

Publish Custom Tool

Last Modified on 03/11/2024 8:47 am CDT

[Publish a Tool to Districts](#) | [Unpublish a Custom Tool/Link](#) | [Remove a District from a Published Tool](#) | [Change the Status of a Published Tool](#) | [View Publish History](#)

Tool Search: Publish Custom Tool

Publish Custom Tool allows State Edition users of Infinite Campus to publish custom tools and links down to DIS-linked districts.

Note: Custom tools and links are created via [Custom Tool Setup](#). You must first create a custom tool or link in order to have something to publish to districts.

Publish Custom Tool ☆

System Settings > Custom Data and Links > Publish Custom Tool

Publish

Un-publish

View Publish History

Custom Tool List

Published	Name
<input checked="" type="checkbox"/>	TAMMY
<input checked="" type="checkbox"/>	Additional District Info
	ew test2
	aaa st

☒ Tool Published

Attributes or Placements Changed, Re-publish

Publish button = Publish (push down) Custom Tool/Placements and Attributes to Selected Districts

To Un-Publish a Custom Tool for a single district remove that district from the Selected District section and select the Publish button

Un-Publish button = Remove a Custom Tool/Placements and Attributes from ALL districts where Custom Tool has been published

Publish Custom Tool Detail

*Select Tool Status

A: Active

Published By:

Published Date:

Count of published districts: 0

Select Districts to Receive Tool:

Ad Hoc Filter

District Ad Hoc Filter:

none selected

District Selection

Unselected Districts

Bozeman Public Schools

Butte Public Schools

North Star Public School

Selected Districts

Read - Allows users to view existing information and use the View Publish History option.

Write - Allows the user to publish existing custom tabs, add new districts to existing tabs, remove districts from existing tabs and use the View Publish History Option.

Add - N/A

Delete - Allows the user to publish existing custom tabs, add new districts to existing tabs, remove districts from existing tabs, remove custom tabs and use the View Publish History Option.

For more information about Tool Rights and how they function, see the [Tool Rights](#) article.


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Publish a Tool to Districts

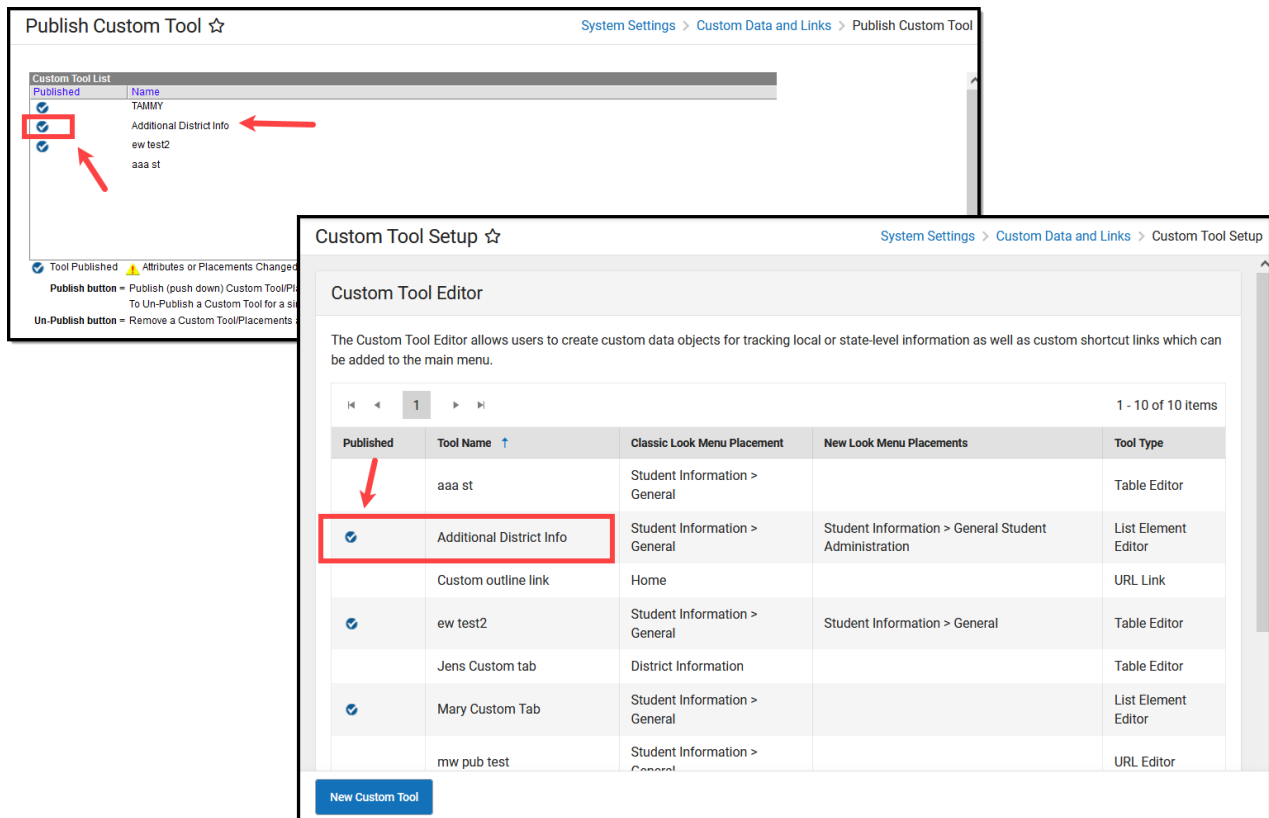
To publish a custom tool or link down to DIS-linked districts:

1. Navigate to the **Publish Custom Tool**.
2. Select your custom tool in the Custom Tool List. In the example below, the Additional District Info tool is selected.

The screenshot shows the 'Publish Custom Tool' interface. At the top, there are tabs for 'Publish', 'Un-publish', and 'View Publish History'. Below this is the 'Custom Tool List' table with columns 'Published' and 'Name'. The 'Additional District Info' tool is selected and highlighted with a red box. Below the table, there are instructions for the 'Publish' and 'Un-Publish' buttons. The 'Publish Custom Tool Detail' section is visible, showing a '*Select Tool Status' dropdown menu set to 'A: Active'. Below this, there are fields for 'Published By:', 'Published Date:', and 'Count of published districts: 0'. The 'Select Districts to Receive Tool:' section has two options: 'Ad Hoc Filter' and 'District Selection'. The 'District Selection' option is selected. Below this, there are two lists: 'Unselected Districts' (containing Bozeman Public Schools, Butte Public Schools, and North Star Public School) and 'Selected Districts' (empty). A right-pointing arrow button is between the two lists.

3. Select the **Tool Status**:
 - If set to Active, the tool will appear as available to DIS-linked districts once you complete the publish process.
 - If set to Inactive/Visible the tool will still appear for district users but will not available for use.
 - If set Inactive/Hidden the tool will not appear nor be available for any district users.
4. Determine which districts will receive the tool by selecting an **Ad Hoc Filter** or selecting a district in the Unselected Districts window and clicking the  button.
5. Click **Publish**. The tool has now been published to DIS-linked districts in the Classic View and New Look locations defined for the custom tool.

Once a tool is published, a checkmark will appear in the **Published** column in this tool as well as within the [Custom Tool Setup](#) tool.



Districts can enter data on the custom tab and, once that data is saved, the entered data displays in the custom tool and is visible in State Edition. State Edition users can select but not modify any of the district-entered data. District users cannot modify the name of the custom tool or the attributes associate with the custom tool.

We recommend you inform districts of any published tools or links and explain what data and usage is expected of them. District users need to be given tool rights to the new tool in order to access and enter data.

Unpublish a Custom Tool/Link

Unpublishing **completely removes** the tool and any entered data. Use this option carefully.

1. Select the custom tool you wish to unpublish.
2. Click the **Un-publish** icon. A warning message displays explaining what will happen to the existing information.
 1. If the custom tool should be removed and data not available anywhere, click the **OK** button to continue.
 2. If the custom tool should not removed because data is still needed, click the **Cancel** button.

