

# District-level Data Certification Setup and Workflow

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This article explains the general workflow for setting up and using Data Validation and Certification. Select links within each step for detailed information about the tools described throughout the workflow.

**Data Integrity Tools are only available in State Editions of Campus and districts connected to a State Edition of Campus.**

This article includes the following topics:

- [Pre-Data Certification Setup](#)
- [Data Validation Setup and Workflow](#)
- [Data Certification Setup Workflow](#)

## Pre-Data Certification Setup

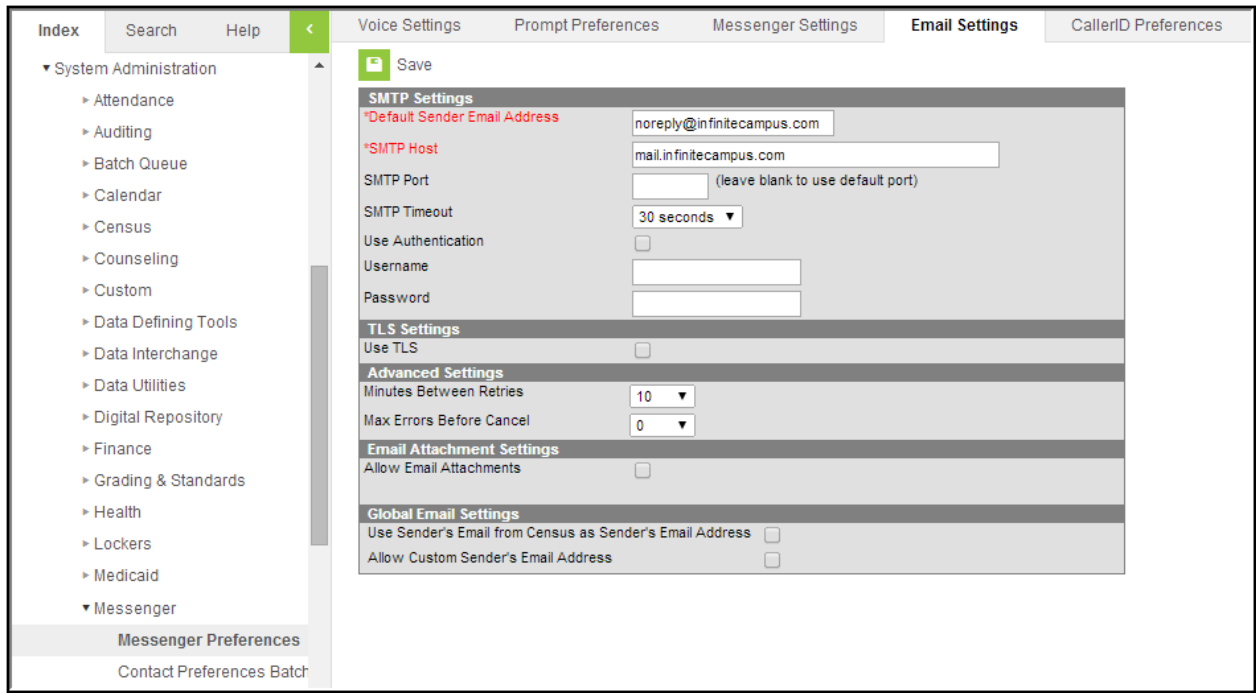
Prior to using Data Certification, the following must be set up:

- [Ensure Email Messenger is Enabled and Configured](#)
- [Assign Data Integrity Tool Rights](#)
- [Assign Filter Designer Tool Rights](#)
- [Ensure Users Have a Valid Email Address](#)

