Event Dashboard

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Prerequisites | Data Certification Workflow | | Approving a District Certification | Requesting Re-certification of an Event | Closing an Event | Tool Rights

PATH: *Data Integrity Tools > Data Certification > Event Dashboard*

The Event Dashboard is used to manage data certification events. From here, users can check the status of events, approve district-certified events, request re-certification of an event and close events.

> **Data Certification tools are only available in State Editions of Campus and districts connected to a State Edition of Campus.**

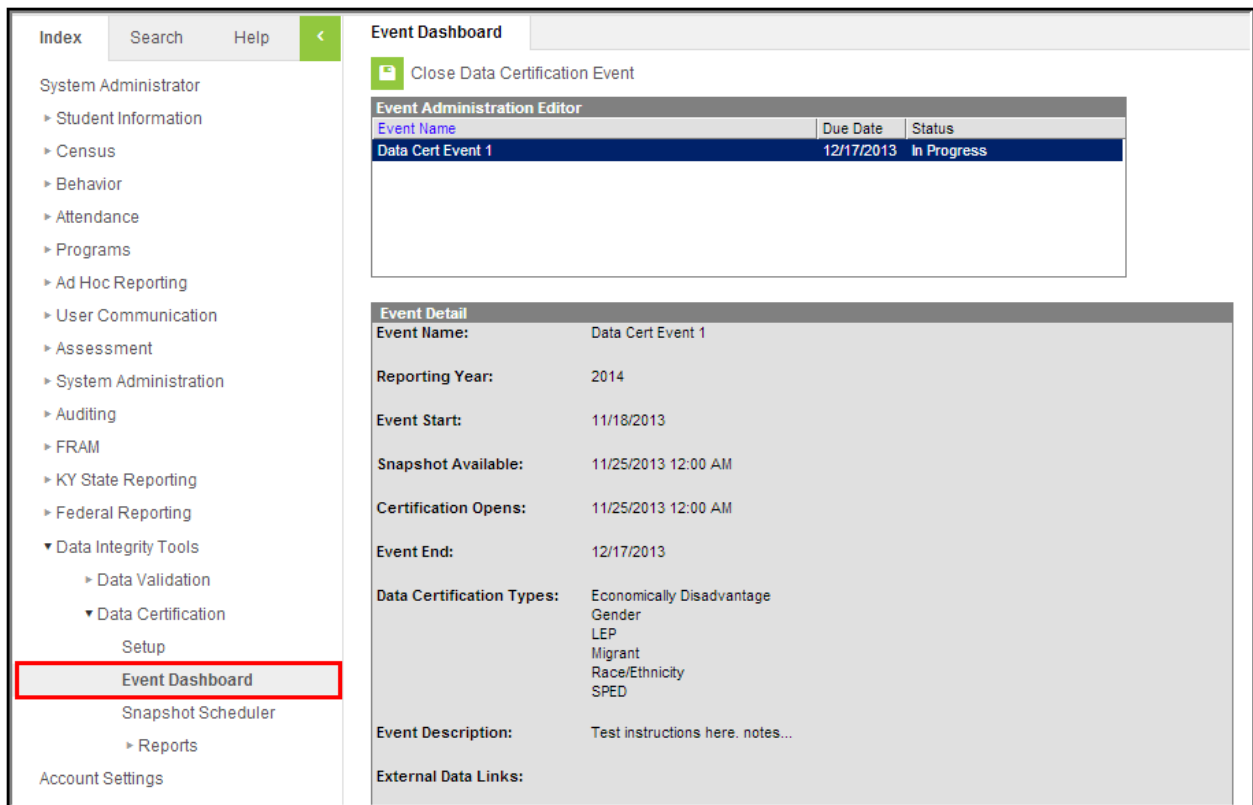*Image 1: Event Dashboard Tool*

Prerequisites

- Ensure Certification Types are created and published down to districts.
- Ensure users are assigned Type Memberships for each certification type.
- Create events and publish them down to districts.
- Ensure users are assigned Event Admin Memberships for events.

