

Special Education
December Count Phase I Pilot
CDE Data Pipeline
Step by Step Instructions

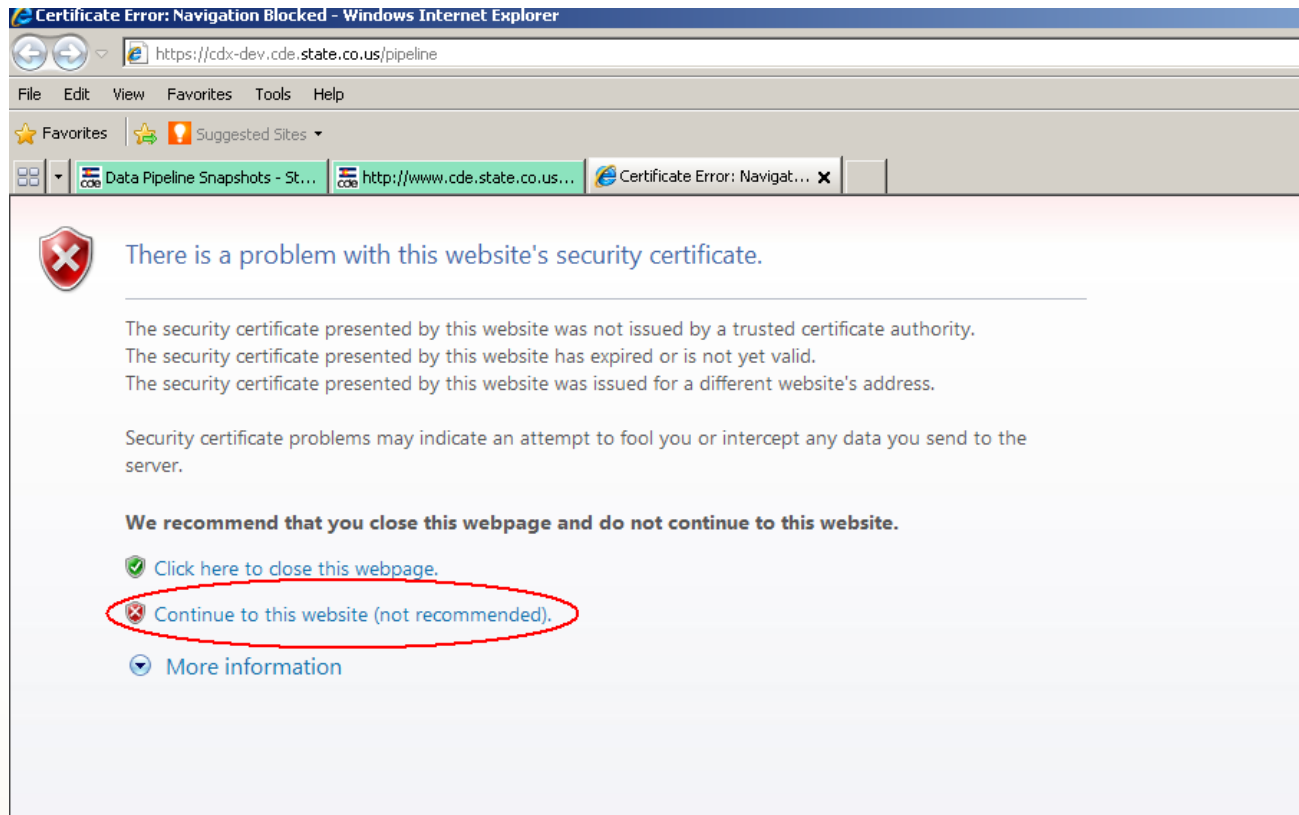
CDE Data Pipeline

Purpose

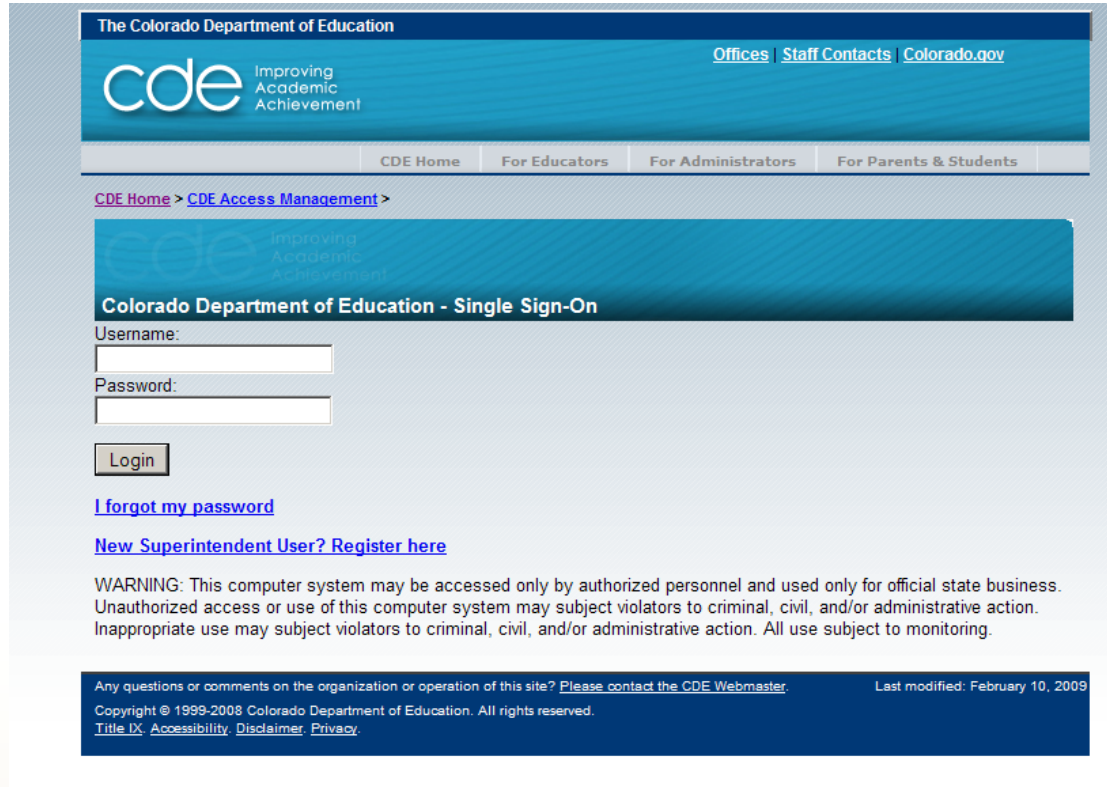
Logging In

You must log in using your CDE-provided username and password in order to access the CDE Data Pipeline system.

Accept Certificate Error



System Logon

A screenshot of the Colorado Department of Education (CDE) Single Sign-On page. The page has a blue header with the CDE logo and the text "Improving Academic Achievement". Navigation links include "Offices", "Staff Contacts", and "Colorado.gov". A secondary navigation bar contains "CDE Home", "For Educators", "For Administrators", and "For Parents & Students". The main content area shows the breadcrumb "CDE Home > CDE Access Management >". Below this is a blue banner with the CDE logo and the text "Colorado Department of Education - Single Sign-On". The login form includes fields for "Username:" and "Password:", followed by a "Login" button. There are links for "I forgot my password" and "New Superintendent User? Register here". A warning message states: "WARNING: This computer system may be accessed only by authorized personnel and used only for official state business. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. Inappropriate use may subject violators to criminal, civil, and/or administrative action. All use subject to monitoring." The footer contains contact information, copyright notice, and links for "Title IX", "Accessibility", "Disclaimer", and "Privacy".

The Colorado Department of Education

cde Improving Academic Achievement

[Offices](#) | [Staff Contacts](#) | [Colorado.gov](#)

[CDE Home](#) | [For Educators](#) | [For Administrators](#) | [For Parents & Students](#)

[CDE Home](#) > [CDE Access Management](#) >

Colorado Department of Education - Single Sign-On

Username:

Password:

[I forgot my password](#)

[New Superintendent User? Register here](#)

WARNING: This computer system may be accessed only by authorized personnel and used only for official state business. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. Inappropriate use may subject violators to criminal, civil, and/or administrative action. All use subject to monitoring.

Any questions or comments on the organization or operation of this site? [Please contact the CDE Webmaster.](#) Last modified: February 10, 2009

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[Title IX](#), [Accessibility](#), [Disclaimer](#), [Privacy](#).

