Handbook for submitting UIPs to Tracker – Spring 2014–

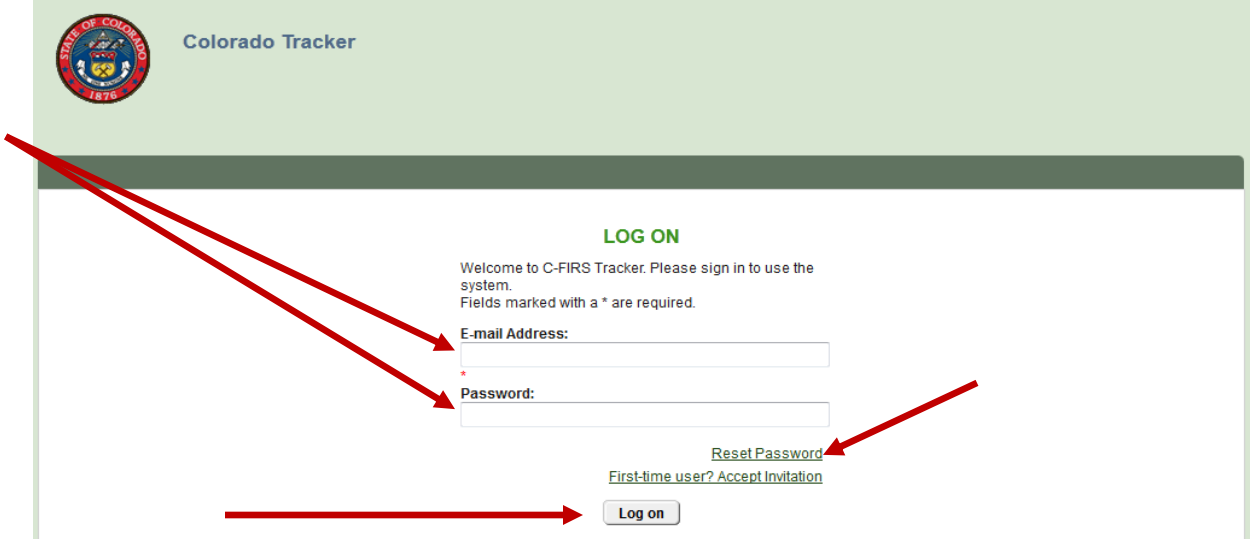
*ALL Plans due April 15, 2014
for Public Posting on SchoolView.org*

COLORADO DEPARTMENT of EDUCATION cde

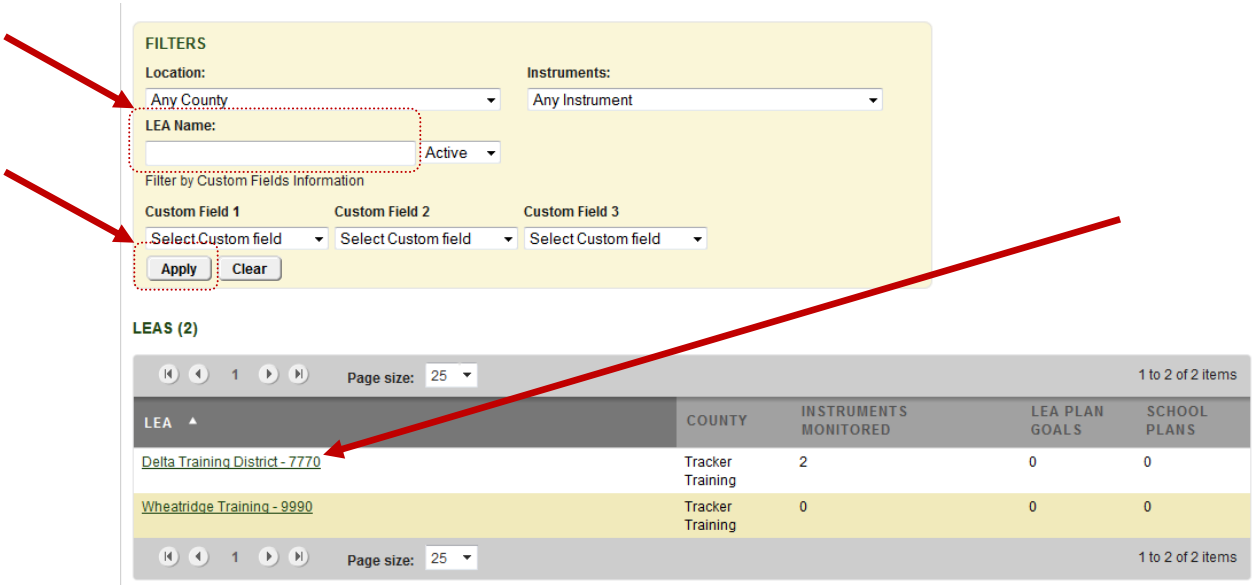
1. **Log on** to the Tracker system using your e-mail address and password. Please remember that Tracker Passwords are case sensitive.

