

## ***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 SMS 2.0 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](mailto: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.

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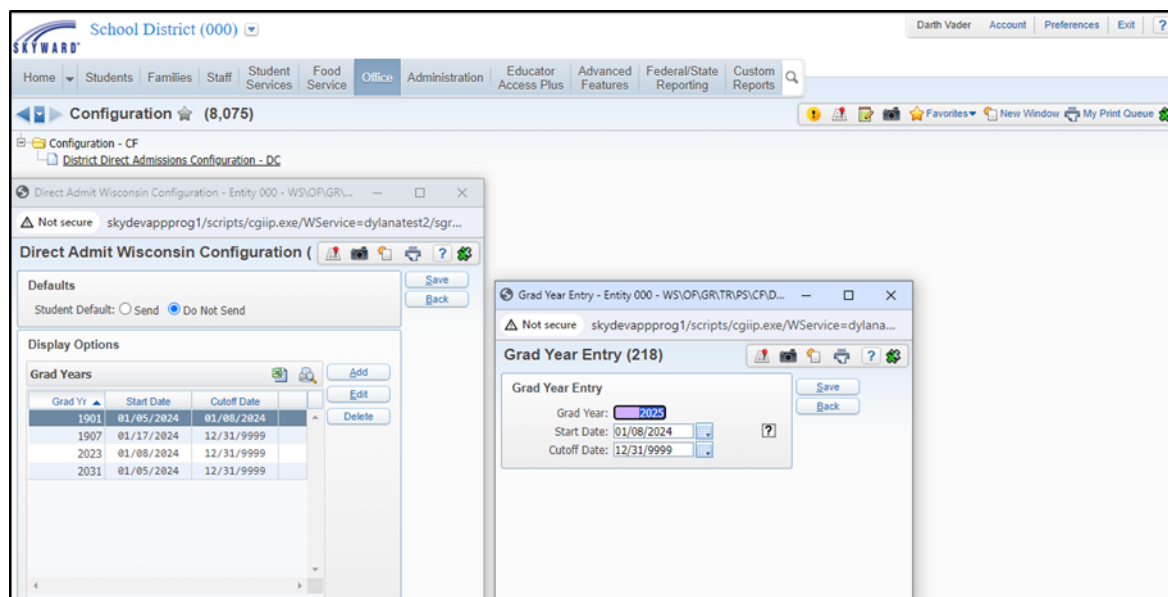
## Student Opting in/out

### 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. It also allows the selection of the graduation years available to participate and the setting of when the program tab will display in Family and Student Access via the start and cutoff dates.

To access this screen, navigate to Web Student Management > Office > Grading > Transcripts > Product Setup > Configuration > Direct Admit Wisconsin Configuration. (WS\OF\GR\TR\PS\CF\DC)

If the fields on this screen are read-only, a message will display at the top of the screen directing you to contact the Universities of Wisconsin to request participation.



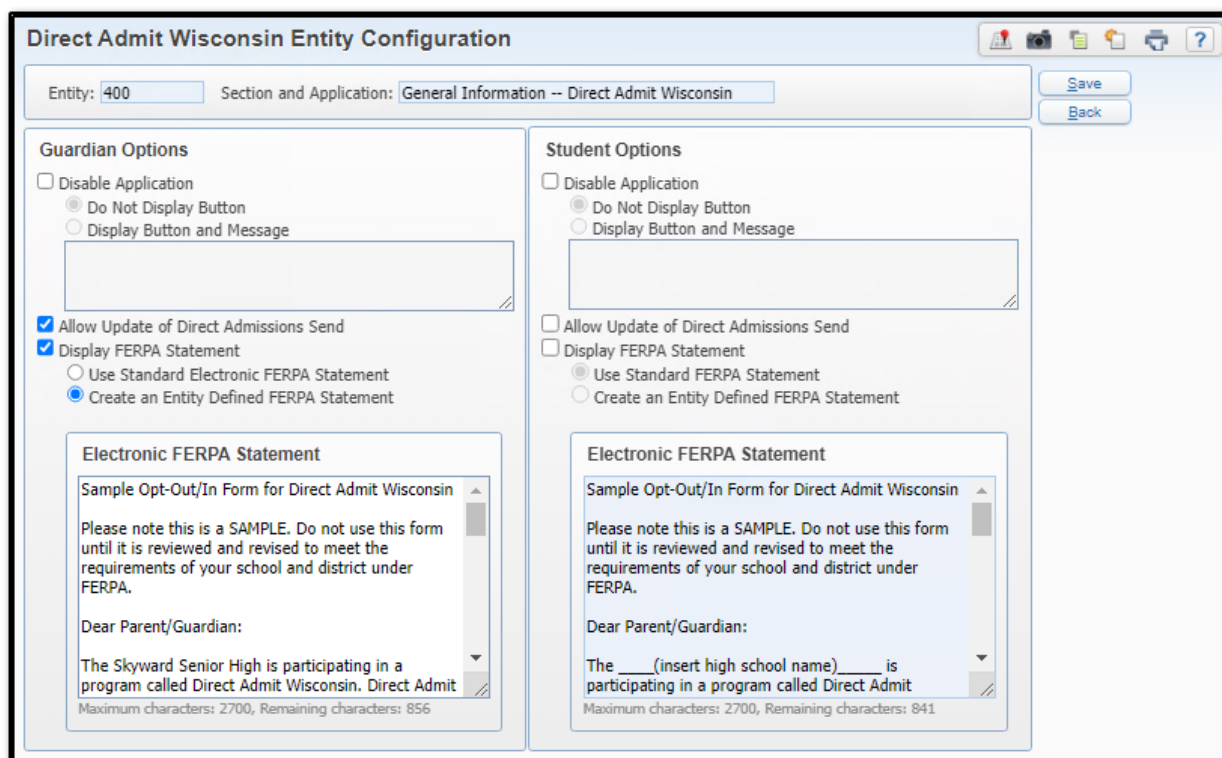
1. Select the appropriate Student Default value under the Defaults heading.
  - a. **Send:** When this option is selected the students will automatically have their information sent to the Universities of Wisconsin. To remove a student from the program their records must be updated to not send.
  - b. **Do Not Send:** When this option is selected students will default to having their information withheld from the Universities of Wisconsin. To opt in and participate in the program, students and/or guardians must update their records to send.
2. Select the Add button, under the Display Options heading, add a graduation year with the start and cutoff dates that identify the duration of when the Direct Admit Wisconsin tab is available in Family and Student Access. This program is for students currently in their junior year, so the dates should be set accordingly.

## Family/Student Access Configuration

The configuration settings for Direct Admit Wisconsin in Family and Student Access allows you to enable guardians and students to update the student's individual preferences regarding program participation. You will also have the option to identify if a Family Educational Rights Privacy Act statement (FERPA) agreement should be displayed.

To access these settings, you can navigate to Web Student Management > Families > Family Access > Product Setup > Configuration > Entity Configuration.

1. Expand an entity and expand the General Information heading under the entity and select Edit next to Direct Admit Wisconsin.



**Direct Admit Wisconsin Entity Configuration**

Entity: 400 Section and Application: General Information -- Direct Admit Wisconsin

**Guardian Options**

☐ Disable Application

☒ Do Not Display Button

☐ Display Button and Message

☒ Allow Update of Direct Admissions Send

☒ Display FERPA Statement

☐ Use Standard Electronic FERPA Statement

☒ Create an Entity Defined FERPA Statement

**Electronic FERPA Statement**

Sample Opt-Out/In Form for Direct Admit Wisconsin

Please note this is a SAMPLE. Do not use this form until it is reviewed and revised to meet the requirements of your school and district under FERPA.

Dear Parent/Guardian:

The Skyward Senior High is participating in a program called Direct Admit Wisconsin. Direct Admit

Maximum characters: 2700, Remaining characters: 856

**Student Options**

☐ Disable Application

☒ Do Not Display Button

☐ Display Button and Message

☐ Allow Update of Direct Admissions Send

☐ Display FERPA Statement

☒ Use Standard FERPA Statement

☐ Create an Entity Defined FERPA Statement

**Electronic FERPA Statement**

Sample Opt-Out/In Form for Direct Admit Wisconsin

Please note this is a SAMPLE. Do not use this form until it is reviewed and revised to meet the requirements of your school and district under FERPA.

