

Direct Admit Wisconsin

What is Direct Admit Wisconsin?

Direct Admit Wisconsin is a program designed to identify eligible students from Wisconsin high schools for automatic admission to participating universities within the University of Wisconsin system. This guide outlines how to use the tools available in Skyward Qmlativ for participating high schools.

How can my high school/district participate?

The tools available in this guide are only available if your district has opted into the Direct Admit Wisconsin program through the Universities of Wisconsin. For more information on this you can visit <https://www.wisconsin.edu/direct-admissions/> or email directadmitwi@uwsa.edu. Once your district has been recorded as participating through the Universities of Wisconsin, the screens and options in this guide will be available in your database.

Skyward Note: The current tools available in Qmlativ allow your district to begin tracking student participation in the program, update whether the student is or is not on track to graduate and send the transcript along with the tier levels to Universities of Wisconsin. Additional features will be developed to allow you to run a utility to help track whether students are on-track to graduate or not, so it's not a manual process in the future. If you have any questions or concerns while going through this process, please submit a ticket and Skyward will help answer and take any feedback that you have to offer.

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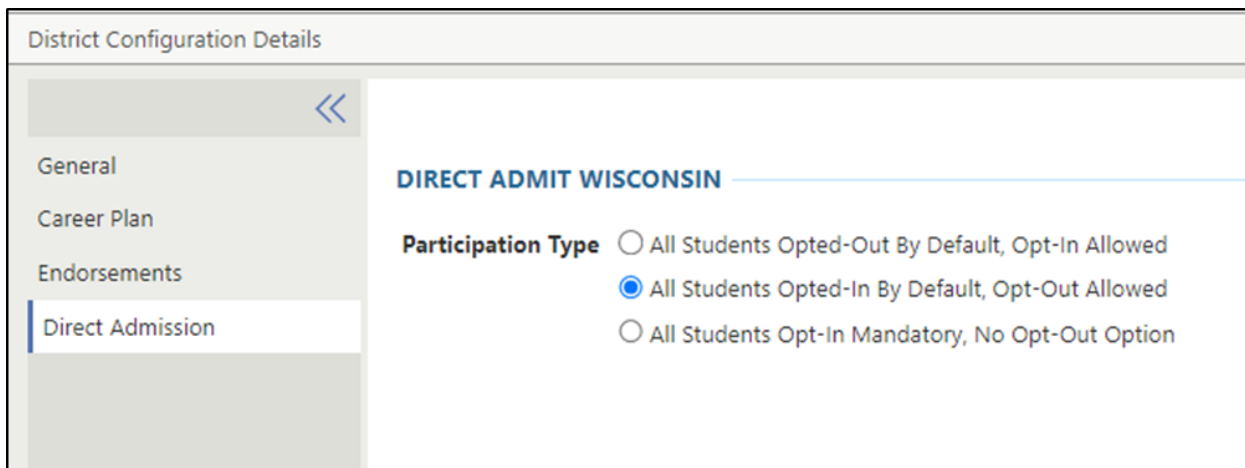
Student Opting in/out.

Direct Admit Wisconsin Configuration

The Direct Admit Wisconsin Configuration screen allows you to identify the default value for your students to participate in the Direct Admit Wisconsin program.

To access this screen, navigate to Administrative Access > Grad Requirements > District Configuration > Direct Admission. Here you will be able to update your districts Participation Type:

- **All Student Opted-out By Default, Opt-In Allowed:** All students will be considered opted-out of the Wisconsin Direct Admit program unless the FERPA acknowledgement is completed by guardians to update participation status.
- **All Students Opted-In By Default, Opt-Out Allowed:** All students are opted-into Wisconsin Direct Admit FERPA agreement. Guardians must fill out the FERPA acknowledgement if they wish to opt-out of the program.
- **All Students Opt-in Mandatory, No Opt-Out Option:** All students are opted into the program.



The screenshot shows the 'District Configuration Details' screen. On the left is a sidebar with a back arrow and four menu items: 'General', 'Career Plan', 'Endorsements', and 'Direct Admission' (which is highlighted). The main content area is titled 'DIRECT ADMIT WISCONSIN' and contains a 'Participation Type' section with three radio button options: 'All Students Opted-Out By Default, Opt-In Allowed', 'All Students Opted-In By Default, Opt-Out Allowed' (which is selected), and 'All Students Opt-In Mandatory, No Opt-Out Option'.

Family and Student Access: Online Form

A new Element Group Type called 'Direct Admit Wisconsin Opt-in' has been added to Online Forms so that you can easily create forms and electronically share them with guardians and students via Family and Student Access.

You can choose to update the FERPA agreement language or utilize the default template which was provided to Skyward by the Universities of Wisconsin. The checkbox next to the statement "I would like to participate in the Direct Admit Wisconsin program", defaults according to your district's participation type. When checked, it indicates the student is participating in the Direct Admit Wisconsin program, and their qualifying information will be sent to the Universities of Wisconsin. When unchecked, it signifies the student is not participating in the program, and no qualifying information will be sent to the Universities of Wisconsin.

Version 05.23.10.00.11

Student Profile Maintenance

From the Student Profile, you can verify and maintain individual student Direct Admit Wisconsin participation types. This is helpful if your counselors or other administrative staff need to update a student's participation in the program.

To access this, navigate to the Student Profile > Graduation Requirements Tab > Direct Admission Sub-Tab.

The 'Date Signed' and 'Signed By' fields only display when the participation differs from the districts default type. If the district has students opted-out by default, then it will only appear when the opt-in is checked and vice versa. The admin name who made the decision to update the record can be manually added, but if left blank it will automatically update the name to the last user who modified the record on save.