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

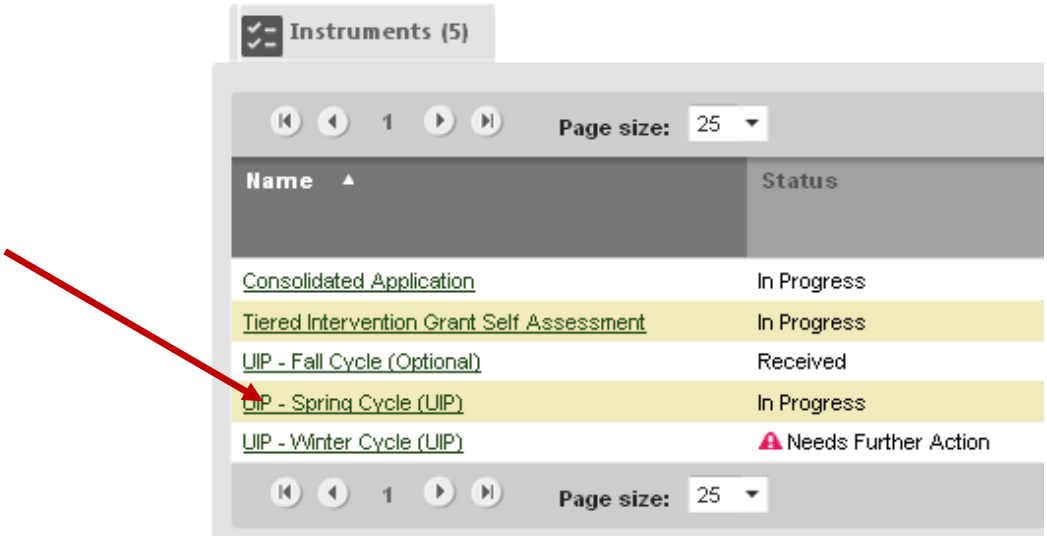
   Note: CDE does not have a record of passwords. If you have forgotten your password, please click on the "Reset Password" link.



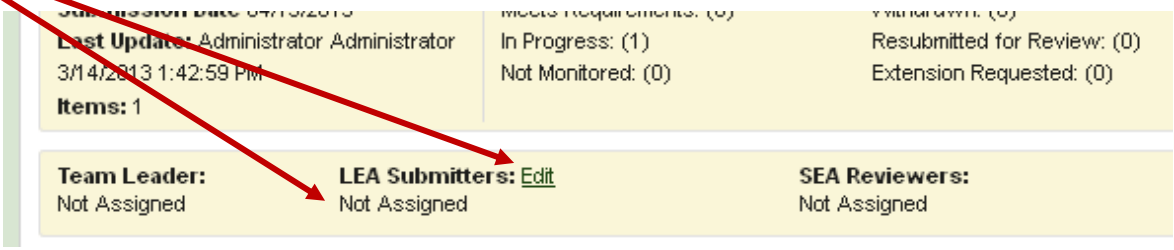
2. **Click** on the district name to upload UIPs for that district. If you have several districts on your account, you may search for the district you will be uploading feedback for by typing the name of the district in the "LEA Name" search bar and **click** the "**Apply**" button.
   - For this example, we are using "**Delta Training District - 7770.**"



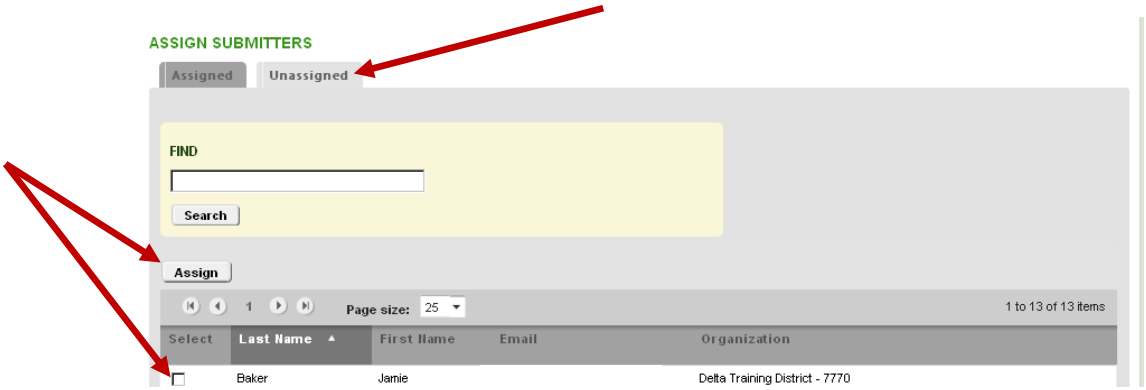
3. This is the **LEA Overview** page which shows the district's different monitoring instruments. You will only be using the "**UIP – Spring Cycle (UIP)**" instrument to upload all district and school UIPs. **Click** on this instrument title to submit Unified Improvement Plans for both the district and school level. As a reminder, you will need to submit the district level and all school level UIPs for posting to SchoolView.org.



