

Handbook for submitting UIPs to CDE

Winter Submission for Posting to SchoolView.org

Submission Window: December 15 – January 15

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.

Colorado Tracker

LOG ON

Welcome to C-FIRS Tracker. Please sign in to use the system.
Fields marked with a * are required.

E-mail Address:
jamie.training.cde@gmail.com

Password:
••••••••

[Reset Password](#)
[First-time user? Accept Invitation](#)

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.

LEAs Setup & Maintenance

Home > LEAs

LEAS

Select School Year:
2013-2014 School Year

FILTERS

Location: Any County Instruments: Any Instrument

LEA Name: Active

Filter by Custom Fields Information

Custom Field 1 Custom Field 2 Custom Field 3

Select Custom field Select Custom field Select Custom field

LEAS (2)

LEA	COUNTY	INSTRUMENTS MONITORED	LEA PLAN GOALS	SCHOOL PLANS
Delta Training District - 7770	Tracker Training	3	0	0
Wheatridge Training - 9990	Tracker Training	0	0	0


- 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)

Page size: 25 1 to 6 of 6 items

Name ▲	Status	Items not in Compliance	Due Date
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

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.

UIP - Winter Cycle - (Optional) Public Posting  

Status: In Progress Submission Date: 01/15/2014 Last Update: Administrator Administrator 12/13/2013 3:17:16 PM Items: 1	Meets Requirements (0) In Progress (1) Does Not Meet Requirements (0) Not Monitored (0)	Resolved (0) Withdrawn (0) Resubmitted for Review (0)
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Team Leader: Edit Not Assigned	LEA Submitters: Edit UIP Submitter	SEA Reviewers: Edit Jamie Baker
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Items (1) Criteria Questions (1) Documents (0) Status History (1) [Print Instrument Report](#)

CATEGORY: C. Posting of District and School UIPs 0 of 1 completed

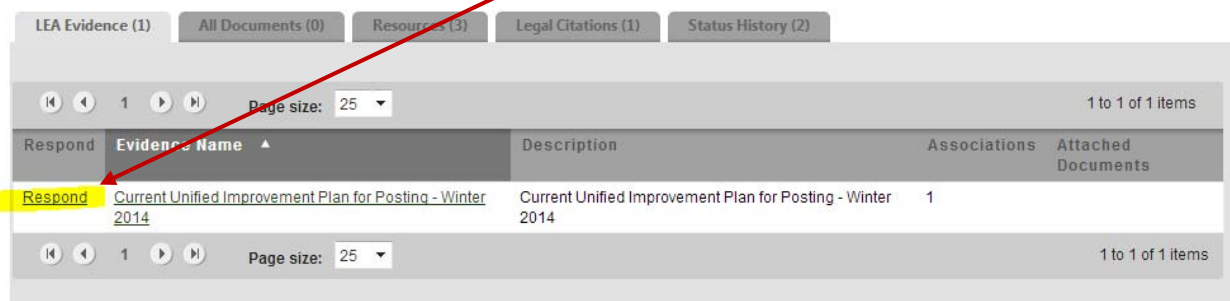
ITEM: [Improvement Plans for Posting to SchoolView](#) In Progress

- 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.

- 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.



