MN Ed-Fi Checklist for the 2022-2023 School Year

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Tool Search: Ed-Fi

This article describes the steps you should take to properly move Ed-Fi to the next school year. A free training video is also available via Campus Passport: <u>Minnesota Ed-Fi: Setup 22-23</u>. An active <u>Campus ID / Campus Community account</u> is required to access the recording.

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 <u>Beginning of School Year</u> <u>Process article</u>.

Configuring Ed-Fi for the Next School Year

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 2022-2023 school year.

Users should be on Campus.2231 or later during the initial setup of the configuration connection for the 22-23 school year. Campus Cloud hosted districts are updated to the most recent version each Sunday morning. District Technical Support Contacts at Campus Cloud Choice hosted districts can request site updates using the **Update Requests** tool. The tool is located on the right side of the Infinite Campus Community Home page, just under Cases.

Step 2. Enable Ed-Fi Functionality

Enable Ed-Fi functionality via the Enable Ed-Fi system preference (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	Yes v
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	No ~
Auto Post Course Fees	Yes v
Days to Flag Roster Additions	4 Students added to a section will appear on rosters in green text for the specified number of days.
NGA Cohort Years after NCLB	2 ~
Enable Ed-Fi	No
Allow access to Student Number as PIN Features	No Y
	Enable Ed-Fi

Step 3. Create a New Ed-Fi Configuration for 2022-2023

You will need to create a new Ed-Fi configuration for the 2022-2023 school year.

Connection Detail (New Configuration	ר)	
Ed-Fi Connection Type *		
Core		
O State		
Connection Name*		
22-23 MN Ed-Fi		
School Year *		
22-23 🔹		
OAuth URL*	Confirm the OAuth UPL and the APLU	PI
https://edfi5.education.mn.gov/api/	fields are completed as shown. The field	ds may
API URL*	auto-populate with the previous year's information. They have changed for the	JRL 2022-
https://edfi5.education.mn.gov/api/	2023 school year.	
Post-Amble *		
data/v3/2023		
ID Post-Amble *		
identity/v2		
Timeout in Seconds *		
60		
Connection Credentials		
Add Multiple Credentials Turn this feature on if more than 1 Key and Secret is require	ed for this School Year.	
OFF		
Client Key *		
Provided by MDE		Test Connection
Client Secret *		
Provided by MDE		
Cancel Import Certificate		

To do this:

- 1. Navigate to the Ed-Fi Connection Configuration tool (System Administration > Ed-Fi > Ed-Fi Configuration > Connection).
- 2. Click the **New** button. The Connection Detail editor will appear.
- 3. Select the **Connection Type,** options are Core or State.
- 4. Enter the Connection Name.
- 5. Select the **School Year** 2022-23.
- 6. Enter the following values:

Field	Value
O-Auth URL	https://edfi5.education.mn.gov/api/
API URL	https://edfi5.education.mn.gov/api/
Post-Amble	data/v3/2023
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 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. If desired, a certificate can be imported for the Ed-Fi configuration. For more information, please see the '**Import Certificates**' section of the <u>Ed-Fi Configuration article</u>.
- 8. Click the **Save** button.

Step 4. Set Ed-Fi Tool Rights

System Administration > User Security > Users/User Groups > Tool Rights

Review the <u>Ed-Fi Tool Rights article</u> for more information.



Step 5. Update the Active Year to 2022-2023

Make 2022-2023 the active school year within the <u>School Years</u> tool. If you have already set 2022-2023 as the active school year, skip to the next step.

School Year	Setup ☆			
🕒 Save 🛛 😣 🛛	Delete 🕂 New	1		
School Year Editor				
Label	Start Year	End Year	Active	
24-25	2024	2025		
23-24	2023	2024		
22-23	2022	2023		
21-22	2021	2022	X	
20-21	2020	2021		
19-20	2019	2020	-	
18-19	2018	2019		
School Year Detail				
*Label		Active		
22-23				
MCCC Year ID				
*Start Year		*End Ye	ar	
2022		2023		
Start Date		End Da	te	
School Year	 Load Prefere 	ence From Previou	s Year Reset Default Preference	
Instructional Minute	s Preference			
Exclude non-inst	ructional periods			
Exclude non-inst	ructional minutes			
Exclude time gap	os between periods			
School Day Minutes	Preference			
Z Exclude non-inst	ructional periods			
Exclude non-inst	ructional minutes	Max	non-instructional minutes per period	
Exclude time dar	s between periods	Maxu	non-instructional minutes for period gaps	
	o bemeen peneda		all a second and a second s	
		School Year I	Detail	

To do this:

- 1. Navigate to the School Years tool (System Administration > Calendar > School Year).
- Select the 2022-2023 school year in the School Years Editor window. If the 2022-2023 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 <u>School Years article</u> for information on this process.
- 3. Mark the **Active** checkbox.
- 4. Click the **Save** icon.

