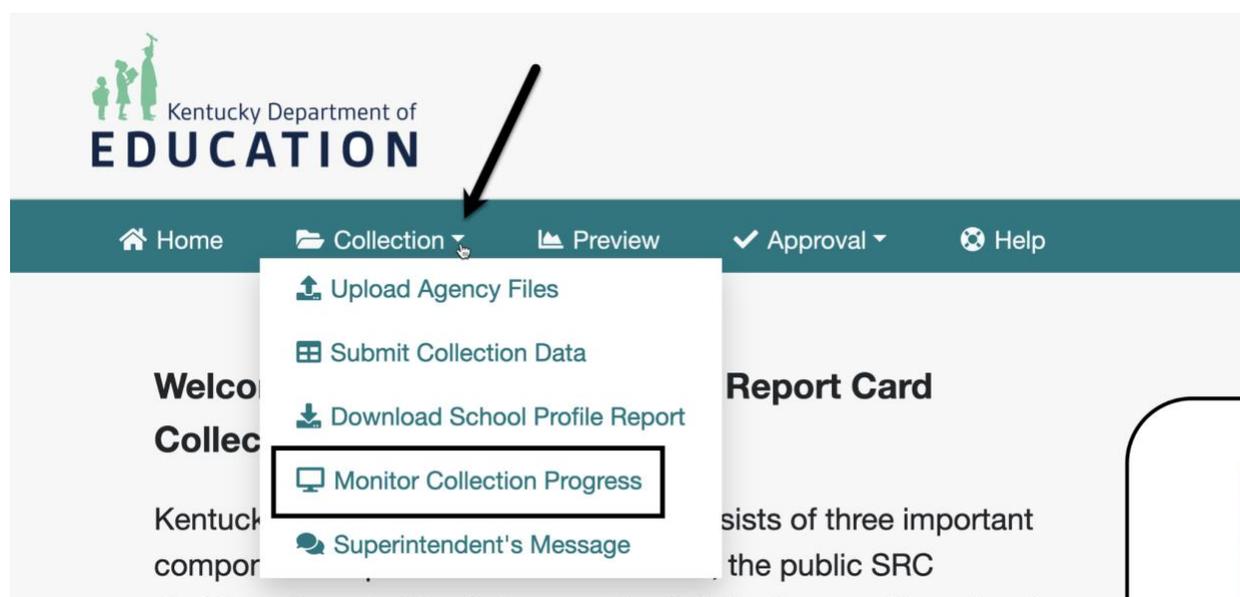


Kentucky School Report Card Suite Collection Tool: Monitor Collection Progress

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.

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 with district-level permissions can access the **Monitor Collection Progress** module by clicking on *Collection* from the top navigation bar, and then selecting *Monitor Collection Progress*.



After clicking on *Monitor Collection Progress*, you will be redirected to the **Monitor Collection Process - Collection Data** page. **School Year** and **District** drop-downs display at the top of the page.

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

Monitor Collection Progress - Collection Data

School Year	District
2023-24 ▾	(Select All) ▾

Collection Status Scorecard

The **School Year** drop-down defaults to the current reporting year, and a table with the following columns displays below the page heading:

- **District:** Displays the district(s) selected in the **District** drop-down
- **School:** Displays the school(s) in the district selected in the **District** drop-down
- **School Classification:** The school's classification
- **Access to Technology:** Displays the status of the school's collection data for the domain
- **Ineffective Teachers:** Displays the status of the school's collection data for the domain
- **Parental Involvement:** Displays the status of the school's collection data for the domain
- **Precautionary Measures:** Displays the status of the school's collection data for the domain
- **Visual and Performing Arts:** Displays the status of the school's collection data for the domain
- **World Languages:** Displays the status of the school's collection data for the domain
- **Career Studies:** Displays the status of the school's collection data for the domain
- **Health Education and Physical Education:** Displays the status of the school's collection data for the domain

Monitor Collection Progress - Collection Data

School Year: 2023-24
 District: Adair County

Collection Status Scorecard

District	School	School Classification	Access to Technology	Ineffective Teachers	Parental Involvement	Precautionary Measures	Visual and Performing Arts	World Languages	Career Studies
Adair County	Adair County High School	A1	In Progress	In Progress	In Progress	In Progress	Not Started	Not Started	In Progress
	Adair Learning Academy	A6	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress	In Progress
	Adair County Middle School	A1	In Progress	In Progress	In Progress	Not Started	Not Started	Completed	In Progress
	Adair County Elementary School	A1	Finalized	In Progress	In Progress	In Progress	In Progress	Completed	In Progress
	Adair County Primary Center	A1	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started	Not Started

The following statuses can be displayed:

- “Not Started”: No data has been entered for the domain
- “In progress”: Data has been added to the domain and submitted/updated
- “Completed”: Data collection has been marked as complete and is still editable
- “Finalized”: Data collection has been marked as final, is locked, and is longer editable; marking data collection as “Finalized” is optional

NOTE: The status displayed for each domain is automatically updated as school data is submitted on the **Submit Collection Data** page accessed from the *Collection* menu.