



Welcome to District – Administrative Pages! This document is intended for use by any district-level personnel coordinating improvement planning efforts or responsible for Unified Improvement Plan (UIP) submissions. Each page of this document dissects the Sales Force Administrative Pages, providing district personnel with 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 school and district UIPs.

Link to the system: <https://cdeapps.cde.state.co.us/index.html>

BROWSER NOTE: CDE recommends Chrome or Firefox. Only the most recent version of Internet Explorer (IE) works with the Online System (Version 11). Older versions of IE do not work.

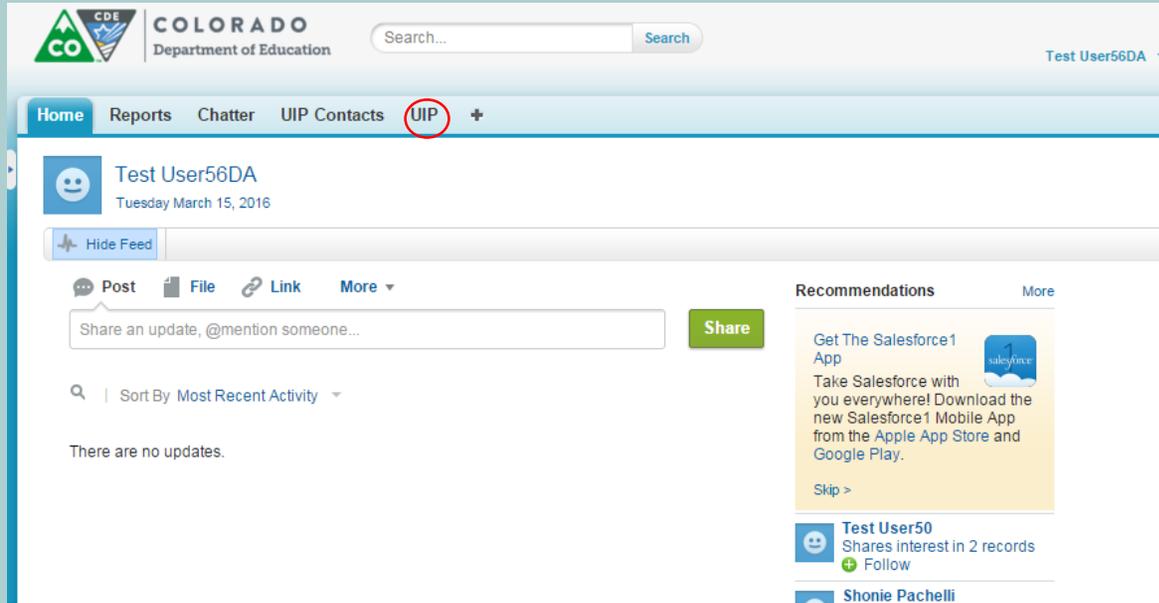
Table of Contents

- I- [Quick Access Guide](#)
- II- [Home Page](#)
- III- [Accessing UIPs](#)
- IV- [Submitting UIPs to CDE](#)
- V- [Creating Reports](#)
- VI- [Using the Chat Function – Chatter](#)
- VII- [CDE Contacts](#)

I. Quick Access Guide

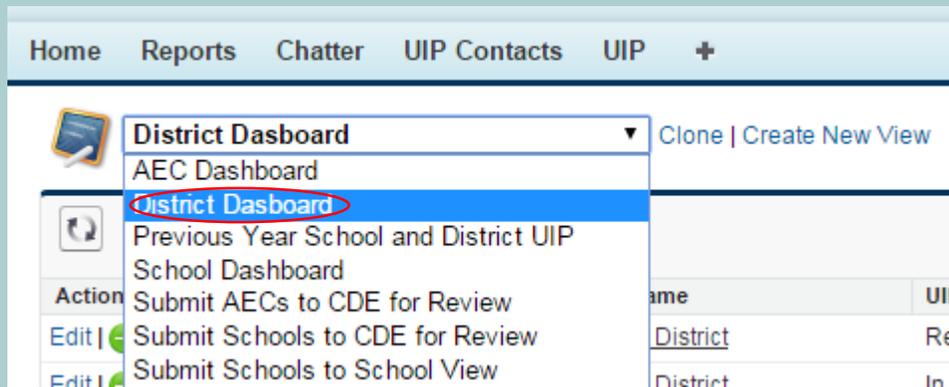
Step One

Quick Reference Sheet to get to a UIP.



