

UIP Online System: District Admin Guide

This document is intended for use by district-level staff coordinating improvement planning efforts or responsible for Unified Improvement Plan (UIP) submissions. This guide includes step-by-step instructions for many aspects of the UIP Online System, including accessing schools’ UIPs; editing and posting school and district UIPs; and accessing UIP feedback. This guide supplements the [Online System User Guide](#), which contains information on how to log in to the UIP Online System and complete the UIP.

As of the 2025-2026 UIP cycle, starting April 2025, all UIPs will be completed on the streamlined UIP template. The Colorado Department of Education has rolled out a streamlined Unified Improvement Plan (UIP) Template. The changes stem from consideration of feedback over time and two years of piloting from educators, administrators, and stakeholders.

- All school-level users will be assigned to UIP2~School Admin on Identity Management. District LAMs and users do not need to take any action for this change. School-level users should continue to sign into the UIP Online System as normal.
- “Continue Previous Plan” will be replacing the “Copy From Last Year” functionality that was previously available on the traditional UIP template. More details about the new functionality can be found in the guide.
- District-level users will also only be able to access the streamlined UIP template using the “Access UIP” button found on the UIP record. More details about the changes can be found in the guide.

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Home Tab

Upon logging into the UIP Online System, district users will land on the Home tab. The Home tab contains two list views (district and school) for users to see details about all UIPs. Use the Search box in each list view to find a specific UIP.

The screenshot shows the top navigation bar with the Colorado Department of Education logo and a search box. The 'Home' tab is selected in the navigation menu. Below the navigation bar, there are two list views:

- District List View:** Shows 1 item. The table has columns for UIP Name, District Name, Organization, Last Modified Date, UIP Status, Biennial Flex, Biennial Flex Instructions, Combined Plan, Combined Plan E, C, Course Taking In, R, and READ Act Direct. The row shows 'CDE Test District s...' with a status of 'In Progress'.
- School List View:** Shows 3 items. The table has columns for UIP Name, District Name, Organization, UIP Status, School Name, School, Plan Type, Enterin..., Bienna..., Last Modified Date, and Last Modified By. The rows show 'CDE Lark Bunting Middle School UIP 2025-26', 'CDE Stegosaurus Primary School UIP 2025-26', and 'CDE Test School 2 -AEC UIP 2025-26'.

Below the list views is a 'Dashboard 2025-26 UIP Dashboard' with three widgets:

- UIP Status Overview:** A donut chart showing a record count of 3. A legend indicates 'UIP Status In Progress' with a blue dot.
- UIPs Ready for District Review:** A large red '0'.
- UIPs Reviewed & Submitted:** A large red '0'.

The Home tab also contains a UIP Dashboard that districts can use to monitor the status of all of their schools' UIPs. Click the "View Report" button in each widget of the dashboard to view and download a report of the information being displayed. To export a report from the "View Report" screen, click on the arrow in the upper right corner and select "Export."

The screenshot shows the 'Dashboard 2025-26 UIP Dashboard' with a 'Refresh' button highlighted in a red box. Below the dashboard widgets, there are two tables:

- Biennial Flex Eligibility:** A table with columns for Organization Code, School Code, UIP Name, Biennial Flex, and Biennial Flex Instructions. It lists three rows of data for different schools.
- Exercising Biennial Flex:** A large red '0'.

At the bottom of the dashboard, there are 'View Report' buttons for each widget, with the 'View Report (UIP Statuses 25-26)' button highlighted in a red box.

How to Access and Download UIPs

From the Home tab, users can quickly access a UIP by clicking the UIP Name in the District or School List Views. The user will navigate to the UIP's Details page.

The screenshot shows the Colorado Department of Education dashboard. At the top, there is a navigation bar with 'ACI', 'Home', 'Reports', 'Chatter', 'Data Explorer', and a dropdown menu for 'UIP'. The 'UIP' dropdown is highlighted with a red box. Below the navigation bar, there are two main sections: 'UIP District List View' and 'UIP School List View'. In the 'District List View', the first row is highlighted with a red box. In the 'School List View', the first row is highlighted with a red box.

