

# Create and Publish a Certification Category

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Tool Search: Certification Category

Certification Categories define which users are allowed to review and/or certify data certification events tied to the category. They also indicate what type(s) of information are being certified in a data certification event and which state and district users are allowed to view and certify an event.

As data certification events are created and published to districts, state users will receive notification of published events and have the ability to certify events tied to their certification category.

**Data Certification tools are only available in State Editions of Campus that have purchased the [Campus Data Suite](#).**

## Prerequisites

- Users must be assigned tool rights to the [Certification Category](#) tool.
- [Email Messenger](#) must be enabled and configured for category members to receive email notifications of state-published data certification events.
- All users assigned membership to a data certification category must have a valid email address entered on the [Demographics](#) tab. This ensures email notifications about events are sent and received accordingly.
- To view and/or certify a data certification event, a user must be given tool rights to the [Event Management](#) tool.

- Users creating data certification categories should have full tool rights to this tool.
- Staff members assigned as Approvers MUST have full tool rights to the Event Management and [Event Report](#) tools.
- Staff members assigned as Reviewers MUST have at least Read and Write rights to the Event Management and Event Report tools.

## Create a Certification Category

1. Click the **New** icon. The Category Membership screen appears.

Certification Category ★
Reporting > Data Certification > Certification Category

Certification Categories

Name	Level	Published	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7-8 DROPOUT Data Checks	District	PUBLISHED	INACTIVE
7-8 Dropouts	District	PUBLISHED	INACTIVE
9-12 DROPOUT Data Checks	District	PUBLISHED	INACTIVE
ANB to Certify	District	PUBLISHED	INACTIVE
asdf	District	UNPUBLISHED	INACTIVE
Average Number Belonging (ANB)	District	PUBLISHED	ACTIVE
Behavior Data	District	PUBLISHED	ACTIVE

1
2
1 - 25 of 31 items

New
Publish All

- Enter the category's **Name**, determine whether it should be **Active** upon saving, and determine the **Category Level**.

Category Level	Description
<b>District</b>	Indicates only district-level staff should be assigned this category when reviewing and certifying associated data certification events.
<b>School</b>	Indicates school-level and district-level staff can be assigned this category when reviewing and certifying associated data certification events. School-level certifiers can only certify events set with a Certification Level = School. District-level certifiers can certify events set as School or District.

Certification Category ★ Reporting > Data Certification > Certification Category

Name \*

Active  
☒

Category Level

There are no members of this category. Click 'Add Member' to add members.

- You now need to add members to the category. Do so by clicking the **Add Member** button. A side panel displays that is used to search for and select a staff member. You can search for staff using their name or staff state ID.

Certification Category ★ Reporting > Data Certification > Certification Category

Name \*

Active  
☒

There are no members of this category. Click 'Add Member' to add members.

### Add Member

- Johnson, Teacher
- Johnson, Person

- Select each staff member to add them to the category. As staff are added, they are removed from the Add Member list and begin to populate the category.

### Certification Category ★

Reporting > Data Certification > Certification Category

Name \*

Active ☒

Johnson, Teacher

Staff State ID 000626

Role

Approver
Reviewer

Active ☒

Johnson, Person

Staff State ID N/A

Role

Approver
Reviewer

Active ☒

Save

Cancel

Add Member

Publish

Close

### Add Member

No people found for the search 'Johnson'.

5. Once all appropriate staff members have been added to the category, determine their role:

Role	Details
<b>Approver</b>	<p>State-level staff members who are allowed to approve a district's event certification data.</p> <p>Certifiers <b>MUST</b> have full tool rights to the Event Management and Event Report tools.</p>
<b>Reviewer</b>	<p>Staff members who are allowed to review a district's event data for accuracy but cannot approve it.</p> <p>Reviewers <b>MUST</b> have at least Read and Write rights to the Event Management and Event Report tools.</p>

Certification Category ★
Reporting > Data Certification > Certification Category

Name \*
Active
☒
Category Level

District
School

Johnson, Teacher
Staff State ID
000626

Role

Approver
Reviewer

Active
☒

Johnson, Person
Staff State ID
N/A

Role

Approver
Reviewer

Active
☒

Save
Cancel
Add Member
Publish

- Mark the **Active** checkbox for each category member who should be active and have access to review and/or approve events tied to this category. Mark the **Active** checkbox next to the category name to activate the category for use with events. Click **Save**.

Certification Category ★
Reporting > Data Certification > Certification Category

Name \*
Active
☒
Category Level

District
School

Johnson, Teacher
Staff State ID
000626

Role

Approver
Reviewer

Active
☒

Johnson, Person
Staff State ID
N/A

Role

Approver
Reviewer

Active
☒

Save
Cancel
Add Member
Publish

- The category has now been created and saved. A yellow banner at the top indicates that it has not yet been published to districts.

