

**Forms Manager** inside WISEdash for Districts lets you easily create forms for collecting graph images. The forms become a Data Inquiry Journal when you add findings and hypotheses. Your Data Inquiry Journal can be used for classroom or school improvement, or as artifacts for educator effectiveness.

- Forms are saved with your personal WISEdash login.
- The “Forms Manager” lists all your forms. The “Show Active Form” contains your current collected images and becomes your Data Inquiry Journal.
- The WISExplore team creates statewide templates based on frequent data inquiry scenarios. From these templates, you create personal data inquiry forms.



**NOTE:** Your **security role** always applies when creating a form. If your security role disallows access to sensitive student information, you will not see sensitive data.

 **Users:** The Forms Manager application opens multiple browser windows during its process. For security, ensure that all pop-up browser windows are closed when leaving WISEdash.

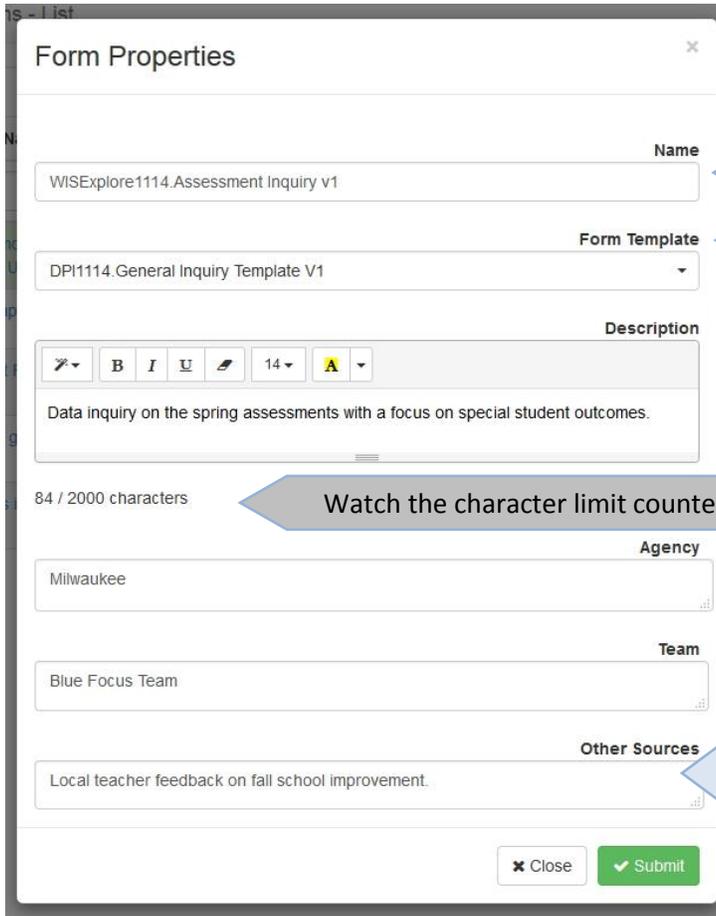
## 1. Create a NEW form

Click the red user applications button  on the top menu bar and choose “Forms Manager”. In the Forms – List, choose **+ New Form**.

- Complete all the fields:
  - NAME:** should be UNIQUE and help you locate the form by sorting on the name column.
  - FORM TEMPLATE:** choose one. NOTE: Once the form is saved, the template choice cannot be changed. Delete the form  to start over.
  - DESCRIPTION** should be detailed enough to describe purpose and status, and act as an artifact description.

**Best practice:** When naming forms, use the following convention: Group name + mm-yy+ .form name + v1. (Example “WISExplore0815.General Inquiry Form v1”)

Forms - List			
Name	Template	Description	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<a href="#">+ New Form</a>
<a href="#">WISExplore1114.Assessment Inquiry v1</a>	Special Education Data Inquiry	Data inquiry on the spring assessments with a focus on special student outcomes.	 



Name must be unique

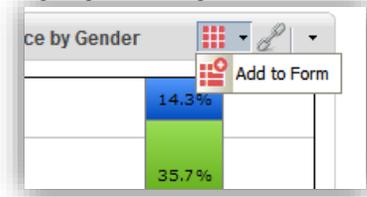
WISEExplore creates the templates

Watch the character limit counter

List captures data sources used outside of WISEdash.

## 2. Add graph images to your Forms

1. Ensure your form is ACTIVE in **Forms - List**. The active form is highlighted in green. To make a different form active, click the star next to that form.
2. Select the graph data you want to capture as an image.
3. Click the graph's title bar red user apps button  and click ADD TO FORM. Repeat as needed for additional graphs.
4. On the dashboard's title bar red user apps button, click SHOW ACTIVE FORM.
5. To manage your collected images, see guide section 4.



**Best practice:** As you collect each image, add questions, notes, and observations into the active form Data Inquiry Journal. The filters and titles are captured automatically.

