

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; “chatting” with schools, districts, and CDE using the Chatter feature; and editing and posting school and district UIPs. 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.

Note: All screenshots are reflective of the current online system even if they contain previous years.

Table of Contents

Home Tab	1
How to Access and Download UIPs	3
UIP Tab	4
Submitting a UIP for Public Posting	4
Reports	7
Chatter	8
State Accountability Secure Data Explorer Tool	9
UIP Elements Dashboard	10
Accessing UIP Feedback	11

For additional support, please contact uiphelp@cde.state.co.us.



Home Tab

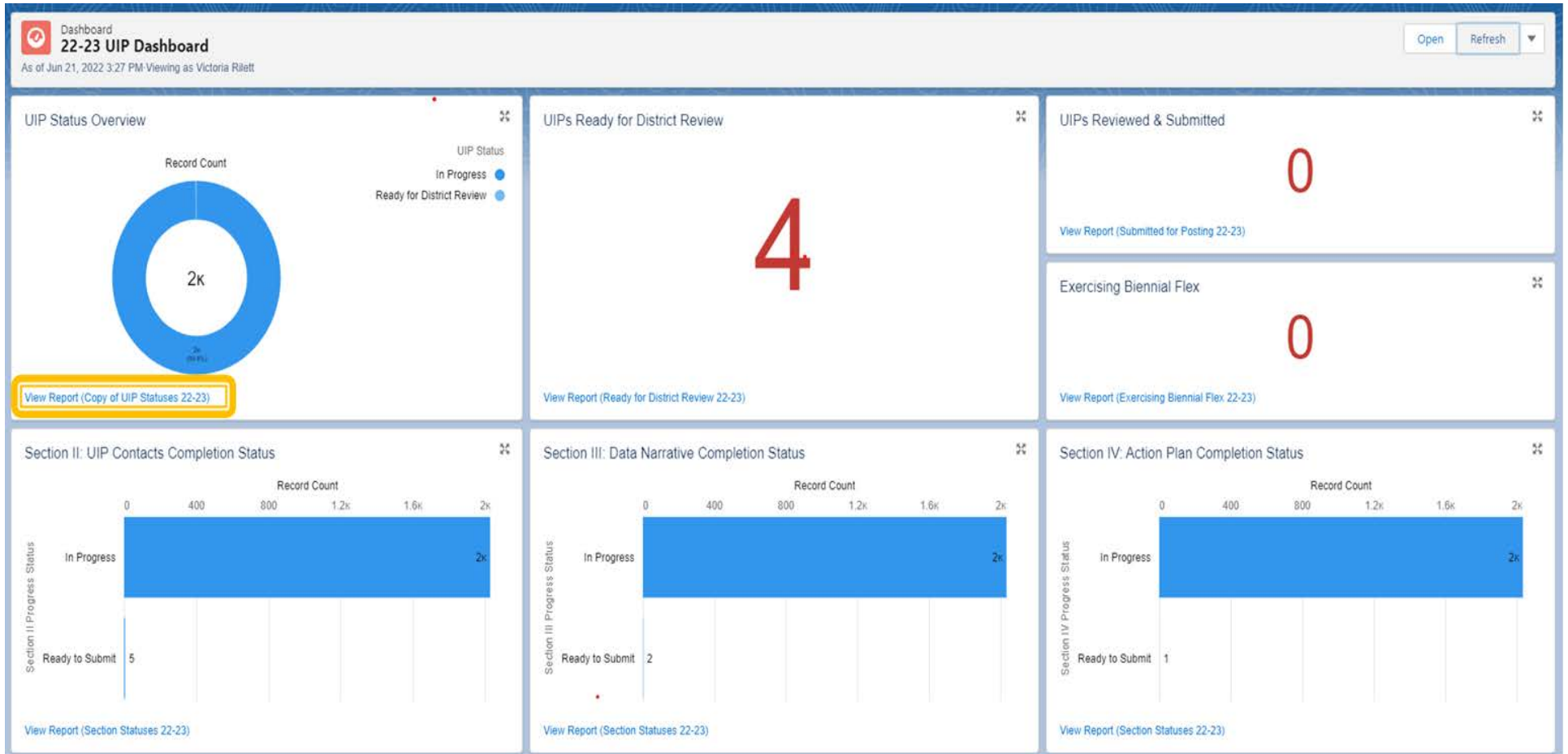
Upon logging into the UIP Online System, district users will land on the Home tab. The Home tab contains three list views (district, school, and AEC) for users to see details about all UIPs. Use the Search box in each list view to find a specific UIP.