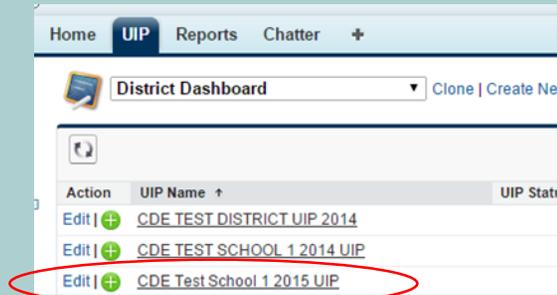
Click on "UIP" in upper tabs.

Step Two



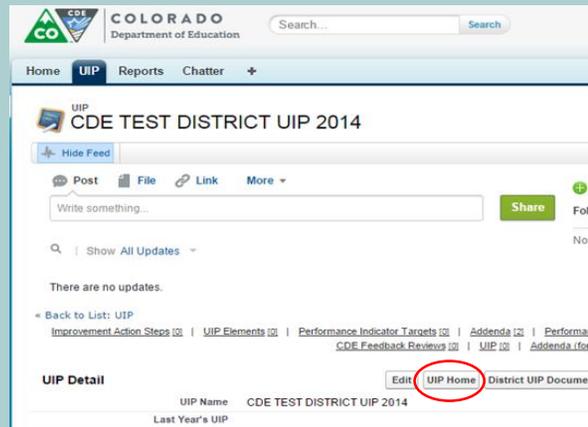
Select your dashboard

Step Three



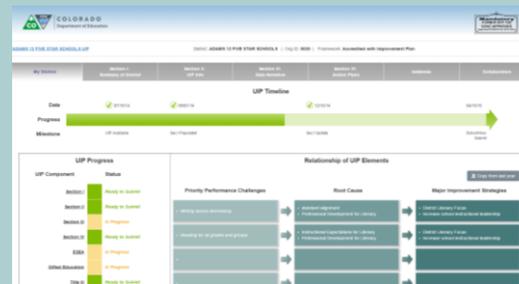
Select the plan that you want.

Step Four



Click on "UIP Home."

Step Five



You made it! Plan away...

II- Home Page

When you log in as a district user, you will first see the Home Page:

The screenshot shows the home page of the Colorado Department of Education. At the top left is the logo with 'CO' and 'CDE' and the text 'COLORADO Department of Education'. A search bar is next to it. On the top right, there is a user profile 'Test User 50 CDE...', a 'Help & Training' link, and a 'Unified Improvement Plan' dropdown menu. Below the header is a navigation bar with 'Home', 'UIP', 'Reports', and 'Chatter'. A callout box points to 'Reports' with the text 'Click here to access reports (see reports guide)'. Another callout box points to the user profile 'Test User 50 CDE TestDistrictAdmin' with the text 'Click here to access the UIPs for Schools and Districts'. A third callout box points to the 'Test User 50 CDE...' link in the top right with the text 'Click here to log in/out'. Below the navigation bar is a 'Hide Feed' button, with a callout box pointing to it that says 'Click here to show/hide chat box'. The main content area has a post input field 'What are you working on?' and a 'Share' button. Below this is a 'Sort By Most Recent Activity' dropdown and the text 'There are no updates.'. To the right is a 'Recommendations' section with a 'Get The Salesforce1 App' card and a list of users: 'Test User 21 PuebloCityDistrictUser', 'Test User 20 PuebloCityDistrictAdmin', 'ProdTest DistrictAdmin', and 'Test User 51 CDE TestDistrictUser'. At the bottom is a 'Calendar' section with 'New Event' and 'New Meeting Request' buttons. A callout box points to the 'Calendar' header with the text 'Calendar and Task Feature (see Calendar/Task guide)'. The calendar shows 'Today 11/12/2014' and 'You have no events scheduled for the next 7 days.' A calendar grid for November 2014 is visible on the right, with the 12th highlighted.

III- Accessing UIPs

To access UIPs, click the “UIP” tab. To view UIPs, click the view drop down, and click “Go!”

The screenshot displays the user interface for the Unified Improvement Plan (UIP) in the Colorado Department of Education system. At the top, the navigation bar includes the CDE logo, the text 'COLORADO Department of Education', a search bar, and a 'Unified Improvement Plan' dropdown menu. The 'UIP' tab is highlighted in the navigation bar. Below the navigation bar, the 'Home' section features a 'View: All' dropdown menu and a 'Go!' button. A 'Recent UIP' section is also visible, showing no recent records. The footer contains copyright information for Salesforce.