Once on the UIP Details page, the user must select the **“Access UIP”** button to access the district or school UIP record. The UIP will open in a new window. Once in the UIP, the user can download the UIP from either the Homepage tab or the Visualize tab.

The screenshot shows the details page for the 'CDE Lark Bunting Middle School UIP 2025-26'. At the top right, there is a navigation bar with 'ACI', 'Home', 'Reports', 'Chatter', 'Data Explorer', and a dropdown menu for 'UIP'. The 'UIP' dropdown is highlighted with a red box. Below the navigation bar, there is a header for the UIP name and a button for 'Access UIP', which is highlighted with a red box. The main content area is divided into two sections: 'Related Details' on the left and 'Activity Chatter' on the right. The 'Related Details' section lists various fields such as 'UIP Name', 'UIP Status', 'District Name', 'Organization Code', 'School Name', 'School Code', 'Last Modified By', 'Record Type', 'UIP Annual CDE Plan', and 'EMH Code'. The 'Activity Chatter' section shows filters for 'All time', 'All activities', and 'All types', and a section for 'Upcoming & Overdue' activities.

To download the UIP from the Homepage tab, select **“Print UIP”** found under the Resource section.

The screenshot shows the 'CDE Lark Bunting Middle School UIP 2025-26 - Unified Improvement Plan' page. At the top, there is a navigation bar with 'ACI', 'Home', 'Reports', 'Chatter', 'Data Explorer', and a dropdown menu for 'UIP'. The 'UIP' dropdown is highlighted with a red box. Below the navigation bar, there is a header for the UIP name and a button for 'Access UIP', which is highlighted with a red box. The main content area is divided into several sections: 'School Information', 'School Contact Information', 'Progress', 'Optional: School Description', and 'Resources'. The 'School Information' section lists fields such as 'School Name', 'District Name', 'Grades Served', 'Phone', and 'Website'. The 'School Contact Information' section has a button for 'Add Additional UIP Contact'. The 'Progress' section shows a progress bar for 'Priorities & Targets', 'Root Causes & Strategies', and 'Implementation & Actions'. The 'Optional: School Description' section has a text area for describing the school. The 'Resources' section has buttons for 'Continue Previous Plan', 'Print UIP', 'Visit CDE UIP Website', 'Email UIP Help', 'View Publicly Posted Plan', and 'Streamlined UIP Feedback'. The 'Print UIP' button is highlighted with a red box.

To download the UIP from the Homepage tab, select “Print UIP” found under the Resource section.

UIP Tab

The UIP Tab is another way to access both current and previous years’ UIPs. The “Recently Viewed” list shows by default. The user can use the down arrow next to the title of the list to change which list is displayed. Use the “Pin” feature to set a different list as the default for this tab. Each list view will include all UIPs in that category. To log into the UIP, click the title under the UIP Name column.

Lists for District Level Users

- Recently Viewed- User’s most recently viewed UIPs
 - Schools Ready for District Approval- School UIPs that have been submitted for district review
 - (YEAR) School and District UIP- Prior year district and school UIPs
 - Schools eligible for biennial flexibility
 - Schools eligible for January submission
 - *District List View- Current School Year District UIP
 - *School List View- Current School Year School UIPs
- *These list views can also be found on the Home tab

Submitting a UIP for Public Posting

There are two ways for District Admins to submit UIPs for public posting on [Schoolview](#). For information on submitting combined plans in the UIP Online System, refer to the [Guidance for Combined Plans](#).

Option 1: Submit up to 10 Plans from UIP Tab List View

Once schools have completed the UIP and clicked “Submit for District Review,” the schools will appear in the “Schools Ready for District Approval” list of the UIP tab. The district can review the UIP and then submit up to 10 UIPs at a time to the CDE website by:

1. Checking the box next to the school name and
2. Clicking the “Submit for Public Posting” button at the top of the screen.
3. Confirm submitting the UIP for public posting.

After clicking “Confirm,” the UIP will be submitted for public posting on Schoolview. On the UIP detail page, the UIP status will change to “Submitted for Posting.” Do not manually change the UIP Status on this page or the plan will not actually post to Schoolview.

District UIPs will appear in the “District List View” view dropdown and can be submitted the same way.

