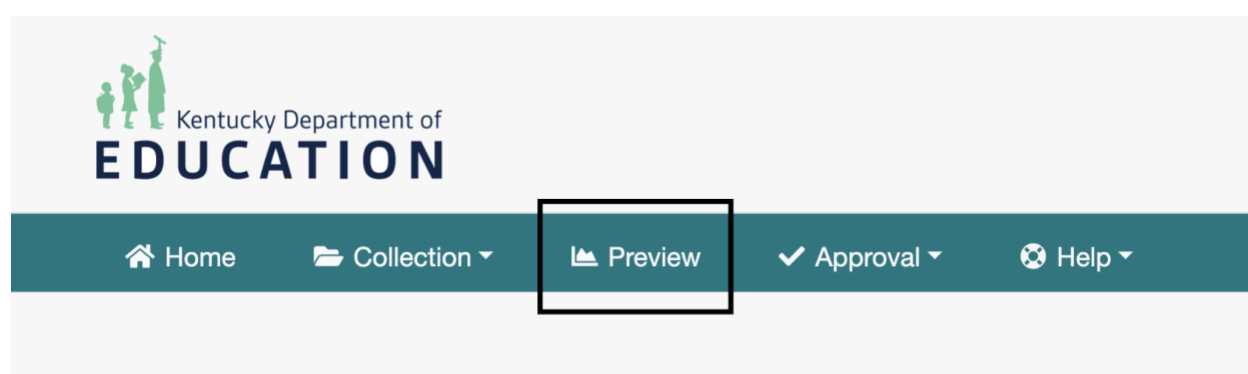# Kentucky School Report Card Suite Preview Tool

NOTE: Images provided in the system guides are from the test system and might not exactly match what you see on your screen depending on your role(s) and permissions.

The **Kentucky School Report Card (SRC) Suite Collection and Approval Tool** has functionality for state, district, and school users to review SRC data prior to public publication; SRC data is reviewed on the **Preview** pages. This document provides descriptions and visuals to understand the functionality and features of the **Preview** pages.
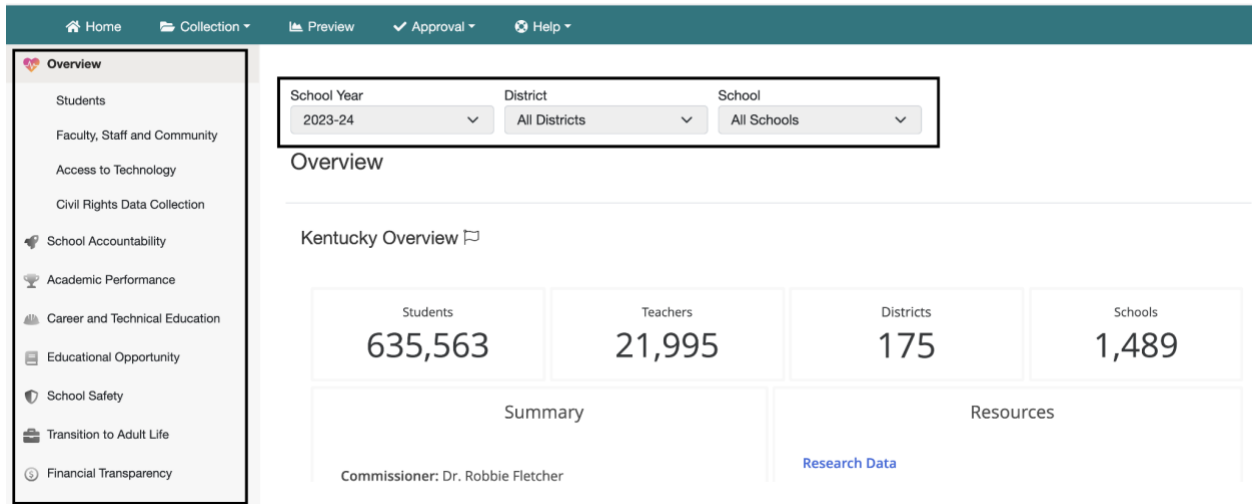
Preview Overview

