How Do I Publish an Imported Document to Students/Parents

On occasion, files will be imported into the system (Test Scores, Portraits, etc.) but they my not have been published to My BackPack, so that Parents and/or Students can see them.

You should be able to publish the documents using the Media Manager function in the System Administration module.

Go to System Administration> Documents> Media Manager



	Media Manager	×	C
	What would you like to do?		
	Modify Existing Media		
What Would You Like to Do:	O Delete Existing Media		
Modify Existing Media			
		<< Prev Next >> Cancel	
			Ī



Media Manager		×
Select record type:		
◯ Applicants		
Constituents		
◯ Faculty		
 Students 		
◯ Vendors		
Select type of media file to modify:		
 Any / All Media 		
◯ Academic Reports		
	<< Prev Next >>	Cancel

Select Record Type: Students

Select the Type of Media to Modify: Any/All Media

<<Select Next>>

Enter Selection Criteria to be
Modifiedleave default
selections in place

Media Manager		×
Select the Media Entry Deta a field but leave the value b	ils to modify (if any), and enter new values as needed. Note that if you select lank, the field will be cleared.	
Description		
Category		
Key Words	Edit	
🗌 Available in	~	
Media Security Group	~ Q,	
Transfer	~	
	<< Prev Next >> Cancel	

<< Select Next >>



Select Publishing Details to Modify

Publish Document: Yes

Publish Beginning On: Choose the Date/Time the records should become available

Visible to Students: If the Students should see the document being published, check this box and select Yes. If not, do NOT place a check in the box.

Visible to Parents: If the Parents should see the document being published, check this box and select Yes, then select which Parent Addresses should have access (P1, P2, Other). In the sample below, the document is being published to the Student AND the P1 and P2 Addresses.

The Only those will Academic, or Billing Access flags would be used to restrict the visibility of the P1/P2/Other Addresses to ONLY those whose WebIDs are granted Academic and/or Billing access.

Media Manager		×
Select the Publishing Details to modify (if field to be the field but leave the value blank, the field to be t	any), and enter new values as needed. Note that if you select a will be cleared.	
🗹 Publish Document 🛛 Yes 🗸		
Publish beginning on 09-16-2022	2 at 8:55 AM	
Display Group Folder	ent displays in this folder	
Visible to Students Yes V		
✓ Visible to Parents	Any existing visibility settings will be replaced by the options you select here.	
🗹 Parent 1	Addresses	
🗹 Parent 2	Addresses	
🗌 Other Ad	ddresses	
🗌 Only the	se with Academic Access	
🗌 Only the	se with Billing Access	
Changes will be applied only to media th	at IS or IS SCHEDULED TO BE published.	
	<< Prev Next >> Cancel]



Select Students: Query for any Students with (possibly) a specified Student Group (Student?) The sample below is using an Individual query, to only impact 1 child

Media Manager	×
Media Manager Enter selection criteria for the reco Select Students Select Media	A cademic Reports are included in the selection criteria, the reports may be assigned to parents who are not listed on the report.
	<< Prev Next >> Cancel

ected Individuals						
Search For:	Sort By	ame (Sort Key) 🗸 As	cending ~	·		
All Individuals						
Name	I.D.	Group	Grade	School	^	Select
	99999			L		
Alexandra Aaron	80778A			Summer		
Benjamin Aaron	80778B			Summer		
Douglas Aaron	80297A			Summer		
Gabrielle Rita Aaron	711461	Graduate		U		
Kwesi Atiba Aaron	713811	Withdrawn	10	U		
Matthew Aaron	80297B			Summer		
Meredith Tiffany Aaron	704472	Graduate		U		
Robert Harrison Aaron	704471	Graduate		U	~	
elected Individuals						-
Name	I.D.	Group	Grade	School		Delete
Aidan Antonio Lloves	729812	Student	9	U		
				OK		Cancel



Select Media: Created a query here to select the document/file you wish to publish. This example is going to find the ERB Narrative Report

	WARA II AIRAIRIMPANAR		
Query Parameters (Media)		×
Query Description	Publish ERB Files S	ecurity Level	Private \lor
Report Description	Publish ERB Files	User a	ccess is restricted.
Notes	· · · · · · · · · · · · · · · · · · ·	Uniy th	e creator can modity.
Conditions Statistic	») sal		
Add Commands	Edit Commands Delete Commands		
Si IN Media com	mands s equal to 'ERB Narrative Report'	~ ~ ~	And/Or In/Not In ()) ()) ()) Add Lists
		OK	Cancel

<< Select Next >>

The system will run a database search for all students meeting that criteria for the queries and will generate a report (Student Verification List) for confirmation.