Dear Parent/Guardian:

The \_\_\_\_ (insert high school name) \_\_\_\_ is participating in a program called Direct Admit

Maximum characters: 2700, Remaining characters: 841

2. If Disable Application is checked, you can select to hide the tab in Family or Student Access completely or display the option but with a message explaining why it cannot be updated. If the Disable Application is unchecked additional settings are available.
3. Select Allow Updates of Direct Admissions Send to allow the default value set for the district to be overridden. Note: For the update to be made for a student, they must also have an active record in the Direct Admit Wisconsin area under the Grading module for their graduation year.

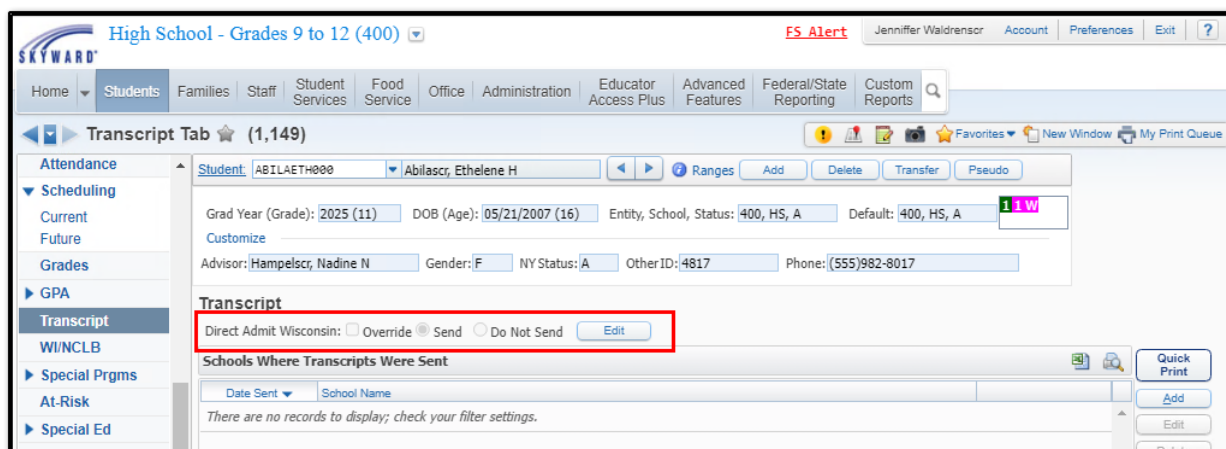
4. Select Display FERPA Statement to allow FERPA compliant text to display.
  - a. Choose Use Standard Electronic FERPA Statement to display the default text Skyward has prepared.
  - b. Choose Create an Entity Defined FERPA Statement to enable the ability to update the default text that will display for the entity.
5. These settings can be updated for both Family and Student Access, and once complete, click Save.
6. These settings can be cloned across entities by selecting the Clone button from the Entity Configuration screen.

## Student Profile Maintenance

From the Student Profile, you can verify and maintain individual student Direct Admit Wisconsin program participation preferences. 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 Web Student Management > Student > Student Profile > expand the GPA tab group > select the Transcript sub-tab.

At the top of the tab, under the Transcript heading, you can see the student's current preference on the Direct Admit Wisconsin field. The Send or Do Not Send radio buttons default based on the Direct Admit Wisconsin Configuration Default setting discussed above. If a student's preference is updated from the default setting, the Override box will be checked, as well as the appropriate radio button for Send or Do Not Send.



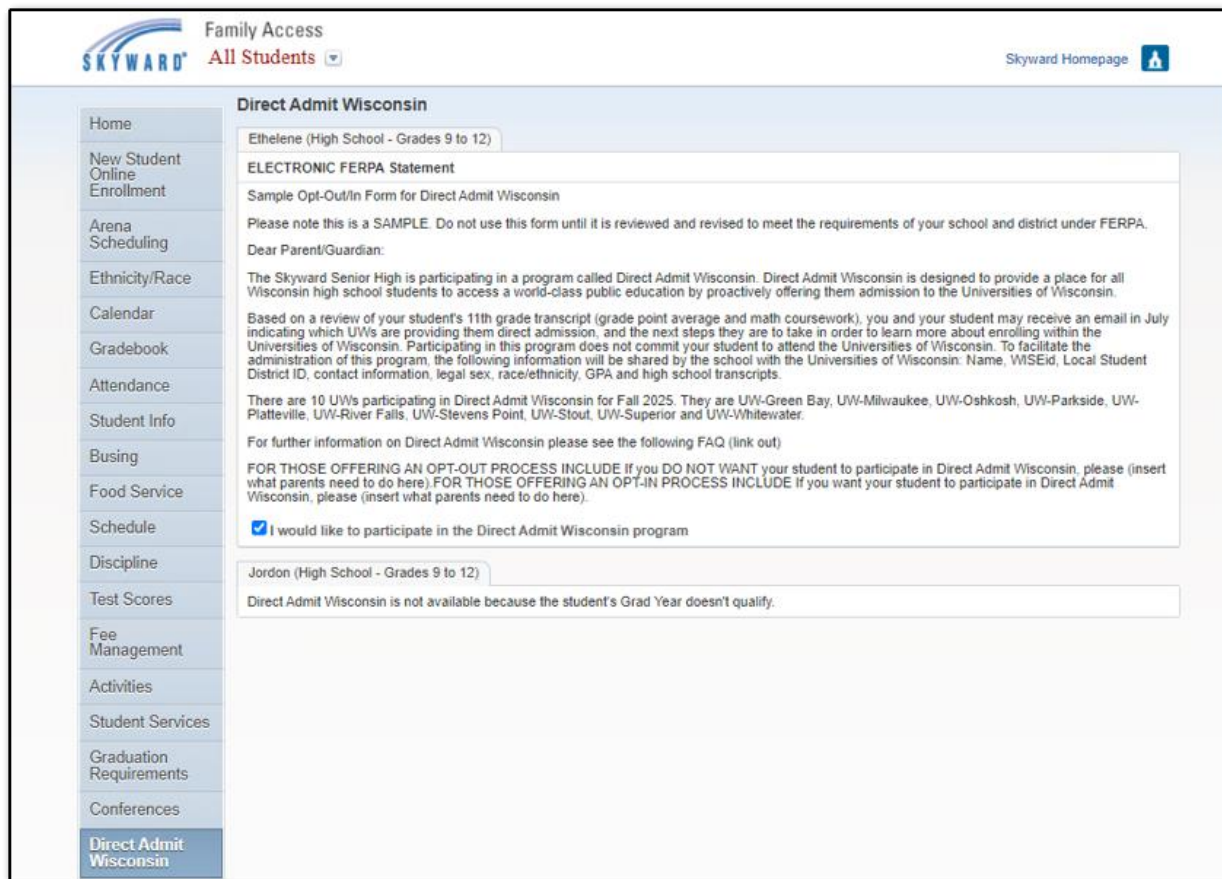
The screenshot displays the Skyward Student Profile Maintenance interface. The top navigation bar includes the Skyward logo, the user's name (Jennifer Waldensor), and links for Account, Preferences, and Exit. The main navigation menu on the left lists various tabs: Home, Students, Families, Staff, Student Services, Food Service, Office, Administration, Educator Access Plus, Advanced Features, Federal/State Reporting, and Custom Reports. The 'Transcript Tab' is selected, showing a list of 1,149 transcripts. The student profile for ABILAE000 (Abilasc, Ethelene H) is displayed. The 'Transcript' section is highlighted with a red box, showing the 'Direct Admit Wisconsin' field with radio buttons for 'Override', 'Send', and 'Do Not Send'. The 'Send' option is selected. Below this, there is a section for 'Schools Where Transcripts Were Sent' with a table that currently has no records.

