

Wisconsin Ed-Fi - Roster Checklist

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Tool Search: Ed-Fi

Ed-Fi Roster Checklist

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

If your school or district uses a course catalog, changes or corrections may need to be made to the Course Master to push to individual courses.

Please note that NCES data is not turned on to push from Course Master by default. This can be set to push by checking the NCES Data box under Grading & Standards > Course Catalogs for each relevant Course Catalog.

Step 1 - Verify State Course Codes

It is highly recommended to verify that Courses expected to report to Ed-Fi have the correct State Code. Create an Ad hoc filter with fields similar to the example below to compare to the master course list, using the Data Type of Course/Section. NCES fields are optional as there is currently no logic tied to them with the exception of SCED Sequence in Step 2.

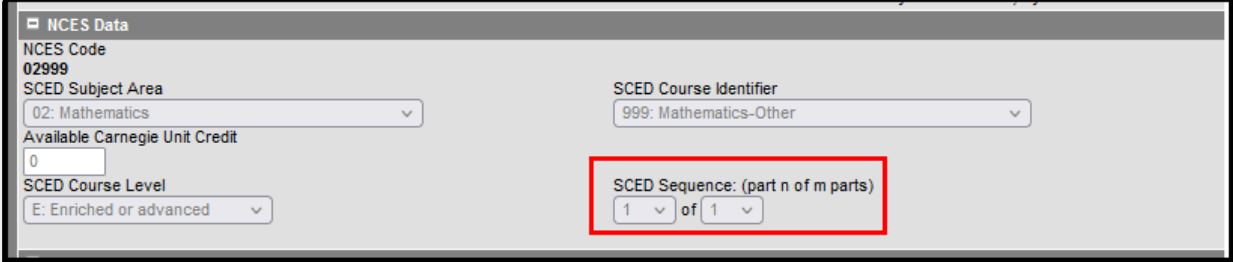
The Exclude checkbox should be marked for courses that should not be state reported.

Ad hoc Field	Ad hoc Path
courseInfo.courseID	Course > Course Information > courseID
courseInfo.courseNumber	Course > Course Information > courseNumber
courseInfo.courseName	Course > Course Information > courseName
courseInfo.stateCode	Course > Course Information > stateCode
courseInfo.NCES Code (Optional)	Course > Course Information > NCES Code
courseInfo.SCED Subject Area (Optional)	Course > Course Information > SCED Subject Area
courseInfo.SCED Course Identifier (Optional)	Course > Course Information > SCED Course Identifier
courseInfo.SCED Course Level (Optional)	Course > Course Information > SCED Course Level

Add other identifying fields to the Ad hoc report as needed.

Step 2 - Set SCED Sequence as Necessary

SCED Sequence is used as a part of Ed-Fi. This data is sent to Ed-Fi in the Sections Resource as the element sequenceOfCourse. The intended purpose of this field is to identify different parts of a multi-part course that would otherwise have the same course number. By default, it is set to 1 of 1.



The screenshot shows a form titled "NCES Data" with the following fields:

- NCES Code:** 02999
- SCED Subject Area:** 02: Mathematics (dropdown menu)
- Available Carnegie Unit Credit:** 0
- SCED Course Level:** E: Enriched or advanced (dropdown menu)
- SCED Course Identifier:** 999: Mathematics-Other (dropdown menu)
- SCED Sequence: (part n of m parts):** 1 of 1 (highlighted with a red box)

Below the form, the text "SCED Sequence" is displayed.

Step 3 - Verify/Update Course Programs for World Language

World Language Courses are domestic courses of study in languages other than English. Verify and update the course program codes for World Language. The Section Student Detail tool can be used as an override for individual students if needed.

