Announcement Setup Field Definitions (District and State Edition)

Last Modified on 01/21/2026 10:20 am CST

Tool Search: Announcement Setup

This is a reference article defining the fields found in the Announcement Setup tool for both District Edition and State Edition.

District Edition Announcements

State Edition Announcements

See the Announcement Setup Tool Rights article for information on available tool rights.
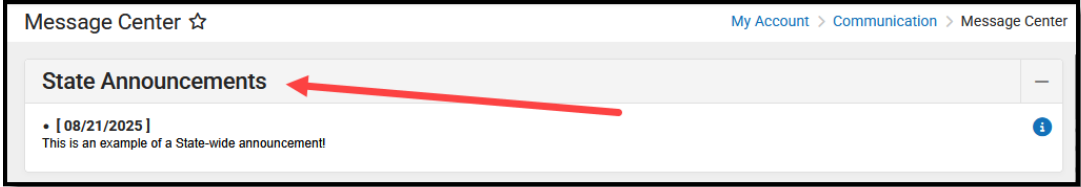
Announcement Setup Field Descriptions - District Edition

The following options are available for selection:

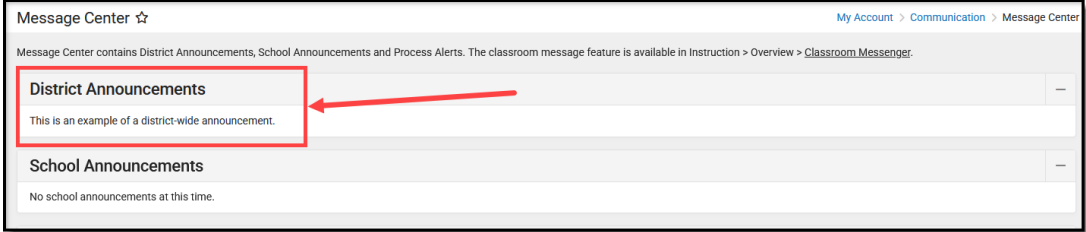| Field	Description

Field	Description
School	Indicates the school in which the message will display. When All Schools is selected in the Campus toolbar (see the Message Recipients section), this will read District Wide; when a specific school is chosen in the Campus toolbar, this field reads the name of the school, and only displays for users in that selected school.
Start Date	Entered date determines when the message will first display. Dates are entered in *mmddyy* format or can be selected by using the calendar icon. This date displays in the Start Date column in the Announcement List view.
End Date	Entered date determines when the message will stop being displayed. Dates are entered in *mmddyy* format or can be selected by using the calendar icon. This date displays in the End Date column in the Announcement List view.
Publish to Campus	When marked, the message is viewable on the first page the user sees upon logging in to Campus, viewable when selecting the user's name from the top of the Index. This selection displays in the Campus column in the Announcement List view.
Sticky	Announcements marked as sticky always appear at the top of the list of announcements. This option only applies to messages viewable in Campus Instruction Message Center. At least one of the Publish checkboxes must be marked in order for the message to display.
Publish to Portal	When marked, the message will be viewable in the Messages section of the Campus Portal for both parent and student users. This selection displays in the Portal column in the Announcement List view.
Publish to Portal Login	When marked, the message will be viewable on the login page of the Campus Portal. This selection displays in the Portal Login column of the Announcement List View (for District Messages only).
Message Text	The body of the message is entered in this text box. Simple formatting options are available in the WYSIWYG editor. The first part of the first message (up to 35 characters) displays as the Name in the Announcement List.

Announcement Setup Field Descriptions - State Edition

The following table defines the fields in the outlined area.

Field	Description

Field	Description
Start Date	The entered date determines when the message will first display. Dates are entered in mmddyy format or can be selected using the calendar icon. This date displays in the Start Date column in the Announcement List view. The dates are inclusive, meaning the announcement will appear on the Campus Home Page at midnight on the entered start date.
End Date	The entered date determines when the message will stop being displayed. Dates are entered in mmddyy format or can be selected using the calendar icon. This date displays in the End Date column in the Announcement List view. Dates are inclusive, meaning the announcement will display on the Campus Home Page through midnight on the entered end date.
Publish to Statewide Users	When selected, it indicates the announcement will be viewable to all DIS-connected districts and schools in the State Announcements section of the Message Center.

Field	Description
Publish to District(s)	When selected, it indicates the announcement will be viewable to all schools in the district in the District Announcements section of the Message Center. An X displays in the District column in the announcement list, indicating the message is viewable to those users. • When a message is sent to a selection of districts, the State Announcements section displays the total number of districts that received the communication. This count only displays when specific districts are selected; if all districts received the message, the count does not display. • When an announcement is marked for both Publish to Statewide Users and Publish to Districts, the communication only displays once and will not show the district count.
Sticky	When selected, the announcement displays at the top of the list. This only applies to announcements viewable in Campus Instruction.
Text	The body of the announcement is entered in this area by using the WYSIWYG editor to add formatting and hyperlinks if desired. The first 46 characters of the text appear as the name of the communication in the Announcement List.