

# MN Ed-Fi - Direct Pay PSEO Setup

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The following guide will help you determine what needs to be done and identify the ramifications of the available options for setting up Direct Pay PSEO for reporting in Minnesota.

## Step 1 - Set up the Ed-Fi Configuration

If it hasn't already been done, set up the current school year's Ed-Fi Configuration. Key and Secret are provided by MDE.

Pro Tip #1: Only the following resources should be moved to 'ON': **Calendars** & all applicable **Student Information resources**.

Grade Lvl's 1st! Everyone forgets to map the Grade Levels.

Ideally, Calendars and all of the Resources under the Student Information section should be in the 'ON' position until the DP-PSEO and MCCC Reporting nuances are completed on your data.

Resource Preferences Turned On.

## Step 2 - Create a DP-PSEO Grading Task

If it hasn't already been done, create a Grading Task specifically for DP-PSEO Courses.

- Please note that the Task must be marked State Reported & Final.
- Additionally, notice the 'Code' field must contain '**COLLEGE CREDIT**'.

The image shows a 'Grading Task Detail' form. The 'Name' field contains 'MCCC PSEO'. The 'Code' field contains 'COLLEGEGR'. The 'State Reported' checkbox is checked. The 'Final' checkbox is checked. The 'Code' field and the 'State Reported' and 'Final' checkboxes are highlighted with red boxes.

*Grading Task Detail*

## Step 3 - Map the Grades and Grading Periods Resources

Navigate back into the Ed-Fi Configuration Resource Preferences to update the mapping for the Grades and Grading Periods resources.

- First, navigate to the Grade Type Descriptors section in the Grades Resource. Using the dropdown for 'Grading Task', find the Grading Task created in Step 2. Map that Grading Task to the MDE Ed-Fi Code:

The image shows the 'Grades Resource Preferences' form. The 'Grading Task' dropdown is set to 'MCCC PSEO' and the 'Ed-Fi Code' dropdown is set to 'FG: Final Grade'. A red arrow points to the '+' button next to the 'Grade Type Descriptors' section.

*Grades Resource Preferences*

- Next, the Grading Periods resource needs to be mapped. Most PSEO courses occur for an entire Semester.

**Grading Periods**

Active

Use filter options to display a school or group of schools to create Grading Periods for. Only Grading Task that are mapped to a Grade Type Descriptor in the [Grades Resource Preferences](#) will appear in the Grading Task droplist.

Grading Period Descriptors

Filter

School  Calendars  State

Term Schedules  Grade Levels

Fill

Grading Task	Grading Period Descriptor	Sequence	Start Date	End Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	MM/DD/YYYY <input type="text"/>	MM/DD/YYYY <input type="text"/>

Fill

\*\*\* 001

25-26 \*\*\* 001 Main | Quarters Secondary

Terms: Q1 08/25/2025 - 10/10/2025 | Q2 10/13/2025 - 12/05/2025 | Q3 12/08/2025 - 03/13/2026 | Q4 03/16/2026 - 05/21/2026

Grading Task	Grading Period Descriptor	Sequence	Start Date	End Date
MCCC PSEO	First Semester: First Semester	1	08/25/2025	12/05/2025
MCCC PSEO	Second Semester: Second Semester	2	12/08/2025	05/21/2026

Grading Periods Resource Preferences

Selecting your High School(s) will filter the schools down.

This example shows a HS calendar that is on Quarters. However, the grades will be submitted for DP PSEO on a Semester basis.

The Grading Periods resource will allow you to choose BOTH quarters and semesters if needed.

## Step 4 - Course Setup

This is the part of the setup where many questions arise. Here are the parts that MUST be present:

- The course must be active and NOT marked 'State Report Exclude'.
- The *State Code* should mirror the SCED Code. Often it is '23010', however, if there is a more applicable code; please use that code.
- Three checkboxes must be checked: *Ed-Fi Term Descriptor Override*, *High School Credit*, and *College Place Holder*.
- The Transcript checkbox can be selected when the course is intended to have the score, credit amount, and GPA weight (as defined in the traditional grading task setup) posted to the transcript.
- The following are 'fields' on the Course in the State Reporting area:
  - Section Enrollment Type dropdown must = '*DP: PSEO Direct Pay*'
  - College Code = the code of the college from Appendix D of the Minnesota Common Course Catalog Data Manual (Pro Tip: use the MDEORG ID)
  - College Course Code = the course code from the college
  - College Course Credit = the number of credits the college will award for the course

Pro Tip #1: Use consistent numbering and/or naming conventions of the PSEO courses. This helps when doing any kind of data analysis or cleanup.

