

Schedule Data Certification Snapshots

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PATH: *Data Integrity Tools > Data Certification > Snapshot Scheduler*

Snapshot functionality requires a setup fee and must be enabled by Campus. There may also be additional hosting fees tied to the data storage of snapshots.

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

The Snapshot Scheduler tool is used to schedule data snapshots used for verifying data within data certification events. Users can choose to immediately take a data snapshot, schedule a snapshot to be taken at a specific time and date or establish a daily recurring snapshot that continues to take a new snapshot until all districts within an event are certified.

Index Sea	arch He	elp <	Snapshot Schedu	ler					
System Adminis	strator		🕀 New Snapsh	ot					
► Student Inform			Data Certification	Events					
▶ Census			Event Name Data Cert Event 1						
▶ Behavior									
▶ Attendance									
▶ Programs									
Ad Hoc Report	rting								
▶ User Commu	inication		=			Comple	ted Snaps	shots	
Assessment			Status	\$	Started Timestamp		\$	Actions	
System Admir	nistration		Error taking snapshot		12/11/2013 10:56			Show Error Detail	
► Auditing			Completed		12/16/2013 11:30			Review Districts Included In Snapshot	
► FRAM			Completed		12/17/2013 11:30			Review Districts Included In Snapshot	
► KY State Repo	orting		-			Curre	ent Snapsi	hot	
Federal Report	orting		Status	Started Timestam	IP		Actions		
 Data Integrity 1 	Tools		Completed	04/11/2014 15:00	Review D		Review Dis	ew Districts Included In Snapshot	
Data Val	lidation								
▼ Data Ce	rtification								
Setup	р								
Event	t Dashboard								
Snap	oshot Schedu	uler							
► Re	ports								

Existing snapshots for uncertified districts are overwritten when a new snapshot is taken.

Image 1: Snapshot Scheduler Tool

Prerequisites

• Users responsible for scheduling snapshots are assigned <u>Type Memberships</u> to each event



type they are responsible for publishing.

• Events have been created and published down to districts.

Data Certification Workflow

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

Tool Rights

Users can only schedule snapshots for events in which they have a <u>Type Membership</u>. If no events match a user's type membership, there will be no events to schedule and the tool will appear blank.

User Account	User Groups	Tool Rights	Calendar Rights	Access Log
Save				
■ Campus T RWAD				
		Dashboard shot Scheduler		
	🛉 🗄 🕀 🗎 Repor	ts		

Image 2: Snapshot Scheduler Tool Rights

ΤοοΙ	R	W	Α	D
Snapshot Scheduler	Users can view existing snapshots but cannot schedule new snapshots.	Users can view existing snapshots but cannot schedule new snapshots.	Users can view existing snapshots and schedule new snapshots.	Users can view existing snapshots and schedule new snapshots.

Creating a New Snapshot

When creating a new snapshot for an event, users can choose to immediately take a snapshot, schedule the snapshot for specific time and date or establish a daily recurring snapshot that continues to take a new snapshot until all districts within an event are certified.

Snapshot Scheduler New Snapshot Data Certification Events Event Nam Data Cert Event 1 Status Star Completed 04/1	Create New Snapshot X Take Snapshot Now Schedule for future Schedule Daily Recurring Snapshots
	Save Cancel

Image 3: Creating a New Snapshot

To create a new snapshot:

- 1. Select an event from the Data Certification Events window.
- 2. Select the **New Snapshot** button. The Create New Snapshots editor will appear in a separate window (see Image 3).
- 3. Select when to have a snapshot created:
 - **Take Snapshot Now** A snapshot is immediately taken.
 - **Schedule for future** Set a specific time and date to have the snapshot taken.
 - **Schedule Daily Recurring Snapshots** A daily recurring snapshot will be taken, starting with the time and date entered. Recurring snapshots will continue to be taken until all districts within an event are certified.
- 4. Select the **Save** icon.

