

Arizona Ed-Fi Checklist for Starting the 2019-20 School Year

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This article describes the steps you should take in order to properly move Ed-Fi to the next school year. This article also contains general recommendations for processes to complete at the end of the school year and beginning of the school year.

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Configuring Ed-Fi for the Next School Year

This section will describe the process necessary for configuring Campus to report Ed-Fi data for the next school year.

Step 1. Update to Campus Version .1921.2 or Later

In order to have the schema and logic in place for AzEDS 5.0 it is critical you update Campus to at least Release Pack .1921.2 or greater. **Failure to do this may result in an inability to properly report data for the next school year.**

Step 2. Create a New Ed-Fi Configuration for the Next School Year

You will need to create a new Ed-Fi configuration for the next school year.

The image below shows the proper field entries for the Connection Configuration.

Field	Value
Client Key	This will be the same Client Key as the previous year's Ed-Fi configuration unless instructed differently by the Arizona Department of Education (ADE).
Client Secret	This will be the same Client Secret as the previous year's Ed-Fi configuration unless instructed differently by the Arizona Department of Education (ADE).
Post-Amble	data/v3/2020
ID Post-Amble	identity/v2
Timeout in Seconds	This field defaults to a value of 60 seconds and determines (in seconds) the amount of time allowed to pass before the connection between Campus and Ed-Fi is considered timed out and Ed-Fi events are not processed. These Ed-Fi events are then reprocessed the next time a quartz job runs.

- Click the **Save** button.
- Click the **Test Connection** button to ensure configuration values were correct and a connection to Ed-Fi was made. If a proper connection is made, a message saying "Connection is Valid" displays.
- Move on to Step 3.

Step 3. Go through the Ed-Fi Setup Checklist to Ensure Items are Complete

To ensure data is set up properly throughout Campus, review and/or update data based on the list below.

Once complete, move on to Step 4.

Task	UI Location
Enable Ed-Fi functionality via the Enable Ed-Fi system preference .	System Administration > Preferences > System Preferences > Enable Ed-Fi
Enter Ed-Fi Configuration values .	System Administration > Ed-Fi > Ed-Fi Configuration
Set all Resources to 'Off' and map the Ed-Fi Codes to Campus Codes via the Resource Preferences .	System Administration > Ed-Fi > Ed-Fi Configuration > Resource Preferences

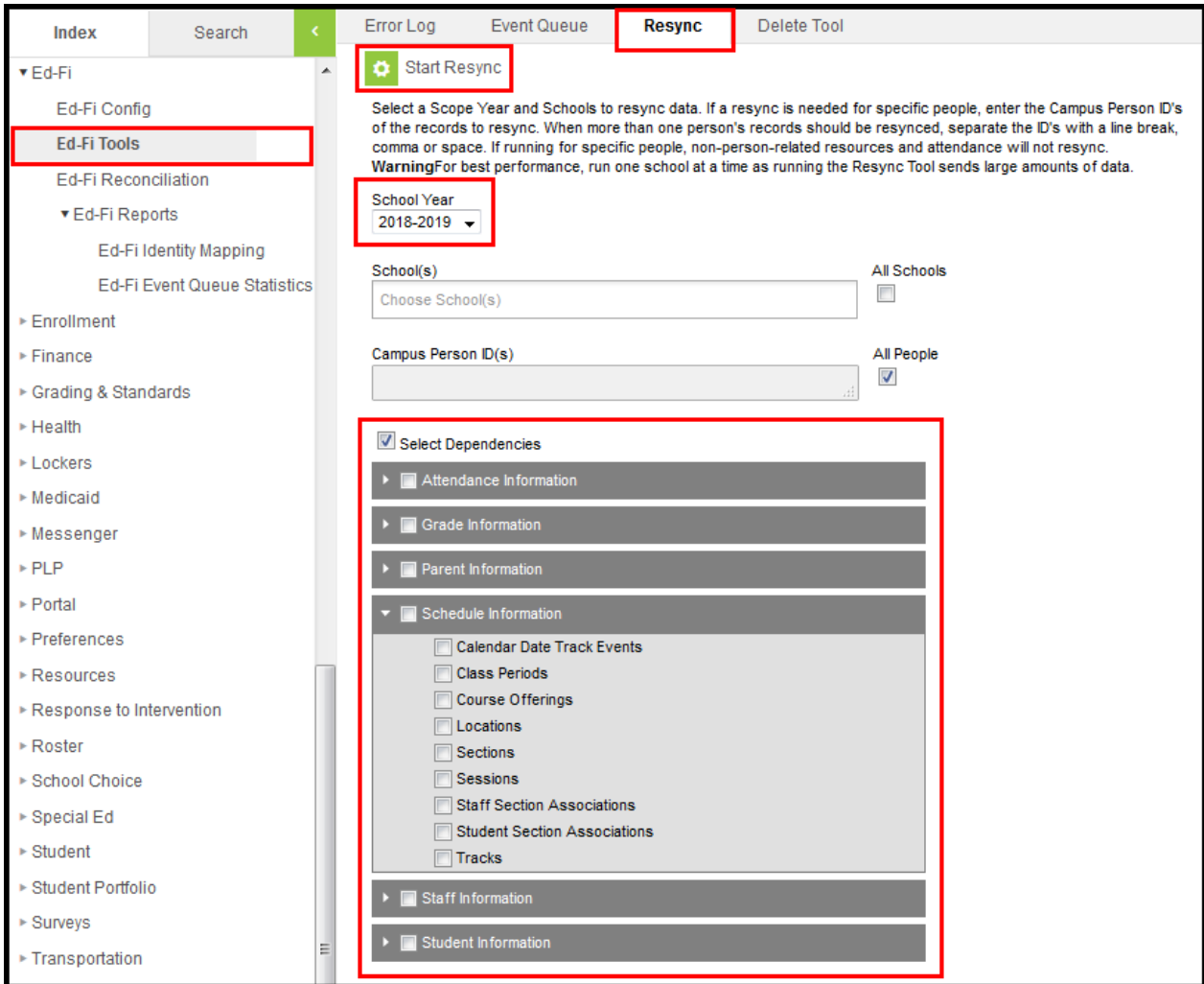
Task	UI Location
Assign Ed-Fi IDs .	Census > People > Demographics > Person Identifiers
Set tool rights for Ed-Fi.	System Administration > User Security > Users/User Groups > Tool Rights
Set Days Per Week value on all reportable calendars.	System Administration > Calendar > Calendar > Calendar
Set Calendar Dates on all reportable calendars <ul style="list-style-type: none"> Instructional Days report based on the Instruction checkbox on each date; all other events report from the Day Events droplist dictionary values 	System Administration > Calendar > Calendar > Days
Set Term Descriptor Override on Course Sections.	Scheduling > Courses > Course > Sections > Sections
Set the Ed-Fi Relation Type .	System Administration > Census > Relationship Type
Set the Ed-Fi Transcript Term Override for all manually added transcripts.	Student Information > General > Transcripts > New > Ed-Fi Transcript Term Override
Add a Room to all Course Sections for state-reporting courses.	Scheduling > Courses > Course > Sections > Sections
Add an Instruction Setting on Course Sections.	Scheduling > Courses > Course > Sections > Sections
Add a Level to a Course, if applicable.	Scheduling > Courses > Course
Add a Teacher Role on Staff History for teachers who need to report to Ed-Fi.	Scheduling > Courses > Course > Section > Section Staff History
Assign Ed-Fi IDs .	Census > People > Demographics > Person Identifiers
Toggle Resources to 'On' in Resource Preferences once all data setup is complete.	System Administration > Ed-Fi > Ed-Fi Configuration > Resource Preferences

