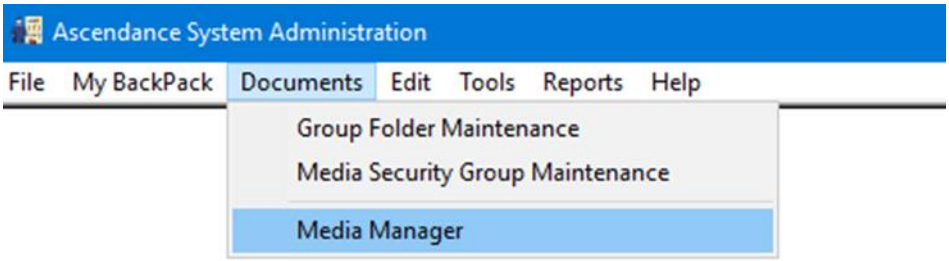
# How Do I Publish an Imported Document to Students/Parents

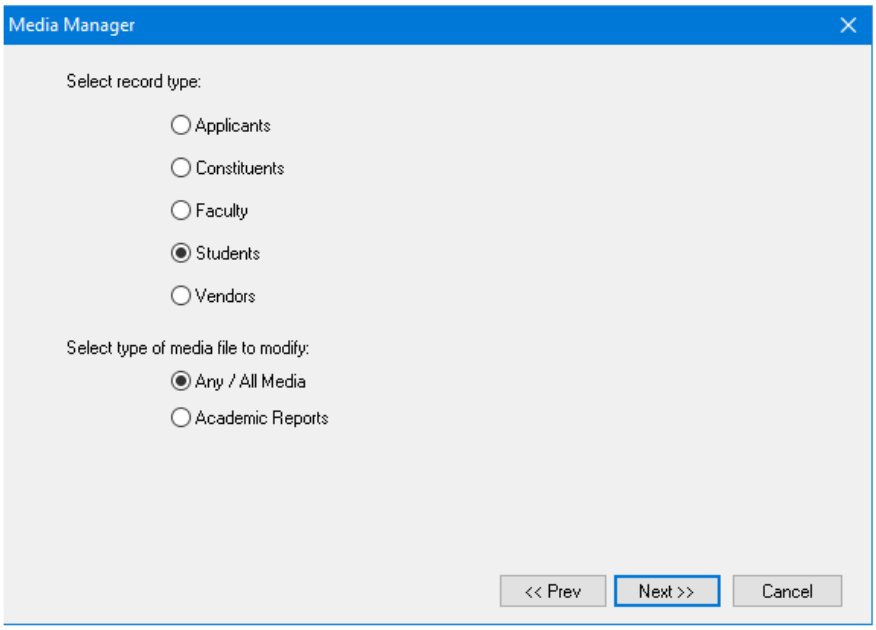
On occasion, files will be imported into the system (Test Scores, Portraits, etc.) but they my not have been published to My BackPack, so that Parents and/or Students can see them.

