

Schedule Data Certification Snapshots

Last Modified on 03/11/2024 8:45 am CDT

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PATH: *Data Integrity Tools > Data Certification > 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.

The screenshot displays the Snapshot Scheduler tool 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, and Data Integrity Tools. The 'Data Integrity Tools' section is expanded, showing 'Data Validation', 'Data Certification', and 'Snapshot Scheduler' (highlighted with a red box). The main content area is titled 'Snapshot Scheduler' and includes a '+ New Snapshot' button. Below this is a 'Data Certification Events' table with one entry, 'Data Cert Event 1', which is selected. Further down are two tables: 'Completed Snapshots' and 'Current Snapshot'. The 'Completed Snapshots' table has three rows with columns for Status, Started Timestamp, and Actions. The 'Current Snapshot' table has one row with the same columns.

| 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.

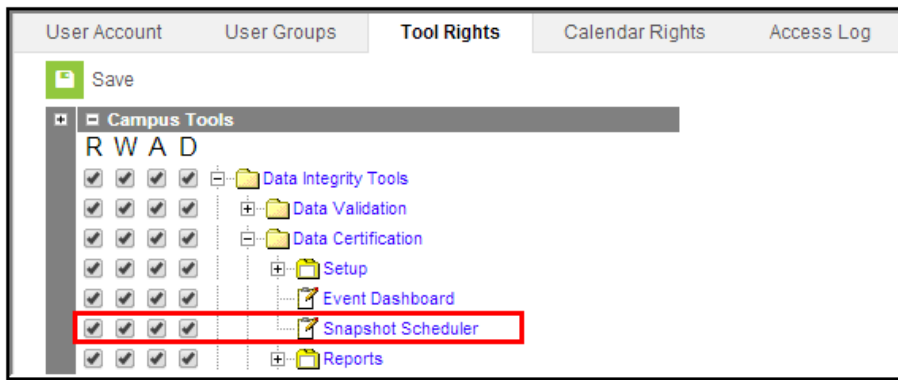
- [Events have been created](#) and published down to districts.

Data Certification Workflow

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

Tool Rights

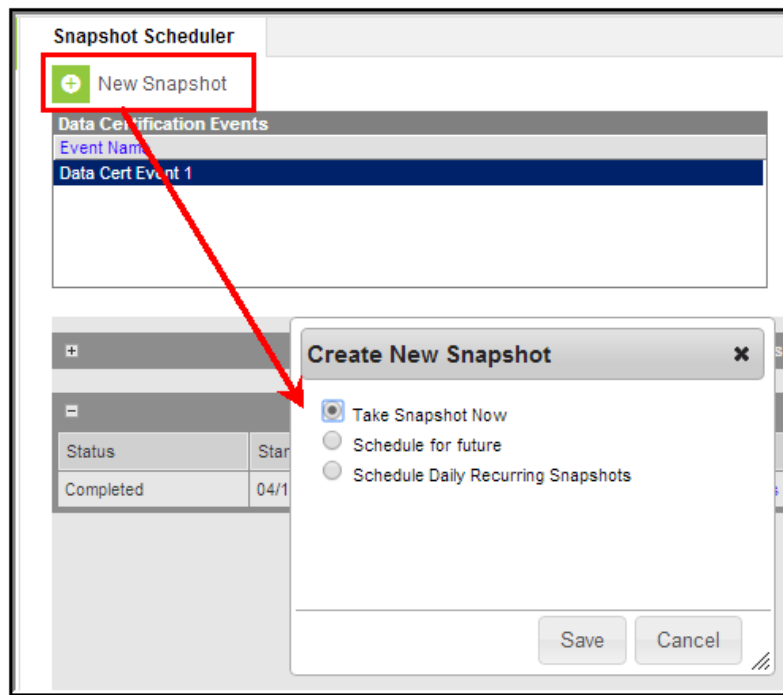
Users can only schedule snapshots for events in which they have a [Type Membership](#). If no events match a user's type membership, there will be no events to schedule and the tool will appear blank.



| Tool | R | W | A | D |
|---------------------------|----------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------|---------------------------------------------------------------|
| Snapshot Scheduler | Users can view existing snapshots but cannot schedule new snapshots. | Users can view existing snapshots but cannot schedule new snapshots. | Users can view existing snapshots and schedule new snapshots. | Users can view existing snapshots and schedule new snapshots. |

Creating a New Snapshot

When creating a new snapshot for an event, users can choose to immediately take a snapshot, schedule the snapshot for 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.



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).

| Completed Snapshots | | | |
|------------------------------------------------|-------------------|---------------------|-----------------------------------|
| Immediately taken snapshot in progress. | | | |
| Current Snapshot | | | |
| Status | Started Timestamp | Completed Timestamp | Actions |
| In Progress | 07/24/2013 11:48 | | Show Error Detail |

| Scheduled Snapshots | |
|---------------------|---------------------------------|
| 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.

| Completed Snapshots | | | |
|-----------------------|-------------------|---------------------|-------------------------------------------------------|
| 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 |

| Current 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 | <input type="text"/> | to | <input type="text"/> | Display | All Processes | <input type="button" value="Find Messages"/> |
| <input type="button" value="Delete Selected Messages"/> | | | | | | |
| <input type="checkbox"/> | | Process | Name | Posted Date | Due Date | |
| <input type="checkbox"/> | | Vertical Interoperability | State Resync Requested | 07/24/2013 | | |
| <input type="checkbox"/> | | Batch Report Complete | Review Data Certification Snapshot | 07/23/2013 | | |
| <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 tasks submitted between and

| 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 | | | | | | |
|---------------------------------|---------------------------------|--------|----------|----------------------------------------|-----------------------|--|
| <input type="checkbox"/> | 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

Next Steps

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