

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- Users must have at least **Delete** tool rights for Event Management in order to delete unpublished events.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

Event Management ★ Reporting > Data Certification > Event Management

### Certification Events

Filter by Name  Filter by Status  Filter by Reporting Year  Apply Clear

Name ↑	Status	Reporting Year	Actions
School Level	Open	24-25	<span>View</span> <span>Edit</span>
School Level Test	Published	24-25	<span>View</span> <span>Edit</span>
Student Tardiness	Published	24-25	<span>View</span> <span>Edit</span>
TEST 1	Published	24-25	<span>View</span> <span>Edit</span>
TEST 2	Open	24-25	<span>View</span> <span>Edit</span>
TEST 3	Published	24-25	<span>View</span> <span>Edit</span>
Test Cert Start	Open	24-25	<span>View</span> <span>Edit</span>
Test Demo 1	Published	24-25	<span>View</span> <span>Edit</span>
Test Demo 2	Open	24-25	<span>View</span> <span>Edit</span>

1 - 25 of 38 items

New

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

Event Management ★ Reporting > Data Certification > Event Manager

### Event Viewer

#### Event Details

<b>Event Name</b> Student Tardiness	<b>Reporting Year</b> 24-25	<b>Status</b> Published
<b>Event Start Date</b> 07/22/2025	<b>Event End Date</b> 07/31/2025	
<b>Certification Level</b> District	<b>Data Certification Category</b> Full Year Attendance	
<b>Event Description</b> This event will be used to validate the accuracy of student tardiness information.		

#### Datamart View Information

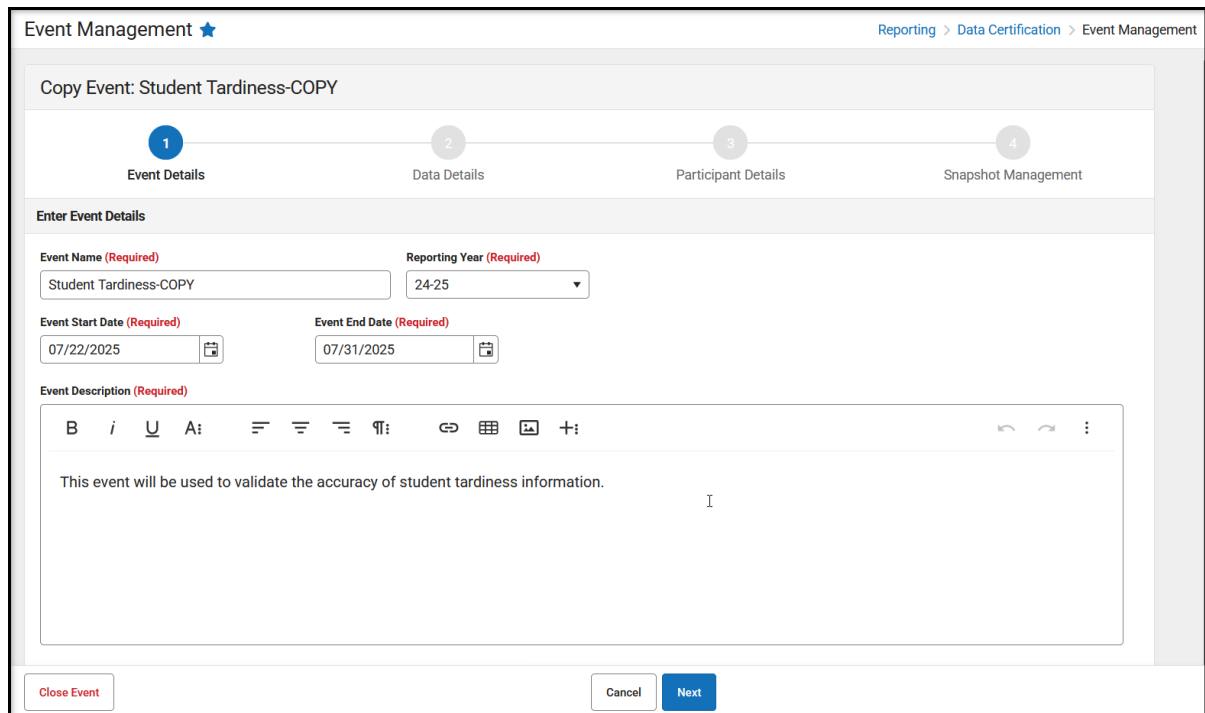
Data Link Details		Event Admin Details			
DATA VALIDATION GROUP	ACTION	NAME	ROLE	STATUS	STAFF STATE ID
End of Year Attendance Certification	<span>Run Report</span>		Certifier	Active	155970
			Certifier	Active	
			Certifier	Active	
			Certifier	Active	
			Certifier	Active	