### Ensure Email Messenger is Enabled and Configured

**PATH:** *System Administration > Messenger > Messenger Preferences > Email Settings*

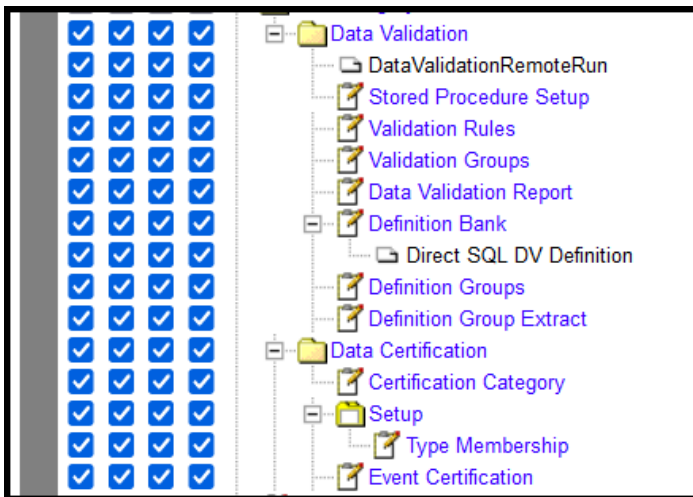
Users must ensure [Email Messenger](#) is enabled and configured for the district. As Data Certification Events and Types are published and certified, district users receive email notifications.



## Assign Data Integrity Tool Rights

**PATH:** *System Administration > User Security > Users > Tool Rights*

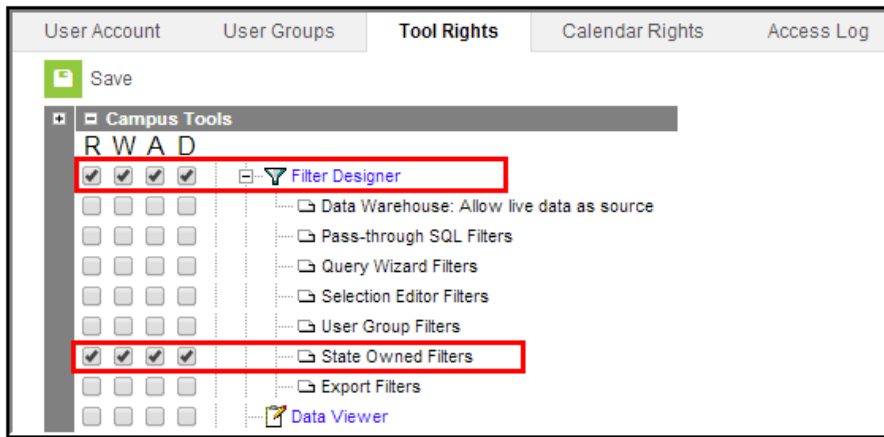
For district users to properly view and certify events, they must be given tool rights to the appropriate Data Integrity Tools.



## Assign Filter Designer Tool Rights

**PATH:** *System Administration > User Security > Users > Tool Rights*

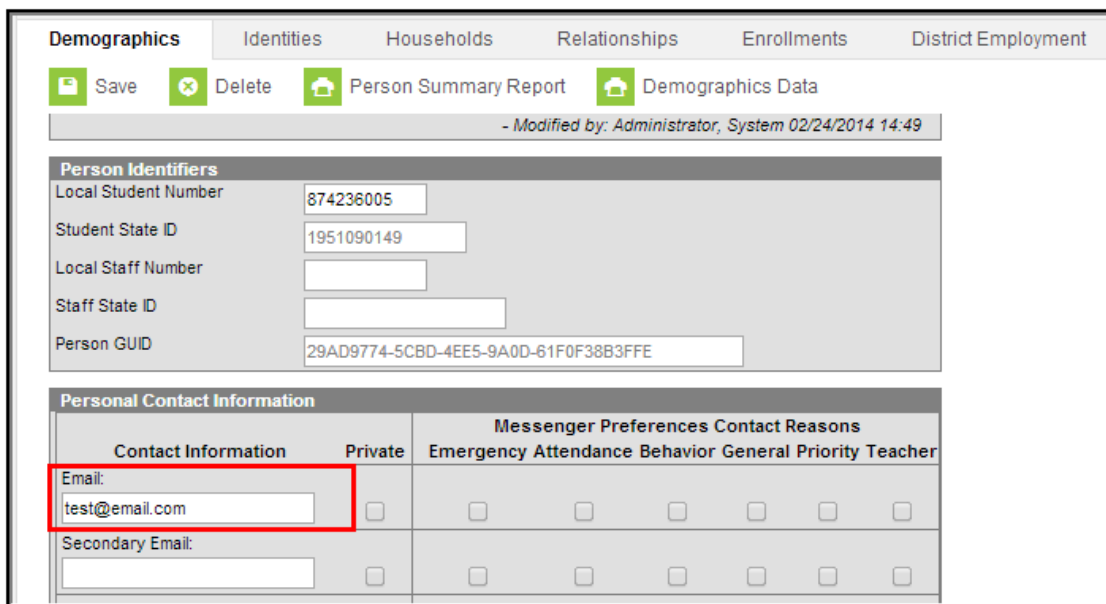
For users to view data certification event data sent by the state in Ad hoc filter form, users must have tool rights to the [Filter Designer](#) and State Owned Filters sub-right.



