

#### **Event Dashboard**

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Prerequisites | Data Certification Workflow | | Approving a District Certification | Requesting Recertification 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.

Index	Search	Help <	Event Dashboard				
Svetem A	dministrator		🗈 Close Data Cert	ification Event			
	t Information		Event Administration	Editor			
			Event Name		Due Date	Status	
► Censu:	s		Data Cert Event 1		12/17/2013	In Progress	
Behavi	or						
► Attenda	ance						
► Progra	ms						
► Ad Hoc	Reporting						
▶ User C	ommunication		Event Detail Event Name:	Data Cert Event 1			
► Assess	sment		Event name:	Data Cert Event 1			
► System	n Administratio	n	Reporting Year:	2014			
► Auditin	g		Event Start:	11/18/2013			
► FRAM			Snapshot Available:	11/25/2013 12:00 AM			
► KY Stat	te Reporting		snapsnot Available:	11/25/2015 12.00 AM			
► Federa	I Reporting		Certification Opens:	11/25/2013 12:00 AM			
▼ Data In	tegrity Tools		Event End:	12/17/2013			
► D	ata Validation		Data Certification Typ	es: Economically Disadvantage			
۰D	ata Certificatio	n	bata certification ry,	Gender			
	Setup			LEP Migrant			
	Event Dashb	oard		Race/Ethnicity SPED			
	Snapshot Sc	heduler					
	▶ Reports		Event Description:	Test instructions here. notes			
Account S	Settings		External Data Links:				

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.

Close Data Certific	ation Event							
Event Administration B	Editor							
Event Name				Status				
.EP Event				In Progress				
MJR Test		12	/01/2018	In Progress				
						_		
Event Detail Event Name:	LEP Event		_					
Reporting Year:	2018							
Event Start:	11/08/2018							
Snapshot Available:	11/08/2018 12	00 AM						
Certification Opens:	11/08/2018 12	00 AM						
Event End:	11/08/2018							
Data Certification Type:	s: LEP							
Event Description:	LEP Informatio	n						
External Data Links:								
Ad Hoc Data Links:								
Data Validation Groups	: MJR Test							
Review Snapshot								
Snapshot has been cap Review State-Wide Sr		eview the data.						
District Approval Statu This area shows the curr actions available on a s	ent certification status			you can also approve o ne	ertifications and/o	r request i	recertification. To see	e the
=		Distr	ict Certi	fication Statuses				
\$	Name	Number	¢	Progress ¢	Status	¢	Snapshot Date	¢
	District A	06001		1/1	Certified (2018-11-08 00	:00:00.0)	<del>3</del>	
(				1/1	Certified	-		

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.

•		Dist	rict (	Certification	Stat	uses		
\$	Name	\$ Number	¢	Progress	\$	Status	¢	Snapshot Date 🔶
	JEFFERSON COUNTY PUBLIC SCHOOLS	275		3/7		Uncertified (2013-07-15 14:00:00.0)		2013-07-19 03:18:00.0
	Knox County	301		4/4		Certified (2013-07-15 14:56:00.0)		2013-07-19 03:18:00.0 🛱
	Trigg County	555		0/1		Approved (2013-07-15 14:55:00.0)		2013-07-15 13:59:00.0 🛱

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).

This ar	ct Approval Status ea shows the current certification status of all involve le on a specific district, check the box next to the dist		Here	you can also app	rove certifications and/or request	recertification. To see the actions
=		Dist	trict	Certification Sta	tuses	
÷	Name 🗢	Number	\$	Progress 🔶	Status 🗢	Snapshot Date 🔶
	JEFFERSON COUNTY PUBLIC SCHOOLS	275		3/7	Uncertified (2013-07-15 14:00:00.0)	2013-07-19 03:18:00.0
	Knox County	301		4/4	Certified (2013-07-15 14:56:00.0)	2013-07-19 03:18:00.0
	Trigg County	555		0/1	Approved (2013-07-15 14:55:00.0)	2013-07-15 13:59:00.0
	Certification System Administrato	Certifier	il	•	Certified No	

