

WISEadmin Portal User Guide

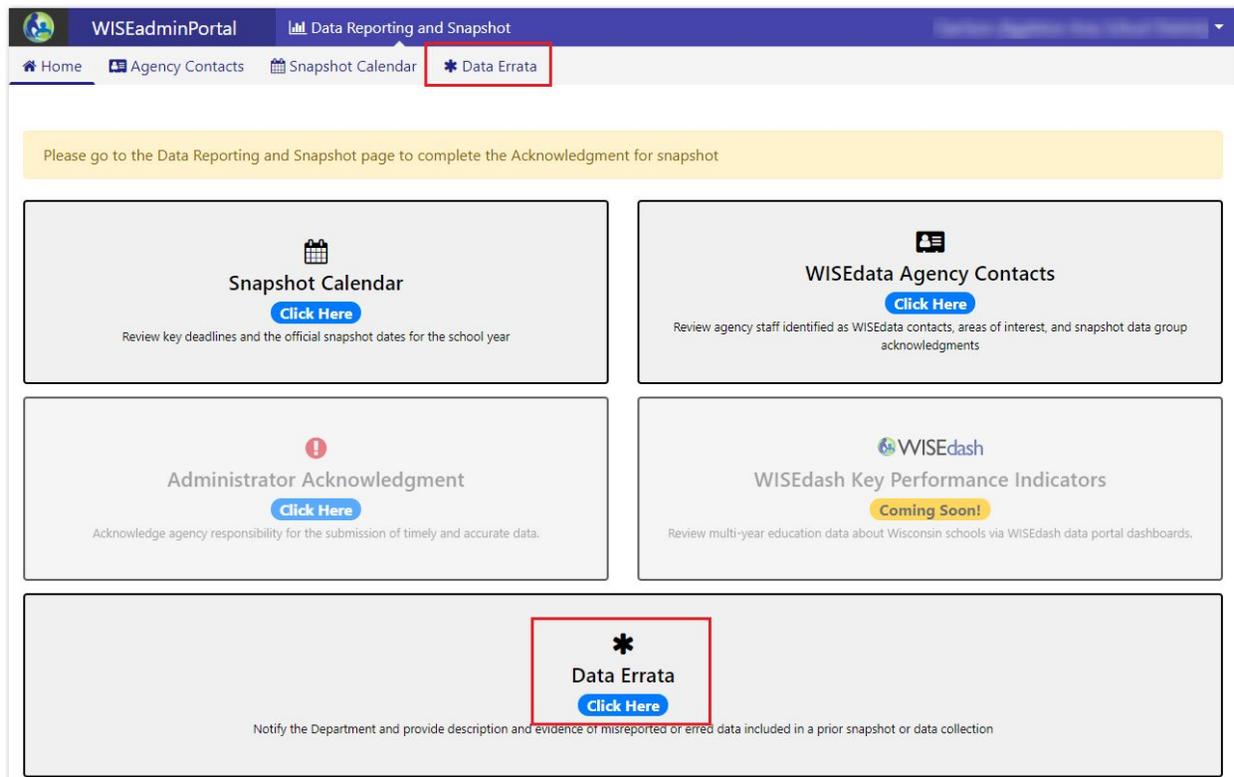
Submitting Data Errata

Welcome to the new WISEadmin Portal! WISEadmin Portal includes a new, streamlined process for submitting data errata letters to DPI about corrected snapshot data. This new process applies starting with data for the 2018-19 school year. WISEadmin Portal also gives you an easy way to find important snapshot dates and agency contacts.

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. To submit data errata through WISEadmin Portal, select the **Data Errata** tile at the bottom, or click the **Data Errata** link along the top of the page.