## Ensure Users Have a Valid Email Address

**PATH:** *Census > People > Demographics > Email*

For users to receive email notification about data certification event activity, they must have a valid email address entered on the [Demographics](#) tab.



## Data Validation Setup and Workflow

The following steps define the basic workflow for setting up Data Validation tools so that users can begin to validate state and district data.

Steps 1-3 relate to creating and managing your own, district-level definitions. If you wish to only use State-defined, pre-populated definitions, please start with Step 4.

- [Step 1 - Establish Data Validation Definitions](#)
- [Step 2 - Create Data Validation Groups](#)
- [Step 3 - Export Data Validation Definition/Group Data](#)
- [Step 4 - Run Data Validations at the State](#)

## Step 1 - Establish Data Validation Definitions

**PATH:** [Data Integrity Tools](#) > [Data Validation](#) > [Definition Bank](#)

In order for district users to validate data, [data validation definitions](#) must be established. Data validation definitions define how data is audited during the validation process.

Users can create their own validation rules and/or use the pre-existing rules provided by Campus. State-linked district users may also receive definitions published (as part of a group) from the state which can be run but not modified.

## Step 2 - Create Data Validation Groups

**PATH:** [Data Integrity Tools](#) > [Data Validation](#) > [Data Validation Groups](#)

Once data validation definitions are created and tested, data validation groups must be established. Data validation groups are sets of validation definitions grouped together so users can easily validate data for a specific area or process within Campus. Users can add user-created and

Campus-created definitions to definition groups.

For example, a user might create a validation group called "Student Graduation Validations" and include several validation definitions pertaining to graduation information.

State-linked districts may also receive definition groups published from the state. These groups are read-only but can be generated and tagged locally.

Once data validation groups are established, users should generate each group locally and review results via the [Definition Group Extract](#) tool.

The screenshot displays the 'Definition Groups' interface. On the left, a navigation menu lists various system categories, with 'Definition Groups' highlighted. The main content area features a 'Data Validation Groups Editor' table. A 'New' button is visible in the top left of the main area.

