Creating KCTC Data Reports
www.kctcdata.org

If you are creating district/building reports, FIRST login to Reports THEN login to district/building data.

Register for an account to create/view reports

Click Create/View Reports on the home page.
Click Register.
Enter your e-mail address and re-enter to confirm it.
Enter a password and re-enter to confirm it.
Click Create User.
You will now able to create reports.

Log in to reports

Click Create/View Reports on the home page.
Enter your e-mail address and Password.
Click Log In.
You can now proceed to log in to the district data (if desired) or create a report using state or county-level data.

Log in to the district data

Click District Login at the top of the home page.
Enter your district or building password. (Passwords are provided to district superintendents.)
Click Submit Password.

Create a report

To create a report:
Below the data chart you are viewing, click the question you want to include on the report.
In the New Report area, enter a name for the report.
Click the Create New button.
The graph and data chart are automatically added to the report.

To add more data to the report:
If you want to add a different grade (the default is Total), a different response, or different years click on the corresponding arrows and make the desired changes.

In the Add to Report area, select your report (click on the small black triangle to see all reports) and then click the Insert button.
To add another question, click **Back to Questions/Indicators** just above the chart or click the **Back** button on your Internet browser until you reach the list of questions or the Domain buttons.

**To view the report:**
Click the **Saved Reports** button.
Use the buttons to select the desired type of report:
- State Reports
- County Reports
- District Reports
- Building Reports

At the bottom of the page, are buttons for the following functions:
- Share Reports
- Printer Friendly
- Export to Excel
- Delete Reports

For more information, contact us at:
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