Course Information ☆

Schedule

MTH-02480-TP TRANS MATH YOPC

Save

Delete

Push To Sections

Course Information

CourseID 119887

*Number

MTH-02480-TP

*Name

TRANS MATH YOPC

Subject Type

State Code

10038

Department

Math

Schedule Load Priority

Max Students

GPA Weight

0.5

Type

Honors

Homeroom

Allow student requests

Allow teacher requests/recommendations

Language of Instruction

Select a Value

Post Secondary Institution

Select a Value

Cluster/ Career Program Pathway

Select Values

Dual Enrollment

World Language

World Language

AIWL: American Indian Language Program (2022-23)

CBWL: Content-Based World Language Program (2022-23)

DLDB-HL: Dual Language Education - Heritage Learners (2022-23)

DLTW-WL: Two-Way Dual Language Education Program (2022-23)

ESWL: Elementary School World Language Program (2022-23)

EXWL: Exploratory World Language Program (2022-23)

FLES: Foreign Language in Elementary Programs

FLEX: Foreign Language Exploratory

FWLS: Facilitated World Language Study Program (2022-23)

HLWL: Heritage Learner World Language Program (2022-23)

IMMR: Two way Immersion programs

OWDL: One-Way Dual Language Education Program (2022-23)

SLWL: Secondary Level World Language Program (2022-23)

WL: World Language

Course Master Linked - MTH-02480-TP TRANS MATH YOPC

Standards-based

Active

Exclude from State Reporting

External LMS Exclude

Course-Only Curriculum

Ignore Master Push

Terms

0

Schedules

0

Periods

0

Sections to Build

0

Preferred Room Type

Section Template Group

Advisory

Transcript

Required

Responsive

Extra Co-curricular Activity

College Type

Hide Standards On Portal

Repeatable

Attendance

Positive Attendance

High School Credit

*Non-Certificated Learning Method

None: None

- Modified by: Administrator, System 11/18/2022 14:03

SCED Course Identifier

999: Mathematics-Other

SCED Sequence: (part n of m parts)

1 of 1

World Language

Step 4 - Set Language of Instruction for Course/Section

The Language of Instruction field only needs to be populated if the course is taught in a language other than English.

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Course Information ☆

MTH-02480-TP TRANS MATH YOPC

Save

Delete

Push To Sections

Course Information

CourseID 119867

*Number

MTH-02480-T

*Name

TRANS MATH YOPC

Subject Type

State Code

10038

Department

Math

Schedule Load Priority

Max Students

GPA Weight

0.5

Bonus Points

Type

Honors

Homeroom

Allow student requests

Allow teacher requests/recommendations

Language of Instruction

Select a Value

Post Secondary Institution

Select a Value

Cluster/ Career Program Pathway

Select Values

Dual Enrollment

World Language

*Certified Learning Method

None: None

Ed-Fi Term Descriptor Override

Course Master Linked - MTH-02480-TP TRANS MATH YOPC

Standards-based

Active Exclude from State Reporting

☒

External LMS Exclude

Course-Only Curriculum

Ignore Master Push

Terms

0

Schedules

0

Periods

0

Sections to Build

0

Preferred Room Type

Section Template Group

Advisory

Transcript

☒

Required

☒

Responsive

Extra Co-curricular Activity

College Type

Hide Standards On Portal

Repeatable

Attendance

☒

Positive Attendance

High School Credit

☒

Language of Instruction

Step 5 - Set Cluster/Career Program Pathway for Course/Section

Complete the Cluster/Career Program Pathway field if the course is considered a CTE course. Multiple values can be added, but at least one should match the value provided by the DPI for the Roster Code (State Code) being used.