The screenshot shows the home interface of the UIP Online System. At the top, there is a navigation bar with the Colorado Department of Education logo, a search box, and several utility icons. Below the navigation bar, the 'Home' tab is highlighted in a yellow box. The main content area is divided into three sections, each representing a different list view:

- District List View:** Shows 1 item. The table has columns for UIP Name, District Name, Organization, UIP Status, Plan Type, Entering Year, Biennial Flex, Last Modified By, and Last Modified Date. The single entry is 'Demo District UIP' for 'CDE Test District' with a status of 'In Progress'.
- School List View:** Shows 3 items. The table has columns for UIP Name, District Name, Organ..., UIP Status, School Name, Schoo..., Plan T..., Enteri..., Bienn..., Last Modified Date, and Last Modifi... The entries include 'Demo School', 'test school 2021-22', and 'Test School UIP 2021-22'.
- AEC List View:** Shows 0 items. The table has columns for UIP Name, District Name, Organizatio..., UIP Status, School Name, School Code, Plan Type, Entering Year, Biennial Flex, Last Modifie..., and Last Modifie....



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."





How to Access and Download UIPs

From the Home tab, users can quickly access a UIP by clicking the UIP Name in the District, School, or AEC List Views. The user will navigate to the UIP’s Details page, at which point the user must select the “UIP Home” button on the top toolbar to view the UIP. Once in the UIP, click the “Produce Draft UIP” button to download a PDF of the UIP. Click the light blue underlined district or school name in the top left corner to return to the district administrative pages.

UIP
District List View

1 item+ • Sorted by UIP Name • Filtered by All uip - Record Type • Updated a few

UIP Name ↑	District Name
Demo District UIP	CDE Test District

UIP
Demo District UIP

+ Follow **UIP Home** Submit for Public Posting Edit

Related **Details**

UIP Name	Demo District UIP	UIP Status	In Progress
Record Type	District UIP 2021	UIP Annual CDE Plan	2022 District Template
District Name	CDE Test District	Year	

Activity Chatter

Filters: All time • All activities • All types

Refresh • Expand All • View All

Upcoming & Overdue

COLORADO
Department of Education

Mandatory
FORM # SPS-135
EDAC APPROVED
Approved 03/18/2022 for 2022-2023

[Demo District UIP](#)

