



# Minnesota Miscellaneous State Reporting Information

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# Overview



- ▶ JMC is releasing a series of Minnesota Counting All Students (CAS) (Ed-Fi) videos in 2019.
- ▶ These videos will be short and will cover topics such as
  - Start Year
  - Mid Year
  - Year End
  - Near Real Time vs. Batch Processing
  - Near Real Time
  - Minnesota Miscellaneous
  - Error Correction
  - Counting All Students: 2019–2020 and beyond

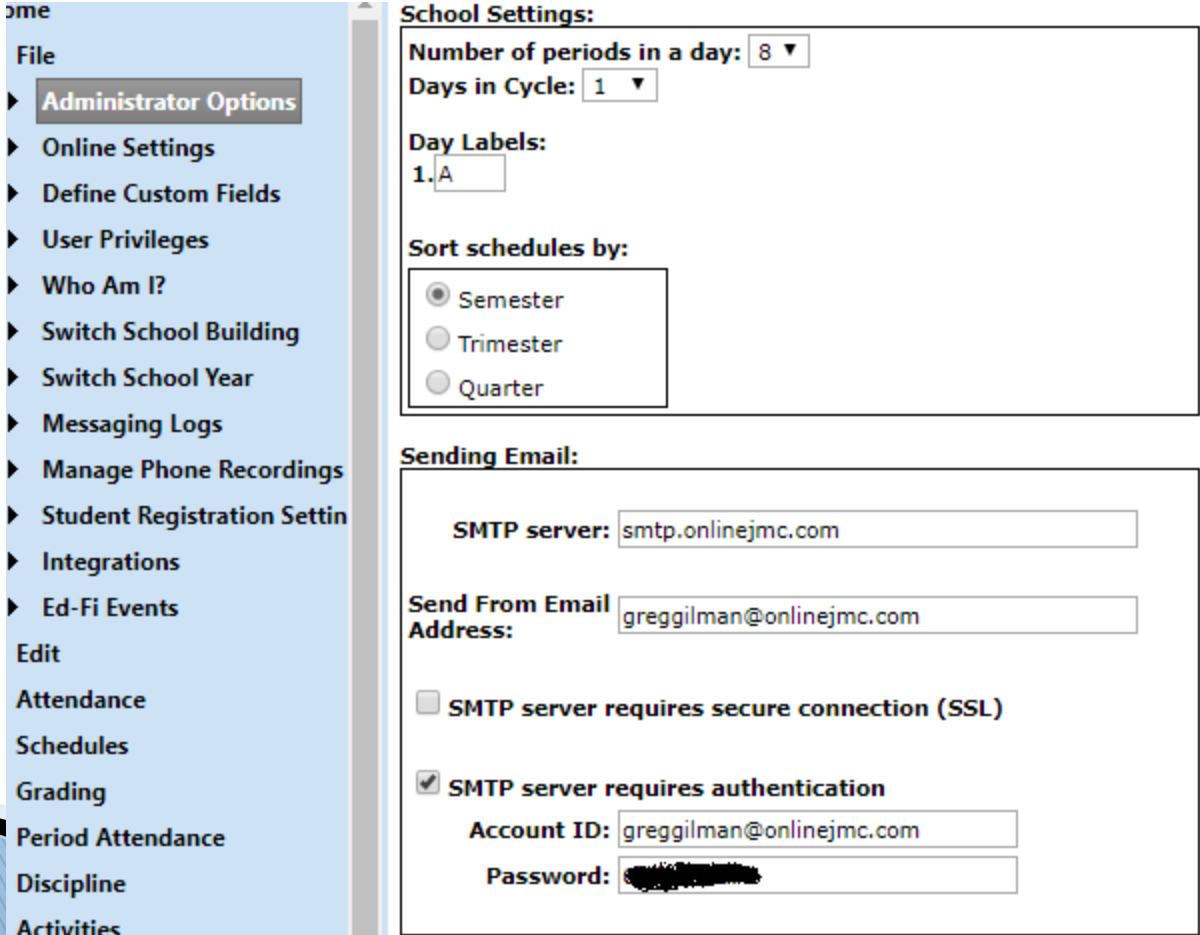
# MN Misc

## Miscellaneous Items Covered in This Video

- Essentially what is in the Prep tab on the Start Year page
- Some items not expected of the client but of JMC support instead
  - File – Administrator Options
    - SMTP Settings
    - Ed-Fi Settings
  - Utilities/Buildings
  - Attendance – Day – Day Names
  - Minnesota – MARSS – Edit School Data

# MN Misc

Here I am using my own SMTP settings for the testing environment. The clients will have their own SMTP settings as provided by Eric



The screenshot shows the software's configuration interface. On the left is a navigation menu with items like 'File', 'Administrator Options', 'Online Settings', 'Define Custom Fields', 'User Privileges', 'Who Am I?', 'Switch School Building', 'Switch School Year', 'Messaging Logs', 'Manage Phone Recordings', 'Student Registration Settings', 'Integrations', 'Ed-Fi Events', 'Edit', 'Attendance', 'Schedules', 'Grading', 'Period Attendance', 'Discipline', and 'Activities'. The 'Administrator Options' menu item is highlighted.

The main content area is divided into two sections:

- School Settings:**
  - Number of periods in a day: 8
  - Days in Cycle: 1
  - Day Labels: 1. A
  - Sort schedules by:
    - Semester
    - Trimester
    - Quarter
- Sending Email:**
  - SMTP server: smtp.onlinejmc.com
  - Send From Email Address: greggilman@onlinejmc.com
  - SMTP server requires secure connection (SSL)
