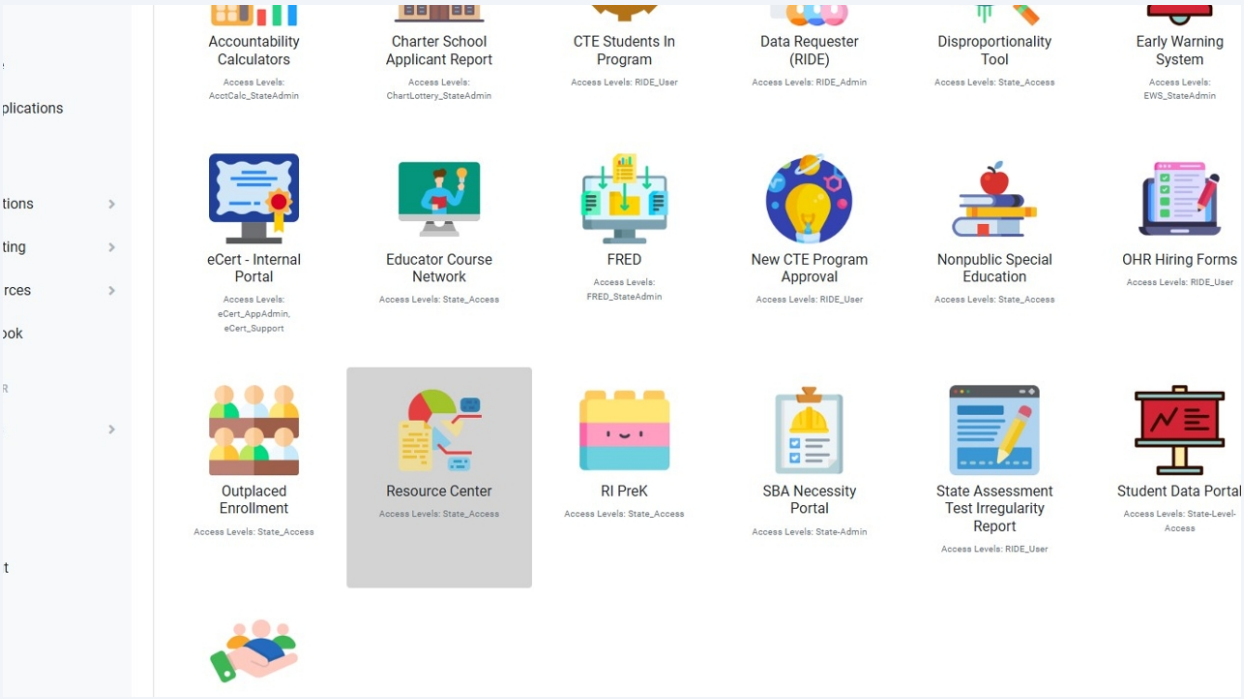
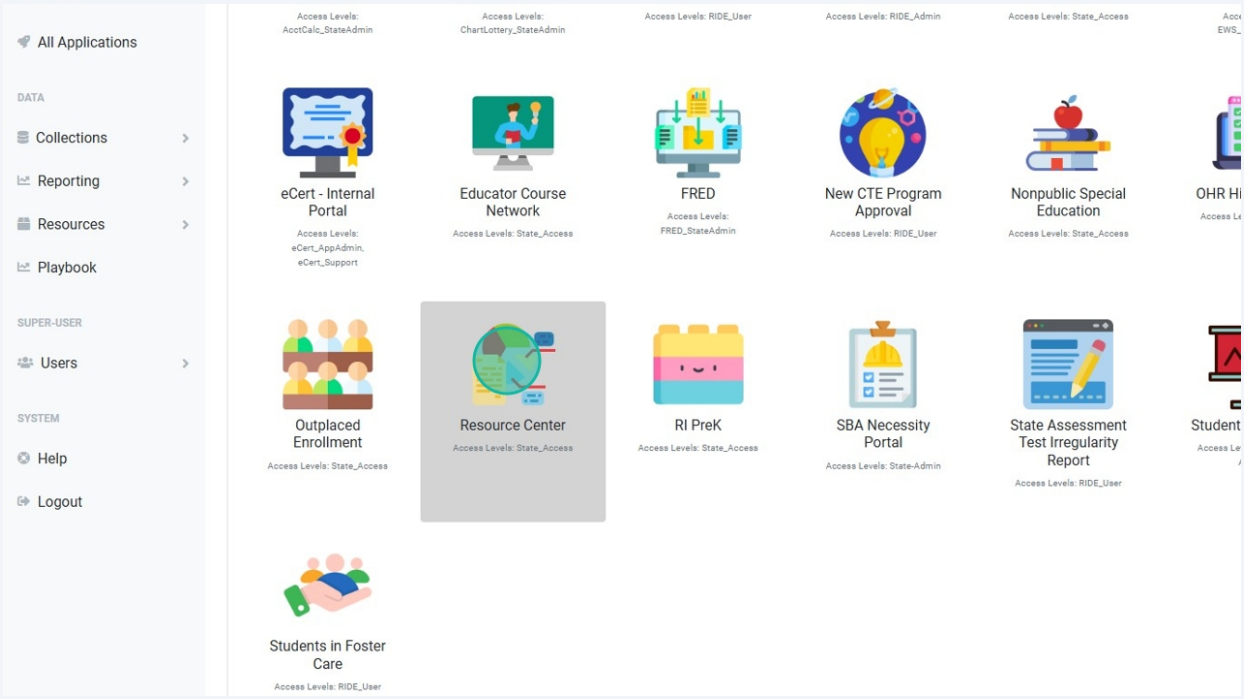
# Accessing the Resource Center LEA Dashboard in Rhode Island

