

Minnesota Ed-Fi Checklist for Starting 2019-2020 School Year

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The Minnesota Department of Education has indicated that Minnesota School Districts designated as on-boarding to Ed-Fi for the 2019-2020 school year need to submit student data in both the MARSS and Ed-Fi systems. District funding will remain tied to MARSS submissions until districts are able to successfully submit data to both Ed-Fi and MARSS without any unexplainable discrepancies. Once that has been established, a formal agreement between MDE and the district may take place to indicate that funding should be based on Ed-Fi data, not MARSS data. For details on this process please contact MDE, or refer to information posted on MDEs website [here](#).

This article describes the steps you should take in order to properly move Ed-Fi to the 2019-2020 school year.

Configuring Ed-Fi for the 2019-2020 School Year

This section will describe the process necessary for configuring Campus to report Ed-Fi data for the 2019-2020 school year in Minnesota.

Step 1. Update to the most recent version of Campus

In order to have the schema and logic in place, it is critical you update to the most recent version of Campus. **Failure to do this will result in an inability to properly report data for the 2019-2020 school year.**


Users need to be on Campus.1945 or later to be able to use the whole list of Ed-Fi resources.

Step 2. Enable Ed-Fi functionality

Enable Ed-Fi functionality via the Enable Ed-Fi system preference in System Administration > Preferences > System Preferences > Enable Ed-Fi.

- **Yes** = Ed-Fi functionality is enabled and Ed-Fi data will sync from Campus to the Ed-Fi system (if properly enabled via Ed-Fi Configuration tools).
- **Tools Only** = You are able to fill out Ed-Fi fields (such as Ed-Fi ID) within Campus but this data will not sync to the Ed-Fi system until this field is set to Yes. This is especially useful when setting up Ed-Fi IDs for students within a school or district so that data properly syncs between Campus and Ed-Fi prior to enabling it.
- **No** = Ed-Fi functionality is not enabled for the district and users cannot access Ed-Fi tools within Campus.

System Preferences

 Save

Require Employment record for District Assignment

Batch Queue Expiration Days Automatically delete batch queue jobs older than this many days or leave blank to never delete.

Autopay Fees with Surplus Balance

Auto Post Course Fees

Days to Flag Roster Additions Students added to a section will appear on rosters in green text for the specified number of days.

NGA Cohort Years after NCLB

Enable Ed-Fi

Allow access to Student Number as PIN Features

Step 3. Create a New Ed-Fi Configuration for 2019-2020

You will need to create a new Ed-Fi configuration for the 2019-2020 school year.

Connection Detail

Ed-Fi Connection Type *
State

Connection Name *

School Year *

OAuth URL *

API URL *

Post-Amble *

ID Post-Amble *

Timeout in Seconds *

Connection Credentials

Add Multiple Credentials
Turn this feature on if more than 1 Key and Secret is required for this School Year.

OFF

Client Key *

Client Secret *

To do this:

1. Navigate to the Ed-Fi Connection Configuration tool (System Administration > Ed-Fi > Ed-Fi Configuration > Connection).
2. Select **New**.
3. Select the **Connection Type**, options are Core or State.
4. Enter a **Connection Name**.
5. Select a **School Year** of 2019-2020.
6. Enter the following values:

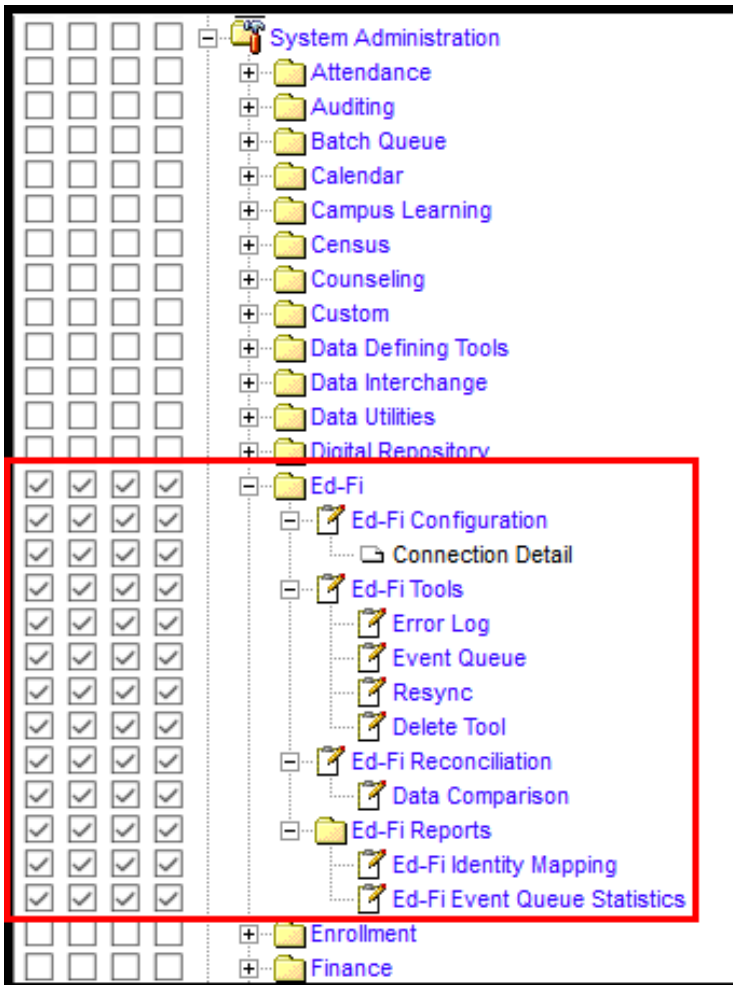
Field	Value
O-Auth URL	https://stage.edfi.education.mn.gov/edfi.ods.webapi/
API URL	https://stage.edfi.education.mn.gov/edfi.ods.webapi/
Post-Auth	data/v3/2020
ID Post Auth	identity/v2
Timeout in Seconds	This field defaults to a value of 60 seconds and determines (in seconds) the amount of time allowed 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 re-processed the next time a quartz job runs.
Client Key	The Client Key will be provided by the Minnesota Department of Education.
Client Secret	The Client Secret will be provided by the Minnesota Department of Education.