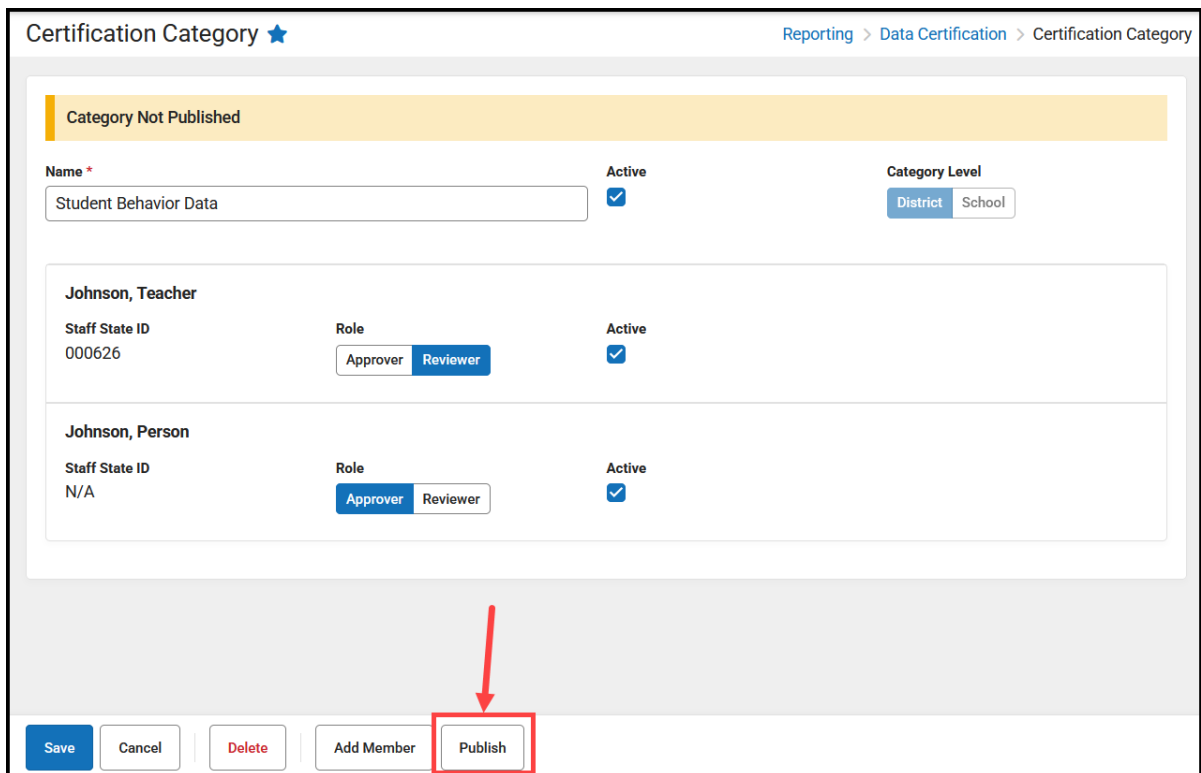
# Publish Certification Categories

Once certification categories have been created, they need to be published to districts so that district members can be assigned to the categories.

Certification categories can be published individually or all at once. Once certification categories are published, districts can begin assigning users to specific categories. When data certification events are published to districts, district users assigned to a category for an event can begin certifying and submitting event data back to the state.

## To publish individual certification categories:

1. Select the category from the Certification Categories editor.
2. Select the **Publish icon**.



Certification Category ★ Reporting > Data Certification > Certification Category

**Category Not Published**

Name \*  Active ☒ Category Level District School

**Johnson, Teacher**  
Staff State ID 000626  
Role Approver Reviewer Active ☒

**Johnson, Person**  
Staff State ID N/A  
Role Approver Reviewer Active ☒

Save Cancel Delete Add Member Publish

## To publish all certification categories:

1. Select the **Publish All** icon on the Certification Categories screen.

Certification Category ★ Reporting > Data Certification > Certification Category

Certification Categories

Name	Level	Published	Status
Calendar Information	District	PUBLISHED	ACTIVE
Cohort Data	District	PUBLISHED	INACTIVE
COHORT Data Checks	District	PUBLISHED	INACTIVE
CTE Data	District	PUBLISHED	ACTIVE
CTE Student Identification	District	PUBLISHED	INACTIVE
Demo	District	PUBLISHED	ACTIVE
Extracurricular Activities	District	PUBLISHED	ACTIVE
Fall Program Participation	District	PUBLISHED	INACTIVE
Full Year Attendance	District	PUBLISHED	ACTIVE

1 - 25 of 32 items

New Publish All

## Next Steps

- Now that Certification Categories have been created, you must ensure [Data Validation Groups](#) have also been created before proceeding to the next step.
- Once Certification Categories and Data Validation Groups exist, you are now ready to [create Data Certification Events](#).
- Use the [Data Certification Event Workflow \(State Edition\)](#) article for help on what you should do next.