To update the student's value, click the edit button next to the Direct Admit Wisconsin field.

- Override: Check this box to enable the ability to update the student's program participation from the default value set for the district.
- Send: When selected, this indicates the student is participating in the Direct Admit Wisconsin program, and their qualifying information will be sent to the Universities of Wisconsin.
- Do Not Send: When selected, this indicates the student is not participating in the Direct Admit Wisconsin program, and their qualifying information will not be sent to the Universities of Wisconsin.

## Family/Student Access

From Family Access and Student Access, respectively, guardians and students can be provided with the ability to review and even update their preference to have the student participate in the Direct Admit Wisconsin program.



The screenshot shows the Skyward Family Access interface. On the left is a navigation menu with options: Home, New Student Online Enrollment, Arena Scheduling, Ethnicity/Race, Calendar, Gradebook, Attendance, Student Info, Busing, Food Service, Schedule, Discipline, Test Scores, Fee Management, Activities, Student Services, Graduation Requirements, Conferences, and Direct Admit Wisconsin (highlighted). The main content area is titled 'Direct Admit Wisconsin' and shows the user is logged in as 'Ethelene (High School - Grades 9 to 12)'. Below this is an 'ELECTRONIC FERPA Statement' section. It includes a 'Sample Opt-Out/In Form for Direct Admit Wisconsin' and a message: 'Please note this is a SAMPLE. Do not use this form until it is reviewed and revised to meet the requirements of your school and district under FERPA.' The statement is addressed to 'Dear Parent/Guardian:' and explains the Direct Admit Wisconsin program, mentioning that it is designed to provide a place for all Wisconsin high school students to access a world-class public education by proactively offering them admission to the Universities of Wisconsin. It also mentions that based on a review of the student's 11th grade transcript, the student and their parent/guardian may receive an email in July indicating which UWs are providing them direct admission. The statement concludes with a list of 10 UWs participating in the program for Fall 2025: UW-Green Bay, UW-Milwaukee, UW-Oshkosh, UW-Parkside, UW-Platteville, UW-River Falls, UW-Stevens Point, UW-Stout, UW-Superior, and UW-Whitewater. Below the statement is a checkbox labeled 'I would like to participate in the Direct Admit Wisconsin program', which is currently checked. At the bottom, there is a message: 'Direct Admit Wisconsin is not available because the student's Grad Year doesn't qualify.'

The Electronic FERPA statement displays based on your school's preferences and will only be shown for those students who are eligible to participate based on your district settings. If Direct Admit Wisconsin is not available for all students that fall within the family, you will see a message indicating that.

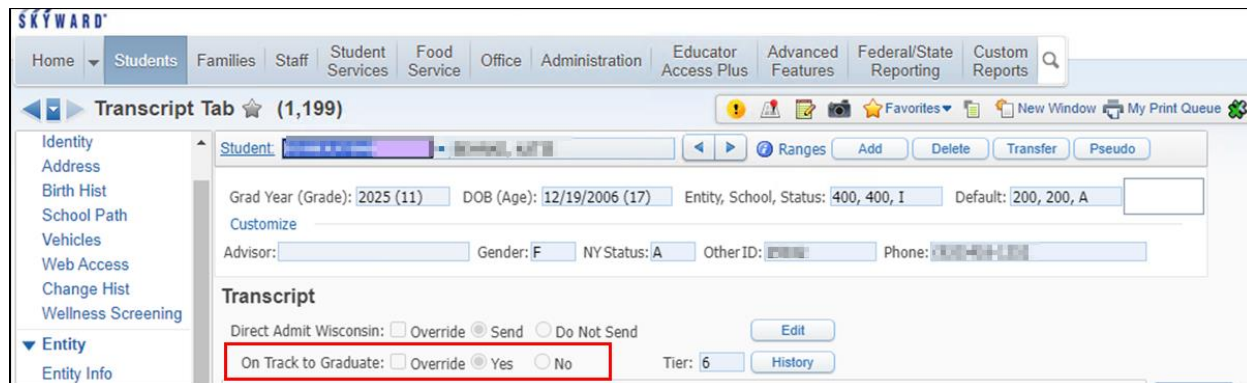
The checkbox next to the statement, "I would like to participate in the Direct Admit Wisconsin program," defaults according to your school's preference. When **checked**, it indicates the student is participating in the Direct Admit Wisconsin program, and their qualifying information will be sent to 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.

Once the appropriate update is made to the checkbox, the value is automatically saved, and the student or guardian is notified that their update has been made.

## Academic Review

### On Track to Graduate Student Profile

Now that students/guardians have been able to opt in, you will need to continue to do 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 have added an On Track to Graduate flag to the student profile. You will locate this by navigating to Students > Student Profile > GPA > Transcript:



The screenshot shows the Skyward Student Profile page. The 'Transcript' tab is selected, showing a list of transcripts for the student. The 'On Track to Graduate' checkbox is highlighted with a red box, and the 'Yes' radio button is selected. The 'Direct Admit Wisconsin' section shows 'Override' and 'Send' options. The 'Tier' is set to 6.

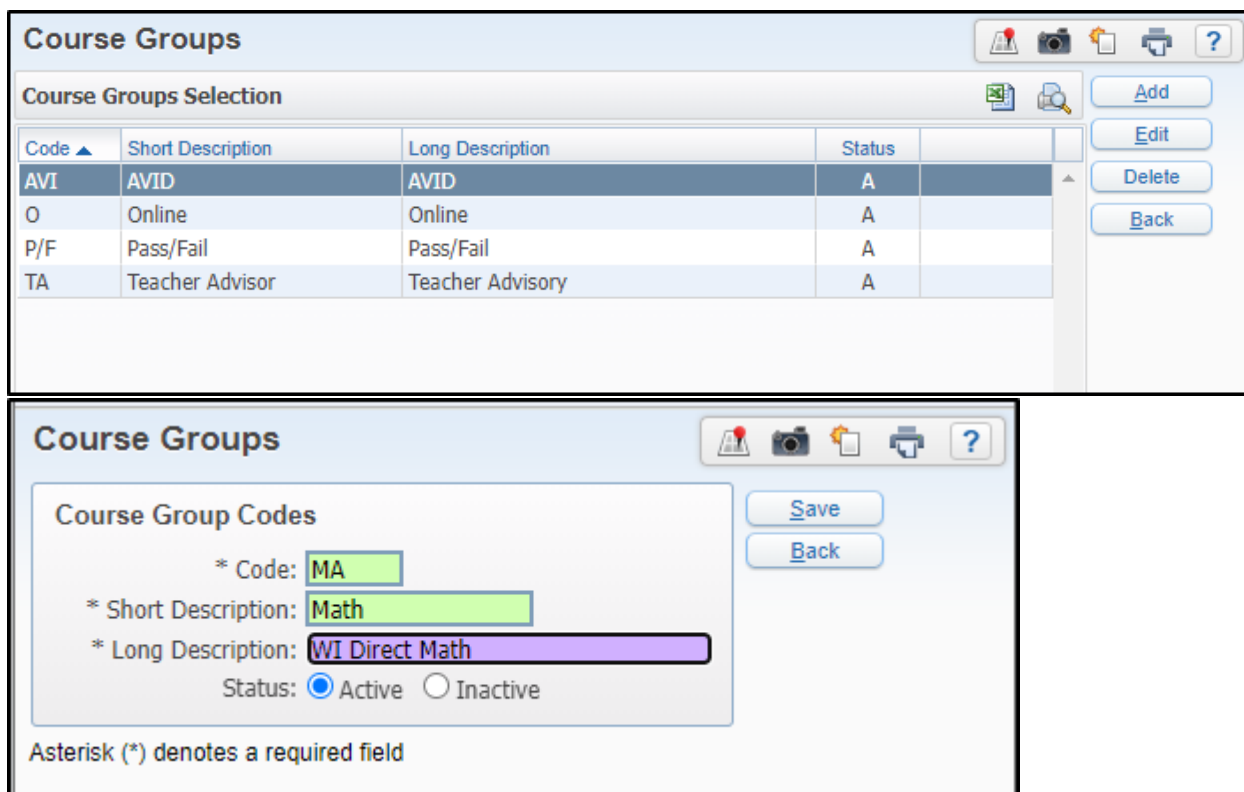
What does it mean for a student to be 'On Track to Graduate'? Admission to the Universities of Wisconsin through Direct Admit Wisconsin is conditional upon a student graduating. A student is 'on track to graduate' if they are going to complete the credit requirements as set forth by your high school 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-4ITOEkptGvhJ2z](https://drive.google.com/drive/folders/1_dP-nV1O_NNFn88if-4ITOEkptGvhJ2z))

| 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        |



## Course Groups

Hopefully there are a lot of students participating in this initiative; in which case, we realize it can be time consuming to go through and flag each of them individually. To help with this, we have created a utility to calculate those students who are on track to graduate and update the field mentioned above. To run this utility, you will need to set up Course Groups, so the utility knows which courses align with a particular academic subject. To set up course groups navigate to Web Student Management > Office > Current Scheduling > Build Course Master > Codes > Course Groups (WS\OF\CS\BC\PS\CO\CG).