7. Click the **Save** button.

Step 4. Set Ed-Fi Tool Rights

Set the Ed-Fi Tool Rights via System Administration > User Security > Users/User Groups > Tool Rights.

Review the [Ed-Fi Tool Rights article](#) for more information.



Step 5. Update the Active Year to 2019-2020

Next, you need to make 2019-2020 the active school year within the [School Yearstool](#). If you have already set 2019-2020 as the active school year, skip to the next step.

School Years

Save Delete New

School Year Editor

Label	Start Year	End Year	Active
19-20	2019	2020	X
18-19	2018	2019	
17-18	2017	2018	
16-17	2016	2017	
15-16	2015	2016	
14-15	2014	2015	

School Year Detail

*Label: 19-20 Active:

*Start Year: 2019 *End Year: 2020

Start Date: End Date:

School Year: Load Preference From Previous Year Reset Default Preference

Instructional Minutes Preference

Exclude non-instructional periods

Exclude non-instructional minutes

Exclude time gaps between periods

School Day Minutes Preference

Exclude non-instructional periods

Exclude non-instructional minutes Max non-instructional minutes per period

Exclude time gaps between periods Max non-instructional minutes for period gaps

To do this:

1. Go the School Years tool (System Administration > Calendar > School Year).
2. Select the 2019-2020 school year in the School Years Editor window.

If the 2019-2020 school year is not available for selection, you will need to create it by selecting the **New** button and entering Label, Start Year and End Year values. See the [School Years article](#) for information on this process.

3. Mark the **Active** checkbox.
4. Click the **Save** icon.

Step 6. Set Resource Preferences

Set all Resources to 'Off' and map the Ed-Fi Codes to Campus Codes via the Resource Preferences in System Administration > Ed-Fi > Ed-Fi Configuration > Resource Preferences. Refer to the [Minnesota Ed-Fi v3.1 - Set Resource Preferences](#) article for more information.

Step 7. Assign Ed-Fi IDs

Assign Ed-Fi IDs via Census > People > Demographics > Person Identifiers.

Person Identifiers

Local Student Number	<input type="text"/>	<input type="button" value="Use Ed-Fi ID"/>
Student State ID	<input type="text"/>	<input type="button" value="Use Ed-Fi ID"/>
MiicID	<input type="text"/>	
Local Staff Number	<input type="text"/>	<input type="button" value="Use Ed-Fi ID"/>
Staff State ID	<input type="text"/>	<input type="button" value="Use Ed-Fi ID"/>
Ed-Fi ID	<input type="text"/>	
Person GUID	<input type="text" value="XXXXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX"/>	
Portal Username	No Active Portal Account	

Step 8. Toggle Resource Preferences to On (Begin Manual Resync process for MARSS-B Comparison)

Toggle Resources to 'On' in Resource Preferences once all data setup is complete. Refer to the [Minnesota Ed-Fi v3.1 - Set Resource Preferences article](#) for more information.

Step 9. Do an Ed-Fi Resync for the 2019-2020 Scope Year

Now that the 2019-2020 Ed-Fi configuration is in place and data has been properly reviewed, an ordered resync should be completed as the first resync of the year. This is completed using the Resync tool.

For detailed information about this process, please see the [Resync \(Ed-Fi\) article](#).

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.

Error Log
Event Queue
Resync
Delete Tool

Start Resync

Select a Scope Year and Schools to resync data. If a resync is needed for specific people, enter the Campus Person ID's of the records to resync. When more than one person's records should be resynced, separate the ID's with a line break, comma or space. If running for specific people, non-person-related resources and attendance will not resync.
Warning For best performance, run one school at a time as running the Resync Tool sends large amounts of data.

