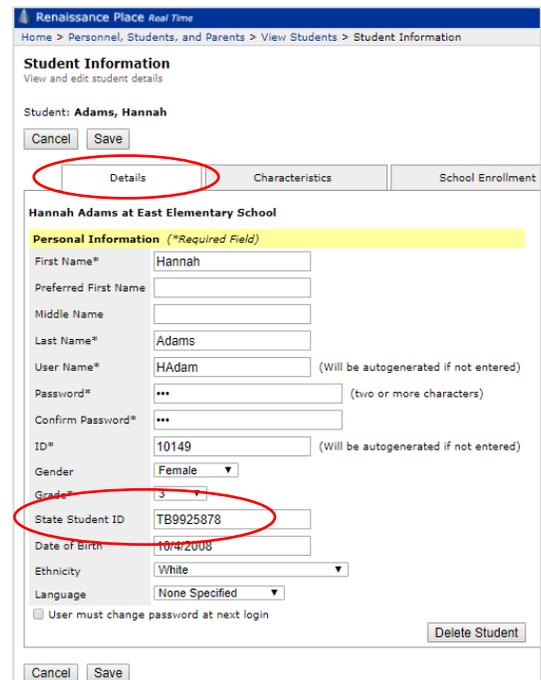


F. Click on the student's name in the **Class Enrollment** list.



G. Click the **Details** tab and enter the State Student ID (WISEid). Then click **Save**.

Repeat this step for each student who needs a Student ID entered in Renaissance Home.



Step 3: Enter District ID in your Renaissance Home site

- H. From the main screen when logged in as a District Admin, select **District and Schools**. Then select **District Information**.



- I. On the **Edit District Screen**, enter your district code* in the field labeled **District Number** as well as in the field labeled **State Number**. Be sure to enter in both fields and click **Save**.

*In WISEdash they are referenced as "codes", in Renaissance Home, they are "numbers."

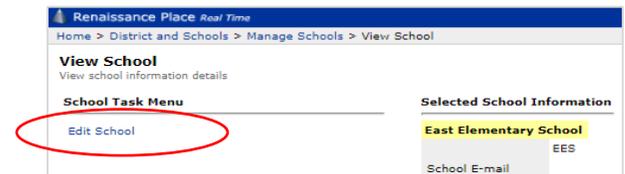


Step 4: Enter School IDs in your Renaissance Home site

- J. From the home page, click on **View School**. Then select a school from the list.

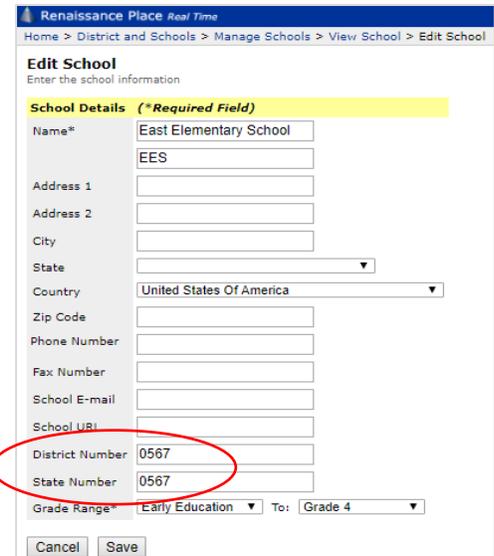


- K. Once you've selected a school, choose **Edit School**.



- L. On the **Edit School screen**, enter the correct school code in the field labeled **District Number** as well as in the field labeled **State Number**. Be sure to enter in both fields and click **Save**.

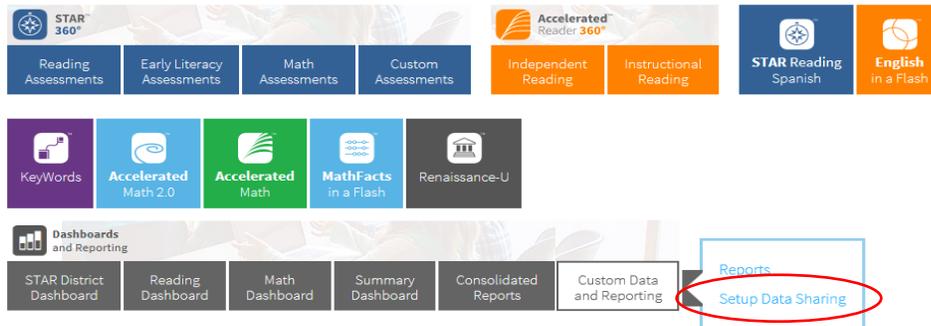
Repeat this step for each school in the district.



