Publish Data Certification Events Down to Districts and Schools

Last Modified on 08/28/2025 11:34 am CDT

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.

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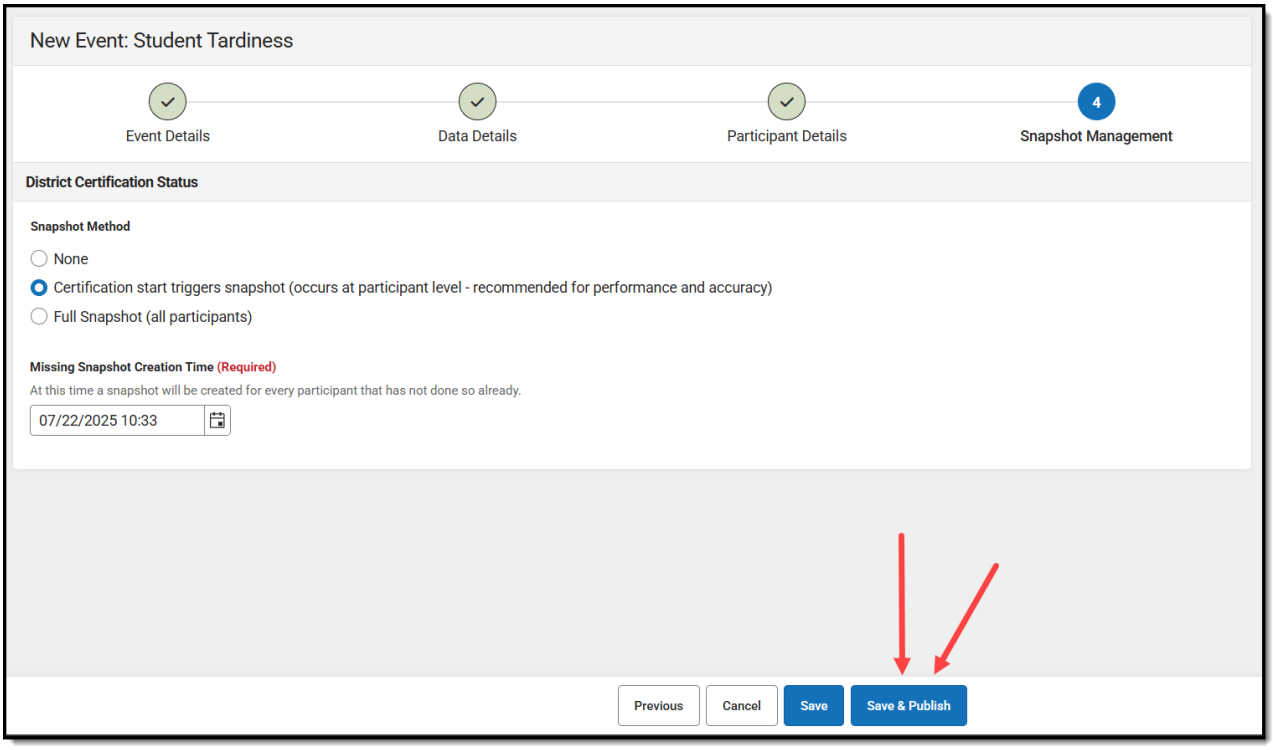
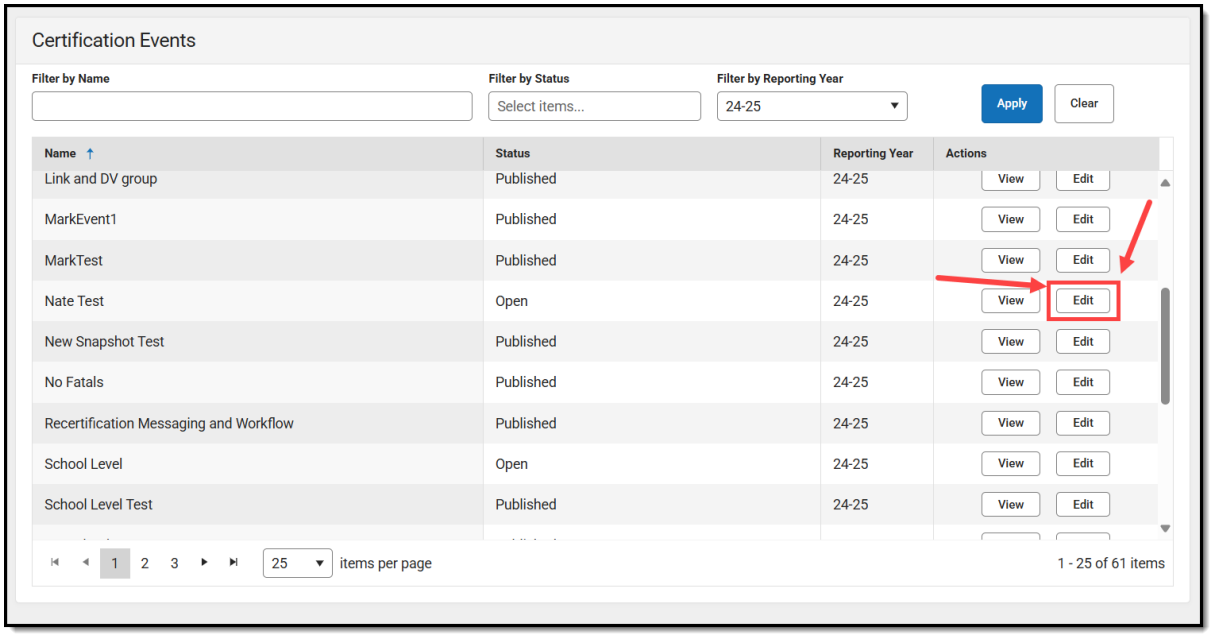


