

How to Upload a File to the LEA/BOCES – 0000 Entity in Tracker (Generic)

You will need to know where CDE wants the file is to be uploaded – CDE will give you instructions on which instrument, category and item you should use when uploading your file.

1. Log into Tracker at <https://tracker.cde.state.co.us> with your e-mail address and password.
2. You will have the option to upload files to your district or an LEA/BOCES-0000 entity depending on where you have been instructed to upload your evidence. In this example, we'll use the LEA/BOCES-0000. Click on **LEA/BOCES -0000**

Colorado Tracker

LEAs List

Setup & Maintenance

Home > LEA List

LEAS

Select School Year: 2012-2013 School Year Update

FILTERS

Location: Any County Instruments: Any Instrument

LEA Name: Active

Filter by Custom Fields Information

Custom Field 1: Select Custom field Custom Field 2: Select Custom field Custom Field 3: Select Custom field

Apply Clear

LEAS (2)

Page size: 25 1 to 2 of 2 items

LEA	COUNTY	INSTRUMENTS MONITORED	LEA PLAN GOALS	SCHOOL PLANS
DENVER COUNTY 1 - 0880	DENVER - 16	4	0	0
LEA/BOCES - 0000	LEA/BOCES - LEA/BOCES	3	0	0

3. Under instruments, click on the **appropriate instrument**.

Instruments (3)

Page size: 25 1 to 3 of 3 items

Name	Status	Items not in Compliance	Due Date
2011-2012 End of Year Reporting	In Progress	0	
Educator Effectiveness (Assurances)	In Progress	0	
RACE TO THE TOP (RTTT)	In Progress	0	

- Click on the **Cross** icon to expand the appropriate Category.

INSTRUMENT OVERVIEW
LEA / BOCES - 0000
2011-2012 End of Year Reporting

Status: **In Progress**
Submission Date
Last Update: Jackie Crabtree 8/28/2012 7:46:18 PM
Items: 2

Does Not Meet Requirements: (0)
Meets Requirements: (2)
In Progress: (0)
Not Monitored: (0)

Resolved: (0)
Withdrawn: (0)
Resubmitted for Review: (0)
Extension Requested: (0)

Team Leader: Not Assigned
LEA Submitters: [Edit](#)
SEA Reviewers: Not Assigned

Items (2) Documents (254) Status History (1) [Print Instrument Report](#)

CATEGORY: End of Year

- Click on the appropriate **Item Name**.

INSTRUMENT OVERVIEW
LEA / BOCES - 0000
2011-2012 End of Year Reporting

Status: **In Progress**
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Does Not Meet Requirements: (0)
Meets Requirements: (2)
In Progress: (0)
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Resolved: (0)
Withdrawn: (0)
Resubmitted for Review: (0)
Extension Requested: (0)

Team Leader: Not Assigned
LEA Submitters: [Edit](#)
SEA Reviewers: Not Assigned

Items (2) Documents (254) Status History (1) [Print Instrument Report](#)

CATEGORY: End of Year

ITEM: 2011-2012 Final Expenditure Report 158 [+](#) Meets Requirements

96 1

- Many school districts will be uploading files into this same location. Scroll down and click on **Respond**.

Current Status
Meets Requirements

Comments to SEA
8/28/12-The 2011-2012 Final Expenditure Report was submitted by Jacquelynn Crabtree.

LEA Evidence (1) All Documents (158) Resources (0) Legal Citations (0) Status History (2)

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Respond	Evidence Name	Description	Associations	Attached Documents
Respond	2011-2012 Final Expenditure Report	2011-2012 Final Expenditure Report	1	1120 Final Expenditure Report.xlsx Canon City Schools 2011-2012 Final Expenditure Report 8001 2011-2012 Final Expenditure Report 2640 Aspen 2011-2012 Final Expenditure Report 2700 2011-2012 Final Expenditure Report 0740 2011-2012 Final Expenditure Report 2620 2011-2012 Final Expenditure Report 0970 2011-2012 Final Expenditure Report 0470 : 2011-2012 Final Expenditure Report 2840 2011-2012