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.

	t Approval Status a shows the current certification status of all involve e on a specific district, check the box next to the distr		e you car	i also appr	ove certifications and/	or request i	recertificatio	in. To see th	ne actions	
-		Distric	t Certific	ation Sta	tuses					
¢	Name 🗢	Number 4	Progre	ess 🗢	Status	÷	Snapshot	Date	÷	
	JEFFERSON COUNTY PUBLIC SCHOOLS	275	3/7		Uncertified (2013-07-15 14:00:0	0.0)	2013-07-1	9 03:18:00.0	D	
	Knox County	301	4/4		Certified (2013-07-15 14:56:0	0.0)	2013-07-1	9 03:18:00.0	, <del>1</del>	
	Trigg County	555	0/1		Approved (2013-07-15 14:55:0	0.0)	2013-07-1	5 13:59:00.0	, <del>1</del>	
Di	ata Validation Definitions included									
-		in snaps	<u>hot</u>							
<u>O</u> I			Tue Jul 23		Data Va	lidatio	n Outp	ut	Infinite ( Camp	). US
<u>O</u> I	EYtest	Time: CDT 20	Tue Jul 23		Data Va	lidatio	n Outp	ut	Infinite <u>(</u> Camp	) US
<u>O</u> I	EYtest	Time: CDT 20 Sum Report	Гие Jul 23 13		Data Va	Occurren	-	ut Severit		): US
<u>O</u> I	EYtest utput Format	Time: CDT 20 Sum Report	Гие Jul 23 13	16:05:34	Data Va		-			US
<u>O</u> I	EYtest utput Format	Time: CDT 20 Sum Report	Tue Jul 23 13 IIMARY	16:05:34	Data Va	Occurren	ices			). US
<u>O</u> I	EYtest utput Format	Time: CDT 20 Sum Report EYtest EYtest	Tue Jul 23 13 IIMARY	: 16:05:34	lastName	Occurren 6598	vces m Dr	Severit	a.	US

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.

Event Start:	07/15/2013		
Snapshot Available:	07/16/2013 12:00 AN	Snapshot Detail For District: All	×
Certification Opens:	07/16/2013 12:00 AN	Data Validation Definitions included in snapshot	
Event End:	07/19/2013	EYtest	
Data Certification Types:	LEP		
Event Description:	Description of the ev	Output Format	
External Data Links:	Description of the lini -Description of the	HTML V	
Ad Hoc Data Links:	LEP with end date Mi	Get Results	
Data Validation Groups:	Test Group 1	·	11.
Review Snapshot Snapshot has been captured.	Click below a review th	a data	
Review State-Wide Snapsho		e Uala.	

Image 7: Reviewing the State-Wide Snapshot

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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.

Арр	ove Certification Request Recertification							
- 1		Dist	rict (	Certification	Stat	uses		
¢	Name 🗢	Number	¢	Progress	¢	Status	¢	Snapshot Date 🔶
	JEFFERSON COUNTY PUBLIC SCHOOLS	275		3/7		Uncertified (2013-07-15 14:00:00.0)		2013-07-19 03:18:00.0
✓	Knox County	301		4/4		Certified (2013-07-15 14:56:00.0)		2013-07-19 03:18:00.0 🛱
	Trigg County	555		0/1		Approved (2013-07-15 14:55:00.0)		2013-07-15 13:59:00.0

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).

District Approval Status       Approve Certification     Request Recertification	ion
Name NerFERSON COUNTY PUBLIC SCHOOLS Knox County	District Certification Statuses     Request Recertification     Recertification Request Reason (required when requesting district recertification)     Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.     Image: B / Image: Im
	Data still contains critical errors and gaps. Please clean up student data and recertify when complete.

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).

