

# 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: [Minnesota Ed-Fi: Setup 22-23](#). An active [Campus ID / Campus Community account](#) 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 [Beginning of School Year Process article](#).

## 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

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

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

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)

Ed-Fi Connection Type \*

☐ Core
 ☒ State

Connection Name \*

22-23 MN Ed-Fi

School Year \*

22-23

OAuth 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 \*

60

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 \*

\*\*Provided by MDE\*\*

Client Secret \*

\*\*Provided by MDE\*\*

Test Connection

Save

Cancel

Import Certificate

Ed-Fi Connection Detail

Confirm the **OAuth URL** and the **API URL** fields are completed as shown. The fields may auto-populate with the previous year's URL information. They have changed for the 2022-2023 school year.

### 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:

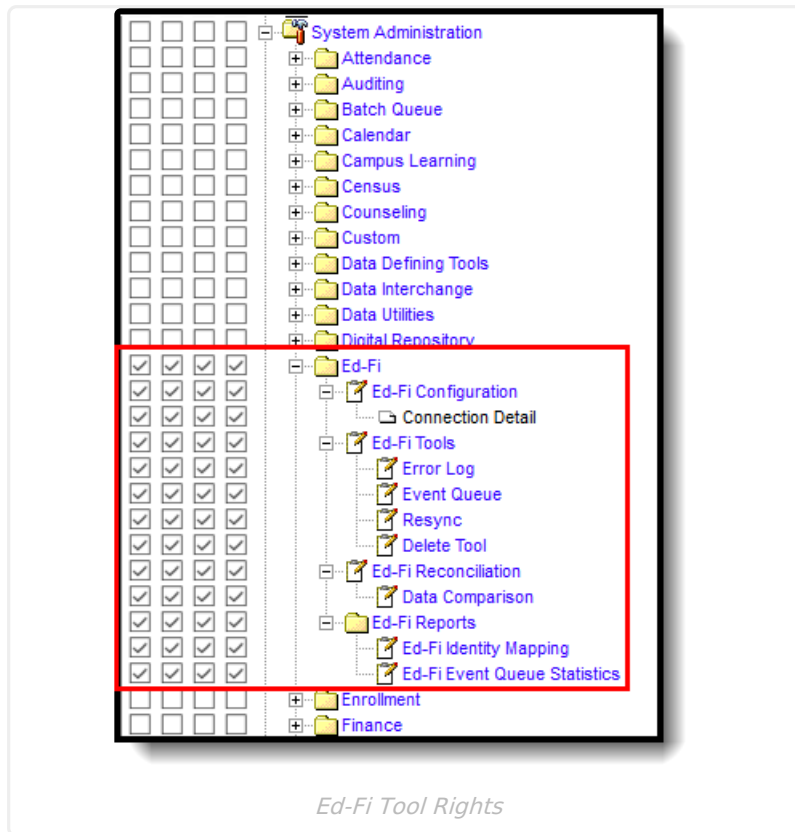
Field	Value
<b>O-Auth URL</b>	https://edfi5.education.mn.gov/api/
<b>API URL</b>	https://edfi5.education.mn.gov/api/
<b>Post-Amble</b>	data/v3/2023
<b>ID Post Amble</b>	identity/v2
<b>Timeout in Seconds</b>	This field defaults to a value of 60 seconds and determines (in seconds) the amount of time allowed 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.
<b>Client Key</b>	The Client Key will be provided by the Minnesota Department of Education.
<b>Client Secret</b>	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 [Ed-Fi Configuration article](#).
8. Click the **Save** button.

## Step 4. Set Ed-Fi Tool Rights

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 2022-2023

Make 2022-2023 the active school year within the [School Years](#) tool. If you have already set 2022-2023 as the active school year, skip to the next step.

## School Year Setup ☆

Save

Delete

New

### 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

22-23

Active

☐

MCCC Year ID

\*Start Year

2022

\*End Year

2023

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

School Year Detail

### To do this:

1. Navigate to the School Years tool (System Administration > Calendar > School Year).
2. 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 [School Years article](#) 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.