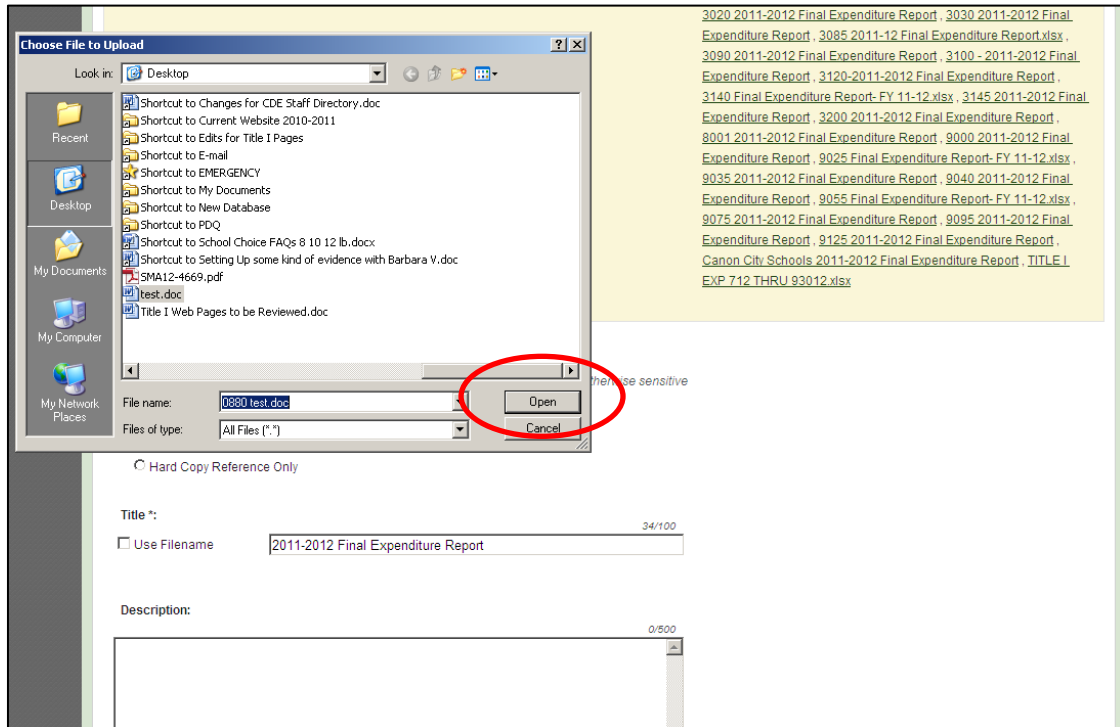
7. Scroll down and click on the **Browse** button.

The screenshot shows a web form for uploading documents. At the top, there is a list of links to various expenditure reports. Below this, the 'Select Document Type:' section has four radio buttons: 'New File' (selected), 'Existing File', 'Link to a web page URL', and 'Hard Copy Reference Only'. The 'New File' option has a sub-note: 'Please do not upload documents that contain student-identifying or otherwise sensitive information.' A 'Browse...' button is circled in red. Below the radio buttons, there is a 'Title *:' field with a text input containing '2011-2012 Final Expenditure Report' and a character count '34/100'. There is also a 'Description:' field with a text input and a character count '0/500'.

8. Use the **Up Button** and **File Folder** icons to navigate to the file on your computer. Then click on the **Open** button.

The screenshot shows the same web form as before, but with a 'Choose File to Upload' dialog box open. The dialog box shows the 'Desktop' location. The 'Up' button and the 'File Folder' icon are circled in red. The file list in the dialog box includes several files, including 'test.doc'. The 'File name:' field in the dialog box contains 'test.doc' and the 'Files of type:' dropdown is set to 'All Files (*.*)'. The 'Open' button is visible. The background web form is partially obscured by the dialog box.

