



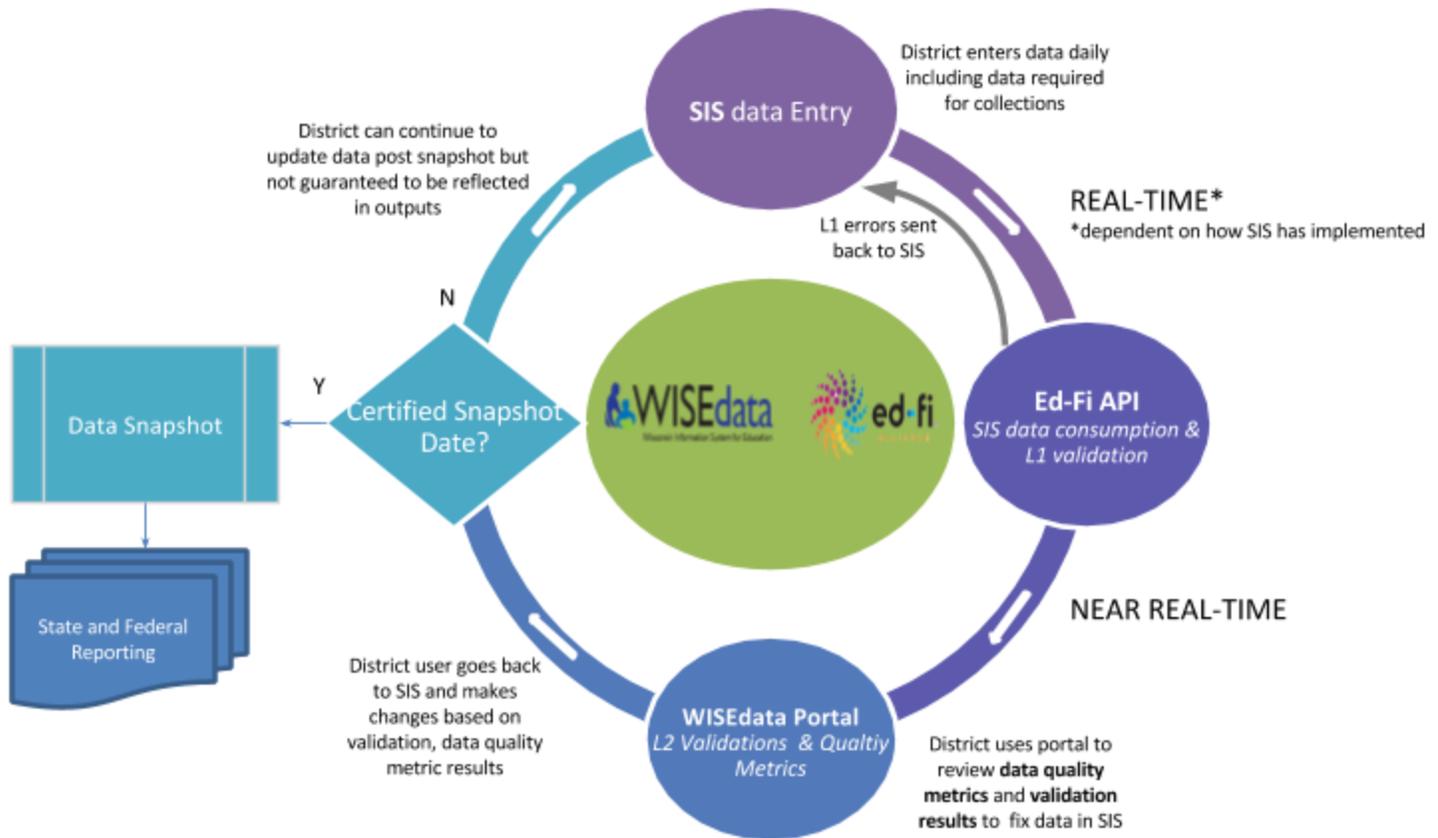
WISEdata Portal User Guide

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WISEdata Collections - Ed-Fi Integration Life-Cycle





Chapter 1: WISEdata Ed-Fi Credentialing Application

A SIS vendor must obtain approval from your school district / choice school before the local SIS can transmit data to the Wisconsin Department of Public Instruction (DPI). The Ed-Fi Credential system provides a method for the school district / choice school and SIS vendor to authorize transmission of the data.

The Ed-Fi Credentialing application generates encryption keys and secrets that are used to establish a secure connection between the local SIS and DPI. These keys and secrets are sensitive information that should be kept confidential. You must not send copies of credentials via email. Your vendor is able to access these items through the Ed-fi Credential application. Access to the Ed-fi Credentialing application should be limited to very few people, most likely your Chief/Lead Student Information System administrator and/or State reporting leaders.

