

# Tennessee Ed-Fi Start-Up Checklist 2024-2025

Last Modified on 04/29/2025 2:06 pm CDT

Tool Search: Ed-Fi

This article describes the steps you should take in order to set up Ed-Fi.

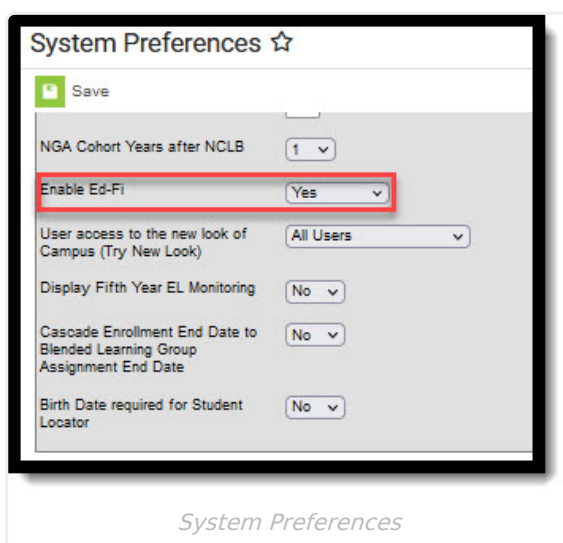
## Step 1. Update to the most recent version of Campus

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 current 2024-2025 school year.**

## Step 2. Enable Ed-Fi functionality

Enable Ed-Fi functionality via the Enable Ed-Fi system preference (**Classic View:** System Administration > Preferences > System Preferences > Enable Ed-Fi; **New Look:** System Settings > System Preferences > System Preferences).

- **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.



# Step 3. Create A New Ed-Fi Configuration for 2024-2025

You will need to create a new Ed-Fi configuration for the **2024-2025** school year.

Configuration ☆

Connection Detail (24-25)

Ed-Fi Connection Type \*

State

Connection Name \*

24-25

School Year \*

24-25 ▼

OAuth URL \*

https://uat-edfi-ods-api.tneducation.net:

API URL \*

https://uat-edfi-ods-api.tneducation.net:

Post-Amble \*

/data/v3/2025

ID Post-Amble \*

/identity/v2/2025

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 \*

Client Secret \*

Test Connection

Connection Detail

## To do this:

1. Navigate to the Ed-Fi Connection Configuration tool.
  - **New Look:** Reporting > Ed-Fi > Configuration > Connection
2. Select **New**.
3. Select the **Connection Type**, options are Core or State.
4. Enter a **Connection Name**.
5. Select a **School Year**.

6. Enter the following values:

Field	Value
<b>Ed-Fi Connection Type</b>	State
<b>O-Auth URL</b>	https://edfi-ods-api.tneducation.net
<b>API URL</b>	https://edfi-ods-api.tneducation.net
<b>Post-Amble</b>	/data/v3/2025
<b>ID Post0Amble</b>	/identity/v2/2025
<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 Tennessee Department of Education.
<b>Client Secret</b>	The Client Secret will be provided by the Tennessee 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](#).

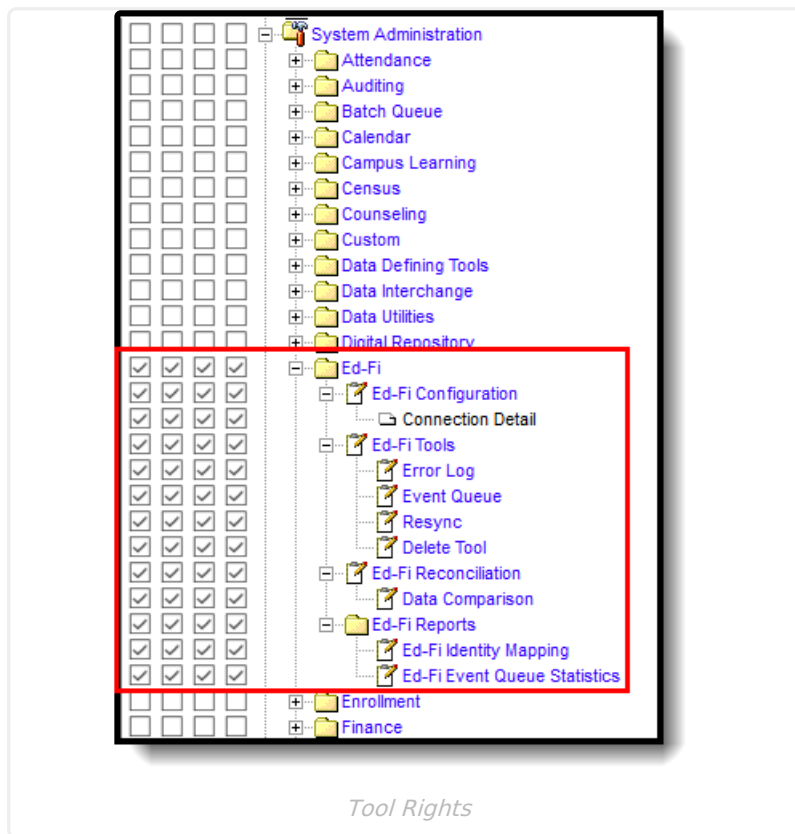
8. Click the **Save** button.