Options in the dropdown include:

[2014 and 2015 School and District UIP](#): All UIP from prior years

[District Dashboard](#): Access to the district UIP and its status (e.g., in progress, submitted for review, submitted to CDE for review, submitted for posting)

[School/AEC Dashboard](#): Access to all school UIPs and their status (e.g., in progress, submitted for review, submitted to CDE for review, submitted for posting)

[AECs/Schools Ready for Review](#): Schools submit their plans to the district for review, use this drop down to submit those plans to CDE for review or posting to SchoolView.

[Submitted AECs/Schools to SchoolView](#): All schools submitted by the district for public posting on SchoolView

[Submitted to CDE for January Review](#): All schools that have been submitted to CDE for January Review

The screenshot shows the Colorado Department of Education website interface. At the top, there is a logo for the Colorado Department of Education (CDE) and a search bar. Below the logo, there is a navigation menu with options: Home, Reports, Chatter, UIP Contacts, and UIP. A dropdown menu is open under the 'UIP' menu item, showing options: District Dashboard (selected), 2014 School and District UIP, 2015 School and District UIP, AEC Dashboard, AECs Ready for Review, District Dashboard, School Dashboard, Schools Ready for Review, Submitted AECs to SchoolView, Submitted Schools to SchoolView, and Submitted to CDE for January Review. To the right of the dropdown menu, there is a table with the following data:

District Name	UIP Status	UIP Annual CDE PI
CDE Test District	Submitted for Posting	2016 District Temp
CDE Test District	In Progress	2016 District Temp

This is the view when you select "School Dashboard" and click "Go!"

The screenshot shows the Colorado Department of Education (CDE) School Dashboard. At the top left is the CDE logo with the text "COLORADO Department of Education". To the right is a search bar with the placeholder text "Search..." and a "Search" button. Below the header is a navigation menu with links for "Home", "Reports", "Chatter", "UIP Contacts", and "UIP", followed by a plus sign. The main content area features a "School Dashboard" view selector with a dropdown arrow, and options for "Clone" and "Create New View". A refresh icon is visible above a table of School UIP records. The table has columns for Action, UIP Name, Record Type, District Name, School Name, Plan Type, and TIG Type. Two records are displayed:

Action	UIP Name ↑	Record Type	District Name	School Name	Plan Type	TIG Type
Edit +	ABC Sample School...	School UIP 2016	CDE Test District		Pending	
Edit +	CDE Test School 1...	School UIP 2016	CDE Test District	CDE Test School 1	Improvement	Awarded a TIG Grant

To view a UIP, click here:

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'UIP', 'Reports', and 'Chatter'. Below the navigation bar is a 'District Dashboard' section. The main content area displays a table of UIP records. The table has columns for 'Action', 'UIP Name', 'UIP Status', 'Record Type', 'School Code', 'School Name', 'District Name', and 'Organization'. The first row of data is highlighted with a red circle around the 'UIP Name' header and a red callout box pointing to it with the text 'Click the UIP Name to enter into a UIP record'. The table contains five rows of data, each with an 'Edit' link and a plus sign icon.

Action	UIP Name ↑	UIP Status	Record Type	School Code	School Name	District Name	Organization
Edit +	CDE TEST DISTRICT UIP 2014		District UIP			CDE Test District	8888
Edit +	CDE TEST SCHOOL 1 2014 UIP		School UIP	1234	CDE Test School 1	CDE Test District	8888
Edit +	CDE Test School 1 2015 UIP		School UIP	1234	CDE Test School 1	CDE Test District	8888
Edit +	CDE Test School 2 -AEC 2014 UIP	Submitted to Schoo...	AEC UIP	1111	CDE Test School 2...	CDE Test District	8888
Edit +	Test UIP		School UIP		CDE Test School 1	CDE Test District	

This is the entry page for the selected UIP record. To access the UIP, click on "UIP Home."

