

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- Users must have at least **Delete** tool rights for Event Management in order to delete unpublished events.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

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

Filter by Name: Filter by Status: Filter by Reporting Year: 24-25 [Apply](#) [Clear](#)

1 2 25 items per page 1 - 25 of 38 items

[New](#)

2. 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

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

Event Admin Details

DATA VALIDATION GROUP	ACTION	NAME	ROLE	STATUS	STAFF STATE ID
End of Year Attendance Certification	Run Report		Certifier	Active	155970
			Certifier	Active	
			Certifier	Active	
			Certifier	Active	
			Certifier	Active	

External Links

N/A

[Copy Event](#) [Close](#)

3. 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.

Event Management ★

Copy Event: Student Tardiness-COPY

1 Event Details 2 Data Details 3 Participant Details 4 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.

Close Event **Cancel** **Next**

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.

Copy Event: Student Tardiness-COPY

1 Event Details 2 Data Details 3 Participant Details 4 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.

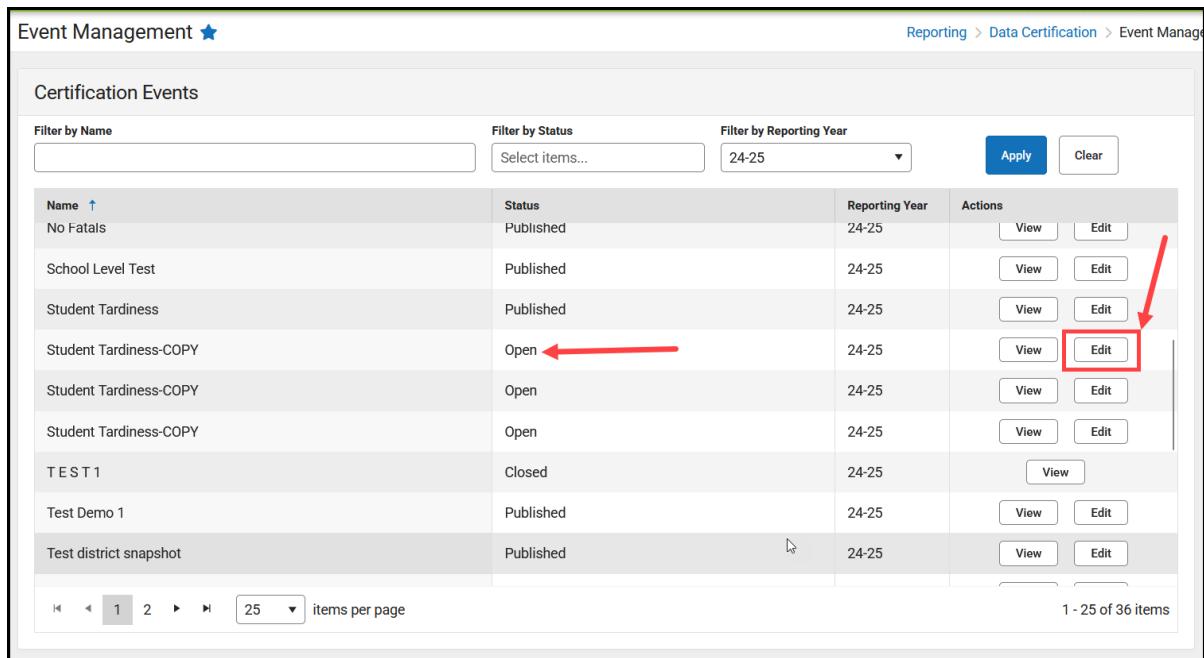
Close Event **Previous** **Cancel** **Save** **Save & Publish**

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 ★

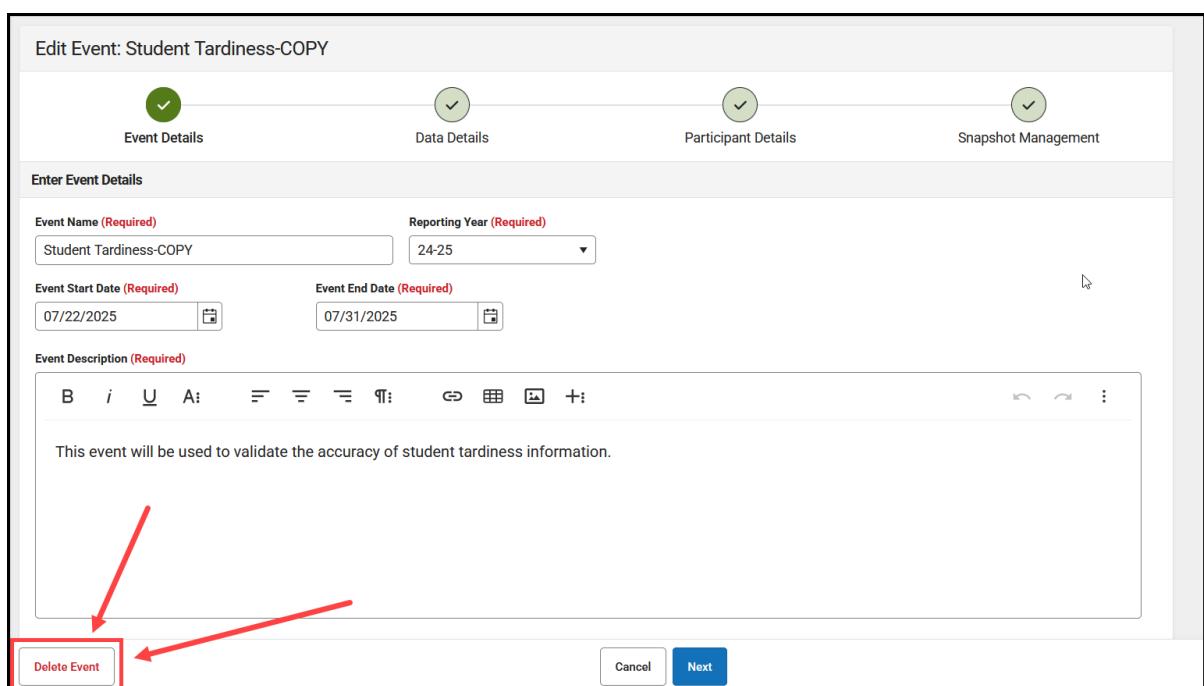
Certification Events

Filter by Name: [] Filter by Status: [Select items...] Filter by Reporting Year: [24-25] Apply Clear

Name	Status	Reporting Year	Actions
No Fatal	Published	24-25	View Edit
School Level Test	Published	24-25	View Edit
Student Tardiness	Published	24-25	View Edit
Student Tardiness-COPY	Open	24-25	View Edit
Student Tardiness-COPY	Open	24-25	View Edit
Student Tardiness-COPY	Open	24-25	View Edit
TEST 1	Closed	24-25	View
Test Demo 1	Published	24-25	View Edit
Test district snapshot	Published	24-25	View Edit

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): Student Tardiness-COPY Reporting Year (Required): 24-25

Event Start Date (Required): 07/22/2025 Event End Date (Required): 07/31/2025

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.