You **must** review the list prior to moving forward.

Madia Managar	\sim
viedla Manager	~
1 student has been selected.	
1 media record has been selected.	
To update selected media file(s), click Next. To change your query conditions, click Prev.	
Show Student List Show SQL	
You must preview the report before clicking Finish.	
<< Prev Finish	Cancel



Student Verification List

September 16, 2	8:55 AM				Page:	1
D	NAME DESCRIPTION	CLASS CATEGORY	GRADE	GENDER KEY WORDS		_
729812	Aidan Antonio Lloves ERB Narrative Report	2026 ERB Individual	9 Narrative	М		
	Field Changes: Publish = Yes Publish Start Date = 09-16-2022 8:55 AM Visible to Students: Yes Visible to Parents: Yes (Parent 1, Parent 2))				
Total Students I	Records in List: 1					
Total Media Rec	ords in List: 1					

Once the file is validated, select **<<FINISH>>** to publish the identified media, or **<<PREV>>** to go back to adjust the query.

1edia Manager	X
Congratulations!	
The selected media files have been updated.	
	Close

Upon completion of the publishing process, you the user will see the following message:

Select Close to exit Media Manager



As a final confirmation, go into Registrar and look up a sample child. On the Media tab, you should see that the ERB report is now published to the Student and the P1 addresses (the Student has no P2 Addresses), as was indicated through the Media Manager process, and if you log in to My BackPack as the P1, you will see the document in the My Documents link.



Student and P1 views in My BackPack:

Mu Documento				Alden Antonia Linua .
Pry Documents				Additi Alitolito Lioves
AN AN AMERICAN AND				
tienlau: Liet View				Only Show Documents For: (All)
isplay. List view				Only show bocuments For. (All)
	Document +	Name •	Folder •	Published Date +
RB Narrative Report		Aidan Antonio Lloves		Sep 16, 2022
My Documents				Antonio Lloves
to Admin User				
play: List View				Only Show Documents For: (All)
	Document •	Name •	Folder •	Published Date -
B Narrative Report	Document •	Name • Aidan Antonio Lloves	Folder •	Published Date - Sep 16, 2022
B Narrative Report	Document •	Name + Aidan Antonio Lloves	Folder +	Published Date - Sep 16, 2022
8 Narrative Report	Document e	Name e Aidan Antonio Lloves	Folder •	Published Date - Sep 16, 2022
B Narrative Report	Document e	Name e Aidan Antonio Lloves	Folder •	Published Date + Sep 16, 2022
B Narrative Report	Document s	Aidan Antonio Lloves	Folder #	Published Date + Sep 16, 2022
B Narrative Report	Document s	Aidan Antonio Lloves	Folder •	Published Date - Sep 16, 2022
8 Narrative Report	Document s	Name e Aidan Antonio Lloves Printable Version	Folder a	Published Date - Sep 16, 2022
B Narrative Report	Document •	Name • Aidan Antonio Lloves	Folder e	Published Date - Sep 16, 2022
B Narrative Report	Document •	Name e Aidan Antonio Lloves Printable Version	Folder a	Published Date • Sep 16, 2022 Ruth Lloves
B Narrative Report	Document s	Name e Aidan Antonio Lloves Printable Version	Folder •	Published Date - Sep 16, 2022
8 Narrative Report	Document •	Name • Aidan Antonio Lloves	Folder •	Published Date - Sep 16, 2022 Rath Lloves
8 Narrative Report Les Admin User My Documents Es Admin User stay: [List View v]	Document 6	Name e Aidan Antonio Lloves Printable Version	Folder •	Published Date • Sep 16, 2022 Ruth Lloves Only Show Documents For: [AB]
8 Narrative Report E to Admin love My Documents Eo Admin love plays: List View	Document •	Name • Aidan Antonio Lloves	Folder •	Published Date - Sep 16, 2022 Rath Lloves Only Show Documents For: [All)
8 Narrative Report	Document •	Name • Aidan Antonio Lloves Printable Version Name •	Folder •	Published Date - Sep 16, 2022 Rath Lloves Only Show Documents For: [(Al) Published Date -

