

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.

New Event: Student Tardiness

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)

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:

Name	Status	Reporting Year	Actions
Link and DV group	Published	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>
MarkEvent1	Published	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>
MarkTest	Published	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>
Nate Test	Open	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>
New Snapshot Test	Published	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>
No Fatals	Published	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>
Recertification Messaging and Workflow	Published	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>
School Level	Open	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>
School Level Test	Published	24-25	<input type="button" value="View"/> <input type="button" value="Edit"/>

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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.

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

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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.

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

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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.

