

HOW TO ACCESS

THE DRILL DOWN CENTER



How to Access the Drill Down Center

The LEA Data Drilldown Center allows you to create snapshot reports with your LEA data to dig deeper into your status on the California State Performance Plan indicators.

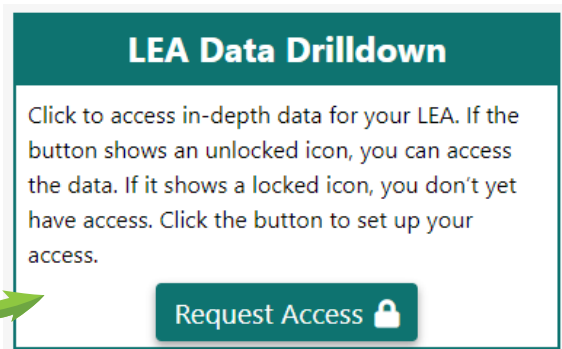
To run these reports, you must first upload your LEA's data. But first, let's get you and your team access.

1 | Access the Data Tools through the Improvement Data Center (IDC) at <https://systemimprovement.org/data-improvement>. Only district and Charters can upload data in the Drilldown Center.

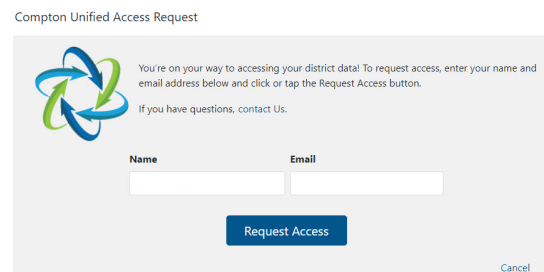
2 | Choose your **Reporting Level** and **Organization**.

3 | Click on LEA Data Drilldown (lower right corner).

4 | If you see the lock icon, click the "Request Access" button. If your icon is unlocked, skip to step #14.



5 | A screen will pop up prompting you to enter your name and email address. For more information on user levels and access, please visit our **Resources and Support** section on the Data Tools Dashboard.

A screenshot of a form titled "Compton Unified Access Request". The form contains the following text: "You're on your way to accessing your district data! To request access, enter your name and email address below and click or tap the Request Access button. If you have questions, contact Us." Below the text are two input fields labeled "Name" and "Email". At the bottom of the form is a blue button labeled "Request Access" and a "Cancel" link in the bottom right corner.

6 If your LEA has not yet been activated in the system, you will see a screen with guidance to help you determine if you should proceed with activation or designate someone else in your LEA for this role. Enter the name and email address of the appropriate person for this role. Click submit.

7 You or the person you designated will receive an email from System Improvement Leads asking for verification. Click the button to accept the invitation.

Aren't sure you are the person?
Go to the [Resources and Support](#) section for more information on user types.

SIL Project Data Privacy Agreement

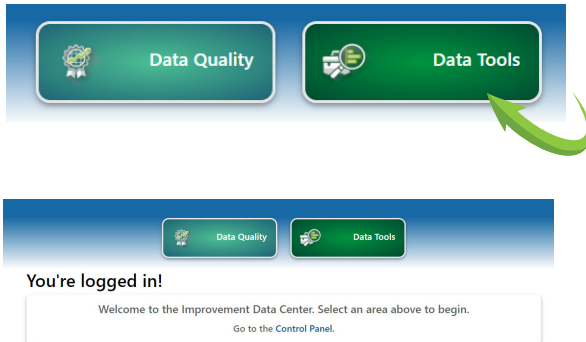
8 After you accept the invitation, a link will take you to a new screen with a couple more steps. The first two checkboxes will already be selected to indicate your consent to the SIL Project Data Privacy Agreement and your agreement to provide your district's aggregate-level data. If you would like to view the Data Privacy Agreement, go to Resources and Support section.

9 As seen below, the third checkbox is optional. Check this box if you allow your district's SELPA and the SIL project to access student-level data. Click the Activate button.

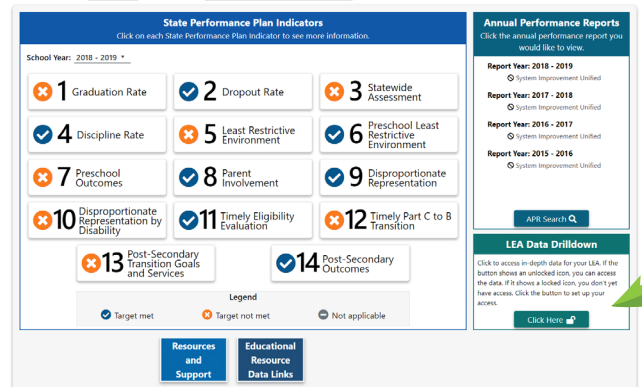
10 You will see a message confirming the activation was successful.

IMPROVEMENT DATA CENTER (IDC): DATA TOOLS

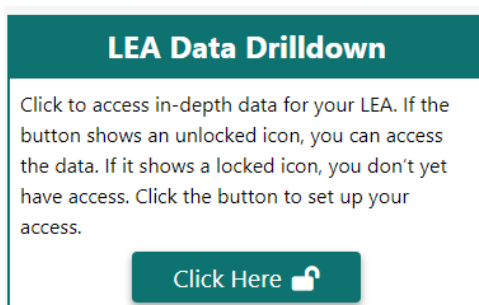
11 You will be redirected to a screen confirming you are logged in. Click on the Data Tools button on the top right center of the screen to return to the Data Tools Dashboard.



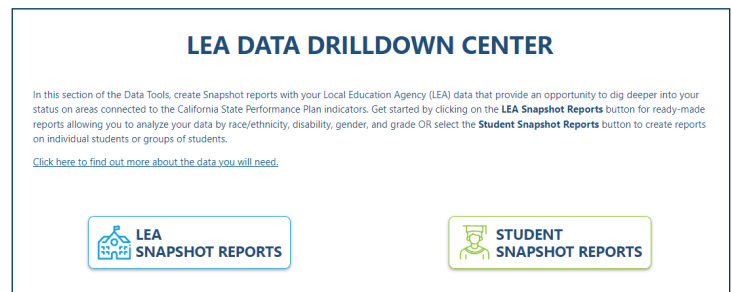
12 You should now see an unlocked icon in the lower right corner of the LEA Data Drilldown section.



13 Click on the “Click Here” button with the unlocked icon to access the in-depth LEA data page.



14 You will be directed to the LEA Data Drilldown Center landing page. Choose to run a LEA or Student Snapshot report.



15 Once you select a report, you will be prompted to upload specified CALPADS files. For more information on how to choose and upload your CALPADS files visit the Resources and Support Section.