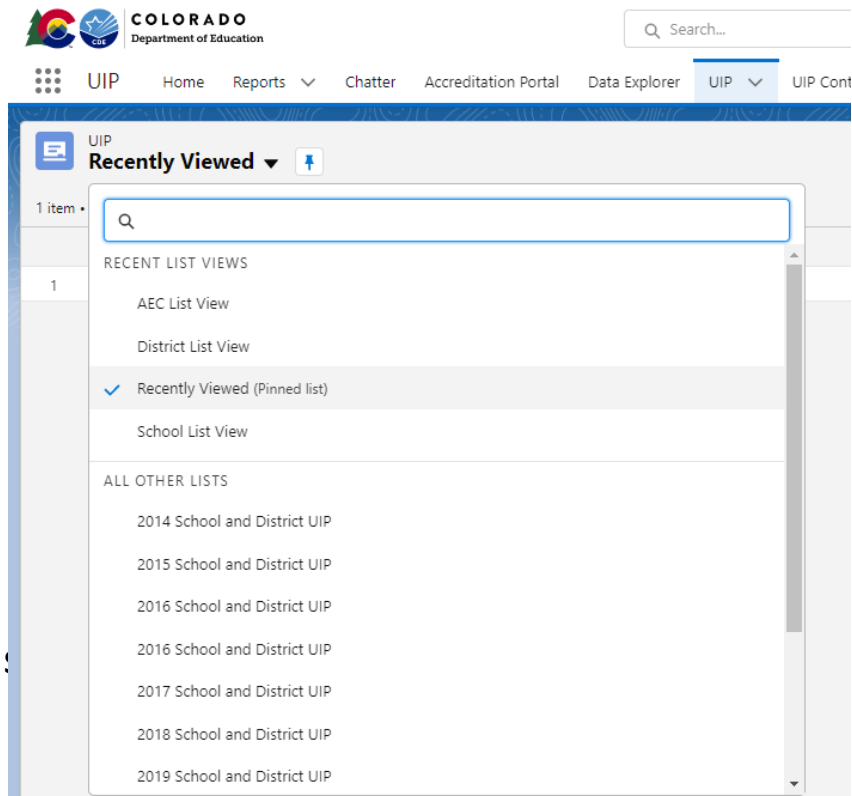
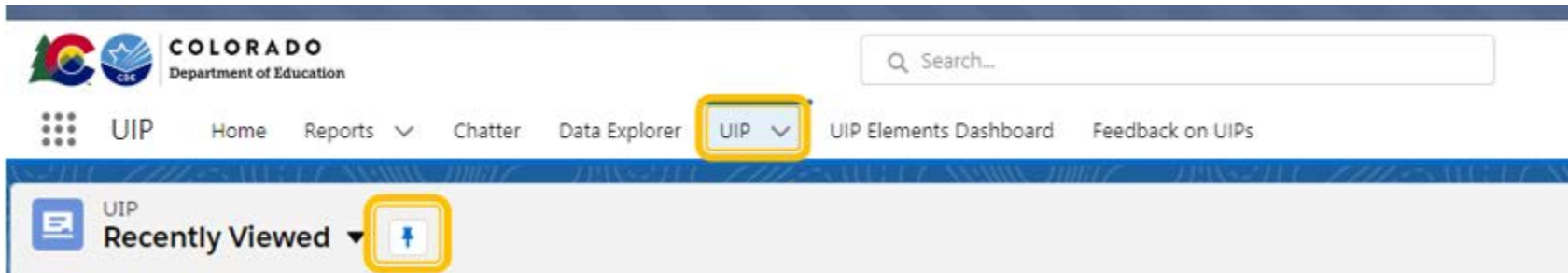
District: [CDE Test District](#) | Org ID: 0000 | Framework: Pending

Open

My District | District Requirements and Information | Data Narrative | Action Plans | Collaboration

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 Districts

- Recently Viewed- User's most recently viewed UIPs
- Schools Ready for District Approval- School and AEC UIPs that have been submitted for district review
- (YEAR) School and District UIP- Prior year district, school, and AEC UIPs
- *District List View- Current School Year District UIP
- *School List View- Current School Year School UIPs
- *AEC List View- Current School Year AEC UIPs

*These list views can also be found on the Home tab



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 Plans from UIP Tab List View

Once schools (traditional or AEC) have completed the UIP and clicked “Submit for 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 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. District UIPs will appear in the “District List View” view dropdown, and can be submitted the same way.

The screenshot shows the Colorado Department of Education's UIP Online System interface. At the top, there is a search bar and navigation tabs including 'Home', 'Reports', 'Chatter', 'Data Explorer', 'UIP', 'UIP Elements Dashboard', and 'Feedback on UIPs'. The 'UIP' tab is selected and highlighted with a yellow box. Below the navigation, the main content area is titled 'Schools Ready for District Approval' and is also highlighted with a yellow box. It features a 'Submit for Public Posting' button at the top right, also highlighted with a yellow box. Below the title, there is a table with 6 items selected. The table columns are: UIP Name, UIP Status, District Name, Biennial_Flex, Sc..., School Name, Record Type, and three columns labeled 'S...'. The first row of the table is highlighted with a yellow box, showing a checked checkbox in the first column.