This guide is essential for anyone involved in managing or overseeing data accuracy within Rhode Island's educational system. It provides a streamlined process for accessing the Resource Center LEA Dashboard, where users can easily identify and resolve discrepancies in their data. The new features enhance usability by allowing searches by discrepancy type and school level, ensuring that users can efficiently pinpoint areas needing attention or training. Overall, it simplifies the data correction process, improving data quality and management.

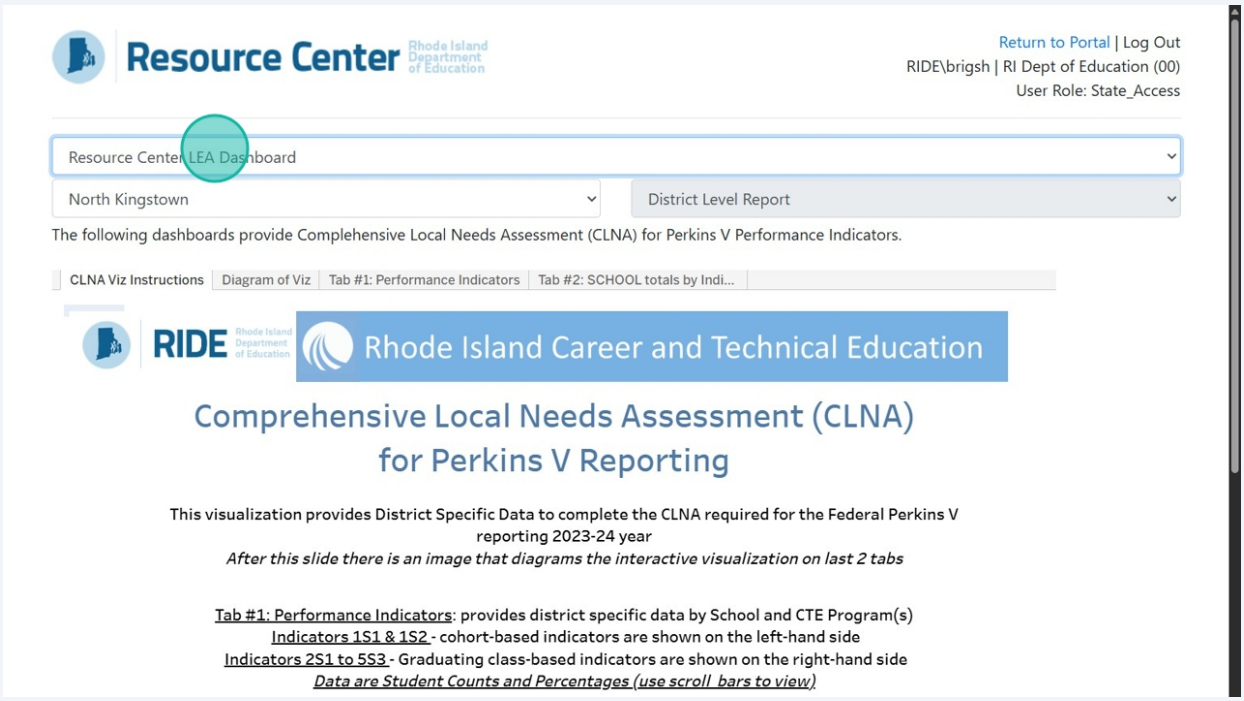
**1** Navigate to [https://portal.ride.ri.gov/Core/Secure/Applications#eRIDE](https://portal.ride.ri.gov/Core/Secure/Applications#eRIDE)



