

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](#).

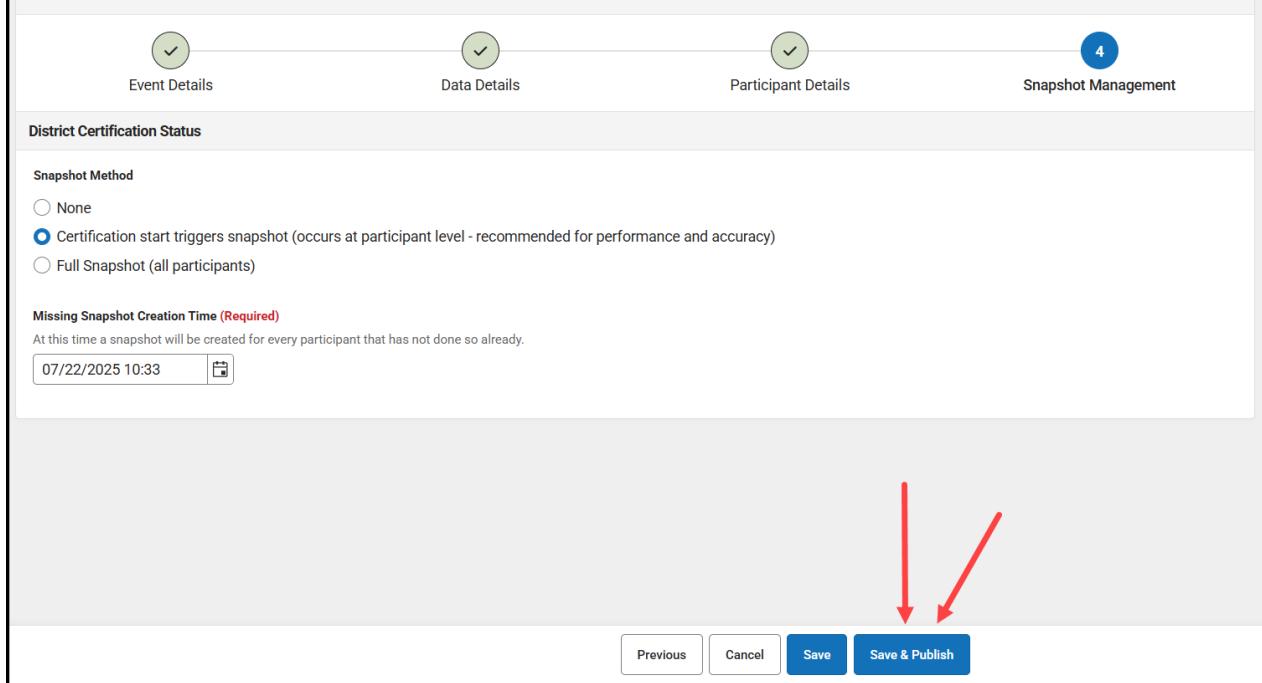
Publish During Event Creation

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.