  - SMTP server requires authentication
    - Account ID: greggilman@onlinejmc.com
    - Password: [REDACTED]

# MN Misc

Here is the Ed-Fi Settings page, showing how to enable Ed-Fi processes for Batch Processing only.

Near Real Time is not enabled until after on-boarded for the start of the school year – see Minnesota Start Year video for details about on-boarding process

<b>Enable Ed-Fi Interchanges:</b>	<input checked="" type="checkbox"/>
<b>Enable Ed-Fi Interchanges in Near Real Time:</b>	<input type="checkbox"/>
<b>Ed-Fi Near Real Time Error Notification Email Address:</b>	greg@jmcinc.com
<b>API URL:</b>	https://test.edfi.education.mn.gov/EdFi.Ods.WebApi/api/v2
<b>Authentication URL:</b>	https://test.edfi.education.mn.gov/EdFi.Ods.WebApi
<b>Client Key:</b>	[REDACTED]
<b>Client Secret:</b>	[REDACTED]



# MN Misc

Utilities/Buildings (not in site map)

Example URL:

<https://school.onlinejmc.com/JMC/utilities/buildings.aspx>

Define any logical buildings within the JMC database buildings

- District
  - LEA ID
- Each Building
  - Make additional rows as needed
  - School ID
- Can find LEA and School IDs you need by using Minnesota- Counting All Students - Start Year
  - In the Tables tab
    - Update Schools
    - Update LEAs

# MN Misc

## Utilities/Buildings – Before Configuration

Add District

		DistrictNumber	LeaId	DistrictName
Delete	<input type="button" value="Edit"/>	0		(District Name Placeholder)

Add Building

		Building#	DbBuilding#	SchoolId	BuildingName
Delete	<input type="button" value="Edit"/>	10			

# MN Misc

## Finding LEA & School IDs

**MN Ed-Fi Start Year**

Prep **Tables** Students

The following tables typically require updating from MDE at the start of the school year and can be updated as needed throughout the rest of the school year. These options do not submit data to MDE, they only update data from MDE for your drop down lists.

