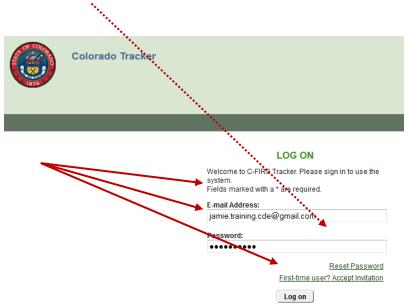
1. Log in to the Tracker system using your e-mail address and password. Please remember that Tracker passwords are case sensitive.

https://tracker.cde.state.co.us/Tracker/Security/Login.aspx

Note: CDE does not have a record of passwords. If you have forgotten your password, please click on the "Reset Password" link.



2. Click on the district name to upload UIPs for that district. For this example, we are using "Delta Training District - 7770."

Note: If you have several districts on your account, you may search for the district you will be uploading UIPs for by typing the name of the district in the "LEA Name" search bar and click the "Apply" button.

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LEAS		
	Setup &	Maintenance
and the second		
Home > LEAs LEAS 2013-20		
LEAS Select S	chool Year:)14 School Ye	ear 👻 Update
2013-21	14 301001 11	
FILTERS		
Location: Instruments:		
Any County Any Instrument		
Active		
Filter by Custom Fields Information		
Custom Field 1 Custom Field 2 Custom Field 3		
Select Custom field Select Custom field Select Custom field		
Lear Clear		
LEAS (2)		
(ℓ) (ℓ) 1 (▶) Page size: 25 ▼		1 to 2 of 2 items
	EA PLAN OALS	SCHOOL PLANS
Delta Training District - 7770 Tracker 3 0 Training		0
Wheatridge Training - 9990 Tracker 0 0 Training Training 0 0		0
(K) (K) 1 (D) (B) Page size: 25 ▼		1 to 2 of 2 items

3. This is the LEA Overview page which shows the district's different monitoring instruments. We will be using the "UIP – Winter Cycle – (Optional) Public Posting" instrument. Click on this instrument title to submit unified improvement plans (district and school level).

	Instruments (6)			
	(4) (1) (▶) Page size: 25 ▼			1 to 6 of 6 items
	Name 🔺	Status	ltems not in Compliance	Due Date
\mathbf{X}	2013-14 Onsite Instrument	In Progress	1	
	2013-2014 Desk Review Instrument	In Progress	0	
	TIERED INTERVENTION GRANT SELF ASSESSMENT	In Progress	0	
	UIP - Fall Cycle - Optional Review	In Progress	0	10/15/2013
	UIP - Winter Cycle - (Optional) Public Posting	In Progress	0	01/15/2014
	UIP - Winter Cycle - Required Review	In Progress	0	01/15/2014
	(4) (1) (▶) (▶) Page size: 25 ▼			1 to 6 of 6 items

This will bring you to the instrument overview page for the "UIP – Winter Cycle – (Optional) Public Posting" Instrument. Click on the icon (:) to expand the Category options to see the items where UIPs will be submitted.

Status: In Progress Submission Date & Last Update: Adminis 12/13/2013 3:17:16 P Items: 1	trator Administrator	Meets Requirements (0) In Progress (1) Does Not Meet Requireme Not Monitored (0)	Resolved (0) Withdrawn (0) ents (0) Resubmitted for Review (0)	
Team Leader: Edit	LEA Submitter	s: <u>Edit</u>	SEA Reviewers: <u>Edit</u> Jamie Baker	
Not Assigned	<u>UIP Submitter</u>		<u>Samo Bakor</u>	
	iteria Questions (1)	Documents (0) St	atus History (1)	Print Instrument Rep
Items (1) G				Print Instrument Rep 0 of 1 complete
Items (1) G	iteria Questions (1)			

5. The "CATEGORY: C Posting of District and School UIPs" section, when expanded, displays what documents can be submitted. All districts have the option to upload and submit a district-level UIP and any school-level UIPs for Posting on SchoolView.org.

Click on "Improvement Plans for Posting to SchoolView" to upload UIPs to be posted on SchoolView.org this winter.

6. Clicking on this link takes you to Item Overview page where you see the compliance indicators, an editable self-review section, and a section at the bottom with different tabs available. The default tab at the bottom called "LEA Evidence" is the tab in which you will click to upload your documents.

To attach a UIP document, click on the "Respond" link next to "Current Unified Improvement Plan for Posting – Winter 2014" within the "LEA Evidence" tab.

