



Back to School Kickoff Training, 8/21/24

Table of Contents

Back to School Kickoff Training, 9/21/24.....	1
Table of Contents	1
Welcome and Opening.....	2
Best Practices	2
WISE Websites	2
WISEsecure	2
School Directory	2
WISEid.....	3
Ed-Fi Credential.....	3
Common Beginning of Year WISEdata Validations	3
WISEdash and Snapshot	3
WISEadmin Portal	4
Career and Technical Education Updates	4
Special Ed and Joint Federal Notifications (Title I).....	4
WISEstaff	4
Closing	4
Link to Feedback Survey/Join WISE Community	4

Links to Training Videos on YouTube:

[Morning Sessions YouTube video link](#), covering:

- [Best Practices](#), [Websites](#), [WISEsecure](#), [School Directory](#), [WISEid](#), [Ed-Fi Credential](#) and [Common WISE data Validations](#)

[Afternoon Sessions YouTube video link](#), covering:

- [WISEdash and Snapshot](#), [WISEadmin Portal](#), [Career Education](#), [Joint Federal Notifications \(Special Ed, Title I and OEA\)](#), [WISEstaff](#), and [Participant Survey](#)
 - If you're watching these videos after the training occurred, we'd still love to hear your feedback! **Thank you for taking the 6-question survey!**

Welcome and Opening

If anyone on this call is not a member of the WISE Community yet, please enter your name and email address into the chat and we will get you added today. You can also [submit a Help Ticket](#) to join, providing us with your first and last name and your email address, selecting “**Other**” for the application.

New members have channel access to the WISE Community Teams group immediately with the ability to post and chat. However, please note:

- You will not be able to access the WISE Community SharePoint files immediately, as an automated process assigns new members access once per week on Tuesday afternoons.

Best Practices

- **Q: Michelle Harrington – Mayville School District:** Is WISE accepting data at this time so it's up to date if we look today?
 - **A:** Michelle, the 24/25 SY is open, however you will need to contact your vendor if you are unable to send data.

WISE Websites

- **Q: Michelle Schmitz:** Can you please share the power point?
 - **A:** All the slides in this presentation are available in the WISE Community under Files > Training > Back to School folder. If you do not have access to the files yet, please be patient as the batch-job to allow you access will happen within the next week.
 - **Follow-Up:** Once we get all of the names from today's training for folks wanting to join the WISE Community, we are asking our IT colleagues to push an upload today. This should get you access to the MS Teams files by this afternoon, sometime around 4:00 or 5:00 p.m. tonight.

WISEsecure

No questions.

School Directory

- **Q: Sarah Fuchs – Merrill School District:** Do we need to add a school counselor type for each school?
 - **A:** You may add a counselor contact at the school level. The only required contact at the school level is Principal. A School Counselor contact is mandatory at the district level.
- **Q: Connie De Smidt – Burlington School District:** If we are adding the required school counselor do we need to submit review to see the role and person added?

- **A:** When you add a contact person, you will be able to view it on the Staff Contacts screen without first completing the Submit Review step. It sometimes takes a minute or two for the updated information to display.
- **Q: Amy Lautenbach – Sturgeon Bay School District:** I tried to add my counselor to the list, and it let me save it, but I don't see her in the list and when I try to add it again it says can't assign duplicate role and the warning is still there.
 - **A:** It sometimes takes a minute or two for the updated information to display. If you don't see the information within an hour, please [submit a Help Ticket](#) so we can assist.

WISEid

- **Q: Lorrie Hofacker – Freedom School District:** Totally off the record, but wondering if anyone knows what to do in a circumstance like this...we have a student who enrolled her birth certificate name say is Kassidy but she wants to go by say Griffon and wants Griffon listed on everything, can we do this? Don't we need to legally keep what's on her birth certificate? Should I do a help ticket on this situation?
 - **A:** DPI is accepting of a student's Preferred name in the sense of a gender change, self-identity, or sensitive situation (not just a nickname). However, you should follow your local school board policy on how you allow name changes first and foremost. If your policy requires a legal name change, follow that. If your policy only requires a parental approval affidavit, follow that.
- **Q: Kaela Buraczewski – Glendale-River Hills School District:** How do you update the primary contact?
 - **A:** You can update contacts, including Primary, in WISEid under the top banner Resources > Update Contact Info.
 - [Updating Agency Contacts in WISE Applications mini tutorial](#). Please make sure primary contacts reference the person who uses the application the most.

Ed-Fi Credential

No questions.

Common Beginning of Year WISEdata Validations

No questions.

WISEdash and Snapshot

- **Q: Wendy:** Where do you find the Data Quality Indicator information?
 - **A:** The DQIs are located at the top of the snapshot dashboard in the green boxes.
 - Helpful WISEdash webpage, [WISEdash for Districts: Snapshot Dashboards](#).

WISEadmin Portal

- **Q: Andie Saari – Deerfield School District:** I do not have WISE Admin; I am assuming that is because our District Administrator is the person with this access not me as the Data Specialist? Sorry, new to this role and want to be sure I am not missing something.
 - **A:** Correct, your administrator is meant to have access to this application as this is meant to be a high level of review for them.
 - If you need a user role for WISEadmin Portal, such as for submission of data errata or the Library Plan, please contact your DSA or request access by following these instructions: [Request Access to a WISE Application](#)

Career and Technical Education Updates

- **Q: Kaela Buraczewski – Glendale-River Hills School District:** Is it required for middle school?
 - **A:** CTE should be used in middle school but is not mandatory. Roster course codes are used for Carl Perkins, which are only grades 9-12.
 - [Frequently Asked Questions | Wisconsin Department of Public Instruction](#)

Special Ed and Joint Federal Notifications (Title I)

- **Q: Name – School - Vendor:**
 - **A:**
- **Q: Name – School - Vendor:**
 - **A:**

WISEstaff

- **Q: Name – School - Vendor:**
 - **A:**
- **Q: Name – School - Vendor:**
 - **A:**

Closing

[Link to Feedback Survey/Join WISE Community](#)



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