

# MN Ed-Fi Checklist for the 2023-2024 School Year

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This article describes the steps you should take to properly move Ed-Fi to the next school year.

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 2023-2024 school year.**

Users should be on Campus.2331 during the initial setup of the configuration connection for the 23-24 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 Settings > System 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

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

Auto Post Course Fees

Days to Flag Roster Additions  Students added to a section will appear on rosters in green text for the specified number of days.

NGA Cohort Years after NCLB

**Enable Ed-Fi**

Allow access to Student Number as PIN Features

*Enable Ed-Fi*

### Step 3. Create a New Ed-Fi Configuration for 2023-2024

You will need to create a new Ed-Fi configuration for the 2023-2024 school year.

### Connection Detail (MN Integration 23-24)

**Ed-Fi Connection Type \***  
State

**Connection Name \***

**School Year \***

**OAuth URL \***

**API URL \***

**Post-Amble \***

**ID Post-Amble \***

**Timeout in Seconds \***

**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 \***

**Client Secret \***

*Minnesota Ed-Fi Connection Detail*

**To do this:**

1. Navigate to the Ed-Fi Connection Configuration tool (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** 2023-24.
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/v3/2024

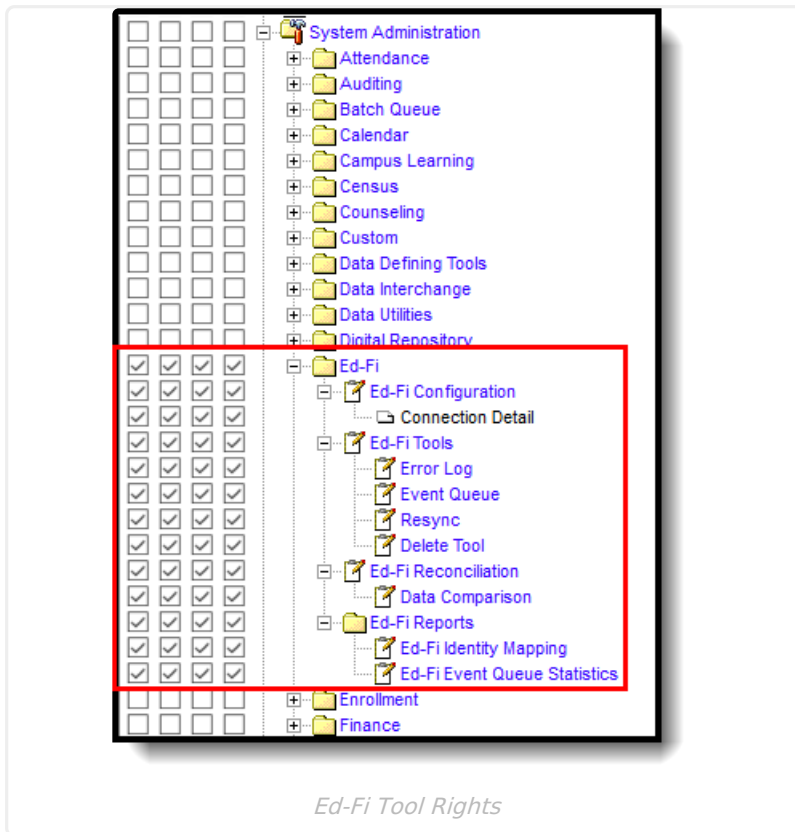
Field	Value
<b>ID Post Amble</b>	identity/v2
<b>Timeout in Seconds</b>	This field defaults to a value of 60 seconds and determines (in seconds) the amount of time allowed to pass before the connection between Campus and Ed-Fi is considered timed out and Ed-Fi events are not processed. These Ed-Fi events 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>For the 23-24 School Year the Client Key from the 22-23 School Year will be used with '2024' added to the end. For example '12345abcde2024'</b>
<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 2023-2024

Make 2023-2024 the active school year within the [School Years](#) tool. If you have already set 2023-2024 as the active school year, skip to the next step.

