

# Setup for Reporting MCCC Data via Ed-Fi

Last Modified on 10/03/2025 11:31 am CDT

Use this overview for the basic setup for reporting MCCC data via Ed-Fi. Refer to the individual resource pages for detailed information about data elements, descriptors, and reporting logic. See Reporting > Ed-Fi > Ed-Fi State Information > Minnesota Ed-Fi > [Minnesota Ed-Fi](#) in the Knowledge Base.

The list of resources relevant to MCCC can be found in step 3 'Resource Mapping' located below in this article.

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## 1. Prerequisite: Setup of new School Year

1. Follow setup for new school year <https://kb.infinitecampus.com/help/beginning-of-year-process>.
2. [MN Ed-Fi Checklist for Starting the 2025-2026 School Year](#)
3. Setup of new 25-26 Ed-Fi Configuration. Key and secret provided by MDE.

## 2. MCCC Grading Task

Create or use existing state reported grading task. Recommendation: 1 for Elem, 1 for MS, 1 for HS > transcript.

**Grading Task Detail**

**\*Name**  
MCCC MS and HS - Do NOT remove

**Abbreviation**

**Number**  
2

**Seq**  
0

**Code**

**Posts to Transcript**  
☐

**State Reported**  
☒

**Online Learning**  
☐

**External LMS Exclude**  
☐

**Final**  
☒

**Include in Report Card**  
☐

**Include in Portal**  
☐

**Archived**  
☐

**Parent Grading Task**

**Comments**

Task needs to be added to each reported course(s).

**0013 Core Math I**

Course Sections **Grading Tasks** Standards Categories Curriculum Planner Grade Calc Options Course Rules Fees Bu

Save Delete Add Copy

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only
MCCC MS and HS - Do NOT remove	High School	Mathematics	Secondary Score Group	1.000	1.000	
Quarter			Secondary Score Group		1.000	
Semester	High School	Mathematics	Secondary Score Group	1.000		

Icon Legend: Locked to Course Master Linked Course Catalog Unlocked Course Master Unlinked Course Managed

**Course Grading Task Detail**

**Grading Task**  
MCCC MS and HS - Do NOT remove

**\*Score Group**  
Secondary Score Group

**Term GPA**  
1

**Credit**  
1

**Credit Type**  
Mathematics

**Credit Overflow Override**

**Term Mask**  
☐ Term 1 ☒ Term 2 ☐ Term 3 ☐ Term 4

☐ Post-only Grading Task

## 3. Resource Mapping

### Grades (Grading Tasks)

Map each grading task for MCCC in the Ed-Fi Grades Resource.

**Grades (MN Integration 23-24)**

**Active**  
☒

**Academic Subject Descriptors**  
+

**Grade Type Descriptors**  
-

All grading periods related to removed Grading Tasks will be deleted upon clicking Save.

Grading Task	Ed-Fi Code	
MCCC Elem - Do NOT remove	FG: Final Grade	Remove
MCCC MS and HS - Do NOT remove	FG: Final Grade	Remove

Add

Click [HERE](#) for a link to Grades Resources documentation.

## Grade Levels

Grade Levels (MN Integration 23-24)

Grade Level Descriptors

Grade Level Name	Ed-Fi Code
06	6: Grade 6
07	7: Grade 7
08	8: Grade 8
09	9: Grade 9
10	10: Grade 10
11	11: Grade 11
12	12: Grade 12

Click [HERE](#) for a link to Grade Levels Resources documentation.

## Grading Periods

Robbinsdale Armstrong High School

2023-24 Robbinsdale Armstrong | Main | Terms

Terms: Q1 09/05/2023 - 11/03/2023 | Q2 11/06/2023 - 01/19/2024 | Q3 01/22/2024 - 03/29/2024 | Q4 04/01/2024 - 06/07/2024

Grading Task	Grading Period Descriptor	Sequence	Start Date	End Date
MCCC MS and HS - Do NOT remove	First Semester: First Semester	1	09/05/2023	01/19/2024
MCCC MS and HS - Do NOT remove	Second Semester: Second Semester	2	01/22/2024	06/06/2024

Click [HERE](#) for a link to Grading Periods Resources documentation.

## Calendars

Map Calendars to Ed-Fi Code(s). **If unsure which code to use, please check with MDE which Ed-Fi Calendar Code Descriptor should be used for state reported calendars in 24-25 and later.** Calendars need to have instructional days marked as School Day, Instruction, Attendance

Day Detail

Date: 08/01/2023 Day #: 22

Period Schedule: 1

School Day	Instruction	Attendance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Start Time:  End Time:  Duration: 0

Comments:

Calendars (MN Integration 23-24)

Active ☒

Calendar Type Descriptors

Calendar Type	Ed-Fi Code
A: Alternative	MARSS-A: MARSS-A
B: Homebound	
H: Homeschool	
I: Instructional	MARSS-A: MARSS-A
O: Other	
R: Residential	
S: Summer School	MARSS-A: MARSS-A
X: Outside District	

Click [HERE](#) for a link to Calendars Preferences documentation.

## Class Periods

If applicable – only needs to be filled out for reporting non-instructional periods). Class Period Type Descriptor defaults to report ‘During School’.