4. This will bring you to the **Instrument Overview** page for the "**UIP – Winter Spring (UIP)**" Instrument. You will need to be certain you are listed as a ***Submitter*** in the in the middle of the page. If you are not listed, **click** "Edit" next to LEA Submitters. (Skip to step 7 if you ARE listed as the submitter.)



5. To assign yourself as a submitter, **click** on the "Unassigned" tab. Then check the "Select" box next to your name and **click**, "Assign." If your name is not an option, contact Jamie Baker (baker_j@cde.state.co.us).

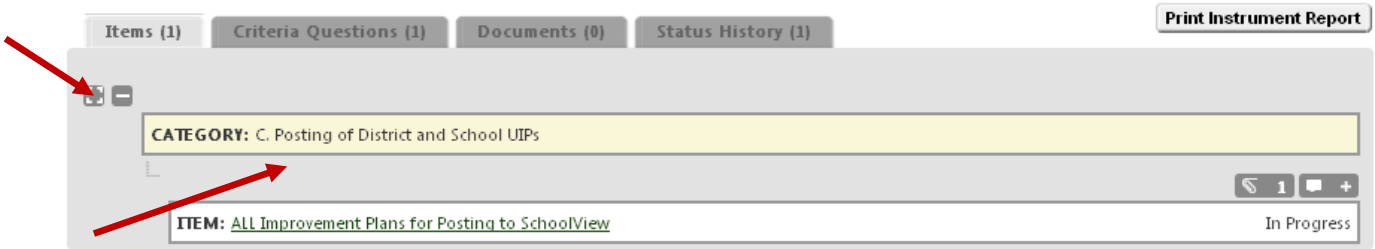


6. **Click** on "Return to Instrument Overview" at the bottom of the page after you have assigned yourself as a submitter to begin the UIP submission process.

Return to Instrument Overview

7. **Click** on the "Expand All" symbol ( ) to see the item within Category C. When the item list is expanded you will only see one option for submitting UIPs for posting on SchoolView.org. "ALL Improvement Plans for Posting to SchoolView."

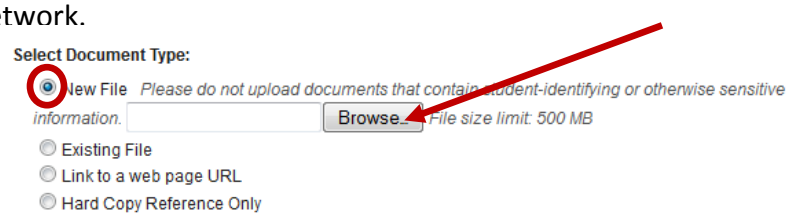
8. In the "Items" section, when the outline has been expanded, you will click on the item "ALL Improvement Plans for Posting to SchoolView" to upload the UIPs.



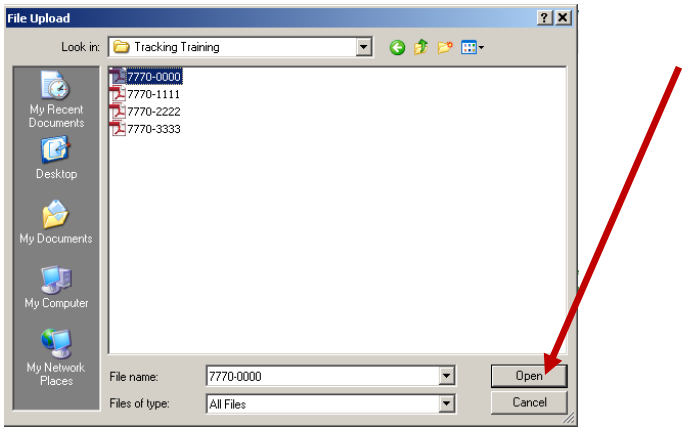
9. Clicking on this link takes you to the **Item Overview** page where you can see the list of compliance indicators in the center-top of the page (an outline of required elements for all UIPs), an editable self-review section in the middle of the page, and a tabbed section box with a highlighted tab called "**LEA Evidence**" which shows you what document you need to upload.