9. When you have located the file on your computer, **click on it**. Be sure that the filename includes your four-digit district number at the front. **Click on the open button**.



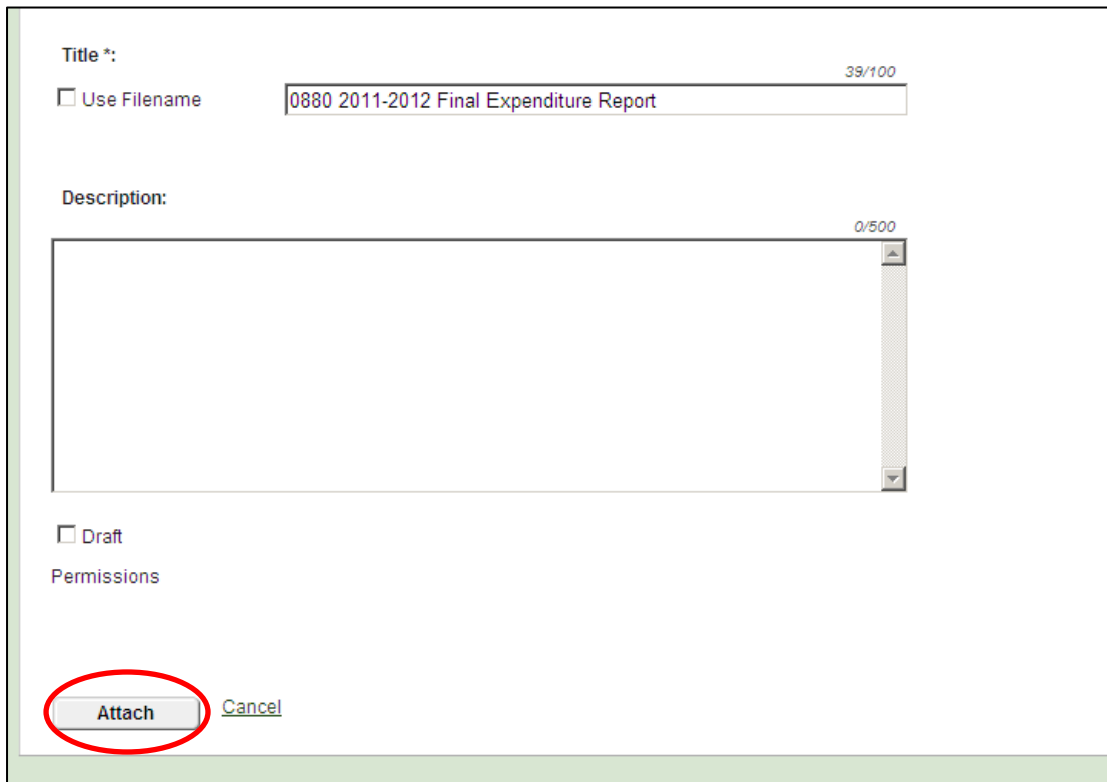
10. If your filename includes the district number at the front, click on the **Use Filename** checkbox.
or
If you forgot to include your district number at the front, type it at the beginning of the adjacent field instead.

Title *:

☐ Use Filename or 0880 2011-2012 Final Expenditure Report

Description:

11. Scroll down and click the **Attach** button.



The screenshot shows a web form for uploading a file. At the top, there is a 'Title *:' label and a text input field containing '0880 2011-2012 Final Expenditure Report'. To the right of the input field is a character count '39/100'. Below the title field is a checkbox labeled 'Use Filename'. Underneath that is a 'Description:' label and a large text area for the description, with a character count '0/500' to its right. Below the description field is another checkbox labeled 'Draft'. Underneath the 'Draft' checkbox is the word 'Permissions'. At the bottom left of the form is a button labeled 'Attach', which is circled in red. To the right of the 'Attach' button is a link labeled 'Cancel'.

This completes the process for uploading files to the LEA/BOCES – 0000 entity to be reviewed by CDE. Unlike uploads to your district entity, you will NOT see or need to use a Submit button.