

# MN Ed-Fi Checklist for the 2024-2025 School Year

Last Modified on 10/31/2024 6:48 am CDT

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

For a general checklist of activities that should be performed at the beginning of a new school year 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

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 2024-2025 school year.**

### 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 can 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 before 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 Race/Ethnicity Determination for:	<input type="text" value="No one"/>	If the Required flag is selected for any of the Race/Ethnicity fields in the Attribute/Dictionary, that field will be required regardless of the System Preference setting.
Enable Attendance Auditing	<input type="text" value="Yes"/>	
Flag Health Conditions	<input type="text" value="Yes"/>	
Default Health Conditions	<input type="text" value="ICD-10 Conditions"/>	
Learner Planning Copy Plan	<input type="text" value="Only allow copy of a locked plan"/>	
Require Employment record for District Assignment	<input type="text" value="Yes"/>	
Batch Queue Expiration Days	<input type="text" value="10"/>	Automatically delete batch queue jobs older than this many days or leave blank to never delete.
Autopay Fees with Surplus Balance	<input type="text" value="No"/>	
Auto Post Course Fees	<input type="text" value="Yes"/>	
Days to Flag Roster Additions	<input type="text" value="15"/>	Students added to a section will appear on rosters in green text for the specified number of days.
NGA Cohort Years after NCLB	<input type="text" value="2"/>	
Enable Ed-Fi	<input type="text" value="No"/>	
User access to the new look of Campus (Try New Look)	<input type="text" value="All Users"/>	

*Enable Ed-Fi*

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

You must create a new Ed-Fi configuration for the 2024-2025 school year.

### Connection Detail (New Configuration)

**Ed-Fi Connection Type \***

Core  
 State

**Connection Name \***

24-25 MN

**School Year \***

2024-25

**OAuth URL \***

https://edfi5.education.mn.gov/api/

**API URL \***

https://edfi5.education.mn.gov/api/

**Post-Amble \***

data/v3/2025

**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

*Connection Detail*

**To do this:**

1. Navigate to the Ed-Fi Connection Configuration tool (*Reporting > Ed-Fi > Configuration*).
2. Click the **New** button. The Connection Detail editor will appear.
3. Select the **Connection Type**; the options are Core or State.
4. Enter the **Connection Name**.
5. Select the **School Year** 2024-25.
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/v3/2025

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 24-25 School Year the Client Key from the 23-24 School Year will be used with '2025' added to the end. For example '12345abcde2025'</b>
<b>Client Secret</b>	The Client Secret will be provided by the Minnesota Department of Education. <b>For the 24-25 School Year the same Client Secret that was used in 23-24 can be used.</b>

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

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

Tool Rights ☆ User Management > User Groups > Tool Rights

Secretaries Related Tools ▾

▶ Insights	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ My Account	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▼ Reporting	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Ad Hoc Reporting	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Civil Rights Data Collection (CRDC)	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Data Validation	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▼ <b>Ed-Fi</b>	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Configuration	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Connection Detail	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Data Comparison	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Delete Tool	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Error Log	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Event Queue	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Event Queue Statistics Report	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Identity Mapping Report	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
Resync	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> Read	<input checked="" type="checkbox"/> Write	<input checked="" type="checkbox"/> Add	<input checked="" type="checkbox"/> Delete
▶ MN State Reporting	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ Scheduling & Courses	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete
▶ School & District Settings	<input type="checkbox"/> All	<input type="checkbox"/> Read	<input type="checkbox"/> Write	<input type="checkbox"/> Add	<input type="checkbox"/> Delete

Add User Group

User Group Information

Calendar Rights

Membership Summary

**Tool Rights**

*Ed-Fi Tool Rights*

## Step 5. Update the Active Year to 2024-2025

Make 2024-2025 the active school year within the [School Year Setup](#) tool. If you have already set 2024-2025 as the active school year, skip to the next step.

## School Year Setup ☆

School Year Editor			
Label	Start Year	End Year	Active
28-29	2028	2029	
27-28	2027	2028	
26-27	2026	2027	
25-26	2025	2026	
24-25	2024	2025	X
23-24	2023	2024	
22-23	2022	2023	

School Year Detail	
*Label	Active
24-25	<input checked="" type="checkbox"/>
MCCC Year ID	
*Start Year	*End Year
2024	2025
Start Date	End Date
06/29/2024	06/29/2025
School Year	<input type="button" value="Load Preference From Previous Year"/> <input type="button" value="Reset Default Preference"/>
<b>Instructional Minutes Preference</b>	
<input checked="" type="checkbox"/>	Exclude non-instructional periods
<input checked="" type="checkbox"/>	Exclude non-instructional minutes
<input checked="" type="checkbox"/>	Exclude time gaps between periods
<b>School Day Minutes Preference</b>	
<input checked="" type="checkbox"/>	Exclude non-instructional periods
<input type="checkbox"/>	Exclude non-instructional minutes <input type="text"/> Max non-instructional minutes per period
<input type="checkbox"/>	Exclude time gaps between periods <input type="text"/> Max non-instructional minutes for period gaps

School Year Setup

### To do this:

1. Navigate to the School Year Setup tool (*Scheduling & Courses > Calendar Setup > School Year Setup*).
2. Select the 2024-2025 school year in the School Years Editor window. If the 2024-2025 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 Year Setup 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*

*School Detail*

**To do this:**

1. Navigate to the District Detail page (*School & District Settings > District > District Information > District Detail*) **AND** the School Detail page (*School & District Settings > Schools > School Information > School Detail*).
2. Verify that the State District Number, District Type, School Number, and Site Classification

are correct. The Minnesota Department of Education assigns this information. 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 (*Reporting > 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" value="171900001"/>	<input type="button" value="Use Ed-Fi ID"/>
Student State ID	<input type="text" value="0000171900001"/>	<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" value="0000171900001"/>	
Person GUID	<input type="text" value="0A586F90-B6F1-47C1-8967-1A8A2358D563"/>	
Portal Username	student1 <a href="#">(Reset Password)</a>	

*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 2024-2025 Scope Year

Once 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

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.