Logon to the CDE Data Pipeline System using your CDE-provided username and password

Create December Count Snapshot

The screenshot shows the CDE Data Pipeline web application. The header includes the CDE logo, the tagline 'Improving Academic Achievement', and the title 'Data Pipeline'. A navigation sidebar on the left contains links for 'Special Education', 'Status Dashboard', 'Snapshot' (highlighted with a red circle), and 'Cognos Report'. The main content area is titled 'Snapshot' and contains a form with three dropdown menus: 'File Type*' (set to 'Sp. Ed Dec Count Snapshot'), 'School Year*' (set to '2012-13'), and 'Organization/LEA*' (set to '64123-NORTHWEST BOCES'). A red circle highlights a green 'Create Snapshot' button. Below this button is a smaller, disabled 'Create Snapshot' button. A note at the bottom of the form states 'Fields marked with * are mandatory'.

cde Improving Academic Achievement Data Pipeline

Jun 25, 2013 | 11:58:29 AM

Welcome Dec Leuser LEA Approver

Home | FAQ | Help

Special Education

Status Dashboard

Snapshot

+ Cognos Report

Snapshot

File Type* Sp. Ed Dec Count Snapshot

School Year* 2012-13

Organization/LEA* 64123-NORTHWEST BOCES

Fields marked with * are mandatory

Create Snapshot

Create Snapshot

- Click on Special Education
- Click on Snapshot
- Change School Year if needed
- Click Create Snapshot

Viewing Errors and Reports

The screenshot displays the CDE Data Pipeline web application. On the left sidebar, the 'Cognos Report' link is circled in red. The main content area shows a list of folders under 'Public Folders > Pipeline'. The 'Special Education December' folder is circled in red. The browser window title is 'Public Folders - IBM Cognos Connection - Windows Internet Explorer'.

Jun 25, 2013 | 11:58:29 AM

+ Special Education

- Cognos Report

Public Folders - IBM Cognos Connection

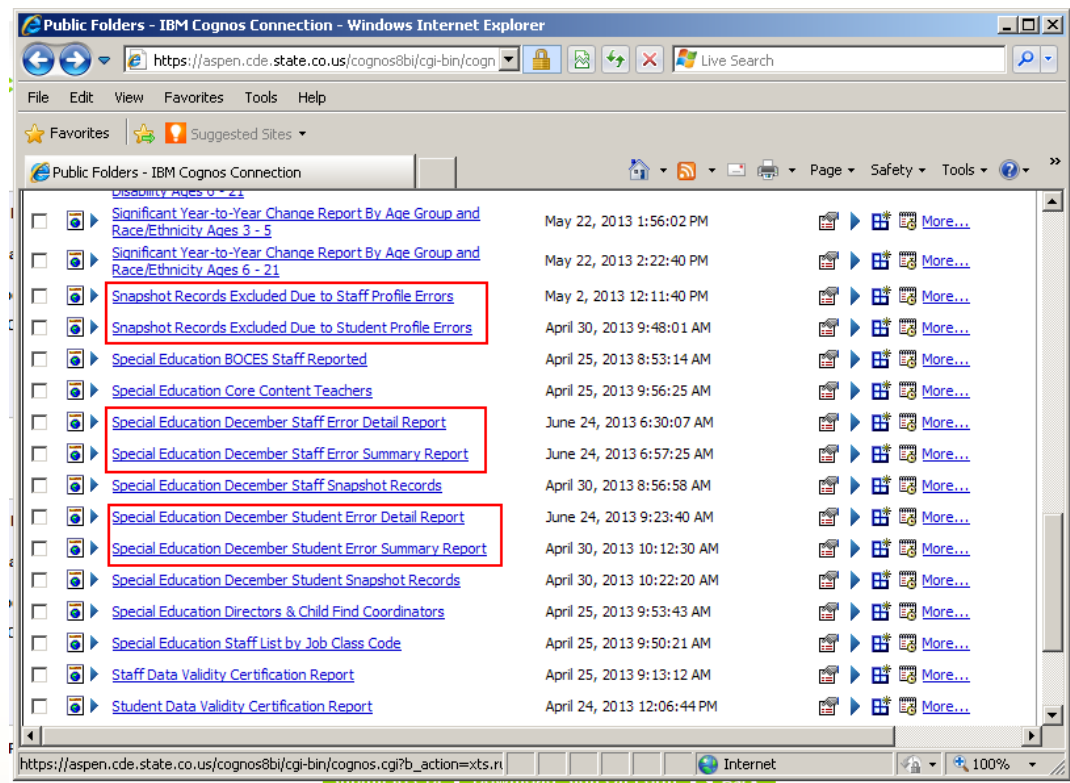
IBM Cognos Connection SPEDECLEAAPPROVER@PIPELINE.COM Log Off

