

# State-Level Data Certification Setup and Workflow

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[Pre-Data Validation/Certification Setup](#) | [Data Validation Setup Workflow](#) | [Data Certification Setup Workflow](#) | [Approving Data Certification Events](#)

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.**

## Pre-Data Validation/Certification Setup

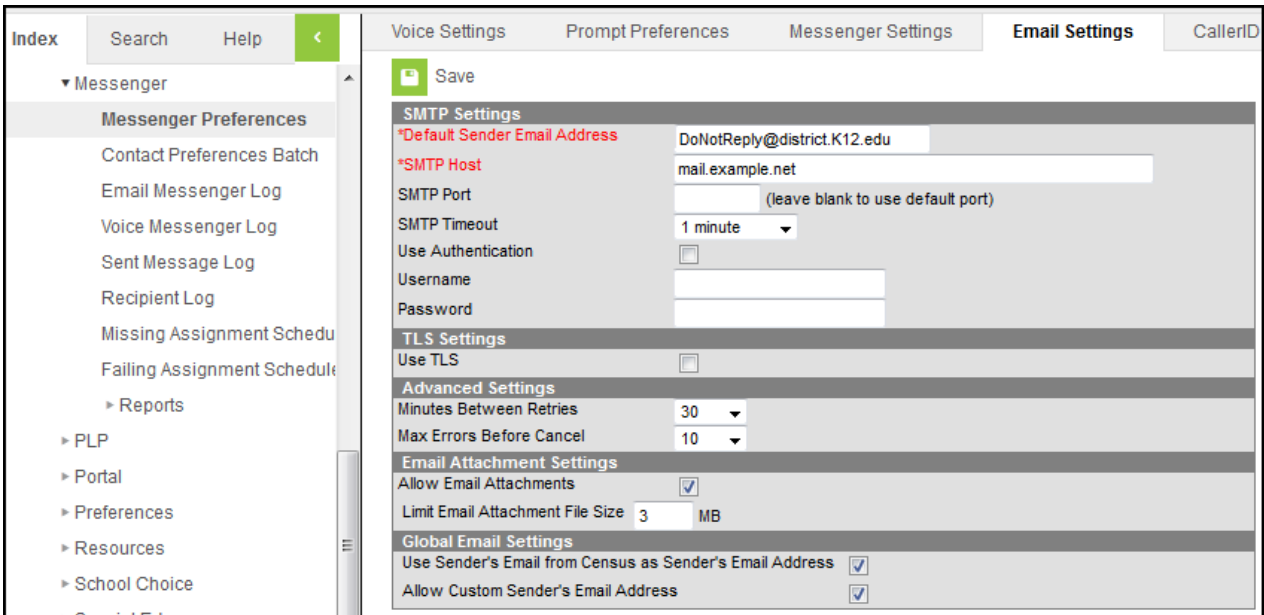
Prior to using Data Validation and Certification, the following must be set up:

- [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](#)

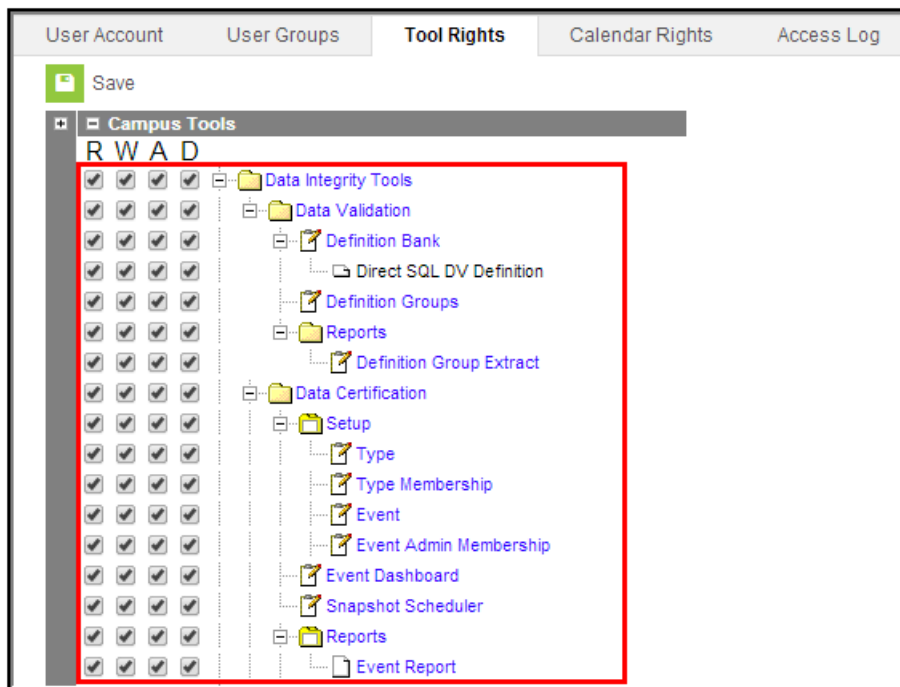
Users must ensure [Email Messenger](#) is enabled and configured for the state. As Data Certification Events and Types are published and approved, state users receive email notifications.



