



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 be 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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