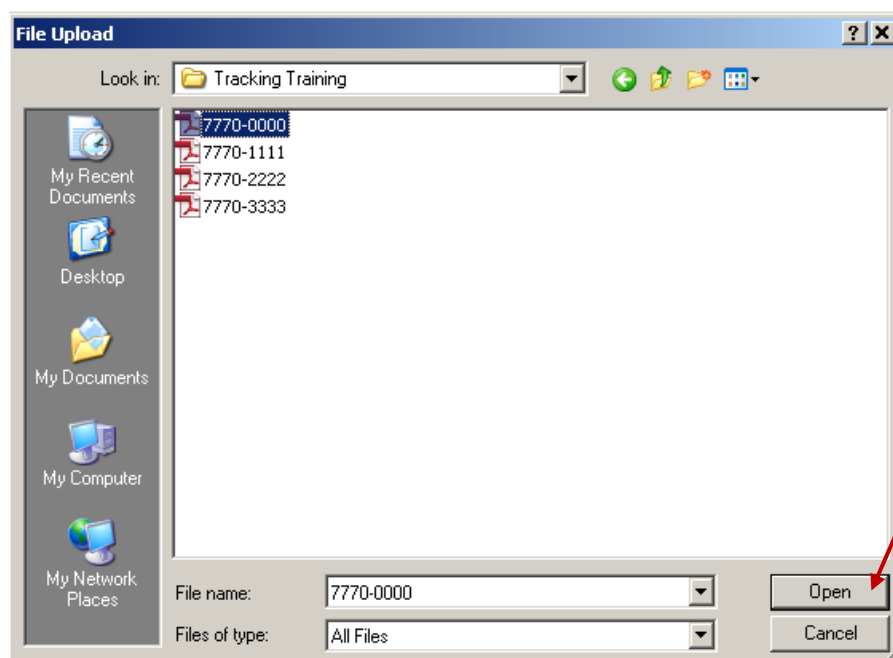
- After clicking on the “Respond” link, you are taken to this page – the “Add New Document” page. This is where you will upload your UIP(s) for posting to SchoolView.org.

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.

Select Document Type:

- ☒ **New File** *Please do not upload documents that contain student-identifying or otherwise sensitive information.* *No file chosen* *File size limit: 500 MB*
- ☐ Existing File
- ☐ Link to a web page URL
- ☐ Hard Copy Reference Only

- When you have selected the appropriate UIP on your computer/network, click on “Open.”



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 “[How to Create a PDF File](#)” documents for more information about uploading documents.

Select Document Type:

- ☒ New File Please do not upload documents that contain student-identifying or otherwise sensitive information. K:\Statewide Support Choose File File size limit: 500 MB
- ☐ Existing File
- ☐ Link to a web page URL
- ☐ Hard Copy Reference Only

Title *:

☒ Use Filename 7770-0000.pdf 47/100

Description:

Delta Training UIP for posting 30/500

☐ Draft

Permissions

School Associations:

- ☐ 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  1  1  1 

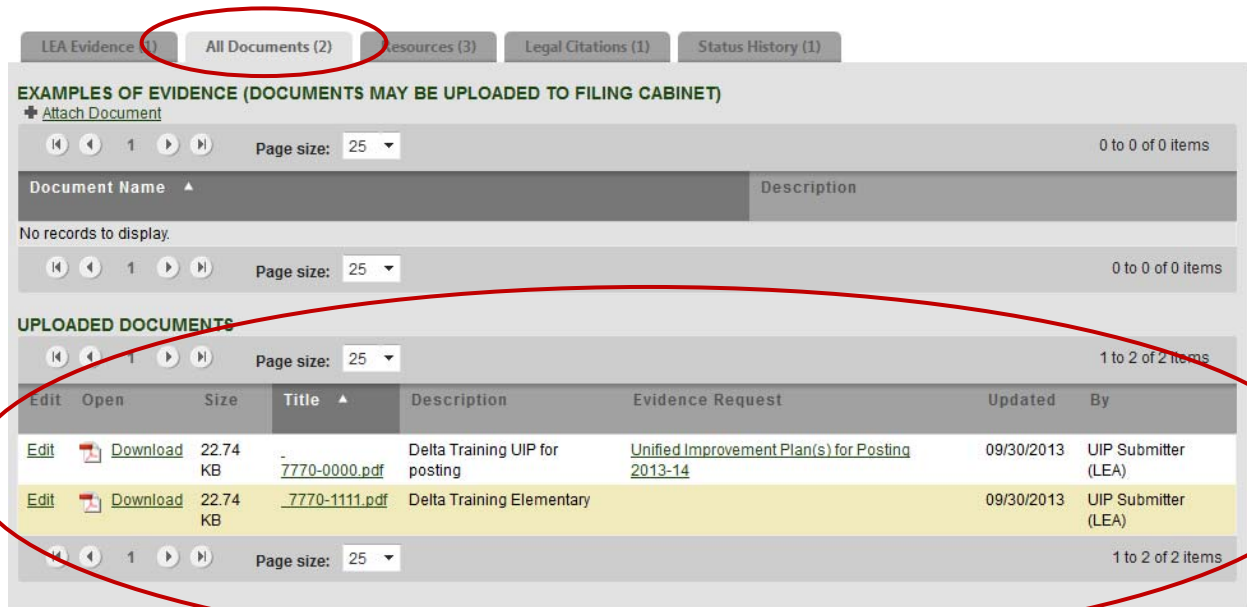
Improvement Plans for Posting to SchoolView

