

New Mexico Ed-Fi Checklist for Starting the 2024-2025 School Year

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Tool Search: Ed-Fi

This article describes the steps you should take in order to properly move Ed-Fi to the 2024-25 school year. This article also contains general recommendations for processes to complete at the beginning of the 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 current school year.**

Step 2. Create a New Ed-Fi Configuration for 2024-25

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

Connection Detail (24-25 School Year)

Ed-Fi Connection Type *

State

Connection Name *

24-25 School Year

School Year *

24-25

OAuth URL *

https://edfi.ped.state.nm.us/v5.4.0_NM_Production/WebApi/

API URL *

https://edfi.ped.state.nm.us/v5.4.0_NM_Production/WebApi/

Post-Amble *

data/v3

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 (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
Ed-Fi Connection Type	State
O-Auth URL	https://edfi.ped.state.nm.us/v5.4.0_NM_Production/WebApi/
API URL	https://edfi.ped.state.nm.us/v5.4.0_NM_Production/WebApi/

Field	Value
Post- Amble	data/v3/
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 New Mexico Department of Education.
Client Secret	The Client Secret will be provided by the New Mexico 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.

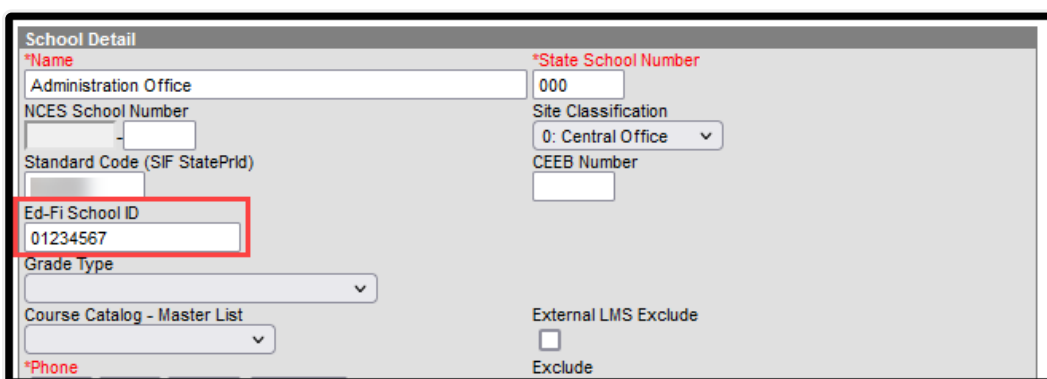
Step 3. Set Ed-Fi Tool Rights

Set the Ed-Fi Tool Rights via User Management > User Accounts > Tool Rights.

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

Step 4. Add Ed-Fi School ID

In order to send data in Ed-Fi, the 'School' needs an Ed-Fi School ID. For the Administration Office, enter the District Entity ID in the Ed-Fi School ID field if not previously done.



The screenshot shows the 'School Detail' form. The 'Ed-Fi School ID' field is highlighted with a red box and contains the value '01234567'. Other fields visible include: *Name (Administration Office), *State School Number (000), NCEC School Number, Standard Code (SIF StatePrid), Site Classification (0: Central Office), CEEB Number, Grade Type, Course Catalog - Master List, *Phone, and External LMS Exclude (unchecked).

School Detail

Step 5. Set Resource Preferences

Set all Resources to 'Off' and map the Ed-Fi Codes to Campus Codes via the Resource Preferences in Reporting> Ed-Fi > Configuration > Resource Preferences. Some Resource Preferences are

auto-mapped and do not need to be set.