Course Information ☆

MTH-02480-TP TRANS MATH YOPC

CourseID 119867

*Number

MTH-02480-T

*Name

TRANS MATH YOPC

State Code

10038

Department

Math

Schedule Load Priority

Max Students

GPA Weight

0.5

Bonus Points

☐

Type

Honors

Homeroom

☐

Allow student requests

☐

Allow teacher requests/recommendations

☐

Language of Instruction

Select a Value

Post Secondary Institution

Select a Value

Cluster/ Career Program Pathway

Select Values

Dual Enrollment

World Language

*Certified Learning Method

None: None

Ed-Fi Term Descriptor Override

☐

Course Master Linked - MTH-02480-TP TRANS MATH YOPC

Standards-based

☐

Active

☒

Exclude from State Reporting

☐

External LMS Exclude

☐

Course-Only Curriculum

☐

Ignore Master Push

☐

Terms

0

Schedules

0

Periods

0

Sections to Build

0

Preferred Room Type

Section Template Group

Advisory

☐

Transcript

☒

Required

☒

Responsive

☐

Extra Co-curricular Activity

College Type

Hide Standards On Portal

☐

Repeatable

☐

Attendance

☒

Positive Attendance

☐

High School Credit

☒

Cluster/Career Program Pathway

Step 6 - Set Dual Enrollment, Certified Learning Method and Non-Certificated Learning Method for Course/Section

Populate the Dual Enrollment, Certified Learning Method and Non-Certificated Learning Method fields if applicable. These values are also available on the Section as an Override if needed. Additionally, Dual Enrollment values can be changed for individual students using the Section Student Detail tool.

Course Information ☆

MTH-02480-TP TRANS MATH YOPC

Course Information

CourseID 119867

*Number

MTH-02480-T

*Name

TRANS MATH YOPC

Course Master Linked - MTH-02480-TP TRANS MATH YOPC

Standards-based

☐

Active

☒

Exclude from State Reporting

☐

External LMS Exclude

☐

Course-Only Curriculum

☐

Ignore Master Push

☐

Subject Type

State Code

10038

Department

Math

Schedule Load Priority

Max Students

Terms

0

Schedules

0

Periods

0

Sections to Build

0

Preferred Room Type

GPA Weight

0.5

Bonus Points

☐

Advisory

☐

Transcript

☒

Required

☒

Type

Honors

Responsive

☐

Extra Co-curricular Activity

College Type

Homeroom

☐

Allow student requests

☐

Allow teacher requests/recommendations

☐

Hide Standards On Portal

☐

Repeatable

☐

Attendance

☒

Positive Attendance

☐

High School Credit

☒

Language of Instruction

Select a Value

Post Secondary Institution

Select a Value

Cluster/ Career Program Pathway

Select Values

Dual Enrollment

World Language

*Certified Learning Method

None: None

*Non-Certificated Learning Method

None: None

Ed-Pr Term Descriptor Override

☐

Dual Enrollment, Certified Learning Method, Non-Certificated Learning Method

Step 7 - Set Medium of Instruction for Course/Section

Medium of Instruction is a field on both Course/Course Master and Section. It collects the media through which teachers provide instruction to students and students and teachers communicate about instructional matter. The value filled in on the Course level applies to all sections unless there is a different value entered on a section. Then the Section level field acts as an override for that section.

Course Information ☆

MTH-02480-TP TRANS MATH YOPC

 Save
  Delete
  Push To Sections

Course Information

NCES Data

Description

Custom Data Elements

School-Sponsored Activity

Academic Service Learning

Alternative Education Program

Bilingual/ESL

Classroom Type

Equivalency

Project Based

Medium of Instruction

Weighted Grade

Odysseyware Course ID

Grade Level

Medium of Instruction

Please note that DPI will assume if Medium of Instruction is left blank that it is the same as Face-to-face Instruction; however, it is recommended to set an actual value for this field to match the Infinite Campus value with the Ed-Fi value.

Step 8 - Verify Teacher Role Codes

Verify the Teacher Role codes are correct.

