



EDFacts Module 3: Providing Feedback on a Connection

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. Connections become more robust when there is dialogue around them: discussion about the appropriate elements, requests for clarification, or other feedback.

This tutorial will cover how to provide feedback and comments on a published Connection.

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 it. You now see another folder labeled *EDFacts*. You have two options at this point. If you are unsure of 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 in only a specific file specification, then further expand the *EDFacts* folder by clicking to the left of it. 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.

Providing Feedback on a Connection

Now that the appropriate Connection has been chosen, we will discuss how to participate in the dialogue surrounding a Connection.

At the bottom of a published Connection is a section called Community Feedback. Dialogue has two parts: feedback and comments. Feedback is an initial comment in a thread. Comments are responses within a thread. If any reviews have been previously submitted on this Connection, you will see a graphic showing the rating from the feedback. To provide your own feedback, click on “Provide Feedback.” When the popup box appears, select the stars rating you want to provide for this Connection and then enter any text into the text box. Click Send. The feedback is then sent to CEDS staff to review.



The review is to ensure no inappropriate or offensive language was used in the feedback. Once the feedback is approved, it will appear in the Community Feedback section in the Connection.

To view feedback, click “See All Feedback.” A popup box will appear displaying all feedback and comments for the Connection. After reading the feedback you can click the thumbs up or thumbs down buttons to show if you found the feedback helpful or not. If you want to add your own reply to the feedback, click “Add Comment.” If other comments have been added, you can click “Toggle Comments” to view or hide the comments. Just like with feedback, comments are reviewed to ensure no inappropriate or offensive language was used.

To go back to the Connection itself, click OK at the bottom of the popup box.

This completes the *EDFacts Module 3: Providing Feedback on a Connection*. You are now ready to engage in a community dialogue on the *EDFacts Connections*.