Colorado Department of Education | CDE | **Colorado** | Department of Education | Search... | Search | Logged in as Test User 50 CDE TestDistrictAdmin (testuser50@vertiba.com) | Test User 50 CDE... | Help & Training | Unified Improvement Plan

Home | **UIP** | Reports | Chatter | +

UIP | CDE TEST DISTRICT UIP 2014 | Customize Page | Printable View | Help for this Page

Show Feed

< Back to List: Users

Improvement Action Steps [3] | UIP Elements [5+] | Performance Indicator Targets [5+] | Addenda [4] | Performance Indicator Notable Trends [5] | UIP Contacts [0] | Notes & Attachments [5+] | Open Activities [0] | Activity History [0] | CDE Feedback Reviews [0] | UIP [0] | Addenda (for Combined Plans) [0] | School UIPs (for Combined Plans) [1]

UIP Detail | Edit | **UIP Home** | District UIP Document

UIP Name	CDE TEST DISTRICT UIP 2014	UIP Status	Submitted to School View
Last Year's UIP		UIP Annual CDE Plan	2014 District Template
Record Type	District UIP	Year	1
District Name	CDE Test District	Entering Year	
Organization Code	8888	Biennial Plan Eligible	<input type="checkbox"/>
City		District Only Plan	<input checked="" type="checkbox"/>
AU Code	0	Combined Plan	<input type="checkbox"/>
AU Name	TEST AU	Required Year	<input type="checkbox"/>
Is Version	<input type="checkbox"/>	Recommended Year	<input type="checkbox"/>
Submit for School View	<input checked="" type="checkbox"/>	Review Required	<input type="checkbox"/>
Title I School Wide	No	Re-Review Required	<input type="checkbox"/>
		Optional October Review	<input checked="" type="checkbox"/>

► Conga

▼ UIP Roadmap

Section I	Loaded
Section II	Yes
Section III	Yes
Section IV	Yes
Turnaround	No
ESEA	No
Title III	Yes
Gifted Education	Yes
Student Grad Completion Plan	No

Further down on this page, is additional information about Addenda, progress, completion of sections, and information on the data populated in the system

Section I Progress Status	Updated
Section II Progress Status	In Progress
Section III Progress Status	In Progress
Section IV Progress Status	In Progress
Turnaround Progress Status	In Progress
ESEA Progress Status	In Progress
Title III Progress Status	In Progress
Gifted Education Progress Status	In Progress
Student Grad Com Plan Progress Status	In Progress

▼ UIP Progress

Section II Complete	<input type="checkbox"/>
Section III Data Narrative Complete	<input type="checkbox"/>
Section III Brief Description Complete	<input type="checkbox"/>
Section III Prior Targets Complete	<input type="checkbox"/>
Section III Current Performance Complete	<input type="checkbox"/>
Section III Trend Analysis Complete	<input type="checkbox"/>
Section III PPCs Complete	<input type="checkbox"/>
Section III Root Cause Complete	<input type="checkbox"/>
Section IV Target Setting Complete	<input type="checkbox"/>
Section IV Action Planning Complete	<input type="checkbox"/>

ESEA Complete	<input type="checkbox"/>
Turnaround Complete	<input type="checkbox"/>
Title III Complete	<input type="checkbox"/>
Gifted Education Complete	<input type="checkbox"/>
Student Grad Completion Plan Complete	<input type="checkbox"/>
TIG - Transformation Complete	<input type="checkbox"/>
TIG - Turnaround Complete	<input type="checkbox"/>
TIG - Closure Complete	<input type="checkbox"/>
Title I School Wide Complete	<input type="checkbox"/>

▼ Section I: Scores & Ratings

Achievement Rating	Meets
Academic Growth Rating	Meets
Rating for Growth Gaps	Approaching
PS Grad Rating	Meets
Grad Best	83.80%
Grad Best Year	5
Post Secondary Rating	Meets
Disaggregated Graduation Rate	Approaching

Plan Type	Accredited with Improvement Plan
Target Dropout Rate	3.6%
Dropout Rate	2.0%
Dropout Rating	Meets
Target ACT Score	20.0
ACT Score	19.5
ACT Rating	Approaching



UIP CDE TEST DISTRICT U

These tabs represent the detail sections below. Don't like them? Remove them on the Customize Page.

[Customize Page](#) | [Printable View](#) | [Help for this Page](#) ?

Show Feed

< Back to List: UIP

- [Improvement Action Steps](#) [3]
- [UIP Elements](#) [5+]
- [Performance Indicator Targets](#) [5+]
- [Addenda](#) [4]
- [Performance Indicator Notable Trends](#) [5]
- [UIP Contacts](#) [0]
- [Notes & Attachments](#) [5+]
- [Open Activities](#) [0]
- [Activity History](#) [0]
- [CDE Feedback Reviews](#) [0]
- [UIP](#) [0]
- [Addenda \(for Combined Plans\)](#) [0]
- [School UIPs \(for Combined Plans\)](#) [1]

UIP Detail

[Edit](#) [UIP Home](#) [District UIP Document](#)

