

How to Upload a File to Your District Entity and Submit an Instrument in Tracker (Generic)

You will need to know where CDE wants the file is to be uploaded – CDE will give you instructions on which instrument, category and item you should use when uploading your file.

1. Log into Tracker at <https://tracker.cde.state.co.us> with your e-mail address and password.
2. You will have the option to upload files to your district or an LEA/BOCES-0000 entity depending on where you have been instructed to upload your evidence. In this example, we'll use the District Entity. Click on **Your District**. (Denver County 1 is used in this example.)

Colorado Tracker

LEAs List

Home > LEA List

LEAS

Select School Year: 2012-2013 School Year [Update]

FILTERS

Location: Any County Instruments: Any Instrument

LEA Name: [Active]

Filter by Custom Fields Information

Custom Field 1: Select Custom field Custom Field 2: Select Custom field Custom Field 3: Select Custom field

[Apply] [Clear]

LEAS (2)

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 Intervention Grant used in this example.)

LEA OVERVIEW

DENVER COUNTY 1 - 0880

Select School Year: 2012-2013 School Year [Update]

Instruments (4)

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	
Dir - Fair Value (Optional)	In Progress	0	10/15/2012

4. Click on the **Cross** icon to expand the appropriate Category.

INSTRUMENT OVERVIEW
DENVER COUNTY 1 - 0880
Tiered Intervention Grant

Status: **In Progress**
Submission Date
Last Update: Training Test 10/24/2012
10:52:04 AM
Items: 2

Does Not Meet Requirements: (0)
Meets Requirements: (1)
In Progress: (1)
Not Monitored: (0)

Resolved: (0)
Withdrawn: (0)
Resubmitted for Review: (0)
Extension Requested: (0)

Team Leader: Not Assigned
LEA Submitters: [Edit](#)
[Charles Carpenter](#), [Paul Lehnertz](#)
SEA Reviewers: Wendy Dunaway

Items (2) Documents (1) Status History (1) [Print Instrument Report](#)

CATEGORY: Tiered Intervention Grant

5. Click on the appropriate **Item Name**. (Tiered Intervention Grant used in this example.)

INSTRUMENT OVERVIEW
DENVER COUNTY 1 - 0880
Tiered Intervention Grant

Status: **In Progress**
Submission Date
Last Update: Training Test 10/24/2012
10:52:04 AM
Items: 2

Does Not Meet Requirements: (0)
Meets Requirements: (1)
In Progress: (1)
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Resolved: (0)
Withdrawn: (0)
Resubmitted for Review: (0)
Extension Requested: (0)

Team Leader: Not Assigned
LEA Submitters: [Edit](#)
[Charles Carpenter](#), [Paul Lehnertz](#)
SEA Reviewers: Wendy Dunaway

Items (2) Documents (1) Status History (1) [Print Instrument Report](#)

CATEGORY: Tiered Intervention Grant

ITEM: 1: Tiered Intervention Grant [In Progress](#)

6. Click on the **Respond** link next to the appropriate Evidence Name. (TIG Data used in this example.)

ITEM OVERVIEW
1: Tiered Intervention Grant

LEA SELF-REVIEW [Edit](#)

Current Status
In Progress

Comments to SEA

LEA Evidence (2) All Documents (0) Resources (0) Legal Citations (0) Status History (1)

Page size: 25 1 to 2 of 2 items

Respond	Evidence Name	Description	Associations	Attached Documents
Respond	TIG Data	TIG Data	1	
Respond	TIG Excel Budget	TIG Upload Excel Budget--Please indicate specific school level data by checking the school on the upload record.	1	

7. Click on the **Browse** button.

ADD NEW DOCUMENT

Title
TIG Data

Associations
1: Tiered Intervention Grant

Description
TIG Data

Select Document Type:

☒ New File Please do not upload documents that contain student-identifying or otherwise sensitive information. **Browse...** File size limit: 500 MB