Participation type - All students opted out by default:

DIRECT ADMIT WISCONSIN

Direct Admission Opt-In ☐

Date Signed

Signed By

Participation type – All students opted in by default:

DIRECT ADMIT WISCONSIN

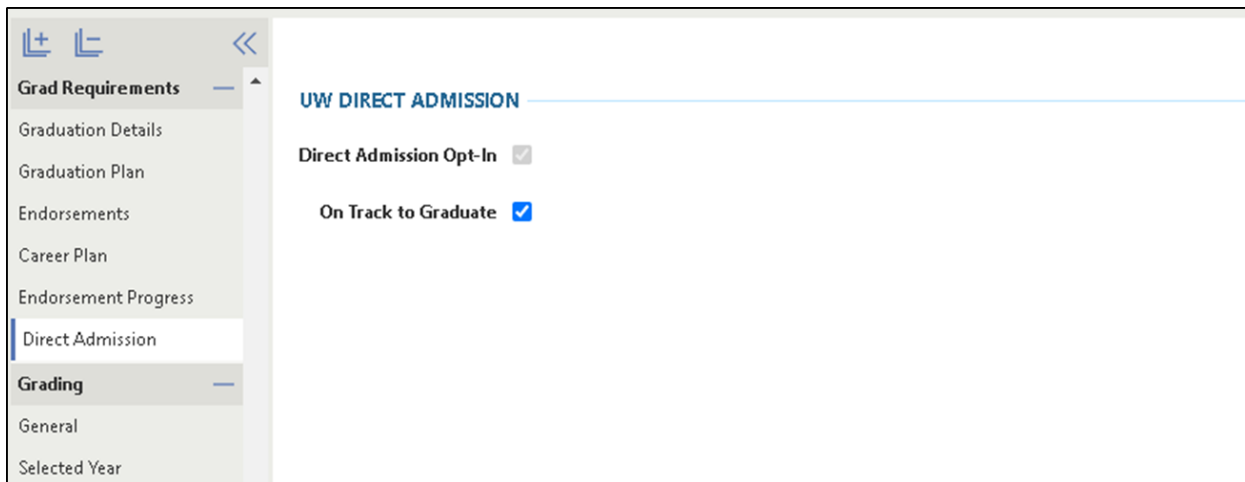
Direct Admission Opt-In ☒

On Track to Graduate ☐

Academic Review

On Track to Graduate: Student Profile

Now that students/guardians have been able to opt in, you will need to start the academic review and ensure that students are meeting the criteria set forth by Universities of Wisconsin and determine which tiers the students fall into. To help with this, we've added an On Track to Graduate flag to the student profile. Again, you will locate this by navigating to the Student Profile > Graduation Requirements Tab > Direct Admission Sub-Tab.



The screenshot shows the 'Direct Admission' sub-tab within the 'Graduation Requirements' section. The 'Direct Admission Opt-In' checkbox is checked. Below it, the 'On Track to Graduate' status is indicated by a blue checkmark.

What does it mean for a student to be 'On Track to Graduate'? Admission to the Universities of Wisconsin through Direct Admit Wisconsin is conditional upon a student graduating. A student is 'on track to graduate' if they are going to complete the credit requirements as set forth by your high school graduation policy. All high schools participating in Direct Admit Wisconsin must ensure that their graduation requirements include the following unit areas required by the University of Wisconsin Freshmen admission policy. If the student is accomplishing this requirement, they should be considered on track to graduate. In addition, 3 units of math must be college preparatory math. The list of Math courses deemed college preparatory by the Universities of Wisconsin can be found in the Direct Admit Wisconsin Toolkit under the Program Information folder. Again, all other subjects, follow your high school's graduation policy.

(https://drive.google.com/drive/folders/1_dP-nV1O_NNFn88if-4lTOEkptGvhJ2z)

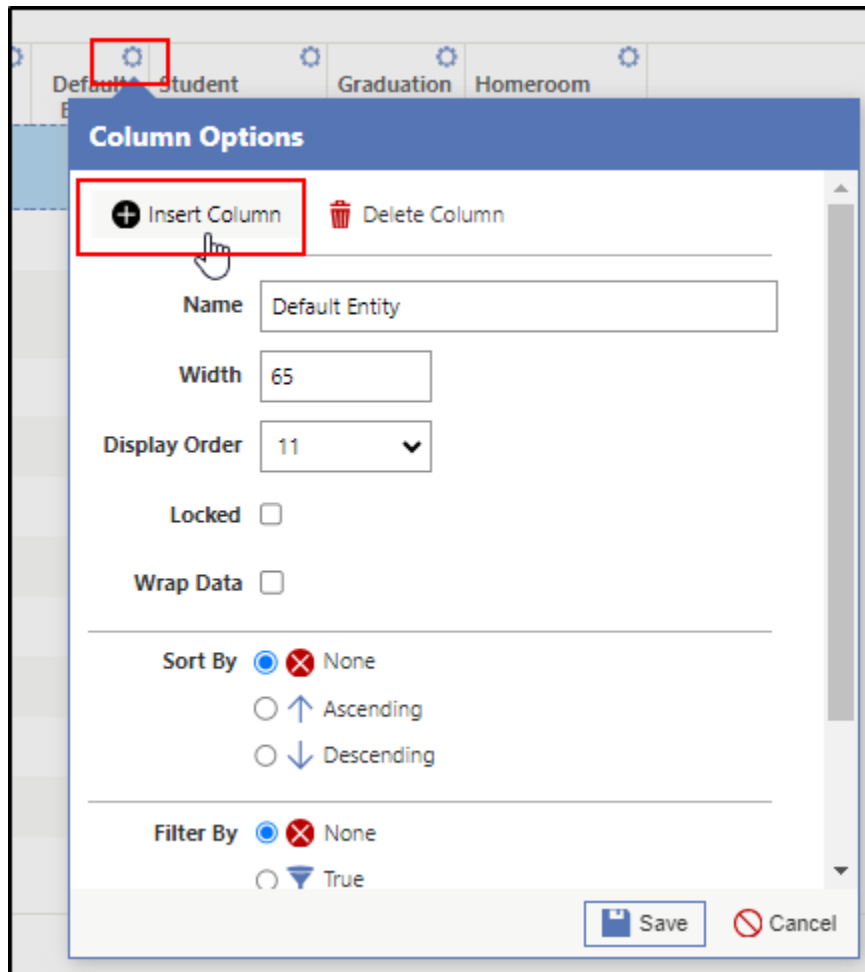
Academic Subject	Academic Units
English	4 units
Social Science	3 units
Mathematics	3 units
Natural Science	3 units
Students must choose additional units from the subjects above and/or foreign language, fine arts, computer science and other academic areas.	4 units