Pro Tip #2: **It is NOT necessary to include the words, "-DirectPay" in the title of the course.** Campus automatically appends the name of your course with those words when the Section Enrollment Type dropdown = '*DP: PSEO Direct Pay*'. (See the [Courses](#) documentation for a comprehensive explanation)

State Defined

State Report Exclude:  Ed-Fi Term Descriptor Override:  Type: \_\_\_\_\_

Name: \_\_\_\_\_ High School Credits:  Instruction Method / EE Location: \_\_\_\_\_ Session Enrollment Type:  [EP- PSEO Direct Pay]

Instruction Language: [011] English

Online Learning: [00] Delivery & learning occur with the instructor and students in the same place and time

Standard Addressed: \_\_\_\_\_ Period Minutes: \_\_\_\_\_ Course Grade Code: \_\_\_\_\_ Period Count: \_\_\_\_\_

Perkins Code: \_\_\_\_\_ Perkins Program Code: \_\_\_\_\_ Secondary Course Level: \_\_\_\_\_

College Place Holder:  College Code: [043011000] College Course Credits: [4.000]

End of Course Indicator:  College Course Code: [BIOL 2100]

STAR Assignment Code: \_\_\_\_\_

EE Adult Basic Ed. (ABE) Indicator:  EE Program Type Code: \_\_\_\_\_ Early Education Record Type: \_\_\_\_\_ EE State/Federal Program Indicator: \_\_\_\_\_

Inst. Approach and Implementation: Select all that apply

Site-Based Initiative and Impl.: Select all that apply

Curriculum and Implementation: Select all that apply

Assessment Tool and Implementation: Select all that apply

*Course Information*

## Step 5 - Create the Student's PSEO Record

Please update each participating student's PSEO Record tab.

**Pro Tip #1:** Don't forget to update the High School Hours field when that information is available.

PSEO ☆ Student Information > State Programs > PSEO

Student #: 57 Grade: 11 DOB: \_\_\_\_\_

Start Date	End Date	PSEO Type
06/29/2025		Traditional PSEO

**Postsecondary Enrollment Options Detail**

Start Date: [06/29/2025] End Date: \_\_\_\_\_

School: [001-0011]

PSEO Type: [01: Traditional PSEO]

High School Hours: [0]

Comments: Anoka Tech

Modified By: \_\_\_\_\_

Disabled Defined Elements

- 21st CCLC
- ADSG
- CEIS
- Digital Equity
- Early Education
- Joint Powers
- Preschool Screener
- PSEO**
- SAAP

*PSEO*

## Step 6 - Map the Sessions Resource

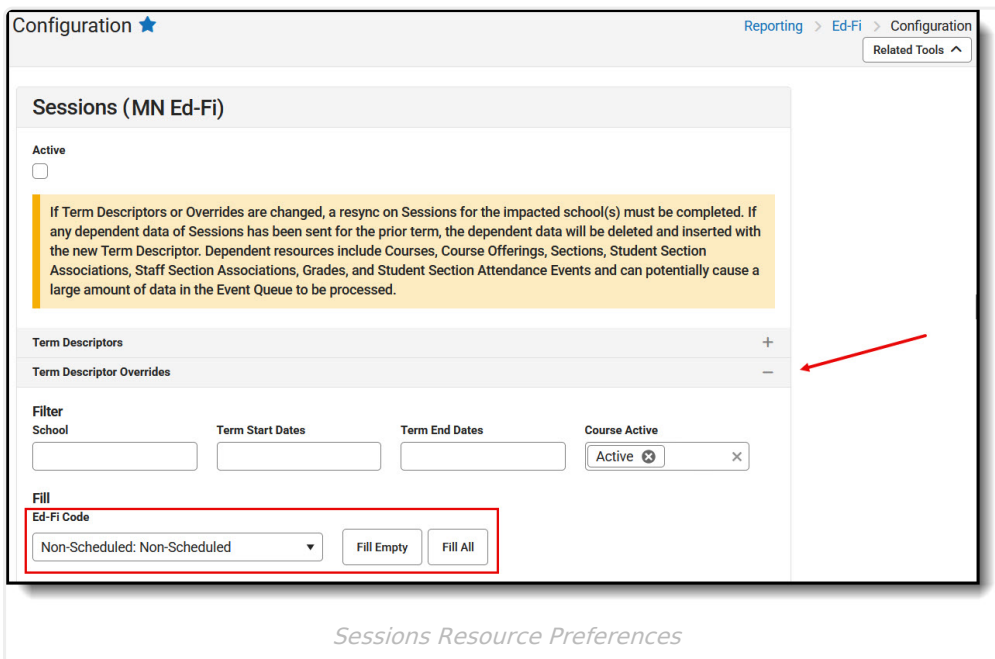
Navigate back into the Ed Fi Configuration Resource Preferences to update the mapping for the Sessions resource.

