

## WISEadmin Portal User Guide

### Administrative Users

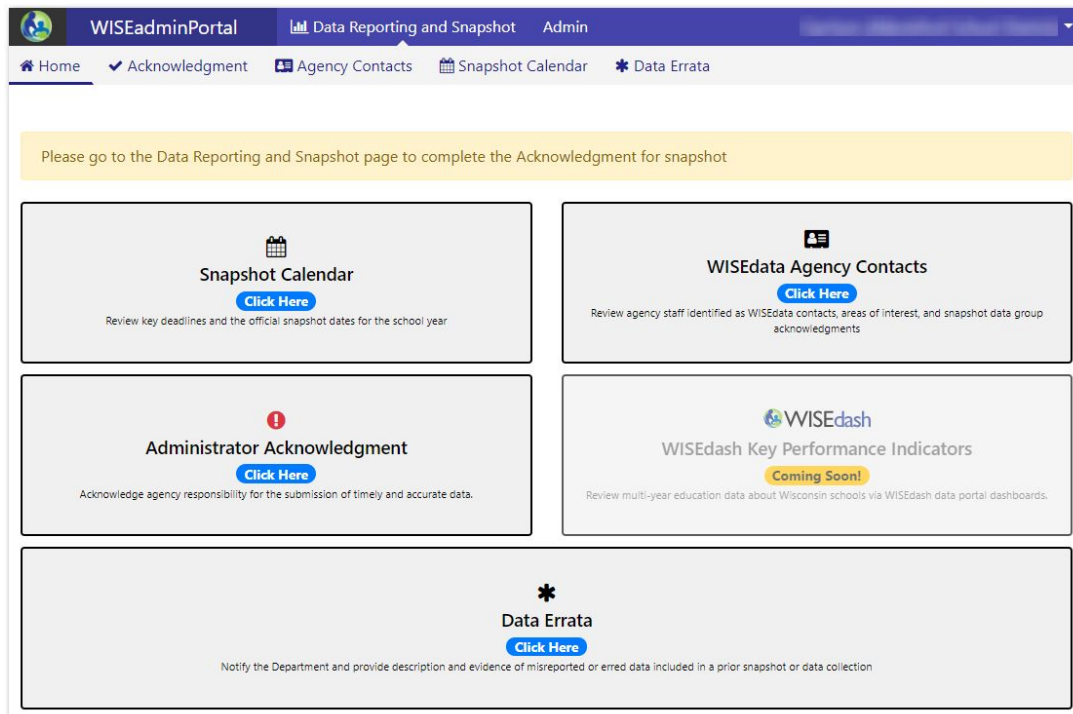
Welcome to the new WISEadmin Portal! WISEadmin Portal gives administrative users, such as district or Choice administrators, a centralized location for reviewing administrative snapshot acknowledgments, agency contacts, and, in the future, key performance indicators. WISEadmin Portal also includes a new process for submitting data errata, which you can read about [here](#).

To log in to WISEadmin Portal, go to the WISEdata [Secure Home](#) page and select WISEadmin Portal from the list of applications.

### WISEadmin Portal Home Page

Once you're logged in, you'll see the Home page, which shows you the pages and information you can view within WISEadmin Portal. For administrative users, these include reviewing WISEdata agency contacts, acknowledging snapshot responsibility, and a quick link to the snapshot calendar.

To access one of these features, click on its tile on the home page, or click the corresponding button along the top of the page.



## Administrator Acknowledgment

On the Administrator Acknowledgment page, you can review your responsibilities as district administrator over snapshot duties, as well as which contacts have acknowledged each data snapshot.

### Data Snapshot Acknowledgment

Each year WISEdata contacts are asked to acknowledge that data will be submitted accurately by the snapshot date. Below you will find information on if your WISEdata contacts have completed the acknowledgment yet for this school year or not. For any areas not acknowledged please follow-up with your data team.

**Snapshot - Winter**

<b>SY-2019-2020</b> 3rd Friday September Enrollment	Acknowledged by [REDACTED]
<b>SY-2019-2020</b> October 1st Child Count	Acknowledged by [REDACTED]
<b>SY-2018-2019</b> Career Education (CTE & CCR)	Acknowledged by [REDACTED]
<b>SY-2018-2019</b> Graduation, Dropout, Discipline and Attendance	Acknowledged by [REDACTED]

**Snapshot - Spring**

<b>SY-2018-2019</b> Spring Student Demographics	Acknowledged by [REDACTED]
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At the bottom of the page, fill out the Data Quality Acknowledgment form to acknowledge your administrative responsibilities for the snapshot, click the check box, then click **Submit**.

### Data Quality Acknowledgment

**First Name**

**Last Name**

**Email**

**Phone Number**

**Ext.**

As the District Administrator I acknowledge that I have read and understood the information above and will collaborate with district contacts on the snapshot

After you've completed the acknowledgment, the Administrator Acknowledgment tile on the home page will show a green check mark.

## WISEdata Agency Contacts

Go to the WISEdata Agency Contacts page to view generic, primary, and secondary contacts for your agency in WISEdata. On this page, you can also see each contact's areas of interest and for which snapshots they've acknowledged data responsibility.

Agency Contacts							Snapshot Acknowledgment Response				
Contact Type	School Year	First Name	Last Name	Email	Phone Number	Areas of Interest	3rd Friday September Enrollment	October 1st Child Count	Graduation, Dropout, Discipline(public only) and Attendance	Career Education (CTE & CCR)	Spring Demographics
Generic	2020	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Student Enrollment	Yes	No	No	No	Yes
Primary	2020	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Student Enrollment, Student Attendance, Student Special Education, Student Roster, Student Discipline, Student ELL, Student Migrant, Student Homeless, Immigrant under Title III, Career Education	Yes	No	No	No	Yes
Secondary	2020	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Student Enrollment, Student Attendance, Student Special Education, Student Roster, Student Discipline, Student ELL, Student Migrant, Student Homeless, Immigrant under Title III	Yes	No	No	No	Yes

## Snapshot Calendar

The Snapshot Calendar tile is a quick link to the snapshot calendar on the DPI website so you can quickly check on upcoming important dates for annual snapshots.

WISCONSIN EDUCATION CALENDAR - 12/2020

### WISEdata Events - Month

#### December 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8 WISEdata Stu	9	10	11	12
13	14	15 WISEstaff Sna	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

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