	UIP Name ↑	UIP Status	District Name	Biennial_Flex	Sc...	School Name	Record Type	S...	S...	S...
1	<input checked="" type="checkbox"/> Alice Terry Eleme...	Ready for District...	Sheridan 2	Eligible for bien...	30...	Alice Terry Eleme...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/> Banning Lewis Ra...	Ready for District...	District 49	Eligible for bien...	05...	Banning Lewis Ra...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/> Basalt Elementar...	Ready for District...	Roaring Fork RE-1	Not eligible for ...	05...	Basalt Elementar...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/> Basalt Middle Sc...	Ready for District...	Roaring Fork RE-1	Not eligible for ...	05...	Basalt Middle Sc...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input checked="" type="checkbox"/> Bea Underwood ...	Ready for District...	Garfield 16	Not eligible for ...	35...	Bea Underwood ...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input checked="" type="checkbox"/> Cactus Valley Ele...	Ready for District...	Garfield Re-2	Eligible for bien...	78...	Cactus Valley Ele...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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.

The screenshot shows the 'UIP Test School UIP 2021-22' details page. At the top right, there are buttons for '+ Follow', 'UIP Home', 'Submit for Public Posting' (highlighted in yellow), and 'Edit'. The main content area is divided into 'Related' and 'Details' sections. The 'Details' section is further divided into two columns of fields:

Related		Details	
UIP Name	Test School UIP 2021-22	UIP Annual CDE Plan	2021 School Template
Record Type	School UIP 2021	Copy from Last Year Done	<input checked="" type="checkbox"/>
School Name	CDE Test School 1	Year	
UIP Status	Ready for District Review	Entering Year	
City		Focus Title I	
School Code	8888	TIG Focus Type	
District Name	CDE Test District	Received TIG	
Organization Code	1234	Student Graduation and Completion Plan	<input type="checkbox"/>
Recommended Year	<input type="checkbox"/>	95% Participation	<input type="checkbox"/>

On the right side of the page, there is an 'Activity' section with a 'Chatter' tab. It shows filters for 'All time', 'All activities', and 'All types'. Below this, there is a section for 'Upcoming & Overdue' which currently shows 'No next steps. To get things moving, add a task or set up a meeting.' and 'No past activity. Past meetings and tasks marked as done show up here.'

Please confirm that you want to submit the selected UIPs for School View to create the Final Version UIP PDF