Section 1.1: WAMS Account Needed

Before beginning you must have a WAMS account if you do not already have one. [WAMS accounts can be set up here](#). For instructions please see the [WAMS Guide](#).

Once you have obtained a WAMS account, your District Security Administrator (DSA) or WISEdata Application Administrator must assign you application roles for the Ed-Fi Credentialing and WISEdata Portal applications in ASM. If you do not know whom to contact, you may request a user role [through this application](#). Keep in mind that access to the Ed-Fi Credentialing application should be limited to very few people at the school district / choice school.

Section 1.2: Manage Student Information System(s) (SIS)

1. Add your SIS vendor to the list of authorized systems that can submit data on your behalf. (See Figure 1.)
 - a. Click the Add SIS button.
 - b. Select your vendor from the list.
 - c. Click Update.
2. Remove SIS vendors by clicking the Delete button.
 - Deleting a SIS vendor after data is submitted could be a dangerous operation. Please consult with DPI prior to using this function.



Section 1.3: Managing API Keys & Secrets

1. After granting authorization to a SIS vendor, an automatic message will be sent from DPI to the SIS vendor indicating that the vendor's API secret and key were generated.

The screenshot shows the 'Manage Student Information Systems' page in the Ed-Fi Credentials system. It features a navigation bar with 'Home', 'Change Agency', and 'Logout' options. The main content area is divided into two sections: 'Student Information System(s)' and 'Credentials'. The 'Student Information System(s)' section includes an 'Add SIS' button and a form for entering 'Vendor Name' and 'Agency'. The 'Credentials' section is currently expanded, showing a table of API keys and secrets. A red circle highlights the 'Key' column header. The table lists credentials for '69881 - 100000 School District' with a 'Secret' of '82405b...' and a 'Claim Set Name' of 'Public'. Below this, an expanded view shows 'Agency Key' and 'Agency Name' for '69881' and '100000 School District'. A further expanded view shows a list of 'School Key' and 'School Name' entries, including '6586' (East EI), '6984' (East EI), '77' (Intermediate EI), '6985' (High Hi), '6986' (Mid Mid), '6987' (Intermediate Intermediate), and '6988' (West EI). Navigation controls and item counts are visible at the bottom of the table.

Key	Secret	Claim Set Name
69881 - 100000 School District	82405b...	Public

Agency Key	Agency Name
69881	100000 School District

School Key	School Name
6586	East EI
6984	East EI
77	Intermediate EI
6985	High Hi
6986	Mid Mid
6987	Intermediate Intermediate
6988	West EI

Figure 1

- a. If your SIS is "cloud based," you will typically submit a support request to your vendor. They may schedule a time to walk you through the configuration to securely send data to WISEdata.
- b. For On-Premise SIS instances, you submit a support request to your vendor to contact you with instructions on how to establish the secure WISEdata connection. The vendor will have the API key and secret to use.
 - In a future release, the WISEdata Ed-Fi Credential system will display the key and secret to the school/district user (in the screen above).



Chapter 2: WISEdata Portal - Home

Section 2.1: Alerts

Alerts may be generated by DPI to communicate important information. These messages are classified into three different priority levels (critical, high, or medium). Alerts will not be visible most of the time.

Section 2.2: Filters

Filter data by selecting different menu items, such as school year, school, school type, and collection. Please note that the school type *All School Types* is for the Choice Schools. Use the Export Collection Data button to compile the data into a .CSV file.

WISEdata - Collections - Data Quality & Validation Results

Filters

School Year	School
2015 / 2016	All Schools
Collection	School Type
Enrollment - 3rd Friday September	All School Types
<input type="button" value="Export Collection Data"/>	



Section 2.3: Message Details

Displayed counts of errors, warnings, and informational messages are listed. The interactive buttons direct you to the Validation Message Center to review errors, warnings, and/or informational messages. These messages are explained in detail in Chapter 3.

WISEdata - Collections - Data Quality & Validation Results

Filters

Message Details

Validation was last run on 4/20/2016 9:47:30 AM

Error Count: 953 Warning Count: 0 Informational Count: 134

Section 2.4: Data Quality Indicators

View a graphical representation of data to see metrics at a quick glance. Info messages, warnings, and errors are displayed in the circle chart. The bar graphs show enrollment statistics by grade and gender, race/ethnicity, economic status, grade and disability, and ELP code. The last graph changes depending on which collection is selected.

These metrics display the quality and health of the data transmitted from your SIS for state and federal reporting. Use the results to determine necessary changes to make. For example, as a high school serving grade levels 09 to 12, if you see enrollment in 4th grade on the metric, then that would be an issue to fix in your SIS.