Teacher Role Codes

Code	Name	Ed-Fi Code	Ed-Fi Name
01	Paraprofessionals/teacher aides	00059	
02	Non-instructional staff	00069	

Code	Name	Ed-Fi Code	Ed-Fi Name
03	Student teachers	00080	
04	Intern	01234	
05	Volunteer/no contract	01382	
06	Administrative staff	03187	
07	Counselor	04725	
08	Resource teacher	04735	
09	Primary instructor	05971	
10	Secondary instructor	05972	
11	Instructor of record	05973	
12	Other	09999	
13	Co-teacher	73071	
14	Lead Team Teacher	73072	
15	Course Proctor	73073	
16	Special Education Consultant	73074	
XX	Not State Reported		

Section
Staff History
Roster
Attendance
Grading By Task

Save
Delete
New Primary Teacher
New Teacher

Staff History

Name	Assignment Start	Assignment End	Access Start	Access End
Primary Teacher				
Staff, Maria N				

Assignment Start and End date fields should remain blank unless staff members start working in first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to the section, set the Access End date.

Staff History Detail

Primary Teacher

Name: Staff, Maria
District Assignment:
Role: ME: Monitoring Educator**

Assignment

Start Date:
End Date:

Access to Section Dates

☒ Unrestricted
☐ Date Range

Start Date:
End Date:

Comments

- Modified by: Staff, Mark 06/02/2016 08:31
- Created by: Staff, Mark 06/02/2016 08:31

Teacher Display Name on Section

Making a change to the Teacher Display Name here will update the value on the Section tab.

☒ Continue using the current Teacher Display Name from the Section tab: Staff, Maria N
☐ Use a new Teacher Display Name on the Section tab: Staff, Maria

This Teacher will send with a Role Code of 09999 Other.

If this is correct for this course, no changes need to be made. If another role code more closely matches this teacher's position for this course, a different Role Code should be selected to report the accurate value.

People added in the Section Staff History tab as a Primary Teacher or Teacher will send to Ed-Fi if they have a valid Role Code. Section Staff will NOT send to Ed-Fi.

In addition, a value for District purposes called 'Not State Reported' is available. A Primary Teacher

or Teacher with this Role Code will NOT report to Ed-Fi. In the image below, the following occurs:

- Teacher01 reports as the Primary Instructor.
- Teacher02 does not report because their role is Not State Reported.
- Teacher03 does not report because they are a Section Staff, not a Teacher.

Section
Staff History
Roster
Attendance
Grading By Task
Grading By Student
Roster Setup
Roster Batch Edit

Save
Delete
New Primary Teacher
New Teacher
New Section Staff

Staff History						
Name	Assignment Start	Assignment End	Access Start	Access End	District Assignment	Role
Primary Teacher						
Teacher01, East						Primary instructor
Teacher						
Teacher02, East						Not State Reported
Section Staff						
Teacher03, East						Co-teacher

Assignment Start and End date fields should remain blank unless staff members start working in the section after the first day of the first scheduled term, or stop working in the section before the last day of the last scheduled term.

Access to this section is controlled by Access Start and End dates. To end a user's access to this section, enter an Access End Date.

Staff History Detail

Primary Teacher
Name
Teacher01, East
District Assignment
Role
09: Primary instructor

Staff History Tool - Primary Teacher, Teacher, Section Staff

Step 9 - Map Scores to Ed-Fi Grade Type

Districts need to map anything considered a final grade to an Ed-Fi Grade Type.

Score Group & Rubric Setup ☆

 Save
  Delete
  New Score Group
  New Rubric

Score Groups & Rubrics Editor	
Name	Type
*HS Grading Scale	Score Group
*Standards Based Grading	Rubric
3-5 Core	Score Group
3-5 Core - SBG	Rubric
3-5 Specials	Score Group
ES/MS Critical Thinking MTH	Score Group
ES/MS SS Critical Thinking	Rubric
ES/MS SS Critical Thinking Mth	Rubric
ES/MS SS ESL Academic	Rubric
ES/MS SS ESL Critical Thinking	Rubric
ES/MS SS Literacy	Rubric
ES/MS SS Math	Rubric
ES/MS SS Science	Rubric
ES/MS Summer School	Score Group