District Detail	
*Name Campus Schools	*State District Number 100
NCES DistrictID 1234567	State MN
District Contact First Name Jane	District Contact Last Name Smith
*Phone (763) 555 - 5555 x	Fax ( ) - - x
Type 01	Email 
URL infinitecampus.com	
Region Number 	Federal Tax ID 
Address 123 Main Street	
City Metro City	State MN
Zip 55555	County Anoka
Physical Address 123 Main Street	

District Detail

School Detail	
*Name Campus Elementary	*State School Number 123
NCES School Number 	Site Classification 10: Elementary (PK-6)
Standard Code (SIF StatePrd) 	CEEB Number 
Course Catalog - Master List v	External LMS Exclude <input type="checkbox"/>
*Phone (763) 555 - 7890 x	Exclude <input type="checkbox"/> Mark only on sites that should be excluded from State reporting
Fax ( ) - - x	Dual Enrollment <input type="checkbox"/>
Email 	
URL 	

School Detail

### To do this:

1. Navigate to the District Detail page (System Admin > Resources > District Information > District Detail) **AND** 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 [MDE's website](#) 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 [Minnesota Ed-Fi v3.1 - Set Resource Preferences](#) article for more information.

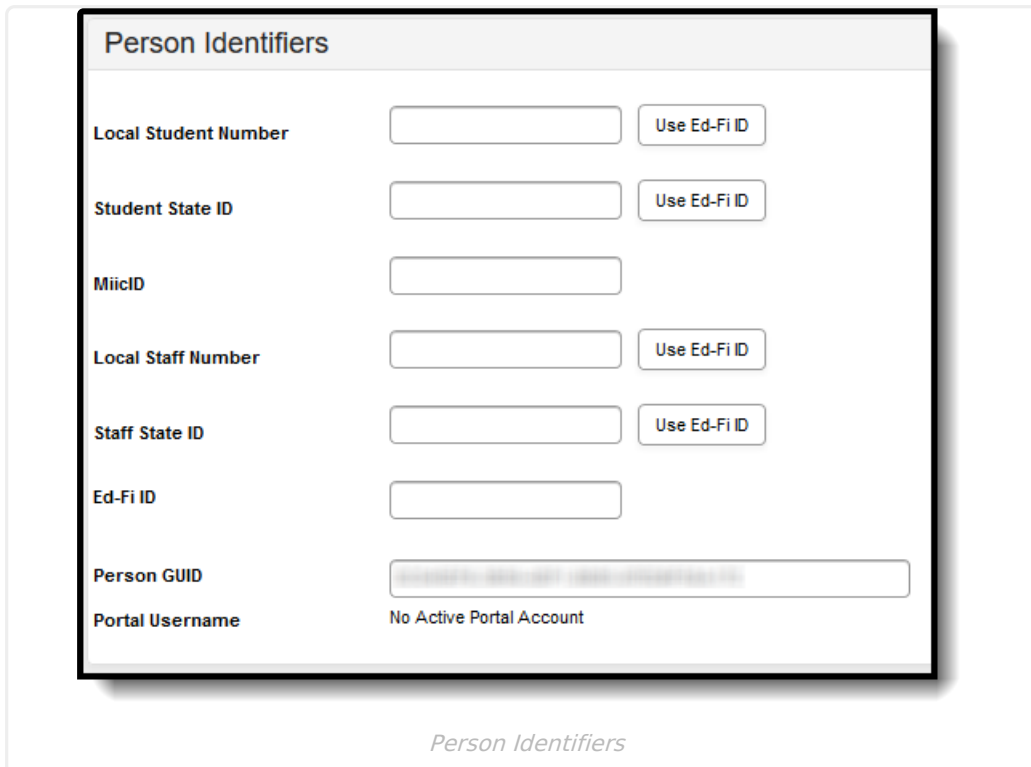
**Note:** Records are not sent if the Calendar Grade Level "Exclude from State Reporting" checkbox is selected for the grade level tied to the student's enrollment.

- 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.



**Person Identifiers**

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

*Person Identifiers*

## 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



[Minnesota Ed-Fi v3.1 - Set Resource Preferences article](#) 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 [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.