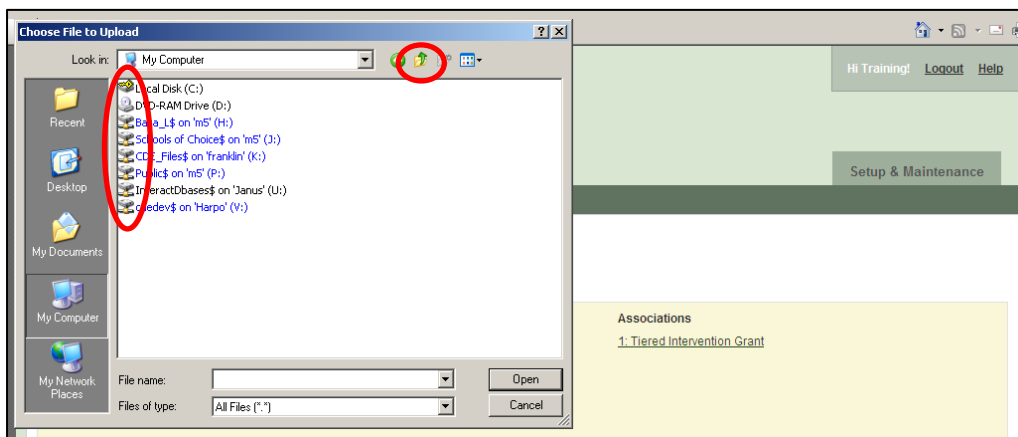
☐ Existing File

☐ Link to a web page URL

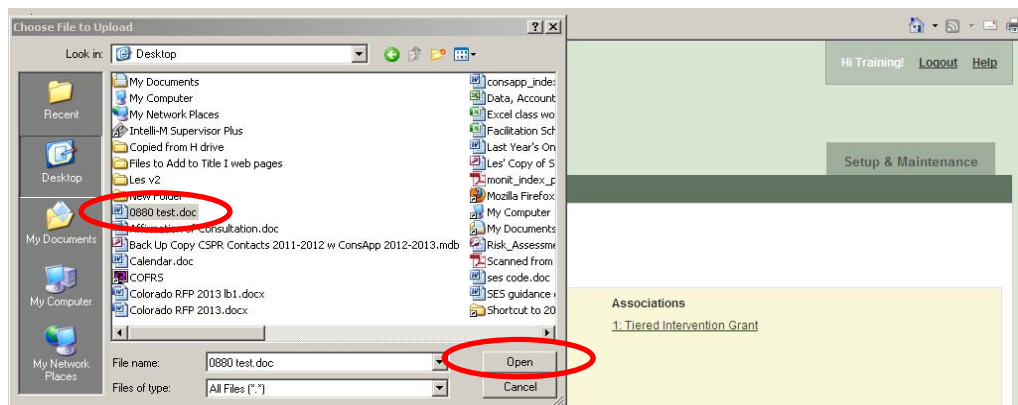
☐ Hard Copy Reference Only

Title *:
☐ Use Filename 8/100

8. Use the **Up Button** and **File Folder** icons to navigate to the appropriate file on your computer.



9. When you have located the file, **click on it**. Then click on the **Open** button.



10. Scroll down. (If required, click on checkbox next to appropriate school.)
Then click on the **Attach** button.

School Associations:

NO SCHOOLS SELECTED

- ☒ ABRAHAM LINCOLN HIGH SCHOOL - 10
- ☐ ACADEMIA ANA MARIE SANDOVAL - 6397
- ☐ ACADEMY OF URBAN LEARNING - 67
- ☐ ACE COMMUNITY CHALLENGE SCHOOL - 1866
- ☐ AMESSE ELEMENTARY SCHOOL - 220
- ☐ ARCHULETA ELEMENTARY SCHOOL - 3340
- ☐ ASBURY ELEMENTARY SCHOOL - 388

Attach **Cancel**

11. Tracker may list *several* rows of Evidence. But it may not be necessary for your district to upload documents for all of them. When you have uploaded every piece of Evidence that is appropriate for your district, click on the **Edit** button in the LEA Self-Review section.

