

# Add/Remove Approvers and Reviewers from Certification (State Edition)

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Tool Search: Certification Category

This article will explain how you can add or remove staff members from certification categories.

**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 review and/or approve 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.

## Add an Approver/Reviewer to a Category

1. Navigate to the Certification Category tool (Reporting > Data Certification > Certification Category).
2. Click on the category. The category membership screen appears.

Certification Category ★ Reporting > Data Certification > Certification Category

Certification Categories

Name	Level	Published	Status
Student Behavior Data	District	PUBLISHED	INACTIVE
Student Behavior Information	District	UNPUBLISHED	ACTIVE
Student Enrollment & Programs	District	PUBLISHED	ACTIVE
Teacher Class Support Staff	District	PUBLISHED	INACTIVE
Teacher Incentive Data	District	PUBLISHED	ACTIVE
Teacher-Class Course Data	District	PUBLISHED	ACTIVE
TestLevelSetting	School	UNPUBLISHED	INACTIVE

26 - 32 of 32 items

New Publish All

3. Click **Add Member**.

Certification Category ★ Reporting > Data Certification > Certification Category

Category 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

4. Search for the staff member and once found, click their name to add them to the category. Repeat this step until all necessary people have been added. Click **Close** when finished.

Certification Category ★

Category Published

Name \*

Student Behavior Data

Active

☐

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

Reporting > Data Certification > Certification Category

Add Member

Staff

Q

Staff, Eric ←

Close

5. For each person added, determine if they should be an **Approver** or **Reviewer**.

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

**Category Published**

Name \*  Active ☐ Category Level District School

<b>Johnson, Teacher</b> Staff State ID 000626	Role <span>Approver</span> <span>Reviewer</span>	Active <input checked="" type="checkbox"/>
<b>Johnson, Person</b> Staff State ID N/A	Role <span>Approver</span> <span>Reviewer</span>	Active <input checked="" type="checkbox"/>
<b>Staff, Eric</b> Staff State ID 125396	Role <span>Approver</span> <span>Reviewer</span>	Active <input checked="" type="checkbox"/>

Save Cancel Delete Add Member Publish

6. Mark the **Active** checkbox next to each person who should actively have access to review/certify events tied to this category.

7. Click **Save**.

## Remove Certifiers/Reviewers from a Category

1. Navigate to the Certification Category tool (Reporting > Data Certification > Certification Category).
2. Click on the category. The category membership screen appears.

Certification Category ★ Reporting > Data Certification > Certification Category

Certification Categories

Name	Level	Published	Status
Student Behavior Data	District	PUBLISHED	INACTIVE
Student Behavior Information	District	UNPUBLISHED	ACTIVE
Student Enrollment & Programs	District	PUBLISHED	ACTIVE
Teacher Class Support Staff	District	PUBLISHED	INACTIVE
Teacher Incentive Data	District	PUBLISHED	ACTIVE
Teacher-Class Course Data	District	PUBLISHED	ACTIVE
TestLevelSetting	School	UNPUBLISHED	INACTIVE

26 - 32 of 32 items

New Publish All

- Uncheck the **Active** checkbox for each person who should no longer have access to review or approve events tied to the category.

Category Published

Name \*  Active ☐ Category Level District School

Johnson, Desiree  
Staff State ID 000626  
Role Approver Reviewer Active ☒

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

Staff, Eric  
Staff State ID 125396  
Role Approver Reviewer Active ☐

Save Cancel Delete Add Member Publish

- Click **Save**.

## Next Steps

- Use the [Data Certification Event Workflow \(State Edition\)](#) article for help on what you should do next.
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