**Course Groups Selection**

| Code | Short Description | Long Description | Status |
|------|-------------------|------------------|--------|
| AVI  | AVID              | AVID             | A      |
| O    | Online            | Online           | A      |
| P/F  | Pass/Fail         | Pass/Fail        | A      |
| TA   | Teacher Advisor   | Teacher Advisory | A      |

**Course Groups**

**Course Group Codes**

\* Code:

\* Short Description:

\* Long Description:

Status: ☒ Active ☐ Inactive

Asterisk (\*) denotes a required field

There are three different ways to add courses to your course groups once they are created:

1. Individually add Course Groups at the course level.
2. Mass add Course Groups to a range of courses.
3. Add Course Groups via your Curriculum Master.

**\*\*Note:** You will need to make sure that courses from previous school years are added to course groups so that your Juniors have all their courses accounted for when this utility is run!! This is a one-time setup and once your courses are added they will clone forward year to year.



## Individual Course Group Add

Adding courses to your course group individually can be found by going directly through your course master. Web Student Management > Office > Current Scheduling > Build Course Master > Course Master > Edit Course (WS\OF\CS\BC\CM\CM).

Entity: 400 Northfield High School School Year: 2023-24 Curriculum: 255 (000) MATH APPS I

\* Course Key: 255 \* Short Description: MATH APPS I \* Long Description: MATH APPLICATIONS I

General Properties

Course Length Set: YR - YEAR LONG

Grade Set: YEAR LONG

Course Status: Active

Elective/Required: Required

Category: Regular

Schedule Type: Normal

Scheduling Priority: 0 - Lowest Priority

Grading System: Average

Grading Type: Graded

Team Sched Priority: 0 = No Priority

Transcript GLO: ☐ Include Tran GLO in GPA

Website Address:

Website Display:

Course Credit Basis: ☐ ?

Subject: MAT MATH

Type:

Department: MAT MATH

Activity Link:

CHE Code:

Report Card:

Lock Group:

Current Requests: 0

Maximum Seats Available: 0

Estimated Nbr of Sections: 1

Actual Nbr of Sections: 0

\* Grade Ranges: 09 - 12

Fees: \$0.00

Academic Hours: 1.000

Earned Credits: 1.000

☒ Available To Online Scheduling

☐ Prohibit Student from Dropping

☒ Core Academic Subject

☒ Grade Course

☒ Keep Attendance

☐ Repeatable For Credit

☐ Locked to Scheduler

☐ Self-Contained Course

☒ Allow Teacher Conferences

☐ Default Course for Career Plan

Note:

Maximum characters: 200, Remaining characters: 200

Normal

\* GPA Set 1: 1 NON WEIGHTED GPA Credits 1: 1.000

\* GPA Set 2: 1 NON WEIGHTED GPA Credits 2: 0.000

☐ Allow GPA Set Override At Section Level

Cross-Entity Course Enrollment Information

Normal

Entity: Course:

Qualifications Add a Qualification

| Position Description       | Position | Subject Description | Subject |
|----------------------------|----------|---------------------|---------|
| No Qualifications Selected |          |                     |         |

Course Group(s) Add Course Group

| Code                     | Description |
|--------------------------|-------------|
| No Course Group Selected |             |

Course Groups Selection

Course Groups Selection

| Add                                 | Code | Short Description | Long Description | Status |
|-------------------------------------|------|-------------------|------------------|--------|
| <input type="checkbox"/>            | AVI  | AVID              | AVID             | A      |
| <input checked="" type="checkbox"/> | MA   | Math              | WI Direct Math   | A      |
| <input type="checkbox"/>            | O    | Online            | Online           | A      |
| <input type="checkbox"/>            | P/F  | Pass/Fail         | Pass/Fail        | A      |
| <input type="checkbox"/>            | TA   | Teacher Advisor   | Teacher Advisory | A      |

Select

Add

Edit

Delete

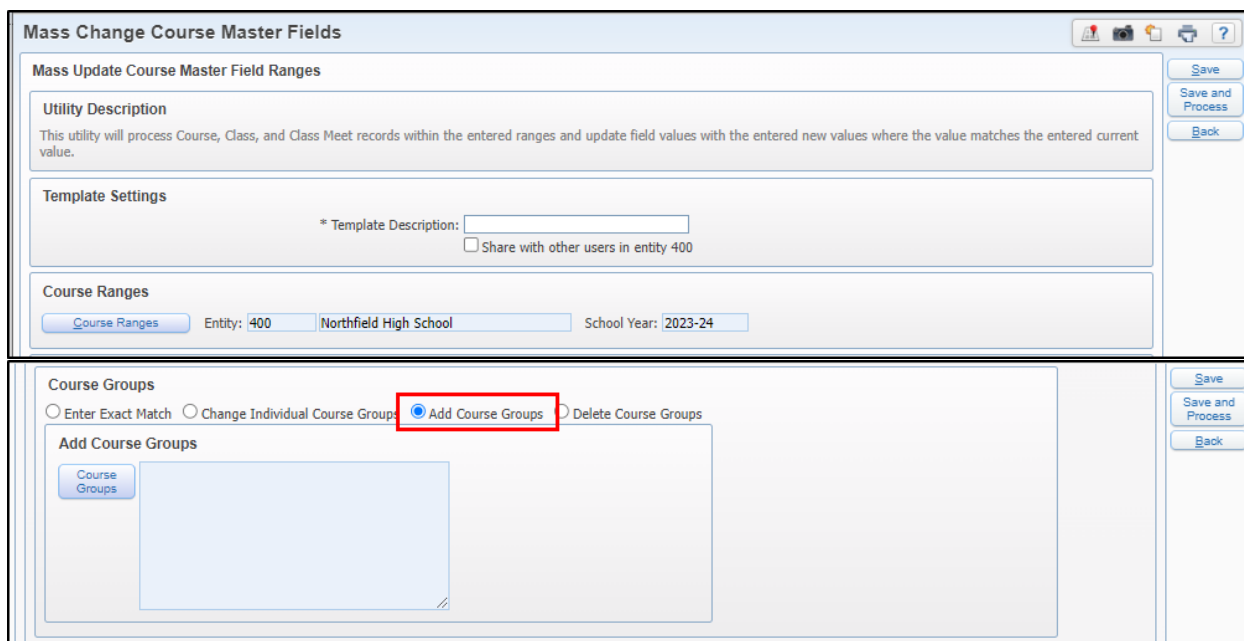
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Select All

Unselect All

## Mass Add Course Groups based on Course Range

To Mass Add your course groups, you would use the Mass Change Course Master Utility to set the course groups by selecting your course ranges and then adding the course groups to the courses that fall within that range. Web Student Management > Office > Current Scheduling > Build Course Master > Utilities > Mass Change Course Master Fields (WS\OF\CS\BC\PS\UT\MC).