- Schedule snapshots via the Snapshot Scheduler (optional).

Data Certification Workflow

To view a simplified version of the state-level data certification workflow, see the Setup and Workflow (State Data Certification) article.

Approving a District Certification

Events sent down to districts are reviewed and approved within the Event Dashboard.

Only users with a Primary event type membership matching the data certification type(s) of the event are allowed to certify the event to the state.

Event admins cannot certify a district unless they also have a type membership for one or more of the types associated with the event.
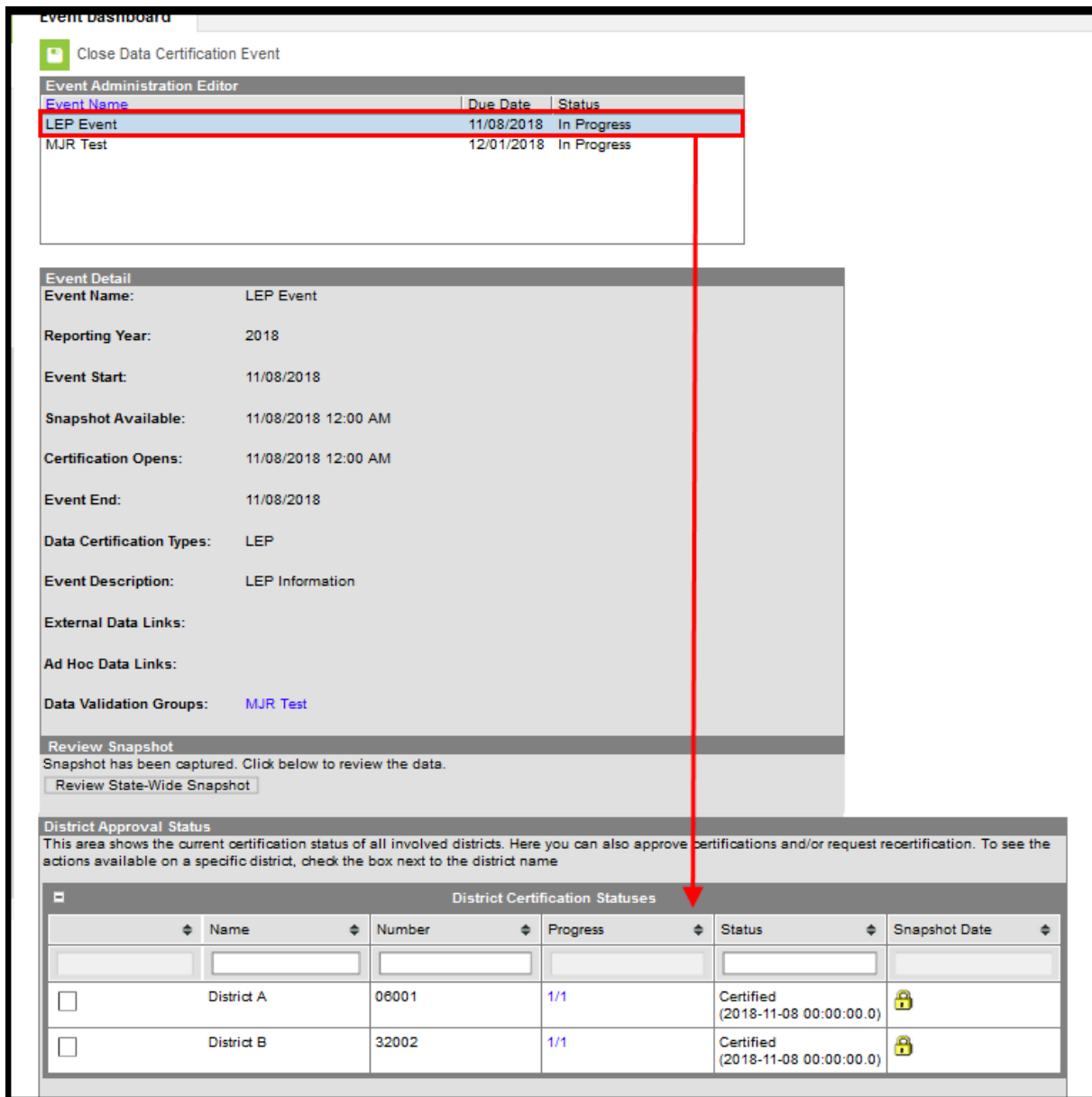
Image 3: Viewing Event Progress and Data

