



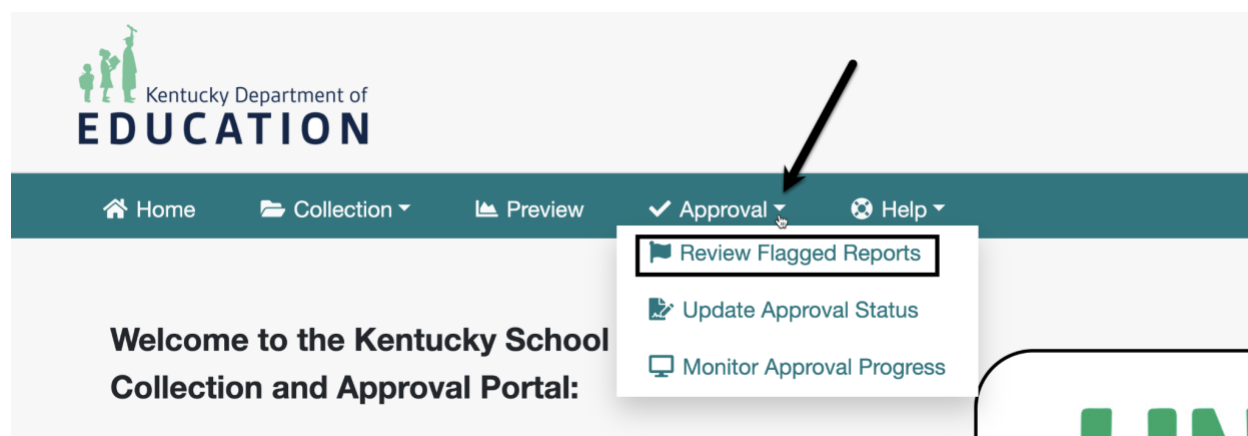
Kentucky School Report Card Suite

Approval Tool: Review Flagged Reports

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 district and school users to flag data with issues. Data is reviewed and flagged on the **Preview** page, and the **Review Flagged Reports** page automatically updates to reflect the flags. This document provides descriptions and visuals to understand the functionality and features of the **Review Flagged Reports** page.

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 **Review Flagged Reports** module by clicking on *Approval* from the top navigation bar, and then selecting *Review Flagged Reports*.



After clicking on *Review Flagged Reports*, you will be redirected to the **Review Flagged Reports - User Feedback** page. **School Year** and **District** drop-downs display at the top of the page with the **School Year** drop-down defaulting to the current reporting year.

NOTE: Options available in the drop-downs will depend on your role(s) and permission(s).

🏠 Home 📁 Collection ▾ 📄 Preview ✓ Approval ▾ 🛠️ Help ▾

Review Flagged Reports - User Feedback

Comments that are captured by users who take the time to flag data or display discrepancies are reported here. Double-click the cell within the Flag Status or Response columns to update the status or submit a response.

School Year

2023-24 ▾

District

All Districts ▾

A set of multi-select drop-downs displays below **School Year** and **District** allowing you to filter the data in the table at the bottom of the page.

School Year
District

2023-2024 ▾

Jefferson County ▾

Comments and Responses

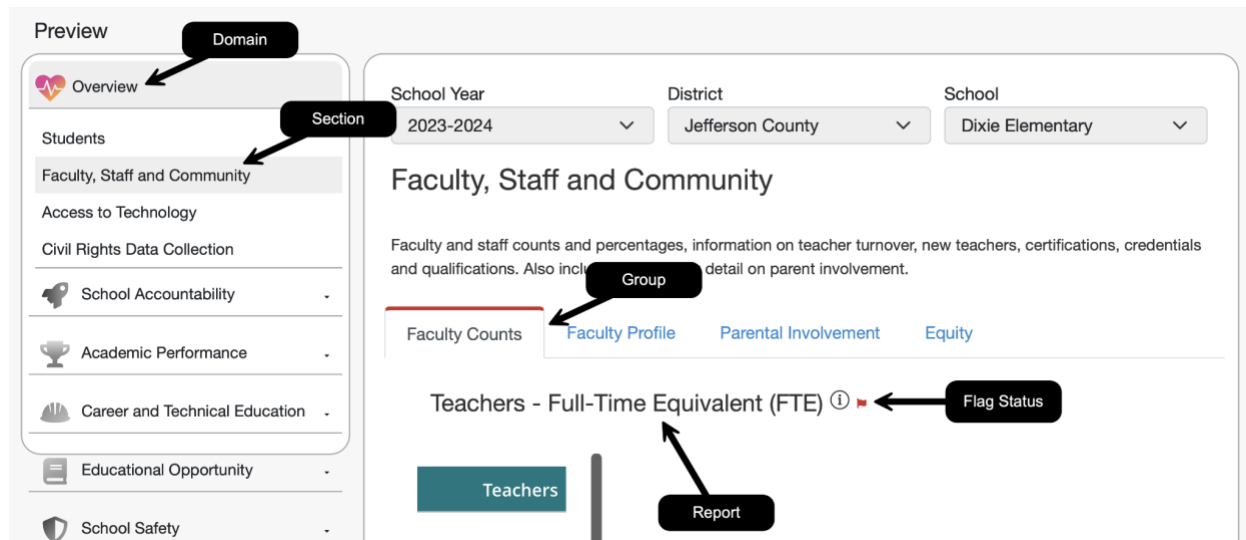
School	Domain	Section	Group	Report	Flag Status
(All) ▾	(All) ▾	(All) ▾	(All) ▾	(All) ▾	Raised ▾