The first screenshot shows the 'UIP' tab with a dropdown menu for 'Schools Ready for District Approval' highlighted. Below it is a table with one row: CDE Stegosaurus Primary School UIP 2025-26, Ready for District Review, CDE Test District, 7777, CDE Stegosaurus Primary School, School UIP 2025. A 'Ready For School View' button is highlighted in the top right.

UIP Name	UIP Status	District Name	Biennial F...	School Code	School Name	Record Type	Section IV...	Section IV...	Section IV...
CDE Stegosaurus Primary School UIP 2025-26	Ready for District Review	CDE Test District		7777	CDE Stegosaurus Primary School	School UIP 2025			

The second screenshot shows the same table with a checkbox selected next to the first row. The 'Ready For School View' button remains highlighted.

The third screenshot shows a confirmation dialog box with the text: 'Please confirm that you want to submit the selected UIPs for School View to create the Final Version UIP PDF.' A 'Confirm' button is highlighted.

Option 2: Submit Plans from the UIP Details page

An individual school or district UIP can also be submitted for public posting on Schoolview from the UIP detail page. If the UIP has been reviewed by the district and is ready to be publicly posted, the district admin can navigate to the UIP Details page following the directions in the “Access and Download UIPs” section of this guide.

Once on the UIP’s Details page, click the “Submit for Public Posting” button in the top right-hand corner of the screen. The user will be asked to confirm that you wish to submit the UIP for public posting. After clicking “Confirm,” the UIP will be submitted for public posting on Schoolview. On the UIP detail page, the UIP status will change to “Submitted for Posting.” Do not manually change the UIP Status on this page or the plan will not actually post to Schoolview.

This screenshot shows the 'UIP Details' page for 'CDE Stegosaurus Primary School UIP 2025-26'. The 'UIP' menu item in the top navigation bar is highlighted in red. In the top right corner, the 'Submit for Public Posting' button is also highlighted in red. The main content area is divided into two sections: 'Related' and 'Activity'. The 'Related' section contains a table of metadata for the UIP, including its name, status, district, organization code, school name, school code, last modified date, record type, and the annual CDE plan template. The 'Activity' section is currently empty, showing 'No activities to show'.

Related	
UIP Name	CDE Stegosaurus Primary School UIP 2025-26
UIP Status	Ready for District Review
District Name	CDE Test District
Organization Code	8888
School Name	CDE Stegosaurus Primary School
School Code	7777
Last Modified By	Test User 4:7 , 4/24/2025 2:54 PM
Record Type	School UIP 2025
UIP Annual CDE Plan	2025 School Template

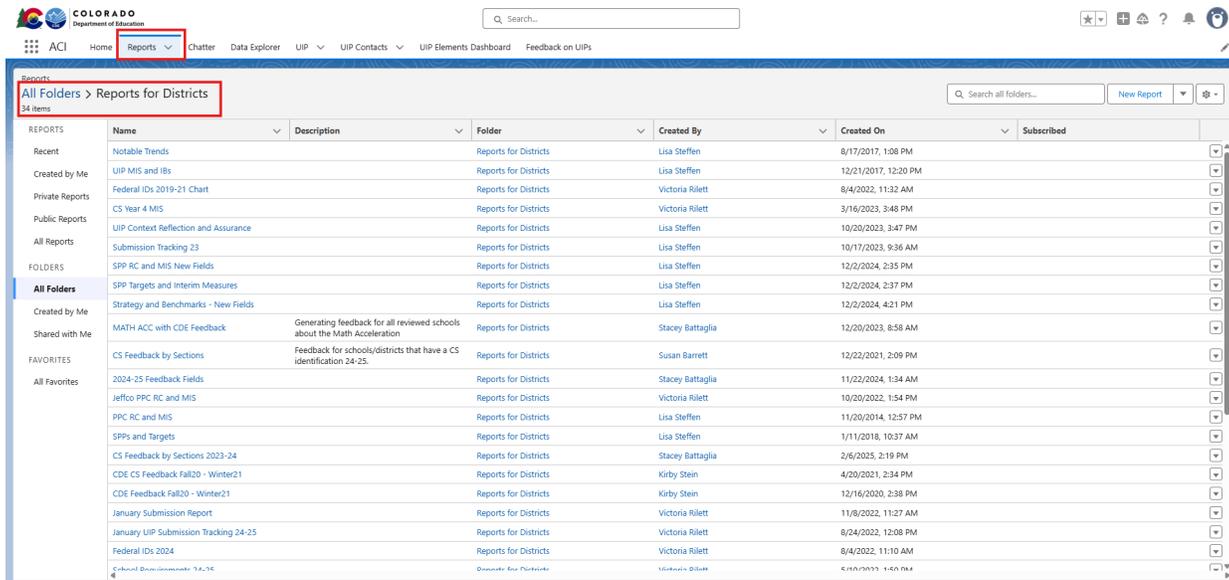
This screenshot shows a confirmation dialog box with the text: 'Please confirm that you want to submit the selected UIPs for School View to create the Final Version UIP PDF'. A red box highlights the 'Confirm' button at the bottom left of the dialog.