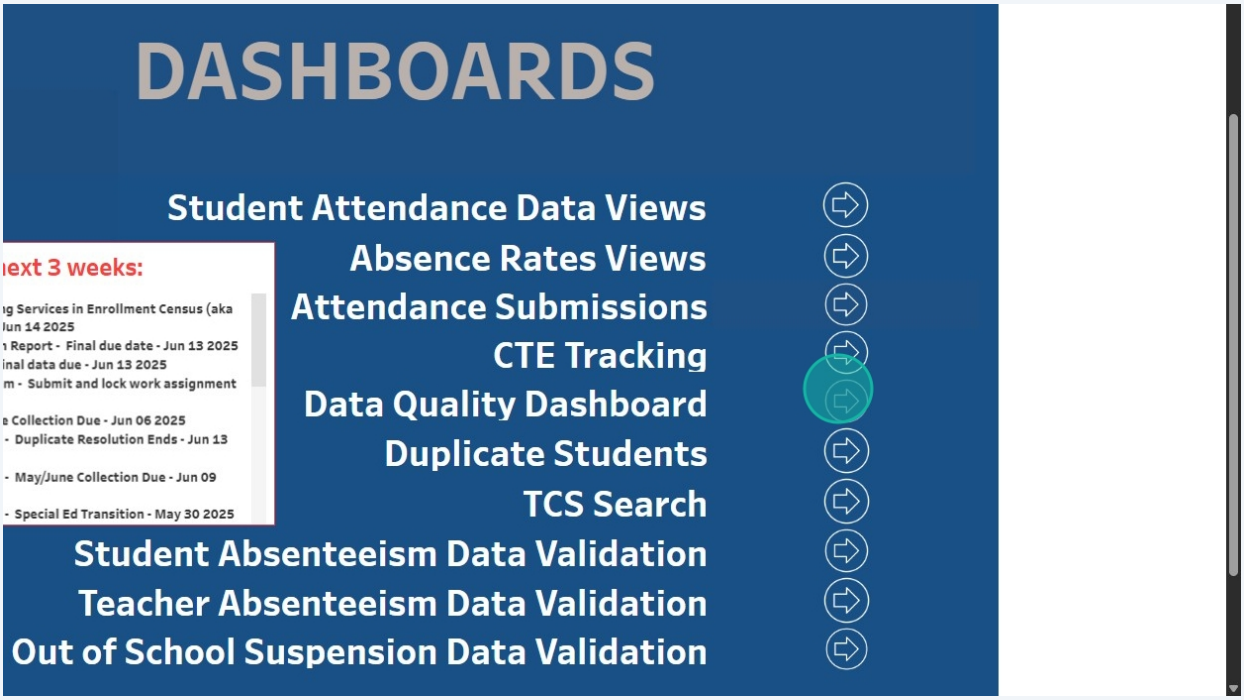
## 2 Click the Resource Center icon



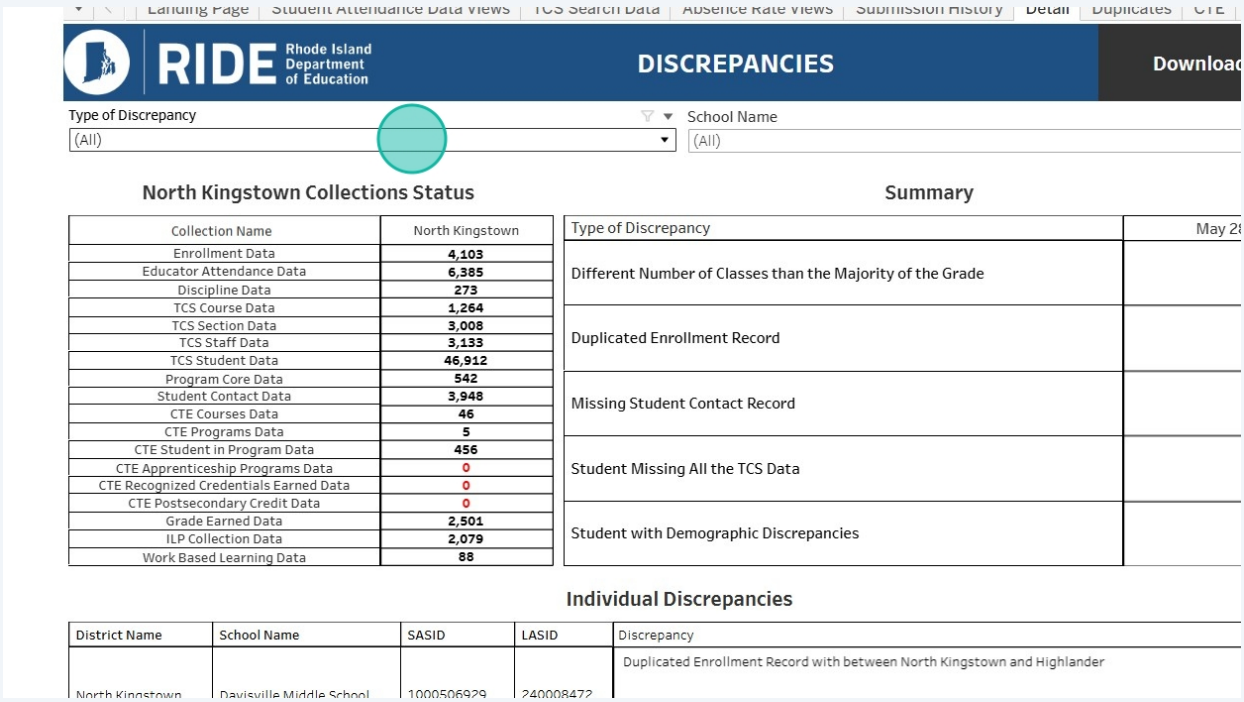

## 3 Select the "Resource Center LEA Dashboard" option from the drop-down.



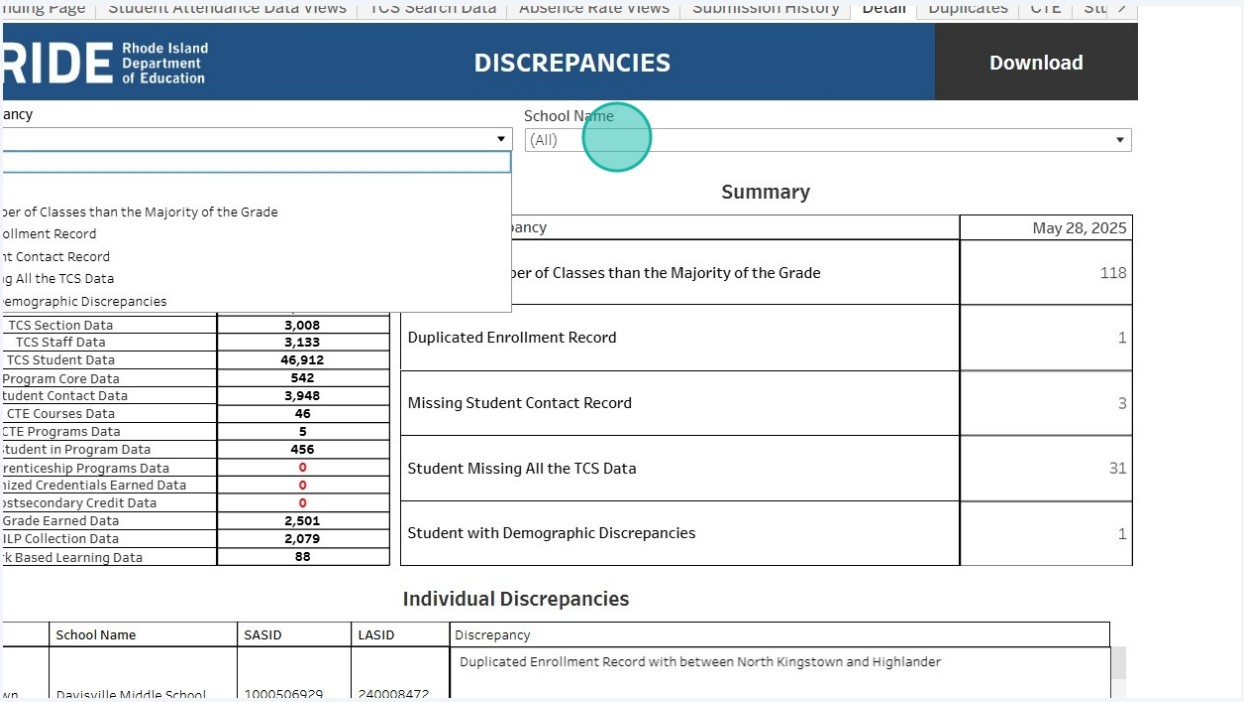
**4** Click Data Quality Dashboard




**5** NEW: you can search by type of discrepancy. If the option is not available, you do not have any errors or discrepancies in that type.



6 NEW: you can search by school level. A great place to see if you have one school clerk that may need additional training.




7 Listed under the Summary and Record Counts are the details for any discrepancies. Titled "Individual Discrepancies" the information found here previously came to you via file share. NEW: Now you will find all the details needed to correct a discrepancy in one place!