## School Year Setup ☆

Label	Start Year	End Year	Active
2024-25	2024	2025	
2023-24	2023	2024	X
2022-23	2022	2023	
2021-22	2021	2022	
2020-21	2020	2021	
2019-20	2019	2020	
2018-19	2018	2019	

### School Year Detail

\*Label:  Active:

MCCC Year ID:

\*Start Year:  \*End Year:

Start Date:  End Date:

School Year:

#### 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 Setup*

**To do this:**

1. Navigate to the School Years tool (System Administration > Calendar > School Year).
2. Select the 2023-2024 school year in the School Years Editor window. If the 2023-2024 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.

<b>District Detail</b>	
*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	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

<b>School Detail</b>	
*Name Campus Elementary	*State School Number 123
NCES School Number [ ]	Site Classification 10: Elementary (PK-6)
Standard Code (SIF StatePrid) [ ]	CEEB Number [ ]
Course Catalog - Master List [ ]	External LMS Exclude <input type="checkbox"/>
*Phone (763) 555-7890	<input checked="" type="checkbox"/> Exclude 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 v3.3 - 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"/>	<input type="button" value="Use Ed-Fi ID"/>
Student State ID	<input type="text"/>	<input type="button" value="Use Ed-Fi ID"/>
MiicID	<input type="text"/>	
Local Staff Number	<input type="text"/>	<input type="button" value="Use Ed-Fi ID"/>
Staff State ID	<input type="text"/>	<input type="button" value="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 v3.3 - Set Resource Preferences article](#) for more information.