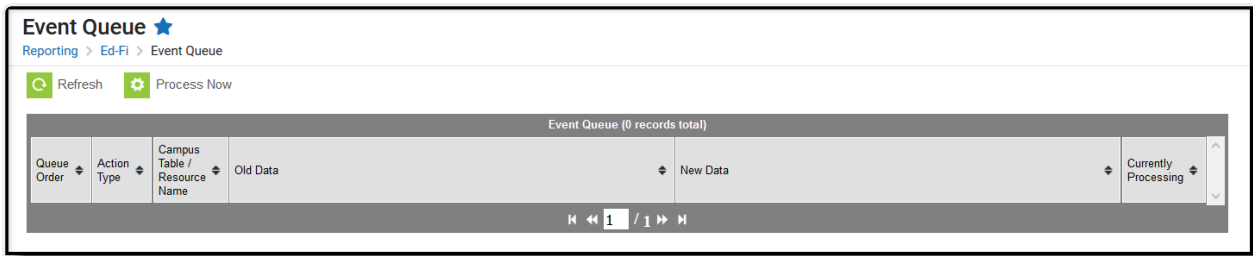
Resync

**To do this:**

1. Navigate to the Resync tool (*Reporting > Ed-Fi > 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

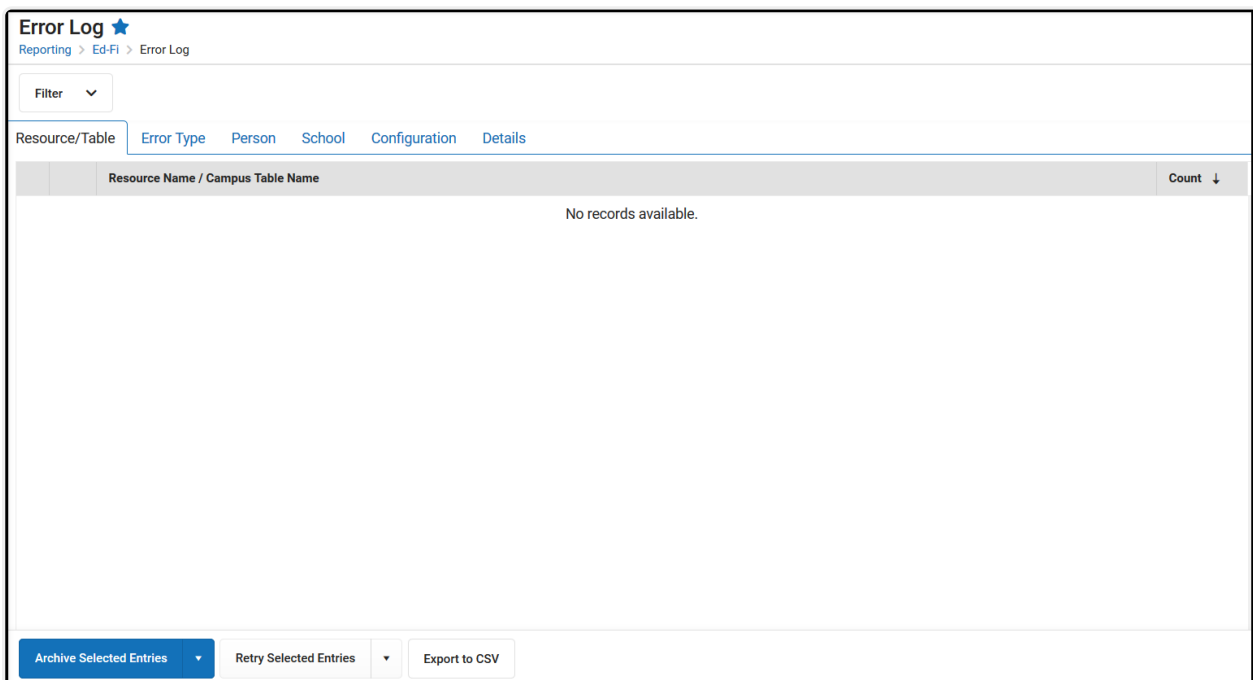
Navigate to the Event Queue (*Reporting > Ed-Fi > Event Queue*). Wait until all records have been processed (when it reads "0 records total," as seen below). Once there are no events in the Event Queue, turn off all Resource Preferences.



*Ed-Fi Event Queue*

## Step 12. 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 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).



*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.

The screenshot shows the 'MARSS Extracts' interface. Under the 'Extract Options' section, the 'Report Legal Identities when Provided' checkbox is checked and highlighted with a red box. Other options include 'Extract Type' set to 'MARSS B', 'Extract Period' set to 'Fall', 'School Year' set to '2023-24', and 'Date Range' from '07/01/2023' to '06/30/2024'. The 'Format' is set to 'State Format(Fixed width)'. There are 'Generate Extract' and 'Submit to Batch' buttons at the bottom.

### B. In Ed-Fi (*Resources > 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](#)