To review each district's status in certifying the event, select the event from the Event Administration Editor. Details about the event as well as the District Approval Status editor will appear (see Image 3). To quickly locate a district, enter search criteria to narrow the results. Enter the district name, district number, progress, status or the snapshot date. Matching results are filtered to limit the number of districts listed.

The Status column will indicate the district's current status in approving the event (see Image 4). The following describes each potential status:

- **Uncertified** - This means the event has not been certified by all reviewers in the district. The state can decide whether or not to proceed with approving certification if not all reviewers certify.
- **Certified** - This means the event has been certified by all reviewers in the district. Data for this district should be reviewed and if the certification is accurate, the state should decide if it

approved.

- **Approved** - This means the event has already been certified by the district and approved by the state. No further action is required.
- **Recertification Requested** - This means the district certified the event but the state disagrees with the certification and is requiring the district correct data before the event is approved.

Image 4: Reviewing Event Status of Each District

You can also view the status of each reviewer per district and whether or not they have certified the event by selecting the blue hyper-linked button in the Progress column (see Image 5).

Image 5: Reviewing Reviewer Progress Per District

If Snapshot functionality is enabled, you can review snapshot data per district by selecting the snapshot within the Snapshot Date column (see Image 6).

Once a district certifies an event, a padlock icon will appear next to the snapshot. This indicates the snapshot has been locked and will not be overwritten by any recurring snapshots. If recurring snapshots are scheduled and the district has not certified the event, their data snapshot will

continue to be overwritten by the recurring snapshot until the event is certified. See the Snapshot Scheduler article for more information.

Snapshot functionality is manually enabled by Campus and requires a setup fee. For more information, please contact Infinite Campus.

Image 6: Reviewing Snapshot Data Per District

You can also review state-wide snapshot data for the event by selecting the **Review State-Wide Snapshot** button (see Image 7). An editor will appear, asking you to select the definitions to review and the format of the generated report.
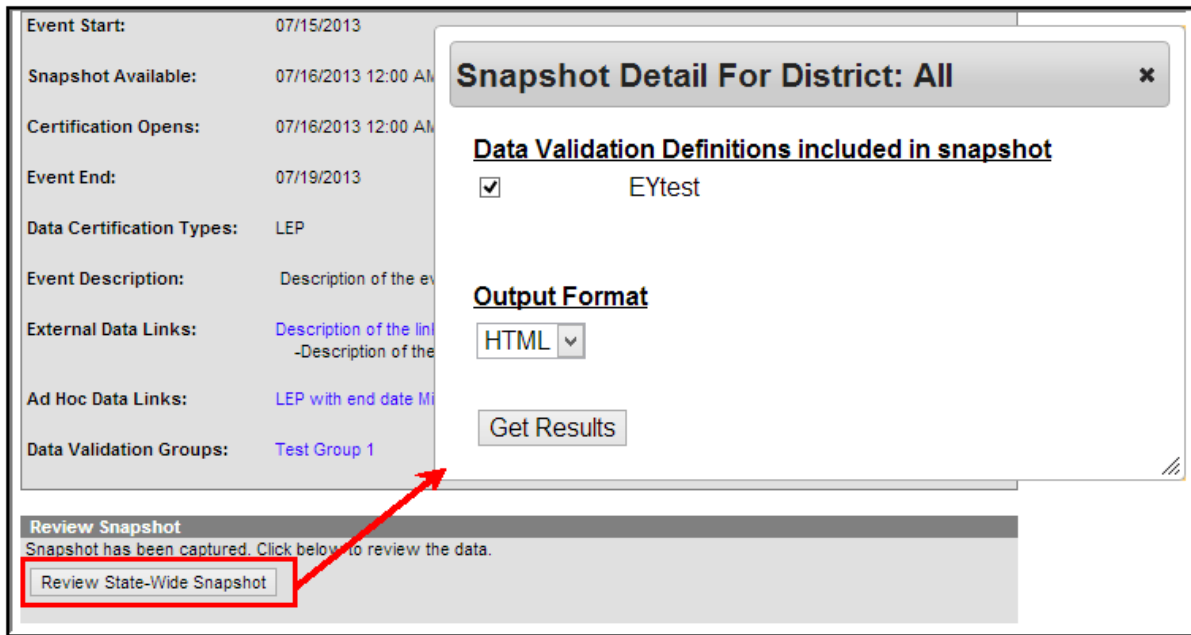
Image 7: Reviewing the State-Wide Snapshot