UIP Name	CDE TEST DISTRICT UIP 2014	UIP Status	Submitted to School View
Last Year's UIP		UIP Annual CDE Plan	2014 District Template
Record Type	District UIP	Year	1
District Name	CDE Test District	Entering Year	
Organization Code	8888	Biennial Plan Eligible	<input type="checkbox"/>
City		District Only Plan	<input checked="" type="checkbox"/>
AU Code	0	Combined Plan	<input type="checkbox"/>
AU Name	TEST AU	Required Year	<input type="checkbox"/>

IV- Submitting UIPs to CDE

Submitting a School to SchoolView – District Administrator

Once your schools (traditional or AEC) have completed their UIPs and clicked “Ready for Review”, the schools will appear in either the “Schools Ready for Review” or “AECs Ready for Review” view dropdown. For example, this CDE Test School has selected “Ready for Review”, and now appears in the “Schools Ready for Review” view. The district can now review the UIP, and decide to submit to CDE by selecting the “Submit to CDE” button, and selecting ‘refresh’. If the district would like to submit the UIP to CDE for January review, see the next page (pg. 13).

The screenshot shows the SchoolView interface. At the top, there is a navigation bar with the Colorado Department of Education logo, a search bar, and user information: "Logged in as Test User50 (testuser50@veriba.co)". Below the navigation bar, there are tabs for "Home", "Reports", "Chatter", "UIP Contacts", and "UIP". The main content area is titled "Schools Ready for Review" and includes a "Clone" and "Create New View" option. A table lists the schools, with columns for Action, UIP Name, UIP Status, Plan Type, School Code, School Name, Record Type, and Submit to CDE. The table contains one entry: "CDE Test School 1..." with a status of "Submitted for Review" and a "Submit to CDE" checkbox. Below the table, there is a "UIP Progress" section with a bar chart showing the status of various components: Section I (Updated), Section II (Ready to Submit), Section III (Ready to Submit), Section IV (Ready to Submit), TIG - Transformation (Ready to Submit), and TIG - Turnaround (Ready to Submit). A "Ready for CDE Review" button is located at the bottom of the progress section. Red callout boxes provide instructions: "Check this box to submit to CDE" points to the checkbox, "Refresh and it will be submitted" points to the refresh icon, and "To go into the school" points to the school name in the table.

Action	UIP Name ↑	UIP Status	Plan Type	School Code	School Name	Record Type	Submit to CDE
Edit +	CDE Test School 1...	Submitted for Review	Improvement	1234	CDE Test School 1	School UIP 2016	<input type="checkbox"/>

UIP Progress

UIP Component	Status
Section I	Updated
Section II	Ready to Submit
Section III	Ready to Submit
Section IV	Ready to Submit
TIG - Transformation	Ready to Submit
TIG - Turnaround	Ready to Submit

Ready for CDE Review

Submitting a School for Review – District Administrator

Once your schools (traditional or AEC) have completed their UIPs and clicked “Ready for Review”, the schools will appear in either the “Schools Ready for Review” or “AECs Ready for Review” dropdown. For example, this CDE Test School has selected “Ready for Review”, and now appears in the “Schools Ready for Review” view. The district can now review the UIP, and decide to submit to CDE by double clicking on the UIP Status, and changing that status to “Submit to CDE for Review”

Home Reports Chatter UIP Contacts UIP +

Schools Ready for Review Clone | Create New View

Action	UIP Name ↑	UIP Status	Review Required	Re-Review Required
Edit +	CDE Test School 1 2016-17...	Submitted for Review	<input type="checkbox"/>	<input type="checkbox"/>

To go to the school UIP

COLORADO Department of Education

Home Reports Chatter UIP Contacts UIP +

Schools Ready for Review Clone | Create New View

Action	UIP Name ↑	UIP Status	Review Required
Edit +	CDE Test School 1 2016-17...	Submitted for Review	<input type="checkbox"/>

Edit UIP Status

UIP Status Submitted for Review

- None-
- In Progress
- Submitted for Review
- Submit to CDE for Review**
- Submitted for Re-Review
- Submit to CDE for Re-Review
- Feedback Submitted
- Received by CDE
- Submitted for Posting

V- Creating Reports

Colorado Department of Education

Logged in as Test User 50 CDE TestDistr

Test User 50 CDE... Help & Training

Home UIP **Reports** Chatter +

Reports for districts are available here

Reports & Dashboards

New Report... New Dashboard...

Find a folder...

