

WIDA AMS Student Management FAQs

Adding a Student

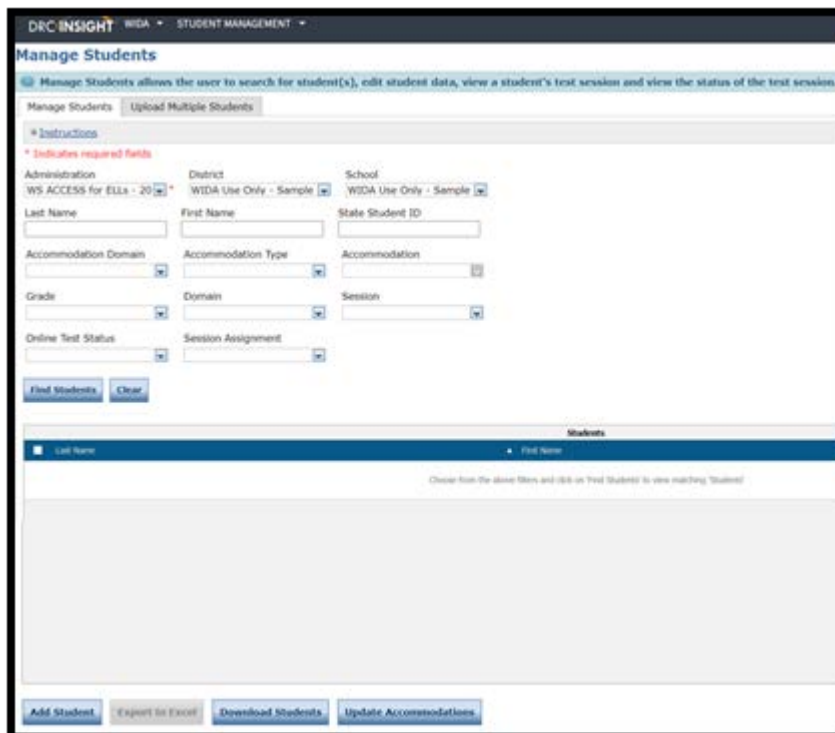
WIDA AMS Student Management: How do I add a student?

How to add a student in WIDA AMS can vary depending on the user role, permissions assigned, and the state. Below are standard instructions on how a user adds a student within WIDA AMS. If the instructions below do not result in adding a student, please refer to your District Test Coordinator or state membership page on www.wida.wisc.edu

“Student - Add/Edit” is a permission in the district and school user permission sets. A TA user does not typically have these permissions.

To add a student to WIDA AMS, do the following:

1. Select **Student Management** from the WIDA AMS My Applications menu bar and select **Manage Students** to display the Manage Students page.
2. Select the administration, district and school and scroll down to the bottom of the page and click **Add Student** to display the Add Student window.



Note: The Add Student button is at the bottom of the *scrolled* page. An administration, district, and school will need to be selected for the Add Student button to highlight. If the top three



filters are complete, but the Add Student Button does not highlight, this will indicate that the user does not have the “Students – Add/Edit” permission.

3. Enter the necessary information in the Student Detail, Accommodations, and Demographics tabs to add the student.

The screenshot shows the 'Add Student' form with the following fields and values:

Field	Value
Last Name	Student
First Name	Sample
Middle Initial	
State Student ID	1111111111
Administration	WS ACCESS for ELLs - 2021
District	WIDA Use Only - Sample Di
School	WIDA Use Only - Sample Sc
Date of Birth	
Grade	(Select)
Gender	(Select)
District Student ID	

4. Click **Save** to save your results, **Save & Add Another** to save your results and add another student, or **Cancel** to cancel the process without saving your changes.

Note: If a user receives an “Invalid State Student ID” or “Invalid first or last name,” this is a sign that the information was copied and pasted from a cell of data and not transferred correctly as plain text into the WIDA AMS text box.

How do I edit a student?

How to edit a student in WIDA AMS can vary depending on the user role, permissions assigned, and the state. Below are standard instructions on how a user edits a student within WIDA AMS. If the instructions below do not result in editing a student, please refer to your District Test Coordinator or state membership page on www.wida.wisc.edu

“Student - Add/Edit” is a permission in the district and school user permission sets.