Step 6. Verify Current District and School Data

Verify that the State District Number, District Type, School Number, and Site Classification are correct.

D:	
District Detail	*State District Number
Campus Schools	
NCES DistrictID	
1234567	
District Contact First Name	District Contact Last Name
	Smith
*Phone	Fax
Innintecampus.com	
	4
Region Number	Federal Tax ID
Address	
123 Main Street	
City	State
Metro City	MN
Zip	County
55555	Anoka V
Physical Address	
123 Main Street	
Distri	ct Detail
Distri School Detail	ct Detail
Distri School Detail *Name	ct Detail *State School Number
Distri School Detail *Name Campus Elementary	*State School Number
Distri School Detail *Name Campus Elementary NCES School Number	*State School Number 123 Site Classification
Distri School Detail *Name Campus Elementary NCES School Number	*State School Number 123 Site Classification 10: Elementary (PK-6)
School Detail *Name Campus Elementary NCES School Number	*State School Number 123 Site Classification 10: Elementary (PK-6)
School Detail *Name Campus Elementary NCES School Number Standard Code (SIF StatePrId)	*State School Number 123 Site Classification 10: Elementary (PK-6)
School Detail *Name Campus Elementary NCES School Number	*State School Number 123 Site Classification 10: Elementary (PK-6) CEEB Number
School Detail *Name Campus Elementary NCES School Number	*State School Number 123 Site Classification 10: Elementary (PK-6) CEEB Number External LMS Exclude
School Detail *Name Campus Elementary NCES School Number	*State School Number 123 Site Classification 10: Elementary (PK-6) CEEB Number External LMS Exclude
School Detail *Name Campus Elementary NCES School Number	*State School Number *State School Number 123 Site Classification 10: Elementary (PK-6) CEEB Number External LMS Exclude Exclude Mark only on sites that
School Detail *Name Campus Elementary NCES School Number	*State School Number *State School Number 123 Site Classification 10: Elementary (PK-6) CEEB Number External LMS Exclude External LMS Exclude Mark only on sites that should be excluded from State remoting
School Detail *Name Campus Elementary NCES School Number	*State School Number 123 Site Classification 10: Elementary (PK-6) CEEB Number External LMS Exclude External LMS Exclude State reporting
School Detail *Name Campus Elementary NCES School Number	*State School Number 123 Site Classification 10: Elementary (PK-6) CEEB Number External LMS Exclude External LMS Exclude Mark only on sites that should be excluded from State reporting
School Detail *Name Campus Elementary NCES School Number	*State School Number 123 Site Classification 10: Elementary (PK-6) CEEB Number External LMS Exclude External LMS Exclude Mark only on sites that should be excluded from State reporting Dual Enrollment
School Detail *Name Campus Elementary NCES School Number	*State School Number 123 Site Classification 10: Elementary (PK-6) CEEB Number External LMS Exclude External LMS Exclude Mark only on sites that should be excluded from State reporting Dual Enrollment
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School Detail *Name Campus Elementary NCES School Number	*State School Number 123 Site Classification 10: Elementary (PK-6) CEEB Number External LMS Exclude Exclude Mark only on sites that should be excluded from State reporting Dual Enrollment

To do this:

- Navigate to the District Detail page (System Admin > Resources > District Information > District Detail) <u>AND</u> the School Detail page (System Admin > Resources > School > School Detail).
- 2. Verify that the State District Number, District Type, School Number, and Site Classification are correct. This information is assigned by the Minnesota Department of Education. Refer to <u>MDE's website</u> for confirmation.
- 3. Mark the 'Exclude' checkbox on sites that should be excluded from State Reporting.
- 4. Click Save.

Step 7. Set Resource Preferences

Set all Resources to 'Off' and map the Ed-Fi Codes to Campus Codes (System Administration > Ed-Fi > Ed-Fi Configuration > Resource Preferences). Refer to the <u>Minnesota Ed-Fi v3.1 - Set Resource</u> <u>Preferences</u> article for more information.

Note: Records are not sent if the Calendar Grade Level "Exclude from State Reporting" checkbox is selected for the grade level tied to the student's enrollment.

• If one calendar is mapped to another calendar, and any grade levels are shared between the two calendars, the "mapped-to" calendar governs the "Exclude from State Reporting" status.

Step 8. Assign Ed-Fi IDs

Assign Student Ed-Fi IDs (Census > People > Demographics > Person Identifiers).

Ed-Fi ID values are the MARSS IDs that you assign to each student, saved in the Student State ID field.