Publish Existing Events to Districts/Schools

To publish a previously saved event:

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



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

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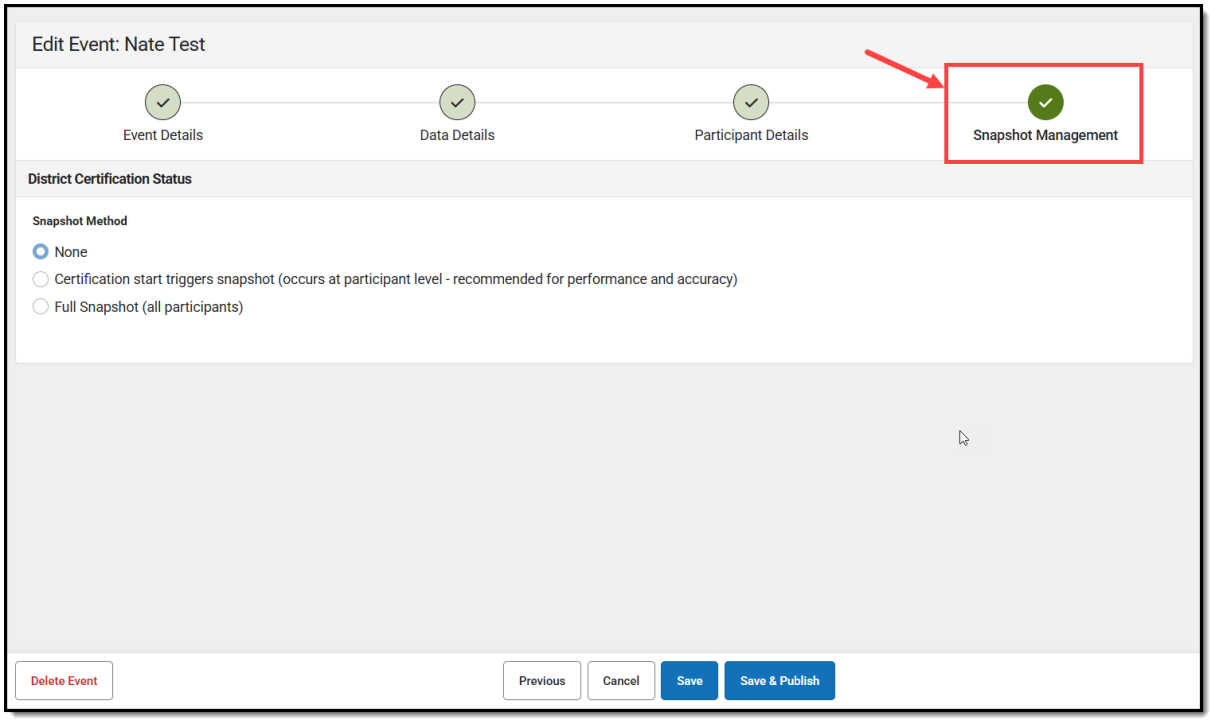
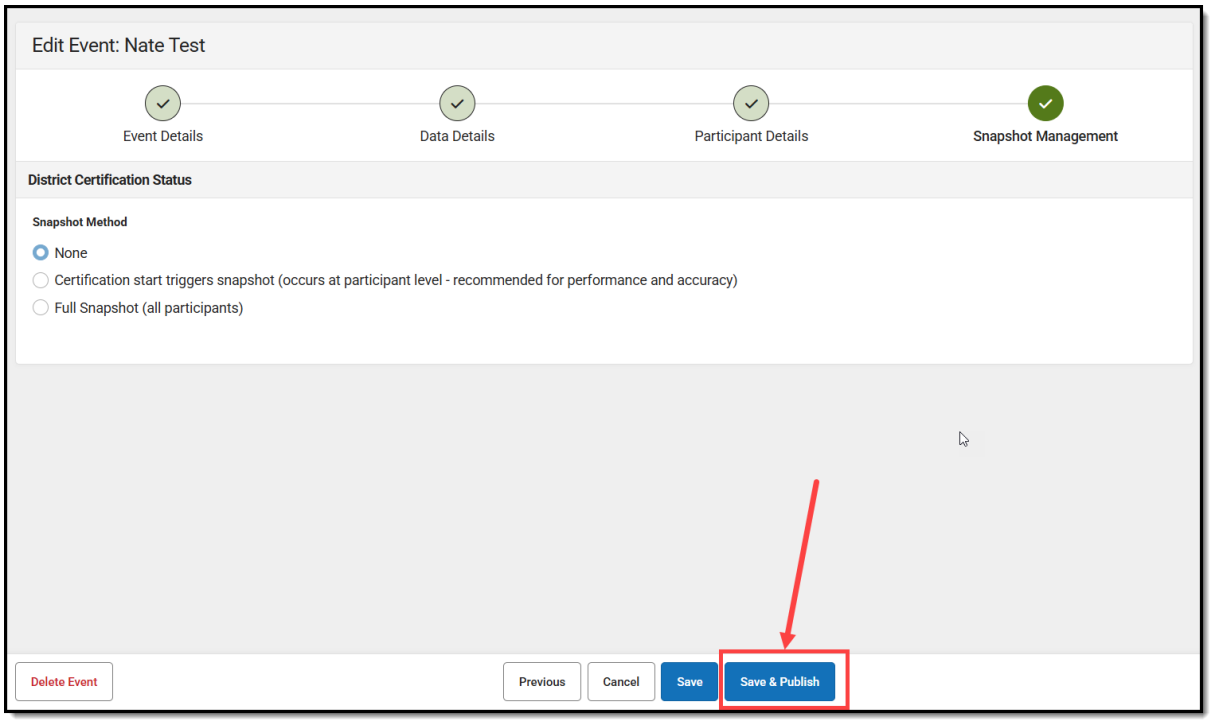