To edit a student in WIDA AMS, do the following:

1. To view or edit a student’s information, select **Student Management** from the WIDA AMS My Applications menu bar and select **Manage Students** to display the Manage Students page.

- From the Manage Students page, enter your search criteria and click **Find Students**.
- Click the **View/Edit** icon in the Action column for the student whose information you want to edit. The Edit Student window appears.

- In the Edit Student window, edit the information in the Student Detail, Accommodations, Demographics, or Do Not Score tabs.

Note: If the grade needs to be edited, this will be dependent on whether the student is assigned to test sessions. If a student is assigned test sessions of a particular grade cluster, the user can only edit the grade within that grade cluster range. To edit the grade outside the grade cluster, a student needs to be unassigned to any outstanding test sessions.

- Click **Save** to save your changes (or **Cancel** to cancel them).

Students with Multiple Records

Why is the same student showing twice in Student Management? Can I delete a student or extra profile?

A unique student in WIDA AMS is defined as a *combination* of data criteria and not one data point such as the state student ID. These combined data criteria include the last name, first name, state student ID, administration, district, school and grade. This is to prevent any potential data overlap across all the states within the consortium.

It is best practice to search for a new student under **Student Management > Manage Students** and click the **Find Students** button prior to completing the Add Student instructions.

However, a user may add the same student but change one of those seven pieces of information, for example, adding the student as a new student to another school rather than editing the school field in the already existing profile. Another common example is the student is added with a State Student ID and the same student added again with a District ID in the State Student ID field.

If this is done, it creates two student profiles. Many District users will state they see "duplicate" student profiles in the system. This will indicate that the student was added a second time into WIDA AMS and one of the seven required fields is different from record to record.

This is all right if the testing is completed for all four domains under **one profile at one location**. Multiple profiles can exist if one profile is entirely Not Started and the other profile is used for testing. It is not required to move the incorrect student profile out of test sessions, but it is helpful for organizing testing.

Note: Once a district returns materials after testing, booklets will be scanned and tied to student records. Students with Pre-ID labels will tie directly to the pre-existing WIDA AMS record.

Students with yellow District School labels will match back on district, school, first name, last name, state student ID, and grade. If the data matches, it will tie to existing profiles in WIDA AMS. If the data does not match, it will show as a separate record and could appear as a "duplicate." If there is no testing associated with the secondary profile, and the student was a paper tester, this can be reconciled during Data Validation.

Multiple student profiles for the same student will be an issue if:

1. The student has tested one domain under one profile and then a different test under the other profile. For example, if a student takes a Listening test under one profile and they take a Reading test under the new profile. This is a split record and cannot generate a Tier Placement Report.

2. A transfer scenario: A student is prematurely added as a new student at the receiving site. If the student has started testing at the sending site, the completed tests cannot be transferred to the receiving site as a student profile already exists at the new school location.

If either of these two issues occurs, please contact DRC Customer Service at 855-787-9615 or wida@datarecognitioncorp.com

Can I delete a student record?

Students are not deleted from WIDA AMS as a security precaution to prevent the deletion of student records intended to test. Once a student is added into WIDA AMS, the student cannot be deleted. If a student is added accidentally into WIDA AMS, the student should not be added into test sessions.

Can I rename a student as "Do Not Use" or "Do Not Test?"

Because students cannot be deleted from WIDA AMS, many times a user will want to edit a student as "Do Not Test" or "Do Not Use," **however, they should not**. The writing test, grade cluster, and testing status need to be taken into consideration.

If the student has already started testing under that profile, can the profile be edited to the correct information in order to finish testing? Test results should not be tied to students named "Do Not Use," if possible.

If a student is taking the writing test on paper (1-3, 4-5 HW or select 6-12 graders) a student's profile **will not** want to be edited to "Do Not Use."

Why?

The student's Pre-ID label for paper testing, including 1-3 Writing tests, is tied to that student's original record in WIDA AMS. Therefore, if a 1st grade student is edited as "Do Not Use" and added into the system again, the Pre-ID label of the original student record will tie back to the "Do Not Use" record, not the newly created record. This will cause writing results to be tied to "Do Not Use / Do Not Test" students.