This screenshot shows the 'UIP Details' page after the submission process. The 'UIP Status' in the 'Related' section has changed from 'Ready for District Review' to 'Submitted for Posting', which is highlighted with a red box. The 'Activity' section remains empty.

Related	
UIP Name	CDE Stegosaurus Primary School UIP 2025-26
UIP Status	Submitted for Posting
District Name	CDE Test District
Organization Code	8888
School Name	CDE Stegosaurus Primary School
School Code	7777
Last Modified By	Test User 56DA , 4/24/2025 3:03 PM
Record Type	School UIP 2025
UIP Annual CDE Plan	2025 School Template

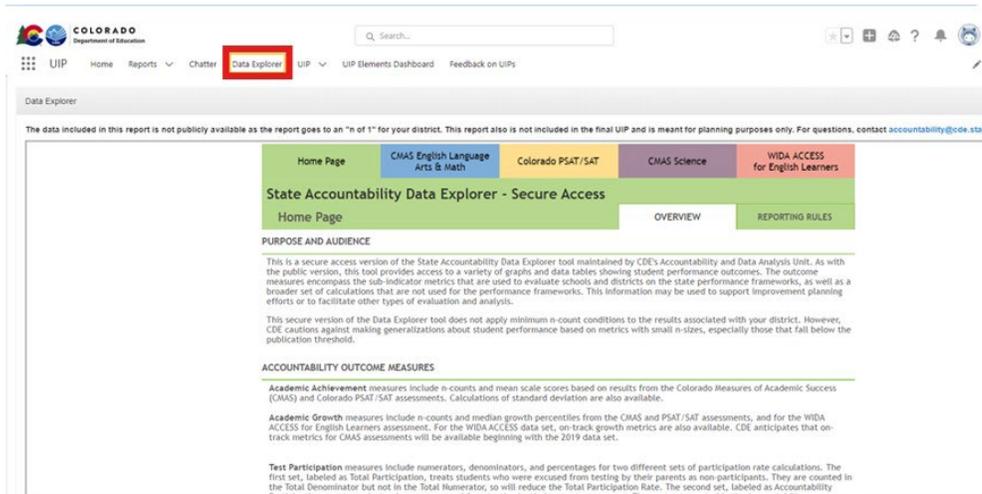
Reports

Administrative users can use the reports tab to generate Excel files that include data from the district and all schools. To view already generated reports, navigate to “All Folders,” “Reports for Districts,” then select the name of the report, such as “PPC RC and MIS.” All reports will generate the specified UIP elements for this year.



State Accountability Secure Data Explorer Tool

If the user has been assigned by the Local Access Manager (LAM) to access the Secure Data Explorer tool using the “Tableau-XXXX~ACCT_CONTACT” role, the tool will be available as a tab on the top navigation bar. As with the public version, this tool provides access to a variety of graphs and data tables showing student performance outcomes. This secure version of the tool does not apply minimum n-count conditions to the results associated with your district. However, CDE cautions against generalizing about student performance based on metrics with small n-sizes, especially those that fall below the publication threshold. The secure tool is not public, and LAMs should only authorize access to staff eligible to view student data. If the user has not been assigned by the LAM to the Accountability Contact Tableau role, this tab will prompt the user for a login and will not work.