**External Links**  
N/A

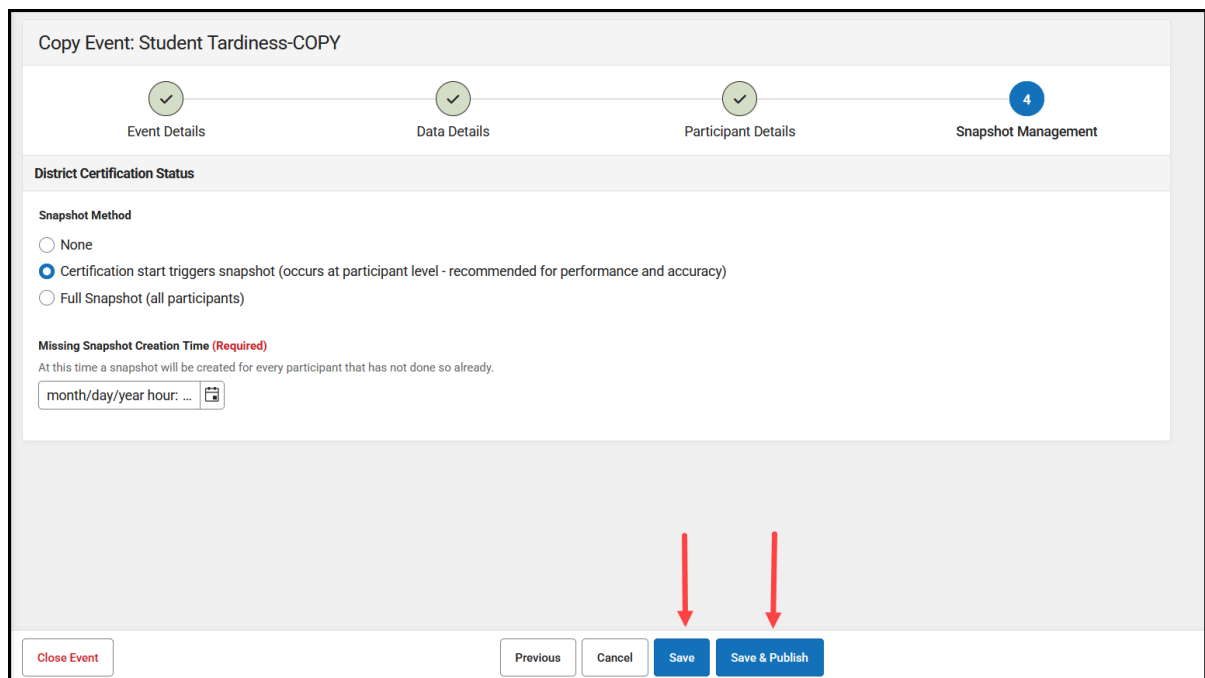
Copy Event Close

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

See the [Create a New Data Certification Event](#) article for detailed steps and information about these screens.



- 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.