Class Periods (MN Integration 23-24)

Active ☒

Class Period Type Descriptors

Use the filters to select the Schools, Calendars, Schedule Structures, and Period Schedules for which you would like to save mappings, and then use the fill area to fill the time periods and descriptors in, or edit each time period and descriptor.

Filter

School

Calendars

Schedule Structures

Period Schedules

Fill

Start Time	End Time	Class Period Type Descriptor
Start Time...	End Time...	
Start Time...	End Time...	
Start Time...	End Time...	AS: AFTER_SCHOOL
		BS: BEFORE_SCHOOL
		ES: EVENING_SCHOOL

Fill Clear

Click [HERE](#) for a link to Class Periods Preferences documentation.

## Courses

Auto-mapped – Course need 5 digit numeric state code, exclude courses that should not report to MDE via the ‘State Exclude’ box on the course editor.

Courses (MN Integration 23-24)	
Active	<input checked="" type="checkbox"/>
Assessment Tool Descriptors	+
Course Level Type Descriptors	+
Curriculum Used Descriptors	+
Early Education Course Location Descriptors	+
Implementation Status Descriptors	+
Standard Addressed Descriptors	+

Click [HERE](#) for a link to Courses Preferences documentation.

## Course Offerings

Auto-mapped

Course Offerings (MN Integration 23-24)	
Active	<input checked="" type="checkbox"/>
Implementation Status Descriptors	+
Instructional Approach Descriptors	+
Site Based Initiative Descriptors	+

Click [HERE](#) for a link to Course Offerings Preferences documentation.

## Sections

Auto-mapped

Sections (MN Integration 23-24)	
Active	<input checked="" type="checkbox"/>
Instructional Delivery Mode Descriptors	+
Instructional Languages Override	+
Medium of Instruction Descriptors	+

Click [HERE](#) for a link to Sections Preferences documentation.

## Sessions

Robbinsdale Armstrong High School	
TERM DETAIL	ED-FI CODE
2023-24 Robbinsdale Armstrong   Main   Q1 09/05/2023 - 11/03/2023	First Quarter: First Quarter ▼
2023-24 Robbinsdale Armstrong   Main   Q2 11/06/2023 - 01/19/2024	Second Quarter: Second Quarter ▼
2023-24 Robbinsdale Armstrong   Main   Q3 01/22/2024 - 03/29/2024	Third Quarter: Third Quarter ▼
2023-24 Robbinsdale Armstrong   Main   Q4 04/01/2024 - 06/07/2024	Fourth Quarter: Fourth Quarter ▼

Click [HERE](#) for a link to Sessions Preferences documentation.

## Teachers - Staff Section Associations

Primary Teacher of the section

Prerequisite: Ed-Fi ID = File Folder Number and indicator 'Teacher of Record'

Staff Section Associations (MN Integration 23-24)

Active

☒

Classroom Position Descriptors

Teacher Role	Ed-Fi Code
TR: Teacher of Record	TOR: Teacher of Record ▼
NR: Not State Reported	▼

Show Inactive

Click [HERE](#) for a link to Staff Section Associations documentation.

## Section Rosters - Student Section Associations

Auto-mapped to Ed-Fi Descriptors

Student Section Associations (MN Integration 23-24)

Active

☒

Implementation Status Descriptors

+

Instructional Approach Descriptors

+

Section Enrollment Type Descriptors

+

Site Based Initiative Descriptors

+

Click [HERE](#) for a link to Student Section Association documentation.

## 4. Other Considerations

1. Issue: Courses marked state exclude still report to MDE.
  1. **Check if the course master was marked as state excluded and has been pushed down to schools. If a course is marked as not state reported it should not be reporting to MCCC.**
  2. **Please double check data. Uncheck 'state report exclude' and recheck > save. A resync for all schedule related data including courses for this school should be performed as well.**
2. Best practice for entering the state code for the course is to NOT enter a leading zero. Local Course numbers should also not begin with a zero or a letter or special character.
3. The days for term start and end dates must be marked as instructional (in addition to school / attendance day). **For example, if the last instructional day of Term1 falls on a Friday, then the start date of Term 2 should be the following Monday (not Saturday).'**
4. **Terms and periods need to have all information entered. Periods ALWAYS need start and end time. Courses/Sections or Periods cannot be responsive.**
5. For MCCC each reported period needs the start and end time filled in, if state reported courses are scheduled into it.

Calendar   Grade Levels   Schedule Structure   Terms   **Periods**   Days   Overview

Save Period Schedules   New Period Schedule   Delete Period Sched/Periods   Copy

**Period Schedule Info**

*Name	*Sequence	Exception/Special Day	Instructional Minutes	School Day
Main	1	<input type="checkbox"/>	360	380

**Period Info**

*Name	*Sequence	Start Time	End Time	Lunch Time	Non-Instructional	Responsive
X AM	1	09:30 AM	12:45 PM	20	<input type="checkbox"/>	<input type="checkbox"/>
X PM	2	12:45 PM	03:50 PM	0	<input type="checkbox"/>	<input type="checkbox"/>
X LA	3			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X MATH	4			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X SCIENCE	5			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X SOC ST	6			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X ART	7			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X PE	8			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X MUSIC	9			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X MEDIA	10			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>
X OTHER	11			0	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add Period

Instructional Minutes Preference for 22-23 School Year

Any district attempting to submit MCCC data needs to be on the most recent version of Campus.