COMPLIANCE INDICATORS

All districts and schools are required to submit a Unified Improvement Plan (U

LEA Evidence (1) All Documents (1) Resources (3) Legal Citations (1) Status History (2)				
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 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.



EXAMPLES OF EVIDENCE (DOCUMENTS MAY BE UPLOADED TO FILING CABINET)

Attach Document

Page size: 25 0 to 0 of 0 items

Document Name Description

No records to display.

Page size: 25 0 to 0 of 0 items

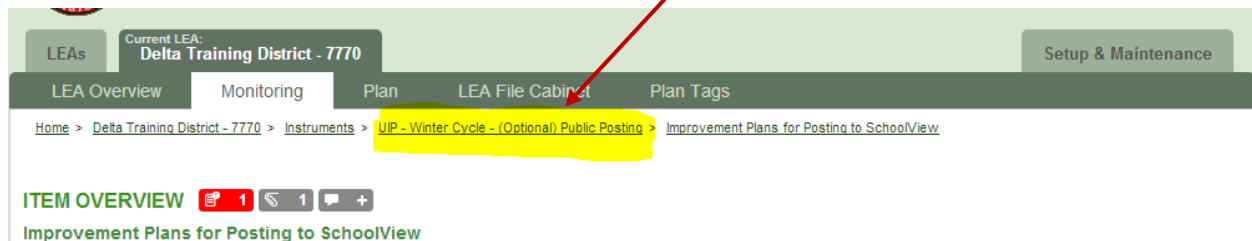
UPLOADED DOCUMENTS

Page size: 25 1 to 2 of 2 items

Edit	Open	Size	Title	Description	Evidence Request	Updated	By
Edit	Download	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	Download	22.74 KB	7770-1111.pdf	Delta Training Elementary		09/30/2013	UIP Submitter (LEA)

Page size: 25 1 to 2 of 2 items

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 LEA: Delta Training District - 7770

Setup & Maintenance

LEA Overview Monitoring Plan LEA File Cabinet Plan Tags

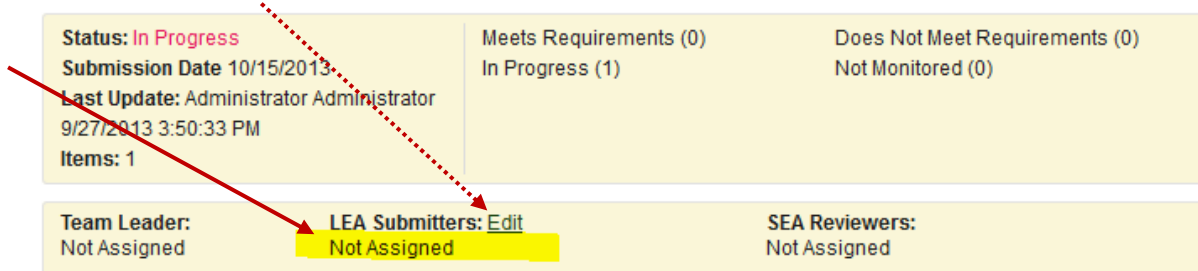
Home > Delta Training District - 7770 > Instruments > **UIP - Winter Cycle - (Optional) Public Posting** > Improvement Plans for Posting to SchoolView

ITEM OVERVIEW 1 1 +

Improvement Plans 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.