### 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 MN Ed-Fi ▼

School(s)

Campus Person ID(s)

Campus Course ID(s)

Campus Section ID(s)

All Schools  
☐

All People  
☒

All Courses  
☒

All Sections  
☒

☒ Select Dependencies

▶ ☐ Parent Information

▶ ☐ Schedule Information

▶ ☐ Student Information

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

*Ed-Fi Resync*

### To do this:

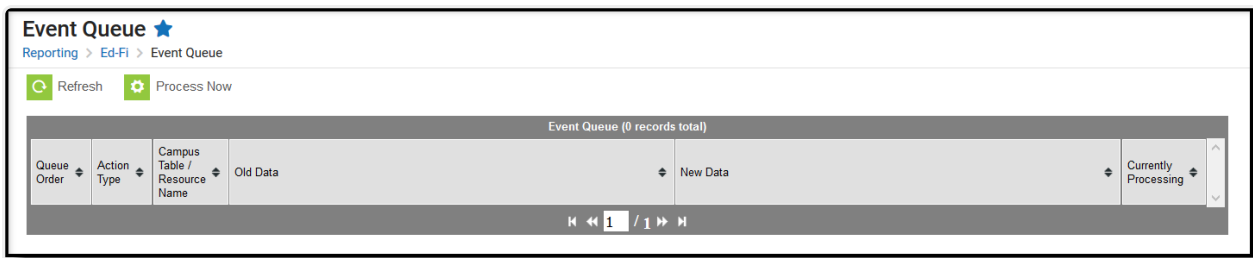
1. Navigate to the Resync tool (System Administration > Ed-Fi > Ed-Fi Tools > Resync).
2. Select the appropriate **Configuration**.
3. Select all of the Student Information resources and scope the resync to the schools you wish

to send to MDE via Ed-Fi. The options marked in the [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 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.

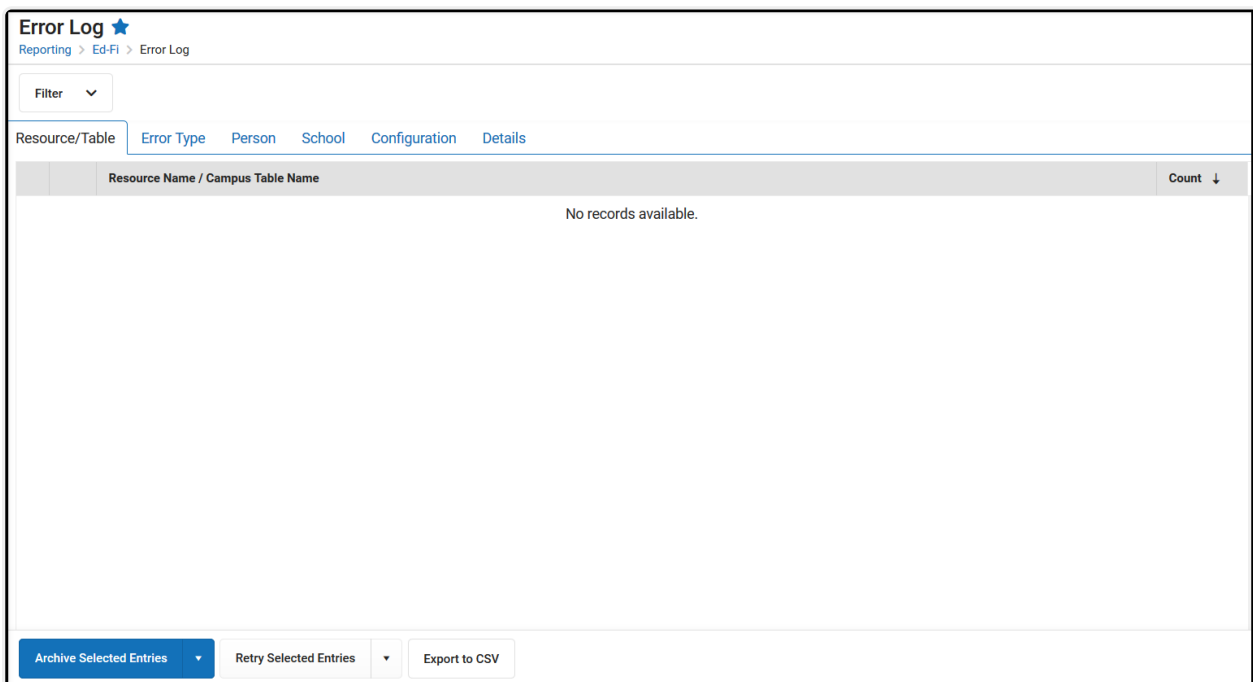


The screenshot shows the 'Event Queue' interface. At the top, there's a title 'Event Queue' with a star icon. Below it, a breadcrumb trail reads 'Reporting > Ed-Fi > Event Queue'. There are two buttons: 'Refresh' (with a circular arrow icon) and 'Process Now' (with a gear icon). The main area is a table titled 'Event Queue (0 records total)'. The table has five columns: 'Queue Order', 'Action Type', 'Campus Table / Resource Name', 'Old Data', and 'New Data'. The 'Old Data' and 'New Data' columns are currently empty. At the bottom of the table, there's a pagination bar showing '1 / 1' with navigation arrows.