Confirm



Reports

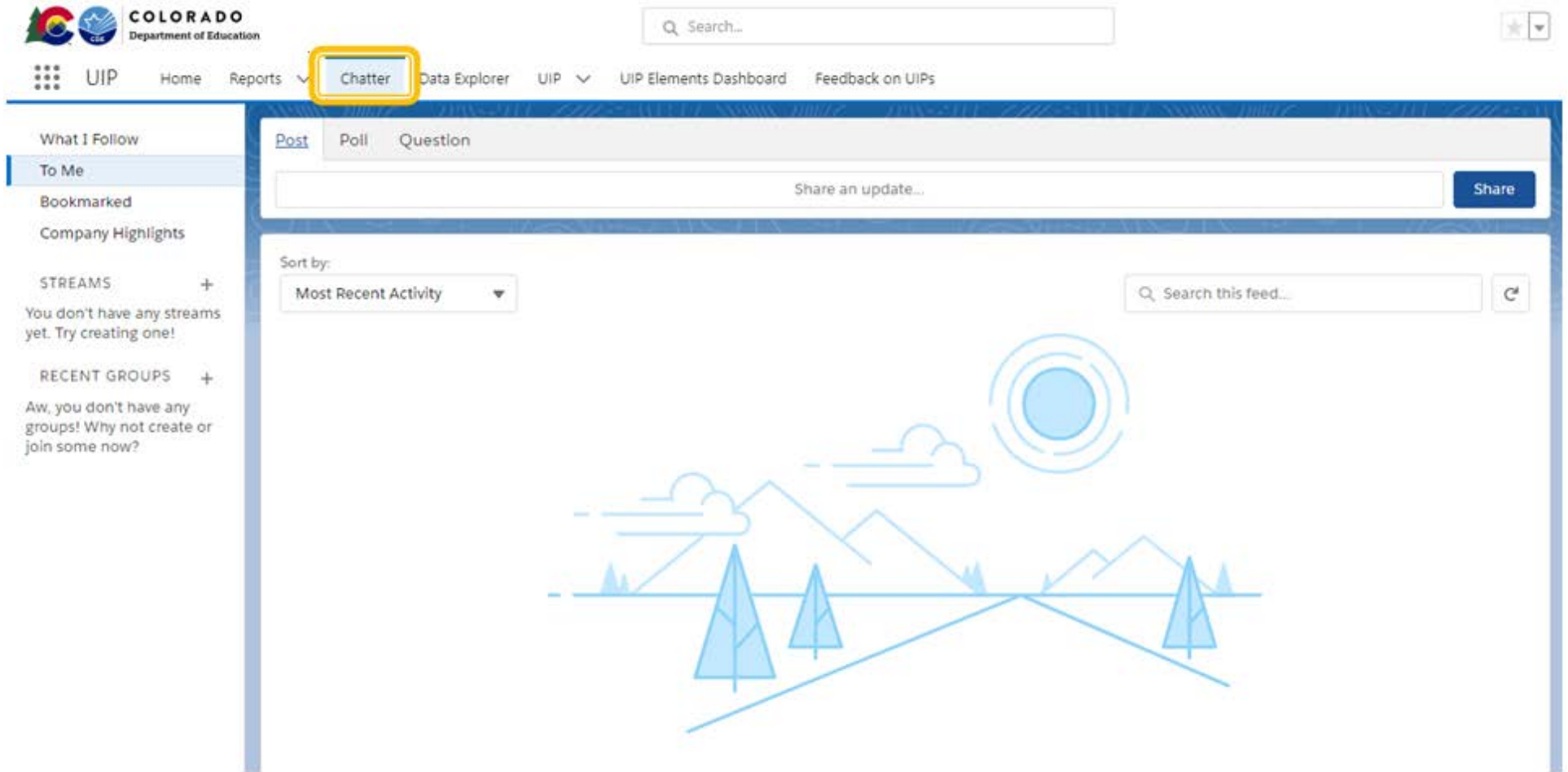
Administrative users can use the reports tab to generate excel files that include data from the district and all schools. To view already generated reports, navigate to “All Folders,” “Reports for Districts,” then select the name of the report, such as “PPC RC and MIS.” All reports will generate the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

The screenshot shows the CDE UIP Online System Admin interface. The top navigation bar includes 'Home', 'Reports' (highlighted), 'Chatter', 'Data Explorer', 'UIP', 'UIP Elements Dashboard', and 'Feedback on UIPs'. The left sidebar shows 'All Folders > Reports for Districts' selected. The main content area displays a table of reports.