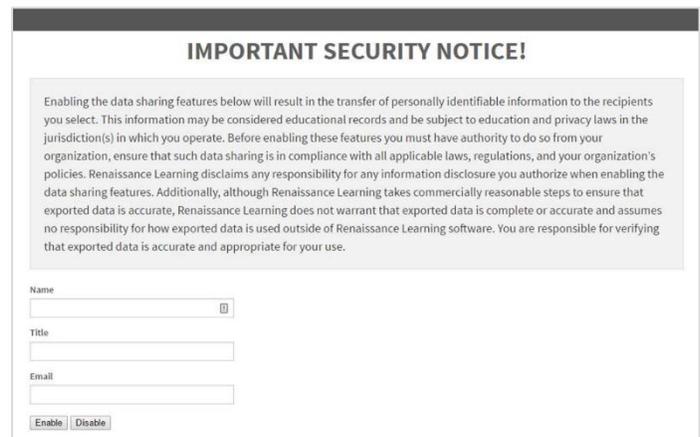
Step 5: Enable the Data Sharing Feature in your Renaissance Home site

After all student, school, and district IDs have been entered, a Renaissance site administrator from your district will need to enable the data sharing feature for the first time.

- Log in to your Renaissance Home site as a district administrator and click on the **Custom Data and Reporting** link on the bottom right of the page. Select **Setup Data Sharing** from the pop up.

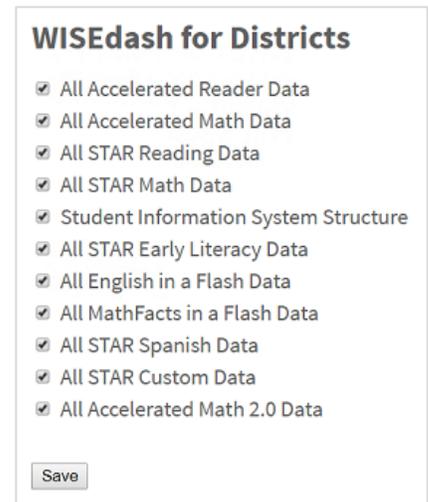


- This page allows you to enable the data sharing feature. Read the security notice. Then enter your name, title, email, and click **Enable**. (To stop the data transfer at any time, click on the View Authorization link to return to this page and disable the data sharing feature.)

A screenshot of the 'IMPORTANT SECURITY NOTICE!' page. The page has a dark header with the title 'IMPORTANT SECURITY NOTICE!'. Below the header is a light gray box containing a security notice. The notice states: 'Enabling the data sharing features below will result in the transfer of personally identifiable information to the recipients you select. This information may be considered educational records and be subject to education and privacy laws in the jurisdiction(s) in which you operate. Before enabling these features you must have authority to do so from your organization, ensure that such data sharing is in compliance with all applicable laws, regulations, and your organization's policies. Renaissance Learning disclaims any responsibility for any information disclosure you authorize when enabling the data sharing features. Additionally, although Renaissance Learning takes commercially reasonable steps to ensure that exported data is accurate, Renaissance Learning does not warrant that exported data is complete or accurate and assumes no responsibility for how exported data is used outside of Renaissance Learning software. You are responsible for verifying that exported data is accurate and appropriate for your use.' Below the notice is a form with three input fields: 'Name', 'Title', and 'Email'. At the bottom of the form are two buttons: 'Enable' and 'Disable'.

- Once the data share is enabled, you'll be taken to the Data Sharing Dashboard. The third-party data sharing vendor(s) you have requested will be listed on this screen. Verify that WISEdash is listed and **select the appropriate boxes** for the data you wish to share, including **Student Information System Structure**. (Currently, only Star Reading and Star Math data will be available in WISEdash. However, we recommend selecting all boxes so you will always have access to all Renaissance data available in WISEdash.) Then click **Save**.

You may adjust which applications you'd like to share data for at any time. Additionally, these selections will not be cleared from year to year. However, it is a good practice to log in and verify your selections each year.

A screenshot of the 'WISEdash for Districts' page. The page has a dark header with the title 'WISEdash for Districts'. Below the header is a list of data sharing options, each with a checked checkbox: 'All Accelerated Reader Data', 'All Accelerated Math Data', 'All STAR Reading Data', 'All STAR Math Data', 'Student Information System Structure', 'All STAR Early Literacy Data', 'All English in a Flash Data', 'All MathFacts in a Flash Data', 'All STAR Spanish Data', 'All STAR Custom Data', and 'All Accelerated Math 2.0 Data'. At the bottom of the list is a 'Save' button.