10. To attach your district level UIP, **click** on the "**Respond**" link in the LEA Evidence box next to "Current Unified Improvement Plan(s) for Posting – Spring 2014."

11. After clicking on the "**Respond**" link, you are taken to this page – the "**Add New Document**" page. This page is where you will upload your UIP(s) for public posting to SchoolView.org. Be sure that the circle next to "New File" is filled in (default) and then **click** "Browse" to locate the document on your computer/network.

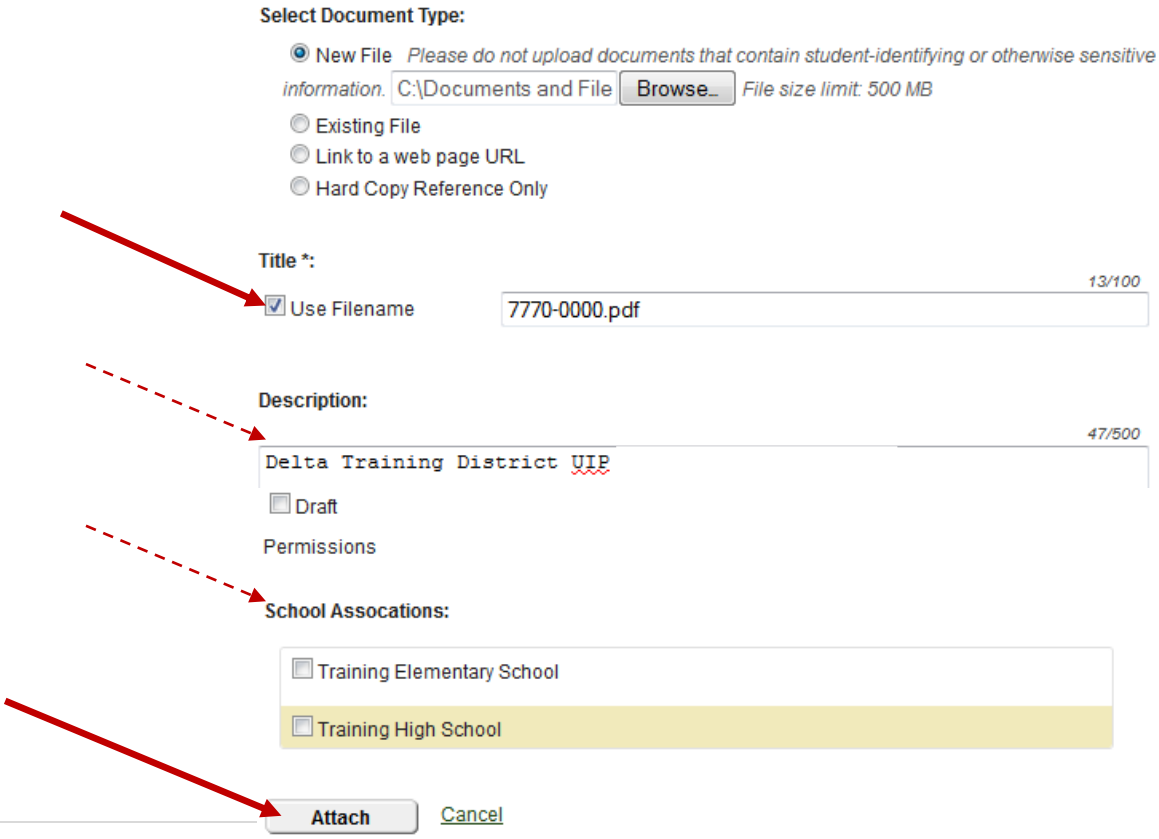


12. When you have selected the appropriate UIP on your computer/network, **click** on "Open."

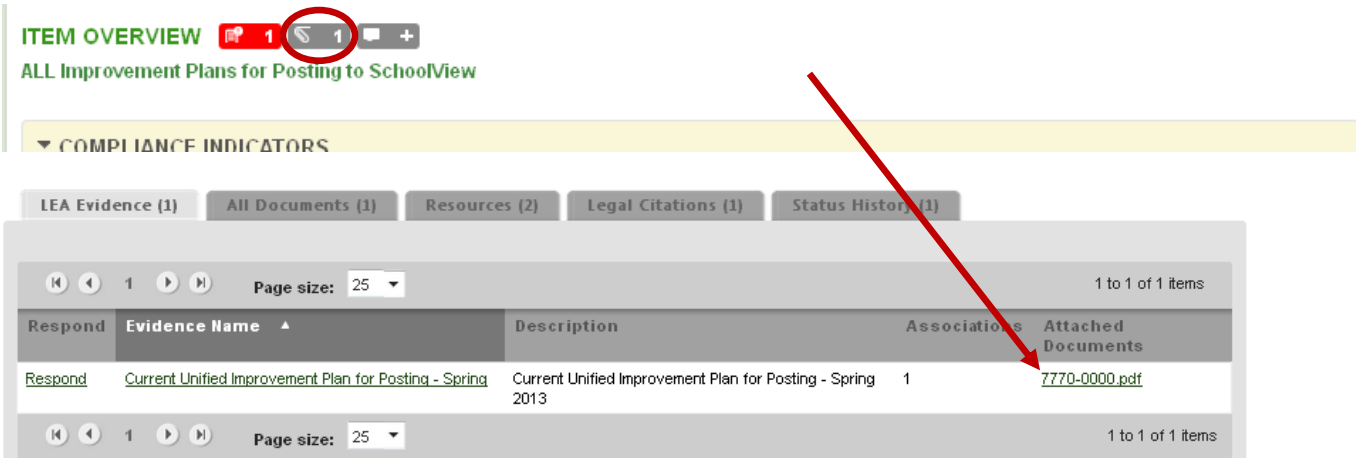