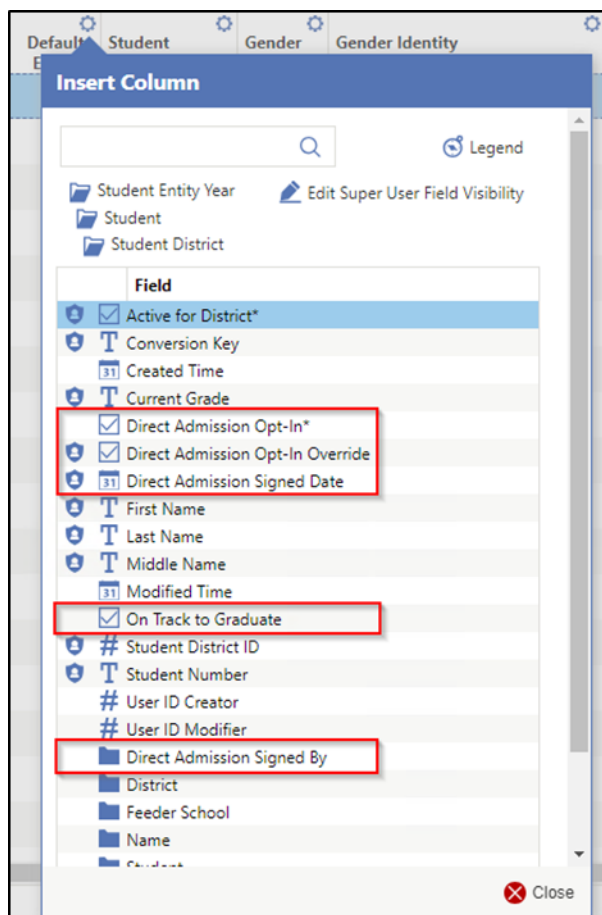
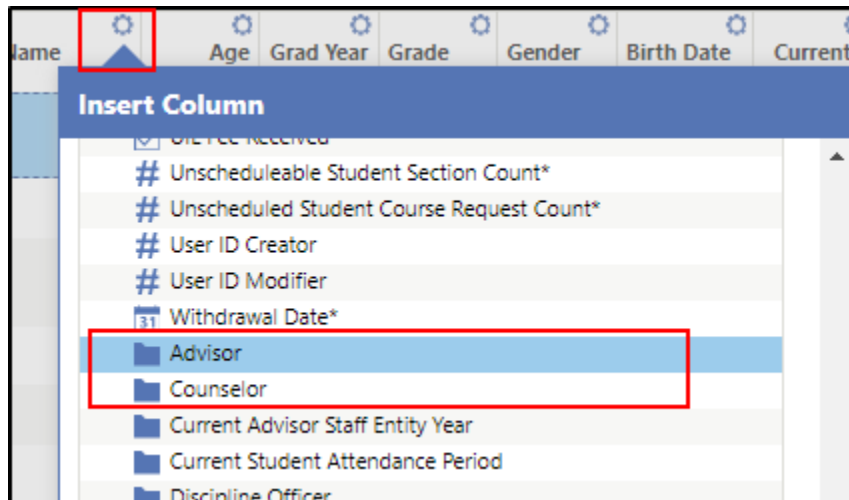
Helpful Tools for Tracking Students

Don't forget about the tools that can assist you in identifying and tracking which students are or are not on track to graduate. Here we will go through some functionality that you should leverage to assist you in tracking the students who are participating in the Direct Admit Wisconsin Program.

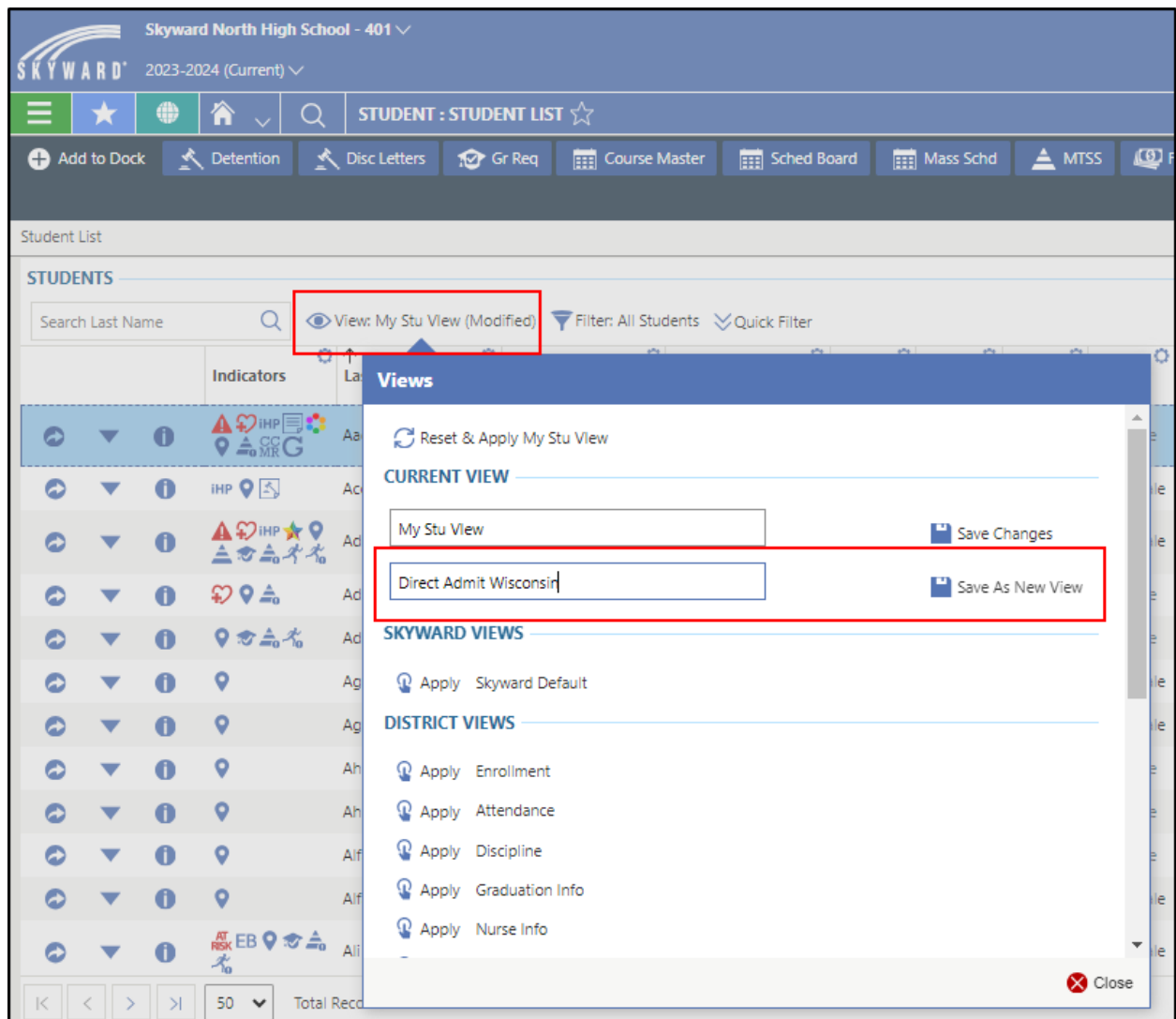
Student List View

Go to your student list and modify your view to include and/or remove the fields that you don't necessarily need to see. Skyward has added a new 'Counselor' field to allow districts to better distinguish between Academic Advisors and Counselors if they choose to. You can add either of these fields to your list by locating your Cog > Insert Column > Advisor 'folder' or Counselor 'folder'. We've also added Direct Admission Opt-in, Direct Admission Opt-in Override, and Direct Admission Signed Date fields which can be found by going to your Cog > Insert Column > Student 'folder' > Student District 'folder'.