## Assign Data Integrity Tool Rights

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

For state users to properly set up, view and approve events, they must be given tool rights to the appropriate Data Integrity Tools. See the [Data Integrity Tool Rights](#) page for more information.

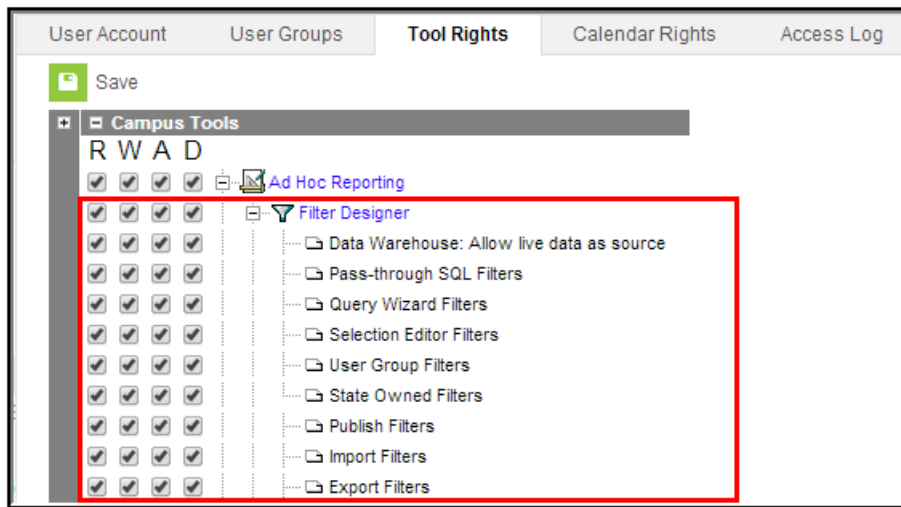


## Assign Filter Designer Tool Rights

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

To create Ad Hoc filters used in an event for pulling a defined set of data, users must have tool

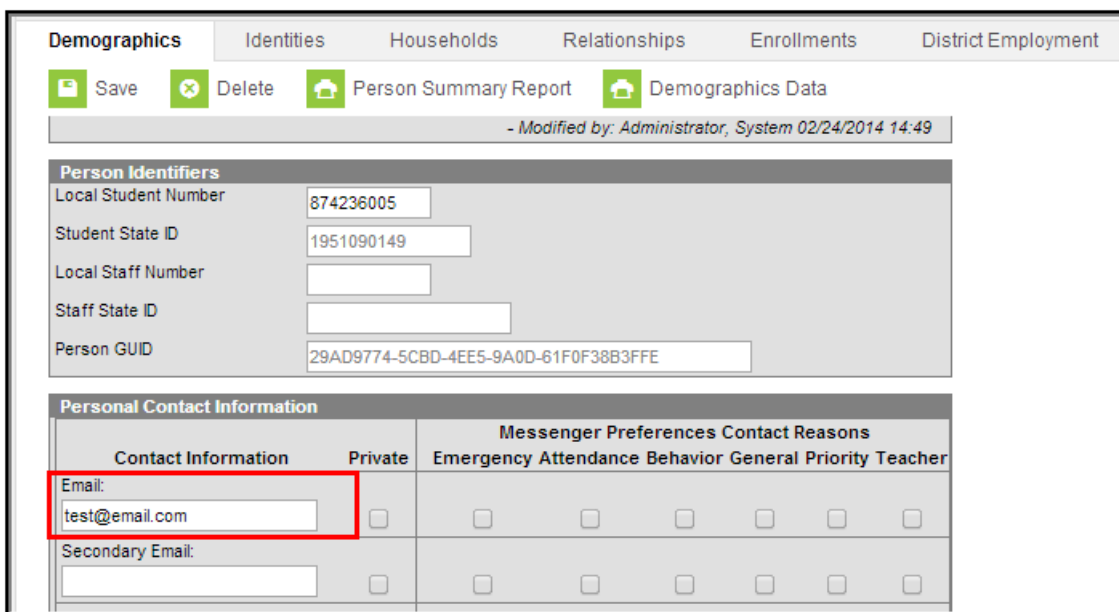
rights to the [Filter Designer](#) and related sub-rights.



## 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 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.

- [Step 1. Establish Data Validation Definitions](#)
- [Step 2. Create Data Validation Groups](#)

- [Step 3. Review Data Validation Groups](#)
- [Step 4. Publish Data Validation Groups to Districts](#)

## Step 1. Establish Data Validation Definitions

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

For state and district users to validate data, data validation definitions need to 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 preexisting rules provided by Campus.

Archiving a definition makes it unavailable for use in data validation groups; however, the definition can still be used to preview data and existing data validation groups containing the definition can still be run. Archived definitions can be reactivated for use in data validation groups.

The screenshot displays the 'Definition Bank' interface. On the left sidebar, the 'Definition Bank' menu item is highlighted with a red box. In the top navigation area, the 'New' button is highlighted with a red box and a red arrow. The main content area includes a search bar, 'Creation Source' options (Campus-Maintained and User-Maintained), 'Data Validation Tags' with a 'Select Tag(s)' button, and 'Definition Status' options (Active and Archived). At the bottom, there are 'Search' and 'Reset' buttons and a table header with columns for 'Name', 'Definition Type', and 'Archived'.