Can I move a student record to "District Level Additional Material Ordering Site? if I can't delete a student?

With the same logic as above, a district user should not move a student record to "District Level Additional Material Ordering Site. Those students are not reported.

If a student is taking the writing test on paper (1-3, 4-5 HW or select 6-12 graders) a student's profile **will not** want to be edited to the "District Level Additional Material Ordering Site."

Why?

The student's Pre-ID label for paper testing, including Writing, is tied to that student's record in WIDA AMS. Therefore, if a 1st grade student is edited to the "District Level Additional Material Ordering Site" and added into the system again, the Pre-ID label of the original student record will tie back to the "District Level Additional Material Ordering Site," not the new record.

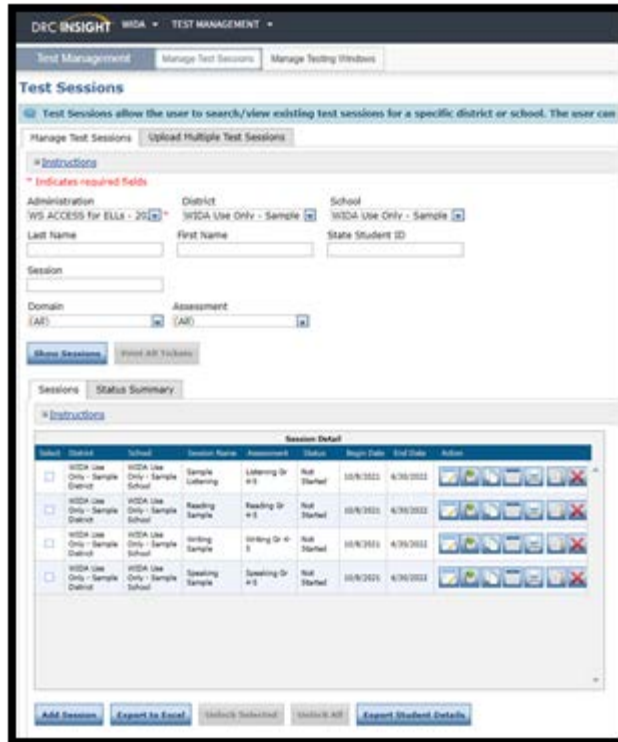
Transferring Students

How do I complete a School-to-School Transfer?

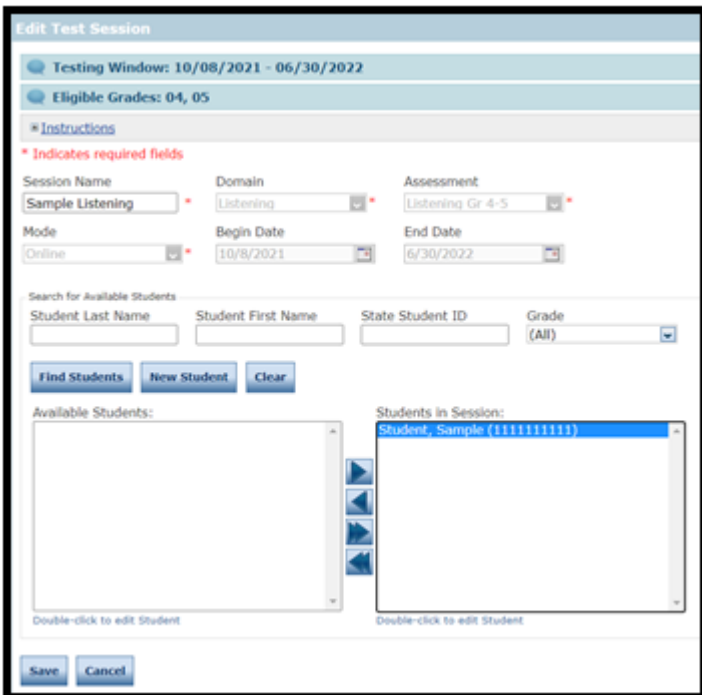
A district user may transfer students from one school to another (within the same district) for online testing.