LEA Evide	nce (1) All Documents (0) Resources (3)	Legal Citations (1) Status History (2)		
(R) (R)	1 🕨 🕨 Bage size: 25 🔹			1 to 1 of 1 items
Respond	Evidence Name	Description	Associations	Attached Documents
Respond	Current Unified Improvement Plan for Posting - Winter 2014	Current Unified Improvement Plan for Posting - Winter 2014	1	
	1 D Page size: 25 V			1 to 1 of 1 items

7. After clicking on the "Respond" link, you are taken to this page – the "Add New Document" page. This is where you will upload your UIP(s) for posting to SchoolView.org.

Be sure that the circle next to "New File" is filled in (default) and then click "Choose File" to locate the document on your computer/network.



8. When you have selected the appropriate UIP on your computer/network, click on "Open."

File Upload					? ×	
Look in:	🗀 Tracking Trai	ning	• •	ø 🖻 🖽		
My Recent Documents Desktop My Documents My Computer	7770-0000 77770-1111 7770-2222 77770-3333					
My Network Places	File name:	7770-0000		•	Open	
	Files of type:	All Files		•	Cancel	

9. You will not need to change the title, but select the box next to "Use File Name." You may enter a description of the UIP indicating "District Level UIP," or "Delta Training UIP for posting," etc. if you wish (optional). For posting purposes, you do not need to select the school that a UIP is associated with. Click "Attach" at the bottom of the page.

Note: Refer to the "Naming Conventions"	and	" <u>How to</u>	Create	<u>a PDF File</u> "	documents for	[,] more
information about uploading documents.						

	Select Document Type:	
********	 New File Please do not upload documents that contain student-identifying or otherwise information. K:\Statewide Support Choose File File size limit: 500 MB Existing File Link to a web page URL Hard Copy Reference Only 	sensitive
· · · · · · · · · · · · · · · · · · ·	Title *: ✓ Use Filename 7770-0000.pdf	47/100
**************************************	Description: Delta Training UIP for posting	30/500
	Permissions School Assocations:	
	Training Elementary School Training High School Attach Cancel	

10. After attaching a UIP document, you are taken back to the Item Overview page for the "Improvement Plans for Posting to SchoolView" item. You will notice the attached document section as well as the attachment bubble now shows a "1" since we have uploaded 1 document. If you have additional UIPs to upload for posting to SchoolView, click on the "Respond" link again and repeat the previous steps.

ITEM OVERVIEW I Structure +			
COMPLIANCE INDICATORS All districts and schools are required to submit a Unified Improvement Blan	A		
LEA Evidence (1) All Documents (1) Resources (3)	Legal Citations (1) Status History (2)		
(1)) Page erze: 25 ▼			1 to 1 of 1 items
Respond Evidence Name	Description	Associations	Attached Documents
Respond Current Unified Improvement Plan for Posting - Winter 2014	Current Unified Improvement Plan for Posting - Winter 2014	1	_7770-0000.pdf
(€) 1 (▶) Page size: 25 ▼			1 to 1 of 1 items

11. Repeat steps 6 through 9 from above until all UIPs you wish to post on SchoolView have been uploaded. You should see all uploaded documents in the "All Documents" tab after your last upload.

(R) (I) 1						0 to 0 of 0 items
		Page size: 25 🔻				o to o or o items
Document Name	e 🔺			Description		
lo records to displa	у.					
I 1	D D	Page size: 25 -				0 to 0 of 0 items
	UMENTS					
0 1	D D	Page size: 25 🔻				1 to 2 of 2 items
Edit Open	Size	Title 🔺	Description	Evidence Request	Updated	Ву
Edit 📆 Downlo	oad 22.74 KB	- 7770-0000.pdf	Delta Training UIP for posting	Unified Improvement Plan(s) for Posting 2013-14	09/30/2013	UIP Submitter (LEA)
Edit 📆 Downlo	<u>bad</u> 22.74 KB	<u>7770-1111.pdf</u>	Delta Training Elementary		09/30/2013	UIP Submitter (LEA)

12. Click on the "UIP – Winter Cycle - (Optional) Public Posting" link at the top of the page to return to the Instrument Overview page where you will submit the documents to CDE for posting.