## Step 2. Create Data Validation Groups

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

Once data validation definitions have been created, [data validation groups](#) need to be established. Data validation groups are sets of validation definitions grouped together so users can easily audit data for a specific area or process within Campus. Users can add user-created and Campus-created definitions to validation groups.

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

Archiving a group makes it unavailable for use in Data Certification, however the definition can still be used to preview data and existing data validation groups containing the definition can still be run. Archived groups can be reactivated for use in Data Certification.

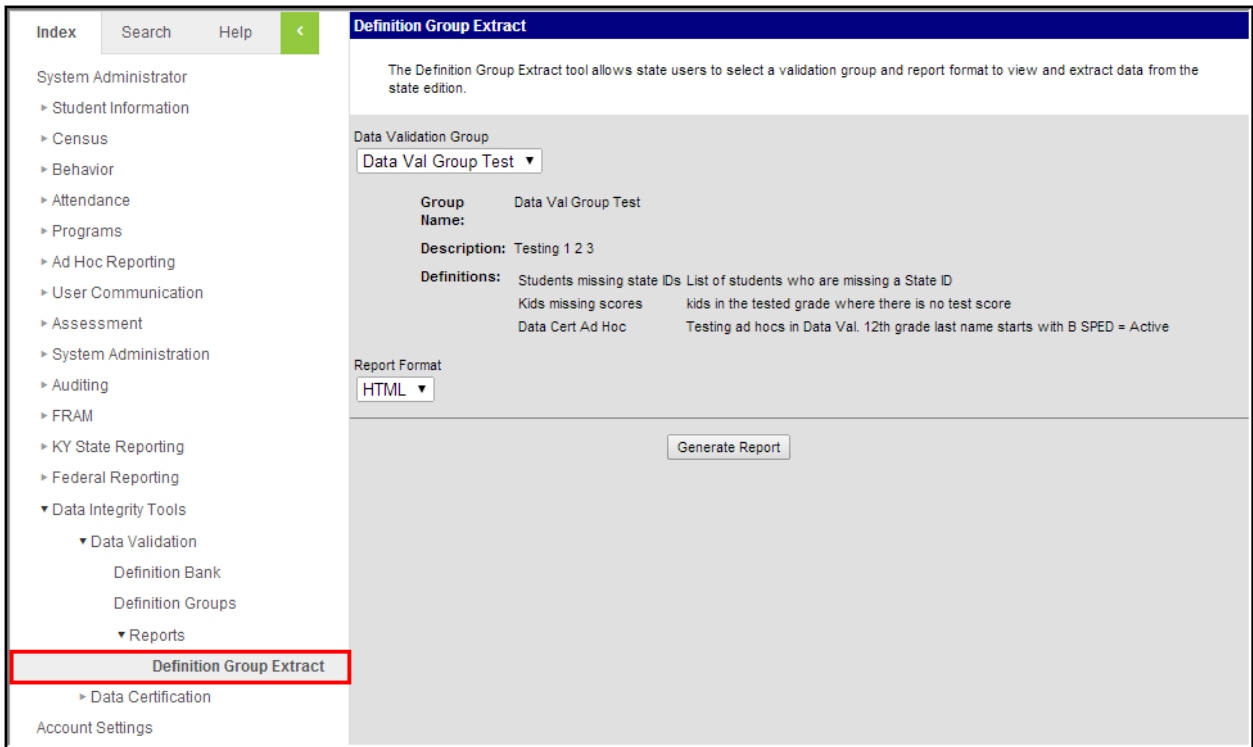
The screenshot displays the 'Definition Groups' interface. On the left is a navigation sidebar with a tree view. The 'Definition Groups' item is highlighted with a red box. The main content area is titled 'Definition Groups' and features a '+ New' button, also highlighted with a red box. Below this is the 'Data Validation Groups Editor' table:

Name	State Published	Archived
Test GB1	<input checked="" type="checkbox"/>	
Data Val Group Test	<input checked="" type="checkbox"/>	
LEP Student Group		
Test Group	<input checked="" type="checkbox"/>	

### Step 3. Review Data Validation Groups

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

Once data validation groups are created, users should run each validation group and review reported data via the [Definition Group Extract](#) tool.