REPORTS	Name	Description	Folder	Created By	Created On	Subscribed
Recent	CDE Feedback Fall20 - Winter21		Reports for Districts	Kirby Stein	12/16/2020, 2:38 PM	
Created by Me	CDE CS Feedback Fall20 - Winter21		Reports for Districts	Kirby Stein	4/20/2021, 2:34 PM	
Private Reports	Notable Trends		Reports for Districts	Lisa Steffen	8/17/2017, 1:08 PM	
Public Reports	UIP MIS and IBS		Reports for Districts	Lisa Steffen	12/21/2017, 12:20 PM	
All Reports	PPC RC and MIS		Reports for Districts	Lisa Steffen	11/20/2014, 12:57 PM	
	School Requirements 22-23		Reports for Districts	Victoria Rilett	5/10/2022, 1:50 PM	
FOLDERS	Priority Performance Challenges (PPCs)		Reports for Districts	Victoria Rilett	6/23/2022, 11:14 AM	
All Folders	Major Improvement Strategies (MIS)		Reports for Districts	Kirby Stein	9/21/2021, 9:49 AM	
Created by Me	Root Causes (RC)		Reports for Districts	Victoria Rilett	6/23/2022, 11:26 AM	
Shared with Me	Implementation Benchmarks		Reports for Districts	Lisa Steffen	8/17/2017, 1:13 PM	
FAVORITES	Action Steps		Reports for Districts	Lisa Steffen	8/31/2017, 1:49 PM	
All Favorites	PPCs and Targets		Reports for Districts	Lisa Steffen	1/11/2018, 10:37 AM	
	Targets and Interim Measures (IMs)		Reports for Districts	Victoria Rilett	6/23/2022, 2:22 PM	

Chatter

The Chatter tab can be used to talk to CDE users, other districts, or a district's schools (via the "Collaboration Tab" in the UIP portal).



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.

The screenshot shows the web application interface for the State Accountability Data Explorer - Secure Access. At the top, there is a navigation bar with the Colorado Department of Education logo, a search bar, and several utility icons. The main navigation menu includes 'UIP', 'Home', 'Reports', 'Chatter', 'Data Explorer' (highlighted with a yellow box), 'UIP', 'UIP Elements Dashboard', and 'Feedback on UIPs'. Below the navigation bar, a warning message states: "The data included in this report is not publicly available as the report goes to an 'n of 1' for your district. This report also is not included in the final UIP and is meant for planning purposes only. For questions, contact accountability@cde.state." The main content area features a horizontal menu with five categories: 'Home Page', 'CMAS English Language Arts & Math', 'Colorado PSAT/SAT', 'CMAS Science', and 'WIDA ACCESS for English Learners'. Below this, there is a sub-menu with 'Home Page', 'OVERVIEW', and 'REPORTING RULES'. The 'PURPOSE AND AUDIENCE' section explains that this is a secure access version of the tool maintained by CDE's Accountability and Data Analysis Unit, providing access to a variety of graphs and data tables showing student performance outcomes. It also notes that this secure version does not apply minimum n-count conditions to the results associated with your district. The 'ACCOUNTABILITY OUTCOME MEASURES' section is divided into three sub-sections: 'Academic Achievement' (measures include n-counts and mean scale scores based on results from the Colorado Measures of Academic Success (CMAS) and Colorado PSAT/SAT assessments), 'Academic Growth' (measures include n-counts and median growth percentiles from the CMAS and PSAT/SAT assessments, and for the WIDA ACCESS for English Learners assessment), and 'Test Participation' (measures include numerators, denominators, and percentages for two different sets of participation rate calculations).



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.”

UIP Elements Dashboard (22-23 UIPs)
 Last refreshed 13 days ago. Refresh this dashboard to see the latest data.
 As of Jun 23, 2022 2:29 PM Viewing as Victoria Rlett

School UIP Requirements (Pre-Populated in Section 1)

School	School Name	Biennial Flex	Biennial Flex Instructions	READ Act Directions	Early Literacy Grant Instructions	Course Taking Instructions
6687	27J Online Academy	Eligibility to be determined	The school submitted a UIP for the 2021-22 school year. Only if the school earns a performance rating on the 2022 performance framework, the school will be eligible for biennial flexibility. Note: In the case of insufficient state data, the school must...	The UIP must include data analysis, targets, and strategies that address the needs of K-3 students identified as having significant reading deficiencies (e.g., instructional strategies, parent involvement strategies). Find CDE approved scientifically or ...	This school does not receive an Early Literacy Grant.	Secondary schools must review and reflect on disparities of disaggregated groups within the school course offerings. Because the state is pausing the course taking reports, CDE will not be monitoring this particular requirement until reporting resumes.
2994	5280 High School	Eligibility to be determined	CDE recommends that the school prepare to submit a plan for public posting on or before October 17, 2022. In the case that the school earns a performance rating on the 2022 frameworks, the school will be eligible for biennial flexibility.	The school does not serve students in grades K-3 and does not need to meet these planning requirements.	This school does not receive an Early Literacy Grant.	Secondary schools must review and reflect on disparities of disaggregated groups within the school course offerings. Because the state is pausing the course taking reports, CDE will not be monitoring this particular requirement until reporting resumes.

