How to Complete the Onsite Instrument

Below are step-by-step instructions for completing the CDE Tracker Onsite Instrument. Indicators must be self-assessed, evidence uploaded and the Instrument submitted three weeks prior to the onsite visit.

1. Logon to the Tracker website: https://tracker.cde.state.co.us/Tracker/Security/Login.aspx
   a. If you forgot your password, click the "Reset Password" link.

2. Once logged on, select the "(8) Onsite Indicators" from the "Instruments" filter.

3. Select a District Submitter.
   a. Within the Instrument Overview, click on the "Edit" button next to "LEA Submitters." This opens the "Assign Submitters" page. Any previously assigned submitters will be displayed in the "Assigned" tab list. Click on the "Unassigned" tab to add any additional available submitters. Select all appropriate district staff that will have the ability to submit the instrument and then click on "Assign." A District Submitter is a person who will send the completed instrument to CDE.
   b. Once all District Submitters have been assigned, click on the instrument link at the top of the screen.

4. Click on the "Plus icon (+)" to the left of each individual Category (ex. Cross-cutting, Highly Qualified, Title IA, etc.) to view indicator items.

5. Use the following set of generic instructions to complete and self-assess the compliance of each indicator:
   a. Select the desired indicator item.
   b. View the Compliance Indicators.
   c. Scroll to review the Legal Citations and LEA Evidence tabs, if available.
   d. Determine if there is a need to upload evidence. If so, select "Respond" to the left of the specific evidence. Attach the document in the same way an attachment in an email is done.
   e. Select the compliance status by clicking on the "Edit" button and the "Change Status" pull-down menu under LEA Self-Review (ex. Meets Requirements, Does Not Meet Requirements). **This self-assessment process is integral to the entire monitoring process. Complete this step based on the district's own understanding of the requirements for each indicator.**
   f. If necessary, provide comments to CDE in the comment box.
   g. **Click the save button after each indicator**.

6. Review the entire Onsite Indicators Instrument to determine if all indicators have been completed and self-assessed.

7. Complete the entire Onsite Indicators Instrument by selecting the gray "Submit to State" button. This notifies CDE that the Instrument is complete and ready for review.

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