

Schedule Data Certification Snapshots

Last Modified on 12/14/2025 8:45 pm CST

[Prerequisites](#) | [Data Certification Workflow](#) | [Creating a New Snapshot](#) | [Reviewing Districts Included in a Snapshot](#) | [Next Steps](#)

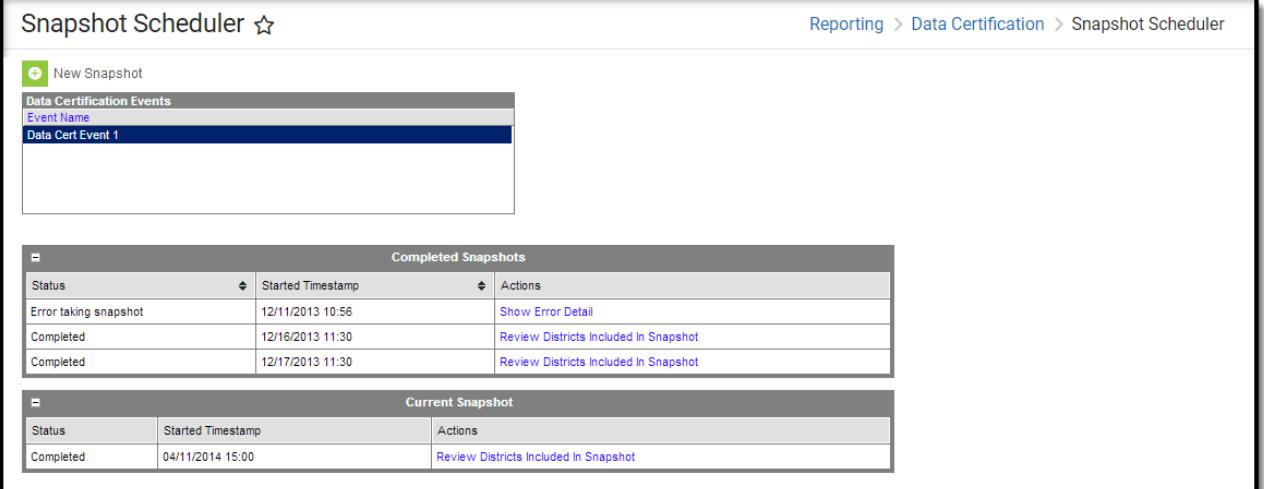
Tool Search: Snapshot Scheduler

Snapshot functionality requires a setup fee and must be enabled by Campus. There may also be additional hosting fees tied to the data storage of snapshots.

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

The Snapshot Scheduler tool is used to schedule data snapshots used for verifying data within data certification events. Users can choose to immediately take a data snapshot, schedule a snapshot to be taken at a specific time and date or establish a daily recurring snapshot that continues to take a new snapshot until all districts within an event are certified.

Existing snapshots for uncertified districts are overwritten when a new snapshot is taken.



Completed Snapshots		
Status	Started Timestamp	Actions
Error taking snapshot	12/11/2013 10:56	Show Error Detail
Completed	12/16/2013 11:30	Review Districts Included In Snapshot
Completed	12/17/2013 11:30	Review Districts Included In Snapshot

Current Snapshot		
Status	Started Timestamp	Actions
Completed	04/11/2014 15:00	Review Districts Included In Snapshot

Prerequisites

- Users responsible for scheduling snapshots are assigned [Type Memberships](#) to each event type they are responsible for publishing.
- [Events have been created](#) and published down to districts.

Data Certification Workflow

To view a simplified version of the state-level data certification workflow, see the [Setup and Workflow \(State Data Certification\)](#) article.

Read - Users can view existing snapshots but cannot schedule new snapshots.

Write - Users can view existing snapshots but cannot schedule new snapshots.