The following filters are available and can be used together or in isolation:

- **School:** List of schools in the district selected in the **District** drop-down
- **Domain:** List of the domains displayed in the **Preview** page's left navigation pane
- **Section:** List of the sections that display below their associated domain headings in the **Preview** page's left navigation pane; options available will automatically adjust in response to what is selected in the **Domain** drop-down

- **Group:** List of the tabs available on the sections' **Preview** pages; options available will automatically adjust in response to what is selected in the **Domain** and/or **Section** drop-downs
- **Report:** List of the data tables available on the section or groups' tabs; options available will automatically adjust in response to what is selected in the **Domain**, **Section**, and/or **Group** drop-downs
- **Flag Status:** List of the status of the flags on the table; options available in the drop-down will automatically adjust to reflect the statuses in the table

NOTE: Each filter is directly linked to data on the **Preview** pages.



The screenshot shows the 'Preview' interface for 'Faculty, Staff and Community'. On the left is a navigation menu with categories like 'Students', 'Access to Technology', and 'School Safety'. The main content area includes filters for 'School Year' (2023-2024), 'District' (Jefferson County), and 'School' (Dixie Elementary). Below these are tabs for 'Faculty Counts', 'Faculty Profile', 'Parental Involvement', and 'Equity'. A table header 'Teachers - Full-Time Equivalent (FTE)' is visible, with a 'Report' button and a 'Flag Status' dropdown menu. Callout boxes with arrows point to the 'Domain' filter (Overview), 'Section' filter (Faculty, Staff and Community), 'Group' filter (Faculty Profile), 'Report' button, and 'Flag Status' dropdown.

The **School**, **Domain**, **Section**, **Group**, and **Report** filters default to *(All)*. To select specific options:

1. Click on a drop-down
2. Click the *(All)* checkbox to remove all of the checkmarks
3. Individually check the option(s) you want to view on the table
4. Scroll to the bottom of the drop-down and click *OK* to filter the table
 - a. Clicking *Cancel* will discard changes and leave the table view as is

NOTE: The **Flag Status** default is *Raised*. However, if there are no raised flags for the selected district(s), the **Flag Status** will be blank.

School: (All) Domain: (All) Section: Faculty, Staff a... Group: (All) Report: (All) Flag Status: Raised

Domain	Section	Group	Report	Comment
Overview	Faculty, Staff and Community	Faculty Counts	Teachers - Full-Time Equivalent (FTE)	ementary Teacher count is blank

(All)
 Equity
 Faculty Counts
 Faculty Profile
 Parental Involvement

A table below the filter drop-downs displays the location of flags in the **Preview** pages.

NOTE: If there are no raised flags for the district(s) and/or school(s) where you have permissions, the table will be blank.

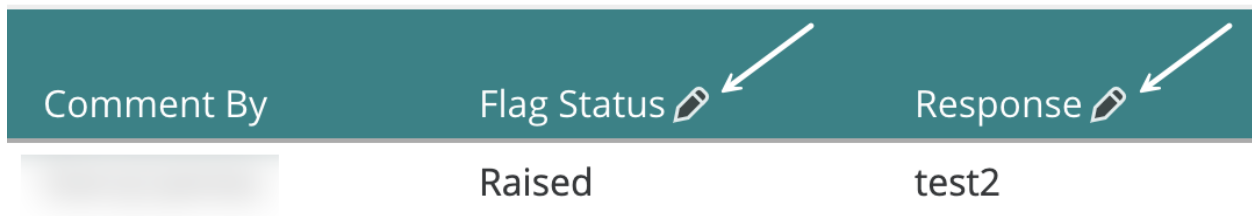
The table has the following headings:

- **Domain:** Read-only field displaying the domain where the flag is located
- **Section:** Read-only field displaying the section where the flag is located
- **Group:** Read-only field displaying the group where the flag is located
- **Report:** Read-only field displaying the report where the flag is located
- **District:** Read-only field displaying the district where the flag is located
- **School:** Read-only field displaying the school where the flag is located
- **Comment:** Read-only field displaying the comment added when a user raised the flag on the **Preview** page
- **Comment By:** Read-only field displaying the name of the user who raised the flag and provided the comment
- **Flag Status:** Field displaying the status of the flag; can be edited by state- and district-level users
- **Response:** Field displaying a response to the flag's **Comment**; can be edited by state- and district-level users
- **Response By:** Read-only field displaying the email address of the person who wrote/edited the **Response** with the date and time the comment was saved/updated