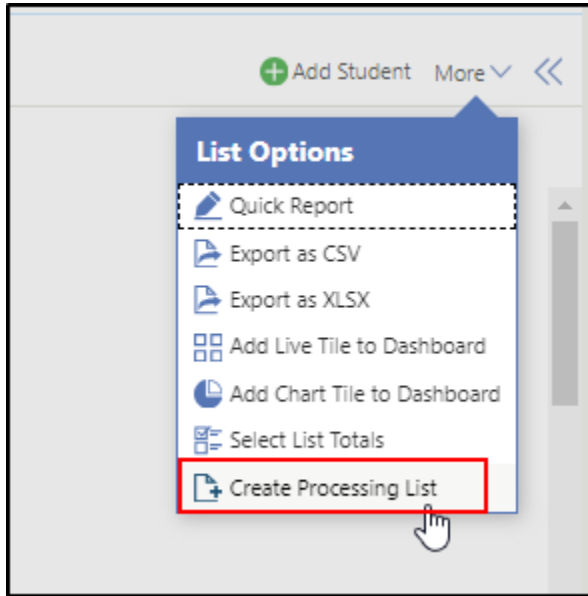
Once your list screen looks the way that you would like it to look, you can save that view by selecting the "eye" icon next to the search feature above the list screen. This will allow you to revisit this view and make any modifications that you would like to make as you continue this process.



Processing List

What is a processing list? A processing list allows you to grab a filtered list of students from different list screens in the system. You are then able to use that processing list on different utilities, reports, ext. throughout the system.

You create and/or update a processing list by going to the list that has the students you are wanting to grab and then going to 'more' and select 'Create Processing List'.



Create Processing List

Enter Processing List Details

 Save  Cancel

Subject / Type
Student

PROCESSING LIST DETAILS

Action ☒ Create New Processing List
☐ Update an Existing Processing List

***Name**

Description

***Expiration Date** 

You can remove/view processing lists by navigating to your Reporting module > My Processing Lists.

Skyward North High School - 401

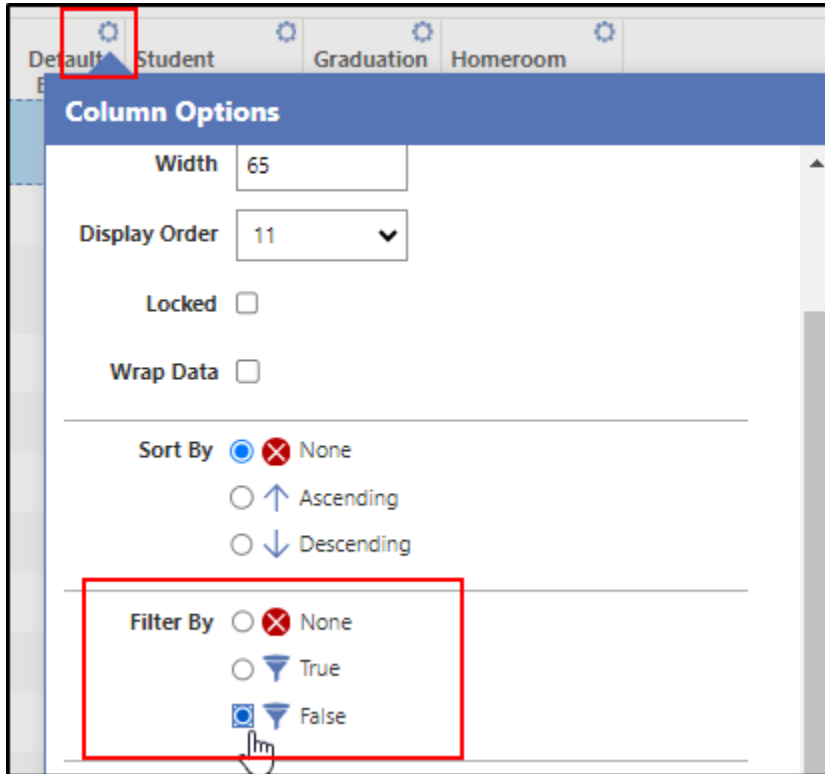
Processing Lists

Processing Lists are created on select list screens or from select Data Mining reports. Please see the Help Center for more information.

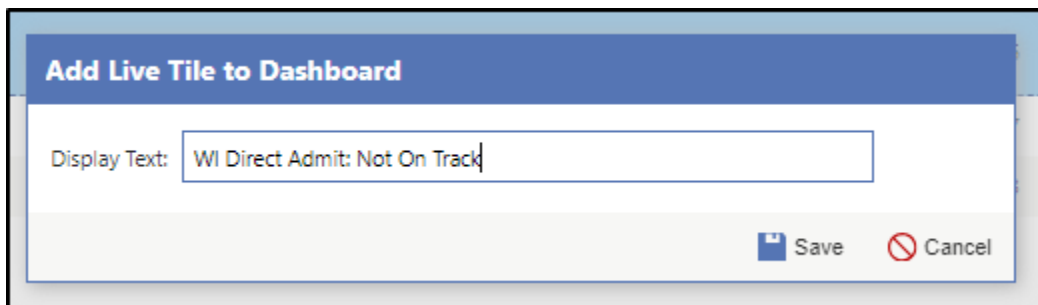
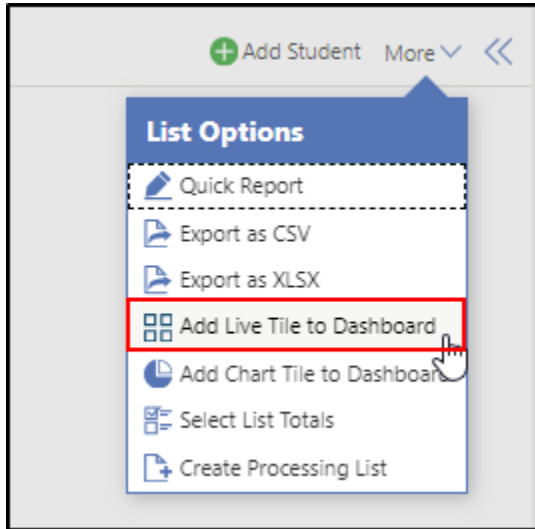
Name	Description	Subject / Type	Entity	Source / Created From	Source Name	Modified By	Last Updated Date
WI Direct Admit Opted In Students	These are all my students who are participating in th...	Student	Skyward North High School	List Screen	Student/Student/List	All DeGeorge	5/28/2024 7:45:51 AM