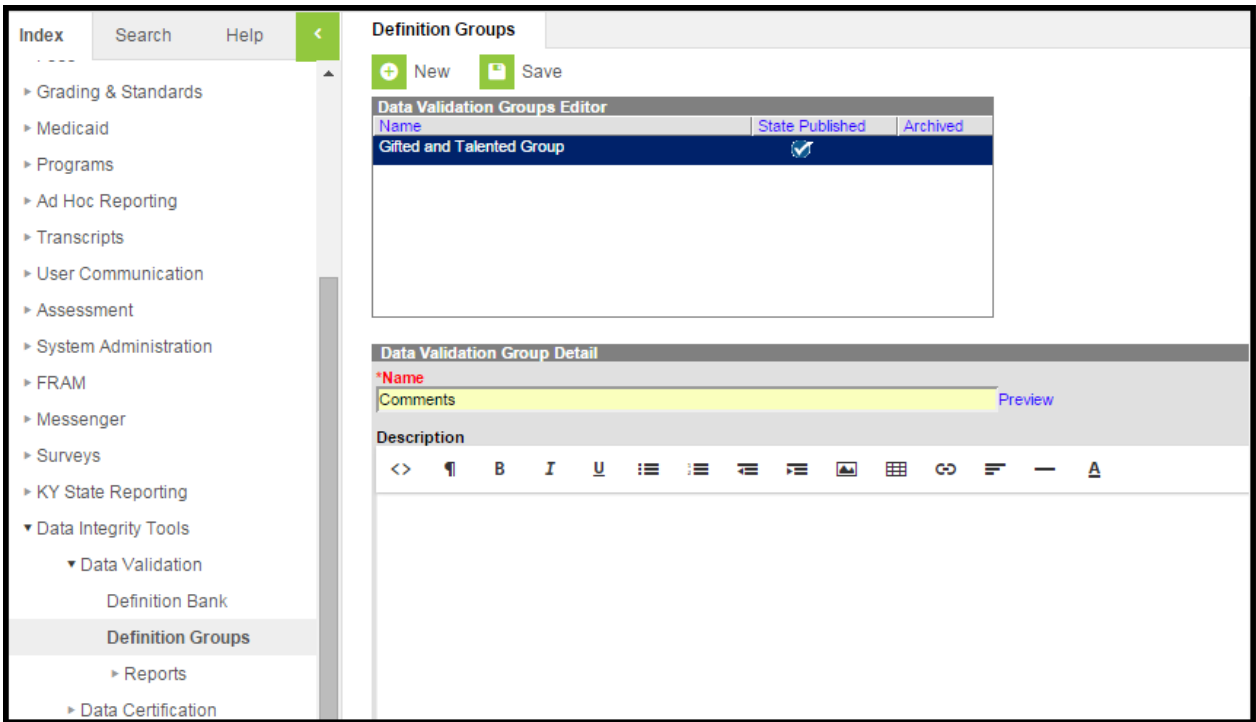


## Step 4. Publish Data Validation Groups to Districts

**PATH:** *Data Integrity Tools > Data Validation > Definition Groups*

Once data validation groups are established, users need to publish these groups to districts so district users can begin using them for validation. To publish a validation group, select the group from the [Data Validation Groups Editor](#) window and click the **Publish Group** button.

An archived group that has never been published cannot be published to districts.



# Data Certification Setup Workflow

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

- [Step 1. Create Certification Types](#)
- [Step 2. Publish Certification Types to Districts](#)
- [Step 3. Add Members to Each Certification Type](#)
- [Step 4. Create Data Certification Events](#)
- [Step 5. Assign Event Admin Memberships](#)
- [Step 6. Publish Data Certification Events to Districts](#)
- [Step 7. Schedule a Snapshot](#)

## Step 1. Create Certification Types

**PATH:** [Data Integrity Tools](#) > [Data Certification](#) > [Setup](#) > [Type](#)

Before events can be created, data certification [Types](#) must be created. Data certification types indicate what type(s) of information is being certified in the data certification event (i.e., Special Ed, English Learners (EL), etc) and which state and district users are allowed to view and certify an event.

The screenshot shows the 'Data Certification Type Editor' interface. At the top, there are tabs for 'Type', 'Type Membership', 'Event', and 'Event Admin Membership'. Below the tabs, there are buttons for 'New' (highlighted with a red box) and 'Publish To Districts' (highlighted with a green checkmark). The main area contains a table with the following data:

Name	Status	Published
Economically Disadvantage	Active	<input checked="" type="checkbox"/>
Gender	Active	<input checked="" type="checkbox"/>
Homeless	Active	<input checked="" type="checkbox"/>
EL	Active	<input checked="" type="checkbox"/>
Migrant	Active	<input checked="" type="checkbox"/>
Not Published Type	Active	<input type="checkbox"/>
Race/Ethnicity	Active	<input checked="" type="checkbox"/>
SPED	Active	<input checked="" type="checkbox"/>
Special Ed Attendance	Inactive	<input checked="" type="checkbox"/>

## Step 2. Publish Certification Types to Districts

**PATH:** *Data Integrity Tools > Data Certification > Setup > Type*

Once data certification types have been created they must be published to districts via the Publish to Districts button. Publishing data certification types allows district users to be assigned to type memberships and ensures the appropriate district users are allowed to certify events based on the type of data certification event.