**Update All Schools Table**

**Update All Local Education Agencies**

Summary report will have all MN schools in alpha order

**Print Summary** **Cancel Summary**

School: Scenic Heights Elementary	School ID:10276606 LEA ID:10276 BldgNum:
School: School For All Seasons	School ID:10911103 LEA ID:10911 BldgNum:
School: School of Engineering-Arts At Olson	School ID:10281008 LEA ID:10281 BldgNum:
School: School of Environmental Studies	School ID:10196093 LEA ID:10196 BldgNum:
School: Schoolcraft Learning Community Chtr	<b>School ID:74058010 LEA ID:74058 BldgNum:</b>
School: Schoolcraft Learning Community ESY	School ID:74058000 LEA ID:74058 BldgNum:
School: Schumann Elementary	School ID:10278661 LEA ID:10278 BldgNum:
School: Scott Highlands Middle	School ID:10196093 LEA ID:10196 BldgNum:
School: Sea TS	School ID:10281644 LEA ID:10281 BldgNum:
School: Sebek Elementary	School ID:10820001 LEA ID:10820 BldgNum:
School: Sebek Secondary	School ID:10820002 LEA ID:10820 BldgNum:



# MN Misc

## Utilities/Buildings – After Configuration

**District Number** – resident district should work, get from nugget or other source.

In other Ed-Fi states the District Number shows up in the summary as shown in previous slide (not in MN's summary at this time).

Add District

	DistrictNumber	LeaId	DistrictName
Delete	1	74058	Schoolcraft Learning Community
Edit			

Add Building

	Building#	DbBuilding#	SchoolId	BuildingName
Delete	10		74058010	Schoolcraft Learning Community School
Edit				

May need to add rows if there are more state reporting buildings than JMC database buildings

If DbBuilding# is blank then it is assumed same as Building#

# MN Misc

## Defining Day Names

- Best practices is to define day names for entire school year at the beginning of the school year
  - We used to advise schools that the preferred method is to do a month or a few weeks at a time, but that can cause problems for some states.
  - New preference for all states is to define them all up front and then use special days as needed.

# MN Miscellaneous

## Defining Day Names

- Watch for typos, especially in the year of the date
- Watch for unintended gaps in sequence, such as skipping a month

Day Number	Date	Day of Week
1	8/15/2018	Wednesday
2	8/16/2018	Thursday
3	8/17/2018	Friday
4	8/20/2019	Monday
5	8/21/2018	Tuesday
6	8/22/2018	Wednesday



An easy to miss typo, causes problems.



# MN Miscellaneous

## Special Days

In the event of a snow day or other school cancellation event, make sure to designate the days as such in Attendance – Day – Special Days.

Must be logged into a building.

Must edit the special day for each and every grade level affected.

# MN Miscellaneous

## Defining Day Names

- In some years there are excessive snow days, so tweaking the calendar in late winter may be necessary
  - Day Names
    - May need to insert days
      - Staff Development days that get recategorized as Student Contact Days
      - Spring Break, Easter Break, or holidays that get taken away and recategorized as Student Contact Days
      - MUST BE DONE SO AS NOT TO AFFECT ATTENDANCE FOR DATES THAT WILL “SLIDE”
    - May need to add days to the end of the day names

# MN Miscellaneous



## Defining Day Names

- If inserted or added new dates into Day Names, you should also review and possibly edit data on these pages as well
  - End of Year Day Number (Minnesota – MARSS – Edit School data)
    - May now be pointing a day that is no longer the last school day
  - Special Days
    - Special days you may have entered may now be associated with the wrong day, if some dates “slide” to new day number
    - If so, may need to remove special days info from one day and put it to the date that “slid” down the page
  - Term Dates
    - Example: school may slide end of Q3 and start/end dates for Q4.
    - Other term dates could be affected in similar way:
      - Year End Date
      - Sem 2 End Date
      - Trimester 2 End Date, Trimester 3 Start/End Dates

Hex...