Local Student Number	Use Ed-Fi ID
Student State ID	Use Ed-Fi ID
MiicID	
Local Staff Number	Use Ed-Fi ID
Staff State ID	Use Ed-Fi ID
Ed-Fi ID	
Person GUID	4-1077-201-071-000-0710010-10-
Portal Username	No Active Portal Account

Step 9. 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

<u>Minnesota Ed-Fi v3.1 - Set Resource Preferences article</u> for more information.

Step 10. Perform an Ed-Fi Resync for the 2022-2023 Scope Year

Once the 2022-2023 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 <u>Resync (Ed-Fi) article</u>.

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.

Resync ☆		1				
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. WarningFor best performance, run one school at a time as running the Resync Tool sends large amounts of data.						
Ed-Fi Configuration 22-23 MN Ed-Fi						
School(s)	All Schools					
Campus Person ID(s)	All People					
Campus Course ID(s)	All Courses					
Campus Section ID(s)	All Sections					
Select Dependencies						
Parent Information						
Schedule Information						
Student Information						
Grayed out resource checkboxes indicate a resync is already in progress	ss for that School & Resource Combination.					
Ed-Fi Resync						

To do this:

- 1. Navigate to the Resync tool (System Administration > Ed-Fi > Ed-Fi Tools > Resync).
- 2. Select 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 <u>Minnesota Ed-Fi Resource Preferences</u> 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 11. 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.

Event C Reporting >	Event Queue Reporting > Ed-Fi > Event Queue Q Refresh Q Process Now								
				Event Queue (0 record	s total)				
Queue Order 🜩	Queue Order + Action Type + Campus Table / Resource Action Old Data + New Data + New Data								
	н «{ <mark>1</mark> /1≫ н								
_	Ed-Fi Event Queue								

Step 12. 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 have addressed all of the underlying causes for the errors, click "Archive All Entries" on the Error Log tab (this will remove them from the list) and return to **Step 9**, (resyncing of data.

	Error Log						
Reporting 7 Ed-Fi	P Elloi Log						
Filter 🗸							
Resource/Table	Error Type	Person	School	Configuration	Details		
Res	ource Name / Ca	mpus Table I	Name			c	Count ↓
						No records available.	
Archive Selected	Entries 🔻	Retry Sele	cted Entries	• Export to	csv		
						Ed-Fi Error Log	

Step 13. Compare the Ed-Fi Information with the Data from the MARSS File

Submit your MARSS-B file and review the comparison report. Since Ed-Fi is continuously reporting and MARSS is a snapshot of data at a certain time, if you want to compare the MARRS file and Ed-Fi data, users can briefly turn off the Ed-Fi Resource Preferences to allow the MARRS file data to 'catch-up'. Districts should contact MDE directly for detailed information on the comparison report or refer to information posted on MDEs website <u>here</u>.

Step 14. Enable Data to Send Optional Demographics Information for Ed-Fi and MARSS

In order to consistently send optional demographics information for Ed-Fi and MARSS, the data must be enabled in the following areas:

A. MARRS B Extract Layout (MN State Reporting > MARSS B)

Mark the **Report Legal Identities when Provided checkbox** in order to report Demographics fields from Census > People > Identities > Active Identity > Protected Identity Information. Please refer to the <u>MARRS B Extract Layout article</u> for more information.

MARSS Extrac	MARSS Extracts ☆						
MN MARSS State Extracts	N MARSS State Extracts						
This tool will extract data otherwise choose one o	to complete the MN State-defined reporting extracts. Choose the State Format to f the several testing/debugging formats.						
Extract Options							
Extract Type	MARSS B 👻						
Extract Period	Fall v						
School Year	22-23 🗸						
Date Range	07/01/2022 - 06/30/2023 -						
Report Student Number							
Format	State Format(Fixed width) V						
Student Ad Hoc Filter							
Report Legal Identities when Provided Include Excluded Grade Levels							
	Generate Extract Submit to Batch						
	MARSS B Extract						

B. In Ed-Fi (System Administration > Ed-Fi > Ed-Fi Configuration > Resource Preferences)

Mark the **Report Legal Identities when provided checkbox** on the Students and Student Education Organization Associations resource preferences. Please see the following articles for more information:

<u>Minnesota Ed-Fi Students Resource Preferences</u>

- <u>Minnesota Ed-Fi Students Resource</u>
- Minnesota Ed-Fi Student Education Organization Associations Resource Preferences
- Minnesota Ed-Fi Student Education Organization Associations Resource

Configuration ☆	
Students (22-23 MN Ed-Fi)	
Active Report Legal Identities when provided?	
Students Resource Preferences	,
Configuration ☆	
Student Education Organization Associations (22-23 MN Ed-Fi)	
Active	
Report Legal Identities when provided?	

Students Education Organization Associations Resource Preferences