**Mass Change Course Master Fields**

**Mass Update Course Master Field Ranges**

**Utility Description**  
This utility will process Course, Class, and Class Meet records within the entered ranges and update field values with the entered new values where the value matches the entered current value.

**Template Settings**  
\* Template Description:   
☐ Share with other users in entity 400

**Course Ranges**  
Course Ranges Entity: 400 Northfield High School School Year: 2023-24

**Course Groups**  
☐ Enter Exact Match ☐ Change Individual Course Groups ☒ Add Course Groups ☐ Delete Course Groups

**Add Course Groups**

## Add Course Groups from the Curriculum

To add courses to your Course Groups from the Curriculum level you would go to Web Student Management > Office > Current Scheduling > Build Course Master > Curriculum Master > Edit (WS\OF\CS\BC\CU).

Edit Curriculum Master

\* Entity: 000 - SKYWARD SCHOOL DISTRICT
\* Curriculum Key: 02PE

\* Short Description: 02 PHY ED
\* Long Description: SECOND GRADE PHYSICAL EDUCATION

General Properties:

Course Defaults:

Length: YR
YEAR LONG

Department: ESS
EXERCISE AND SS

Subject: ESS
EXERCISE AND SS

Course Type:

Academic Hours: 0.00

Earned Credit: 0.000

☐ Default Course for Career Plan

GPA SET 1: 1
NON WEIGHTED
GPA Credits 1: 0.000

GPA SET 2: 1
NON WEIGHTED
GPA Credits 2: 0.000

GPA SET 3: 1
NON WEIGHTED
GPA Credits 3: 0.000

GPA SET 4: 1
NON WEIGHTED
GPA Credits 4: 0.000

GPA SET 5: 1
NON WEIGHTED
GPA Credits 5: 0.000

GPA SET 6: 1
NON WEIGHTED
GPA Credits 6: 0.000

GPA SET 7: 1
NON WEIGHTED
GPA Credits 7: 0.000

GPA SET 8: 1
NON WEIGHTED
GPA Credits 8: 0.000

GPA SET 9: 1
NON WEIGHTED
GPA Credits 9: 0.000

Elective/Required: Elective

Category: Regular

Schedule Type: Normal

Grading System: Average

Grading Type: Graded

☒ Core Academic Subject

☒ Grade Course

☒ Keep Attendance

☐ Repeatable For Credit

Transcript GLO:
☐ Include Tran GLO in GPA

Course Credit Basis:

Qualifications: Add a Qualification

| Position Description       | Position | Subject Description | Subject |
|----------------------------|----------|---------------------|---------|
| No Qualifications Selected |          |                     |         |

Course Group(s) Add Course Group

| Code                     | Description |
|--------------------------|-------------|
| No Course Group Selected |             |

Once you add the Course Group to the curriculum, you must copy the Course Group to all the courses that exist within the curriculum. You do this by leveraging the Mass Copy Curriculum Master Information Utility. Web Student Management > Office > Curriculum & Assessment > Curriculum > Utilities > Mass Copy Curriculum Master Information (WS\OF\CA\CM\PS\UT\CC).

Current as of: 7/18/2024

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### Mass Copy Curriculum Master Information

This process will mass copy information from the Curriculum Master records within the 'Curriculum Master Ranges' selected to its linked Courses within the 'Course Ranges' selected. The fields updated are based on the user's selection in the 'Fields to be Updated' area.

☐ All Entities
 

Entities

Low

High

Curriculum Key:

ZZZZZZZZZZ

Curriculum Master Status

☒ Both
 ☐ Active
 ☐ Inactive

☐ All Entities
 

Entities

Low

High

School Year:

2024

2024

Course Key:

ZZZZZZZZZZ

Course Status

☒ Both
 ☐ Active
 ☐ Inactive

Elective/Required

☒ Both
 ☐ Elective
 ☐ Required

Fields to be Updated

☒ Overwrite Existing Data

☐ Course Key
 ☐ Category

☐ Short Description
 ☐ Elective/Required

☐ Long Description
 ☐ Schedule Type

☐ Department
 ☐ Grading System

☐ Subject
 ☐ Grading Type

☐ Major Subject Area
 ☐ Core Academic

☐ Course Type
 ☐ Grade Course

☐ Course Length
 ☐ Keep Attendance

☐ Academic Hours
 ☐ Earned Credit

☐ Grade Range
 ☐ Grad Requirement Credit

☐ Repeatable
 ☐ Use Grad Req Credit

☐ Qualifications
 ☐ Career Plan Default

☐ GPA Set 1
 ☐ Status

☐ GPA Set 2
 ☐ GPA Credits 1

☐ GPA Set 3
 ☐ GPA Credits 2

☐ GPA Set 4
 ☐ GPA Credits 3

☐ GPA Set 5
 ☐ GPA Credits 4

☐ GPA Set 6
 ☐ GPA Credits 5

☐ GPA Set 7
 ☐ GPA Credits 6

☐ GPA Set 8
 ☐ GPA Credits 7

☐ GPA Set 9
 ☐ GPA Credits 8

☒ Course Group
 ☐ GPA Credits 9

☐ Transcript GLO
 ☐ Include Tran GLO in GPA

☐ Course Credit Basis

Run

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## On Track to Graduate Utility

Now that you have your course groups set up, you will use them when running the WI On-Track Calculation Utility. This utility will take the courses that students have achieved that fall within the course groups selected and calculate if the student has met the criteria or not. *Remember, students are juniors this year, so set the credits required to graduate at the accurate number of credits that they are supposed to have at this point in their high school career.*

Depending on if the student has or has not met the criteria, it will automatically update the On Track to Graduate Flag on the student profile. There is the option to override this flag if needed by navigating to the Student Profile > GPA > Transcript, if the override option is used, it will not be impacted by this utility. To find this utility, navigate to Web Student Management > Office > Grading > Transcripts > Product Setup > Utility > Direct Admit WI On-Track Calculation (WS\OF\GR\TR\PS\UT\OT).

### Edit Report Ranges (180)



#### Template Settings

\* Template Description:

☐ Share with other users in entity 400

#### Student Selection

☒ By Range
 ☐ By Individual

#### On-Track Requirements

| Priority ▲ | Subject | Credits | Course Groups |
|------------|---------|---------|---------------|
| 1          | English | 1.00    | ENG           |
| 2          | Math    | 2.00    | MTH           |
| 3          | Science | 1.00    | SCI           |

3 records displayed

NOTE: If a class falls into more than one On-Track Requirement, credits will be applied by Requirement Priority

#### Course Ranges

Low

High

Course Entity: ☒ By Range ☐ By Selection List

Course Entity:

Course Entity:

Grade:

Grade:

Class School Year:

Class School Year:

☒ Include Courses with Transcript GLO

☒ Include Credits From Future Scheduled Classes

☒ Include Credits From Future Course Requests

Asterisk (\*) denotes a required field

After you run the utility, it generates the Calculate Direct Admit WI On-Track Status Report. This report will display which students are on-track and which are not, in addition to a breakdown of all the On-Track requirements that were set up within the utility ranges.