Score Group Detail

*Name

*HS Grading Scale

Score Group List Items Detail

Sequence	Name	Score	Ed-Fi Grade Type	Passing Score	Credit Coeff.	Minimum Value	GPA Value	GPA Unweighted Value	GPA Bonus Points
X 1	A +	A +	P: Pass	<input checked="" type="checkbox"/>	1	97	4	4	0
X 2	A	A	P: Pass	<input checked="" type="checkbox"/>	1	93	4	4	0
X 3	A -	A -	P: Pass	<input checked="" type="checkbox"/>	1	90	3.7	3.7	0
X 4	B +	B +	P: Pass	<input checked="" type="checkbox"/>	1	87	3.3	3.3	0
X 5	B	B	P: Pass	<input checked="" type="checkbox"/>	1	83	3	3	0
X 6	B -	B -	P: Pass	<input checked="" type="checkbox"/>	1	80	2.7	2.7	0
X 7	C +	C +	P: Pass	<input checked="" type="checkbox"/>	1	77	2.3	2.3	0
X 8	C	C	P: Pass	<input checked="" type="checkbox"/>	1	73	2	2	0
X 9	C -	C -	P: Pass	<input checked="" type="checkbox"/>	1	70	1.7	1.7	0
X 10	D +	D +	P: Pass	<input checked="" type="checkbox"/>	1	67	1.3	1.3	0
X 11	D	D	P: Pass	<input checked="" type="checkbox"/>	1	63	1	1	0
X 12	D -	D -	P: Pass	<input checked="" type="checkbox"/>	1	60	0.7	0.7	0
X 13	PASS	P	P: Pass	<input checked="" type="checkbox"/>	1	60			0
X 14	F	F	F: Fail	<input type="checkbox"/>	0	0	0	0	0
X 15	INCOMPLETE	I	N: Not Completed	<input type="checkbox"/>	0	0			0
X 16	WITHDRAWN	WD	NG: Not Graded	<input type="checkbox"/>	0	0			0
X 17	IN PROGRESS	IP	F: Fail	<input type="checkbox"/>	0	0			0
X 18	No Pass	NO	F: Fail	<input type="checkbox"/>	0	0			0

Add

Score Groups & Rubrics

Step 10 - Map Ed-Fi Resource Preferences

The Ed-Fi Configuration tool is used to establish Ed-Fi data resources.

Please review the [Set Resource Preferences](#) article for information on mapping Ed-Fi fields.

Resources required for Roster data:

- Grades
- Grading Periods
- Course Offerings

- Sections
- Sessions
- Staff Section Associations
- Student Section Associations

Step 11 - Turn on Resource Preferences

Turn on the appropriate Resource Preferences. Please review the [Set Resource Preferences article](#) for information on turning on Resource Preferences.

Once Resource Preferences have been mapped, a valid configuration is made and Ed-Fi ID's are assigned to users, data will flow properly from Campus to Ed-Fi.

Step 12 - Perform a Resync

Perform a Resync. It is recommended to let the resync finish processing before starting another resync. See the [Resync](#) article for more information on this process. A valid connection must exist in order to resync data for that year.

Campus highly recommends using the Recommended Resync Order detailed on the [Wisconsin Ed-Fi Information](#) Page. Check the Ed-Fi Error Log after each step in the resync order and resolve any errors before proceeding to the next step.

Districts with a large number of schools or students may want to run the resync for course information for a few schools at a time and/or perform the resync during off hours.

Resync ☆

Start Resync

Select an Ed-Fi Configuration 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

22-23 ▾

School(s)

Choose School(s)

All Schools

☐

Campus Person ID(s)

All People

☒

Campus Course ID(s)

All Courses

☒

Campus Section ID(s)

All Sections

☒

☒ Select Dependencies

▶ ☐ Discipline Information

▶ ☐ Grade Information

▶ ☐ Parent Information

▶ ☐ Schedule Information

▶ ☐ Student Information

Grayed out resource checkboxes indicate a resync is already in progress for that School & Resource Combination.

Resync