

How to Submit an Instrument in Tracker

If you uploaded files to the LEA/BOCES – 0000 entity, you will NOT need to *submit the instrument* (or use these instructions).

If you uploaded all appropriate files to your district entity and completed the LEA Self-Review sections (detailed in separate instructions called *How to Upload a File to Your District Entity*), you will also need to Submit the Instrument so that your information can be reviewed by CDE.

1. Log into Tracker at <https://tracker.cde.state.co.us> with your e-mail address and password.
2. Click on **Your District**. (Denver County 1 is used in this example.)

The screenshot shows the 'LEAs List' page in the Colorado Tracker system. The page includes a header with the Colorado state seal and 'Colorado Tracker' text. Below the header, there are navigation tabs for 'LEAs List' and 'Setup & Maintenance'. A 'Select School Year' dropdown is set to '2012-2013 School Year'. A 'FILTERS' section contains dropdown menus for 'Location' (Any County), 'Instruments' (Any Instrument), and 'LEA Name'. Below the filters are three 'Custom Field' dropdowns. The main content area displays a table of LEAs with the following data:

LEA	COUNTY	INSTRUMENTS MONITORED	LEA PLAN GOALS	SCHOOL PLANS
DENVER COUNTY 1 - 0880	DENVER - 16	4	0	0
LEA/BOCES - 0000	LEA / BOCES - LEA / BOCES	3	0	0

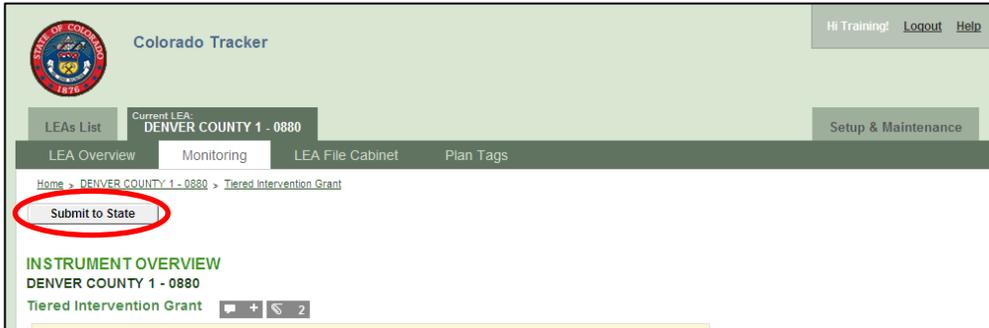
3. Under instruments, click on the **appropriate instrument**. (Tiered Invention Grant used in this example.)

The screenshot shows the 'LEA OVERVIEW' page for 'DENVER COUNTY 1 - 0880'. The page includes a header with the LEA name and a 'Select School Year' dropdown set to '2012-2013 School Year'. Below the header, there are navigation tabs for 'Instruments (4)'. The main content area displays a table of instruments with the following data:

Name	Status	Items not in Compliance	Due Date
12-13 USDE Monitoring	In Progress	0	
ELA Program Quality Indicators (ELA-PQI)	In Progress	0	
Tiered Intervention Grant	In Progress	0	
DIP - Fall Cycle (Optional)	In Progress	0	10/15/2012

- Click on the **Submit to State** button. This generates an e-mail to CDE reviewers that your district's instrument is ready for review.

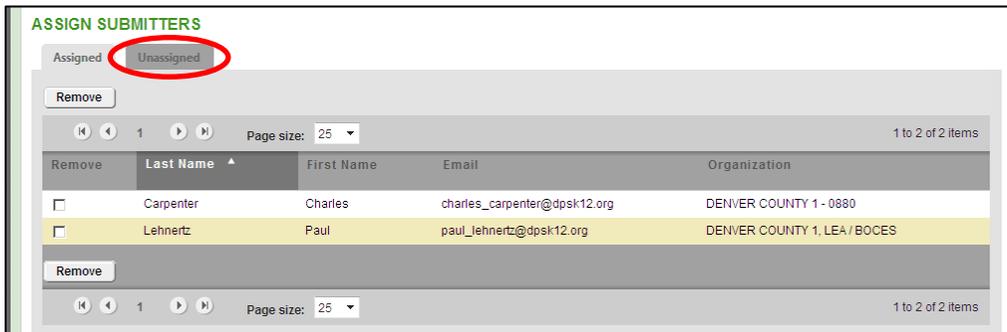
If you do not see the *Submit to State* button, go to step 5.



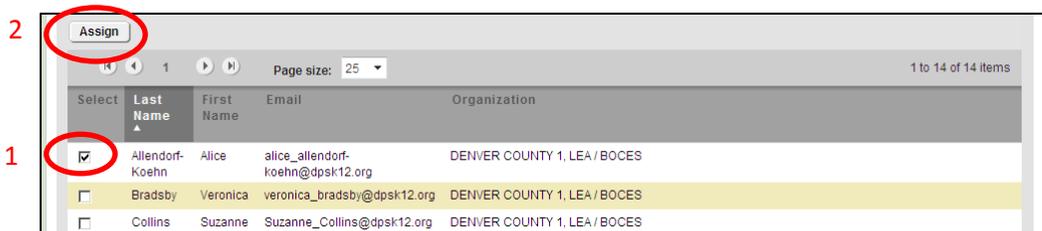
- To access the *Submit to State* button, click on the **Edit** link next to LEA Submitters. (If you do not see the *Edit* link, contact personnel at your district with Tracker Administrator access or contact the Tracker help desk at cotrackerhelp@cde.state.co.us.)



- Click on the **Unassigned** tab.



- Click on the **checkbox** next to your name. Then click the **Assign** button.



8. Click on the **Return to Instrument Overview** link.

ASSIGN SUBMITTERS

Assigned Unassigned

Remove

Page size: 25 1 to 3 of 3 items

Remove	Last Name	First Name	Email	Organization
<input type="checkbox"/>	Allendorf-Koehn	Alice	alice_allendorf-koehn@dpsk12.org	DENVER COUNTY 1, LEA / BOCES
<input type="checkbox"/>	Carpenter	Charles	charles_carpenter@dpsk12.org	DENVER COUNTY 1 - 0880
<input type="checkbox"/>	Lehnertz	Paul	paul_lehnertz@dpsk12.org	DENVER COUNTY 1, LEA / BOCES

Remove

Page size: 25 1 to 3 of 3 items

[Return to Instrument Overview](#)

9. Click the **Submit to State** button which now appears near the top of the page.

Colorado Tracker

Hi Training! Logout Help

LEAs List Current LEA: DENVER COUNTY 1 - 0880 Setup & Maintenance

LEA Overview Monitoring LEA File Cabinet Plan Tags

Home > DENVER COUNTY 1 - 0880 > Tiered Intervention Grant

[Submit to State](#)

INSTRUMENT OVERVIEW
DENVER COUNTY 1 - 0880
Tiered Intervention Grant