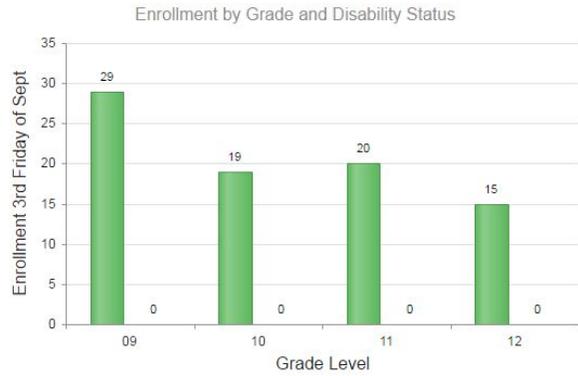
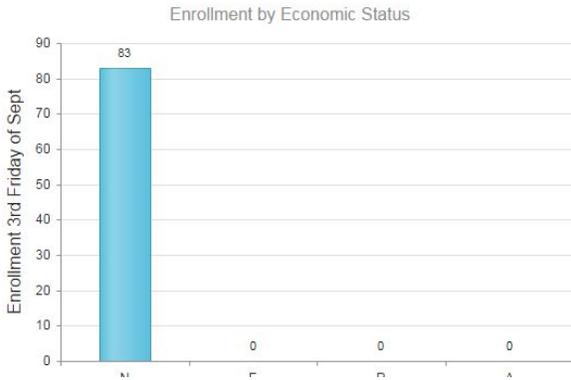
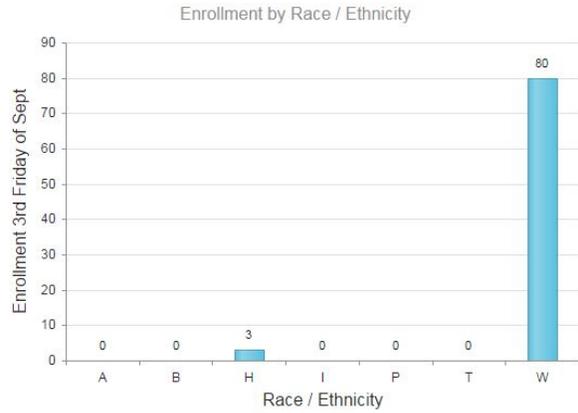
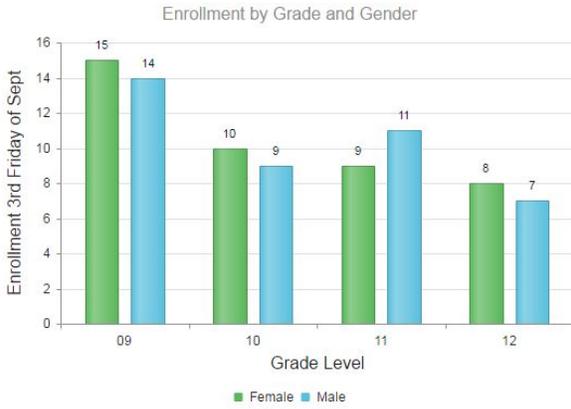


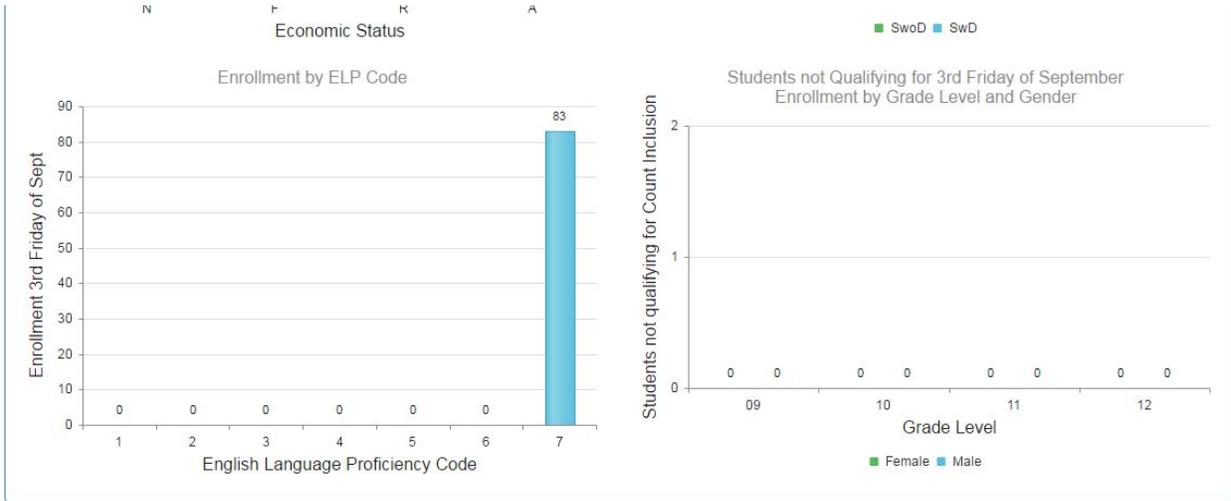
Data Quality Indicators

Records with info messages only, warnings (no errors), and errors



Warnings: Acknowledged vs Unacknowledged







Chapter 3: WISEdash Portal - Validation Messages

Validation messages are generated when business rules are applied to your data and processed by DPI. Every validation message will have a message code, a description, and a type. WISEdata continues to use the same three message types with which ISES users are familiar:

Informational: Info messages generally indicate that the flagged data is not required by DPI. This data will be deleted or ignored for state reporting purposes. Usually no action is needed; however, these should be reviewed carefully in case they indicate trouble with other data elements. Info messages also indicate the outcome of calculations made by DPI, for example Third Friday of September countable status.

Warning: Warning messages flag data that may be problematic and require editing, or they may reflect an unexpected, but accurate, representation of the situation. Please review and correct the data in your local SIS to clear the message, or if the data has been reviewed as correctly reported, acknowledge the warning to ignore the message.

Error: Error messages flag incorrect data. To clear these messages, edit the flagged record in your local SIS to correct the issue. Business rules that create error messages often validate data across the state. You may need to work with other school districts/schools to fully understand and correct the issue.

Depending on the rule, some validation messages are generated soon after the data is transmitted to DPI. Other rules may only generate messages during nightly processing or at collection milestones scheduled by DPI.

DPI recommends that staff monitor validation messages using the WISEdata portal frequently. Correcting data is often easiest when the transaction flagged by DPI business rules occurred recently. If you are part of a large agency, daily monitoring and correction may be required.



Section 3.1: Filters

Filter data by selecting different menu items, such as school year, school, message code and type, collection, and WISEid.

WISCONSIN DEPARTMENT OF
PUBLIC INSTRUCTION

Welcome Heidi Mahlkuch Agency: Catholic Memorial HI

Logout

Home Validation Messages Data Entry Form

WISEdata - Collections - Validation Messages

Filters

School Year: 2015 / 2016

Collection: Enrollment - 3rd Friday September

Acknowledge Status: All

School: All Schools

Message Type: Error

Message Code:

WISEid:

Search Reset

Section 3.2: Decoding Messages

Based on which message type (warning, information, error) you select in the filters, the corresponding messages will display. (See Figure 1 below.)

- Sort by either Acknowledge or Unacknowledged and then click Submit.
- Expand messages by clicking the Expand All button or by clicking the far left arrow to provide details.
- Collapse messages by clicking Collapse All.
- Click Details for additional student information. (See Figure 2 below.)

Information messages should be reviewed and changes made, as appropriate. Warnings should be resolved or acknowledged. Errors should be fixed. Please note that any changes should also be made in your SIS.



WISEdata - Collections - Validation Messages

Filters

Messages

Validation was last run on 3/1/2016 2:59:33 PM

Acknowledge Submit Expand All Collapse All

Message	Total
Message Code: 6372 - The enroll date cannot be before the student's birth date	1
Message Code: 6375 - The student is currently enrolled in multiple agencies or schools and does not have an exit date in either agency.	7
Message Code: 6391 - Primary disability order must be identified when multiple disabilities are submitted.	1
Message Code: 6376 - Invalid 'Grade Level Placement' Grade provided is outside the low - high range for your school.	3
Message Code: 6393 - Gender does not match the current value in WISEid.	6
Message Code: 6394 - Birth date does not match the current value in WISEid.	14
Message Code: 6395 - Race / Ethnicity reporting category does not match the current value in WISEid.	26
Message Code: 6396 - The name of the student does not match the value in WISEid.	13
Message Code: 6485 - The enroll date must occur within the DPI calendar year	3

Figure 1



WISEdata - Collections - Validation Messages

Filters

Messages

Validation was last run on 3/1/2016 2:59:33 PM

Acknowledge Submit Expand All Collapse All

Message	Total												
<div style="border: 1px solid #ccc; padding: 5px;"> <p>Message Code: 6372 - The enroll date cannot be before the student's birth date</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>School</th> <th>Ackn?</th> <th>Enroll Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Draft</td> <td>Devon</td> <td>Catholic Memorial Hi</td> <td>N</td> <td>09/01/2015</td> <td>Details</td> </tr> </tbody> </table> <p>10 items per page 1 - 1 of 1 items</p> </div>	Last Name	First Name	School	Ackn?	Enroll Date	Action	Draft	Devon	Catholic Memorial Hi	N	09/01/2015	Details	1
Last Name	First Name	School	Ackn?	Enroll Date	Action								
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Message Code: 6393 - Gender does not match the current value in WISEid.	6												

Figure 2