



UIP Online System Login: <https://cdeapps.cde.state.co.us/index.html>

1. As the school or district completes their UIP, the 'UIP Progress' bar indicates the author's progress through each section. To turn a section green, the author will mark each checkbox "Complete & ready to submit".

The screenshot shows the 'CDE Test School A UIP 2017-18' interface. At the top, it displays 'District: CDE Test District | Org ID: 8888 | School ID: 1234 | Framework: Pending'. Below this is a navigation bar with tabs: 'My School', 'Section I: Summary of School', 'Section II: UIP Info', 'Section III: Data Narrative', 'Section IV: Action Plans', 'Addenda', and 'Collaboration'. Under 'Section III: Data Narrative', there are sub-tabs: 'UIP Narrative', 'Brief Description', 'Prior Year Targets', 'Current Performance', 'Trend Analysis', 'Priority Performance Challenges', and 'Root Causes'. The 'Priority Performance Challenges' sub-tab is selected, and a red box highlights the checkbox labeled 'Complete & Ready to submit'. A 'Download' button is visible at the bottom right. Red arrows point from the checkbox to the 'UIP Progress' section below.

UIP Progress

UIP Component

Status

<u>Section I</u>	Updated
<u>Section II</u>	In Progress
<u>Section III</u>	In Progress
<u>Section IV</u>	In Progress

Once all checkboxes are marked "Complete & Ready Submit" the section will turn green.

UIP Component

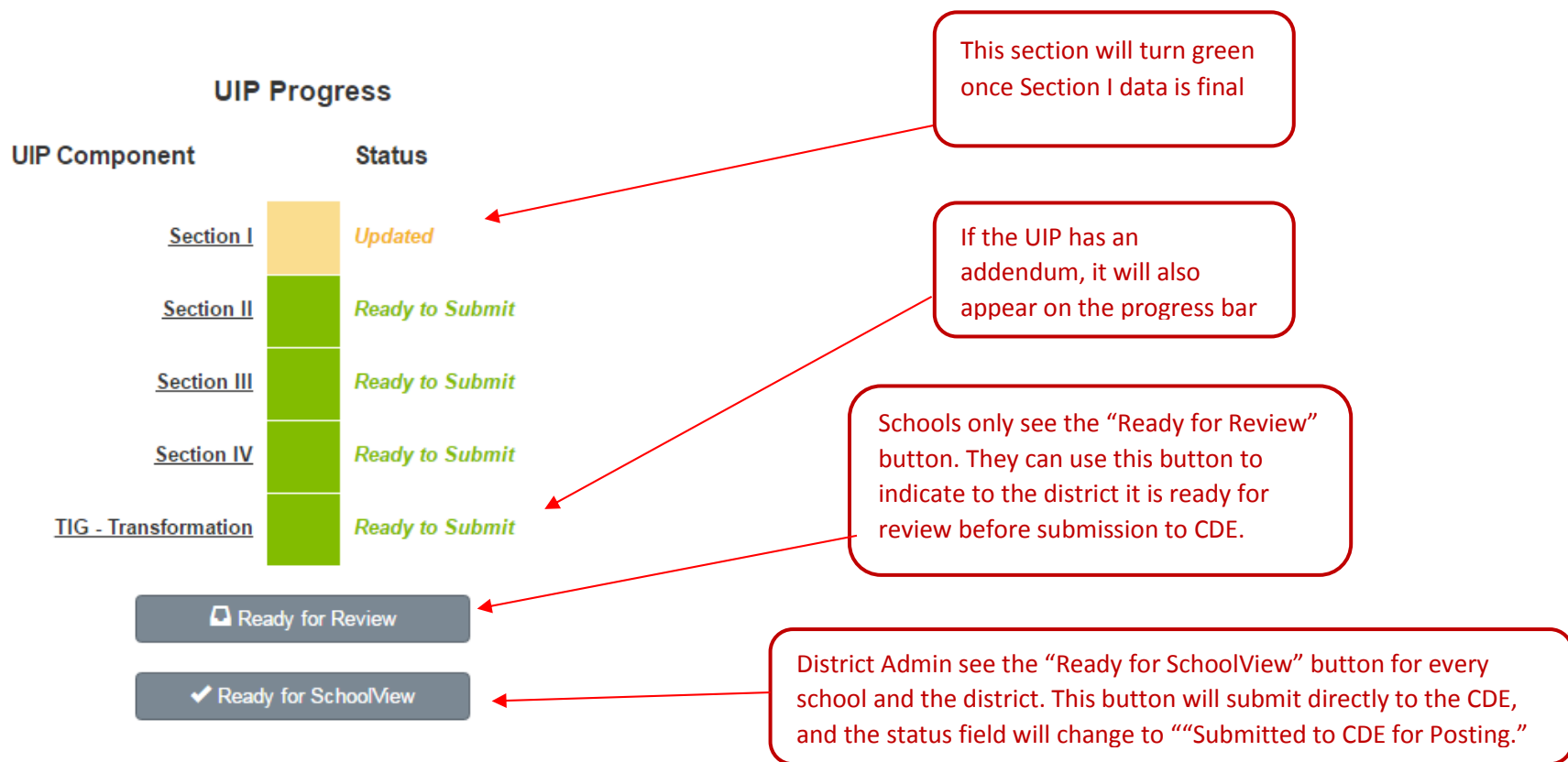
Status

<u>Section I</u>	Updated
<u>Section II</u>	In Progress
<u>Section III</u>	Ready to Submit
<u>Section IV</u>	In Progress

to


2.