After logging into the **Kentucky School Report Card (SRC) Suite Collection and Approval Tool**, you will be directed to the system's **Home** page. Users can access the **Preview** module to review SRC data by clicking on *Preview* from the top navigation bar.
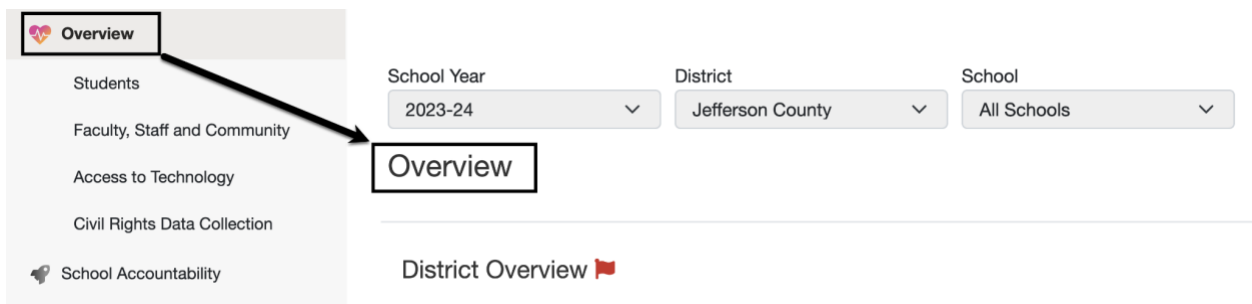

After clicking on *Preview*, you will be redirected to the **Preview** page. A navigation menu displays on the left and **School Year**, **District**, and **School** drop-downs display at the top of the page.

NOTE: Options available in the left navigation will depend on what domains are under review, and drop-down options will depend on your role(s) and permission(s).

Upon initially landing on the **Preview** page, the *Overview* heading in the left navigation menu will be selected, and its associated sections will be displayed; all domains on the left navigation menu have an icon and associated subsections, and only one domain's sections will display at a time.

NOTE: The option selected on the left navigation menu will also display as the heading at the top of the page.
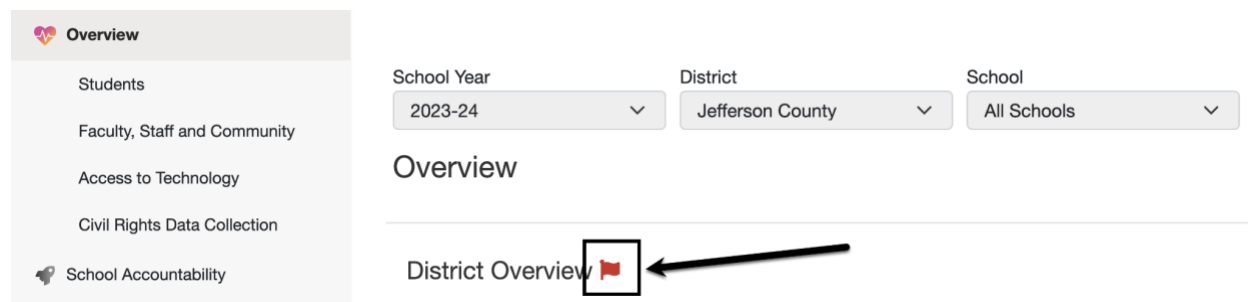

The **School Year** drop-down at the top of the page defaults to the current reporting year, and the data displayed on the page will depend on your role(s) and permissions:

- **State-level users**: Default will be state data; change data displayed by selecting specific districts and schools from the drop-downs
- **District-level users**: Default will be district data; change data displayed by selecting a specific school from the drop-down
- **School-level users**: Default will be school data; if assigned to more than one school, school data displayed can be changed by selecting a different school from the drop-down

NOTE: For this document, screenshots and content will highlight the **Overview** pages; the additional domains in the left navigation pane and their subsections have the same functionality as **Overview** and will operate the same way.
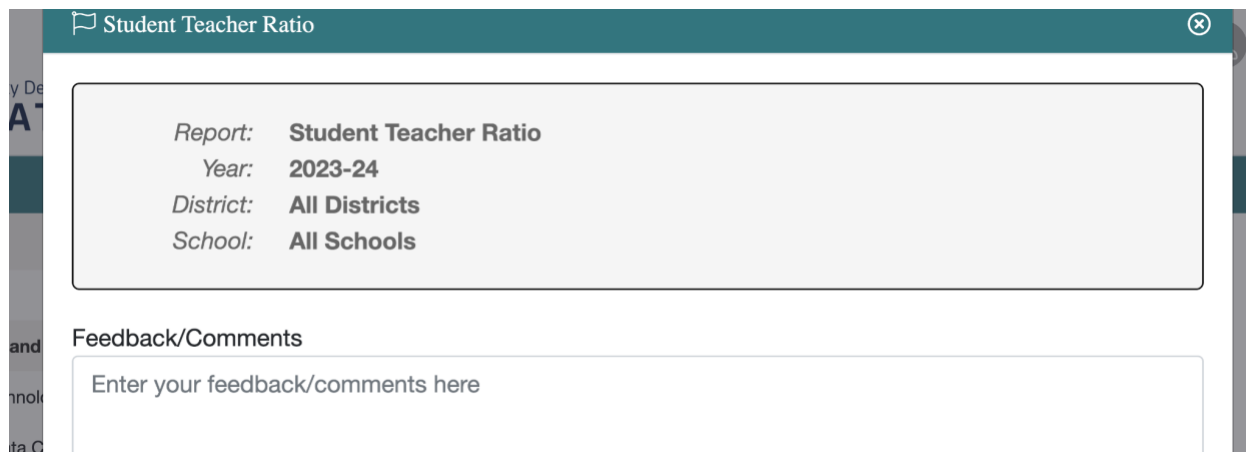
Flags