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**




What Would You Like to Do:
Modify Existing Media

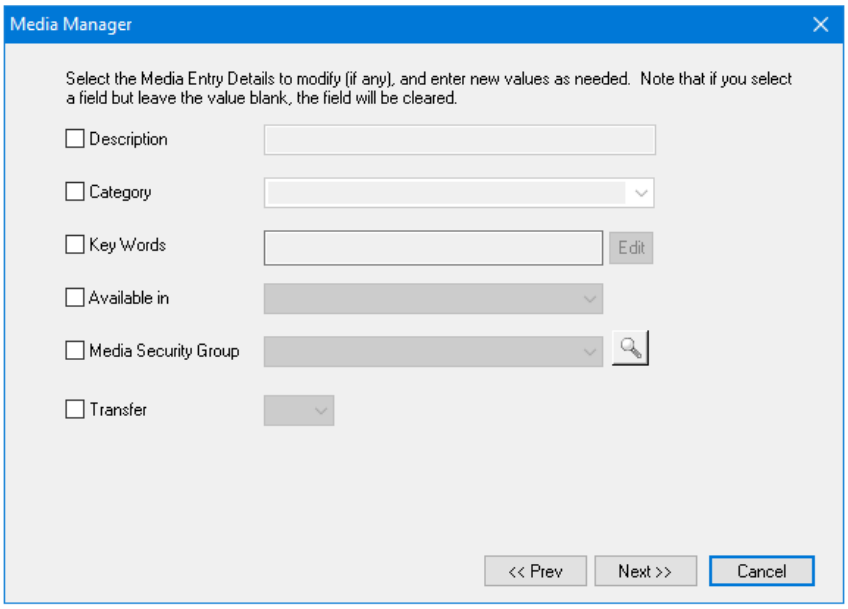



Select Record Type: Students

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

**<<Select Next>>**

Enter Selection Criteria to be Modified.....leave default selections in place




**<< Select Next >>**

communitybrands

Select Publishing Details to Modify

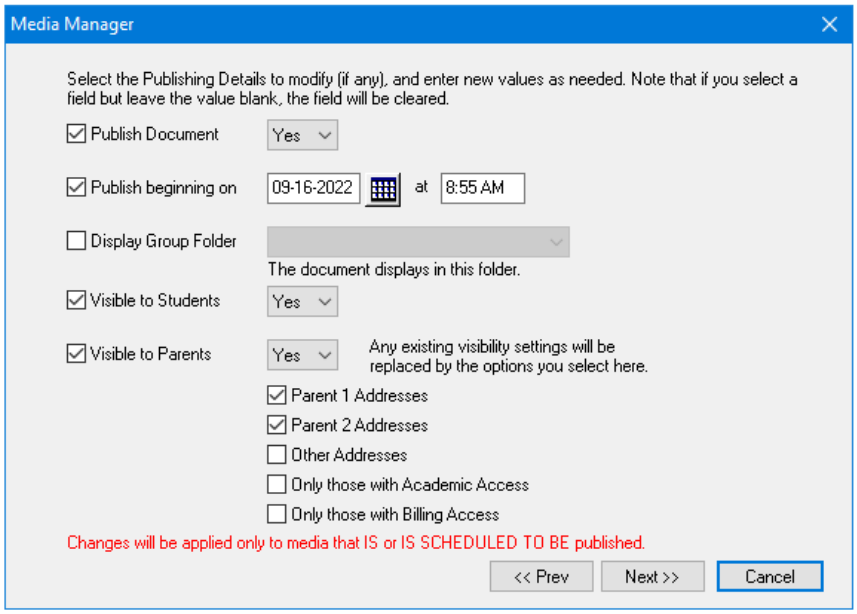
Publish Document:  Yes

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

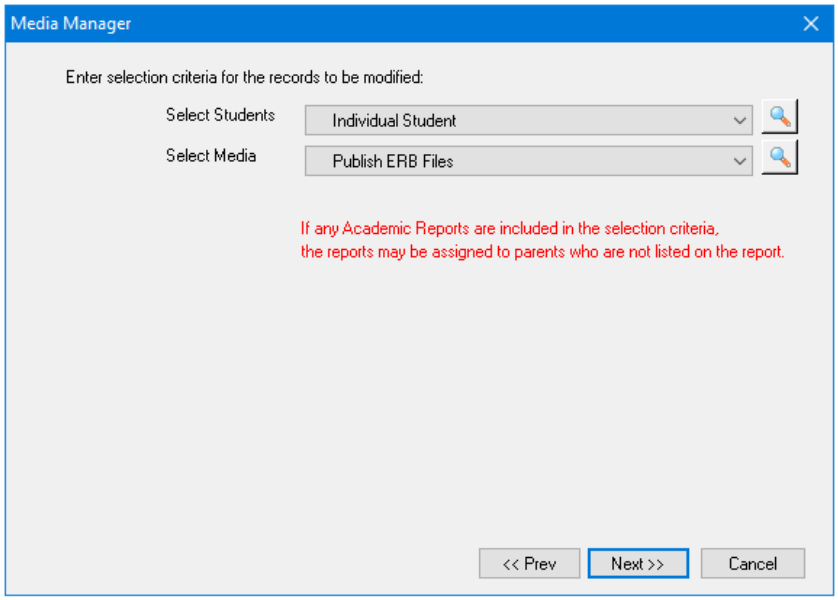
Visible to Students:  If the Students should see the document being published, check this box and select Yes. If not, do NOT place a check in the box.