Remove a District from a Published

Tool

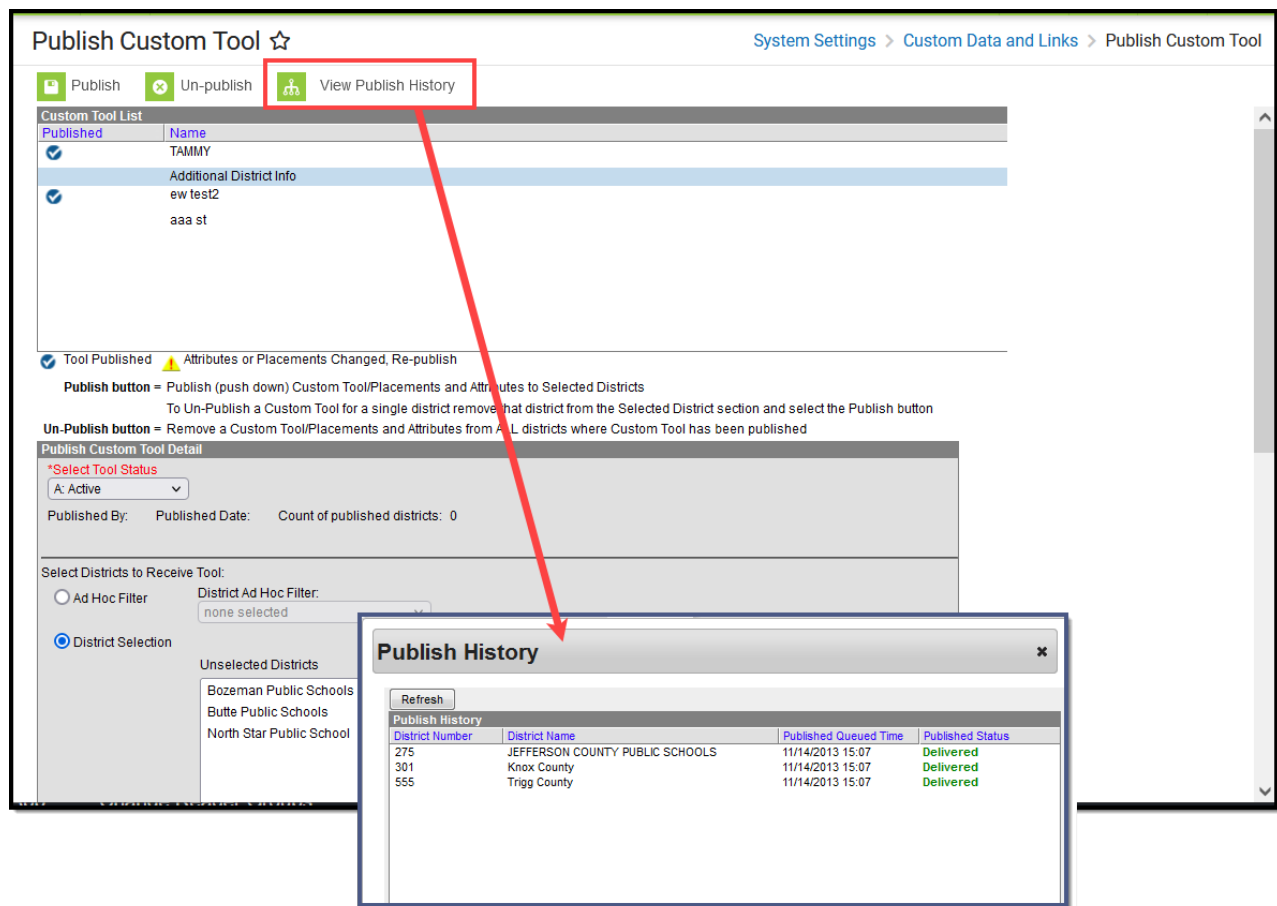
1. Select the custom tool which should not be visible for a specific district(s).
2. Select the district(s) which should be removed from the **Selected Districts** column and click the left-facing arrow. The district's name will no longer appear in the column.
3. Click the **Publish** icon again. This will remove the custom tool from the selected district.

Change the Status of a Published Tool

1. Select the custom tool which requires a status change.
2. Modify the option selected in the **Select Tool Status** dropdown.
3. Click the **Publish** icon. This will make the necessary adjustments to the custom tool for the selected districts.

View Publish History

The View Publish History button lists which districts received the custom tool, or the status of the custom tool's availability. Depending on the amount of districts chosen, the availability of the tool at the district level could be delayed. This column reads either **Delivered** (custom tool is available to the districts) or **Pending** (custom tool is in the process of becoming available to districts).



Publish Custom Tool ☆ [System Settings](#) > [Custom Data and Links](#) > [Publish Custom Tool](#)

☒ Publish
 ☒ Un-publish
 ☒ **View Publish History**

Custom Tool List

Published	Name
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<input checked="" type="checkbox"/>	Additional District Info
	ew test2
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Publish Custom Tool Detail

*Select Tool Status
 A: Active

Published By: Published Date: Count of published districts: 0

Select Districts to Receive Tool:

☐ Ad Hoc Filter District Ad Hoc Filter: none selected

☒ District Selection

Unselected Districts

- Bozeman Public Schools
- Butte Public Schools
- North Star Public School

Publish History

Refresh

District Number	District Name	Published Queued Time	Published Status
275	JEFFERSON COUNTY PUBLIC SCHOOLS	11/14/2013 15:07	Delivered
301	Knox County	11/14/2013 15:07	Delivered
555	Trigg County	11/14/2013 15:07	Delivered