ITEM OVERVIEW **2** **1** **+**

1: Tiered Intervention Grant

LEA SELF-REVIEW

Current Status
In Progress

Comments to SEA

LEA Evidence (2) All Documents (1) Resources (0) Legal Citations (0) Status History (1)

Page size: 25 1 to 2 of 2 Items

Respond	Evidence Name	Description	Associations	Attached Documents
Respond	TIG Data	TIG Data	1	TIG Data
Respond	TIG Excel Budget	TIG Upload Excel Budget--Please indicate specific school level data by checking the school on the upload record.	1	

12. Click on the drop-down menu in the Change Status field and select **Meets Requirements**.

ITEM OVERVIEW **2** **1** **+**

1: Tiered Intervention Grant

LEA SELF-REVIEW

Change Status

In Progress

Meets Requirements

In Progress

Does Not Meet Requirements

Not Monitored

13. If there is a special circumstance concerning your evidence, you can type an optional comment to the state. Click the **Save** button.

The screenshot shows the 'ITEM OVERVIEW' page for '1: Tiered Intervention Grant'. Under the 'LEA SELF-REVIEW' section, there is a 'Change Status' dropdown menu currently set to 'Meets Requirements'. Below this is a 'Comments to SEA' text area with a rich text editor toolbar. A red dotted oval highlights the text area. At the bottom left, the 'Save' button is circled in red, next to a 'Cancel' button. A 'Next Item' button is located at the top right of the form area.

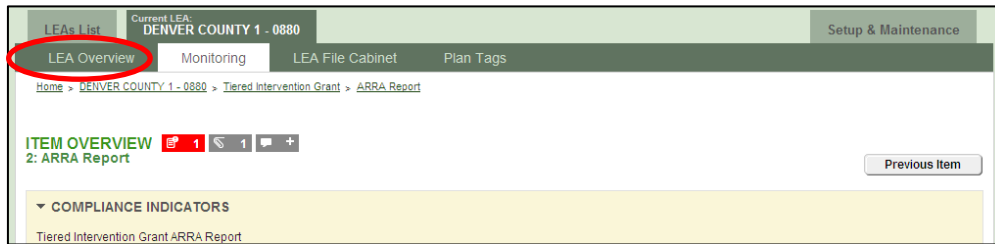
14. Click on the **Next Item** button.

The screenshot shows the 'ITEM OVERVIEW' page after clicking 'Next Item'. The 'LEA SELF-REVIEW' section is now read-only, showing 'Current Status: Meets Requirements' and an 'Edit' button. Below this is a navigation bar with tabs: 'LEA Evidence (2)', 'All Documents (1)', 'Resources (0)', 'Legal Citations (0)', and 'Status History (2)'. The 'LEA Evidence (2)' tab is active, displaying a table of evidence items. The 'Next Item' button at the top right is circled in red.

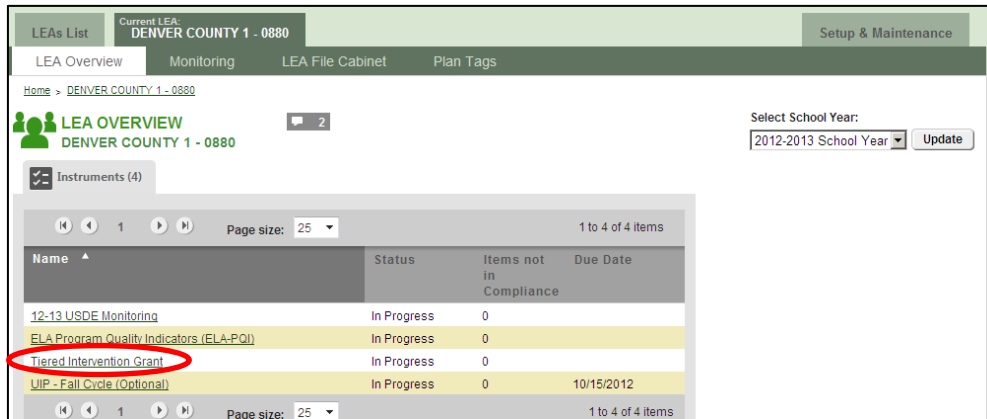
Respond	Evidence Name	Description	Associations	Attached Documents
Respond	TIG Data	TIG Data	1	TIG Data
Respond	TIG Excel Budget	TIG Upload Excel Budget--Please indicate specific school level data by checking the school on the upload record.	1	