## 3. Add images from outside of WISEdash

1. Click the red user applications button on the dashboard's title bar and choose "Show Active Form."
2. View the INVESTIGATE panel
3. Two methods are available.
  - a. Choose the Upload button  on the Investigate title box and navigate to the saved image and select it, or
  - b. Using Windows Explorer, navigate to the saved image and click/drag the image file to the desired location on the INVESTIGATE panel.

**TIP:** Image types supported by the Forms Manager are JPG, GIF, PNG and SVG.

## 4. Create a Data Inquiry Journal and manage images

1. Click the red user applications button  on the dashboard's title bar and choose "Show Active Form."
2. View the INVESTIGATE panel

*Enter your question* a. Enter your data inquiry question or statement at the top.



b. Refresh the panel to see all recently-added images.



c. Toggle between small grid, medium grid and slideshow view

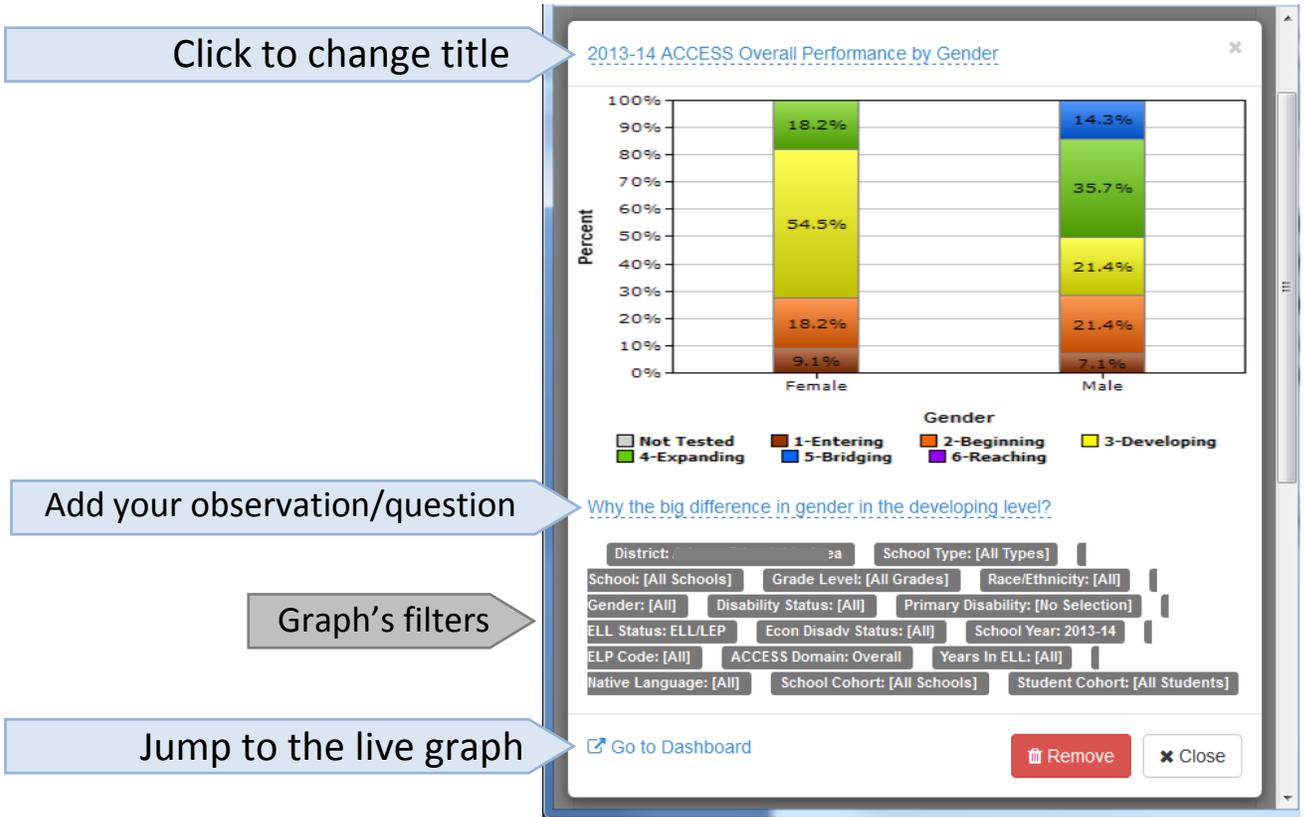


d. Move through the slideshow view.



e. Open the selected image's properties window. You can also CLICK any image to open its properties window.

**TIP:** Use a grid view to sort the order of the images by dragging/dropping an image to a different position.



The screenshot shows a data inquiry window titled "2013-14 ACCESS Overall Performance by Gender". It features a stacked bar chart comparing performance across gender categories (Female and Male) for different levels (1-Entering, 2-Beginning, 3-Developing, 4-Expanding, 5-Bridging, 6-Reaching). Below the chart are various filters for District, School Type, School, Grade Level, Race/Ethnicity, Gender, Disability Status, Primary Disability, ELL Status, Econ Disadv Status, School Year, ELP Code, ACCESS Domain, Years In ELL, Native Language, School Cohort, and Student Cohort. Callouts point to the title, the question field, the filters, and the live graph.