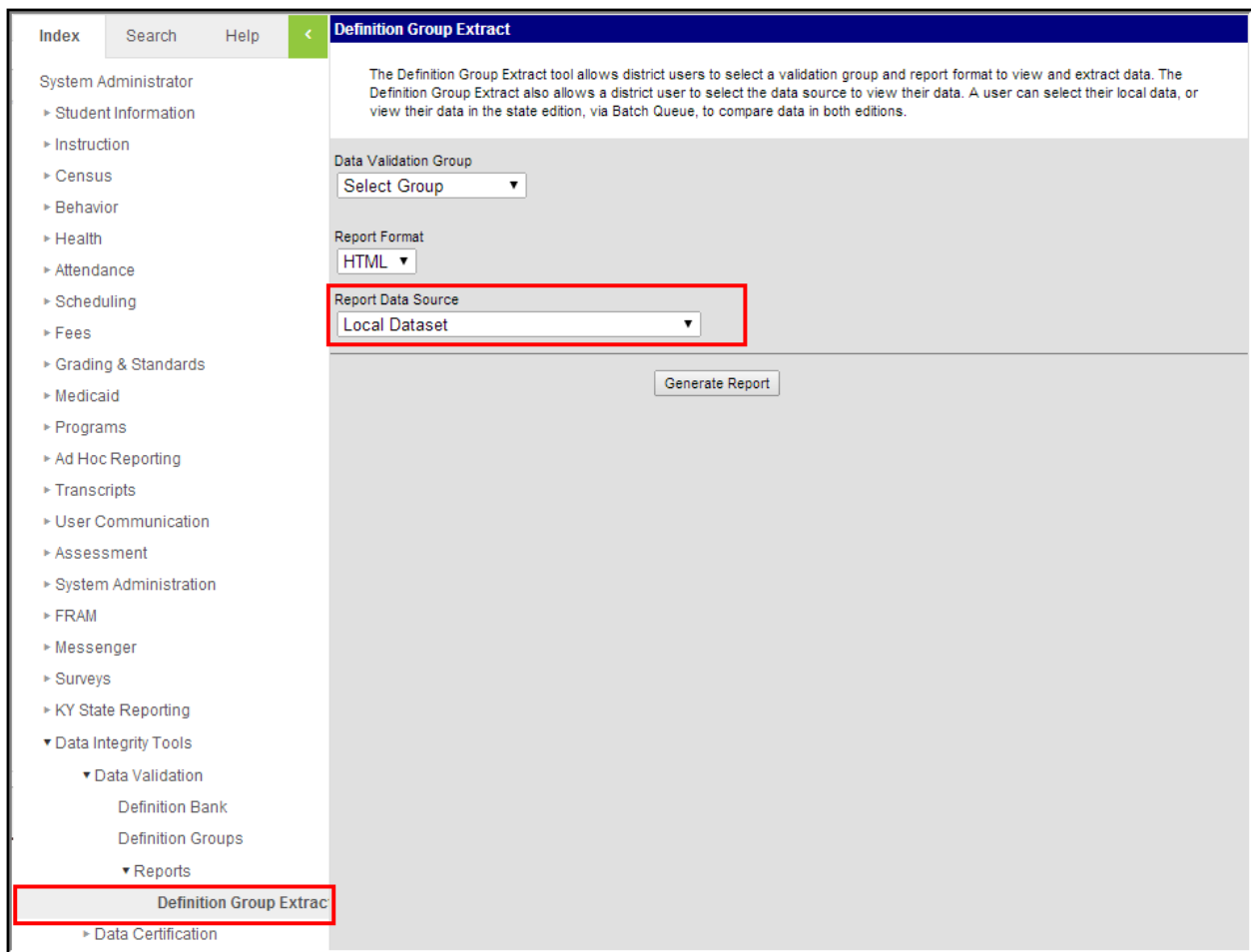
Name	State Published	Archived
Test GB1	✓	
Data Val Group Test	✓	
LEP Student Group		
Test Group	✓	

### Step 3 - Export Data Validation Definition and Group Data

**PATH:** *Data Integrity Tools > Data Validation > Definition Group Extract*

Once data validation groups have been reviewed, users should locally export the results of data

validation groups or definitions via the [Definition Group Extract](#) tool.



## Step 4 - Run Data Validations at the State

**PATH:** *Data Integrity Tools > Data Validation > Reports > Definition Group Extract*

Once data validation groups are validated locally, users should then generate the extract for the group using state data.

# Data Certification Setup Workflow

The following steps define the basic workflow for setting up Data Certification tools so that users can begin to create and approve data certification events.

- [Step 1 - Assign Members to Each Certification Category](#)
- [Step 2 - Certify and Submit Data Certification Events](#)
- [Step 3 - Re-certify Data Certification Events](#)

## Step 1 - Assign Members to Each Certification Category

**PATH:** *Data Integrity Tools > Data Certification > Certification Category*

Once all precertification setup is complete, districts must assign members to each certification category sent from the state. This ensures district users will be able to view and certify events sent from the state.