Once data has been reviewed for a certified district and deemed accurate, mark the checkbox next to the district's name and select the **Approve Certification** button (Image 8). The district has now been approved for the event and not additional action is required.

> Event admins cannot certify a district unless they also have a type membership for one or more of the types associated with the event.

If you disagree with the district's certification, you can request them correct and recertify the event by selecting the Request Certification button.
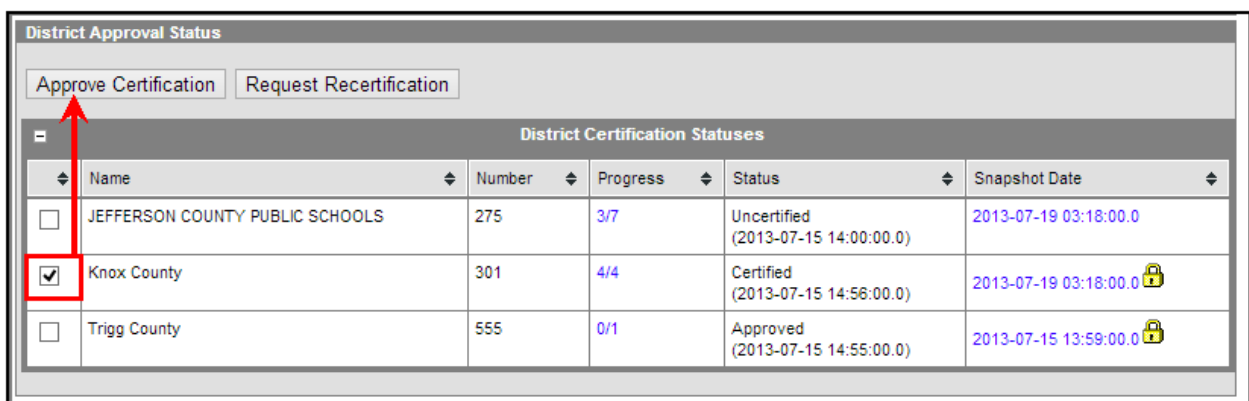

Image 8: Approving a District's Event Certification

Requesting Re-certification of an Event

If the district-certified event does not meet the approval of the state, the state can request event recertification.