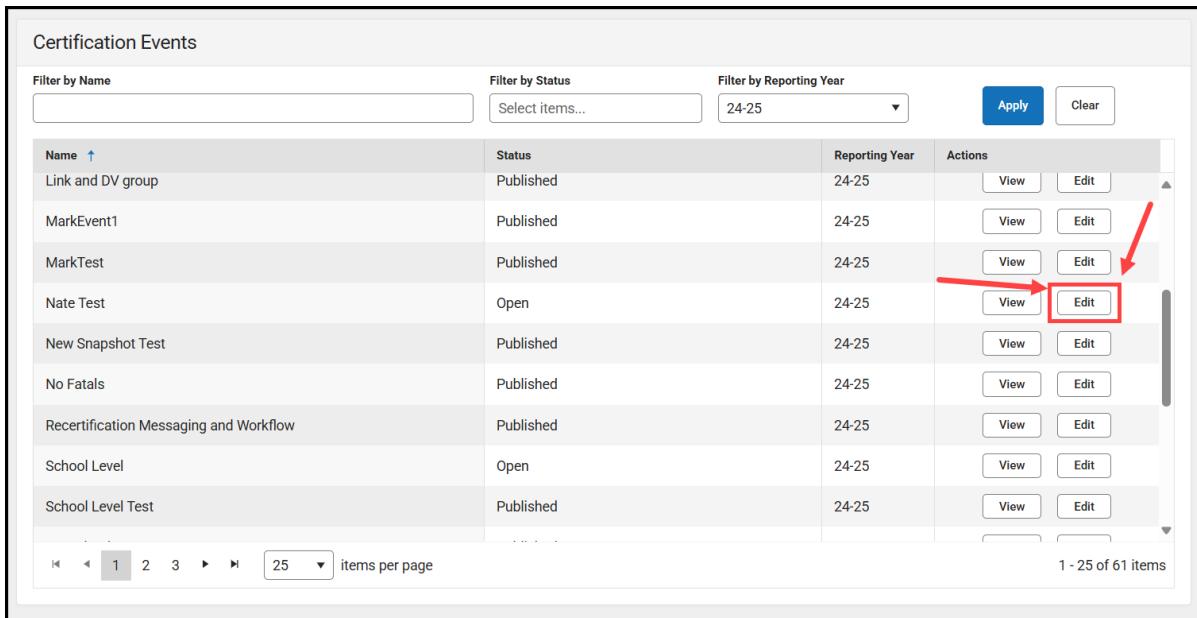
07/22/2025 10:33

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			
Filter by Name	Filter by Status	Filter by Reporting Year	
<input type="text"/>	<input type="text"/> Select items...	24-25	<input type="button"/> Apply <input type="button"/> Clear
Name ↑	Status	Reporting Year	Actions
Link and DV group	Published	24-25	<input type="button"/> View <input type="button"/> Edit
MarkEvent1	Published	24-25	<input type="button"/> View <input type="button"/> Edit
MarkTest	Published	24-25	<input type="button"/> View <input type="button"/> Edit
Nate Test	Open	24-25	<input type="button"/> View <input type="button"/> Edit
New Snapshot Test	Published	24-25	<input type="button"/> View <input type="button"/> Edit
No Fatal	Published	24-25	<input type="button"/> View <input type="button"/> Edit
Recertification Messaging and Workflow	Published	24-25	<input type="button"/> View <input type="button"/> Edit
School Level	Open	24-25	<input type="button"/> View <input type="button"/> Edit
School Level Test	Published	24-25	<input type="button"/> View <input type="button"/> Edit
<input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> <input type="button"/> items per page		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...	Apply	Clear
Due Date After		Due Date Before		Filter by Year	Active Events		
month/day/year	<input type="button" value="Calendar"/>	month/day/year	<input type="button" value="Calendar"/>	All	<input checked="" type="checkbox"/> ON	<button>Apply</button>	<button>Clear</button>
Event Name ↑	School Name	User Status	Event Status	Due Date	Actions		
David 1		Recertification Request Pending	Recertification Request Sent	07/31/2025	<button>View</button>	<button>Start Certification</button>	
Fall ANB Certification 2024-25		Recertification Request Pending	Certification Approved by State	07/30/2025	<button>View</button>	<button>Start Certification</button>	
No Fatal		Certification Incomplete	In Progress	07/31/2025	<button>View</button>	<button>Start Certification</button>	
School Level Test		Certification Incomplete	In Progress	06/30/2026	<button>View</button>	<button>Start Certification</button>	
Student Tardiness		N/A	In Progress	07/31/2025	<button>View</button>	<button>Review Data</button>	
test dv and url		Certification Incomplete	In Progress	07/31/2025	<button>View</button>	<button>Start Certification</button>	
Test School		Open	In Progress	07/31/2025	<button>View</button>	<button>Start Certification</button>	
Test URL		Certification Incomplete	In Progress	07/31/2025	<button>View</button>	<button>Start Certification</button>	

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.