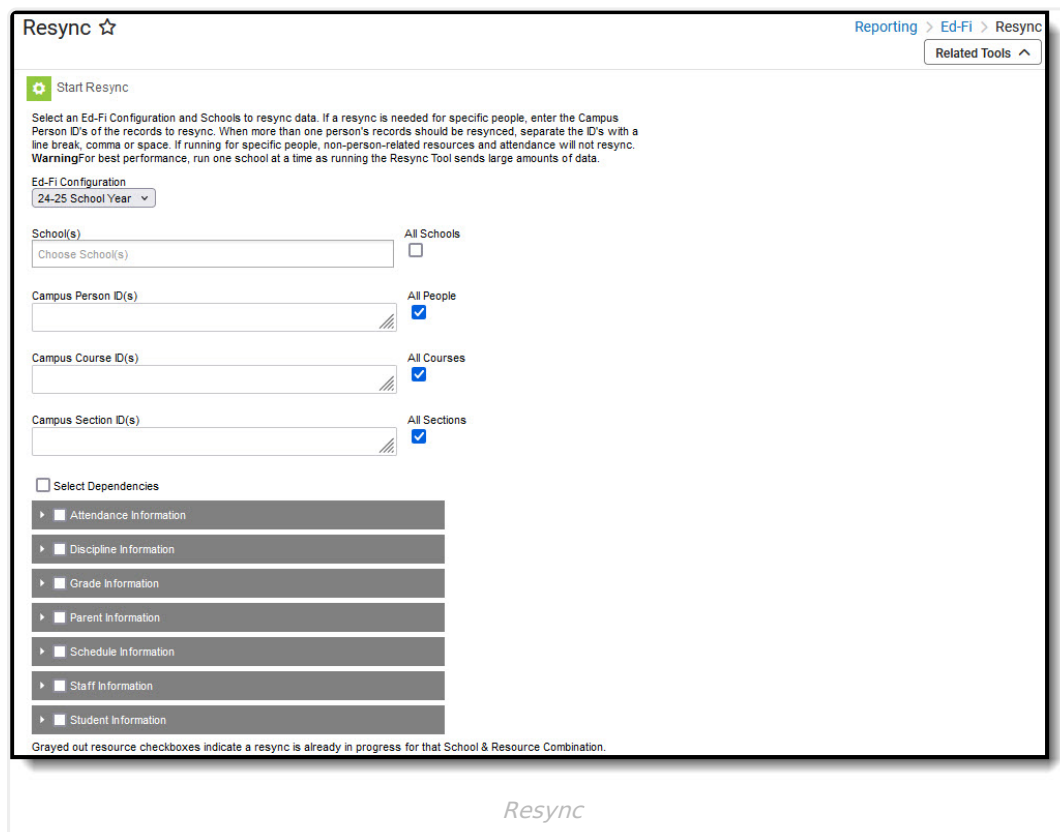
Step 6. Toggle Resource Preferences to On

Toggle Resources to 'On' in Resource Preferences in Reporting > Ed-Fi > Configuration > Resource Preferences once all data setup is complete.

Step 7. Perform an Ed-Fi Resync for the Scope Year

Now that the 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.



The screenshot shows the 'Resync' tool interface. At the top, there is a breadcrumb trail: 'Reporting > Ed-Fi > Resync'. Below this, there is a 'Start Resync' button. A warning message states: '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.' Below the warning, there is a dropdown menu for 'Ed-Fi Configuration' set to '24-25 School Year'. There are four input fields for 'School(s)', 'Campus Person ID(s)', 'Campus Course ID(s)', and 'Campus Section ID(s)', each with a corresponding 'All' checkbox. The 'All' checkboxes for 'All People', 'All Courses', and 'All Sections' are checked. Below these fields, there is a 'Select Dependencies' section with a list of checkboxes for 'Attendance Information', 'Discipline Information', 'Grade Information', 'Parent Information', 'Schedule Information', 'Staff Information', and 'Student Information'. A note at the bottom states: 'Grayed out resource checkboxes indicate a resync is already in progress for that School & Resource Combination.'

To do this:

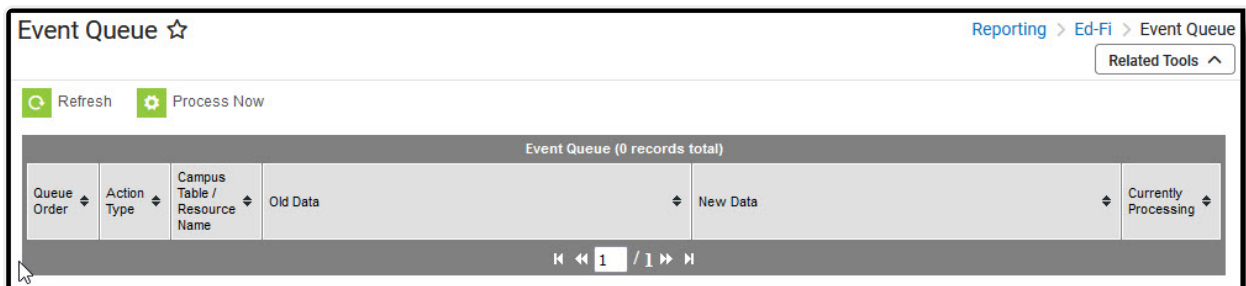
1. Navigate to the Resync tool (*Reporting > Ed-Fi > Resync*).
2. Select the appropriate **Configuration**.
3. Select the resources to resync.

Campus highly recommends using the order of resync detailed on the [New Mexico Recommended Resync Page](#).

- Once data sets have been marked and you are ready to resync, select the **Start Resync** button.

Step 8. Review the Event Queue.

Navigate to the Event Queue (*Reporting > Ed-Fi > Event Queue*). Wait until all records have been 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 breadcrumb trail: 'Reporting > Ed-Fi > Event Queue'. Below this, there are two buttons: 'Refresh' (with a circular arrow icon) and 'Process Now' (with a gear icon). To the right of these buttons is a 'Related Tools' link with a dropdown arrow. 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'. Below the table, there is a pagination bar showing '1 / 1' with navigation arrows.

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

Ed-Fi Event Queue

Step 9. Review the Error Log

Navigate to the Error Log (*Reporting > Ed-Fi > 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 7**, retrying the resync of data.

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.

Beginning of New 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](#).