|                      |  |                                           |  |          |  |         |  |
|----------------------|--|-------------------------------------------|--|----------|--|---------|--|
| 1dadmitutil01.p 24-4 |  | High School                               |  | 05/14/24 |  | Page:1  |  |
| 05.24.02.00.09       |  | Calculate Direct Admit WI On-Track Status |  |          |  | 9:43 AM |  |

| Student Key | Student Name | On Track | Priority | Subject                                                                        | Credits Needed | Credits Met |
|-------------|--------------|----------|----------|--------------------------------------------------------------------------------|----------------|-------------|
|             |              | Yes      | 1        | English                                                                        | 1.00           | 1.00 Yes    |
|             |              |          |          | <u>Entity</u> <u>Year</u> <u>Course Key</u> <u>Section</u> <u>Credits Used</u> |                |             |
|             |              |          |          | 400 2024 APLIT1 2                                                              | 1.00           |             |
|             |              |          | 2        | Math                                                                           | 2.00           | 2.00 Yes    |
|             |              |          |          | <u>Entity</u> <u>Year</u> <u>Course Key</u> <u>Section</u> <u>Credits Used</u> |                |             |
|             |              |          |          | 400 2024 ALG1S1 1                                                              | 0.50           |             |
|             |              |          |          | 400 2024 ALG1S2 22                                                             | 0.50           |             |
|             |              |          |          | 400 2025 MTH001                                                                | 1.00           |             |
|             |              |          | 3        | Science                                                                        | 1.00           | 1.00 Yes    |
|             |              |          |          | <u>Entity</u> <u>Year</u> <u>Course Key</u> <u>Section</u> <u>Credits Used</u> |                |             |
|             |              |          |          | 400 2024 ALG1S1 1                                                              | 0.50           |             |
|             |              |          |          | 400 2025 SCI001 01                                                             | 0.50           |             |
|             |              | No       | 1        | English                                                                        | 1.00           | 0.50 No     |
|             |              |          |          | <u>Entity</u> <u>Year</u> <u>Course Key</u> <u>Section</u> <u>Credits Used</u> |                |             |
|             |              |          |          | 400 2024 APLIT1 2                                                              | 0.50           |             |
|             |              |          | 2        | Math                                                                           | 2.00           | 0.00 No     |
|             |              |          | 3        | Science                                                                        | 1.00           | 0.00 No     |
|             |              | No       | 1        | English                                                                        | 1.00           | 0.00 No     |
|             |              |          | 2        | Math                                                                           | 2.00           | 0.00 No     |
|             |              |          | 3        | Science                                                                        | 1.00           | 0.00 No     |

\*\*\*\*\* End of report \*\*\*\*\*

Please review this report and cross reference the students who are listed as 'Met No'. If these students are in fact on track to graduate, you can choose to go and override the On Track to Graduate flag by navigating to the Student Profile > GPA > Transcript. Or you can update the On-Track Requirements Credits and run the utility again:

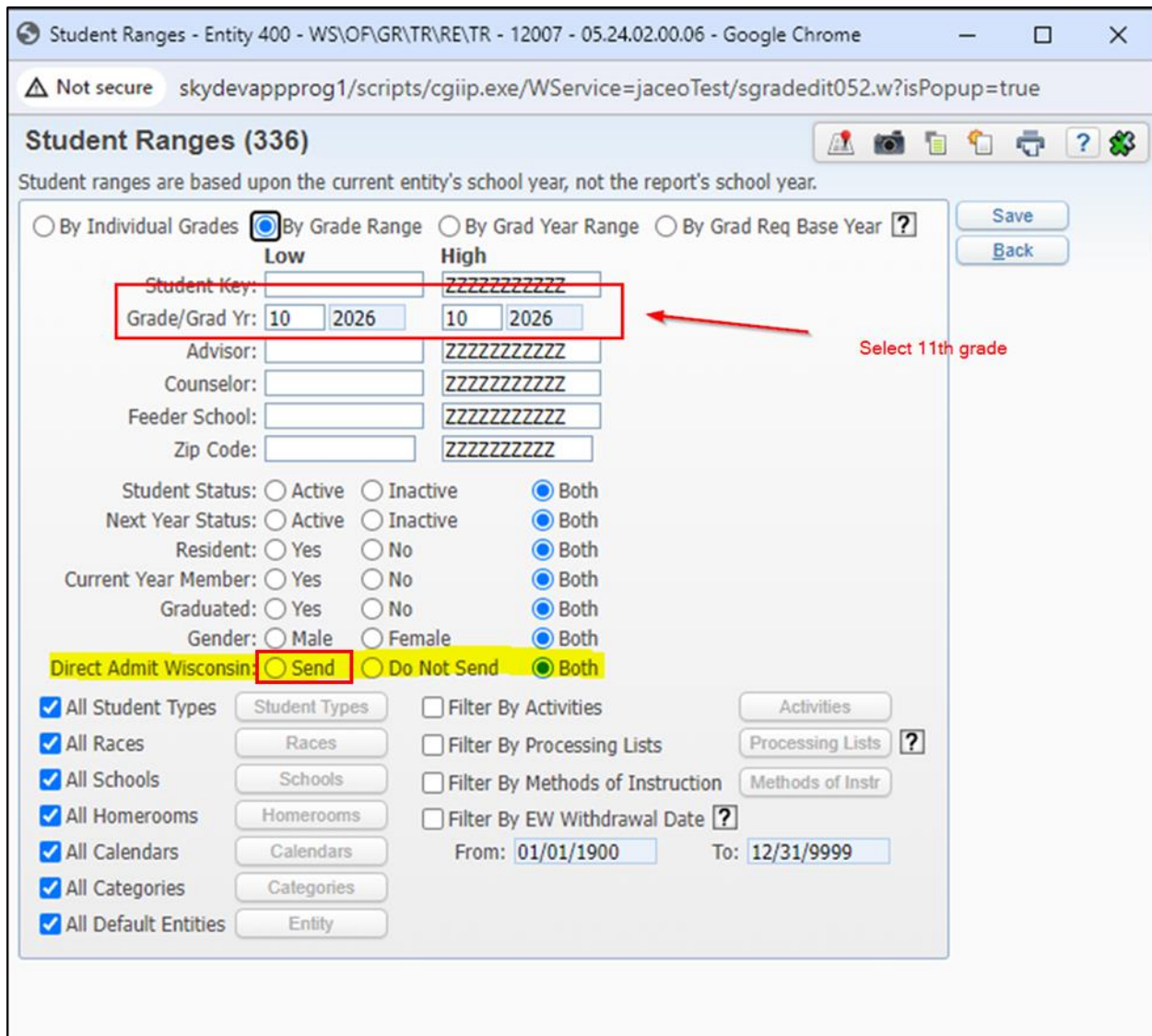
| On-Track Requirements |         |         |               |  |  |
|-----------------------|---------|---------|---------------|--|--|
| Priority ▲            | Subject | Credits | Course Groups |  |  |
| 1                     | English | 1.00    | ENG           |  |  |
| 2                     | Math    | 2.00    | MTH           |  |  |
| 3                     | Science | 1.00    | SCI           |  |  |
|                       |         |         |               |  |  |

Add  
Edit  
Delete  
Move Up  
Move Down

## Transcript

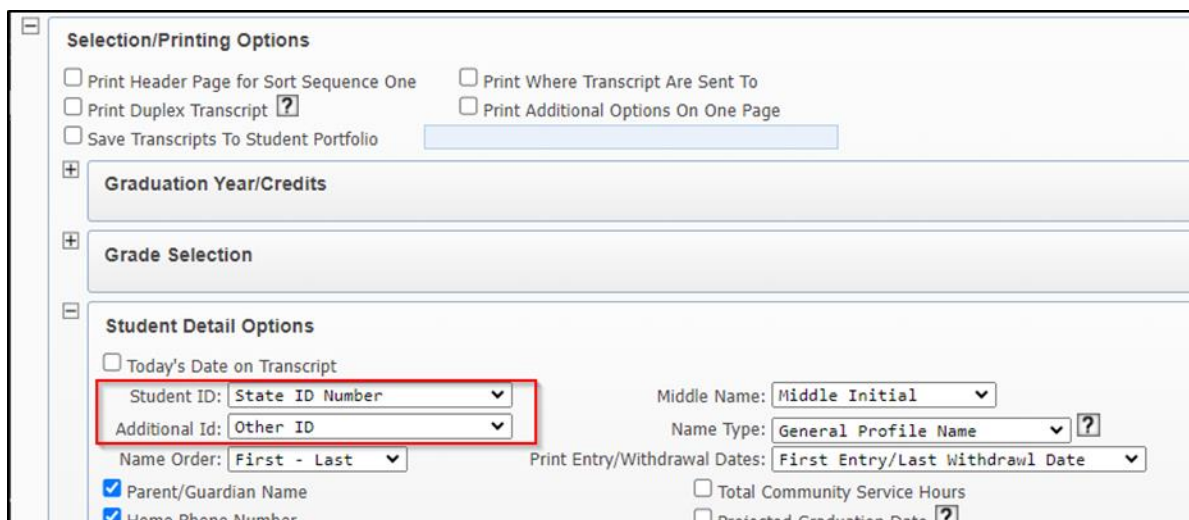
Now that you have determined which students are or are not on track to graduate, you will need to run transcripts. You run your transcript by navigating to Web Student Management > Office > Grading > Transcripts > Report > Transcripts (WS\OF\GR\TR\RE\TR); however, there are a few important items that need to be done to ensure the transcripts are sent correctly:

1. In student ranges you will need to identify the 11th grade students and then select the Direct Admit Wisconsin send option. This ensures that you are running the transcripts for the correct grouping of participating students.