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

Once the 2023-2024 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 ☆

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

School(s) All Schools

Campus Person ID(s) All People

Campus Course ID(s) All Courses

Campus Section ID(s) All Sections

Select Dependencies

- 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*

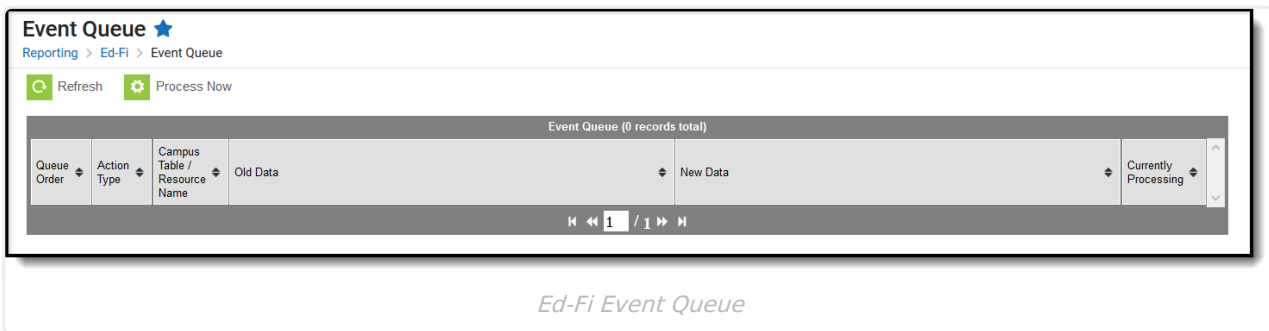
**To do this:**

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

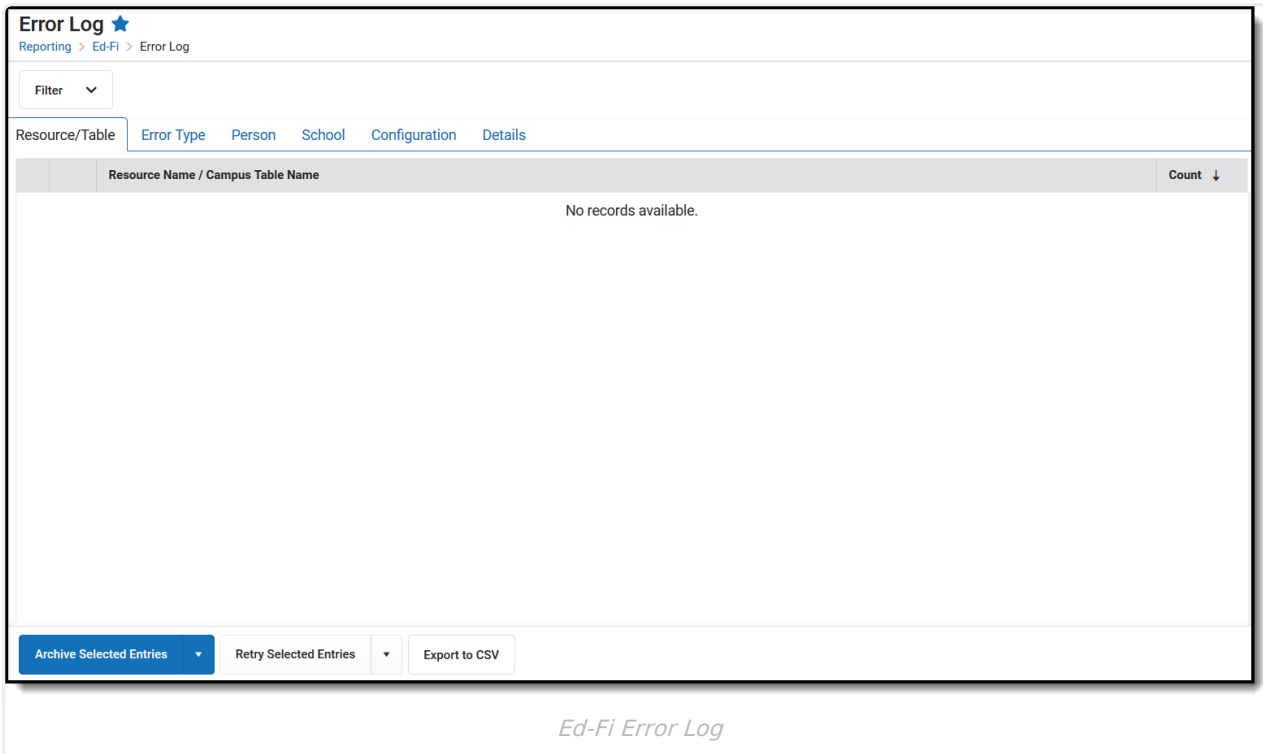
Navigate to the Event Queue (*System Administration > Ed-Fi > Ed-Fi Tools > Event Queue*). Wait until all records have processed in the Event Queue (when it reads “0 records total” as seen below). Once there are no events in the Event Queue, turn off all Resource Preferences.



The screenshot shows the 'Event Queue' interface. At the top, it says 'Event Queue' with a star icon and a breadcrumb trail: 'Reporting > Ed-Fi > Event Queue'. Below this 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 is a pagination control showing '1 / 1' with navigation arrows. Below the table, the text 'Ed-Fi Event Queue' is displayed.

## 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).



## 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 state defined file format, otherwise choose one of the several testing/debugging formats

**Extract Options**

Extract Type: MARSS B ▾

Extract Period: Fall ▾

School Year: 2023-24 ▾

Date Range: 07/01/2023 - 06/30/2024

Report Student Number:

Format: State Format(Fixed width) ▾

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:

- [Minnesota Ed-Fi Students Resource](#)
- [Minnesota Ed-Fi Student Education Organization Associations Resource](#)

## Configuration ☆

### Students (MN Integration 23-24)

Active

**Report Legal Identities when provided?**

*Students Resource Preferences*

Configuration ☆

Student Education Organization Associations (MN Integration 23-24)

Active



Report Legal Identities when provided?



*Students Education Organization Associations Resource Preferences*