



EDFacts Module 1: Using MyConnect

To provide a better understanding of what is expected from the states for *EDFacts* reporting, the Performance Information Management Service (PIMS) created CEDS Connections outlining the data elements that might be used in the calculations necessary for each specified Data Group. The Connections also include Analysis Recommendations that explain how the data is aggregated or specific nuances about the Data Group and reporting requirements. When states have published a map in Align, the map can be applied to published Connections. This allows users to see how the Connection relates based on their own data system.

This tutorial will cover how to apply a published map to a published Connection via the MyConnect feature. This tutorial assumes the user knows how to develop and publish a map in Align. If you need assistance using Align, please view the Align tutorials available on the [CEDS Website](#).

Find a Connection

The first topic we will discuss is how to find the appropriate Connection.

To begin, log in to the [CEDS Website](#); then choose Tools and Connect from the purple menu bar at the top. This will take you to the CEDS Connect main menu. On the far left is a box labeled, “Find Existing Connection.” Click on the box to take you to the search screen.

All *EDFacts* Connections can be found under the US Department of Education folder. Expand the folder by clicking to the left of the folder. You now see another folder labeled *EDFacts*. You have two options at this point. If you are unsure which file specification you might be interested in, then click to put a check mark next to *EDFacts*. This will provide a list of all *EDFacts* Connections. However, if you are interested only in a specific file specification, then further expand the *EDFacts* folder by clicking to the left of the folder. You can then click to put a check mark next to one or more file specifications. As you place check marks you will notice a list building at the bottom of the screen.

When you have selected all the file specifications you wish, scroll down to view the list and select the appropriate Connection. Then click “Submit.” Only one Connection can be viewed at a time. For this tutorial we will use the Connection for Membership at the State Level.

Parts of a Connection

Now that we have found our appropriate Connection, we will discuss the various parts of a Connection to familiarize you with how to use Connect.

The first thing to note is the countdown clock in the top right corner. The countdown clock starts at 20 minutes when you first enter a Connection. Clicking around in the published Connection will not reset the clock. When the 20 minutes have



passed, a dialog box will appear asking if you want to continue or to be logged out. Simply click “Continue” and keep working. Moving around to other features on the CEDS Website will restart the clock as well.

Just below CEDS Connect is a list of the various categories where you can find this Connection on the previous Find Existing Connection screen. This is followed by the title, author, source, and description of the Connection. To see the data elements associated with the Connection, either click on “Data Elements” to expand that section, or expand all remaining sections of the Connection by clicking on “Expand All.”

Within the Data Elements section, elements may or may not be grouped logically for the specific Connection. In our sample Connection, you see the groupings for Filtering Elements and Aggregation Elements. Under each grouping there are two columns: CEDS Elements and Elements Not Currently in CEDS. Each element is hyperlinked. By clicking on an element you will see more information about that element. Elements Not Currently in CEDS are elements defined by the Connection’s author that are relevant for that Connection, but are not yet part of CEDS.

You will also notice the MyConnect button on the top right of the Data Elements section. We will go over how to use MyConnect later in this tutorial.

The next section is the Analysis Recommendations. This section is where additional information about the Connection or further explanation on how to use the data elements appears. The information varies by Connection, but should be reviewed closely for further explanation of the data groups included in the Connection.

If any published Connections relate to this Connection, they will be listed under the Related Connections section.

Under Related References are the URLs for the *EDFacts* Initiative and for the specific file specification.

At the bottom of the Connection is the feedback section. For assistance with the feedback section, please see *EDFacts Module 3: Providing Feedback on a Connection*.

MyConnect

Now that the various parts of a Connection have been reviewed, we will discuss how to use MyConnect. The purpose of MyConnect is to take the elements from a Connection and be able to see how they map to your own data system. To do this you must first have a published Align map. For purposes of this tutorial, we will use the California Longitudinal Pupil Achievement Data system, or CALPADS. This map is a map specifically about *EDFacts* data elements.

To apply MyConnect, go back to the Data Elements section and click the MyConnect button. A list of maps you have published will appear. Select the appropriate map by clicking in the box next to the map’s name and click “View MyConnect.” You can select up to 10 maps at a time.

You will notice that the display under Data Elements has now changed. Instead of two columns for CEDS Elements and Elements Not in CEDS, you now have two columns labeled CEDS Elements and Mapped Elements. The CEDS Elements column is the same as before. The Mapped Elements column displays the element from your selected map that is aligned to the CEDS element shown. Alignments occurred during the mapping process in the Align tool. MyConnect is simply displaying those alignments.



If a CEDS element is part of the Connection, but not aligned to one of your elements, then the message “No Corresponding Element Available in this Map” will appear. Just because this message appears does not mean you do not already collect the relevant CEDS element. It means it was not aligned in your map.

Below the CEDS elements is the list of Elements Not Currently in CEDS. None of these elements will be matched to your elements even though you may collect this information in your system. Since the elements are not part of CEDS, there is no way for the system to align to your elements.

If more than one map was selected during the MyConnect process, each map will be shown one after the other.

All information displayed via MyConnect can be downloaded by selecting “Download CEDS Connection.”

This completes the *EDFacts Module 1: Using MyConnect*. You are now ready to apply your published map to an *EDFacts Connection*.