Gender	1-Entering	2-Beginning	3-Developing	4-Expanding	5-Bridging	6-Reaching
Female	9.1%	18.2%	54.5%	18.2%	0%	0%
Male	7.1%	21.4%	21.4%	35.7%	14.3%	0%

## 5. Complete the actions for your Data Inquiry Journal

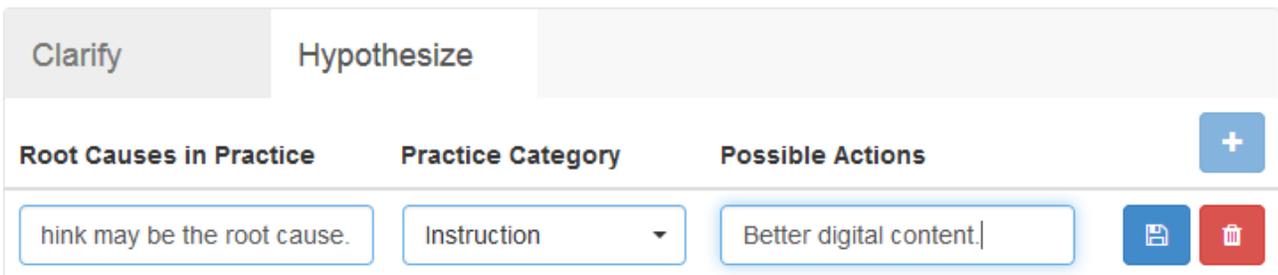
### 1. CLARIFY

- Enter a finding for this Data Inquiry Journal.
- Select the Action to pursue based on your finding.
- Select the Persistence of how long the ACTION should occur.
- Select the Priority of criticality associated with the finding.
- Click  to SAVE.



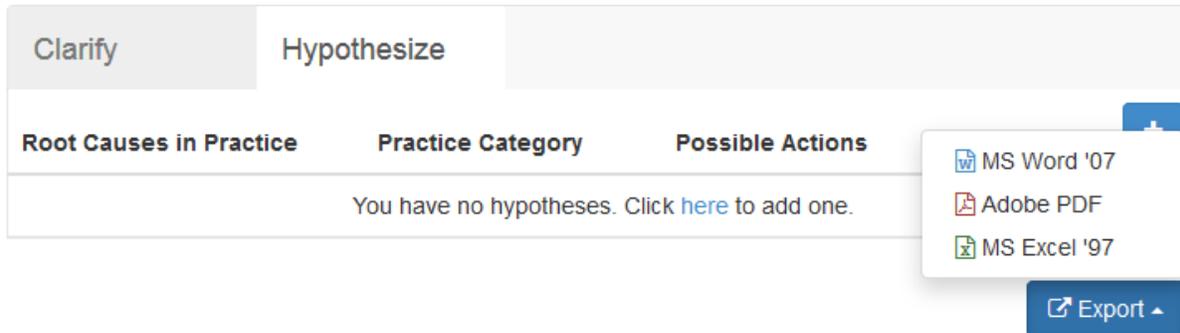
### 2. HYPOTHESIZE

- This panel helps to guide your data inquiry even further by asking you to consider possible root causes, the category of professional practice that may explain the data findings, and possible actions as next steps to take based on this finding.
- Enter a root cause for this Data Inquiry Journal.
- Select the Practice Category.
- Add Possible Actions and click  to SAVE.



## 6. Export your Data Inquiry Journal

1. Use the EXPORT button to save your Data Inquiry Journal to one of three formats for sharing.
2. NOTE: Exported forms add the date into the exported filename (DOCX, PDF, XLS). If working with several forms in one day, remember to rename your exported documents.



Root Causes in Practice	Practice Category	Possible Actions
You have no hypotheses. Click <a href="#">here</a> to add one.		

Export ▾

- MS Word '07
- Adobe PDF
- MS Excel '97

**Forms and Data Inquiry Journals may identify students by their membership in groups or contain protected information regarding students. Data Inquiry Journal exports and screenshots should be handled as sensitive student data.**

### Data Disclaimer

The Department of Public Instruction (DPI) has made a reasonable effort to ensure that the attached data/records are up-to-date, accurate, complete, and comprehensive at the time of disclosure. These records reflect data as reported to this agency by the educational community we serve for the reporting period indicated. These records are a true and accurate representation of the data on file at the DPI. Authenticated information is accurate only as of the time of validation and verification. The DPI is not responsible for data that is misinterpreted or altered in any way. Derived conclusions and analyses generated from this data are not to be considered attributable to the DPI. Willful intent to alter and intentional tampering with public records is punishable under s. 946.72, Wis. Stats. Offenses against computer data and programs are punishable under s. 943.70 (2), Wis. Stats.