As you are previewing data, you will see *Flag* icons (⚐) to the right of the data headings. If the flag is outlined, the data has not been flagged for review; however, if a flag is a solid color (or "raised"), a user has documented that there is an issue with the data.

Clicking on a flag will open a pop-up with read-only information about the data's **Report**, **Year**, **District**, and **School** at the top of the box and a text box for **Feedback/Comments** at the bottom.
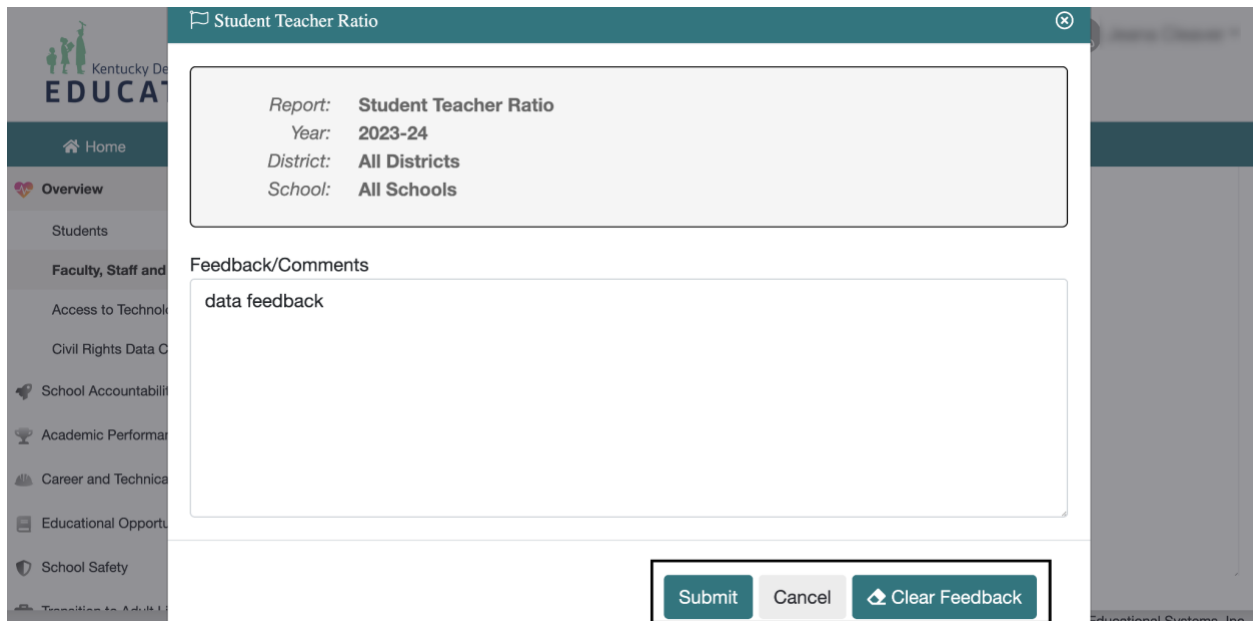
If a flag has not been raised, the **Feedback/Comments** section of the pop-up displays instructions and allows you to type in information regarding data issues. However, if a flag is raised, you will see previously submitted comments, and they will be editable.