To request recertification of an event, mark the checkbox next to the district's name, enter the **Recertification Request Reason** and select the **Submit Request Recertification** button (Image 9).
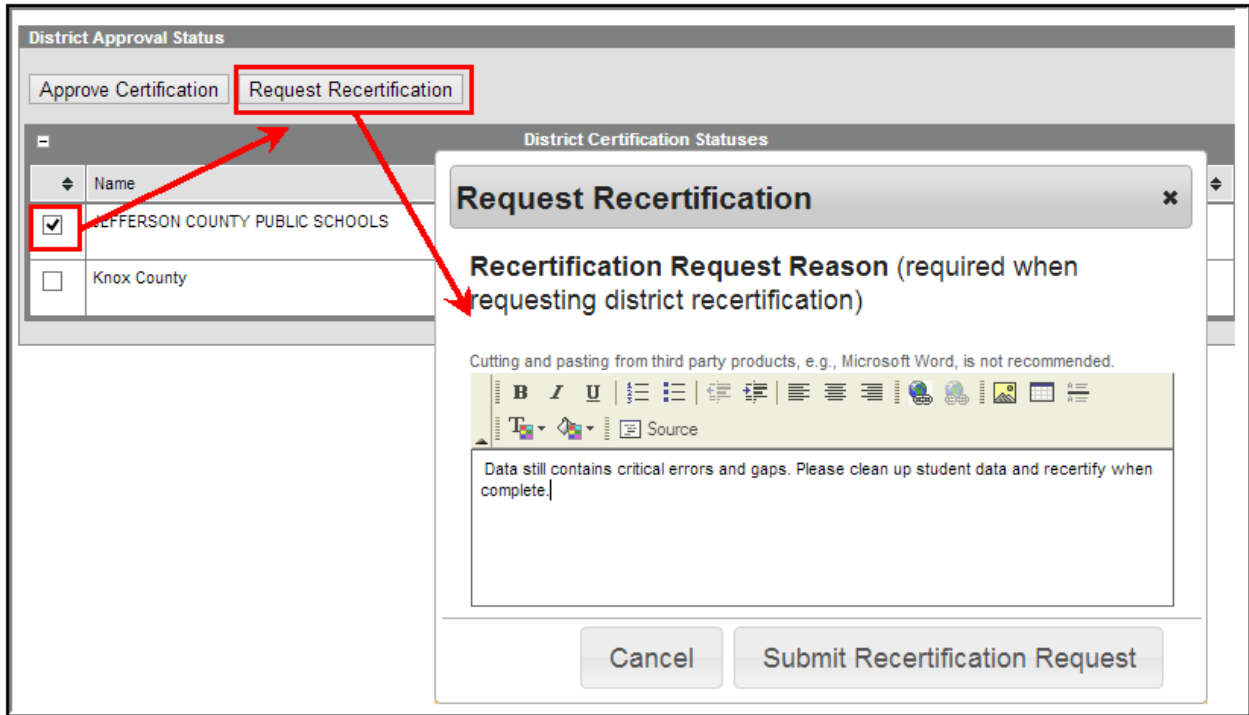

Image 9: Requesting Recertification

Once a recertification request has been sent, the district will display a Status of "Recertification Requested" within the District Certification Statuses editor (Image 10).
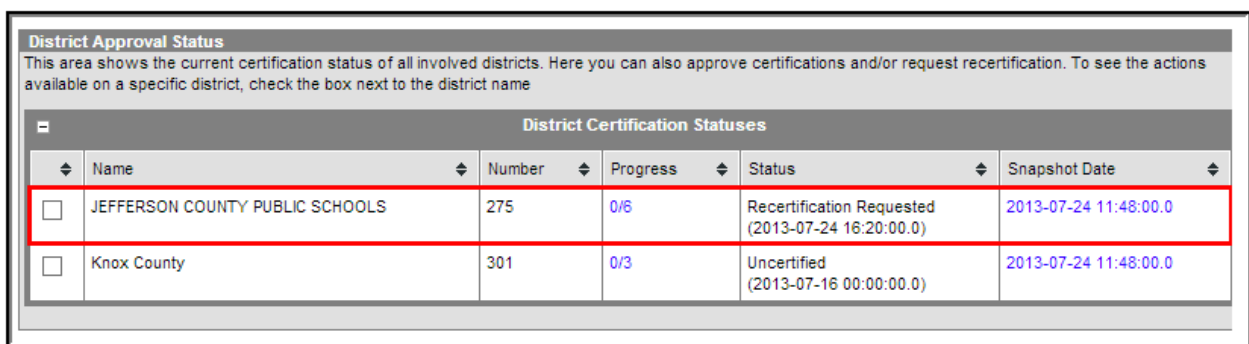
Image 10: Indication of the Recertification Request