13. After locating the document on your computer, select the box next to "Use File Name." The title you have given to this document now appears in the title box. You may enter a description of the UIP indicating "District Level UIP," or "Delta Training UIP for posting," etc. if you wish (optional). For a district level UIP, you will not need to select a school. **Click** "Attach" at the bottom of the page.

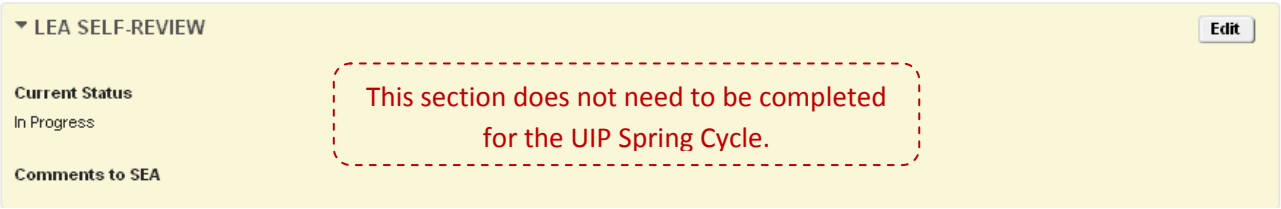
Note: Refer to the "Naming Conventions" and "How to Create a PDF File" documents.



14. After attaching your first UIP, you are taken back to the **Item Overview** page for the "ALL Improvement Plans for Posting to SchoolView" item. You will notice the attachment bubble now shows a "1" since we have uploaded 1 document. You will also see the title of your document at the bottom of the page in the "LEA Evidence" tab.