- You will also need to make sure that you add the Student Detail Options of Student ID: State ID Number & Additional ID: Other ID because these fields are required to be on the transcript by the Universities of Wisconsin. You can find these fields under Selection/Printing Options > Student Detail Options. You will need to make sure that the Student ID field has the 'State ID Number' and the Additional ID field has 'Other ID' selected.



**Selection/Printing Options**

☐ Print Header Page for Sort Sequence One    ☐ Print Where Transcript Are Sent To

☐ Print Duplex Transcript ?    ☐ Print Additional Options On One Page

☐ Save Transcripts To Student Portfolio

**Graduation Year/Credits**

**Grade Selection**

**Student Detail Options**

☐ Today's Date on Transcript

Student ID: **State ID Number**    Middle Name: **Middle Initial**

Additional ID: **Other ID**    Name Type: **General Profile Name** ?

Name Order: **First - Last**    Print Entry/Withdrawal Dates: **First Entry/Last Withdrawal Date**

☒ Parent/Guardian Name    ☐ Total Community Service Hours

☒ Home Phone Number    ☐ Protected Graduation Date ?

## Direct Admit Tier Utility

Now that you have your Transcripts saved as PDFs, we need to calculate the tiers that students fall into, so we know which universities they are eligible to be admitted to. To accomplish this, you will need to run the Direct Admit WI Tier Calculation Utility. Items to note are that your GPA Method must be unweighted, and you only need to upload your transcripts when you are selecting the 'Create and Send Direct Admit Wisconsin Data File' which then generates a CSV and sends it to the Universities of Wisconsin. You find this utility by navigating to Web Student Management > Office > Grading > Transcripts > Product Setup > Utility > Direct Admit WI Tier Calculation (WS\OF\GR\TR\PS\UT\DA).

### Edit Report Ranges (198)

#### Template Settings

\* Template Description:

☐ Share with other users in entity 400

Save

Save and Run

Back

#### Student Selection

☒ By Range
 ☐ By Individual
 [Ranges](#)

#### Utility Options

Unweighted GPA Method:

☒ Create and Send Direct Admit Wisconsin Data File

Transcript PDF File: [Choose File](#) No file chosen [Upload](#)

Uploaded File: [Direct Admit Wisconsin - Data Element Specifications v3.pdf](#) [View File](#)

Asterisk (\*) denotes a required field

If you do not wish to generate a data file for the Universities of Wisconsin currently, simply uncheck this option and you do not need to add your Transcript file. You would do this if you were interested in seeing where students are falling within their tiers, you can run the utility with this option unchecked, and this will update the Tier level on the student profile, in addition to generating the Calculate Direct Admit WI Tier report:

[Home](#)
[Students](#)
[Families](#)
[Staff](#)
[Student Services](#)
[Food Service](#)
[Office](#)
[Administration](#)
[Educator Access Plus](#)
[Advanced Features](#)
[Federal Reports](#)

### Transcript Tab (1,137)

[Address](#)
[Birth Hist](#)
[School Path](#)
[Vehicles](#)
[Web Access](#)
[Change Hist](#)
[Wellness Screening](#)

▼ Entity

Entity Info

Obligations

► Categories

Student:

Grad Year (Grade):  DOB (Age):  Entity, School, Status:

Customize

Advisor:  NY Status:  Other ID:  Homeroom Teacher:

#### Transcript

Direct Admit Wisconsin: ☐ Override ☒ Send ☐ Do Not Send

On Track to Graduate: ☐ Override ☒ Yes ☐ No

Tier:

[Edit](#) [History](#)

#### Schools Where Transcripts Were Sent

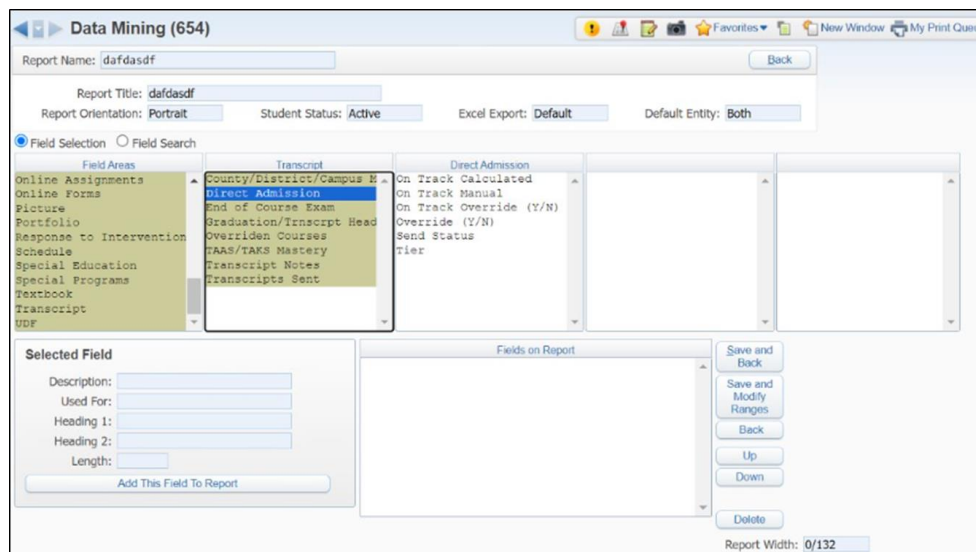
|                                                                                   |                     |                                                                                                              |                 |                       |                    |
|-----------------------------------------------------------------------------------|---------------------|--------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|--------------------|
| ldadmitut1102.p 00-4<br>05.24.02.00.09                                            |                     | High School <del>WISCONSIN</del> <del>WISCONSIN</del> <del>WISCONSIN</del><br>Calculate Direct Admit WI Tier |                 | 05/14/24              | Page:1<br>11:48 PM |
| <u>Student Key</u>                                                                | <u>Student Name</u> | <u>Direct Admit</u>                                                                                          | <u>On Track</u> | <u>Unweighted GPA</u> | <u>Tier</u>        |
| 0007-1234-20240514                                                                | 0007-1234-20240514  | Send                                                                                                         | Yes             | 3.40                  | 6                  |
| 0007-1234-20240514                                                                | 0007-1234-20240514  | Send                                                                                                         | No              | 4.00                  |                    |
| 0007-1234-20240514                                                                | 0007-1234-20240514  | Send                                                                                                         | No              | 0.00                  |                    |
| <b>Data File</b>                                                                  |                     |                                                                                                              |                 |                       |                    |
| Location: C:\vii17dir\stg_bfbbhljcwjrkRlbw\0007-1234-20240514.csv                 |                     |                                                                                                              |                 |                       |                    |
| Result: 0007-1234-20240514.csv cannot be uploaded on a Skyward In-House Database. |                     |                                                                                                              |                 |                       |                    |
| <b>Transcript PDF File</b>                                                        |                     |                                                                                                              |                 |                       |                    |
| Location: C:\vii17dir\stg_bfbbhljcwjrkRlbw\0007-1234-20240514.pdf                 |                     |                                                                                                              |                 |                       |                    |
| Result: 0007-1234-20240514.pdf cannot be uploaded on a Skyward In-House Database. |                     |                                                                                                              |                 |                       |                    |
| ***** End of report *****                                                         |                     |                                                                                                              |                 |                       |                    |

If you do wish to generate the data file and send it to Universities of Wisconsin, we process all students whether they are on track to graduate or not and send the tier calculation in addition to transcripts to an agreed upon secure location, so that Universities of Wisconsin has access to it.