## Step 4. Set Ed-Fi Tool Rights

Set the Ed-Fi Tool Rights.

- **Classic View:** System Administration > User Security > Users/User Groups > Tool Rights
- **New Look:** User Management > User Groups > Add User Group

Review the [Ed-Fi Tool Rights article](#) for more information.



## Step 5. Set Resource Preferences

Set all Resources to 'Off' and map the Ed-Fi Codes to Campus Codes via the Resource Preferences in:

- **New Look:** Reporting > Ed-Fi > Configuration > Resource Preferences

## Step 6. Assign Ed-Fi IDs

Assign Student Ed-Fi IDs via Census > People > Demographics > Person Identifiers. See the [Enter Ed-Fi ID article](#) for more information.

Batch IDs using the State ID tool is not currently supported. Only the Ed-Fi ID Locator tool is needed in TN.

Person Identifiers

Local Student Number

Use Ed-Fi ID

Student State ID

Use Ed-Fi ID

Local Staff Number

Use Ed-Fi ID

Staff State ID

Use Ed-Fi ID

Ed-Fi ID

Get Ed-Fi ID

Student PIN

Person GUID

Portal Username

No Active Portal Account

Person Identifiers - Ed-Fi ID

## Step 7. Toggle Resource Preferences to On

Toggle Resources to 'On' in Resource Preferences once all data setup is complete.

- Reporting > Ed-Fi > Configuration > Resource Preferences


## Step 8. Do an Ed-Fi Resync for the 2024-2025 Scope Year

Now that the **2024-2025 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  
test ▼

School(s)  
Choose School(s)

All Schools  
☐

Campus Person ID(s)

All People  
☒

Campus Course ID(s)

All Courses  
☒

Campus Section ID(s)

All Sections  
☒

☐ Select Dependencies

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

Ed-Fi Resync

### To do this:

- Go the Resync tool.
  - New Look:** Reporting > Ed-Fi > Resync
- Select the appropriate **Configuration**.
- Select the resources to resync.
- Once data sets have been marked and you are ready to resync, select the **Start Resync** button.

## Step 9. Review the Event Queue

Navigate to the 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.

- New Look:** Reporting > Ed-Fi > Event Queue

**Event Queue** ★

Reporting > Ed-Fi > Event Queue

Refresh Process Now

Event Queue (0 records total)				
Queue Order	Action Type	Campus Table / Resource Name	Old Data	New Data
				Currently Processing

1 / 1

Event Queue

## Step 10. Review the Error Log

Navigate to the Error Log. Review the Error Log and note any errors that exist. When you feel like you've addressed all of the underlying causes for the errors, click "Archive All Entries" on the Error Log tab (which will remove them from the list) and return to **Step 8**, retrying the resync of data.

- **New Look:** Reporting > Ed-Fi > Error Log

**Error Log** ★

Reporting > Ed-Fi > Error Log

Filter

Resource/Table Error Type Person School Configuration Details

Resource Name / Campus Table Name	Count
No records available.	

Archive Selected Entries Retry Selected Entries Export to CSV

Ed-Fi Error Log