Wyoming Ed-Fi Setup Checklist

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Classic View: System Administration > Ed-Fi

Search Terms: Ed-Fi

Use this checklist of Ed-Fi tasks to verify you have entered, selected and saved appropriate options for reporting data through Ed-Fi.

Done	Task	UI Location
	Enable Ed-Fi functionality via the Enable Ed-Fi system preference.	System Administration > Preferences > System Preferences > Enable Ed-Fi
	Enter Connection Configuration.	System Administration > Ed-Fi > Ed-Fi Configuration > Connection
	Set tool rights for Ed-Fi	System Administration > User Security > Users/User Groups > Tool Rights
	Set the Ed-Fi Relation Type.	System Administration > Census > Relationship Type > Ed-Fi Relation Type
	Add a Room to all Course Sections for state-reporting courses	Scheduling > Courses > Course > Sections > Sections
	Set Ed-Fi Grade Type for any grades you wish to have reported.	Grading and Standards > Grading Tasks
	Align Grading Tasks mapped to the Ed-Fi Grade Type to Courses	Scheduling > Courses > Course > Grading Task
	Select Term Masks for aligned grading tasks	Scheduling > Courses > Course > Grading Task
	Set Grading Periods on the Ed-Fi Grading Periods tab.	System Administration > Calendar > Calendar > Ed-Fi Grading Periods

Done	Task	UI Location
	Assign Ed-Fi IDs	Census > People > Demographics > Person Identifiers > Ed-Fi ID
	Add a Teacher Role on Staff History for teachers who need to report to Ed-Fi	Scheduling > Courses > Course > Section > Section Staff History > Teacher Role
	Assign a District Assignment Type and Assignment Code for each staff person.	Census > People > District Assignments > Type Census > People > District Assignments > Assignment Code
	Set the Ed-Fi Graduation Plan Type and Cohort/Graduation Active Start Years on any graduation plans you want to report. Graduation plans can be mass assigned via the Batch Assignment tool.	Program Admin > Programs > Graduation Programs > Ed-Fi Graduation Plan Type Program Admin > Programs > Graduation Programs > Cohort/Graduation Active Start Years Program Admin > Batch Assignment Tool
	Set the Cohort/Graduation Active Start Year on any Career Tech Programs you want to report.	Program Admin > Programs > Career Tech Programs > Cohort/Graduation Active Start Years
	Resync Ed-Fi Data making sure all Prerequisites on the Resync (Ed-Fi) link are completed prior to initiating the resync (see the Recommended Sync Order section for guidance on when to sync which resource).	System Administration > Ed-Fi > Ed-Fi Tools > Resync

Dashboard Access

The **District Assignment Code** field displays when the District Staff checkbox has been marked and gives users **District** wide access to the Ed-Fi Dashboards based on the Title that is selected for the staff. This field populates the **Education Organization Reference and Staff Classification Descriptor** in the Staff Education Organization Assignment resource. This field

has its own sub-right and users **must** have any combination of RWAD tool rights to see and populate this field. School specific access will be issued based on District Assignment records if this field is left blank. Only populate this field for staff that should have access to all schools in dashboards.

District Assignment Code

Recommended Sync Order

#	Category	Resources
1	Grade Information	Grading Periods
2	Schedule Information	Calendar Date

#	Category	Resources
		Class Periods
		Locations
		Sessions
3	Schedule Information	Course Offerings
		Sections
4	Staff Information	Staffs
		Staff Education Organization Employment Association
		Staff Education Organization Assignment Associations
		Staff Education Organization Identity Associations
		Staff School Associations
5	Student Information	Students
		Graduation Plans
		Student School Associations
		Programs
		Student CTE Program Associations
		Student Title 1 Part A Program Associations
		Student Special Education Program Associations
6	Parent Information	Parents
		Student Parent Association
7	Schedule Information	Staff Section Associations
		Student Section Associations
8	Attendance Information	Student School Attendance Events
		Student Section Attendance Events
9	Grade Information	Student Academic Records
		Course Transcripts

#	Category	Resources
		Grades
10	Discipline Information	Discipline Incident
		Student Discipline Incident Association
		Discipline Action
11	Cohort Information	Cohorts
		Staff Cohort Association
		Student Cohort Association