Copy or Delete a Certification Event

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Tool Search: Event Management

This article will describe the process of copying or deleting a data certification event.

Data Certification tools are only available in State Editions of Campus that have purchased the Campus Data Suite.

Prerequisites

- Events must exist in the Event Management tool.

- Users must have at least **Add** tool rights for Event Management in order to copy events.
- Users must have at least **Delete** tool rights for Event Management in order to delete unpublished events.

Copy an Event

Copying events is a quick and simple way to copy and publish a previous event that should be reviewed and certified again.

1. Navigate to the Event Management tool and click **View** for the event you wish to copy.

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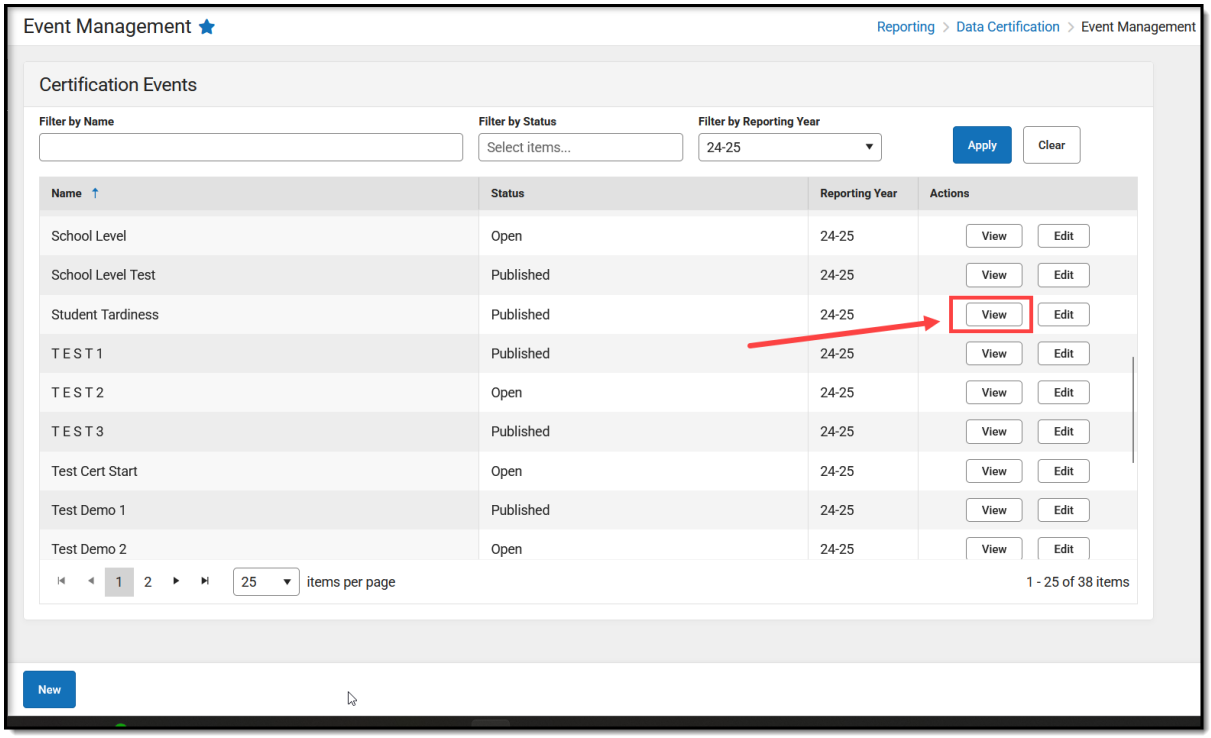
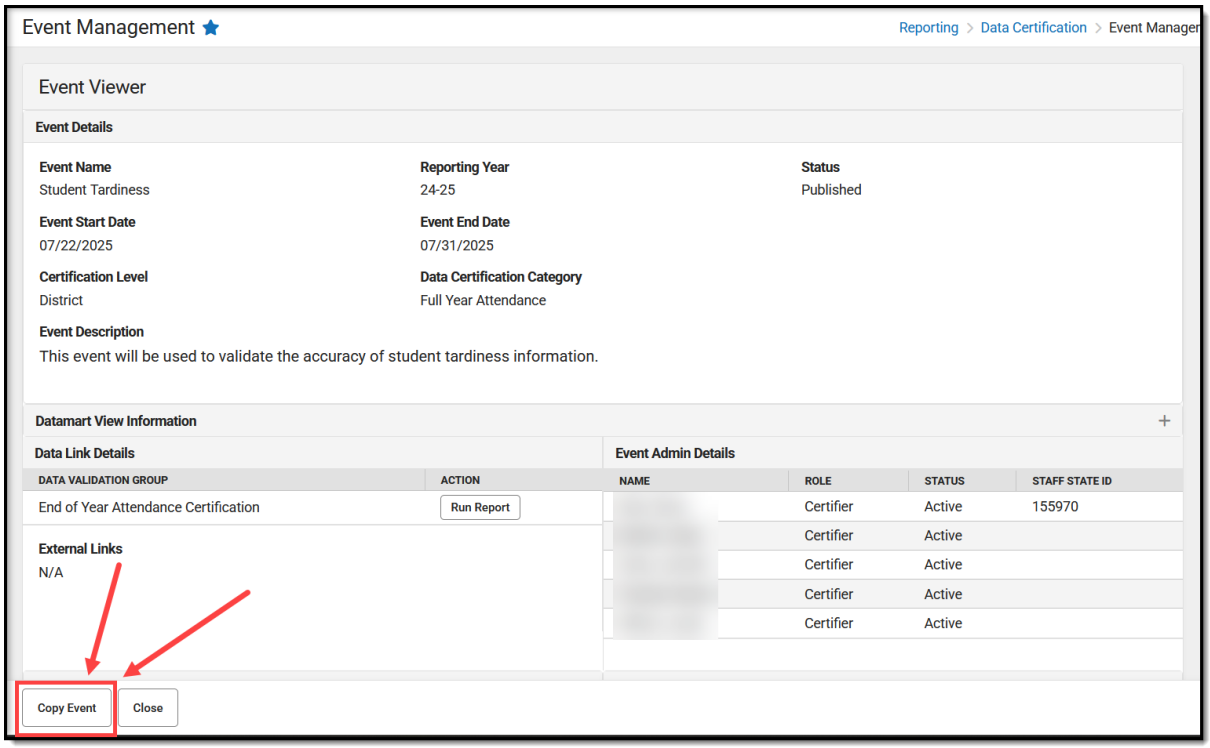


