

Publish Data Certification Events Down to Districts and Schools

Last Modified on 02/03/2026 11:07 am CST

Tool Search: Event Management

Certification events can be published to districts and schools during event creation or later when they are deemed ready for certification.

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

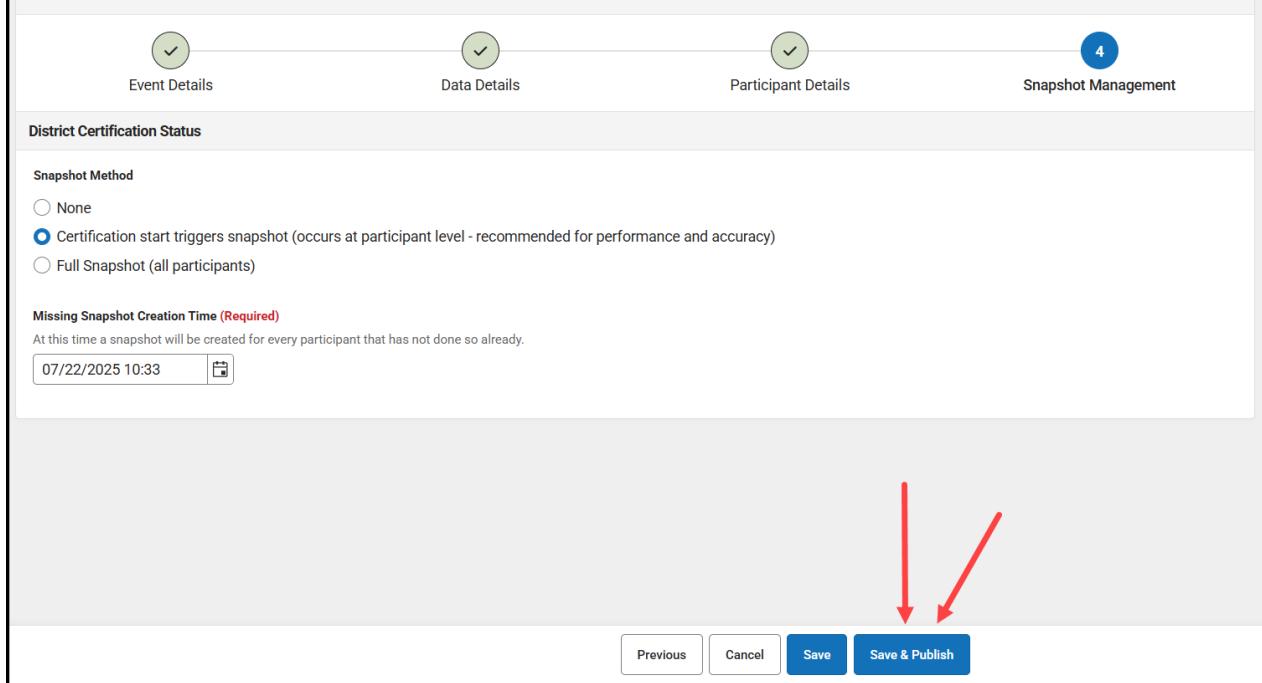
Publish During Event Creation

When creating a new Certification Event, the final screen allows the user to save and publish the event to all schools/districts identified as participants.

NOTE:

- [Certification Category\(s\)](#) must be created and active.
- [Data Validation Group\(s\)](#) must be created and active.
- Users must have at least Add tool rights for the Event Management tool in order to publish an event.

New Event: Student Tardiness



Event Details Data Details Participant Details Snapshot Management (4)

District Certification Status

Snapshot Method

None
 Certification start triggers snapshot (occurs at participant level - recommended for performance and accuracy)
 Full Snapshot (all participants)

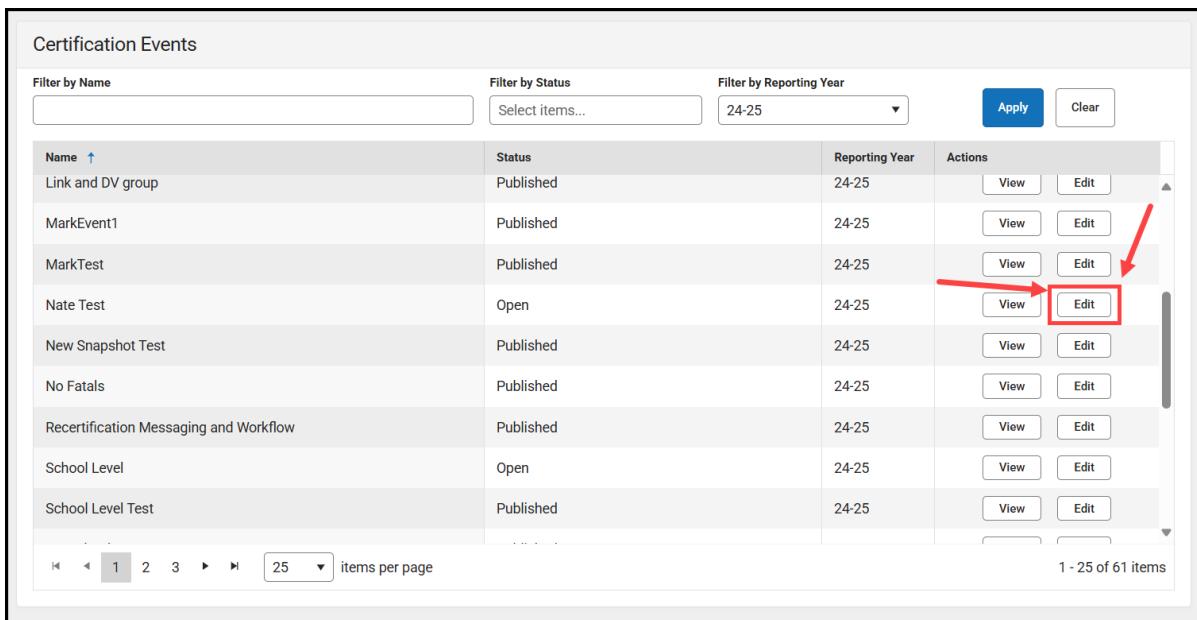
Missing Snapshot Creation Time (Required)
At this time a snapshot will be created for every participant that has not done so already.
 