Important: This process is necessary only for domains in which the student has not yet tested; completed domains may be left as is.

1. To transfer student records, from the WIDA AMS My Applications menu bar, select **Test Management**.
2. Select **Manage Test Sessions** to display the Test Sessions page.
3. Enter any relevant search criteria, including the sending school, last name, first name, and the state student ID, to help locate the test sessions to which the student is assigned, and click **Show Sessions**. The Session Detail grid appears.



4. When the test sessions appear, click the **View/Edit** icon in the Action column to display the Edit Test Session window for a session in which the student is enrolled
5. Select the student and use the **Remove Selected** icon to remove the student from the test session. The student is moved to the Available Students list.



6. Click **Save**.

7. Repeat steps 4-7 for all Not Started Test Sessions of the transfer student. Completed Test Sessions can stay as they are.

Note: If a student is In Progress for a domain, that domain cannot be transferred. The student should complete the test session prior to the student transferring schools. If the student has already transferred, coordinate between the schools to securely share the username and password of the In Progress Test Session.

Note: If a student is not removed from the Not Started test sessions at the sending school prior to editing the school in the student's profile, the student will have a # symbol attached to his or her name when attempting to add the student into test sessions at the receiving school.

8. Once the student has been removed from all Not Started Test Sessions, the user can select **Student Management** from the WIDA AMS My Applications menu bar and select **Manage Students** to display the Manage Students page

9. From the Manage Students page, enter your WIDA search criteria and click **Find Students**.

10. Click the **View/Edit** icon in the Action column for the student whose information you want to edit. The Edit Student window appears.

11. On the Student Detail tab, select the receiving school from the **School** drop-down menu and click **Save**. The student is transferred to the receiving school.

The screenshot displays the 'Edit Student' interface. At the top, there are fields for 'Last Name' (Student), 'First Name' (Sample), 'Middle Initial', and 'State Student ID' (1111111111). Below these are tabs for 'Student Detail', 'Accommodations', 'Demographics', 'Do Not Score', and 'Test Sessions'. The 'Student Detail' tab is selected, showing 'Administration' (WIS ACCESS for ELLs - 2021), 'District' (WIDA Use Only - Sample D), and 'School' (WIDA Use Only - Sample S). There are also fields for 'Date of Birth', 'Grade' (04), and 'Gender' (Select). A dropdown menu for 'School' is open, showing a list of schools including 'WIDA Use Only - Sample School - 99999'. At the bottom left, there are 'Save' and 'Cancel' buttons.

At the receiving school, you must add the student to the appropriate test session(s) for any domains not yet started.

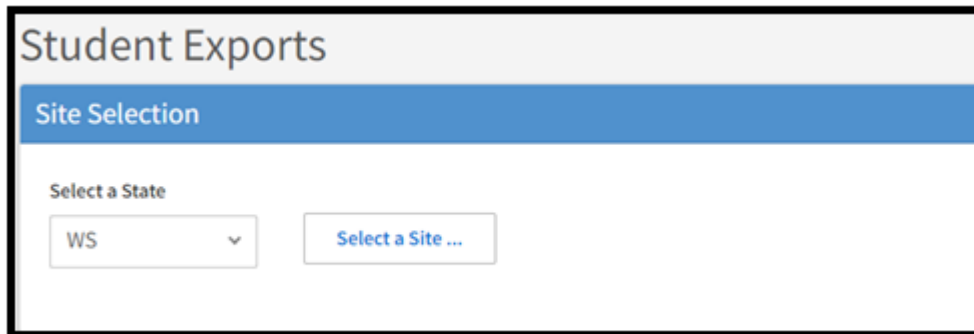
Exporting Demographics and Accommodations

How can I export demographics and accommodations from WIDA AMS?