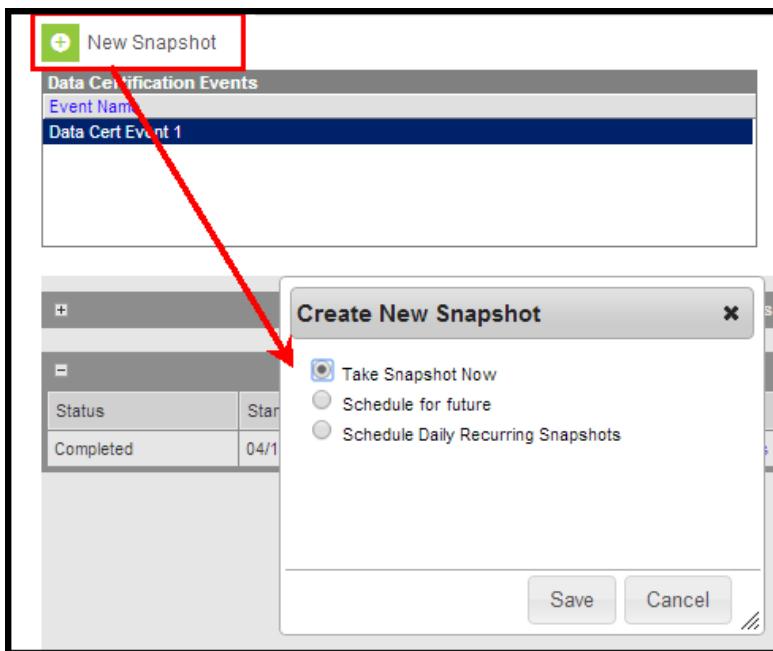
Add - Users can view existing snapshots and schedule new snapshots.

Delete - Users can view existing snapshots and schedule new snapshots.

Users can only schedule snapshots for events in which they have a [Type Membership](#). If no events match a user's type membership, there will be no events to schedule and the tool will appear blank.

Creating a New Snapshot

When creating a new snapshot for an event, users can take a snapshot immediately, schedule the snapshot for a specific time and date, or establish a daily recurring snapshot that continues to take a new one until all districts within an event are certified.



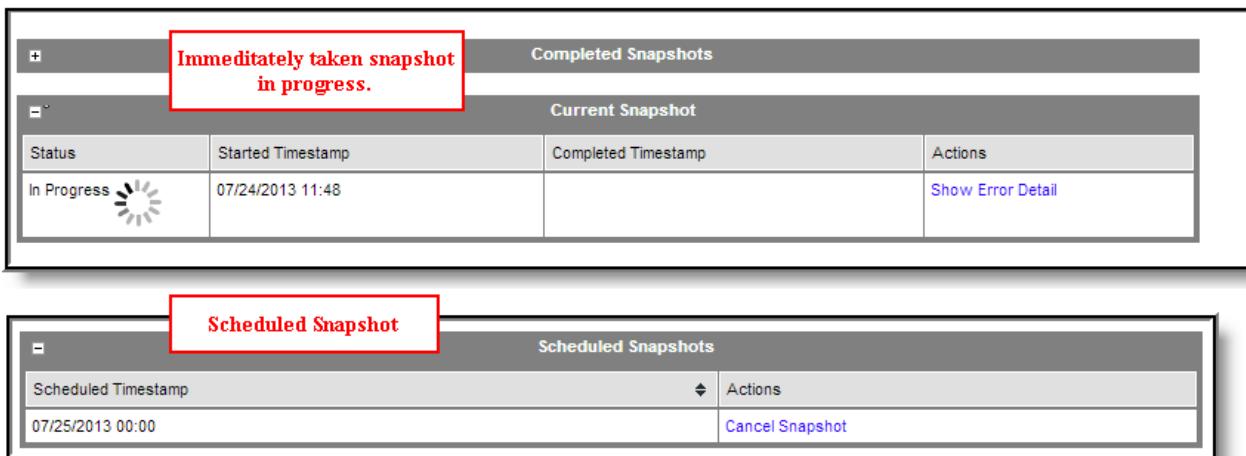
To create a new snapshot:

1. Select an event from the Data Certification Events window.

2. Select the **New Snapshot** button. The Create New Snapshots editor will appear in a separate window (see Image 3).
3. Select when to have a snapshot created:
 - **Take Snapshot Now** - A snapshot is immediately taken.
 - **Schedule for future** - Set a specific time and date to have the snapshot taken.
 - **Schedule Daily Recurring Snapshots** - A daily recurring snapshot will be taken, starting with the time and date entered. Recurring snapshots will continue to be taken until all districts within an event are certified.
4. Select the **Save** icon.

If the snapshot was immediately taken, the snapshot request will appear in the Current Snapshot section with a Status of In Progress (see Image 4).