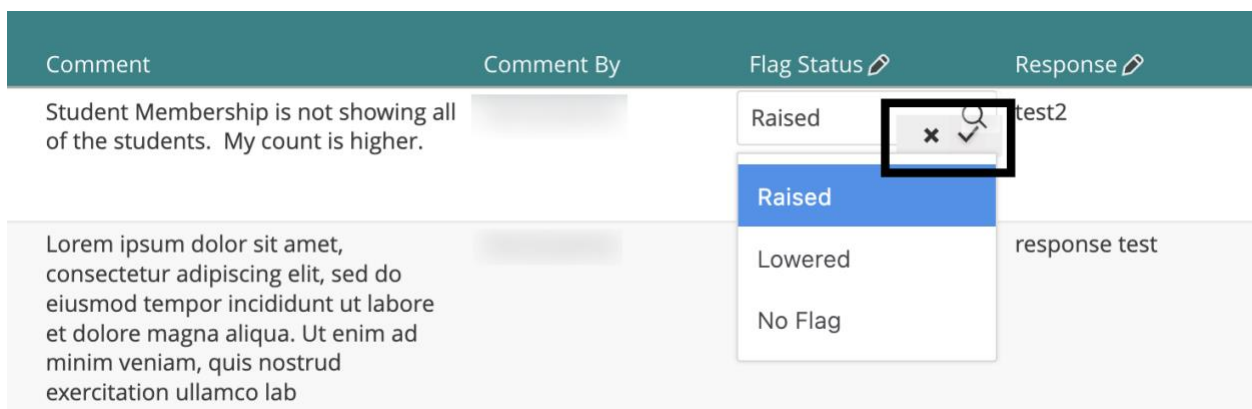
Domain	Section	Group	Report	District	School	Comment	Comment By	Flag Status	Response	Response By
Overview	Students	Enrollment	Student Membership	All Districts	All Schools	Student Membership is not showing all of the students. My count is higher.		Raised	test2	@azure.otised.co Sep 25 2024 3:29PM
Overview	Students	Enrollment	Secondary Enrollment	All Districts	All Schools	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco lab		Raised	response test	@azure.otised.j Sep 26 2024 12:12PM
Overview	Students	Enrollment	Student Enrollment	All Districts	All Schools	The label for somebody is not what I expected.		Raised		

The **Flag Status** and **Response** columns can be edited by state and district users with permissions a single cell at a time or multiple cells at a time.

NOTE: If you have permissions to edit, editable columns will have a pencil icon to the right of the column heading





To edit a flag's status, double click in the appropriate **Flag Status** cell, and a drop-down will display allowing you to update the status of the flag. Select the new status and click the checkmark at the top-right of the drop-down to save the updated status, or click the X to discard the change.

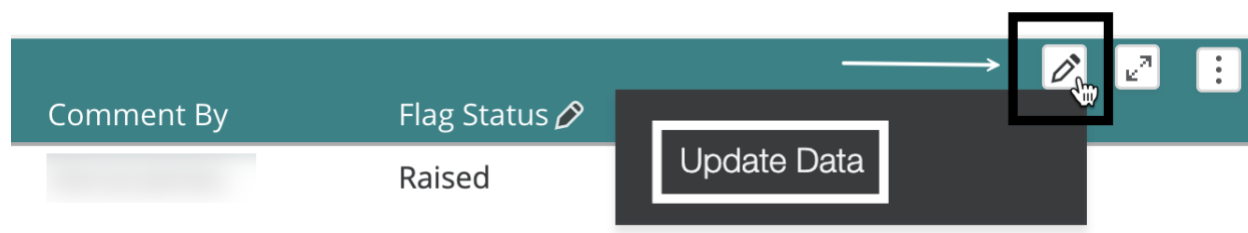


To document a response for the flag, double click in the appropriate **Response** cell. The field will be highlighted and allow you to type directly into the textbox. Once text has been added or edited, click the checkmark at the

bottom-right of the field to save changes, or click the X to discard edits and leave the field as is.

Comment	Comment By	Flag Status	Response
Student Membership is not showing all of the students. My count is higher.	Darryl James	Raised	test2
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco lab	Darryl James	Raised	response text 

To edit multiple cells at a time, click on the *Edit* icon () that appears on the top-right corner of the table when the pointer is in the heading row. Then click on *Update Data*.



The table will be outlined and allow you to make edits to multiple **Flag Status** and **Response** fields; rows with edits will be highlighted and edited cells will be outlined. Once fields have been edited, click the *Update* button at the top-right of the table to save changes, or click *Cancel* to discard edits and leave the field as is.

Domain	Section	Group	Report	District	School	Comment	Comment By	Flag Status	Response
Overview	Students	Enrollment	Student Membership	All Districts	All Schools	Student Membership is not showing all of the students. My count is higher.		Lowered	test2
Overview	Students	Enrollment	Secondary Enrollment	All Districts	All Schools	Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco lab		Raised	response text
Overview	Students	Enrollment	Student Enrollment	All Districts	All Schools	The label for somebody is not what I expected.		Raised	

Update Data 2 fields modified Cancel Update