3. Click the **Save & Publish** button. The event is now published to the designated participants.



What Happens After Publishing

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

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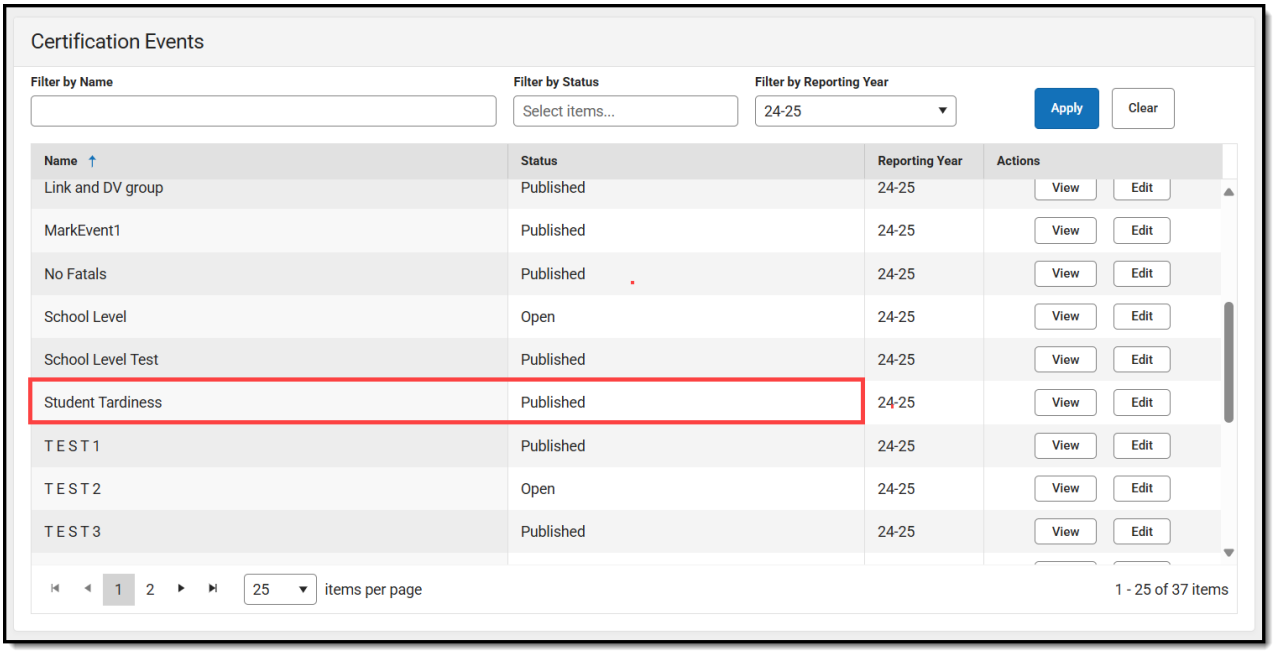
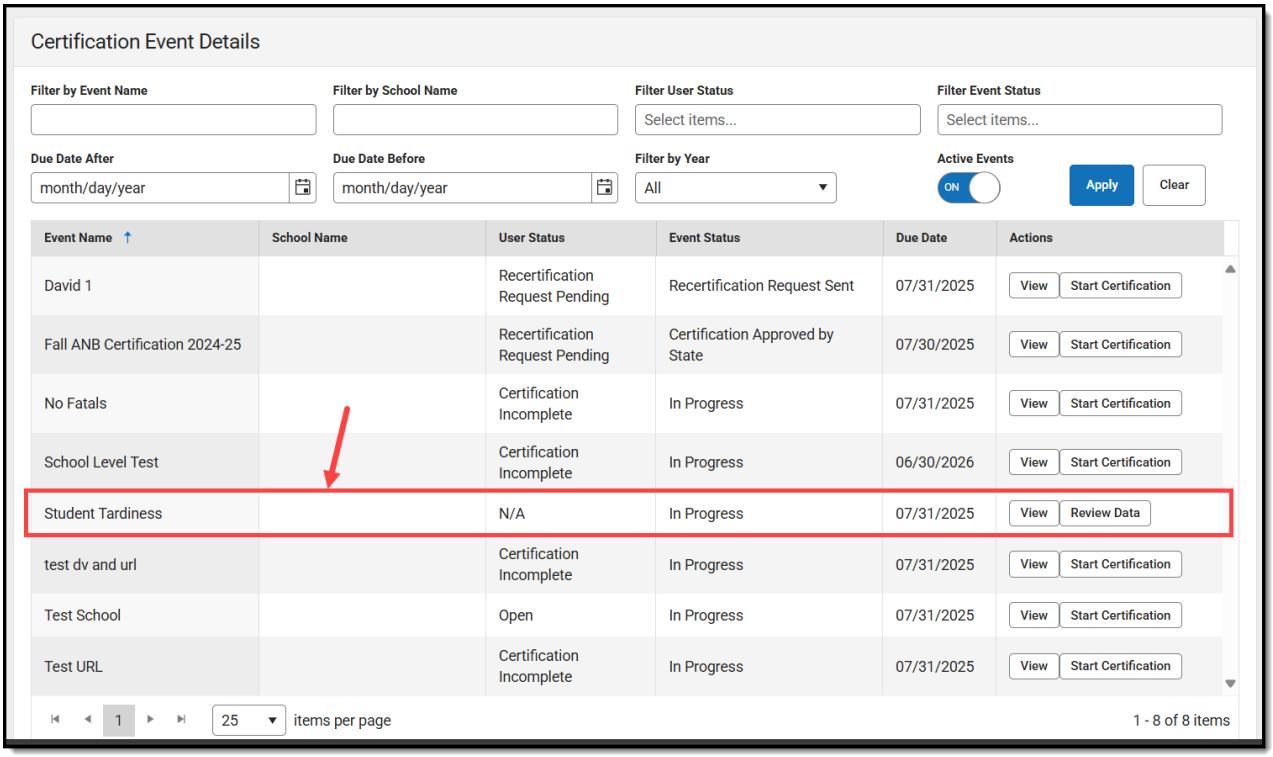


Impacted districts and schools will receive a process alert informing them they need to review and certify an event, and the recently published event will appear in their Event Management tool.



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.

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