Live Tiles

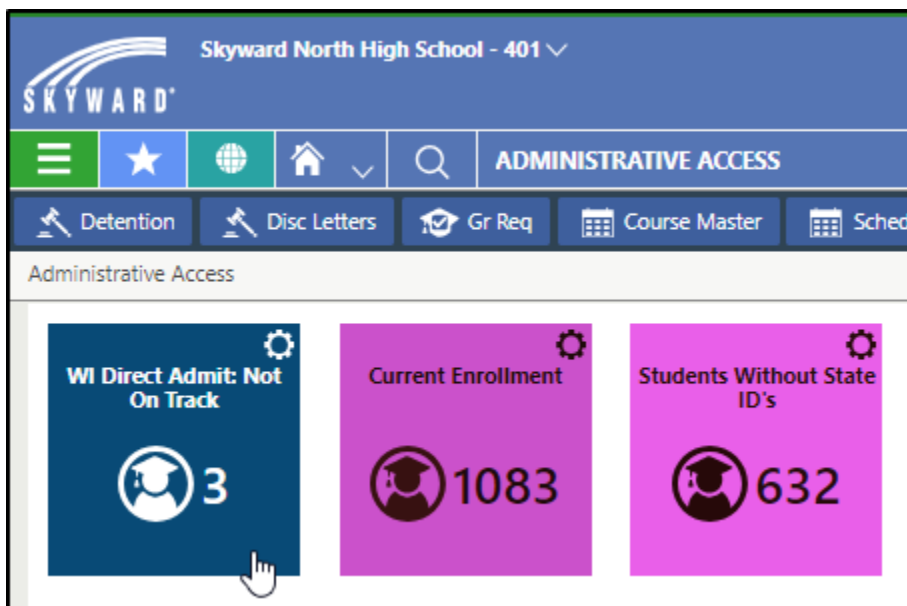
Now that you've created your list screen and processing list, you're able to further filter your list screen and create live tiles to help monitor your students. In this example, we're going to go over the students who are not on track to graduate. First, you will go to your Direct Admission 'On Track to Graduate' column and select the Cog > Filter By 'False'. This will give you a list of students identified as not on track to graduate.



Once you have filtered your list to those students who are not on track to graduate, you will again go to More > Add Live Tile to Dashboard.



This will populate a tile on your dashboard, which when selected brings you to the list screen of students who are not on track to graduate. When one of those students is updated to on-track to graduate, the tile is automatically updated.



Quick Video Demo

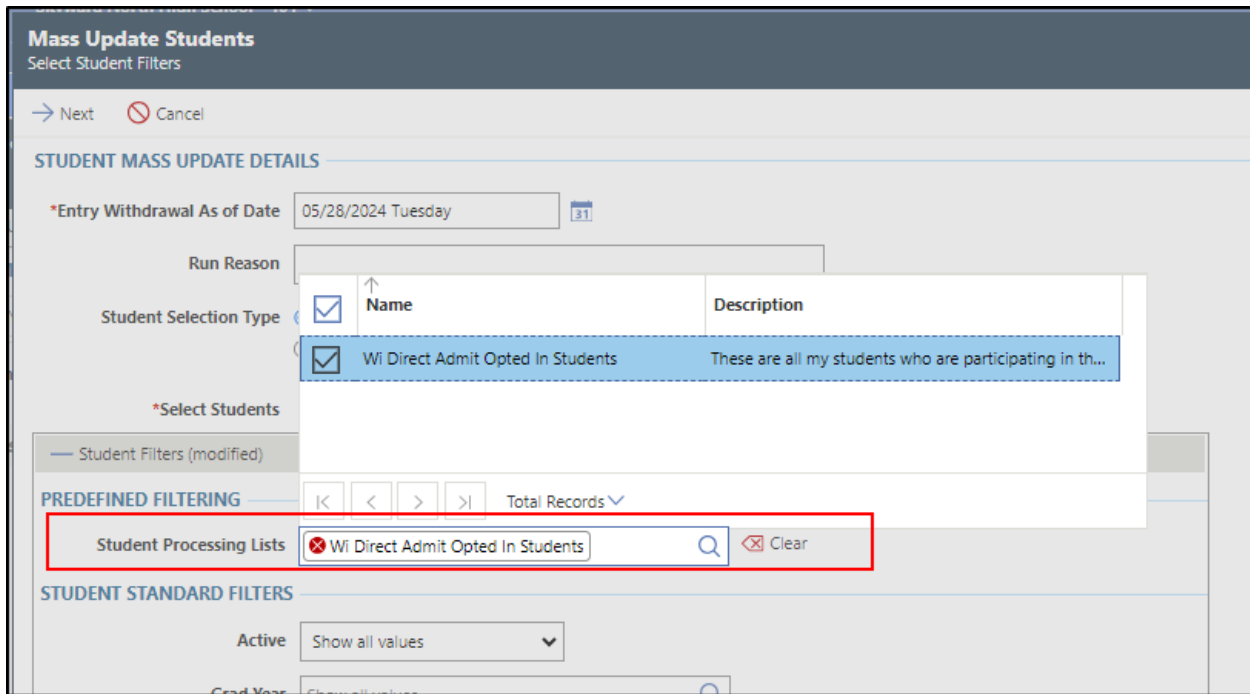
[Walkthrough of Direct Admit List Screen, Processing List, & Live Tile creation](#)

On Track to Graduate Mass Update

We have added the On Track to Graduate field to the Mass Update Students Utility. We have done this so you can update all students to on-track and then manually set the students who are not meeting the on-track criteria (or vice versa). This utility is found under the Student Module.

Helpful Tool Callback

Remember that processing list that we created? You can run this utility against your processing list by going into the Student Filters > Student Processing Lists and selecting the processing list you created for students who have opted into the program.