Ed-Fi Configuration

School(s) All Schools

Campus Person ID(s) All People

Select Dependencies

Schedule Information

Student Information

- Students
- Programs
- Student 21st Century Learning Center Grant Program Associations
- Student Education Organization Associations
- Student ADSIS Program Associations
- Student CEIS Program Associations
- Student Early Childhood Screening Program Associations
- Student Gifted Talented Program Associations
- Student Homeless Program Associations
- Student Language Instruction Program Associations
- Student PSEO Concurrent Program Associations
- Student PSEO Program Associations
- Student SAAP Program Associations
- Student School Associations
- Student School Food Service Program Associations
- Student Section 504 Plan Program Associations
- Student Special Education Program Associations
- Student Title I Part A Program Associations

To do this:

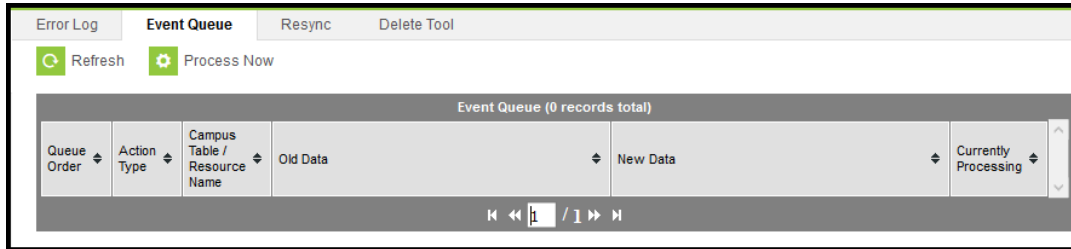
1. Go the Resync tool (System Administration > Ed-Fi > Ed-Fi Tools > Resync).
2. Select a the appropriate **Configuration**.
3. Select All of the Student Information resources, and scope the resync to the schools you wish to send to MDE via Ed-Fi.

The options marked in the [Minnesota Ed-Fi Resource Preferences](#) 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.

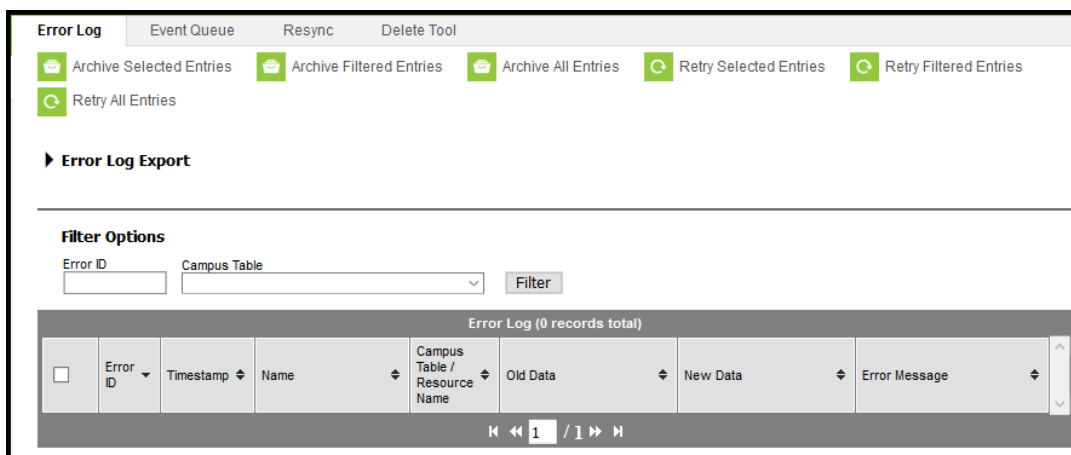
Step 10. Review the Event Queue.

Navigate to the Event Queue (*System Administration > Ed-Fi > Ed-Fi Tools > Event Queue*). Wait until all records have processed in the Event Queue (when it reads “0 records total” as seen below). Once there are no events in the Event Queue, turn off all Resource Preferences.



Step 11. Review the Error Log

Navigate to the Error Log (*System Administration > Ed-Fi > Ed-Fi Tools > Error Log*). Review the Error Log and note any errors that exist. When you feel like you’ve addressed all of the underlying causes for the errors, click “Archive All Entries” on the Error Log tab (which will remove them from the list) and return to **Step 9**, retrying the resync of data.



Step 12. Turn Off All Resource Preferences

When you are either not producing any more errors, or you simply want to see what the comparison report looks like at this moment, navigate back to the Resource Preferences editor and toggle all of the resources to “Off”.

Step 13. Compare the Ed-Fi information with the data from the MARSS file.

Submit your MARSS-B file, and review the comparison report. Districts should contact MDE directly for detailed information on the comparison report or refer to information posted on MDEs website [here](#).