		District C	ertification Statu	ses	
¢	Name 🔶	Number 🔶	Progress 🔶	Status 🗢	Snapshot Date 🔶
	JEFFERSON COUNTY PUBLIC SCHOOLS	275	0/6	Recertification Requested (2013-07-24 16:20:00.0)	2013-07-24 11:48:00.0
	Knox County	301	0/3	Uncertified (2013-07-16 00:00:00.0)	2013-07-24 11:48:00.0

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).

ampus		
Process Inbox		
Date Range to Delete Selected Messages	Display All Processes 🗸 Find Messages	
Process	Name	Posted Date Due Date
Data Certification	The State of KY requested a recertification for Data Certification Event: LEP Test Event	07/24/2013
Data Certification	The State of KY published a Data Certification Event: LEP Test Event	07/24/2013
U S Vertical Interoperability	State Resync Requested *	07/24/2013

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).

Appr	rove Certification Request Recertification				
- 1		District C	ertification Statu:	ses	
-	Name 🗢	Number 🔶	Progress 🔶	Status 🔶	Snapshot Date
✓	JEFFERSON COUNTY PUBLIC SCHOOLS	275	3/6	Certified (2013-07-15 14:56:00.0)	2013-07-19 03:18:00.0
	Knox County	301	0/3	Uncertified (2013-07-16 00:00:00.0)	2013-07-25 00:00:00.0

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).

Proc	cess Inbox		
	e Range to	Display All Processes 🗸 Find Messages	
	Process	Name	Posted Date Due Date
			Posted Date Due Date
	리말 Data Certification	Review Event Approval(s)	07/25/2013
	이는 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이 이		
		Review Event Approval(s)	07/25/2013

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

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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).

Close Data Certification E	vent					
Event Administration Edito						
Event Name	"·····	Due Date	e Status			
Snapshot test event 1 719201	13	07/31/20	13 In Progress	~		
72213 test		07/31/20	13 In Progress			
GB 72213 #2			13 In Progress			
GB 72213 #3			13 In Progress			
LEP Test Event			13 In Progress			
MJR Test 722		08/02/20	13 In Progress	¥		
Event Detail						
Event Name:	LEP Test Event					
Reporting Year:	2013		$\mathbf{N}$			
Event Start:	07/15/2013					
Snapshot Available:	07/16/2013 12:00 AM					
Certification Opens:	07/16/2013 12:00 AM			e state has decided is over it should be		
Event End:				closed.		
Event End:	07/19/2013			y this would occur		
Data Certification Types:	FRAM (Meal Status) General Education LEP		has ended	certification window 1 and/or all districts been approved.		
Event Description:	Description of the event.					
External Data Links:	Description of the link. -Description of the link.					
Ad Hoc Data Links:	LEP with end date Missing Ins	tructional Acc	ommoda			
Data Validation Groups:	Test Group 1					
Review Snapshot	or					
	Click below to review the data.					
Review State-Wide Snapsh	ot					
District Approval Status						
	certification status of all involved	districts. Here	you can also appro	ove certifications and/or request	rece	rtification. To see the actions
	, check the box next to the distric					
-		District	Certification Stat	uses		
Name	\$	Number 4	¢ Progress ¢	≎ Status	÷	Snapshot Date 🔶
JEFFERSON COUNTY PUBLIC SCHOOLS		275	3/6	Approved (2013-07-15 14:55:00.0)		2013-07-15 13:59:00.0 🛱
	Knox County					

Image 14: Reviewing Event Data Prior to Closing the Event

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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).

Close Event ×							
Closing Comments Cutting and pasting from third party products, e.g., Microsoft Word, is not recommended.							
B I U   1 ⊟ E   1 = 1 = 1 = 1 = 1 = 1 = 1 = 1 = 1 = 1							
All districts have been approved and the	event is ready to be closed.						
Close Event	Save Comment, Don't Close						
	Cancel						

Image 15: Entering Closing Comments

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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.