# Kentucky School Report Card Suite Collection Tool: Submit Collection Data

NOTE: Images provided in the system guides are from the test system, use dummy data, 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. To access the **Submit Collection Data** page, click on *Collection* from the top navigation bar, and then select *Submit Collection Data*.
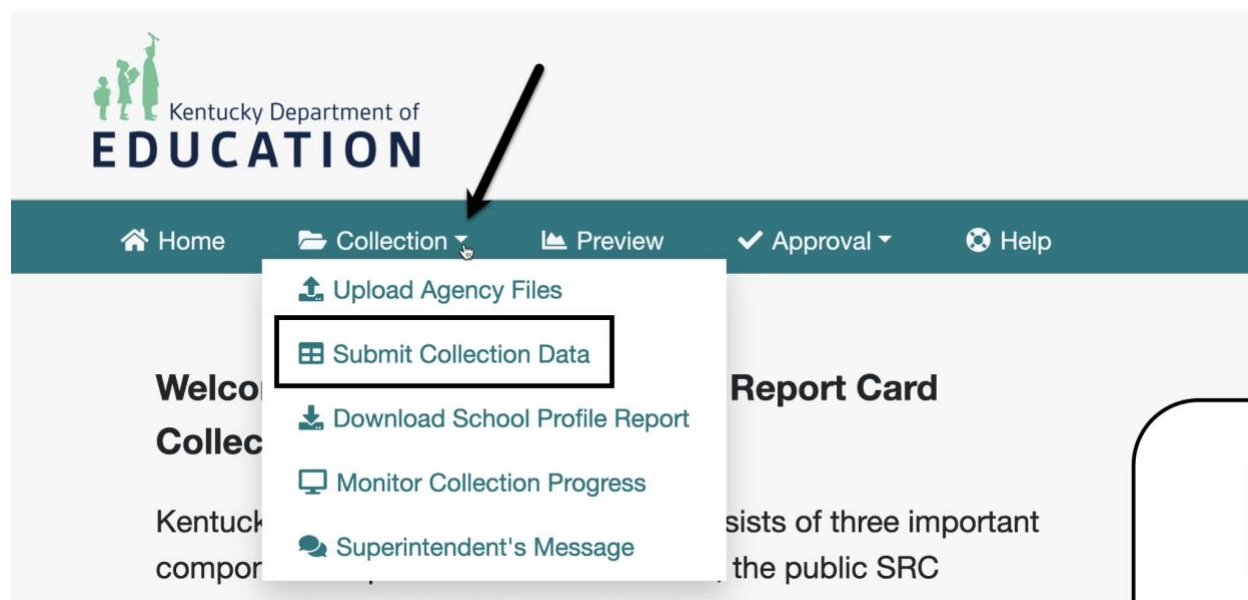
After clicking on *Submit Collection Data*, you will be redirected to the **Submit Collection Data** page. On the top of the page, you will see drop-downs for the school year, district, and school.
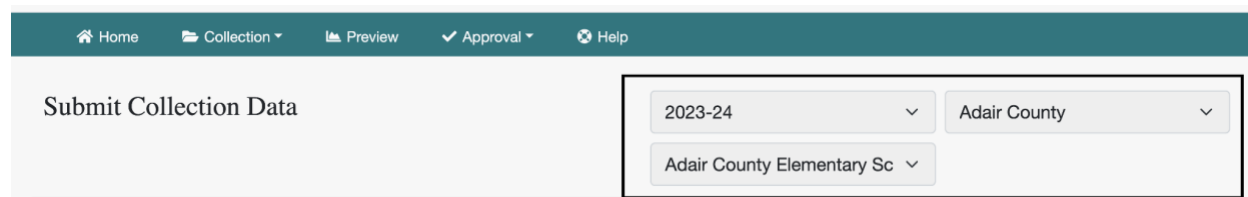
The school year drop-down defaults to the current school year; new data can only be entered for the current reporting year.

NOTE: Options available in the district and school drop-downs will depend on your role(s) and/or permissions.

A table with the following columns displays below the page heading:

- **Domain**: School's data entry domains
- **Status**: Status of the domain's data entry form
  - "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 complete by clicking the domain's associated *Complete Form* icon (👍) and selecting *Ok*; data is still editable
  - "Finalized": Data collection has been marked final by clicking the domain's associated *Finalize Form* icon (✔) and selecting *Ok*; data is locked and no longer editable (optional)
- **Status Date**: Date the domain was most recently updated
- **Updated By**: Email address of the most recent person to update the data entry form
- **Actions**: Clickable icons that allow you to edit (✏️), view (👁️), complete (👍), and finalize (✔) the form

NOTE: Arrows next to each column header allow you to sort the table's data in ascending or descending order.

To enter new data or update existing data, click the domain's *Edit* icon (✏️), and you will be redirected to the domain's fillable form. Once the data has been added, reviewed, and/or edited, you have the following options at the bottom of the page:

- *Submit*: Button available on the form when the domain's **Status** is "Not Started"; saves the data entered, redirects you to the **Submit Collection Data** page, and updates the **Status** to "In Progress"
- *Update*: Button available on the form when the domain's **Status** is "In Progress"or "Completed"; saves the data entered/updated, redirects you to the **Submit Collection Data** page, and documents a **Status** of "In Progress"
- *Cancel*: Button discards information entered and redirects you to the **Submit Collection Data** page; the domain's status will remain unchanged

NOTE: Updates to the **Status** of a data collection will also update the collection's status on the **Monitor Collection Progress - Collection Data** page.

To view a data entry form, click the domain's associated *View* icon (👁️), and you will be redirected to a read-only version of the fillable form; any data previously saved will display in the form. Click the *Go Back* button at the bottom of the page to go back to the **Submit Collection Data** page.
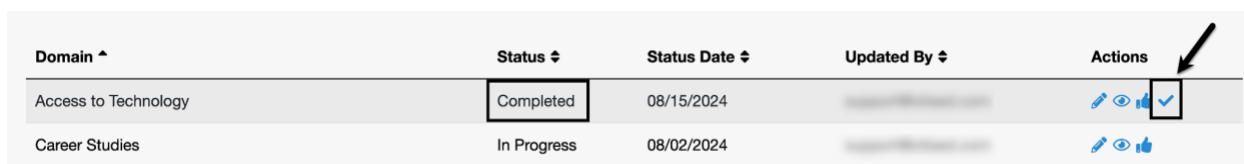
When you are ready to indicate to the district that you think the data collection for the domain is complete, click the *Complete Form* icon (👍).

A **Confirm Form Completion** pop-up will open and ask you to confirm completion.
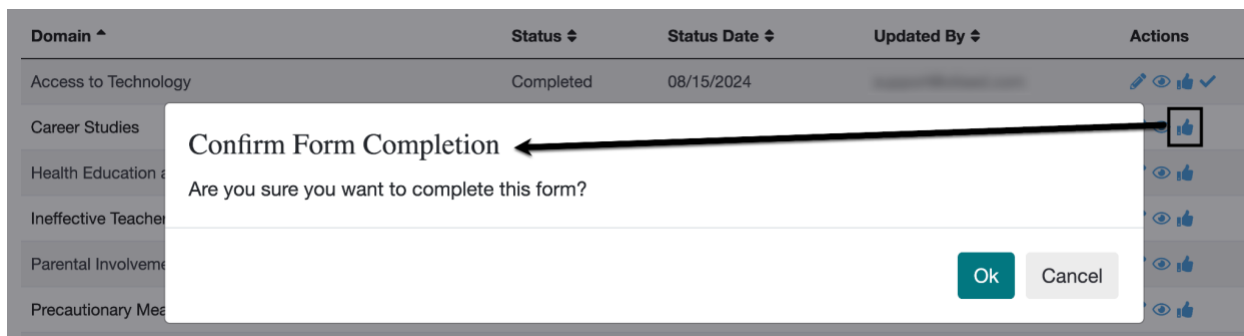
Clicking *Ok* will confirm the data is complete, close the pop-up, change the **Status** to "Complete", and display the *Finalize Form* icon (✔); selecting *Cancel* will close the pop-up and keep the domain's **Status** as "In Progress".

NOTE: Edits can still be made to the data after it has been marked as "Completed".

When data entry for a domain has a **Status** of "Complete", districts have the option to click the *Finalize Form* icon (✔) to lock the domain's data. A **Confirm Form Finalize** pop-up will open and ask, "Are you sure you want to finalize this form? Finalizing this form will make it read-only and lock it to prevent any further changes. Once finalized, the status will be updated accordingly."

NOTE: Districts can opt to "finalize" so no further changes can be made or leave items as "completed" in case changes may be required; a help desk ticket will be required to change any form data after it has been finalized.

Clicking *Ok* will confirm the data is finalized, close the pop-up, change the **Status** to "Finalized", and hide the *Edit* (✏️), *Complete Form* (👍), and *Finalize Form* (✔) icons; selecting *Cancel* will close the pop-up, keep the domain's **Status** as "Completed", and allow the data to be edited.

Domain ▲	Status ⇕	Status Date ⇕	Updated By ⇕	Actions
Access to Technology	Completed	08/15/2024		✏️ 👁 👍 ✔
Career Studies	In Progress	08/02/2024		✏️ 👁 👍
Health Education and Physical Education	Not Started			✏️ 👁 👍
Ineffective Teachers	In Progress	08/02/2024		✏️ 👁 👍
Parental Involvement	In Progress	08/09/2024		✏️ 👁 👍
Precautionary Measures	Not Started			✏️ 👁 👍
Spending per Student	Not Started			✏️ 👁 👍
Visual and Performing Arts	Finalized	08/16/2024		👁