

# Ed-Fi Setup Checklist (Nebraska)

Last Modified on 04/03/2024 8:50 am CDT

Tool Search: 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.

**Note:** In the unusual situation that you are requested to turn off and remove a previous year's configuration, you must delete the previous year's configuration. To re-add the configuration, follow the steps listed in the Connection Configuration section.

Done	Task	UI Location
	Enable Ed-Fi functionality via the <a href="#">Enable Ed-Fi system preference</a> .	System Administration > Preferences > System Preferences > Enable Ed-Fi
	Enter <a href="#">Connection Configuration</a> for the new year and delete the previous year's configuration (when applicable).	System Administration > Ed-Fi > Ed-Fi Configuration > Connection
	Set <a href="#">tool rights</a> for Ed-Fi	System Administration > User Security > Users/User Groups > Tool Rights
	Set the <a href="#">Ed-Fi Relation Type</a> .	System Administration > Census > Relationship Type
	Set <a href="#">Ed-Fi Grade Type</a> .	Grading and Standards > Grading Tasks
	Align <a href="#">Grading Tasks</a> mapped to the Ed-Fi Grade Type to Courses	Scheduling > Courses > Course > Grading Task
	Select <a href="#">Term Masks</a> for aligned grading tasks	Scheduling > Courses > Course > Grading Task
	Assign <a href="#">Ed-Fi IDs</a> .	Census > People > Demographics > Person Identifiers
	Add a <a href="#">Teacher Role</a> on Staff History for teachers who need to report to Ed-Fi	Scheduling > Courses > Course > Section > Section Staff History
	Resync Ed-Fi Data (see the <a href="#">Recommended Sync Order</a> for guidance on when to sync which resource)	System Administration > Ed-Fi > Ed-Fi Tools

# Dashboard Access

The **District Assignment Code** field displays when the **District Staff checkbox** has been marked and gives users access to the Ed-Fi Dashboards based on the Title that is selected for the staff. This field populates the **Education Organization Reference, Staff Classification Descriptor** and **Position Title** fields 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. If there are staff that should not have district level access in the dashboards, the staff member also needs at least one District Assignment record. The staff receives dashboard access to only the schools for which they have an active District Assignment record.

The screenshot shows the 'District Employment' form with the following fields and controls:

- Buttons: Save, Delete, New, Documents
- Section: Employment Records
  - #280017 MILLARD PUBLIC SCHOOLS (08/02/2009 - )
- Section: Employment Information
  - \*Start Date: 08/02/2009
  - End Date: [Empty]
  - Teaching Start Year: [Empty]
  - Teaching Years Modifier: 0
  - License Number: [Empty]
  - FTE Percent (whole number 0-100): 0
  - District Staff**:  (highlighted with a red box)
  - District Assignment Code**: [Dropdown menu] (highlighted with a red box)
  - Seniority: [Dropdown menu]
  - Education: [Dropdown menu]
  - Salary: \$ [Text input]
  - Additional Compensation: \$ [Text input]

*District Assignment Code*