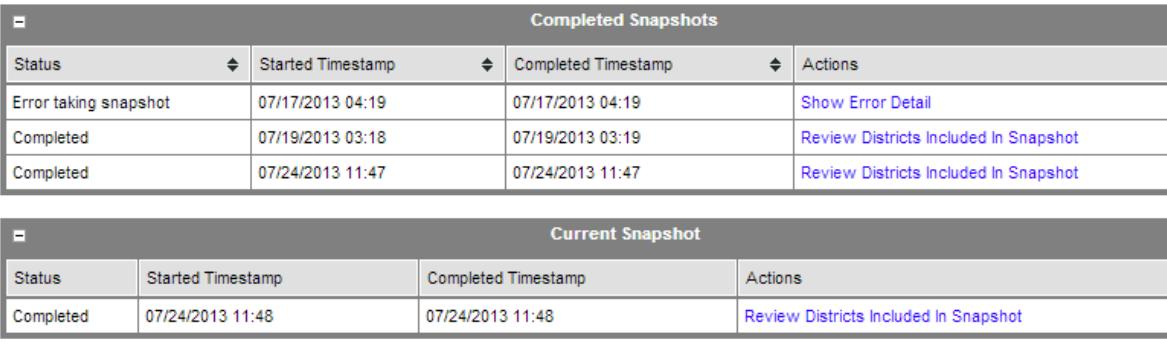
If the snapshot was scheduled or set to a daily recurrence, the snapshot request will appear in the Scheduled Snapshots section (see Image 4).



Status	Started Timestamp	Completed Timestamp	Actions
In Progress 	07/24/2013 11:48		Show Error Detail

Scheduled Timestamp	Actions
07/25/2013 00:00	Cancel Snapshot

Once a snapshot is complete it will appear within the Completed Snapshots section (see Image 5). The most recent snapshot will appear within the Current Snapshot section.



Status	Started Timestamp	Completed Timestamp	Actions
Error taking snapshot	07/17/2013 04:19	07/17/2013 04:19	Show Error Detail
Completed	07/19/2013 03:18	07/19/2013 03:19	Review Districts Included In Snapshot
Completed	07/24/2013 11:47	07/24/2013 11:47	Review Districts Included In Snapshot

Status	Started Timestamp	Completed Timestamp	Actions
Completed	07/24/2013 11:48	07/24/2013 11:48	Review Districts Included In Snapshot

District users will also receive a Process Inbox message indicating a new data certification snapshot was taken (see Image 6).

Process Inbox					
Date Range		Display	All Processes	Find Messages	
Delete Selected Messages					
<input type="checkbox"/>	<input type="checkbox"/>	Process	Name	Posted Date	Due Date
<input type="checkbox"/>	<input type="checkbox"/>	Vertical Interoperability	State Resync Requested	07/24/2013	
<input type="checkbox"/>	<input type="checkbox"/>	Batch Report Complete	Review Data Certification Snapshot	07/23/2013	
<input type="checkbox"/>	<input type="checkbox"/>	Vertical Interoperability	State Resync Requested	07/23/2013	

Now that a snapshot has been taken it is now available for district users within the [Event Certification](#) tool for use in verifying data for an event (see Image 7). State users can also review the snapshot by selecting the Review State-Wide Snapshot button in the [Event Dashboard](#) (see Image 7).

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

Review Snapshot

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

Certify & Submit

District Edition

- Certified on 07/15/2013 13:55

[View District Certification Status](#)

State-Report Output

Refresh Show top 50 tasks submitted between 07/17/2013 and 07/24/2013

Batch Queue List

Queued Time	Report Title	Status	Download
07/23/2013 02:47:05 PM	Review Data Certification Snapshot	Completed	Get the report
07/23/2013 02:45:46 PM	Review Data Certification Snapshot	Completed	Get the report
07/23/2013 01:39:28 PM	Data Validation Output	Completed	Get the report

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

Review State-Wide Snapshot

State Edition

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										
◆	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 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	

Reviewing Districts Included in a Snapshot

To review which districts were included within a snapshot, select the Review Districts Included In Snapshot button in the Current Snapshot and Completed Snapshot sections (see Image 8).

As districts are certified, their snapshot is locked and no longer overwritten by any additional snapshot.

Current Snapshot

Status	Started Timestamp	Completed Timestamp	Actions
Completed	07/19/2013 03:18	07/19/2013 03:19	Review Districts Included In Snapshot

Districts Included In Snapshot

JEFFERSON COUNTY PUBLIC SCHOOLS
Knox County



A screenshot of a software interface. At the top, there is a header bar with the Infinite Campus logo. Below this is a table titled 'Current Snapshot' with four columns: 'Status', 'Started Timestamp', 'Completed Timestamp', and 'Actions'. The 'Actions' column contains a link 'Review Districts Included In Snapshot' which is highlighted with a red box and a red arrow pointing to a modal window. The modal window is titled 'Districts Included In Snapshot' and displays the text 'JEFFERSON COUNTY PUBLIC SCHOOLS' and 'Knox County'.

Next Steps

- Review Snapshot Data in the [Event Dashboard](#).
- Review event data within the [Event Report](#).