How to export a student file in WIDA AMS can vary depending on the user role, permissions assigned, and the state. Below are standard instructions on how a user exports a student within WIDA AMS. If the instructions below do not result in exporting a student file, please refer to your District Test Coordinator or state membership page on www.wida.wisc.edu

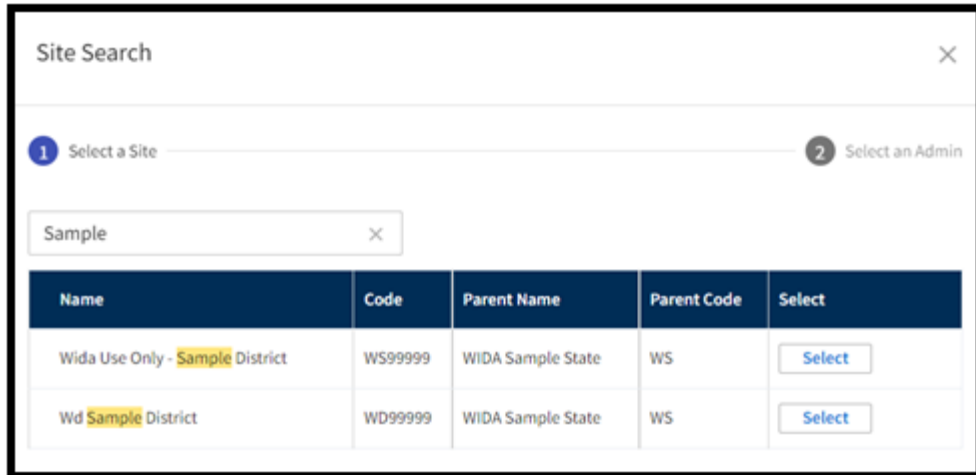
“Export Students” is a district level permission that does not function with lower user roles.

1. To access the Export Students function, from the My Applications menu bar select **Student Management**, from the Student Management menu select **Student Exports**.
2. Use the Site Selection page to search for the site you want to export (you must have access to the site). Select a state from the Select a State drop-down menu.
3. Click **Select a Site ...** to display the Site Search page.

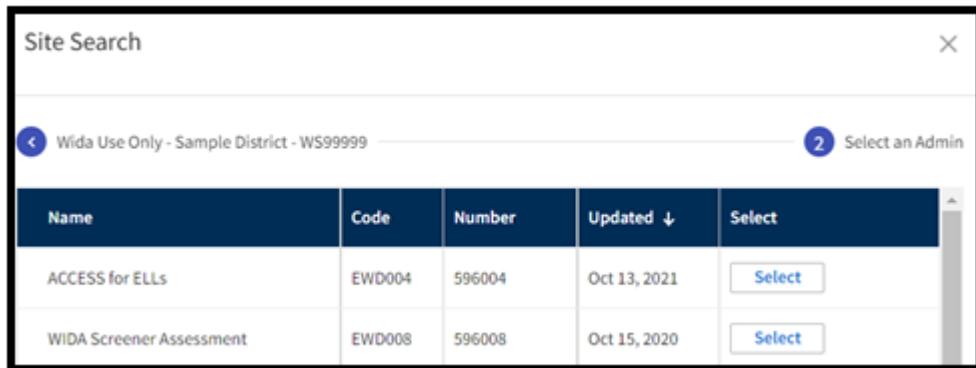


The screenshot shows a web interface for 'Student Exports'. At the top, the title 'Student Exports' is displayed. Below it is a blue header bar with the text 'Site Selection'. Underneath the header bar, there is a 'Select a State' dropdown menu with 'WS' selected and a small downward arrow. To the right of the dropdown menu is a button labeled 'Select a Site ...'.

4. Type an entry to search by district name or code. This filters to district-level sites. Type in any part of the district (site) name or code.



5. After you have selected a site, select an administration. The administration options from which you can select are displayed in the Select an Admin dialog box (see the table below).



The following table indicates which option to select for each administration.

Year	Name	Code	Number
2021-2022	ACCESS for ELLs	EWD004	596004
2021-2022	WIDA Screener	EWD008	596008

6. Click **Select** in the Select column of a district name/administration to select the site to export. When you click the district name/administration, the site appears in the Selected Sites field.