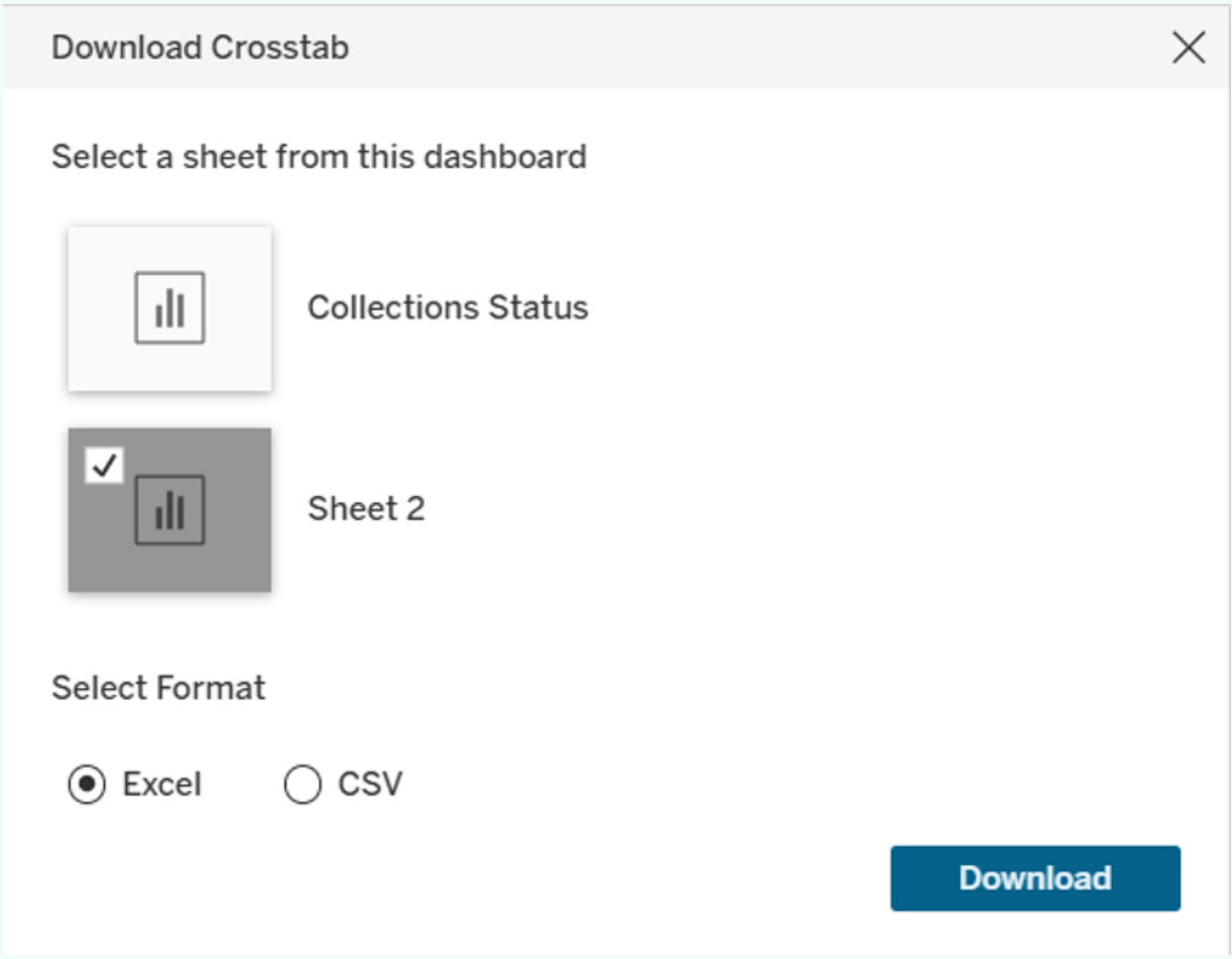
**Download feature:**

**When working with a large number of discrepancies, you may find it helpful to download he file. Follow these steps:**

1. **Click the Download "button" in gray within the banner.**
2. **A popup window will appear (see below). Click Sheet 2 and select the format.**
3. **Now click the blue "download" button.**

1. This sheet could be used as a worksheet to add notes or delete rows as you correct the issue.

2. This sheet could be filtered and shared with your schools or departments such as Special Ed.




8 Once errors/discrepancies are corrected, return to the Resource Center the next day to ensure your errors are resolved.

**For Duplicate Students:** Please remember to check the enrollment census link as well. There, you'll find the enrollment dates used by each district, which can help clarify any discrepancies.

**When working with duplicate student entries, it's important to verify enrollment details across districts. Follow these steps:**

1. **Access the Enrollment Census Link Navigate to the designated enrollment census resource provided census dashboard.**

2. **Review District Enrollment Dates Within the census link, you'll find the enrollment dates used by each district. These dates are essential for determining which record should be retained or flagged for review.**

3. **Compare and Confirm Use the master directory for contact information if the phone or email address is missing. Work with each other!**

Tip! Schedule Time to Review the Resource Center

1. **Set a Calendar Reminder. Block out dedicated time on your calendar—just like you would for a meeting—to review the Resource Center.**

2. **Make It a Routine: Aim to check the Resource Center a few times each week. Regular reviews help catch issues early and ensure your data uploads remain accurate and complete.**

**A few minutes of scheduled review can save hours of troubleshooting later!**