2. Click the **Copy Event** button. You will be brought to the event wizard, where you need to update the event details.



3. Update event details on each of the 4 screens (Event Details, Data Details, Participant Details, Snapshot Management).

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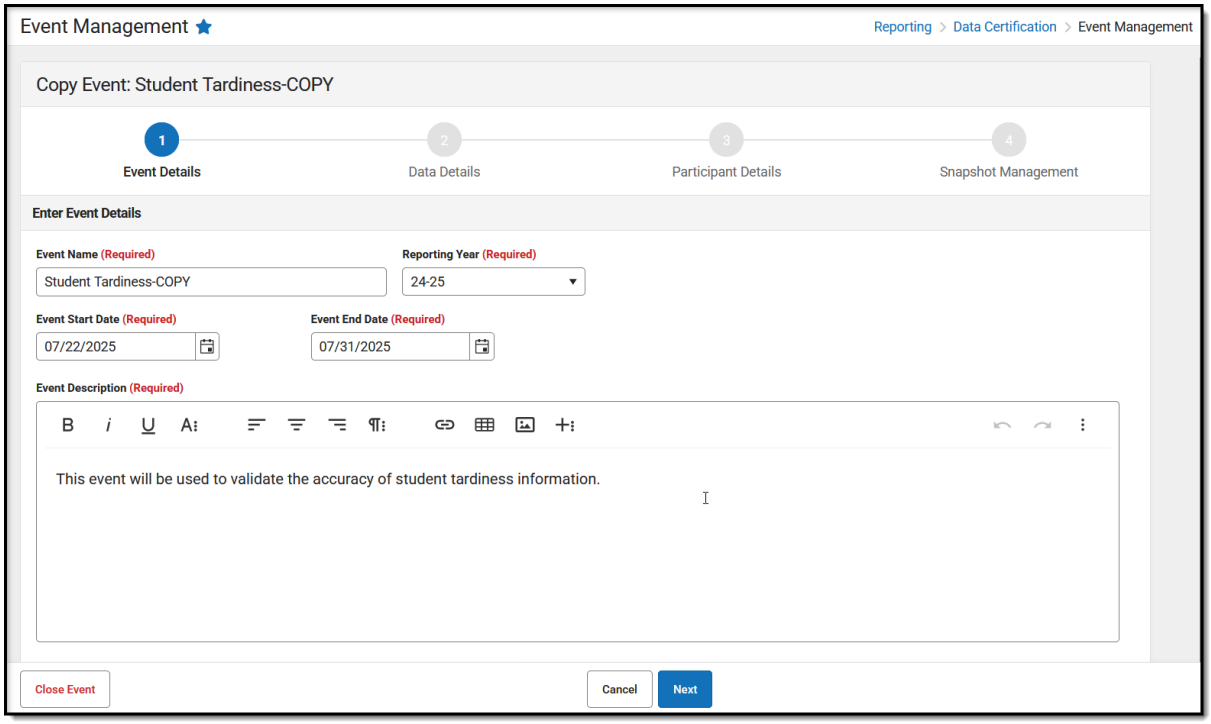
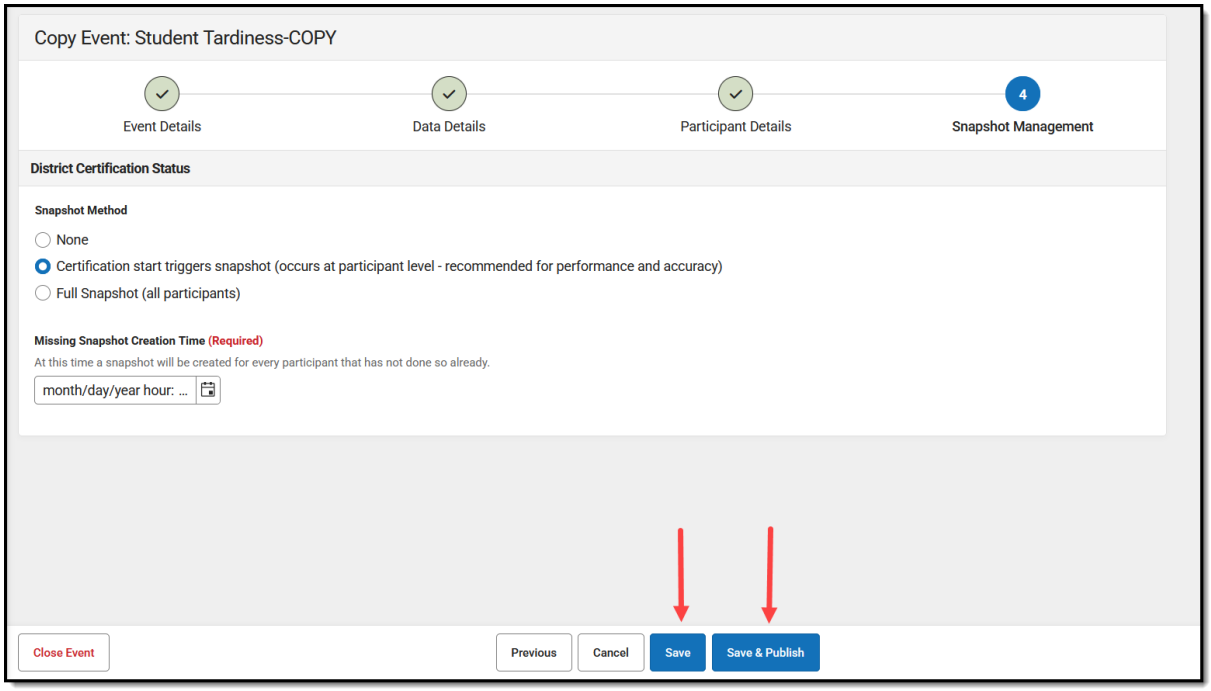
See the Create a New Data Certification Event article for detailed steps and information about these screens.



4. On the final screen (Snapshot Management), click **Save** to save the event or **Save & Publish** to save the event and publish the event to all schools/districts selected in the Participant Details editor.



Once the event has been saved, it will appear in the list of events within the Event Management tool.