Priority Performance Challenges (PPCs)

UIP Organization Code	UIP District Name	UIP School Code	UIP School Name	UIP UIP Name	UIP Element: UIP Element Name	Description
2800	Moffat 2	-	-	Moffat 2 UIP 2022-23	Tier 1 Reading Instruction	Looking at reading instruction in the elementary grades, it is clear that there is a systemic problem as indicated by the large number of students underperforming in reading.
8001	Charter School Institute	-	-	Charter School Institute UIP 2022-23	Disaggregated Achievement	Subgroup populations (including gifted students) have

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 'UIP Review Feedback for District Users' dashboard. At the top, there is a search bar and navigation tabs including 'Home', 'Reports', 'Chatter', 'Data Explorer', 'UIP', and 'UIP Elements Dashboard'. The 'Feedback on UIPs' tab is highlighted. The main content area features a donut chart titled 'Number of UIPs Reviewed' showing a total of 233 reviews across various districts. A table titled 'UIP Feedback: Overall Summary Feedback' lists districts and their corresponding review counts. A 'View Report (District Big Five Feedback)' button is highlighted in the bottom right corner of the table.

UIP: District Name	Record Count
Adams 12 Five Star ...	12
Adams-Arapahoe 28J	11
Adams County 14	8
Archuleta County 50 JT	10
Boulder Valley Re 2	80
Briggsdale RE-10	16
Brush RE-2(J)	10
Burlington RE-6J	10
Byers 32J	10
Canon City RE-1	10



Option 2: Collaboration tab in the UIP (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 “Collaboration” tab, then select the “UIP Feedback” subtab. Users can see feedback from the past two academic years (if applicable). The feedback can be downloaded into a PDF by clicking the “Download UIP Feedback Form” button. 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.

CDE Test School UIP 2020-21 District: CDE Test District | Org ID: 8888 | School ID: 1235 | Framework: Pending

My School | School Requirements and Information | Data Narrative | Action Plans | **Collaboration**

Chatter | **UIP Feedback**

Rubric for Evaluating School Unified Improvement Plans (UIPs)

Overview

The Unified Improvement Plan (UIP) is designed to provide schools with a consistent format to capture and streamline improvement planning efforts that address state and federal planning requirements. To assist with the improvement planning process, CDE offers several resources available at: http://www.cde.state.co.us/uiip/uiip_trainingandsupport_resources. In particular, the UIP School Level Quality Criteria Rubric provide the discrete criteria needed to meet all expectations. The feedback provided in this form is intended to identify areas which, if addressed, are likely to strengthen the plan for dramatic change and improved student outcomes. While the feedback considers the Quality Criteria Rubric, it is not necessarily a comprehensive evaluation of each individual criterion. Where applicable, CDE feedback from the previous plan was examined along with the current plan to determine plan quality/required changes.

Due to the disruptions caused by COVID-19 and the shift to a new timeline for UIP submission, the department has identified a series of [special flexibilities and guidance](#) to support continued improvement efforts during the 2020-21 school year. The feedback below reflects that guidance. The [Quality Criteria Rubric](#) will continue to define the expectations for the plan to meet accountability provisions and practices for successful school improvement.

School Name:	CDE Test School 1	District Name:	CDE Test District
School Code:	1235	District Code:	8888

Additional Questions? All feedback is based off the [Quality Criteria Rubric](#). Consult with district staff to determine how this feedback might be incorporated into school planning work.

Summary Reviewer Feedback