*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).



The screenshot shows the 'Error Log' interface. At the top, there's a title 'Error Log' with a star icon. Below it, a breadcrumb trail reads 'Reporting > Ed-Fi > Error Log'. There's a 'Filter' dropdown menu. Below the filter, there are tabs: 'Resource/Table', 'Error Type', 'Person', 'School', 'Configuration', and 'Details'. The 'Error Type' tab is currently selected. The main area is a table with two columns: 'Resource Name / Campus Table Name' and 'Count'. The table is empty, and a message 'No records available.' is displayed in the center. At the bottom, there are three buttons: 'Archive Selected Entries' (with a dropdown arrow), 'Retry Selected Entries' (with a dropdown arrow), and 'Export to CSV'.

*Ed-Fi Error Log*

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

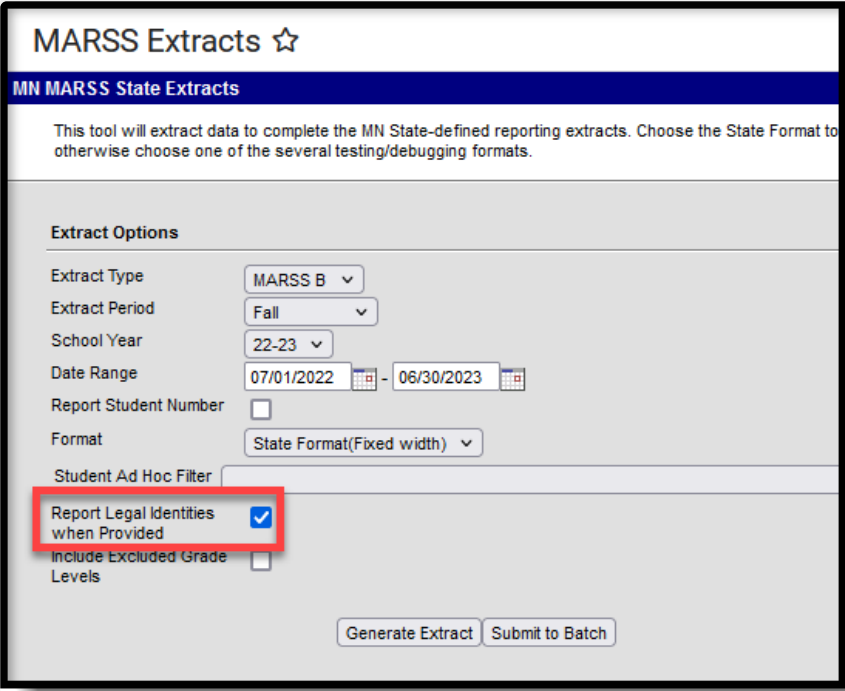
Submit your MARSS-B file and review the comparison report. Since Ed-Fi is continuously reporting and MARSS is a snapshot of data at a certain time, if you want to compare the MARRS file and Ed-Fi data, users can briefly turn off the Ed-Fi Resource Preferences to allow the MARRS file data to 'catch-up'.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

## 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 [MARRS B Extract Layout article](#) for more information.



**MARSS Extracts** ☆

**MN MARSS State Extracts**

This tool will extract data to complete the MN State-defined reporting extracts. Choose the State Format to otherwise choose one of the several testing/debugging formats.

**Extract Options**

Extract Type: MARSS B ▼

Extract Period: Fall ▼

School Year: 22-23 ▼

Date Range: 07/01/2022 - 06/30/2023

Report Student Number: ☐

Format: State Format(Fixed width) ▼

Student Ad Hoc Filter:

**Report Legal Identities when Provided** ☒

Include Excluded Grade Levels: ☐

*MARRS 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:

- [Minnesota Ed-Fi Students Resource Preferences](#)

- [Minnesota Ed-Fi Students Resource](#)
- [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*