Buttons: Previous, Cancel, Save, Save & Publish

Publish Existing Events to Districts/Schools

To publish a previously saved event:

1. Click the **Edit** button for the event. The Edit Event screen will appear.



Certification Events

Name	Status	Reporting Year	Actions
Link and DV group	Published	24-25	View Edit
MarkEvent1	Published	24-25	View Edit
MarkTest	Published	24-25	View Edit
Nate Test	Open	24-25	View Edit
New Snapshot Test	Published	24-25	View Edit
No Fatal	Published	24-25	View Edit
Recertification Messaging and Workflow	Published	24-25	View Edit
School Level	Open	24-25	View Edit
School Level Test	Published	24-25	View Edit

Filter by Name:
Filter by Status: Select items...
Filter by Reporting Year: 24-25 [Apply](#) [Clear](#)

Items per page: 25

1 - 25 of 61 items

2. Since you have already set up and saved the event, skip ahead to the final step by clicking **Snapshot Management** at the top.

Edit Event: Nate Test

Event Details Data Details Participant Details Snapshot Management

District Certification Status

Snapshot Method

None

Certification start triggers snapshot (occurs at participant level - recommended for performance and accuracy)

Full Snapshot (all participants)

[Delete Event](#) [Previous](#) [Cancel](#) [Save](#) [Save & Publish](#)



3. Click the **Save & Publish** button. The event is now published to the designated participants.

Edit Event: Nate Test

Event Details Data Details Participant Details Snapshot Management

District Certification Status

Snapshot Method

None

Certification start triggers snapshot (occurs at participant level - recommended for performance and accuracy)

Full Snapshot (all participants)

[Delete Event](#) [Previous](#) [Cancel](#) [Save](#) [Save & Publish](#)



What Happens After Publishing

Once an event has been published to schools or districts, the certification event will show a status of Published.

Certification Events

Filter by Name		Filter by Status	Filter by Reporting Year		
		Select items...	24-25	Apply	Clear
Name ↑		Status	Reporting Year	Actions	
Link and DV group		Published	24-25	<button>View</button>	<button>Edit</button>
MarkEvent1		Published	24-25	<button>View</button>	<button>Edit</button>
No Fatal		Published	24-25	<button>View</button>	<button>Edit</button>
School Level		Open	24-25	<button>View</button>	<button>Edit</button>
School Level Test		Published	24-25	<button>View</button>	<button>Edit</button>
Student Tardiness		Published	24-25	<button>View</button>	<button>Edit</button>
TEST 1		Published	24-25	<button>View</button>	<button>Edit</button>
TEST 2		Open	24-25	<button>View</button>	<button>Edit</button>
TEST 3		Published	24-25	<button>View</button>	<button>Edit</button>

1 - 25 of 37 items

Impacted districts and schools will receive a process alert informing them they need to review and certify an event, and the recently published event will appear in their Event Management tool.

Certification Event Details

Filter by Event Name		Filter by School Name		Filter User Status		Filter Event Status			
				Select items...		Select items...			
Due Date After		Due Date Before		Filter by Year		Active Events			
month/day/year		month/day/year		All		<input checked="" type="checkbox"/> ON		<button>Apply</button>	
Event Name ↑		School Name		User Status		Event Status		Due Date	
David 1				Recertification Request Pending		Recertification Request Sent		07/31/2025	
Fall ANB Certification 2024-25				Recertification Request Pending		Certification Approved by State		07/30/2025	
No Fatal				Certification Incomplete		In Progress		07/31/2025	
School Level Test				Certification Incomplete		In Progress		06/30/2026	
Student Tardiness				N/A		In Progress		07/31/2025	
test dv and url				Certification Incomplete		In Progress		07/31/2025	
Test School				Open		In Progress		07/31/2025	
Test URL				Certification Incomplete		In Progress		07/31/2025	

1 - 8 of 8 items

Next Steps

- [Review In-Progress Events](#)
- [Approve District/School Certifications](#)
- Use the [Data Certification Event Workflow \(State Edition\)](#) article for help on what you should do next.

