

# Announcement Setup Tool Rights (District and State Edition)

Last Modified on 12/14/2025 8:45 pm CST

Announcements can be created and published, usually by District or School level **Front Office Staff**, to notify users of the Campus application and/or Campus Student/Campus Parent of important upcoming events. State Edition customers can also use this tool.

See the articles in the [Announcement Setup](#) category to learn how to use this tool.

## Announcement Setup - District Edition Users

Name	Campus	Sticky	Portal	Start Date	End Date
The west entrance will be closed to students sta	X	X		12/23/2022	06/22/2023
All staff, parents, and students. Our district i	X		X	12/07/2022	12/08/2022
REMINDER: All grades must be posted by NOON Frid	X	X		07/22/2022	09/22/2022
Harrison High Homecoming events are scheduled fo	X		X	02/28/2022	05/06/2022
We are looking for staff to help supervise prom		X		02/09/2022	02/11/2022
Due to the extreme temperatures, students should	X	X		09/22/2021	11/01/2021
Parent/Teacher Conferences will be held Friday,	X	X			
Reminder: Don't forget to wear your school color	X	X	X		
Term 1 Report Cards are now available to view o					

Announcement Setup - District Edition

Users need at least **A (Add)** tool rights to create new announcement.

Users must have calendar rights to the school(s) receiving the announcement (individual, multiple, or All Schools).

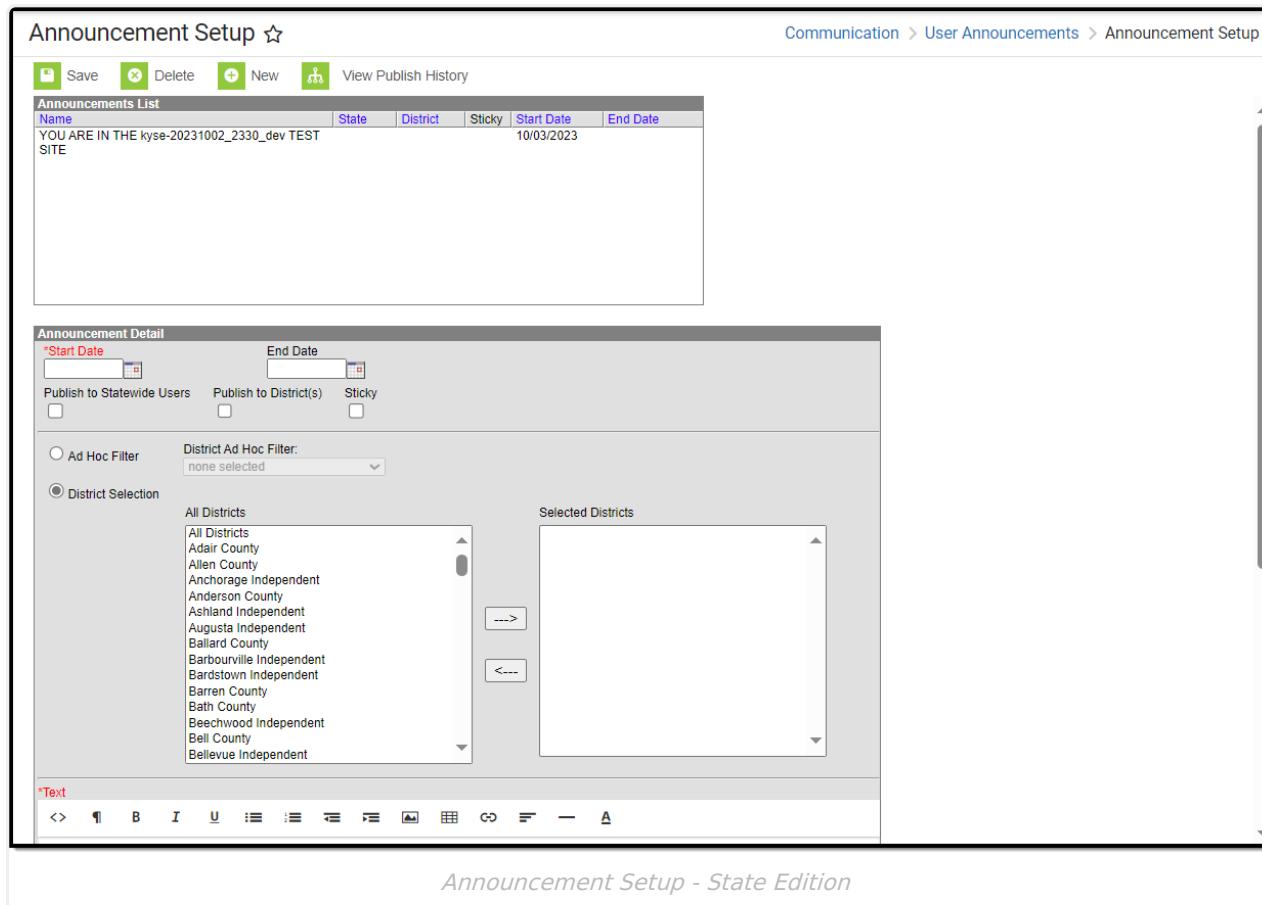
For district-wide announcements, the user sending the announcement must have calendar

rights to **all schools and all years** in the district or be added to a [user group](#) such as CampusAllCalsModifyRights. This ensures the user has access to the All Schools option when selecting a destination for the announcement.

## Available Tool Rights - District Edition Users

R	W	A	D
View details of existing announcements.	Edit existing announcements.	Create new announcements.	Delete existing announcements.

## Announcement Setup - State Edition Users



Announcement Setup ☆

Communication > User Announcements > Announcement Setup

Announcements List

Name: YOU ARE IN THE kyse-20231002\_2330\_dev TEST SITE

State: District: Sticky: Start Date: 10/03/2023 End Date:

Announcement Detail

\*Start Date: End Date:

Publish to Statewide Users: Publish to District(s): Sticky:

Ad Hoc Filter: District Ad Hoc Filter: none selected

District Selection

All Districts: All Districts, Adair County, Allen County, Anchorage Independent, Anderson County, Ashland Independent, Augusta Independent, Ballard County, Barbourville Independent, Bardstown Independent, Barren County, Bath County, Beechwood Independent, Bell County, Bellevue Independent

Selected Districts:

\*Text:

## Available Tool Rights - State Edition Users

R	W	A	D
View details of existing announcements.	Edit existing announcements.	Create existing announcements.	Delete existing announcements.

## Suggested User Groups

- [Front Office Staff](#)
- [Principals](#)

See [User Groups and Suggested Roles](#) for more information.

---