

Event Certification

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Tool Search: Event Certification

The Event Certification tool is used to view and certify data certification events published from the state. Users can only view and access events with a Data Certification Type matching their Type Membership(s).

Data Certification tools are only available in State Editions of Campus and districts connected to a State Edition of Campus.

This article includes the following topics:

- Prerequisites
- Data Certification Workflow
- Tool Rights
- Certifying an Event
- Recertifying an Event

Event Certification ☆			Reporting > Data Certification > Event Certification
Event Certification Editor Event Name Preschool Spring Enrollment Counts Nate Test	Due Date 03/09/2015 08/11/2024	Certification Status	

Image 1: Event Certification Editor

Prerequisites

- Data certification events must be published from the state.
- Users can only access data certification events with a Data Certification Type(s) matching their Type Membership(s).

Data Certification Workflow

To view a simplified version of the district-level data certification workflow, see the Setup and Workflow (District Data Certification) article.

Tool Rights

In order to view and/or certify a data certification event, users must have at least R(ead) tool rights



to the Event Certification tool.

Only users with a Primary event type membership matching the data certification type(s) of the event are allowed to certify the event to the state.

User Account	User Groups	Tool Rights	Calendar Rights	Access Log
Save				
E Campus T	ools			
RWAD				
	🚊 🖓 🗋 Data Integrity	Tools		
	🗄 🖓 🛅 Data Valio	lation		
	🖻 🖓 🗋 Data Certi	fication		
	😟 🛅 Setup			
	- 🗗 Event	Certification		

Image 2: Event Certification Tool Rights

Also, because data is often certified using an Ad hoc filter attached to the data certification event, users should also have at least R(ead) tool rights to the Filter Designer tool and State-Published Filters sub-right (Image 3).

User Account	User Groups	Tool Rights	Calendar Rights	Access Log
Save				
Campus To R W A D	Filter Desi Can Data V Can Data V 	Varehouse: Allow live through SQL Filters v Wizard Filters tion Editor Filters Group Filters Owned Filters	e data as source	

Image 3: Filter Designer Tool Rights

Certifying an Event

The following steps will walk you through the process of reviewing and certifying an event.

- Step 1. Review Certification Event Data
- Step 2. Certify and Submit the Event to the State

Step 1. Review Certification Event Data

When data certification events are published from the state, district users with event type memberships matching the data certification type(s) of the published event will receive a



notification (Image 4).

Users cannot see or access an event until the event is published down from the state.

Select the event from within the Process Alerts to review event data for certification or go to the Event Certification tool.

Message Center ☆		My Account > Communication	> Messa	ge Center
All Items Process Alerts 2 A New Select All Remove	nnouncements 1 Search Sort by: Sticky			
Message Center (3)				
Data Certification	New The State of KY published a Data Certification Event: Nate Test			06/04/2024
			Delete	
Data Certification	New Review Event Certification(s)			06/04/2024
			Delete	
District Announcement	New			10/03/2023
	YOU ARE IN THE jcps-20231002_2030_dev TEST SITE - Refreshed on 10/03/2023 More		Archive	

Image 4: Notification of a State Published Data Certification Event

A data certification event awaiting certification will appear within the Event Certification Editor (Image 5). Select the event to view event details as well as access data links.



Event Certification Ed	itor			
Event Name		Due Date	Certification Status	
SPED2		12/31/2012	N/A	^
CSRF LEP		12/21/2012		
test		11/09/2012		
QA LEP			Certified on 07/15/2013	-
Mary-Gary Test Event 2	013		Certified on 07/16/2013	3
LEP Test Event		07/19/2013		<u>~</u>
		_		
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	LEP			
Types:				
Event Description:	Description of the event.			
External Data Links:	Description of the link			
External Data Links:	Description of the link. -Description of the link.			
	-Description of the link.			
Ad Hoc Data Links:	LEP with end date Missing Instruct	tional Accommoda		
	g monto			
Data Validation	Test Group 1 Run At State			
Groups:				
Review Snapshot				

Image 5: Viewing Event Details

In order to review specific data for the event, the state may include any combination of External and Ad Hoc data links as well Data Validation Groups (Image 6).

- **External Data Links** will direct you to an external data source (such as a website) where data can be reviewed and verified.
- Selecting the **Ad Hoc Data Link** will redirect you to the Filter Designer where the filter can be exported and reviewed (see Image 6).
- Selecting a **Data Validation Group** will direct you to a Validation Group Extract which will display data for review and certification (see Image 6).



Image 6: Accessing Data for Certification of the Event

If Snapshot functionality is enabled, you may also select the **Review Snapshot** button to generate a report which details information within a specific snapshot of time.

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

Selecting the **Review Snapshot** button will send the request to the Batch Queue List with a Status of "Queued" (see Image 7).