Status: In Progress

Submission Date 10/15/2013

Last Update: Administrator Administrator 9/27/2013 3:50:33 PM

Items: 1

Meets Requirements (0)

In Progress (1)

Does Not Meet Requirements (0)

Not Monitored (0)

Team Leader: Not Assigned

LEA Submitters: [Edit](#) Not Assigned

SEA Reviewers: Not Assigned

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.*

ASSIGN SUBMITTERS

Assigned Unassigned

FIND

Submitter

Search Clear

Assign

1 25 1 to 1 of 1 items

Select	Last Name	First Name	Email	Organization
<input checked="" type="checkbox"/>	Submitter	UIP	jamie.training.cde@gmail.com	Delta Training District - 7770

Assign

1 25 1 to 1 of 1 items

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

ASSIGN SUBMITTERS

Assigned Unassigned

Remove

1 25 1 to 1 of 1 items

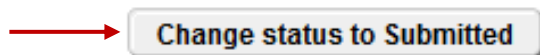
Remove	Last Name	First Name	Email	Organization
<input type="checkbox"/>	Submitter	UIP	jamie.training.cde@gmail.com	Delta Training District - 7770

Remove

1 25 1 to 1 of 1 items

Return to Instrument Overview

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."

CONFIRM INSTRUMENT STATUS CHANGE

You are about to submit the evidence for this instrument to CDE for review. You may continue to add and update evidence until your onsite visit. Click 'Submit' to confirm, or 'Cancel' to return to the instrument without saving changes.

Submit Cancel

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

A red arrow points to the 'Status: Submitted' label in the top left corner of the instrument details box.

Status: Submitted Submission Date: 04/15/2013 Last Update: Administrator Administrator 3/14/2013 1:42:59 PM Items: 1	Does Not Meet Requirements: (0) Meets Requirements: (0) In Progress: (1) Not Monitored: (0)	Resolved: (0) Withdrawn: (0) Resubmitted for Review: (0) Extension Requested: (0)
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Team Leader: Not Assigned	LEA Submitters: Edit UIP Submitter	SEA Reviewers: Not Assigned
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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."

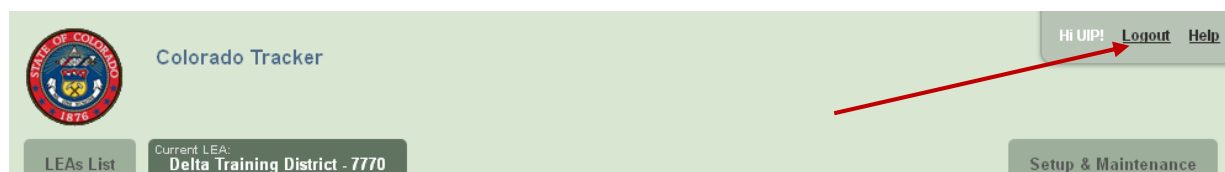
The screenshot shows the 'LEA OVERVIEW' page for 'Delta Training District - 7770'. It includes tabs for 'Instruments (6)' and 'LEA Plan Goals (0)'. Below the tabs is a table of instruments. The table has columns for Name, Status, Items not in Compliance, and Due Date. The instrument 'UIP - Winter Cycle - (Optional) Public Posting' is highlighted in yellow and has a status of 'Submitted'.

Name	Status	Items 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

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 Lisa Steffen via email: steffen_l@cde.state.co.us or by phone at (303)866-6676.