Arizona Ed-Fi Setup Checklist

Last Modified on 03/11/2024 8:46 am CDT

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

> For more information about setting up Special Ed Plans so that they properly report to Ed-Fi, see the Setting Up Arizona SPED Plans for Use in Ed-Fi article.

Task	UI Location
Enable Ed-Fi functionality via the Enable Ed-Fi system preference.	System Administration > Preferences > System Preferences > Enable Ed-Fi
Set tool rights for Ed-Fi.	System Administration > User Security > Users/User Groups > Tool Rights
Enter Connection Configuration.	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
Set Days Per Week value on all reportable calendars.	System Administration > Calendar > Calendar > Calendar
Set Calendar Dates on all reportable calendars.	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

Task	UI Location
Assign Ed-Fi IDs.	Census > People > Demographics > Person Identifiers
Add a Teacher Role on Staff History for teachers who need to report to Ed-Fi.	Scheduling > Courses > Course > Section > Section Staff History
Toggle Resources to 'On' in Resource Preferences once all data setup is complete	System Administration > Ed-Fi > Ed-Fi Configuration > Resource Preferences