Step 4. Do an Ed-Fi Resync for the Next Scope Year

Now that the next school year's Ed-Fi configuration is in place and data has been properly reviewed, you are now ready to resync your Ed-Fi data. This is completed using the [Resync tool](#).

Resyncing will generate a large volume of items in your event queue, so it may be helpful to

plan your resync for an off-peak time period and resync in groups of calendars rather than all calendars.



To do this:

1. Go the Resync tool (System Administration > Ed-Fi > Ed-Fi Tools > Resync).
2. Select the next school year from the School Year dropdown.
3. Mark the checkbox next to each data set should be resynced. Campus highly recommends marking the **Select Dependencies** checkbox to ensure related data is sent properly and complete. Please review the [Recommended Resync Order](#) for guidance on when to sync each resource.

The options marked in the Ed-Fi Resource Preferences tool determine which options are available for selection here.

4. Once data sets have been marked and you are ready to resync, select the **Start Resync** button. Data will begin resyncing between Campus and AzEDS.

This will generate a large volume of items in your event queue, so it may be helpful to plan your resync for an off-peak time period and resync in groups of calendars rather than all calendars.

Process for Districts With 915 Approval

For those who have been granted 915 approval, you must add back in the Ed-Fi configuration for the previous school year and resync data.

If you have received approval from the state to submit data corrections for past year data, you must create a CSV file containing all the records that have been sent and how these records should look after data corrections have been made. Please see the [Creating a 915 File for Past Year Data Correction](#) article for more information.

To do this:

1. Head to the [Ed-Fi Connection Configuration](#) tool (System Administration > Ed-Fi > Ed-Fi Configuration) and recreate the previous year's configuration.
 1. Click the **New** button.
 2. Select the previous year from the **School Year** dropdown.
 3. Enter the additional field data. See the [Ed-Fi Connection Configuration](#) article for detailed information about this process.
 4. Click the **Save** button.
2. Go to the [Ed-Fi Resync tool](#)(System Administration > Ed-Fi > Ed-Fi Tools > Resync) and perform a resync of the previous year's data.
 1. Select the previous **School Year**.
 2. Mark the checkbox next to each data set should be resynced. Campus highly recommends marking the **Select Dependencies** checkbox to ensure related data is sent properly and complete.
 3. Click the **Start Resync** button.
3. Once the resync is complete, you need to delete the previous year's Ed-Fi configuration.
 1. Go the the [Ed-Fi Connection Configuration](#) tool (System Administration > Ed-Fi > Ed-Fi Configuration) and select the previous year in the Configuration Editor window.
 2. Click the **Delete** button.
4. You have now successfully reported the previous year to AzEDS and can continue using Campus to report Ed-Fi data for the next school year.

General End of Year Checklist

For a general (not Ed-Fi specific) checklist of activities that should be performed within Campus at the end of a school year, please see the End-of-Year Checklist. Performing these steps aids in closing out the current year and preparing for the next school year.

Beginning of New School Year

For a general (not Ed-Fi specific) checklist of activities that should be performed within Campus at the beginning of a new school year, please see the [Beginning of School Year Process article](#).

Ed-Fi Configuration Values By Year

Year	O-Auth URL	API URL	Post-Amble	ID Post-Amble
2019-20	https://rest-api-r5.azed.azed.gov/	https://rest-api-r5.azed.azed.gov/	data/v3/2020	identity/v2
2018-19	https://rest-api-r4.azed.azed.gov	https://rest-api-r4.azed.azed.gov	/api/v2.0/2019/	/api/identity/v1
2017-18	https://rest-api-r3.azed.azed.gov	https://rest-api-r3.azed.azed.gov	/api/v2.0/2018/	/api/v2.0/
2016-17	https://rest-api.azed.azed.gov	https://rest-api.azed.azed.gov	/api/v1.0/2017/	/api/v1.0/