The screenshot shows a web interface titled "Student Exports". Under the "Site Selection" header, there is a "Select a State" dropdown menu with "WS" selected. To the right of the dropdown, the text "Wida Use Only - Sample District - WS99999 | ACCESS for ELLs - EWD004" is displayed. There are two buttons: "Change Site" and "Clear". Below this, under the "Selected Sites" header, the same text "Wida Use Only - Sample District - WS99999 | ACCESS for ELLs - EWD004" is shown next to a trash icon. At the bottom left, there is a blue "Export" button.

7. You can enter more names or codes to select additional sites or administrations. After you enter three characters or numbers, a list of matching sites with the corresponding administration appears.

You can process a maximum of five export requests at a time. A warning message appears when you have selected the maximum number of exports.

8. If you select the wrong site or administration, you can delete a selection by clicking the **Trash** icon to the right.

9. After you have made and checked your selections, click **Export**.

10. The Export Results grid that appears lists all of the exports selected by the user that have not expired. While an export file is being created, the status Processing... appears in the Download Link column, indicating that file creation is in process.

Note: Large files take a while to process, but you can navigate away from the page while the process runs and return later to access the download link(s).

11. Once a file is available for download, a link to download the file appears in the Download Link column. The file is created in .csv format, the required format for the Upload Multiple Students process. The Export Students layout matches the required layout for Upload Multiple Students.

Note: Files are available for download up to 24 hours after the initial request. After 24 hours, the files expire and are removed from the Export Results list, the download is no longer available in the grid, and you must request another site export to restart the process. To keep files permanently, save them on your network or local drive.

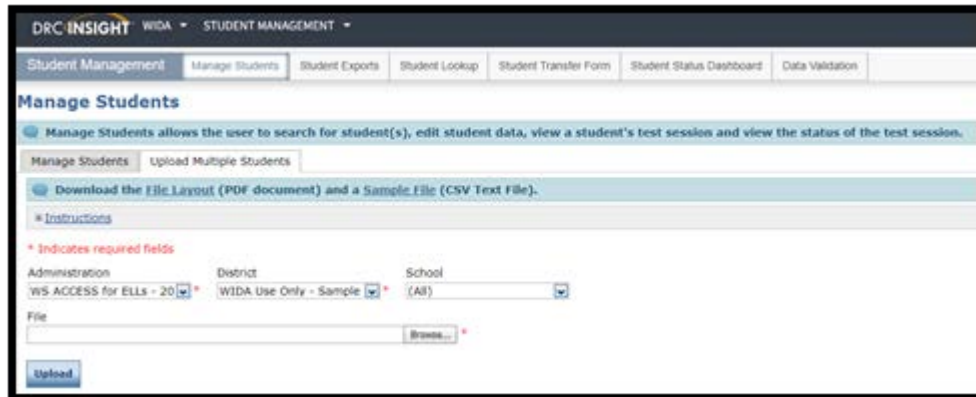
Multiple Student File Upload

How do I import a Multiple Student Upload file?

How to upload a student file in WIDA AMS can vary depending on the user role, permissions assigned, and the state. Below are standard instructions on how a user uploads a student within WIDA AMS. If the instructions below do not result in uploading a student, please refer to your District Test Coordinator or state membership page on www.wida.wisc.edu

“Students – Upload” is a permission in the district and school user permission sets.

From the Manage Students page, you can upload a file containing multiple student profiles to WIDA AMS. The file must be in comma-separated value (.csv) format (a file format used by Microsoft Excel) and the fields in the file must be in specific columns. The Manage Students page contains links to both a [PDF layout](#) that contains instructions and a [sample template file](#) that you can use to create the actual file.



The screenshot shows the 'Manage Students' page in the WIDA AMS system. The page title is 'DRC INSIGHT WIDA STUDENT MANAGEMENT'. The main heading is 'Manage Students'. Below the heading, there is a navigation bar with tabs: 'Manage Students', 'Student Exports', 'Student Lookup', 'Student Transfer Form', 'Student Status Dashboard', and 'Data Validation'. The 'Manage Students' tab is active. The page content includes a description: 'Manage Students allows the user to search for student(s), edit student data, view a student's test session and view the status of the test session.' Below this, there are two tabs: 'Manage Students' and 'Upload Multiple Students'. The 'Upload Multiple Students' tab is active. There is a link to 'Download the File Layout (PDF document) and a Sample File (CSV Text File)'. Below this, there is an 'Instructions' section. The form includes a red asterisk indicating required fields. The form fields are: 'Administration' (dropdown menu), 'District' (dropdown menu), 'School' (dropdown menu), 'WS ACCESS for ELLs - 20' (checkbox), 'WIDA Use Only - Sample' (checkbox), and 'File' (text input field with a 'Browse...' button). There is an 'Upload' button at the bottom left.