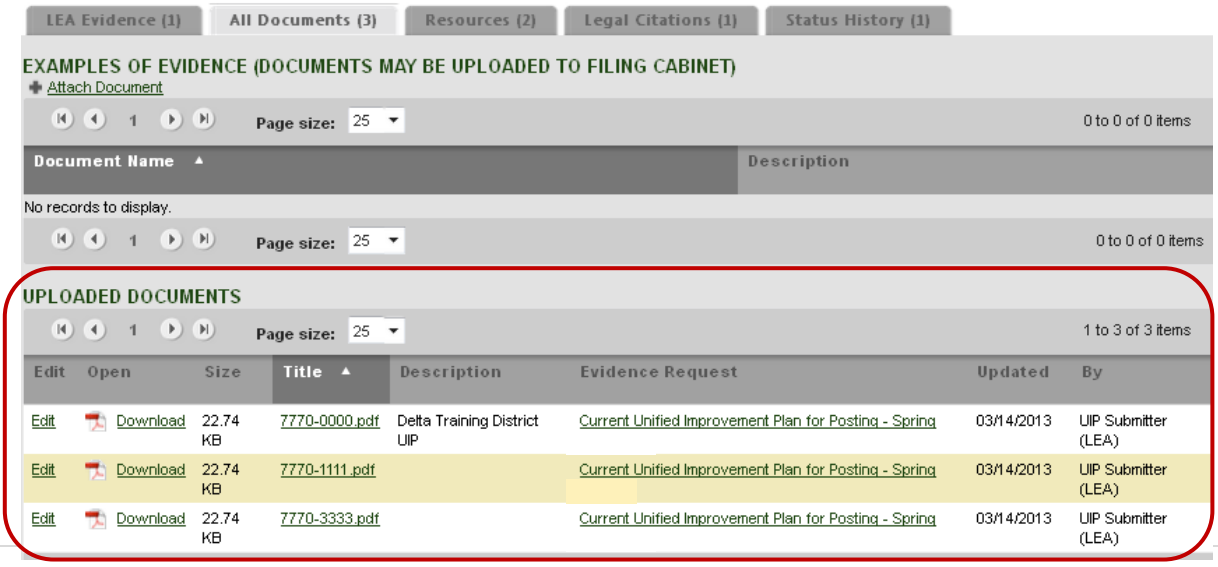


15. When submitting plans for posting to SchoolView, it is not necessary to complete the LEA Self-Review section in the center of the page.

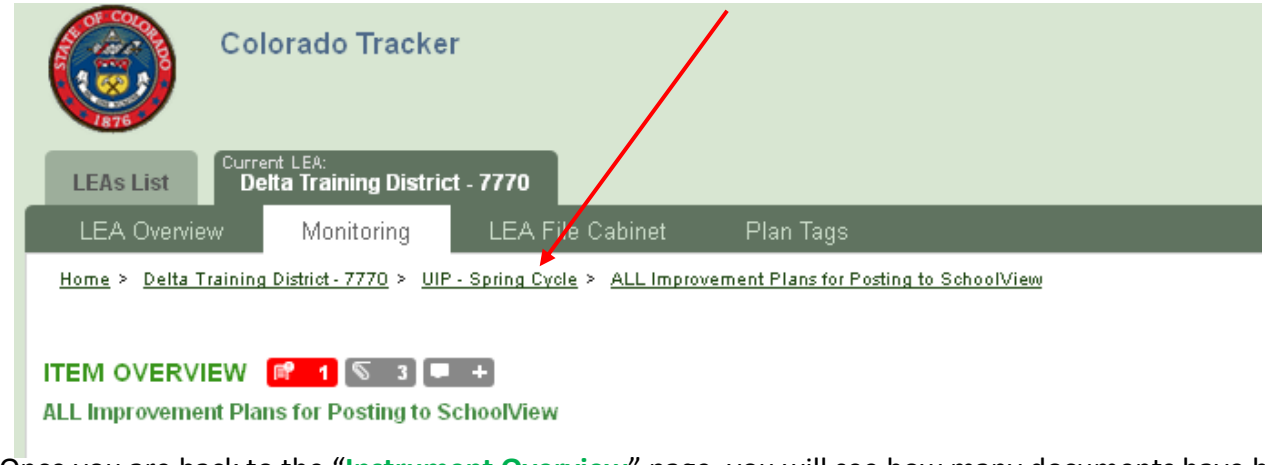


16. If you have additional UIPs to upload, you will repeat steps 10 through 13 above until all UIPs for your district have been uploaded (both district and school level).