# MN Misc

## Minnesota – MARSS – Edit School Data

- Make sure to define end of year day number
  - should be defined in day names
- Don't just pick day 171 if it is not defined as that will error out during some Ed-Fi submissions.

School Name:

District #/Type:

School Year: 2018-2019

End of Year Day #:



Day 171 Selected but  
Day Name Not Defined

	Grade	PK/KG	Days In Session	Day Length (Minutes)	School Number	Title 1	Kindergarten Indicator	Preschool Groups
Edit	KG		171	340	10	C	E	
Edit	KA		171	0	10	B		
Edit	KB		171	0	10	B		
Edit	KC		171	0	10	B		
Edit	KD		171	0	10	B		
Edit	EC		171	0	10	B		
Edit	HK		171	340	10	C	E	
Edit	1		171	340	10	C		
Edit	2		171	340	10	C		
Edit	3		171	340	10	C		
Edit	4		171	340	10	C		
Edit	5		171	360	10	C		
Edit	6		171	360	10	C		
Edit	7		171	361	10	C		
Edit	8		171	361	10	C		
Edit	9		0	0	10			
Edit	10		0	0	10			
Edit	11		0	0	10			
Edit	12		171	0	10			

# MDE Ed-Fi (CAS) Resources

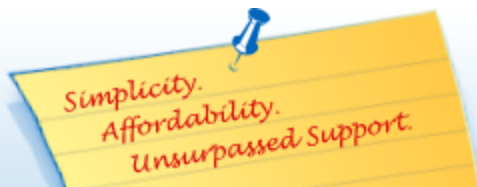
- ▶ <https://education.mn.gov/MDE/dse/count/>



# JMC Resources



- ▶ [http://jmcinc.com/state\\_reporting](http://jmcinc.com/state_reporting)
- ▶ Documentation Updates
  - ▶ Minnesota State Reporting (PDF)
  - ▶ Instructional Videos Series
  - ▶ Sign up for free web-based training
  - ▶ All will be updated on ongoing basis



**CURRENT BUILD DATE:**

NextGen: 11/05/18

- Download / Update Software Resources
- Secretary / Office Professionals
- Technology Professionals
- Administrators
- Teachers
- State Reporting**
- Food Service Professionals
- Health Professionals
- Prospective Clients
- Contact Us
- Office Supplies
- Upcoming Events**

## STATE REPORTING

All State Reporting resources are available for you on this page. Please click on the tab that contains the state reporting information you need.

- Minnesota
- Wisconsin
- Nebraska
- Iowa
- Other States

JMC prides itself on keeping up-to-date on all Minnesota state reporting requirements. All Minnesota state reporting options are contained in the JMC Minnesota module and include options for MARSS, MCCC, Early Education Student, Perkins, STAR, and Graduation Standards reporting. Before you upload your files to the Minnesota Department of Education, most file generation options in the JMC Minnesota module will generate an error report for you. This means you can correct nearly all issues with your data before uploading your files to MDE.

[Early Education](#) [MARSS](#) [MCCC](#) [Perkins](#) [STAR](#)

## RECENT PRESENTATIONS

MDE Ed-Fi Overview from JMC 2018 Summer Conference in Chaska	PDF 8/2/2018
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## DOCUMENTATION

Minnesota State Reporting	Updated 9/19/2018
Attendance MN	Updated 4/26/2018

## JMC Minnesota State Reporting News

### JMC Will Pilot Minnesota Ed-Fi (Counting All Students) During 2018-19 School Year

### News

There are a lot of changes happening with state reporting. Please refer to the appropriate tab at right for your state for information about documentation updates, deadlines, and related news.

# Questions?

- ▶ Feel free to contact us:
- ▶ JMC Technical Support
  - ▶ Talk with Us: 800-524-8182
  - ▶ Website: <http://www.jmcinc.com>
  - ▶ Support Tickets:  
<http://tickets.jmcinc.com/>
  - ▶ Email: [Support@jmcinc.com](mailto:Support@jmcinc.com)