15. Repeat steps 6 through 14 above to upload evidence for the next item (and any additional items).

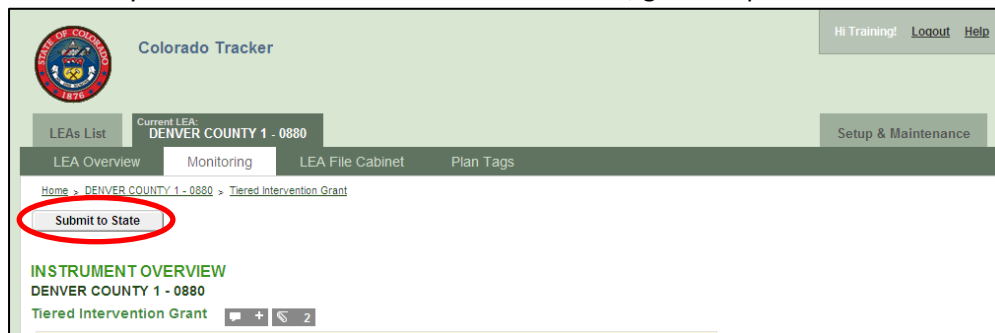
16. When documents have been uploaded for all items, click on the LEA Overview tab.



17. Click on the **Instrument** name.



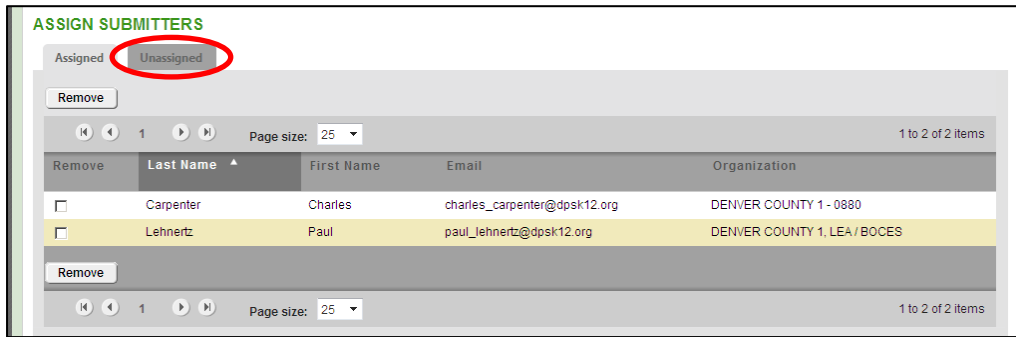
18. To submit the Instrument to the state for review, click on the **Submit to State** button. If you do not see the *Submit to State* button, go to step 19.



19. 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.)



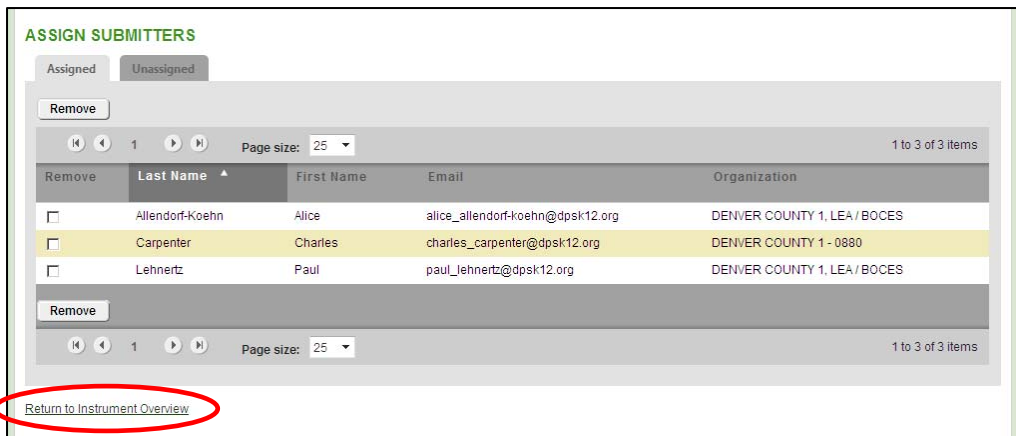
20. Click on the **Unassigned** tab.



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



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



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

This generates an e-mail to CDE reviewers that your district's instrument is ready for review.