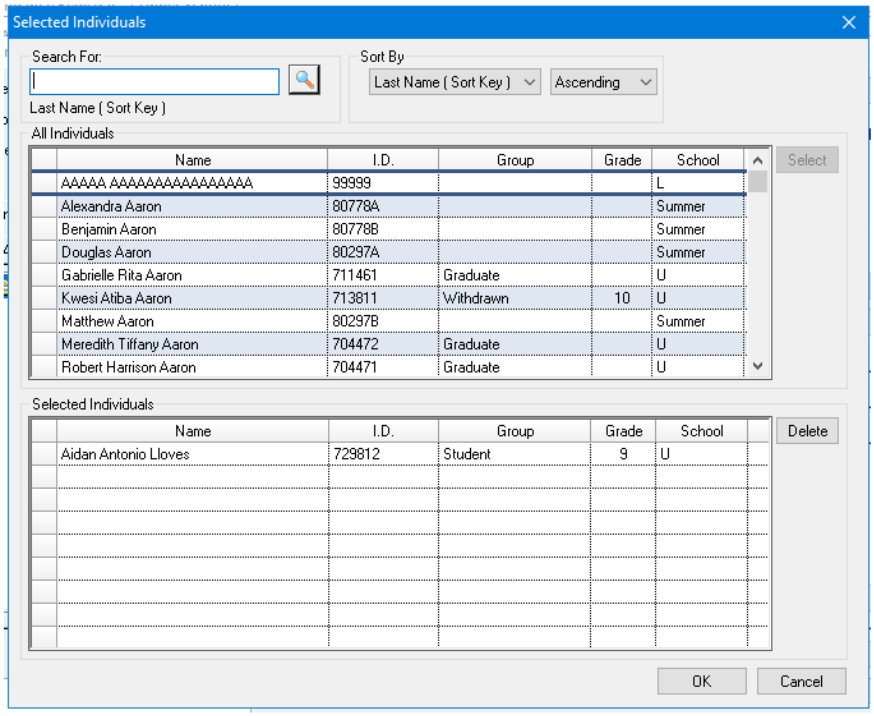
Visible to Parents:  If the Parents should see the document being published, check this box and select Yes, then select which Parent Addresses should have access (P1, P2, Other).  In the sample below, the document is being published to the Student AND the P1 and P2 Addresses.

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.

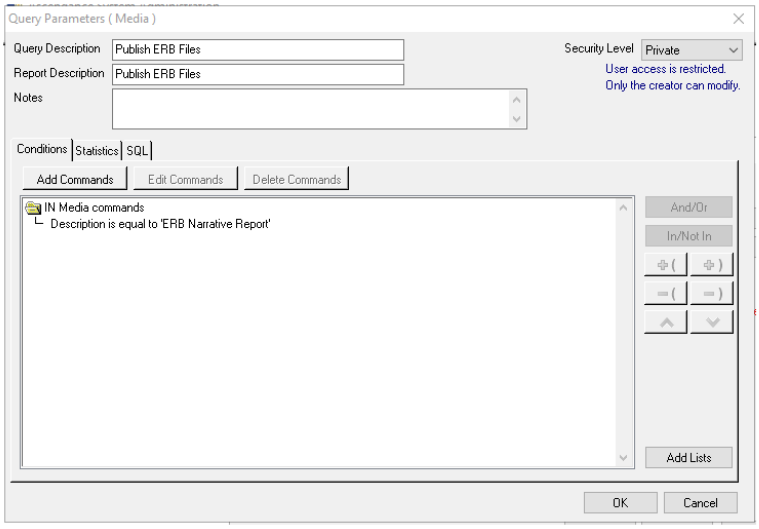


Select Students:  Query for any Students with (possibly) a specified Student Group (Student?)  The sample below is using an Individual query, to only impact 1 child



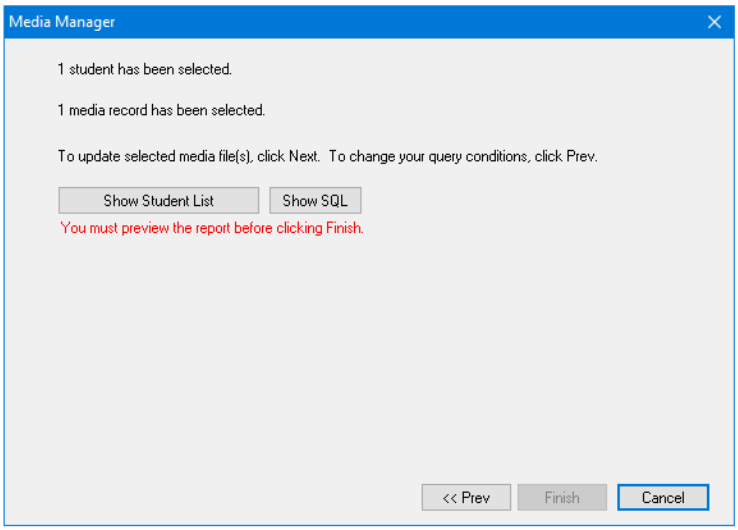
Select Media: Created a query here to select the document/file you wish to publish.  This example is going to find the ERB Narrative Report