LEAs Current LE	:A: Training District - 7770		Setup & Maintenance
LEA Overview	Monitoring Plan	LEA File Cabirrat Plan Tags	
<u>Home</u> > <u>Delta Training Di</u>	istrict - 7770 > Instruments > UIP - Win	nter Cycle - (Optional) Public Posting > Improvement Plans for Posting to Schoo	olView.
	I S 1 F + For Posting to SchoolView		

- 13. When all UIPs you wish to post to SchoolView.org have been uploaded, you will need to submit them to CDE. But first you should verify that your name is listed under the LEA Submitters title in the center of the page. If you name is not listed, you will not be able to submit. Follow these steps to add your name as the LEA Submitter.
 - 1. Click on the "Edit" link next to the LEA Submitter title.



2. Click on the "Unassigned" tab to find your name and assign yourself as the submitter.

- 3. Enter your name into the search bar and then click "Search."
- 4. Check next to your name.
- 5. then click "Assign." Contact Jamie Baker if your name is not listed.

3	ASSIGN SUB	MITTERS	\sim			
	Assigned	Unassigned				
_ \						
5、 🛝	FIND					
	Submitter					
4	Search	Clear				
	Assign					
	I I I	1 🕑 🖲 Page size: 2	25 🔻			1 to 1 of 1 items
	Select	Last Name ▲	First Name	Email	Organization	
		Submitter	UIP	jamie.training.cde@gmail.com	Delta Training District - 777	0
	Assign					
		1 🕨 🖲 Page size: 2	25 💌			1 to 1 of 1 items

6. Click on "Return to Instrument Overview" to submit the UIPs.

A	SSIGN SUBM	ITTERS					
	Assigned L	Inassigned					
	Remove						
	K 🜒 1	• • Pa	ge size: 25	•			1 to 1 of 1 items
	Remove	Last Name 🔺		First Name	Email	Organization	
\mathbf{X}		Submitter		UIP	jamie.training.cde@gmail.com	Delta Training District - 7770)
	Remove						
\backslash	Remove	Pa	ge size: 25	•			1 to 1 of 1 items
		D) D) pa	ge size: 25	•	_		1 to 1 of 1 items

14. To submit your UIPs for posting to SchoolView, click on the "Change status to Submitted" button at the top or bottom of the page.



15. The system will ask you for confirmation that you wish to submit the documents to CDE. If you are certain that all of the UIPs that your district wishes to submit for posting have been uploaded, please confirm by clicking on "Submit."



16. In your instrument Overview, you will now see the status changed to "Submitted."

Status: Submitted Submission pace of Last Update: Admini 3/14/2013 1:42:59 PM Items: 1	strator Administrator	Does Not Meet Requirem Meets Requirements: (0) In Progress: (1) Not Monitored: (0))) –
Team Leader: Not Assigned	LEA Submitte UIP Submitter	rs: <u>Edit</u>	SEA Reviewers: Not Assigned	

17. In the LEA Overview page, within the monitoring section of your district's Tracker account, you will see that the instrument UIP – Fall Cycle - Optional Posting to SchoolView now states "Submitted."

LEA © OVERVIEW Delta Training District - 7770	-		
Instruments (6)			
(I) (I) (I) (I) Page size: 25 ▼			1 to 6 of 6 items
Name 🔺	Status	ltems not in Compliance	Due Date
2013-14 Onsite Instrument	In Progress	0	
2013-2014 Desk Review Instrument	In Progress	0	
TIERED INTERVENTION GRANT SELF ASSESSMENT	In Progress	0	
UIP - Fall Cycle - Optional Review	In Progress	0	10/15/2013
UIP - Winter Cycle - (Optional) Public Posting	Submitted	0	01/15/2014
UIP - Winter Cycle - Required Review	In Progress	0	01/15/2014
(K) (▲) 1 (▶) (▶) Page size: 25 💌			1 to 6 of 6 items

NOTE: If you have not "Submitted," CDE will not know that you have UIPs ready for posting on SchoolView.org or for review. Please be sure that you "Submit" after all UIPs are uploaded.

18. Once you have completed the above steps, you may "Logout."

Note: If you have UIPs to submit for the required winter review (districts and schools on Priority Improvement or Turnaround), refer to the *Handbook for Submitting UIPs for Review* to submit UIPs through Tracker for CDE review.



Thank you for submitting!

If you have questions about submitting UIPs through Tracker or need assistance, please contact Jamie Baker via email: <u>baker j@cde.state.co.us</u> or by phone at (303)866-6108.