UIP Elements Dashboard

Admins can use the UIP Elements Dashboard to view all requirements for school UIPs, as well as reports of all UIP elements in the current year’s district and school UIPs. Data will only be populated in the element widgets as the district and school UIPs are completed or copied from last year. Click the “View Report” button in each widget of the dashboard to view and download a report of the information being displayed. To export a report from the “View Report” screen, click on the arrow in the upper right corner and select “Export.”

The screenshot shows the 'UIP Elements Dashboard' interface. At the top, there is a navigation bar with the Colorado Department of Education logo, a search bar, and several utility icons. Below the navigation bar, the dashboard title 'UIP Elements Dashboard (25-26 UIPs)' is displayed, along with 'Open' and 'Refresh' buttons. The main content area is divided into two sections:

Student Performance Priorities (SPPs)

UIP: Organization Code	UIP: School Code	UIP: UIP Name	UIP Element: UIP Element Name	Description
8888	1236	CDE Lark Bunting Middle School UIP 2025-26	6th/7th Math Growth	-
8888	1236	CDE Lark Bunting Middle School UIP 2025-26	6-8 ELA Growth	-
8888	1236	CDE Lark Bunting Middle School UIP 2025-26	6-8 ELA Growth for IEP students	-
8888	7777	CDE Stegosaurus Primary School UIP 2025-26	Neque vitae tempus quam pellentesque. Mi quis hendrerit dolor magna eg	-
8888	7777	CDE Stegosaurus Primary School UIP 2025-26	Testing Other with Description box	-
8888	1111	CDE Test School 2 -AEC UIP 2025-26	CDE Test School 2 - AEC - SPP 1 title	-

Below the SPPs table is a button labeled 'View Report (Student Performance Priorities (SPPs))'.

Root Causes (RCs)

UIP: Organization Code	UIP: School Code	UIP: UIP Name	UIP Element: UIP Element Name	Description
8888	1236	CDE Lark Bunting Middle School UIP 2025-26	Pedagogical practices	Teachers lack deep understanding of pedagogical practices that illuminate both standard algorithm and conceptual understandings of math for a diverse set of learners through student work analysis and gap identification.
8888	1236	CDE Lark Bunting Middle School UIP 2025-26	Behavior Management	Promote and gain 100% engagement and deep understanding of implementing procedures in the classroom to mitigate disruptive behaviors as outlined by school systems and structures. Previous notes in agendas regarding attendance indicated that 50% of the te...
8888	1236	CDE Lark Bunting Middle School UIP 2025-26	Pedagogical practices	Teachers lack deep understanding of pedagogical practices that illuminate both standard algorithm and conceptual understandings of math for a diverse set of
8888	1236	CDE Lark Bunting Middle School UIP 2025-26	Behaviour Management	

At the bottom right of the RCs table, there is a small notification box that says 'Save Yourself Some Clicks'.

Accessing UIP Feedback

There are two ways for Admins to view UIP feedback. *Note that only plans from schools and districts that are on the clock, on watch, or identified for Comprehensive Support under ESSA receive feedback from CDE.

Option 1: Feedback Dashboard (For accessing multiple schools' feedback at once)

The School Improvement and Planning team has created a dashboard within the UIP Online System for district level users to view UIP feedback. This feature will be most useful for districts with multiple schools receiving feedback. To access a district summary of feedback in the UIP Online system, select the "Feedback on UIPs" tab in the navigation bar. The dashboard provides summary information; "View Report" can be selected at the bottom of any component to view, export, or print more detailed feedback reports. To export a report from the "View Report" screen, click on the arrow in the upper right corner and select "Export."

District staff responsible for ESEA programs can connect with online UIP district level administrators to access feedback for Comprehensive Support (CS) identified schools, as program feedback is consolidated in one feedback form. Feedback on CS requirements is available through the report available on the dashboard. If you need support identifying staff with those permissions in your district, please contact uiphelp@cde.state.co.us. Specifically, the report "Feedback on CS Requirements" within the dashboard may be most useful. For additional context, the report "UIP Feedback: by UIP Section" may provide a broader understanding of overall feedback for the plan.