Data Certification Type Editor		
Name	Status	Published
Economically Disadvantage	Active	<input checked="" type="checkbox"/>
Gender	Active	<input checked="" type="checkbox"/>
Homeless	Active	<input checked="" type="checkbox"/>
EL	Active	<input checked="" type="checkbox"/>
Migrant	Active	<input checked="" type="checkbox"/>
Not Published Type	Active	<input type="checkbox"/>
Race/Ethnicity	Active	<input checked="" type="checkbox"/>
SPED	Active	<input checked="" type="checkbox"/>
Special Ed Attendance	Inactive	<input checked="" type="checkbox"/>

## Step 3. Add Members to Each Certification Type

**PATH:** *Data Integrity Tools > Data Certification > Setup > Type Membership*

Once Types have been created and published, state users must be assigned [Type Memberships](#) for each available type. As data certification events are created and published to districts, state users receive notification of published events and have the ability to certify events tied to their Type Membership(s).

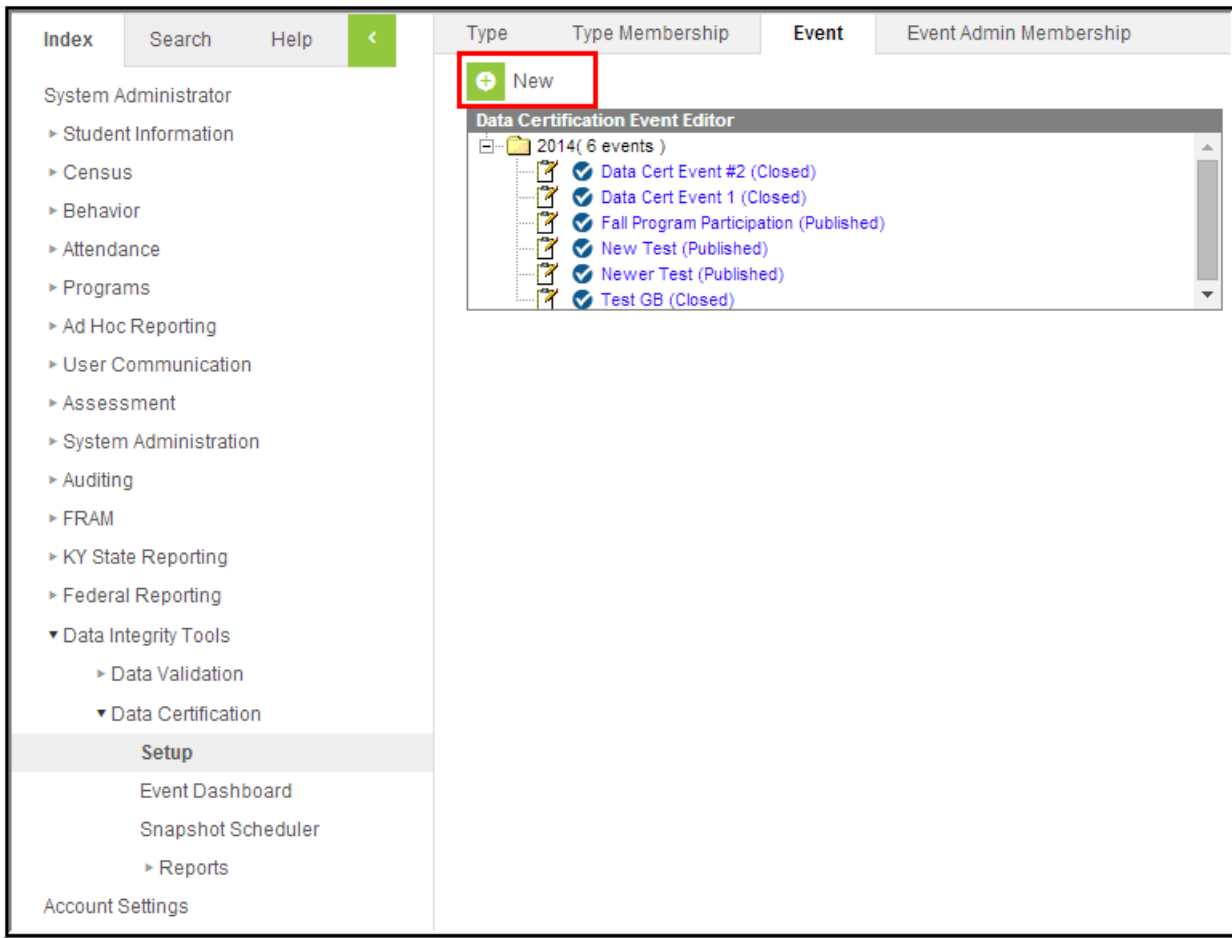
Data Certification Membership Editor		
Name	Status	Type
Administrator, System	Active	Primary

## Step 4. Create Data Certification Events

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

Once [Types](#) are created and published and [Type Memberships](#) are assigned, data certification events can be created via the [Events](#) tool.

Do not publish events until [Event Admin Memberships](#) are assigned. Only event admins can view unpublished and closed events.



## Step 5. Assign Event Admin Memberships

**PATH:** *Data Integrity Tools > Data Certification > Setup > Event Admin Membership*

Once [Events](#) are created, [Event Admin Memberships](#) must be assigned. Event Admins are those users who are responsible for reviewing state and district certified events before the event is considered complete and closed.

Unlike Type Memberships, Event Admin Memberships are event-specific, meaning regardless of the user's Type Membership(s) and the Data Certification Type values entered on the event, event admins can view, process and close any and all events in which they have memberships.