## Reporting

You can generate reports when running Direct Admit Utilities; however, in addition to these reports we've also added Direct Admit fields to data mining. You can find data mining by navigating to Web Student Management > Student > Students > Data Mining (WS/ST/DM) and for Field Areas go to Transcript and then Direct Admission.

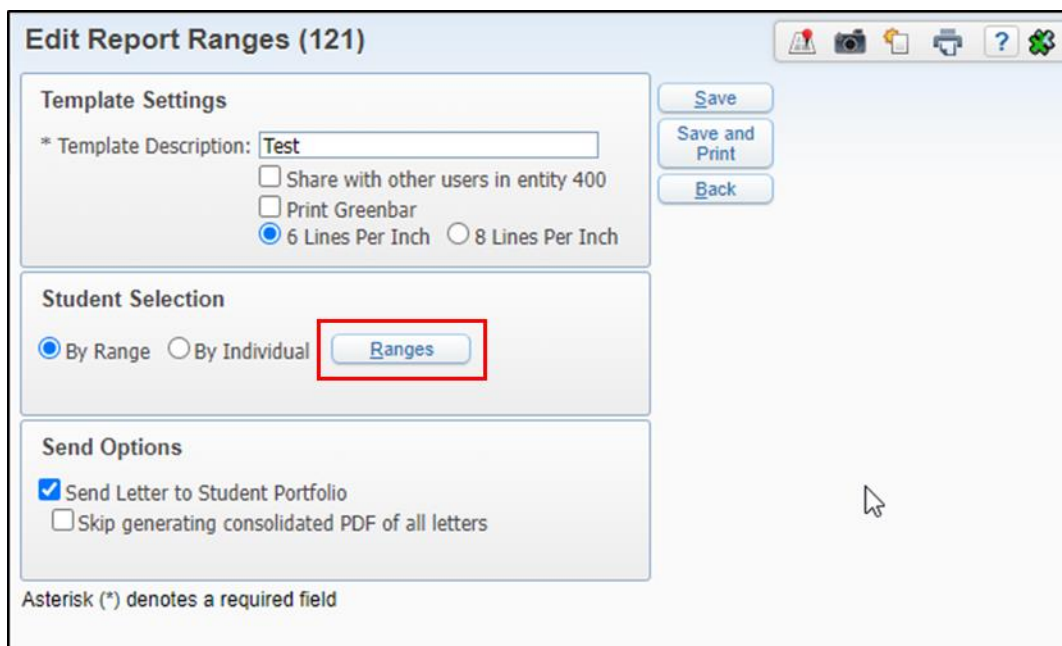
Please pull and cross reference any/all students who are not on track to graduate and make sure that they are truly not on track so that they receive a tier and a letter with the colleges they are directly admitted to.



The screenshot shows the 'Data Mining (654)' window. The 'Report Name' is 'dafdasdf'. The 'Report Title' is 'dafdasdf'. The 'Report Orientation' is 'Portrait'. The 'Student Status' is 'Active'. The 'Excel Export' is 'Default'. The 'Default Entity' is 'Both'. The 'Field Selection' tab is active. The 'Field Areas' list includes 'Online Assignments', 'Online Forms', 'Picture', 'Portfolio', 'Response to Intervention', 'Schedule', 'Special Education', 'Special Programs', 'Textbook', 'Transcript', and 'UDF'. The 'Transcript' field area is selected, and the 'Direct Admission' sub-field is highlighted. The 'Fields on Report' list includes 'On Track Calculated', 'On Track Manual', 'On Track Override (Y/N)', 'Override (Y/N)', 'Send Status', and 'Tier'. The 'Selected Field' section shows 'Description', 'Used For', 'Heading 1', 'Heading 2', and 'Length' fields. The 'Add This Field To Report' button is visible. The 'Report Width' is '0/132'.

## ***Sending Admittance Letters to Students***

University of Wisconsin Guidelines should be followed when generating and sending admission letters. For the 2024 school year, it is being urged that these letters are sent beginning Monday, **July 29<sup>th</sup>, 2024**. You will find the letters by navigating to Web Student Management > Office > Grading > Transcripts > Report > Direct Admit WI Letters (WS\OF\GR\TR\RE\DA).



**Edit Report Ranges (121)**

Template Settings

\* Template Description:

☐ Share with other users in entity 400

☐ Print Greenbar

☒ 6 Lines Per Inch ☐ 8 Lines Per Inch

Student Selection

☒ By Range ☐ By Individual [Ranges](#)

Send Options

☒ Send Letter to Student Portfolio

☐ Skip generating consolidated PDF of all letters

Asterisk (\*) denotes a required field

Buttons: [Save](#), [Save and Print](#), [Back](#)

Much like when you generated the Transcript, you will want to go into the student ranges and run it for your 11<sup>th</sup> graders and select the Direct Admit Wisconsin Send option.

**Please note:** If you have run your year-end processes by this point you will want to run it for 12<sup>th</sup> grade instead of 11<sup>th</sup> grade.

### Student Ranges (133)

Student ranges are based upon the current entity's school year, not the report's school year.

☐ By Individual Grades
 ☒ By Grade Range
 ☐ By Grad Year Range
 ☐ By Grad Req Base Year
 ?

Low

High

Student Key:

abzzzzzzzz

Grade/Grad Yr:

9999

0000

Advisor:

zzzzzzzzzz

Counselor:

zzzzzzzzzz

Feeder School:

zzzzzzzzzz

Zip Code:

zzzzzzzzzz

Student Status:

☐ Active
 ☐ Inactive
 ☒ Both

Next Year Status:

☐ Active
 ☐ Inactive
 ☒ Both

Resident:

☐ Yes
 ☐ No
 ☒ Both

Current Year Member:

☐ Yes
 ☐ No
 ☒ Both

Graduated:

☐ Yes
 ☐ No
 ☒ Both

Gender:

☐ Male
 ☐ Female
 ☒ Both

Direct Admit Wisconsin:

☐ Send
 ☐ Do Not Send
 ☒ Both

☒ All Student Types
 Student Types

☒ All Races
 Races

☒ All Schools
 Schools

☒ All Homerooms
 Homerooms

☒ All Calendars
 Calendars

☒ All Categories
 Categories

☒ All Default Entities
 Entity

☐ Filter By Activities
 Activities

☐ Filter By Processing Lists
 Processing Lists
 ?

☐ Filter By Methods of Instruction
 Methods of Instr

☐ Filter By EW Withdrawal Date
 ?

From:

01/01/1900

To:

12/31/9999

Save

Back

The letters that are generated were provided to Skyward by the Universities of Wisconsin, has the list of universities that the student has the opportunity of attending, and has the Associate VP for Enrollment and Student Success at Universities of Wisconsin Administration signature included on it.





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

05/14/24

NINA, NINA,  
 YOUR UNIVERSITY HAS  
 BEEN LISTED ON SKYWARD  
 FOR DIRECT ADMISSIONS

Congratulations, Nina!

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.

|                                |                                     |
|--------------------------------|-------------------------------------|
| UW-Green Bay                   | UW-Green Bay, Manitowoc Campus      |
| UW-Green Bay, Sheboygan Campus | UW-Milwaukee                        |
| UW-Parkside                    | UW-Platteville, Baraboo Sauk County |
| UW-River Falls                 | UW-Stevens Point                    |
| UW-Stevens Point at Marshfield | UW-Stevens Point at Wausau          |
| UW-Stout                       | UW-Superior                         |
| UW-Whitewater                  | UW-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](https://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://wisconsin.edu/direct-admissions/).

Julie L. Amon, Ed.D.  
Associate Vice President for Enrollment & Student Success  
Universities of Wisconsin Administration

[illegible]



Also, by Students and Guardians from Family and Student Access under the Portfolio Tab:

[illegible]

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!