The screenshot displays the 'Feedback on UIPs' dashboard. At the top, there is a navigation bar with the Colorado Department of Education logo and a search bar. The 'Feedback on UIPs' tab is selected. Below the navigation bar, the dashboard title is 'Dashboard: UIP Review Feedback for District Users'. The main content area is divided into two sections. On the left, there is a 'Number of UIPs Reviewed' section with a donut chart showing a record count of 2. On the right, there is a 'UIP Feedback: Overall Summary Feedback' table. The table has the following columns: 'UIP: District Name', 'UIP: School Name', 'CDE Feedback: CDE Feedback Name', 'UIP: UIP Name', and 'Feedback Summary'. The table contains two rows of data. Below the table, there is a 'View Report (Feedback Summary)' link. At the bottom of the dashboard, there is a section for 'Feedback on CS Requirements'.

UIP: District Name	UIP: School Name	CDE Feedback: CDE Feedback Name	UIP: UIP Name	Feedback Summary
CDE Test District	CDE Lark Bunting Middle School	CDE Lark Bunting Middle School W2024-25	CDE Lark Bunting Middle School UIP 2024-25	The following Requirements Check review focus on the individual requirements described in the UIP Quality Criteria. Feedback is given on criteria where the plan is not yet meeting expectations and may be prioritized to provide an actionable list of
CDE Test District	CDE Lark Bunting Middle School	DUP CDE Lark Bunting Middle School W2024-25	CDE Lark Bunting Middle School UIP 2025-26	The following Requirements Check review focus on the individual requirements described in the UIP Quality Criteria. Feedback is given on criteria where the plan is not yet meeting expectations and may be prioritized to provide an actionable list of

Option 2: Feedback within the individual UIPs (For accessing a specific schools' feedback)

Navigate to the UIP Details page following the directions in the "Access and Download UIPs" section of this guide. Within the UIP, select the "Feedback" tab, note that only plans from schools and districts that are on the clock, on watch, or identified for Comprehensive Support under ESSA receive feedback from CDE. The feedback can be downloaded into a PDF by right-clicking on the page and selecting "Print". To access previous year feedback, district users will need to go to the previous year's plan to access the feedback through the Collaboration tab. School users do not have the ability to access previous year plans with associated feedback.

The screenshot displays the Colorado Department of Education's user interface for viewing a specific UIP. The top navigation bar includes the Colorado Department of Education logo, a search bar, and various utility icons. The main header identifies the UIP as "CDE Lark Bunting Middle School UIP 2025-26" and includes an "Access UIP" button (highlighted with a red box) and a "Submit for Public Posting" dropdown menu.

The "Details" tab is active, showing a table of metadata for the UIP:

UIP Name	CDE Lark Bunting Middle School UIP 2025-26
UIP Status	In Progress
District Name	CDE Test District
Organization Code	8888
School Name	CDE Lark Bunting Middle School
School Code	1236
Last Modified By	Stacey Battaglia, 4/24/2025 5:22 AM
Record Type	School UIP 2025
UIP Annual CDE Plan	2025 School Template
EMH Code	M

The "Activity" tab is also visible, showing a section for "Upcoming & Overdue" activities, which currently displays "No activities to show." and "No past activity. Past meetings and tasks marked as done show up here."

The bottom navigation bar includes links for "Homepage", "Assurances & Requirements", "Priorities & Targets", "Root Causes & Strategies", "Implementation & Actions", "Visualize", "Feedback" (highlighted with a red box), and "Exit UIP".

The "Feedback" section is titled "CDE Lark Bunting Middle School UIP 2025-26 - Feedback" and contains the following information:

- Identifications and Reason for Review:** A table with one entry: Plan Type: Pending.
- Resources:** Two links: "General Resources" and "UIP Quality Criteria & Requirements".
- About this Feedback:** A text box explaining that feedback from CDE is included below for state-identified (Priority Improvement, Turnaround, or On Watch) and/or federally identified (Comprehensive Support) sites. It notes that feedback is based on UIP Quality Criteria. It also states that the "Summary Feedback" box includes feedback on requirements applicable to all schools and/or districts, and that the "Program Specific Feedback" box may be empty for federally identified sites. Finally, it mentions that School Improvement and Planning Team members are available to debrief this feedback upon request.