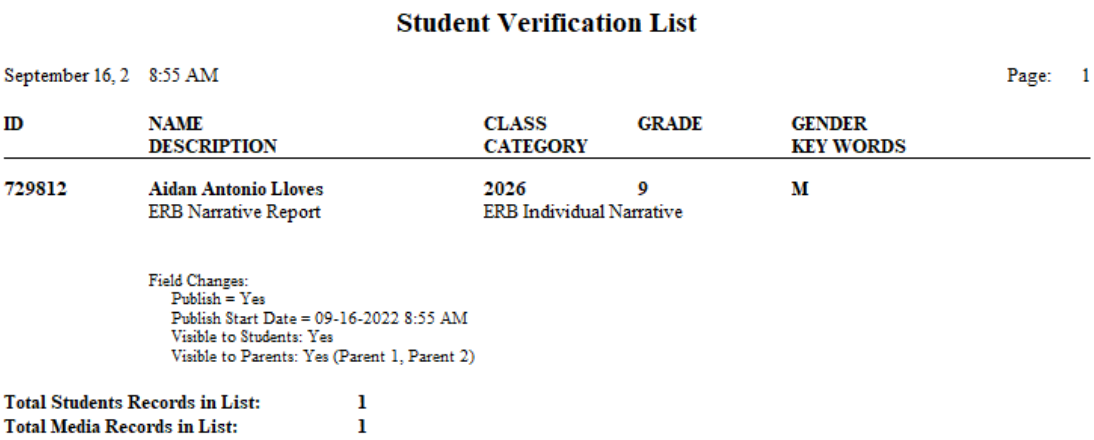



**<< Select Next >>**

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.





**Student Verification List**

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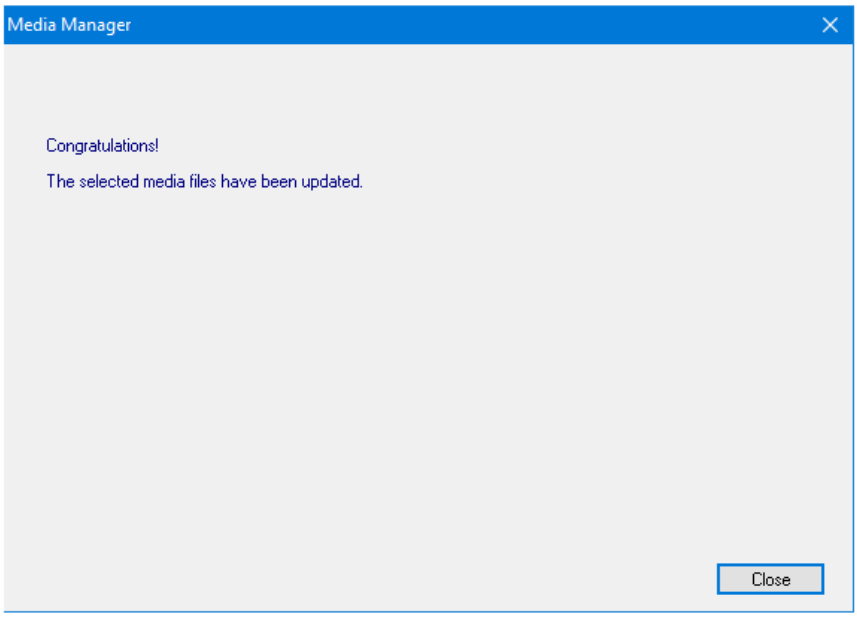
| ID | NAME<br>DESCRIPTION | CLASS<br>CATEGORY | GRADE | GENDER<br>KEY WORDS |
|---|---|---|---|---|
| 729812 | Aidan Antonio Lloves<br>ERB Narrative Report | 2026<br>ERB Individual Narrative | 9 | M |

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 Records in List:** 1
**Total Media Records in List:** 1