District users with type membership(s) matching the event's type(s) will receive an email and Process Inbox message indicating the state requires a recertification of the event (Image 11).
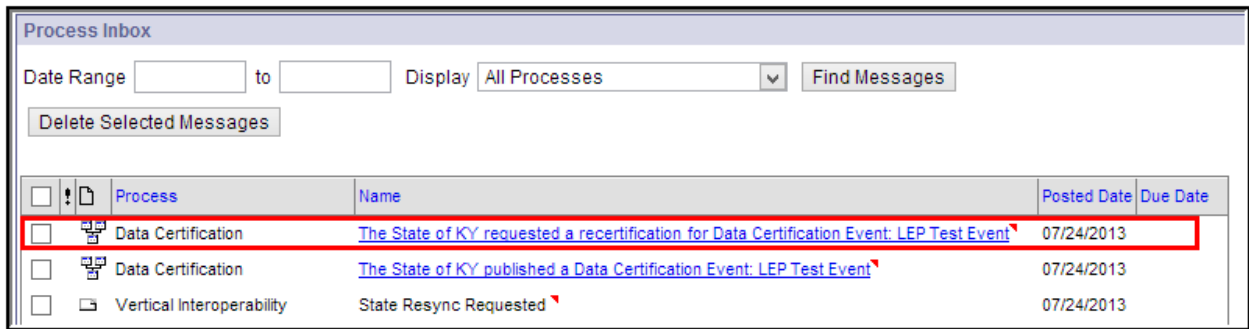
Image 11: Process Inbox Message at the District-Level Indicating the Recertification Request

Once the district has corrected data and recertified the event, the event will change to have a Status of "Certified" (Image 12).

Review the district's data and if you approve of the certification, mark the checkbox next to the district's name and select **Approve Certification** (Image 12).
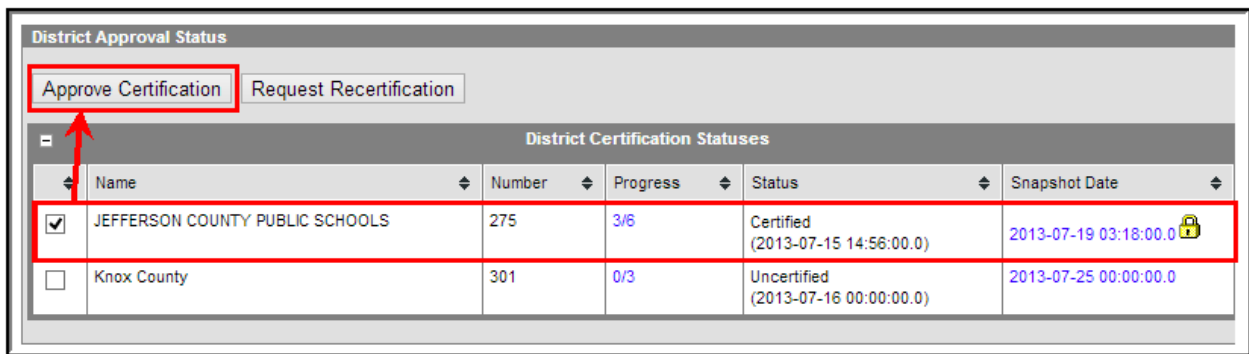

Image 12: Approving a District's Recertified Event

Once all districts have been approved for an event, the event should be closed.

Closing an Event

Once an event has been State Approved (meaning all districts have certified their data and they have been approved by the state), users with an Event Admin Membership to the event will receive an email and Process Inbox message indicating the event is ready to be closed (Image 13).

Image 13: Process Inbox Message Indicating Event is Ready to be Closed

Before closing the event, ensure all districts have a Status of "Approved" and no additional changes need to be made to the event (see Image 14).