Mass Update Students
Select Student Filters

→ Next ⛔ Cancel

STUDENT MASS UPDATE DETAILS

*Entry Withdrawal As of Date: 05/28/2024 Tuesday 

Run Reason:

Student Selection Type: ☒ **Name** Description

☒ WI Direct Admit Opted In Students These are all my students who are participating in th...

*Select Students

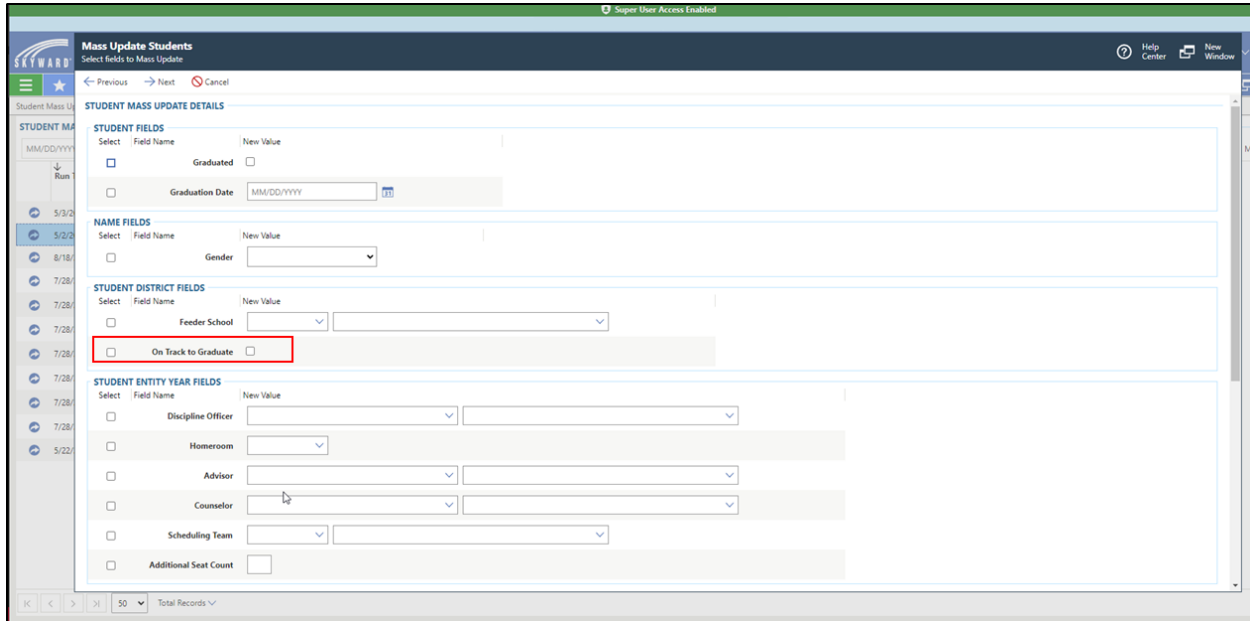
— Student Filters (modified)

PREDEFINED FILTERING < < > > Total Records ▾

Student Processing Lists: ☒ WI Direct Admit Opted In Students 🔍 ✕ Clear

STUDENT STANDARD FILTERS

Active: Show all values ▾



Mass Update Students
Select fields to Mass Update

Previous Next Cancel

STUDENT MASS UPDATE DETAILS

STUDENT FIELDS

Select	Field Name	New Value
☐	Graduated	☐
☐	Graduation Date	MM/DD/YYYY 

NAME FIELDS

Select	Field Name	New Value
☐	Gender	

STUDENT DISTRICT FIELDS

Select	Field Name	New Value
☐	Feeder School	
☐	On Track to Graduate	☐

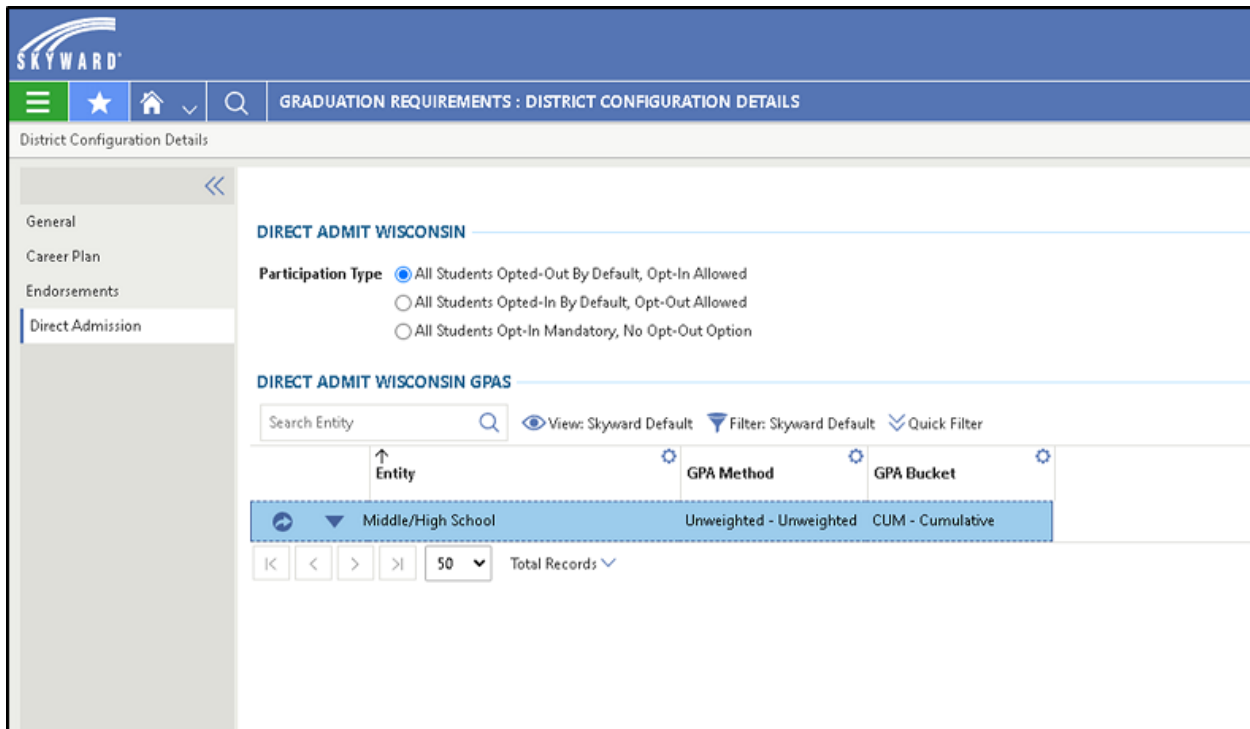
STUDENT ENTITY YEAR FIELDS

Select	Field Name	New Value
☐	Discipline Officer	
☐	Homeroom	
☐	Advisor	
☐	Counselor	
☐	Scheduling Team	
☐	Additional Seat Count	