- a. **DISTRICT SUBMISSION:** Once all sections are green, a district administrator has two options. To submit the UIP to CDE, push “Ready for Review,” which will change the UIP status to “Submitted to CDE for Review.” For April submission and public posting, select “Ready for SchoolView.” This will change the UIP status to “Submitted to CDE for Posting.” That’s it!
- b. **SCHOOL SUBMISSION:** Once all sections are green, school users can push the “Ready for Review” button. This will change the UIP Status to “Ready for District Review.” Once a school pushes “Ready for Review” the district can review the plan and submit the UIP to CDE for *CDE Review* or *April Submission and Public Posting* (Step 3 & 4).




Successfully Submitted

Once the author pushes either “Ready for Review” or “Ready for SchoolView” (if a District Administrator) and the UIP is complete, the page will display “Successfully Submitted!” There is no limit on how often a school or district can hit “Ready for Review” or “Ready for SchoolView”.



COLORADO
Department of Education



abc test district 2017-18

District: CDE Test District | Org ID: 0000 | Framework: Pending

My District

Section I:
Summary of District

Section II:
UIP Info

Section III:
Data Narrative

Section IV:
Action Plans

Addenda

Collaboration

UIP Timeline

Date

06/01/17

09/15/17

10/16/17

Progress

Milestone

UIP Available

Sec I Populated

Optional Review

SchoolView Submit

Alert: Images can be uploaded using the Insert Image - Web Address tab and linking to a web hosted image (e.g., Google, Imgur). Email uiphelp@cde.state.co.us for more information.

Successfully Submitted!

UIP Progress

UIP Component	Status
Section I	Updated
Section II	Ready to Submit
Section III	Ready to Submit
Section IV	Ready to Submit

Ready for Review

Priority Performance Challenges

UIP

CDE Test School A UIP 2017-18

Show Feed

< Back to List: UIP

UIP Detail

UIP Name

CDE Test School A UIP 2017-18

UIP Status

Ready for District Review

District Name

CDE Test District

Organization Code

8888

School Name

CDE Test School 1

School Code

1234

Last Modified By

Test User56DA, 3/27/2018 2:44 PM

Record Type

School UIP 2017 [Change]

UIP Annual CDE Plan

2017 School Template

This notice will leave the page once the user navigates away

Behind the scenes, the UIP Status has changed from “In Progress” to “Ready for District Review”

To Submit a School to CDE for Review (Priority Improvement and Turnaround Plan Type):

- Once the school (traditional or AEC) has completed the UIP and clicked “Ready for Review”, the school 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 UIP status will read either “Submitted for Review” or “Ready for District Review.” 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”.

Ready For School View

Action	UIP Name	UIP Status	District Name	Plan Type	School Code	School Name	R
Edit +	CDE Test School A...	Ready for District...	CDE Test District	Pending	1234	CDE Test School 1	Sch

To go to the school UIP

Edit UIP Status

UIP Status

- 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
- Exercising Biennial Flexibility
- Ready for District Review

To submit a school for public posting on SchoolView for April Submission (all schools and districts):

4. Once the school (traditional or AEC) has completed the UIP and clicked “Ready for Review”, the school 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 then submit to the CDE website by checking the box next to the school name, and then clicking the “Ready For School View” button at the top of the screen. To view the change, hit ‘refresh’. Alternatively, you can click on the UIP name and then click the “Ready For SchoolView” button at the top of the UIP Detail page. If the district would like to submit multiple UIPs to CDE at one time, or submits a UIP on accident, contact the UIP office.

Colorado Department of Education

Logged in as Test User57DU (test)

Search... Search

Test User57DU Help & Training Unified In

Home Reports Chatter UIP +

Schools Ready for Review Clone | Create New View

List Feed

Ready For School View

Action	UIP Name ↑	UIP Status	District Name	Plan Type	School Code	School Name
<input type="checkbox"/> Edit	CDE Test School A...	Ready for District...	CDE Test District	Pending	1234	CDE Test School 1

Colorado Department of Education

Search... Search

Test User57DU

Home Reports Chatter UIP +

UIP CDE Test School A UIP 2017-18

Custom:

Show Feed

Back to List: UIP

UIP Detail

UIP Home Ready For SchoolView

UIP Name	CDE Test School A UIP 2017-18	Section II Complete	✓
UIP Status	Ready for District Review	Section III Brief Description Complete	✓
District Name	CDE Test District	Section III Current Performance Complete	✓
Organization Code	8888	Section III Prior Targets Complete	✓
School Name	CDE Test School 1	Section III Data Narrative Complete	✓

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

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