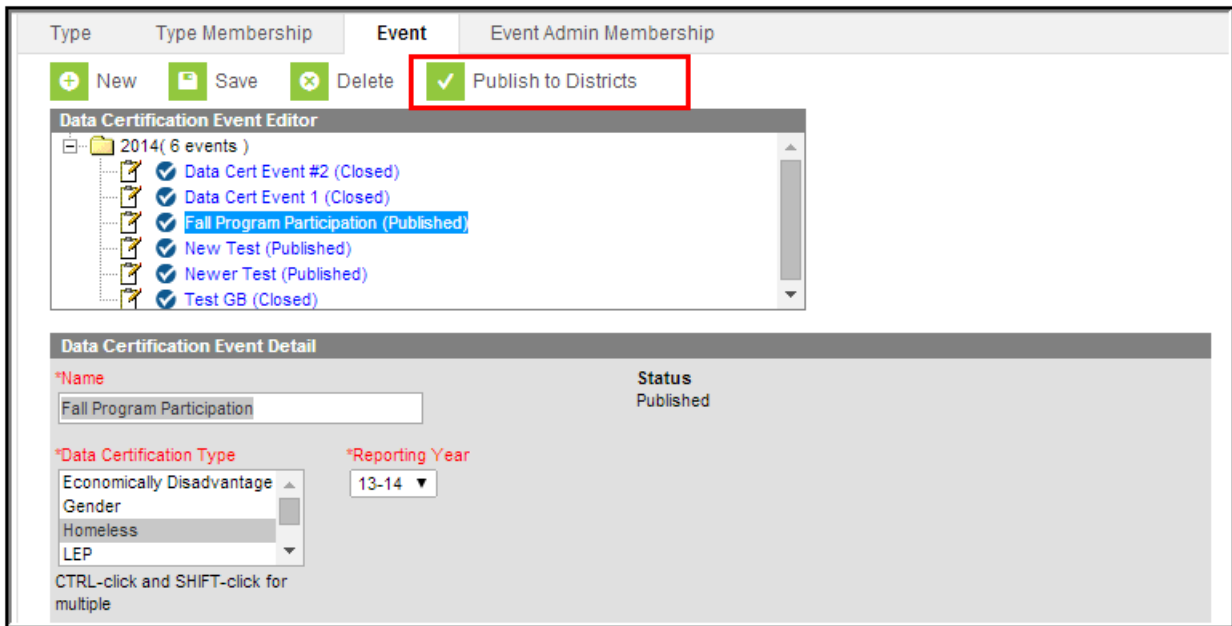
The screenshot displays the Infinite Campus user interface. On the left is a navigation sidebar with categories like 'System Administrator', 'Student Information', 'Census', 'Behavior', 'Attendance', 'Programs', 'Ad Hoc Reporting', 'User Communication', 'Assessment', 'System Administration', 'Auditing', 'FRAM', 'KY State Reporting', 'Federal Reporting', 'Data Integrity Tools', and 'Setup'. The 'Data Certification' sub-menu is expanded. The main content area has tabs for 'Type', 'Type Membership', 'Event', and 'Event Admin Membership'. A '+ New Event Admin' button is highlighted with a red box. Below it is a table titled 'Data Certification Event Admin Editor' with the following data:

Event Administrator Name	Status
Administrator, System	Active

## Step 6. Publish Data Certification Events to Districts

**PATH:** *Data Integrity Tools > Data Certification > Setup > Events*

Once Event Admin Memberships are assigned, events should be published to districts via the **Publish to Districts** button on the **Event** tab. Once an event is published, districts can view and certify the event.