IK < > >I 50 Total Records

Direct Admit Wisconsin GPA

Where you set your Participation Type, is where you will also set your Direct Admit Wisconsin GPA. This is the GPA that we will use to determine which tier each student falls into and ultimately which colleges/universities they qualify for. You can locate this by going to Grad Requirements > District Configuration > Direct Admission. **This GPA needs to be an unweighted 4.0 according to The Universities of Wisconsin Requirements.**



SKYWARD

GRADUATION REQUIREMENTS : DISTRICT CONFIGURATION DETAILS

District Configuration Details

General
Career Plan
Endorsements
Direct Admission

DIRECT ADMIT WISCONSIN

Participation Type

- ☒ All Students Opted-Out By Default, Opt-In Allowed
- ☐ All Students Opted-In By Default, Opt-Out Allowed
- ☐ All Students Opt-In Mandatory, No Opt-Out Option

DIRECT ADMIT WISCONSIN GPAS

Search Entity  View: Skyward Default Filter: Skyward Default Quick Filter

Entity	GPA Method	GPA Bucket
Middle/High School	Unweighted - Unweighted	CUM - Cumulative

IK < > >I 50 Total Records

Add Direct Admission GPA

Enter Direct Admission GPA Details

 Save
  Cancel

Entity

*Entity

0040

*GPA Method

Unweighted

Unweighted

*GPA Bucket

CUM

Cumulative

Communication Processing

When you generate the Direct Admission Transcripts, this starts a process behind the scenes to handle all final components for the Direct Admit Wisconsin program:

1. Resources sent to Universities of Wisconsin:
 - a. CSV with student information in addition to the tiers associated with the student's academic standings.
 - b. The Transcripts for the students who are on track to graduate.
2. Resources created for families and students.
 - a. The Direct Admission Letters are posted to the Student Portfolio, which can be accessed via Family and Student Access.

File Destination

We will need to setup the file destination for the Transcripts and CSV file. This year we're going to set that file destination up for you. We will be creating a service call for each district and asking for a support account so that we can set up the file destination. Please watch for this service call to come in.

FILE DESTINATION DETAILS

*Name	DirectAdmitIntegration
-------	------------------------

District	School District
----------	-----------------

Allow Read ☒

Allow Write ☒

UNC PATH DETAILS

*Location	\\qdevapp\c\$\Temp\
-----------	---------------------

TEST FILE ACCESS

Filename for Read Test

Security

To post the admittance letter to the portfolio so that families and students can view it, you will need to go into Menu Security and update the Family and Student Access Roles to include the 'Student Family DrctAdmt' read access. You will find this by going to the correct portal (Family Access and Student Access), going to the Family Module > Portfolio Attachments > Student Family DrctAdmt (read) access.

The screenshot shows the 'Family Access' module configuration interface. The top navigation bar includes links for Migration, Employee Access, Family Access (highlighted), New Student Enrollment, and SMS to Qmlativ Tools. Below the navigation bar, there are tabs for Mass Update, Mass Create, and Mass Delete. The main content area is divided into two sections: 'FEATURES' and 'MODULES'. The 'MODULES' section lists several modules, with 'Student Family DrctAdmt' selected, indicated by a blue checkmark in its configuration column.

Module	Read	Update	Create	Delete	Update
FEATURES	☐	☐	☐	☐	
Portfolio Attachments	☐	☐	☐	☐	
Family FSFLtr	☐	☐	☐	☐	
Student Family DrctAdmt	☒	☐	☐	☐	
Student Family EntTrans	☐	☐	☐	☐	
Student Family RptCrd	☐	☐	☐	☐	
School Contacts	☐				
Skylert Information	☐	☐			

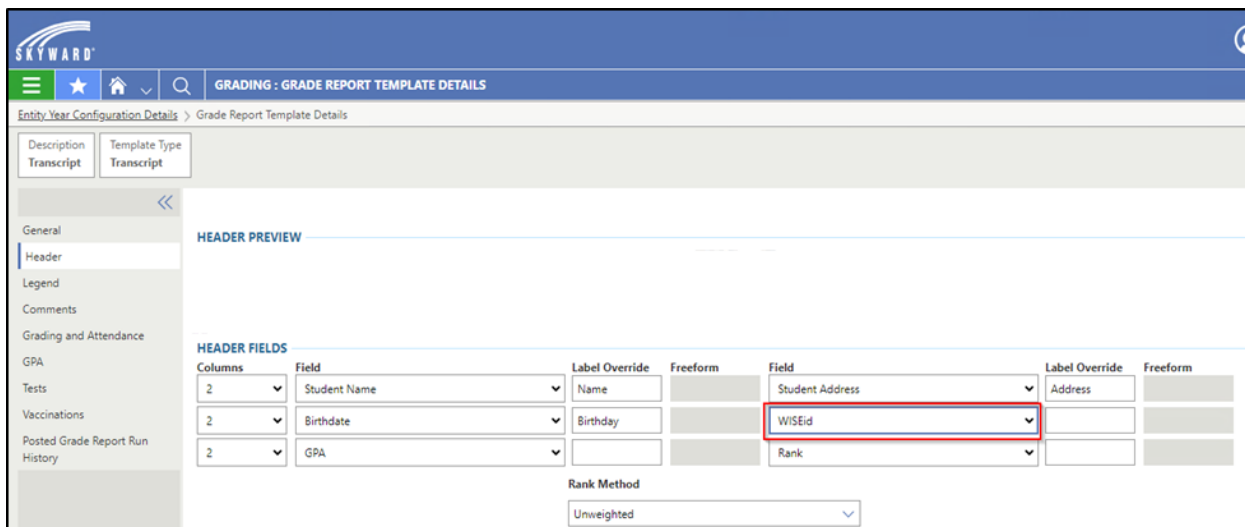
STOP: Do not start these next processes until the time frame provided by Universities of Wisconsin: 2024 timeline - **July 29, 2024 – August 2, 2024.**

Transcript

Now that you have determined which students are or are not on track to graduate, you will need to run transcripts for the students who have opted into the program. You will find the new 'Direct Admission Transcript' within the Grading Module, under features. Please do not start this process until the time frame provided by Universities of WI. 2024 Timeline - **July 29, 2024 – August 2, 2024.**

WiseID on the Transcript Header

Before running the 'Direct Admission Transcript' please ensure you have the WiseID added to your Grade Report Template header. The Universities of Wisconsin need the WiseID to be on the Transcript's Header. To add this, you will need to go to Grading > Entity Year Configuration > Grade Report Templates > (Open Transcript Template) > Header tab. Then you will select a field and add the WiseID.