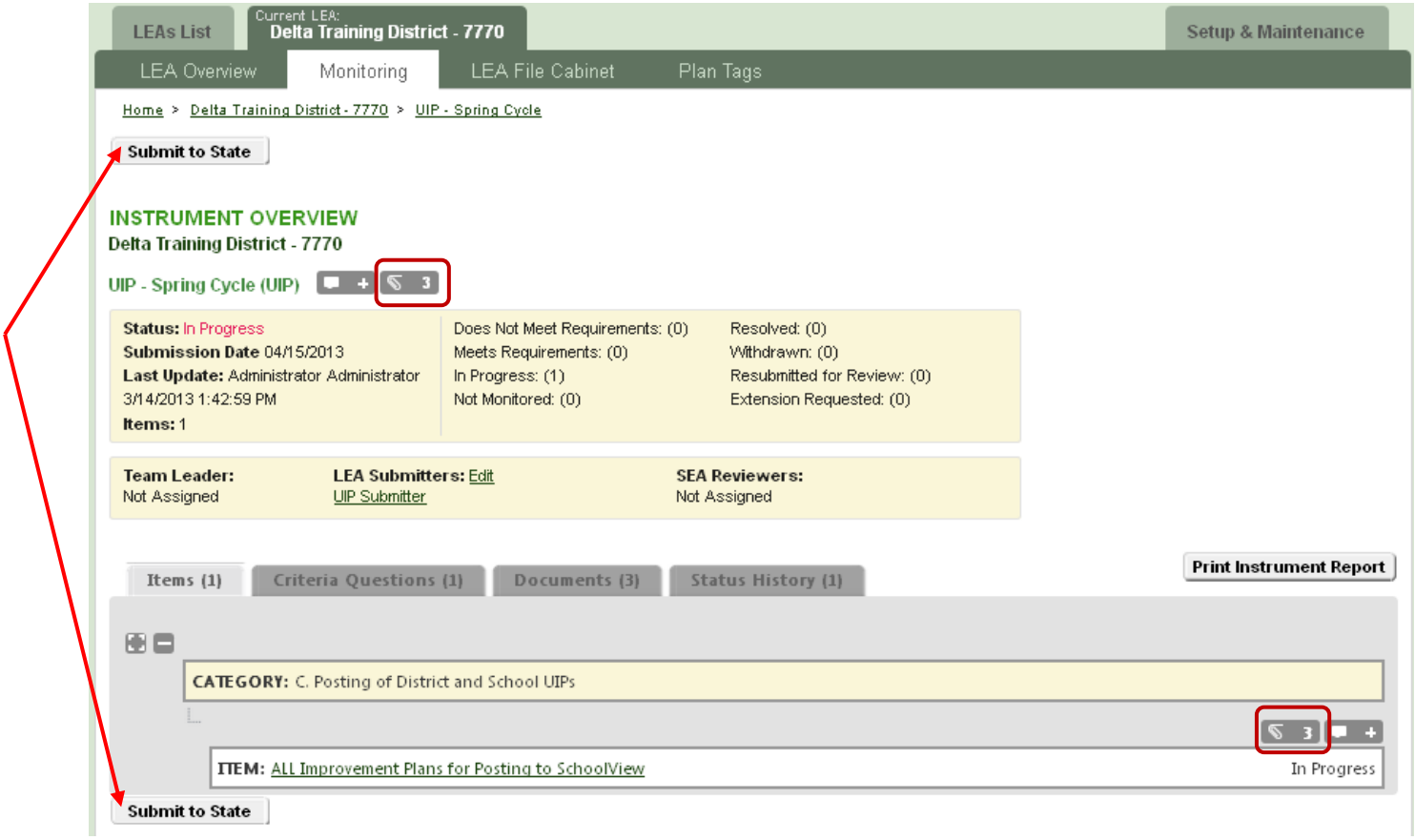
17. To verify that all required plans have been uploaded, you may click on the "Attachment Bubble" (3) at the top of the page, and scroll to the bottom of the page to see the uploaded documents. Note that all UIPs uploaded for posting (either district or schools) are uploaded into the same "Evidence Request" file, "**Current Unified Improvement Plan for Posting – Spring 2014**."



18. Once you have verified that ALL plans have been uploaded (district and school level), **click** on the "UIP Spring Cycle" link at the very top of the page.

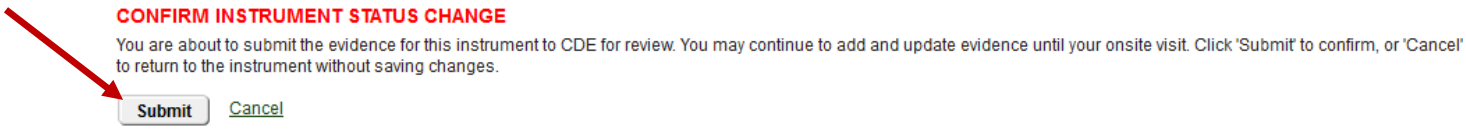


19. Once you are back to the "**Instrument Overview**" page, you will see how many documents have been uploaded into the Item for posting to SchoolView. After you have reviewed the uploaded documents and are certain that all UIPs have been uploaded for public posting, you are ready to submit.