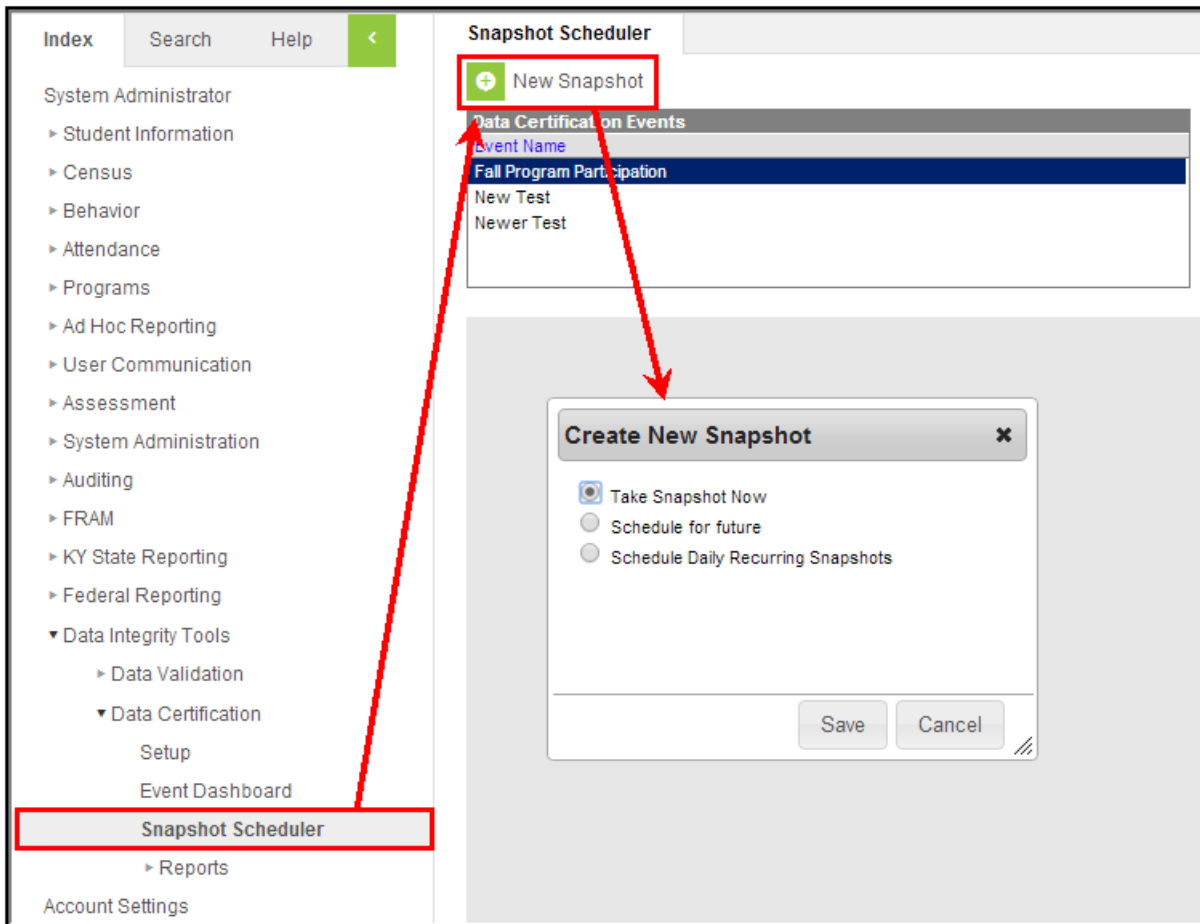


## Step 7. Schedule a Snapshot

**PATH:** *Data Integrity Tools > Data Certification > Snapshot Scheduler*

If Snapshot functionality is enabled, a [snapshot needs to be taken](#) or scheduled. Daily recurring snapshots will always overwrite the previous snapshot for a district until the district certifies the event.

Snapshot functionality is manually enabled by Campus and requires a setup fee. Please contact Infinite Campus for more information.



## Approving Data Certification Events

Now that Data Certification tools are properly set up and data certification events are published to districts, state users must approve data certification events certified and submitted by districts. The following describes the basic workflow involved in viewing and certifying data certification events.

- [Step 1. Review Snapshot Data in the Event Dashboard](#)
- [Step 2. Run the Event Report](#)
- [Step 3. Approve or Request Recertification of Events](#)
- [Step 4. Close Events](#)

### Step 1. Review Snapshot Data in the Event Dashboard

**PATH:** [Data Integrity Tools](#) > [Data Certification](#) > [Event Dashboard](#)

If snapshots were taken for the event, you should review the state-wide snapshot, as well as each district's snapshot while keeping in mind their current status.

If snapshot functionality is not enabled, move on to Step 2.

Index Search Help **Event Dashboard**

Close Data Certification Event

**Event Detail**

**Event Name:** Fall Program Participation

**Reporting Year:** 2014

**Event Start:** 05/19/2014

**Snapshot Available:** 05/19/2014 12:00 AM

**Certification Opens:** 05/19/2014 12:00 AM

**Event End:** 05/19/2014

**Data Certification Types:** Homeless

**Event Description:** Today today

**External Data Links:**

**Ad Hoc Data Links:**

**Data Validation Groups:**

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

**District Approval Status**  
 This area shows the current certification status of all involved districts. Here you can also approve certifications and/or request recertification. To see the actions available on a specific district, check the box next to the district name

District Certification Statuses						
<input type="checkbox"/>	Name	Number	Progress	Status	Snapshot Date	
<input type="checkbox"/>	JEFFERSON COUNTY PUBLIC SCHOOLS	275	2/6	Uncertified (2013-07-15 14:00:00.0)	2013-07-19 03:18:00.0	
<input type="checkbox"/>	Knox County	301	3/4	Recertification Requested (2013-07-15 14:56:00.0)	2013-07-19 03:18:00.0	
<input type="checkbox"/>	Trigg County	555	0/2	Approved (2013-07-15 14:55:00.0)	2013-07-15 13:59:00.0	

## Step 2. Run the Event Report

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

To do a general review of the event status per district, school year and event, generate the [Event Report](#). This report will help you understand specifically which districts are ready to be approved.

For example, you could run the report for districts with a status of Certified for a particular event.

This step is considered informative and is not required in order to approve events. Events can also be reviewed within the [Event Dashboard](#).

**Data Certification Event Report Options**

This report includes event status and user/membership details for the selected data certification event.