- All DP-PSEO Courses should be sent with the Session called 'Non-Scheduled'.

There are two sections in the Sessions Resource Preferences. Please make sure to expand the 'Term Descriptor Override' section. There you will find a list of all PSEO courses that have the 'Ed-Fi Term Override' checkbox marked.

- If you do not find your section in the list, double-check that the checkbox is marked on the Course.

Populate the Ed-Fi Code dropdown to = 'Non-Scheduled: Non-Scheduled', then click either 'Fill Empty' or 'Fill All'; whichever is applicable



## Step 7 - Roster the students into their DP-PSEO course

There are a couple of ways to do this process.

1. The most common way that Campus Support notices districts manage this is that they have a 'Placeholder Course' with Sections that are not set up to post or report anything. This Course shows that the student is attending their PSEO class. This is to represent in the Students' schedules where to expect them.  
When the District receives the grades from the College, they will create the course and section to roster the student information. The section will occur during a 'Non-Instructional' period. (See screenshot below.)
2. Another way to do this is to create the courses and sections as they would occur for the student.  
This option is best when your site has few PSEO students and is manageable for the District Contact.

Filter ^
Reset
Settings

Term

Q1
Q2

	Q1 (8/25/2025 - 10/10/2025)	Q2 (10/13/2025 - 12/5/2025)
1	Ceramics 8:20 AM - 9:14 AM Room: 138 Becker, Nancy	Ceramics 8:20 AM - 9:14 AM Room: 138 Becker, Nancy
2	Daily Living Skills 1A (9-12) 9:18 AM - 10:12 AM Room: 160 Dols, Sophia	Daily Living Skills 1A (9-12) 9:18 AM - 10:12 AM Room: 160 Dols, Sophia
3	Animal Science II 10:16 AM - 11:10 AM Barber, Susan	Animal Science II 10:16 AM - 11:10 AM Barber, Susan
4	Intro Ag/Food/Nat Res II 11:14 AM - 12:26 PM Room: 145 Nordeoff, Robert	Intro Ag/Food/Nat Res II 11:14 AM - 12:26 PM Room: 145 Nordeoff, Robert
5	PSEO Courses (Off Campus)	PSEO Courses (Off Campus)
6	12:30 PM - 3:20 PM	12:30 PM - 3:20 PM
7		
Activity	No Scheduled Course 3:21 PM - 3:30 PM	No Scheduled Course 3:21 PM - 3:30 PM
z	PSEO - Paramedic Skills I	PSEO - Paramedic Skills I

In this example, the student's schedule contains a 'generic' PSEO course in Periods 5, 6, & 7 to represent they are not on school grounds. Additionally there is a detailed PSEO course in a 'Non-Instructional' period of z that has all of the MCCC information. When the college sends the grade, the school will enter the grade and then post it to the student's transcript.