Image 14: Reviewing Event Data Prior to Closing the Event

Once the event his deemed ready to be closed, select the **Close Data Certification Event** button found at the top of the tool (Image 14) and enter any **Closing Comments** (Image 15).
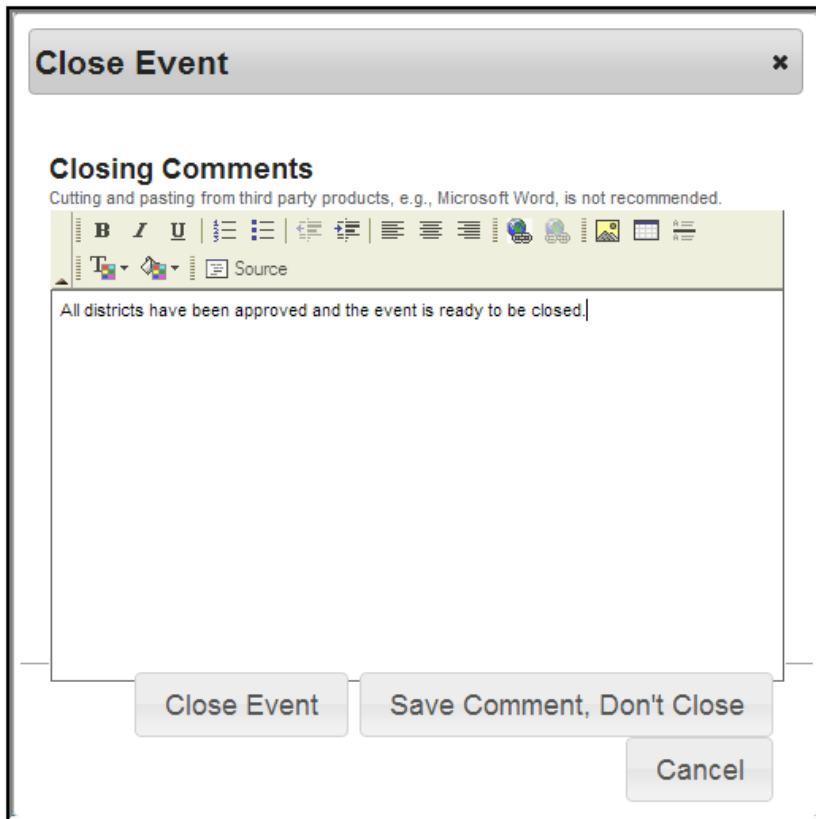
Image 15: Entering Closing Comments

Selecting **Save Comment, Don't Close** will not close the event but will save any closing comments entered. These comments will automatically appear the next time the Close Event editor is opened.

Selecting **Close Event** will close the event. Once an event is closed it can no longer be certified and will disappear from the Event Dashboard.
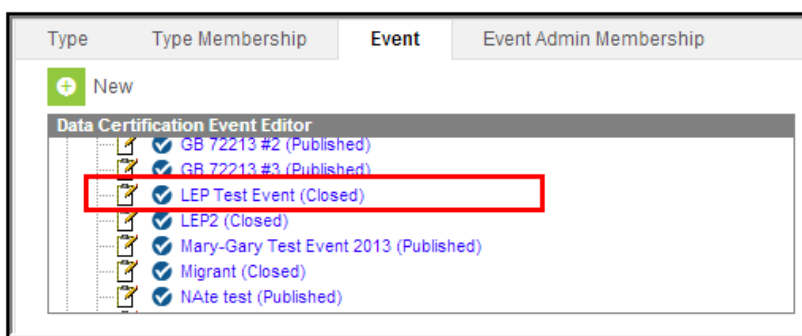

Image 16: Indication of a Closed Event

To access the closed event, go to the Event tool. From here you can review closed event details (Image 16).

Tool Rights

For details on the tool rights needed for this tool, see the Data Integrity Tool Rights article.