**Report Options**

School Year: 13-14

Data Certification Event Name: Fall Program Participation

District Event Status: Published, District Certification In Progress, District Certified, Recertification Requested, District Recertification In Progress, District Recertified, State Approval In Progress, State Approved

Select district(s) to include in the report: All Districts, JEFFERSON COUNTY PUBLIC SCHOOLS (275), Knox County (301), Trigg County (555)

Include Secondary Users

Generate Report

Account Settings

**Data Certification Event Report**

Event Name: Child Verification      Data Certification Type(s): FRAM (Meal Status), Race, Special Education (IDEA)  
 Start Date: 10/05/2010      End Date/Due Date: 05/06/2011  
 Effective Date: 10/01/2010      Snapshot Date: 10/04/2010

State Event Status: Published

Generated on 08/09/2012 11:53:41 AM      Page 1 of 1

**STATE DETAIL**

Event Administrator Name

██████████, Don

Name	Type	Approved	Data Certification Type
██████████, Luke	Primary	-	Race
██████████, Jodi	Primary	07/31/2012 15:36	Race
██████████, Teresa	Primary	-	Special Education (IDEA)
██████████, Kim	Primary	-	FRAM (Meal Status)
██████████, Nicole	Primary	-	Race
██████████, Sherri	Primary	-	Special Education (IDEA)
██████████, Jodi	Secondary	N/A	FRAM (Meal Status)
██████████, Darla	Secondary	N/A	Race
██████████, Nicole	Secondary	N/A	Special Education (IDEA)



## Step 3. Approve or Request Recertification of Events

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

After the state has reviewed districts who have certified an event and deems them ready for state approval, each district must be selected and approved via the Approve Certification button in the [Event Dashboard](#) tool.

District Approval Status

Approve Certification Request Recertification

District Certification Statuses						
Name	Number	Progress	Status	Snapshot Date		
<input type="checkbox"/> JEFFERSON COUNTY PUBLIC SCHOOLS	275	3/7	Uncertified (2013-07-15 14:00:00.0)	2013-07-19 03:18:00.0		
<input checked="" type="checkbox"/> Knox County	301	4/4	Certified (2013-07-15 14:56:00.0)	2013-07-19 03:18:00.0	🔒	
<input type="checkbox"/> Trigg County	555	0/1	Approved (2013-07-15 14:55:00.0)	2013-07-15 13:59:00.0	🔒	

If the state disagrees with a district's certification for an event, the state can request re-certification of the data via the **Request Recertification** button in the [Event Dashboard](#) tool.

District Approval Status

Approve Certification Request Recertification

District Certification Statuses						
Name	Number	Progress	Status	Snapshot Date		
<input checked="" type="checkbox"/> JEFFERSON COUNTY PUBLIC SCHOOLS						
<input type="checkbox"/> Knox County						

**Request Recertification** [X]

**Recertification Request Reason** (required when requesting district recertification)

Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.

**Description**

<> [Rich Text Editor Icons]

Data still contains critical errors and gaps. Please clean up student data and re-certify when complete.

Cancel Submit Recertification Request

## Step 4. Close Events

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

Once all districts have certified their data for an event and each district has been approved, the event should be closed via the [Event Dashboard](#) tool.

Select the event from the Event Administration Editor and click the **Close Data Certification Event** button.

**Event Dashboard**

**Close Data Certification Event**

**Event Administration Editor**

Event Name	Due Date	Status
Snapshot test event 1 7192013	07/31/2013	In Progress
72213 test	07/31/2013	In Progress
GB 72213 #2	07/31/2013	In Progress
GB 72213 #3	07/31/2013	In Progress
<b>LEP Test Event</b>	<b>07/19/2013</b>	<b>In Progress</b>
MJR Test 722	08/02/2013	In Progress

**Event Detail**

Event Name: LEP Test Event

Reporting Year: 2013

Event Start: 07/15/2013

Snapshot Available: 07/16/2013 12:00 AM

Certification Opens: 07/16/2013 12:00 AM

Event End: 07/19/2013

Data Certification Types: FRAM (Meal Status)  
General Education  
LEP

Event Description: Description of the event.

External Data Links: [Description of the link.](#)  
-Description of the link.

Ad Hoc Data Links: [LEP with end date Missing Instructional Accommoda](#)

Data Validation Groups: [Test Group 1](#)

**Review Snapshot**

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

[Review State-Wide Snapshot](#)

**District Approval Status**

This area shows the current certification status of all involved districts. Here you can also approve certifications and/or request recertification. To see the actions available on a specific district, check the box next to the district name

District Certification Statuses						
<input type="checkbox"/>	Name	Number	Progress	Status	Snapshot Date	
<input type="checkbox"/>	JEFFERSON COUNTY PUBLIC SCHOOLS	275	3/6	Approved (2013-07-15 14:55:00.0)	2013-07-15 13:59:00.0	
<input type="checkbox"/>	Knox County	301	0/3	Approved (2013-07-15 14:55:00.0)	2013-07-15 13:59:00.0	

Once the state has decided the event is over it should be closed.

Typically this would occur once the certification window has ended and/or all districts have been approved.