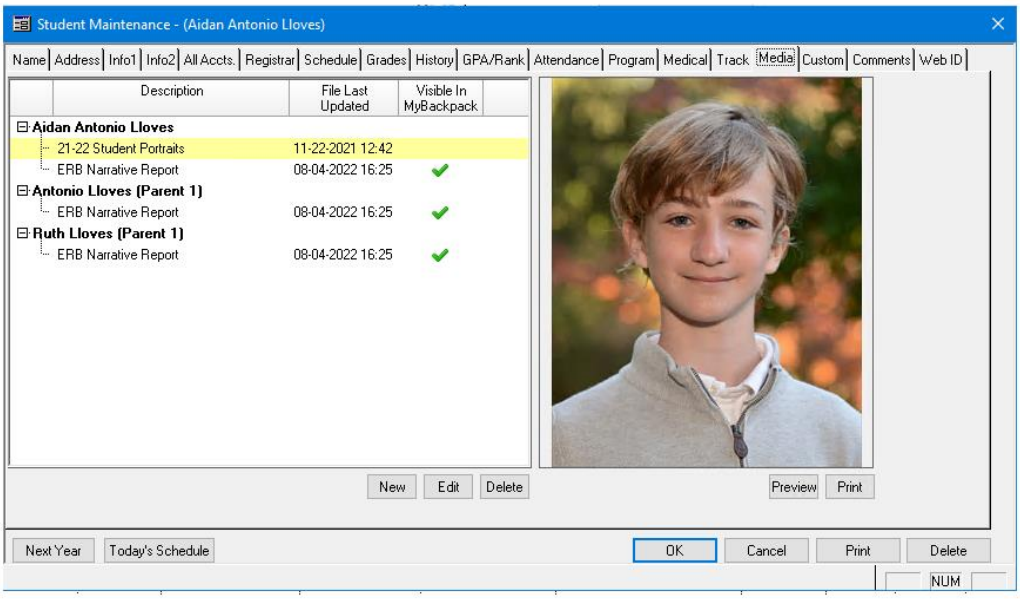
Once the file is validated, select **<<FINISH>>** to publish the identified media, or **<<PREV>>** to go back to adjust the query.

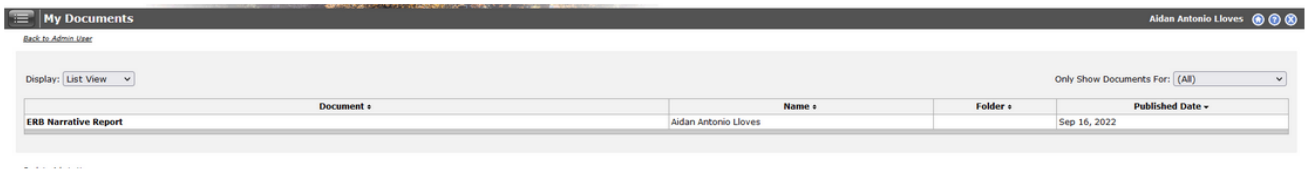
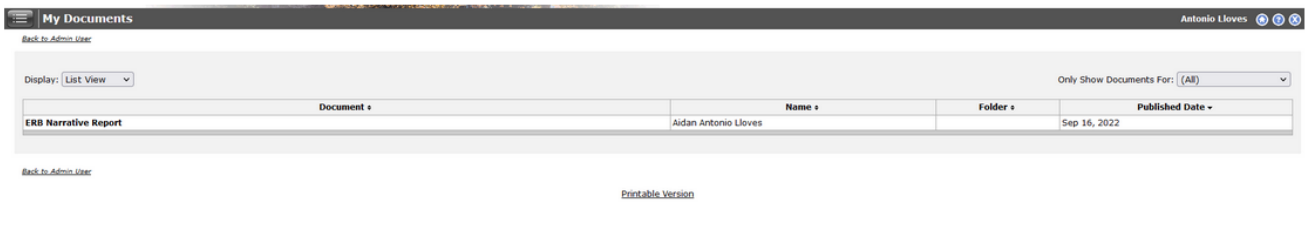
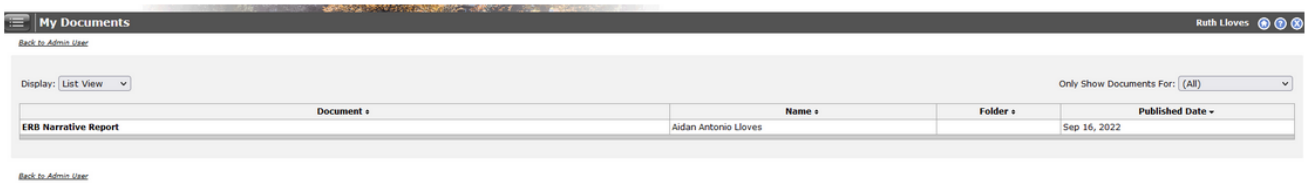



Upon completion of the publishing process, you the user will see the following message:

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: