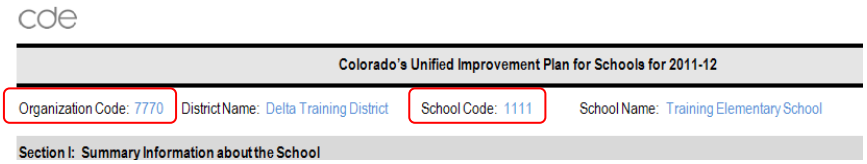
Naming Conventions for Submitting UIP Files
(For Uploading to Tracker)

Before uploading files to Tracker, please use the following naming conventions when naming (or renaming) your UIP files.

Notes:
-Each district has a unique 4 digit code assigned.
-Each school has a unique 4 digit code assigned.
-These codes can be found on the top of the UIP pre-populated report



-Codes can also be obtained from the CDE Website:
-District Codes
-School Codes
-These are the codes that will be used to name UIP files.

District Level Unified Improvement Plan Naming Convention:

-File name: "4 Digit District Code"-"0000"
-Example: "7770-0000" (Delta Training District)
"9990-0000" (Wheatridge Training District)

School Level Unified Improvement Plan Naming Convention:

-File name: "4 Digit District Code"-" 4 Digit School Code"
-Example: "7770-1111" (Delta Training Elementary School)
"9990-1111" (Wheatridge Training Elementary School)

To rename a file you may either rename the original file or copy the file and rename the copy for uploading to Tracker. Instructions for either option are listed below.

If you have questions or need further assistance, please contact Jamie Baker: baker_j@cde.state.co.us or (303)866-6108.

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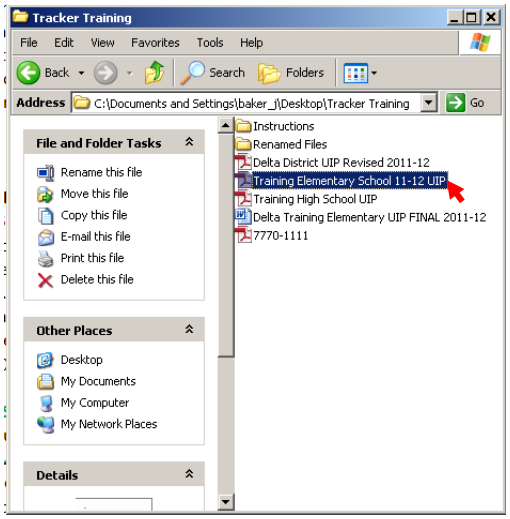
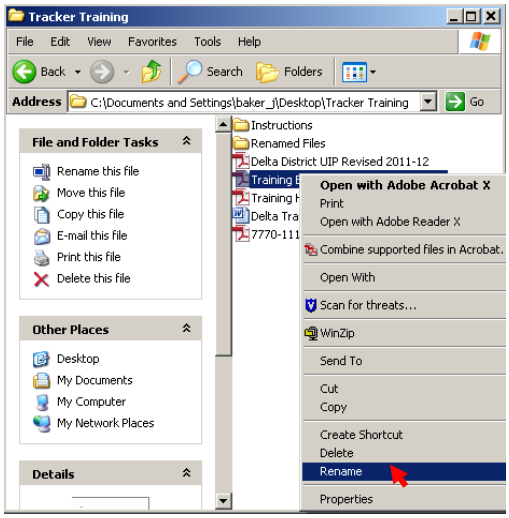
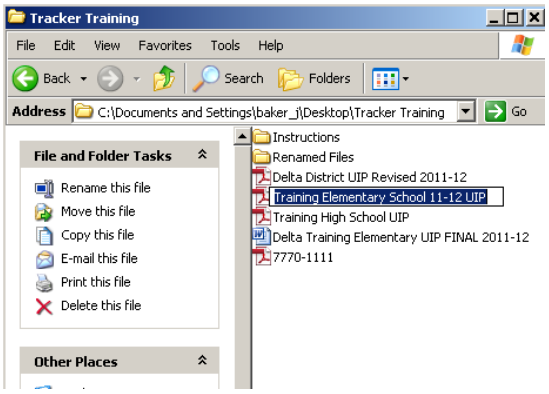
OPTION 1 – Rename Original File:

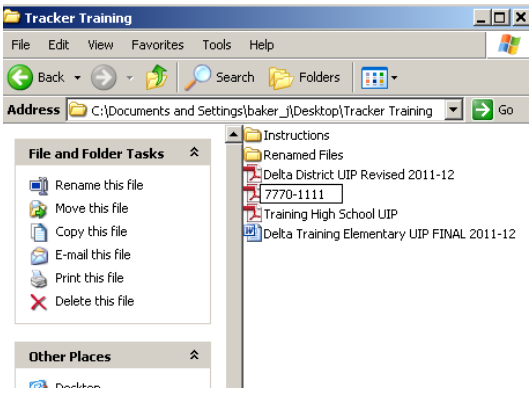
1. Find the file you are going to rename on your computer and then 'right-click' on the file name and select "Rename" from the menu.



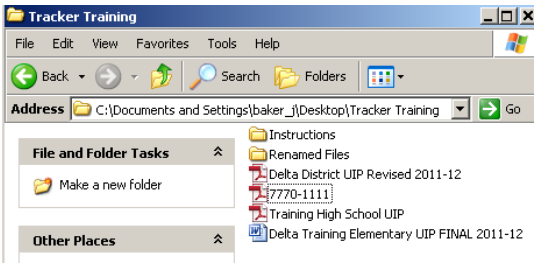


2. The title of your file will become an editable text box. Type the new file name in this box and press enter, or click outside of the file name to save the new file name (use the naming conventions described above).





3. You have successfully renamed your file! Continue to do so with the rest of the UIPs you will upload.



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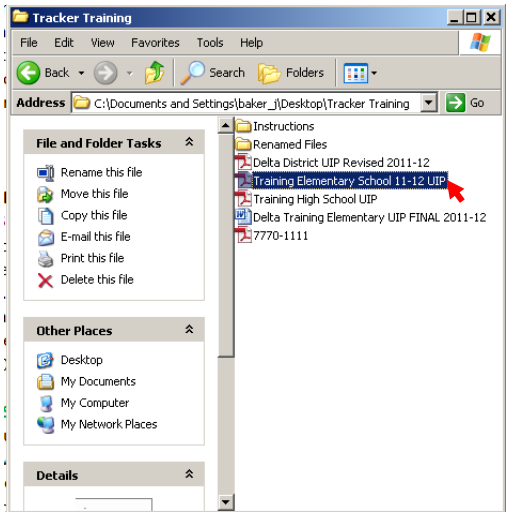
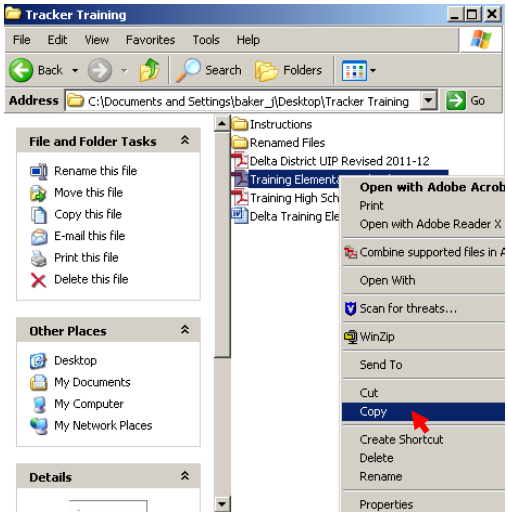
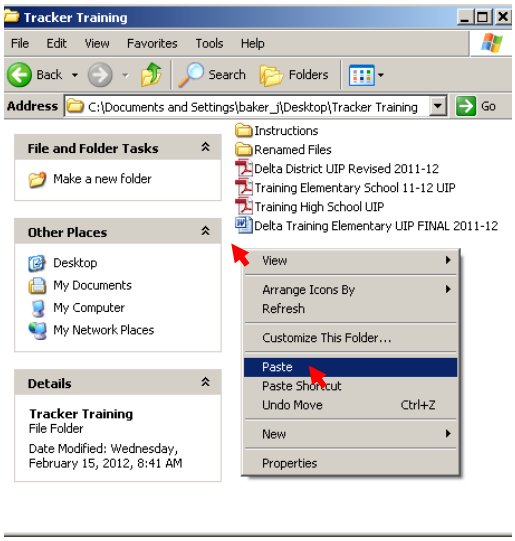
OPTION 2 – Copying Original File → Renaming the Copy:

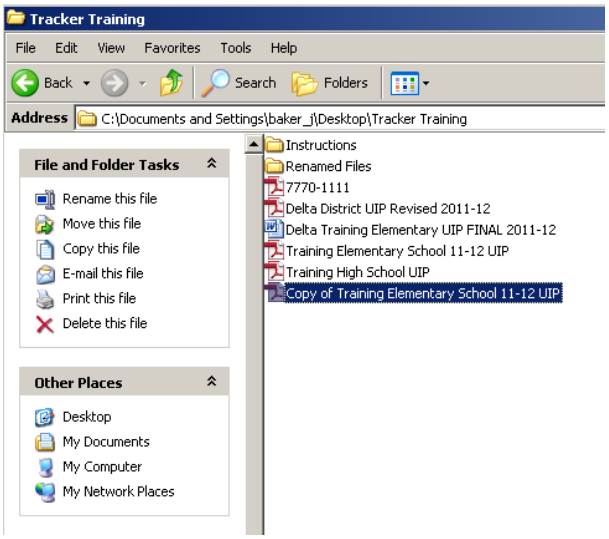
1. Find the file you are going to rename on your computer and then 'right-click' on the file name and select "Copy" from the menu.





2. Now that you have copied the file, 'right-click' on the area where you would like to paste the copy (we will paste the copy for the renamed file in the same location as our original for this example so we'll right-click in the empty space). You will see the Copy of your original file appear where you told the computer to paste.





3. You may rename the Copy of the original file by following the steps in Option 1 above.

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