If the snapshot was immediately taken, the snapshot request will appear in the Current Snapshot section with a Status of In Progress (see Image 4).

If the snapshot was scheduled or set to a daily recurrence, the snapshot request will appear in the Scheduled Snapshots section (see Image 4).

+	Immeditately taken snapshot	Completed Snapshots	Completed Snapshots				
=`	in progress.	Current Snapshot					
Status	Started Timestamp	Completed Timestamp	Actions				
In Progress 💦	07/24/2013 11:48		Show Error Detail				
	Scheduled Snapshot	Scheduled Snapshots					
= Scheduled Tim		Scheduled Snapshots					

Image 4: Snapshot Scheduled/In Progress

ampus

Once a snapshot is complete it will appear within the Completed Snapshots section (see Image 5). The most recent snapshot will appear within the Current Snapshot section.

Completed Snapshots						
Status	÷	Started Timestamp	\$	Completed Timestamp 🔶 🖉		Actions
Error taking snapshot 07/17/2013 04:19			07/17/2013 04:19		Show Error Detail	
Completed 07/19/2013 03:18			07/19/2013 03:19		Review Districts Included In Snapshot	
Completed 07/24/2013 11:47			07/24/2013 11:47		Review Districts Included In Snapshot	
=				Current Snapshot		
Status Started Timestamp		Completed Timestamp		Actions		
Completed 07/24/2013 11:48		07/24/2013 11:48		Review Districts Included In Snapshot		

Image 5: Accessing Completed Snapshots

District users will also receive a Process Inbox message indicating a new data certification snapshot was taken (see Image 6).

Process Inbox						
Date Range to Display All Processes V Find Messages Delete Selected Messages						
Process	Name	Posted Date Due Date				
Vertical Interoperability	State Resync Requested *	07/24/2013				
Batch Report Complete	Review Data Certification Snapshot	07/23/2013				
🔲 🗅 Vertical Interoperability	State Resync Requested 🎙	07/23/2013				

Image 6: Process Inbox Message Indicating New Snapshot is Available

Now that a snapshot has been taken it is now available for district users within the <u>Event</u> <u>Certification</u> tool for use in verifying data for an event (see Image 7). State users can also review the snapshot by selecting the Review State-Wide Snapshot button in the <u>Event Dashboard</u> (see



Image 7).

Snapsi Revie Statu	-				
Certi	review all data for this event before clicking the Cert fy & Submit	District E		- Certified on	07/15/2013 13:55
Ref Batc Quer 07/2 07/2	-Report Output t resh Show top 50 ▼ tasks submitted betweet h Queue List	tion Snapshot tion Snapshot	and 07/24/20 Status Comple Comple	Download ed Get the report ed Get the report	
Snapshi Review Distric This are available	v Snapshot ot has been captured. Click below to review the data. w State-Wide Snapshot states a shows the current certification status of all involve e on a specific district, check the box next to the distribution of the dist	tate Edition d districts. Here ict name			st recertification. To see the actions
=	Name 🗢	District	Certification St		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 7: Reviewing a Snapshot within an Event

Reviewing Districts Included in a Snapshot

To review which districts were included within a snapshot, select the Review Districts Included In Snapshot button in the Current Snapshot and Completed Snapshot sections (see Image 8).

As districts are certified, their snapshot is locked and no longer overwritten by any additional

snapshot	•				
-		Curren	t Snapshot		_
Status	Started Timestamp	Completed Timestamp		Actions	_
Completed	07/19/2013 03:18	07/19/2013 03:19	Review Districts Included In Snapshot		
			Districts I	ncluded In Snapshot	×
			JEFFERSC Knox Cou	ON COUNTY PUBLIC SCHOOLS	

Image 8: Reviewing Districts Included in a Snapshot

Next Steps

Infinite Campus

- Review Snapshot Data in the Event Dashboard.
- Review event data within the Event Report.