Important Notes to Consider:

- Uploading a file with student records will generate test sessions by district, by school, by grade for those students not already enrolled in test sessions.
- Before you upload records to WIDA AMS, search for the students and verify that they are not already loaded into WIDA AMS under the Manage Students tab.
- A unique student record in WIDA AMS is state, district, school, first name, last name, State Student ID, and grade. Any change in those seven criteria from file to file will create a new student record. Any changes made to accommodations or demographics outside of those seven criteria will update the already existing student profile.
- **Do not use an upload file to transfer student records.** Changing a school of a student profile through an upload file will create a second record at the new school, not move an already existing profile.

- Blank values for demographics and accommodations do not override previously entered values. Values must be removed student-by-student by using the Edit Student option.
- Multiple Student Upload is only available from Test Setup through the end of the Test Window, not after the testing window closes.

To upload multiple student records:

1. Select **Student Management** from the WIDA AMS My Applications menu bar and then **Manage Students** to display the Manage Students page. Then select the Upload Multiple Students tab.
2. Click the **File Layout** [link](#) to display a PDF file that details the required layout of the .csv file you will upload to WIDA AMS, including rules, instructions, and examples describing how to create and format the .csv file.
3. Click **Sample File** to download or display the [WIDASampleStudentFile.csv](#) file.
4. Use the WIDASampleStudentFile.csv file to create and save a student file to upload.

Note: Be sure to keep the header column rows in the file you upload.

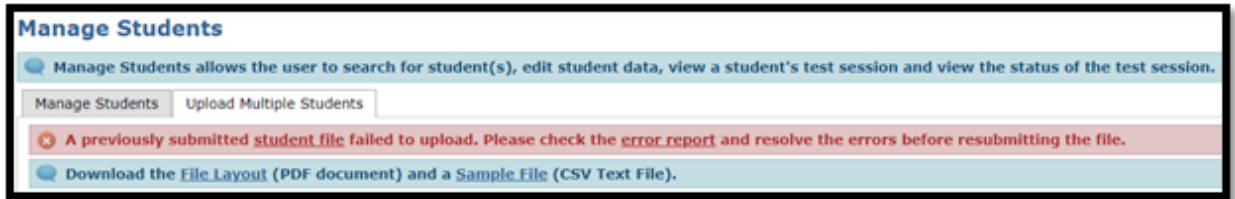
5. After you have created a student file, click **Browse...** to locate it, select the file, and click **Open** to display it in the File field of the **Upload Multiple Students** tab.
6. Click **Upload**. A message appears indicating the file has been transferred and is being checked for errors. Log out while the file is being validated. Log back in to review the file's status.

How do I confirm if a Multiple Student Upload File was successful?

How to upload a student file in WIDA AMS can vary depending on the user role, permissions assigned, and the state. Below are standard instructions on how a user uploads a student within WIDA AMS. If the instructions below do not result in uploading a student, please refer to your District Test Coordinator or state membership page on www.wida.wisc.edu

"Students – Upload" is a permission in the district and school user permission sets.