The screenshot shows the WISEadmin Portal interface. At the top, there is a navigation bar with the following items: Home, Agency Contacts, Snapshot Calendar, and Data Errata (highlighted with a red box). Below the navigation bar, there is a yellow banner with the text: "Please go to the Data Reporting and Snapshot page to complete the Acknowledgment for snapshot". The main content area is divided into four tiles:

- Snapshot Calendar**: Review key deadlines and the official snapshot dates for the school year. [Click Here](#)
- WISEdata Agency Contacts**: Review agency staff identified as WISEdata contacts, areas of interest, and snapshot data group acknowledgments. [Click Here](#)
- Administrator Acknowledgment**: Acknowledge agency responsibility for the submission of timely and accurate data. [Click Here](#)
- WISEdash Key Performance Indicators**: Review multi-year education data about Wisconsin schools via WISEdash data portal dashboards. [Coming Soon!](#)

At the bottom of the page, there is a large tile for **Data Errata** (highlighted with a red box):

- Data Errata**: Notify the Department and provide description and evidence of misreported or erred data included in a prior snapshot or data collection. [Click Here](#)

Submitting Data Errata

Once you click Data Errata, the Data Errata submission form appears.

The screenshot shows a web form titled "Data Errata". It contains several fields with red asterisks indicating they are required:

- School Year of Affected Data***: A dropdown menu showing "2019 - 2020".
- Data Category***: A text input field with the placeholder "Select Data Categories..."
- Attach the Data Errata Letter***: A file upload area with a "Choose file..." button and a "Browse" button. Below it is a note: "You can only upload PDF files. Please do not include any personally identifiable information data!"
- First Name of Submitter***: A text input field with a note below: "If person submitting the form is other than District Superintendent then please provide the name of the submitter".
- Last Name of Submitter***: A text input field with a note below: "If person submitting the form is other than District Superintendent then please provide the name of the submitter".
- Title of Submitter***: A text input field with a note below: "Title of the person submitting the form".
- Email of Submitter***: A text input field with a note below: "Email of the person submitting the form".
- Phone Number of Submitter**: A text input field with a note below: "Phone number of the person submitting the form".
- Phone Number Extension of Submitter**: A text input field with a note below: "Phone number extension of the person submitting the form".

At the bottom of the form are two buttons: "Save (but do not submit)" and "Submit for DPI Approval".

Fill out the form to submit your prepared data errata letter in PDF form. Data errata letters must never include [personally identifiable information](#). You need to enter at least one data category (such as Career Education or Discipline) along with your name, title, and email address. When you're done, click **Submit for DPI Approval**.

Once you've submitted data errata, you'll see a list of data errata letters that are pending approval by DPI. From this list, you can review any submitted errata, or click **New Data Errata** to start a new submission.

The screenshot shows a table titled "Data Errata" with a "New Data Errata" button highlighted in a red box. The table has the following columns: Date, Data Errata Status, School Year Affected, Data Categories, File, Open, and Remove. There is one row of data.

Date	Data Errata Status	School Year Affected	Data Categories	File	Open	Remove
02/27/2020	Submitted - Data Errata is pending approval by DPI	2019-2020	Career Education	data-errata-letter.pdf	Open	Remove

At the bottom of the table, there is a pagination control showing "1" and "1 - 1 of 1 items".

Revising Submitted Data Errata

To amend or revise a submitted data errata before it's approved, cancel the submission from the list of submitted Data Errata by clicking **Remove**. Then revise the PDF and resubmit it.

Data Errata							
New Data Errata							
Date	Data Errata Status	School Year Affected	Data Categories	File	Open	Remove	
02/27/2020	Submitted - Data Errata is pending approval by DPI	2019-2020	Career Education	data-errata-letter.pdf	Open	Remove	

1 - 1 of 1 items

After Submitting Data Errata

DPI will review your data errata once you've submitted it. If the data errata letter is approved, the person who submitted the data errata will receive an email, and the status in the Data Errata Status column will update to **Approved**.

If DPI finds an error in the data errata, such as including [personally identifiable information](#), the data errata will be returned. The submitter receives an email and the Data Errata Status updates to **Returned**. In this case, click **Open** to open the Data Errata form. Then, remove the PDF file, correct any errors, re-upload the file, and resubmit the data errata form to DPI.

Other WISEadmin Portal Features

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

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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