Public Folders > Pipeline

Name	Modified	Actions
Baseline	March 28, 2013 10:43:48 AM	More...
Directory	November 20, 2012 12:11:19 PM	More...
Special Education December	June 25, 2013 9:33:56 AM	More...
Template	April 22, 2013 3:44:24 PM	More...
test report.doc	September 12, 2012 2:16:03 PM	More...

Click on Cognos Report and open the Special Education December Folder

Viewing Errors and Reports



Error Reports and regular reports are available here

Submit Snapshot to CDE

The screenshot shows the CDE Status Dashboard for Special Education data. The page title is "Sp. Ed Dec Count Snapshot Status Dashboard (2012-13) : 64123-NORTHWEST BOCES". The dashboard is divided into two main sections: "Student:" and "Staff:". Each section contains a form with fields for "Data Exists", "Data Locked", "Last Updated Date", "LEA Comments", "Validation Errors", "Overall Status", and "State Comments". The "Student:" section shows "Data Exists" as "Y", "Data Locked" as "N", "Last Updated Date" as "06/26/2013", "Validation Errors" as "9", and "Overall Status" as "P". The "Staff:" section shows "Data Exists" as "N", "Data Locked" as "N", "Last Updated Date" as "06/26/2013", "Validation Errors" as "0", and "Overall Status" as "P". At the bottom of the page, there is a legend: "Y - Yes | N - No | P - Pending | S - Submitted | A - Accepted". Below the legend, there are three buttons: "Submit to CDE", "Download Sign Off Form", and "Back". The "Submit to CDE" button is highlighted with a red circle.

Status Dashboard

cde Improving Academic Achievement Data Pipeline

Jun 26, 2013 | 08:24:03 AM

Welcome Dec Leauser LEA Approver

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Special Education

Status Dashboard

Snapshot

Cognos Report

Sp. Ed Dec Count Snapshot Status Dashboard (2012-13) : 64123-NORTHWEST BOCES

Student:

Data Exists Y

Data Locked N

Last Updated Date 06/26/2013

LEA Comments

Validation Errors 9

Overall Status P

State Comments

Staff:

Data Exists N

Data Locked N

Last Updated Date 06/26/2013

LEA Comments

Validation Errors 0

Overall Status P

State Comments

Y - Yes | N - No | P - Pending | S - Submitted | A - Accepted

Submit to CDE Download Sign Off Form Back

Click on Status Dashboard

Click on Submit to CDE

Download Sign Off Form

The screenshot displays the CDE Data Pipeline interface. The header includes the CDE logo, the tagline 'Improving Academic Achievement', and the title 'Data Pipeline'. The user is logged in as 'Dec Leausen LEA Approver' on June 26, 2013, at 08:24:03 AM. The sidebar on the left shows a menu with 'Special Education' expanded, and 'Status Dashboard' highlighted with a red circle. The main content area is titled 'Sp. Ed Dec Count Snapshot Status Dashboard (2012-13) : 64123-NORTHWEST BOCES'. It contains two sections: 'Student' and 'Staff'. Each section has a form with fields for 'Data Exists', 'Data Locked', 'Last Updated Date', 'LEA Comments', 'Validation Errors', 'Overall Status', and 'State Comments'. The 'Student' section shows 'Data Exists' as 'Y', 'Data Locked' as 'N', 'Last Updated Date' as '06/26/2013', 'Validation Errors' as '9', and 'Overall Status' as 'P'. The 'Staff' section shows 'Data Exists' as 'N', 'Data Locked' as 'N', 'Last Updated Date' as '06/26/2013', 'Validation Errors' as '0', and 'Overall Status' as 'P'. At the bottom of the main content area, there are three buttons: 'Submit to CDE', 'Download Sign Off Form' (highlighted with a red circle), and 'Back'. A red arrow points from the 'Download Sign Off Form' button to the bottom navigation bar. The bottom navigation bar shows 'Student Special Ed Participation' with a value of '0', a 'Download File' link, and an 'Edit Records' link.

Click on Status Dashboard

Click on Download SignOff Form