## Step 8 - Post Transcripts

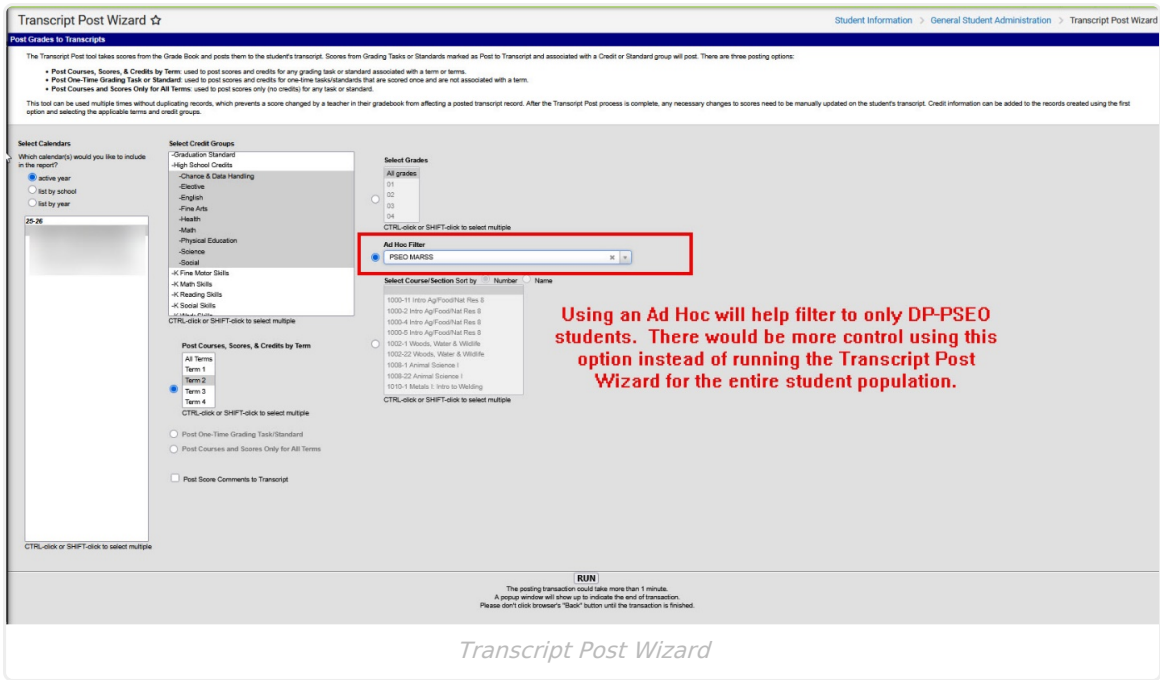
Posting of Transcripts is usually done after the Semester is completed. Something that needs to happen is that the Grades for the DP-PSEO students must have their Grades posted via the Transcript Post Wizard.

Why must the Transcript Post Wizard be used?

- One of the Natural Keys for [Grades Resource](#) calls back to the Student Section Associations. The only way to make that connection is through the Transcript Post Wizard.  
***This is the infrastructure and design of Ed-Fi and not something Infinite Campus can control.***

Pro Tip #1: Use Ad Hoc to create a filter that pulls only your DP-PSEO students. The fields for the PSEO Tab are located at: Student Information > State Programs > PSEO.

Pro Tip #2: After the Ad Hoc is created, use it in conjunction with the Transcript Post Wizard. (See screenshot below.)



## Step 9 - Final Step

Turn on the Ed-Fi Resources associated with MCCC Reporting. At this point, turn everything in the Resource Preferences to the 'ON' position.

## Next Resync

Recommended Resync Order for MCCC Reporting (groups are designated by number in the # column and highlighted in the Resource columns).

#	Category	Resource
1	Schedule Information	Class Periods
		Sessions
	Grade Information	Grading Periods
1A	Schedule Information	Courses
		Course Course Associations
		Course Offerings
2	Student Information	All Resources
3	Parent Information	All Resources
4	Schedule Information	Student Section Associations

#	Category	Resource
		Staff Section Associations
5		Grades

The concept is to resync the resources in groups in an order that avoids data collisions. This means that before queuing up another group of resources, please check your Ed-Fi Event Queue to ensure the previous records are cleared.

**Pro Tip #1:** To work on MCCC Reporting before the end of the Semester, you could wait to create sections for the Rosters. This will allow you to do Resyncs for the rest of your MCCC Data without sending PSEO data. Another option is to hold off on Group 5, the resyncing of Grades, until the end of the Semester and PSEO grades are on students' Transcripts.

After all the Resyncs are completed, navigate to a PSEO student's Ed-Fi Data tab. There should be records for:

- Student Section Associations (verify all of the student's PSEO classes are syncing)
- Student PSEO Program Associations
- Grades (verify all corresponding Grades for the student's PSEO classes are syncing)

When you are ready, check MDE's reports.