

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Student Behavior Information	District	UNPUBLISHED	ACTIVE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TestLevelSetting	School	UNPUBLISHED	INACTIVE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
Student Behavior Data	<input type="checkbox"/>	District School

Johnson, Teacher

Staff State ID	Role	Active
000626	Approver Reviewer	<input checked="" type="checkbox"/>

Johnson, Person

Staff State ID	Role	Active
N/A	Approver Reviewer	<input checked="" type="checkbox"/>

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 ★

Reporting > Data Certification > Certification Category

Category Published

Name * Active

Johnson, Teacher

Staff State ID: 000626 Role: Approver Reviewer Active:

Johnson, Person

Staff State ID: N/A Role: Approver Reviewer Active:

Add Member

Staff

Staff, Eric

Save Cancel Delete Add Member Publish Close

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

Role	Details
Approver	<p>State-level staff members who are allowed to approve a district's event certification data.</p> <p>Certifiers MUST have full tool rights to the Event Management and Event Report tools.</p>
Reviewer	<p>Staff members who are allowed to review a district's event data for accuracy but cannot approve it.</p> <p>Reviewers MUST 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
Student Behavior Data	<input type="checkbox"/>	District School
Johnson, Teacher	Role	Active
Staff State ID 000626	Approver Reviewer	<input checked="" type="checkbox"/>
Johnson, Person	Role	Active
Staff State ID N/A	Approver Reviewer	<input checked="" type="checkbox"/>
Staff, Eric	Role	Active
Staff State ID 125396	Approver Reviewer	<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

3. 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 * Student Behavior Data 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

4. Click **Save**.

Next Steps

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