Certification Category ☆ Reporting > Data Certification > Certification Category

Name \*  
7-8 DROPOUT to Certify

Category Membership

Name	Staff State ID	Role	Active
Teach, Catherine	12345	<span>Certifier</span> <span>Reviewer</span>	<input checked="" type="checkbox"/>
Administrator, System	N/A	<span>Certifier</span> <span>Reviewer</span>	<input checked="" type="checkbox"/>

Add Member

And|

Anddarr, Sophia

Anddle, Karla

Save Cancel Add Member Close

## Step 2 - Certify and Submit Data Certification Events

**PATH:** *Data Integrity Tools > Data Certification > Event Certification*

As events are sent from the state, a district user with the appropriate tool rights and Type Membership(s) must certify and submit the event via the [Event Certification](#) tool.

From here, users can also view group validation data as well as review snapshot data for the event.

Users cannot select the **Certify and Submit** button unless the date is within the Certification Opens timeframe.



The screenshot displays the 'Event Certification' page in the Infinite Campus system. On the left is a navigation sidebar with a tree structure. The 'Event Certification' item at the bottom of this sidebar is highlighted with a red box. The main content area is titled 'Event Certification' and contains several sections:
 

- Event Description:** A text input field containing 'kjlkj'.
- External Data Links:** An empty text area.
- Ad Hoc Data Links:** An empty text area.
- Data Validation Groups:** An empty text area.
- Review Snapshot:** A section with the message 'Snapshot has been captured. Click below to review the data.' and a 'Review Snapshot' button.
- Status:** A section with the message 'Please review all data for this event before clicking the Certify & Submit button.' and a 'Certify & Submit' button highlighted with a red box.
- State-Report Output:** A section containing a 'Refresh' button, a 'Show top 50' dropdown, and a date range filter for 'tasks submitted between 05/23/2014 and 05/30/2014'. Below this is a 'Batch Queue List' table with columns for 'Queued Time', 'Report Title', 'Status', and 'Download'.

### Step 3 - Re-certify Data Certification Events

**PATH:** *Process Inbox; Data Integrity Tools > Data Certification > Event Certification*

Once an event has been certified by a district, the state reviews the event and determines if the event should be approved. If the state does not approve of the certified data for a district, they can request a re-certification of the event. When this occurs, users with the appropriate [Type Memberships](#) receive an email and Process Inbox message indicating the event requires recertification.

If an event is sent back for recertification, any recurring snapshots established by the state will continue to overwrite existing snapshot data until the event is certified by the district.

<input type="checkbox"/>		Process	Name	Posted Date	Due Date
<input type="checkbox"/>		Data Certification	<a href="#">The State of SD published a Data Certification Event: TEST111</a>	08/08/2012	
<input type="checkbox"/>		Data Certification	<a href="#">The State of SD published a Data Certification Event: TEST111</a>	08/08/2012	
<input type="checkbox"/>		Data Certification	<a href="#">The State of SD requested a recertification for Data Certification Event: Event 2</a>	08/02/2012	
<input type="checkbox"/>		Data Certification	<a href="#">The State of SD requested a recertification for Data Certification Event: LEP and SPED Counts</a>	08/02/2012	
<input type="checkbox"/>		Data Certification	<a href="#">The State of SD published a Data Certification Event: LEP and SPED Counts</a>	08/02/2012	

Once the event has been reviewed and all necessary data changes are made at the district level, the district should then certify and submit the event back to the state via the [Event Certification](#) tool.

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### Event Certification

**Event Description:** kjlkj

**External Data Links:**

**Ad Hoc Data Links:**

**Data Validation Groups:**

**Review Snapshot**

Snapshot has been captured. Click below to review the data.

**Status**

Please review all data for this event before clicking the Certify & Submit button.

[View District Certification Status](#)

**State-Report Output**

Show top  tasks submitted between  and

Batch Queue List			
Queued Time	Report Title	Status	Download

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