All Folders

- Unfiled Public Reports
- My Personal Custom Reports
- My Personal Dashboards
- Best Practice Service Dashboards
- Best Practice Service Reports
- Company Dashboards
- Example Sales and Marketing Dashboards
- Knowledge Dashboard
- Knowledge Reports Package
- Reports for Districts**
- Sales and Marketing Dashboard - Reports
- School/District and Contact Reports
- Opportunity Reports
- Sales Reports
- Lead Reports
- Support Reports
- Campaign Reports
- Activity Reports
- Product and Asset Reports
- Call Center Reports
- File and Content Reports

Find reports and dashboards... Recently Viewed

Action	Name	Folder	Created By
▼	PPC RC and MIS	Reports for Dis...	Steffen, Lisa
▼	Action Plan	Reports for Dis...	Steffen, Lisa
▼	January and October Submission	Reports for Dis...	Steffen, Lisa

CDE will create different types of reports based on district feedback, please let us know what types of reports would be useful to you.

Reports & Dashboards

New Report...

New Dashboard...

Folders

Find a folder...

All Folders

- Unfiled Public Reports
- My Personal Custom Reports
- My Personal Dashboards
- Best Practice Service Dashboards
- Best Practice Service Reports
- Company Dashboards
- Example Sales and Marketing Dashboards
- Knowledge Dashboard
- Knowledge Reports Package
- Reports for Districts
- Sales and Marketing Dashboard - Re
- School/District and Contact Reports
- Opportunity Reports
- Sales Reports
- Lead Reports
- Support Reports
- Campaign Reports
- Activity Reports
- Product and Asset Reports
- Call Center Reports
- File and Content Reports

Reports for Districts

Find reports and dashboards...

Action	Name ↑
▼	Action Plan
▼	January and October Submission
▼	PPC RC and MIS



Pin to top

Make this folder easier to find by pinning to the top

VI- Using the Chat Function - Chatter

Use Chatter on the Administrative pages to talk to CDE staff, other districts, and internally within the district. Use the @ sign to call out to specific people, and share files, links, or chat.

The screenshot displays the Salesforce Chatter interface for the Colorado Department of Education. At the top, the navigation bar includes 'Home', 'UIP', 'Reports', and 'Chatter' (highlighted with a red box). A search bar and a 'Search' button are also present. The user is logged in as 'Test User 50 CDE TestDistrictAdmin'. The main content area shows a post from 'Test User 51 CDE TestDistrictUser' mentioning '@Test User 50 CDE TestDistrictAdmin' and a post from 'Test User 50 CDE TestDistrictAdmin' mentioning '@Lisa Steffen'. A 'Recommendations' sidebar on the right suggests following other users.

Chatter will also show up on your home page. You can show or hide this feed.

The screenshot shows the Chatter interface for the Colorado Department of Education. At the top, there is a navigation bar with the following items: Home (highlighted with a red box), UIP, Reports, and Chatter. A search bar is located to the right of the navigation bar. The user is logged in as 'Test User 50 CDE TestDistrictAdmin'. Below the navigation bar, there is a header for the user 'Test User 50 CDE TestDistrictAdmin' with the date 'Thursday November 20, 2014'. A 'Hide Feed' button is highlighted with a red box. Below the header, there is a post input area with the text 'What are you working on?' and a 'Share' button. The main content area displays two posts. The first post is from 'Test User 51 CDE TestDistrictUser' and says '@Test User 50 CDE TestDistrictAdmin Hello Test User 50'. The second post is from 'Test User 50 CDE TestDistrictAdmin' and says '@Lisa Steffen Use Chatter to talk to CDE staff, other districts, and internally within the district.' A 'Recommendations' sidebar on the right lists several items: 'Get The Salesforce 1 App', 'Test User 51 CDE TestDistrictUser Shares interest in 3 records', 'first last Owned by you', 'Lynn Lannin Shares interest in 2 records', and 'Lisa Steffen Shares interest in 2 records'.

VII- CDE Contacts

If you have any questions, please contact the UIP Team:

Lisa Steffen (administrative, system, navigation questions)

[Steffen L@cde.state.co.us](mailto:Steffen_L@cde.state.co.us)

303-866-6676

720-498-3020 (cell)

Jen Morgan (UIP process)

[Morgan J@cde.state.co.us](mailto:Morgan_J@cde.state.co.us)

303-866-5499

Kelly Stritzinger (general)

[Stritzinger K@cde.state.co.us](mailto:Stritzinger_K@cde.state.co.us)

303-866-6108

General Feedback:

uiponline@cde.state.co.us