Columns	Field	Label Override	Freeform	Field	Label Override	Freeform
2	Student Name	Name		Student Address	Address	
2	Birthdate	Birthdate		WiseID		
2	GPA			Rank		

Rank Method: Unweighted

When you go to run this transcript, you will see that we've set all necessary fields in the background. These transcripts will be generated for all 11th graders who have opted into the Wisconsin Direct Admission program.

NOTE: The Direct Admission Transcript is automatically filtered to only send 11th graders. If your current school year is no longer the school year the students were 11th graders, you must go into the prior historical year. This is where the "Enrolled As Of Date" field comes into play. You need to make sure that you choose an enrollment date from that prior historical school year so those now historical student records get sent.

Ex. My 11th grade students from the 2023-2024 school year are now seniors in my current school year of 2024-2025. The Direct Admission Transcript will not send these students as

they are now considered 12th graders in the system. I now must go into my historical school year of 2023-2024 and set the enrollment date to a day during that school year. I will choose May 10, 2024. Now I can run the process and the students will be included in the run.

Run Direct Admission Transcript

Enter Report Details

Run Report

Cancel

REPORT DETAILS

*Grade Report Template

Transcript

Grade Display

Only Grade Mark

Run for Date

07/15/2024 Monday

Earned Credits and GPA Calculation Method

Only Completed Grades, Including Overrides

*Enrolled As Of Date

05/10/2023 Wednesday

Footer Message

Admittance Letter

The admittance letter is then generated and posted to the Family and Student Access Portfolio (controlled by security). Guardians and students can access this by going to their portals and selecting the portfolio tile.

NOTE: Although you should still be posting letters to Family and Student Access, Universities of Wisconsin will also be mailing physical letters to students and guardians!

PORTFOLIO ☆			
Portfolio			
PORTFOLIO			
ATTACHMENTS			
	Created Time	Attachment Name	Type
↓	5/10/2024 1:08:42 PM	Wisconsin Direct Admission Letter	Direct Admission
↓	1/22/2024 1:00:35 PM	S1 Report Card	Report Card
↓	5/8/2023 9:30:35 AM	Attendance Deficiency Letter (Tardies)	Attendance Letter
↓	11/11/2022 2:54:54 PM	Honor Roll Q1	Report Card
↓	11/17/2021 7:52:15 AM	21-22 Q1 Report Card	Report Card
↓	4/12/2021 3:21:16 PM	2021 3rd Quarter Report Card	Report Card
↓	2/5/2021 5:07:22 PM	Semester 1 Report Cards	Report Card
↓	2/5/2021 3:25:33 PM	Semester 1 Report Card	Report Card
↓	11/16/2020 8:27:40 AM	Quarter 1 Report Card	Report Card
↓	3/30/2020 8:53:08 AM	Quarter 3 Report Card	Report Card

The generated letters were provided to Skyward by the Universities of Wisconsin. These letters include the list of universities the student qualified for, instructions for next steps, and the Associate VP for Enrollment and Student Success at Universities of Wisconsin Administration signature.



Office of Enrollment and Student Success

1500 Van Hise Hall, 1220 Linden Drive, Madison, WI 53706
www.wisconsin.edu/direct-admissions or 800-442-6459

07/17/2024

Congratulations, [REDACTED]!

We are thrilled to inform you that you have been DIRECTLY ADMITTED to the Universities of Wisconsin listed below for the Fall 2025 semester! Based on your high school academic record and performance, we are confident you will excel at any of these UW universities.

University of Wisconsin-Green Bay
University of Wisconsin-Green Bay, Manitowoc Campus
University of Wisconsin-Green Bay, Sheboygan Campus
University of Wisconsin-Platteville, Baraboo Sauk County

University of Wisconsin-Stevens Point at Marshfield
University of Wisconsin-Stevens Point at Wausau
University of Wisconsin-Stout
University of Wisconsin-Whitewater at Rock County

The Universities of Wisconsin provide opportunities for all Wisconsin high school students to earn a world-class education. We hope you choose one of our universities as the next step in your educational journey.

This offer is only for admission to the designated Universities of Wisconsin and not to any specific major or program of study. Your admission is conditional upon successful completion of the required academic courses, maintaining your current GPA, graduating from a recognized high school, and submission of an official final high school transcript.

To connect with your Direct Admit UW universities and start your path to college, go to the Universities of Wisconsin admissions portal (apply.wisconsin.edu/direct-admit) and complete the Direct Admit Wisconsin form. The sooner you complete this step, the closer you are to becoming a Universities of Wisconsin student. Find a helpful checklist of next steps at [wisconsin.edu/direct-admissions/](https://www.wisconsin.edu/direct-admissions/).

All Wisconsin high school seniors are eligible to apply to any UW university through the traditional application process. If you would like to apply to a UW not included on the list above, you can do so starting August 1 by completing the Universities of Wisconsin application at apply.wisconsin.edu.

I understand that cost is a key factor in your college decision-making process. To that end, all UW universities participating in Direct Admit Wisconsin are offering the Wisconsin Tuition Promise ([wisconsin.edu/tuition-promise/](https://www.wisconsin.edu/tuition-promise/)) to the class of 2025, which provides free tuition and fees if your family earns \$55,000 or less a year. In addition, all Universities of Wisconsin are committed to helping you identify scholarships, grants, and other options to make your college dreams as affordable as possible regardless of your family income.

On behalf of the Universities of Wisconsin, congratulations again on your admission! We hope to see you on a campus visit soon and in the freshman class of 2025! Don't forget to submit your Direct Admit form as soon as possible. Your Direct Admit offer(s) expire May 1, 2025. If you do not submit your form by this date, you can still submit a traditional application. If you have any questions, do not hesitate to contact us at uwhelp@wisconsin.edu or check out the Direct Admit Wisconsin FAQs at [wisconsin.edu/direct-admissions/](https://www.wisconsin.edu/direct-admissions/).

Sincerely,

Julie L. Amon, Ed.D.

Associate Vice President for Enrollment & Student Success

Universities of Wisconsin Administration