The flag pop-up box has three buttons in the bottom-right corner:

- *Submit*: Saves the text in the **Feedback/Comments** text box and raises the flag
- *Cancel*: Discards edits in the **Feedback/Comments** text box and leaves the flag as is
- *Clear Feedback*: Deletes text in the **Feedback/Comments** text box
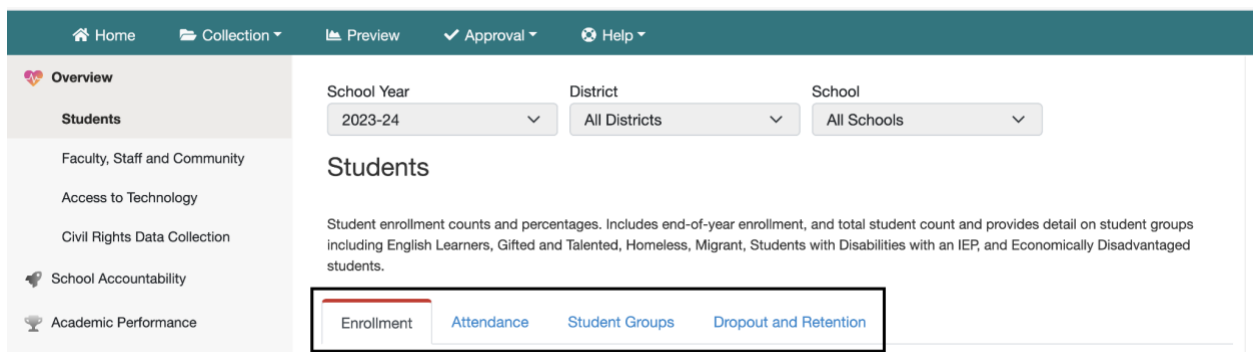 - Requires you to click *Submit* or *Cancel* after clearing the feedback

NOTE: You must add feedback or comments to raise a flag; clicking *Submit* if there is no information in the **Feedback/Comments** text box will leave the data unflagged.

NOTE: Flagged data is included in the table on the **Review Flagged Reports** page accessed by selecting the *Review flagged Reports* option on the navigation bar's **Approval** drop-down.

Tabs

In the **Preview** module, some pages have clickable tabs across the top that allow you to access additional data for the domain or section.
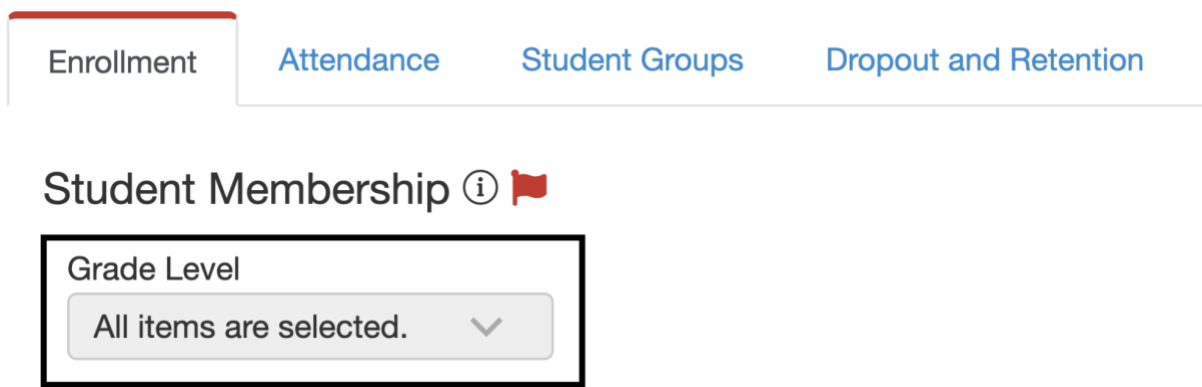

In addition to having tabs at the top of a page, some individual reports will have tabs that will display to the top-right of the table. Clicking on the linked text will switch the data displayed on the table.

Grade Level Category

Suppression

Student Group	All Students	Autism	Develop... Delayed	Emotional Behavioral	Functional Mental	Hearing Impaired

Multi-Select Drop-Downs

Some pages in the **Preview** module display data tables with multi-select drop-downs that allow you to filter the data displayed in the table; multi-select drop-downs default to *All items are selected*.

Enrollment   Attendance   Student Groups   Dropout and Retention

Student Membership ⓘ ⚑

Grade Level

All items are selected.   ⌄

To filter the data displayed on a table:
1. Click on the multi-select drop-down
2. Click the *Select All* checkbox to remove all of the checkmarks
3. Individually check the option(s) you want to view on the table
4. Click anywhere on the page outside of the drop-down to filter the table

Tables

The **Preview** page displays SRC data in tables that default to show all data for the report, and you may need to scroll to see all included data. Some data tables have *Info* icons (ⓘ) to the right of the heading that can be clicked on to access additional information or instructions. Each data table also has an associated *Flag* icon (⚑) to the right of the *Info* icon (ⓘ) that allows you to provide feedback on the data. If tables are filterable, they will have a multi-select drop-down below the heading and above the table.

