This guide provides directions on navigating the NC School Report Cards website to help you view information for schools and districts. The website includes functionality that will allow you to easily compare multiple schools and districts and view multiple years of data.

At any point if you have questions or concerns about the NC School Report Cards website, please email us using the “Contact Us’ link on the homepage, or in the top right corner of the District or School Report Card landing pages.

GETTING STARTED ON THE NC SCHOOL REPORT CARD WEBSITE

This reference guide was created using some screenshots from an older version of the website. You may find that some areas look slightly different while navigating through the NC School Report Cards. These small variations do not impact the instructions provided in the reference guide.

1. To access the NC School Report Cards website, visit www.ncpublicschools.org/src

2. Visitors to the School Report Cards website can view report cards for districts, schools or the state. To view district report cards, select the District Report Card link. To view school report cards, select the School Report Card link. To view the state-level report, select the State Report Card link. Please be aware that the State Report Card looks a little different than the school and district report cards.

Please visit www.ncpublicschools.org/src to access additional resources for using the 2013-14 Report Cards including guides for navigating the new website, FAQs and more.

For any questions or comments, please contact us.
3. Select data for a district or school by choosing a link to specific reports under the District Report Cards or School Report Cards.

4. Data for the state-level report is displayed differently. To access a report for the State Report Card select a tab at the top of the page.
5. Once you’ve located the report that you want to view, tailor your search to look for specific schools or districts in the district and school report cards. Using the “Select District(s)” or “Select School(s)” dropdown menus on the right, you may select as many schools or districts as you would like to compare at one time. We recommend selecting no more than five at a time to make it easier for you to view data.

**USER TIP:** In the “Select School(s)” dropdown menu, the selection tool automatically defaults to the first school on this list. To remove the default school from the list, scroll down to the school or schools that you want to view, select them, then scroll up to the first school on the list and select the box to remove the checkmark.
6. For reports where you can select the school year, double check the dropdown menu to make sure you are looking at the year that you want to view.

7. To view another report within a particular section, select the report you want to view from the tabs at the top of the page. **Important navigation note for school-level reports.** Each time you select a new report, be sure to return to the “Select School(s)” dropdown menu to select the school or schools that you want to view.

**USER TIP:** When you select another school-level report, remember to return to the “Select School(s)” dropdown menu to choose the school or schools you want to view. The schools do not transfer to each new report.
8. For district and school report cards you can select all the districts or schools available in the dropdown menus. Right click in the dropdown menus, and choose, the “Select All” option. Use the back button to return to the landing page for district-level and school-level reports. From here you can begin your search again.

**USER TIP:** Remember, when you are looking at a particular report we recommend selecting no more than five districts or schools at a time. This will make it easier for you to view the data.
9. To make an object larger, in a report, click anywhere within the graph or table. A tab will appear on the top. Click on the rectangle in the tab to expand the object.

10. To close an object in a report, select the double rectangle in the tab at the top of the box.
11. To expand objects with data boxes across the bottom, click in the white space to the left or right of the boxes. A tab will appear on top of the object. Click on the rectangle to expand the object. Select the double box to close the object.

12. At any point if you would like to go back to the landing page and start your data search over, simply select the back button in the top left corner of any page.
INSTRUCTIONS TO PRINT SCHOOL OR DISTRICT REPORT CARDS SNAPSHOT

SCHOOL REPORT CARDS SNAPSHOT

The Report Cards Snapshot is a printable version of the Report Cards with some of the key information from the website.

1. To find a Report Cards Snapshot for a school, select the School Report Card link from the home page.

2. Locate the School Snapshots link under School Profile.

3. Scroll through the table to find the school you want to view. Double click anywhere in the row of a school to open the School’s Report Cards Snapshot and Welcome Letter.

4. You can also use the Select School(s) dropdown menu in the upper right to select one or more schools to view.
DISTRICT REPORT CARDS SNAPSHOT

1. To find a Report Cards Snapshot for a district, select the District Report Card link from the home page.

2. Locate the District Snapshots link under District Profile.

3. To view a district’s Report Cards Snapshot or Welcome Letter choose the Select District(s) button in the upper right. By default the first district on the list is automatically selected. To remove the district, scroll down to the district that you want to view, check it, then scroll to the first district on the list and remove the check mark.
4. Double click anywhere in the row of the district to open the District’s Report Cards Snapshot and Welcome Letter.

At any point if you have questions or concerns about the School or District Report Cards Snapshots, please email us using the “Contact Us’ link in the top right corner of the District or School Report Cards landing pages.