Review Snapshot	lick below to review the data.	💿 The	page at https:,	//iese.infiniteca	mpus.co ×
Status lease review all data for this e	vent before clicking the Certify a	below	request sent to th	e state. Report resu	ılts will appear
Certify & Submit					ОК
iew District Certification Statu	S				
State-Report Output					
Refresh Show top 50	v tasks submitted between 07/	16/2013 💼 8	and 07/23/2013		
Batch Queue List				/	
Queued Time	Report Title		Status	Download	
07/23/2013 02:45:46 PM	Review Data Certification Sr	napshot	Queued		
	Data Validation Output		Completed	Get the report	
	Data Validation Output		Completed	Get the report	
07/23/2013 01:39:28 PM 07/16/2013 02:13:00 PM					

Image 7: Requesting Review of a Data Snapshot

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Once the snapshot has finished generating it will appear with a Status of "Completed" and can be accessed by selecting the **Get the report** blue hyperlink (see Image 8).

State-Repo	ort Output							
Refresh	Show top 5	i0 🗸 tas	ks submitted betwe	en 07/16/2013 💼	and 07/23/2013			
Batch Que	ue List				_			
Queued Tir		Re	port Title		Status	Download		
	3 02:47:05 PM		eview Data Certific		Completed	Get the report		
	3 01:39:28 PM 3 02:13:00 PM		ata Validation Outp ata Validation Outp		Completed Completed	Get the report Get the report		
0//10/2013	5 02.13.00 PM	U	ata validation outp	ui	Completed	Gertile Tesort		
40.000		1001-1-1100	T / T 1888 101 - 1011				Data Validati	ion Output
Time: Tur	e Jul 23 15:	05-24 CDT	2012		×			
Time: Tue	e Jul 25 15:	05:21 CD1	2013					
Summ	narv							
	iai j							
Report				Occurr	ences	Severity		
EYtest				329	99			
FYtes	Back To Su	ummary						
LICO								
personID	stateID	lastName	firstName	middleName	gender			
1000000000		100000	Aariana	Denielle	F			
			A 1	Denielle	F			
		2010.0	Aariana					
100000	1001110000	and children	AARON	MICHAEL	M			
11001000	1071140070	1000	Aaron	Michael	M			

Image 8: Accessing and Reviewing Snapshot Data



Step 2. Certify and Submit the Event to the State

Once all data included in the event has been reviewed and verified as correct, users with a Type Membership of Primary can select the **Certify & Submit** button. Once a Primary user selects the Certify & Submit button, the event is considered certified by that user (see Image 9).

Secondary users can only view data included within Data Links but cannot select the **Certify & Submit** button.

All users assigned to a certification event are not required to certify the event; however, the status of the event for the district will remain as "Certification in Progress" until all Primary users of the event have certified. Name, date and time are tracked for each user who certifies the event.

Status Please review all data for this even	t before clicking the Certify & Submit button.	_	_	
Certify & Submit			- Certified on	07/25/2013 13:33
View District Certification Status				
State-Report Output				
Refresh Show top 50 v	tasks submitted between 07/18/2013	and 07/25/2013	Ξ	
Batch Queue List				
Queued Time	Report Title	Status	Download	
07/23/2013 02:47:05 PM	Review Data Certification Snapshot	Completed	Get the report	

Image 9: Certifying and Submitting an Event to the State

Once an event has been certified and submitted to the state, the Event Certification tool will update the event with a Certification Status of "Certified" (see Image 10).

Event Certification Editor			
Event Name	Due Date	Certification Status	
1051	11/03/2012		
QA LEP	07/16/2013	Certified on 07/15/2013	
Mary-Gary Test Event 2013	07/16/2013	Certified on 07/25/2013	_
LEP Test Event	07/16/2013	Certified on 07/25/2013	
testEvent 71813	07/31/2013		
Snapshot test event 1 7192013	07/31/2013		
72213 test	07/31/2013		

Image 10: Event Shown as Certified

If the state agrees with the certification, they will approve the event and you do not need to take any further action and your snapshot data is frozen and locked.



If the state disagrees with the certification and requests data be changed or corrected before approving the event, they will request re-certification of the event.

Recertifying an Event

If the district-certified event does not meet the approval of the state, the state can request event recertification.

District users with event type memberships matching the data certification type(s) of the event will receive a Process Inbox notification indicating the state has requested recertification (see Image 11).

Process Inbox		
Date Range to	Display All Processes 🗸 Find Messages	
Delete Selected Messages		
	1	
Process	Name	Posted Date Due Date
Data Certification	The State of KY requested a recertification for Data Certification Event: LEP Test Event	07/24/2013
Data Certification	The State of KY published a Data Certification Event: LEP Test Event	07/24/2013
Vertical Interoperability	State Resync Requested	07/24/2013

Image 11: Process Inbox Message Indicating Request for Recertification

To access the event requiring recertification, select the Process Inbox message or go to the Event Certification tool.



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Image 12: Viewing Recertification Comments and Recertifying the Event

Select the event from the Event Certification Editor (Image 12). Recertification Comments will appear, which are entered by the state to describe why the event was not approved and requires recertification (Image 12).

Once the state's concerns have been met and data is ready to be recertified, select the **Recertify and Submit** button (Image 12).

The Status section will indicate the event has been recertified and the time and date it was sent to



the state (see Image 13).

Status	
Please review all data for this event, including recertification comments, before clicking the Recertify & Submit button.	
Recertify & Submit	
- Certified on 07/24/2013 15:46	
- Recertified on 07/25/2013 11:01	
View District Certification Status	

Image 13: Indication of Recertification of the Event