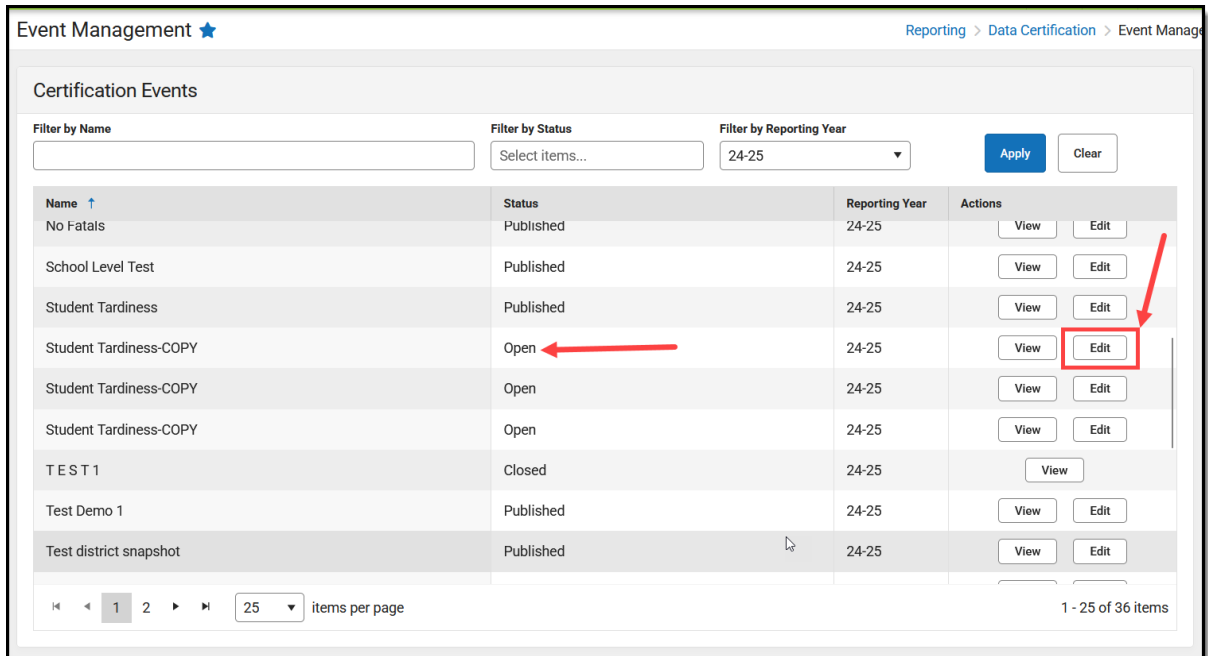


Once the event has been saved, it will appear in the list of events within the Event Management tool.

# 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.



Event Management ★ Reporting > Data Certification > Event Management

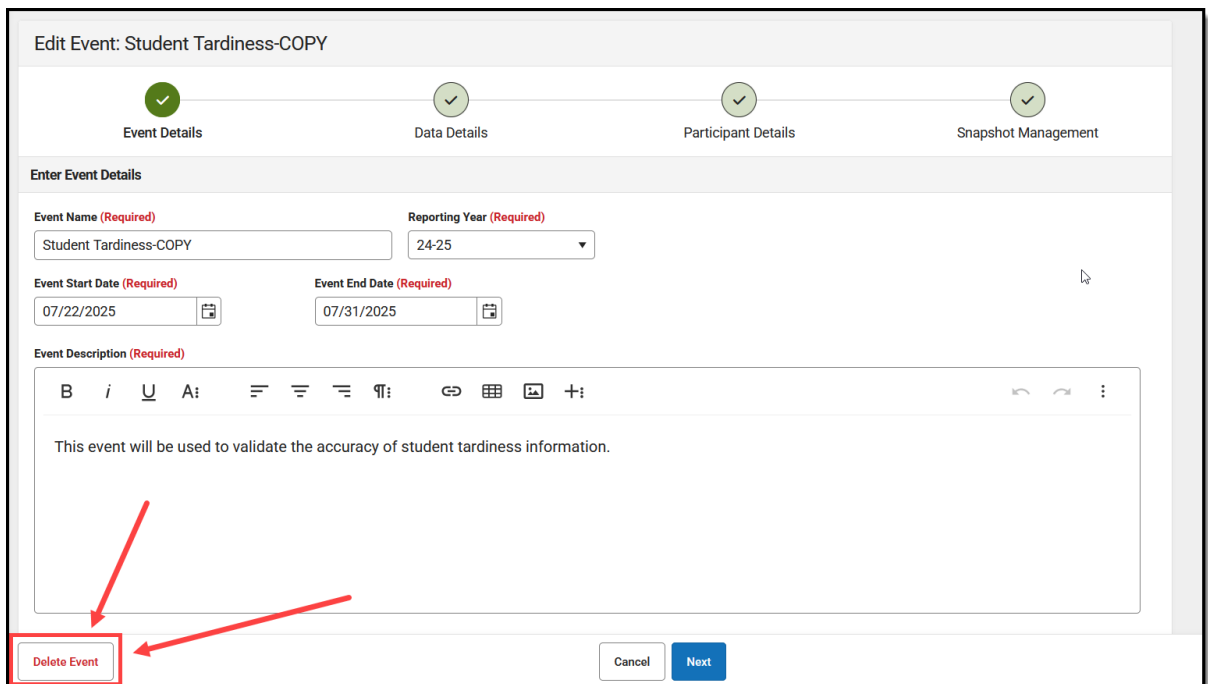
Certification Events

Filter by Name  Filter by Status  Filter by Reporting Year  Apply Clear

Name ↑	Status	Reporting Year	Actions
No Fatals	Published	24-25	<span>View</span> <span>Edit</span>
School Level Test	Published	24-25	<span>View</span> <span>Edit</span>
Student Tardiness	Published	24-25	<span>View</span> <span>Edit</span>
Student Tardiness-COPY	Open	24-25	<span>View</span> <span>Edit</span>
Student Tardiness-COPY	Open	24-25	<span>View</span> <span>Edit</span>
Student Tardiness-COPY	Open	24-25	<span>View</span> <span>Edit</span>
TEST 1	Closed	24-25	<span>View</span>
Test Demo 1	Published	24-25	<span>View</span> <span>Edit</span>
Test district snapshot	Published	24-25	<span>View</span> <span>Edit</span>

1 - 25 of 36 items

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



Edit Event: Student Tardiness-COPY

Event Details Data Details Participant Details Snapshot Management

Enter Event Details

Event Name (Required)  Reporting Year (Required)

Event Start Date (Required)  Event End Date (Required)

Event Description (Required)

This event will be used to validate the accuracy of student tardiness information.

Delete Event Cancel Next

## Additional Information

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