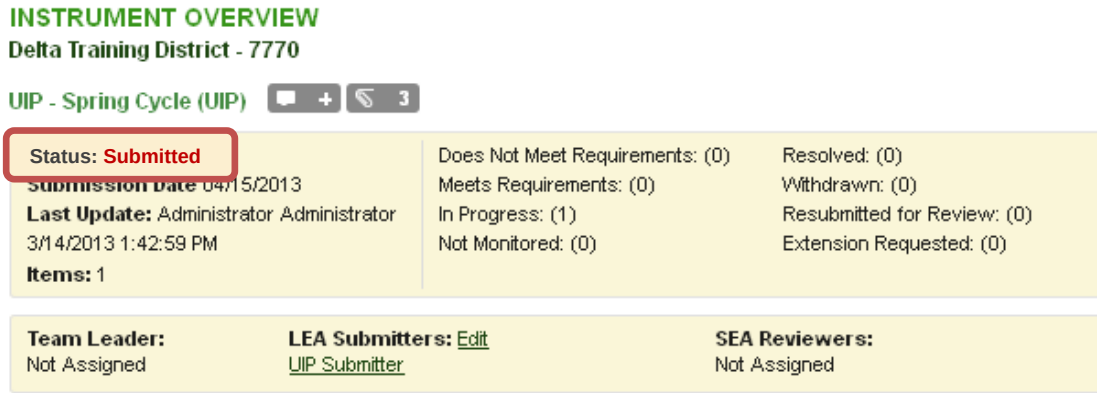


20. To submit the plans to CDE, **click** on the "Submit to State" button at either the top or bottom of the page. If you do not see the "Submit to State" button, please be sure you name is listed as an LEA Submitter (see steps 4 & 5 above).

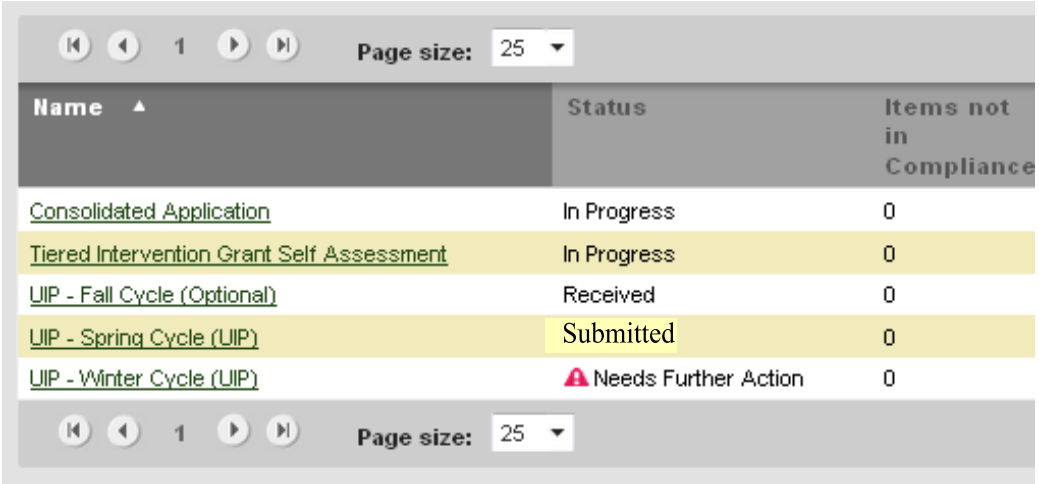
21. When you click once on the “Submit to State” button, the system will ask you to “Confirm Instrument Status Change.” When clicking “Submit to State,” the district is indicating that all final UIPs have been uploaded and are ready for for posting to SchoolView.org. If all UIPs are uploaded and ready for submission, click “Submit” to confirm.



22. In your instrument Overview, you will now see the status changed to “Submitted.”

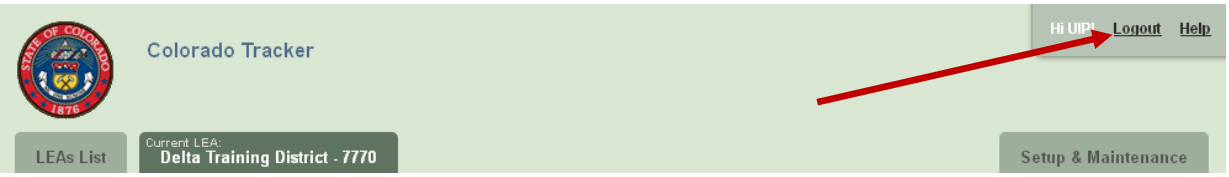


23. In the LEA Overview page, within the monitoring section of your district’s Tracker account, you will see that the instrument UIP – Spring Cycle (UIP) now states “Submitted.”



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

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



UIPs will be posted to SchoolView.org this summer and you will be notified via email when the files are updated on the SchoolView site.

Helpful Tips:

- Districts uploading a large number files may choose to upload zip files containing UIPs so long as all UIPs for the district are available/downloadable within the zip files. Tracker will accept zip file uploads. Note that not all programs will accept zip files, but CDE will accept zip files for the UIP uploads for the UIP Spring Cycle.

- Converting UIPs into PDF files is not required, but encouraged for consistency of formatting when files are transferred across computer systems.

Thank you for submitting!

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