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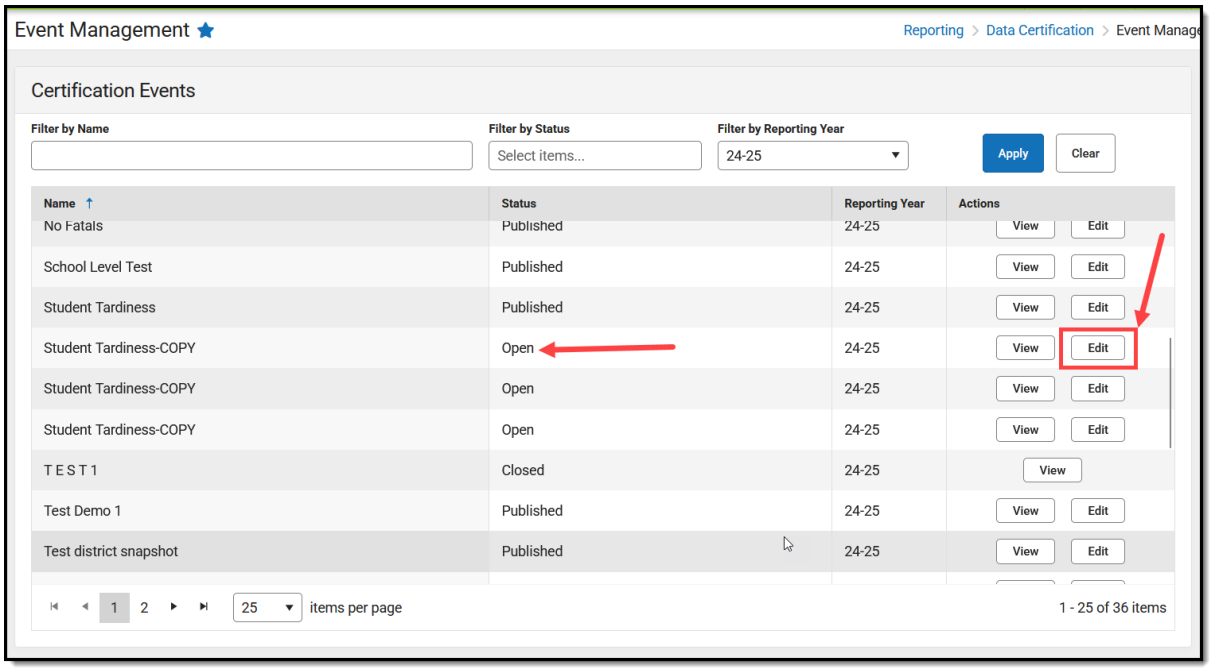
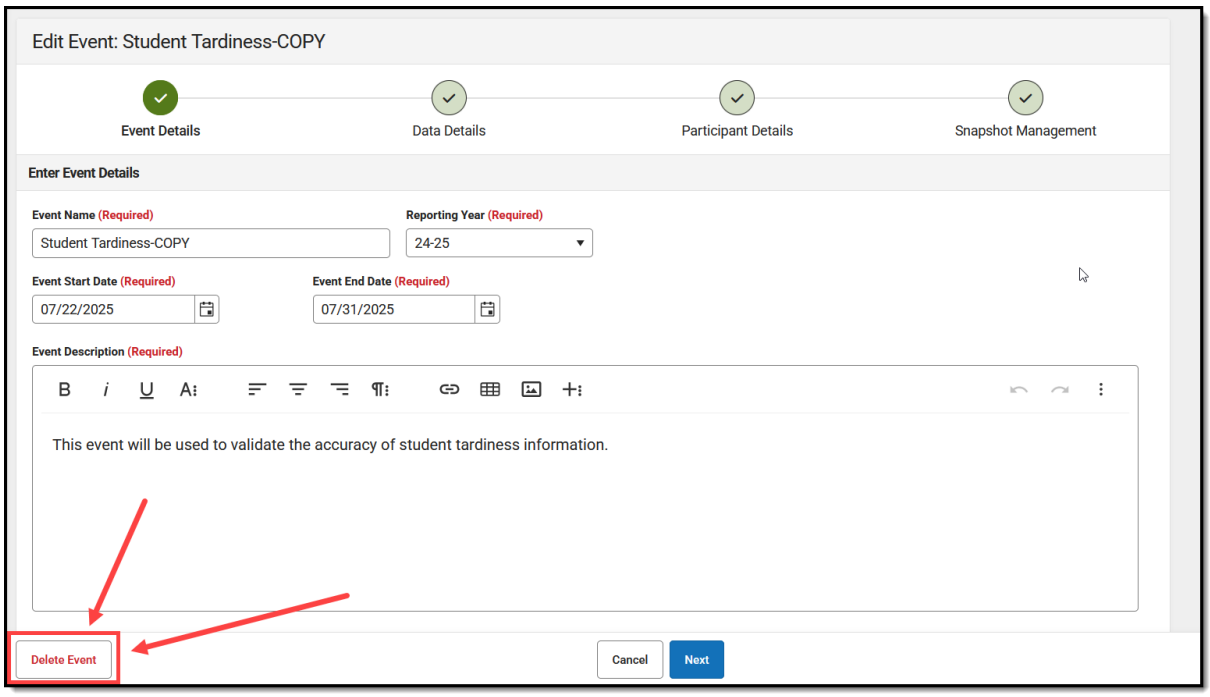
Delete an Event

Deleting events is a good way to keep events organized; however, **only events that have never been published** can be deleted.

1. Navigate to the Event Management tool and click **Edit** for the event you wish to delete.



2. Click **Delete Event**. The event will be removed from the Event Management tool.



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Additional Information

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

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