

## WISEid Quick Start Guide

Obtain the WISEids for your students:

1. Complete the data entry of the required fields in PowerSchool on the following pages:
  - From the Start Page Select a Student > Demographics.
  - From the Start Page Select a Student > State/Province WI > Choice Students.
  - From the Start Page Select a Student > State/Province WI > WSN Report Information.
  - See the Wisconsin State Reporting Guide, Reports > WISEid Upload for Students for a complete listing of the data elements for the WISEid upload. Obtain it from PowerSource at <https://support.powerschool.com> and enter 9469 in the search site window.
2. Run the WISEid Data Validation report in PowerSchool and correct any errors. Repeat the process until all errors are corrected.
3. Create the file of your students to be uploaded to WISEid by running the WISEid Upload for Students function.
4. Upload your file to the DPI WISEid application at <https://apps2.dpi.wi.gov/secure/home> and resolve any errors and complete the Match Review process.
  - You will need a WAMS account to upload to WISEid
  - You must have been given delegated access to the WISEid application by your District Security Administrator.
  - The Ed-Fi Wisconsin Overview which is available from PowerSource <https://support.powerschool.com> Community > Forums > Wisconsin User Group Forums > WISEdata summarizes the steps to get a WAMS account and delegated access.
5. Create a file of your students from WISEid to import to PowerSchool using the *Student Download by local PersonID* function.

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### Importing the WISEids for your students:

1. From the Start Page in PowerSchool select Special Functions > Importing & Exporting > Quick Import.
2. Complete the page as shown below;

Table: Students  
Field delimiter: Other and specify a , (comma) as the field delimiter  
End-of-line marker: CR  
Character Set: Windows ANSI  
File to import: Click the Browse button and select the file you downloaded from the WISEid site in step 4 above.  
Suggest field map: Select this option

- The File to import shown below is for example purposes only

#### Quick Import

Option	Value
Table:	Students
Field delimiter:	Other: ,
End-of-line marker:	CR
Character Set:	Windows ANSI
File to import:	<input type="button" value="Browse..."/> LID_1630_0000_03312016_114215.csv
Suggest field map	<input checked="" type="checkbox"/>
School	Cherry Hill Middle School

3. Click Import.

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4. Complete the Import Records from an ASCII Text File page as shown below:

- Map only the *LocalPersonID* and *WISEid* fields from the import file.
- Select the option to **Exclude the first Row**.
- For Advance Import Options specify **Update the student's record with the information from the file being imported**

Col#	From your file	----->	To PowerSchool
1.	LocalPersonID	----->	Student_Number
2.	LocalPersonIDDescription	----->	
3.	WISEid	----->	State_StudentNumber
4.	LastName	----->	
5.	Suffix	----->	
6.	FirstName	----->	
7.	MiddleName	----->	
8.	Birthdate	----->	
9.	Gender	----->	
10.	RaceKey	----->	
11.	EntityID	----->	

Check to exclude first row

The lines below can be used to assign a constant value to field(s) in all of the imported records.

<input type="text"/>	----->	<input type="text"/>
<input type="text"/>	----->	<input type="text"/>

Advanced Import Options

Note: The student number is required in all import files. All information is keyed off of the student number field.

If the file being imported contains a student number that matches a student number already in the PowerSchool system, how would you like it handled?

- Do not process that line from the file being imported.
- Update the student's record with the information from the file being imported. (Note: even if you have this option selected, if the student is in a different school, the information will not be updated).
- Generate a new, unique student number for the student (from the range specified below) and import the data from the import file.
  - New student numbers are generated at random from within this range: 20122013 to 10000000000
- Synchronize Mode (Warning: This will transfer out all Students who are not found in the file being imported. Do not use this unless you know exactly what you are doing!)
- Allow Update of Enroll Status (Warning: Don't use this unless you know exactly what you are doing!)

**Submit**

5. Click Submit.

6. A page is presented showing the progress of the import.

- WISEids successfully imported will show the students name in black.
- Students with errors will be listed in red.

7. When the import is complete select the Start Page from the bread crumbs at the top of the page.

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8. You can view the imported WISEid for a specific student by selecting the student from the start page with the appropriate search and then selecting State/Province WI > Choice Students.

The WISEid is imported to the State\_StudentNumber field in PowerSchool and be verified using functions such as List Students or Quick Export.