Secondary Enrollment ⓘ ⚑

Grade Level

| All items are selected. ⌄ |

Student Group	All Grades	Grade 6	Grade 7	Grade 8	Grade 9
All Students	28,978	6	107	709	6,273
Female	11,738	4	51	262	2,640
Male	17,240	2	56	447	3,633

Suppression

Some of the tables in the **Preview** pages allow you to suppress the data and see how it will appear to the public. If the data in a table can be suppressed, it will have an associated **Suppression** toggle to the top-right of the table defaulted to the "off" position (slider to the left).

Homeless ⓘ ⚑

Student Group	Homeless Students	Total Student Count	Percent Homeless

Clicking on the toggle to move it to the "on" position (slider to the right) will refresh the table and replace affected data with an asterisk or an appropriately vague percentage level.
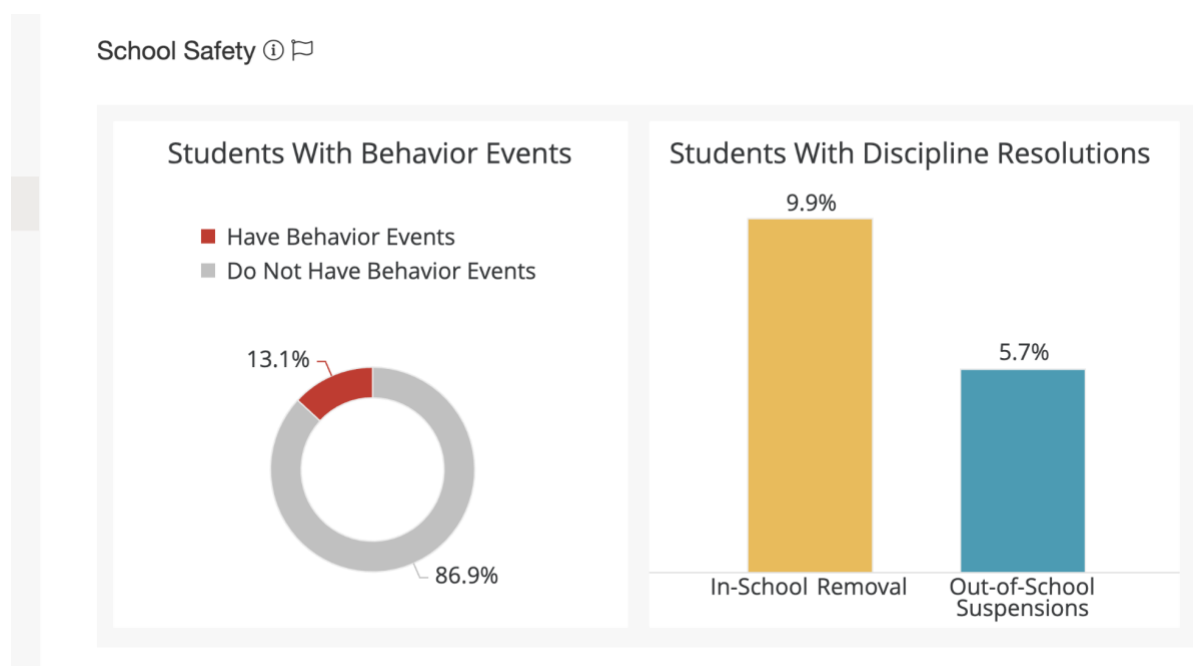
English Learners ⓘ ⚑

Suppression

Student Group	English Learner Students	Student Membership	Percent English Learners
African American	8,237	68,938	11.9%
American Indian or Alaska Native	77	882	8.7%
Asian	5,778	13,356	43.3%
Hispanic or Latino	32,552	63,909	50.9%
Native Hawaiian or Pacific Islander	388	1,210	32.1%
Two or More Races	*	*	<5%
White (non-Hispanic)	*	*	<5%

Clicking on the **Suppression** toggle again will return the toggle to the "off" position (slider to the left), and the table will return to showing all of the report's unsuppressed data.

Graphs/Charts

The **Preview** pages display some SRC data in graphs and/or charts. Graphs and charts have *Info* icons (ⓘ) to the right of the heading that can be clicked on to access additional information or instructions. Graphs and charts also have associated *Flag* icons (⚐) to the right of the *Info* icon (ⓘ) that allow you to provide feedback on the data.

Approving Data

Data reviewed on the **Preview** page can be approved on the **Update Approval Status** page accessed by clicking *Approval* in the navigation bar at the top of the page and selecting *Update Approval Status*.