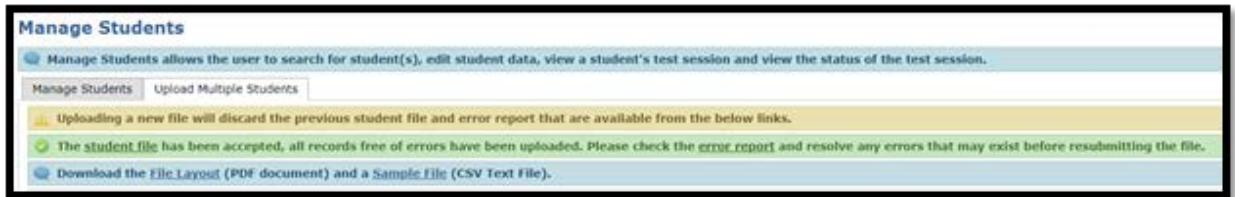
Once a Multiple Student file is uploaded, if a file was formatted incorrectly, it will give a red banner indicating that the file could not load



The most common reasons that a red banner will appear:

- The file was not in the correct file extension .csv
- The columns are out of order or missing from the original layout requirements. All columns in the header row are required in the order as they appear in the sample file, but data is not required in all those columns.
- A different header row is used rather than the original sample file header row. One of the validation checks is to confirm if the first row is a student record or THE designated header row.

Once a file is uploaded, and if the file was formatted correctly, it will provide a green banner indicating that the file was formatted correctly and all students **free of errors** were uploaded.



This does not mean ALL students were uploaded. A link to an **error report** will indicate if there were students, although formatted correctly, may still generate an error and prevent the student from loading into WIDA AMS.

A green banner indicates that all records free of errors were loaded. If the file contains errors, you must correct them and repeat steps 5 and 6 to upload the students.

The yellow banner indicating that uploading a new file will discard the previous student file and error report refers to accessing the current file links that appear on the screen. It does not mean that the students in the previous file will be discarded from WIDA AMS.

When a user pulls up the error report for a multiple student upload, the error report will breakdown as follows:

Column A= Row in which the error occurs

Column B= District Code

Column C= School Code

Column D= Grade

Column E= State Student ID

Column F= Student Last Name

Column G= Student First Name

Column H= Error message for that row

In column H, it will always read the following: "Validation error: Validation failed for field XXXXXX at column XX with this field data: XXXXXX"

A	B	C	D	E	F	G	H
Record Number	District Code	School Code	Grade	State Student ID	Student Last Name	Student First Name	Message
1	WS99999	99999	2		Student A	Sample	Validation error: Validation failed for field StateStudentID at column #11 with this field data: "Missing/Invalid State Student ID."
2	WS99999	99999	3		Student B	Sample	Validation error: Validation failed for field StateStudentID at column #11 with this field data: "Missing/Invalid State Student ID."
3	WS99999	99999	5		Student C	Sample	Validation error: Validation failed for field StateStudentID at column #11 with this field data: "00000 - Duplicate State Student ID."
4	WS99999	99999	4		Student D	Sample	Validation error: Validation failed for field StateStudentID at column #11 with this field data: "Missing/Invalid State Student ID."
5	WS99999	99999	4		Student E	Sample	Validation error: Validation failed for field StateStudentID at column #11 with this field data: "00000 - Duplicate State Student ID."
6	WS99999	99999	4		Student F	Sample	Validation error: Validation failed for field StateStudentID at column #11 with this field data: "Missing/Invalid State Student ID."
7	WS99999	99999	5		Student G	Sample	Validation error: Validation failed for field StateStudentID at column #11 with this field data: "00000 - Duplicate State Student ID."
8	WS99999	99999	4		Student H	Sample	Validation error: Validation failed for field StateStudentID at column #11 with this field data: "Missing/Invalid State Student ID."

After corrections are made, the same file can be loaded with the same students. A unique student record in WIDA AMS is state, district, school, first name, last name, State Student ID, and grade. Any change in those seven criteria from file to file will create a new student record. Any changes made to accommodations or demographics outside of those seven criteria will update the already existing student profile. If no changes were made to a student record from file to file, no duplicate student records will be created. Therefore, if you had correctly formatted students, they can stay on subsequent uploads of your file without creating duplicate student records.

Only one person can upload a file at a time—if you attempt to upload a file while someone else is uploading a file, the Browse... button is inactive.

Download the error report right away. If someone else uploads a file immediately after you, once the system processes the file, the new error report will overwrite your error report.

If a maximum number of errors is reached, the report will indicate that the maximum number of errors was reached and any remaining errors will not appear on the report.