

# UIP Online: District Admin Guide

## 2020: Lightning Upgrade



This document is intended for use by any district-level staff coordinating improvement planning efforts or responsible for Unified Improvement Plan (UIP) submissions. This guide included 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, Firefox or Edge**. Internet Explorer (IE) is not recommended.

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Once the user logs into the UIP Online System, the Home Tab includes details on the UIP for District, School, and AECs for the current school year.



COLORADO

Department of Education

All

Search Salesforce

UIP

Home

Schools/Districts

Reports

Chatter

Accreditation Portal

Data Explorer

UIP

UIP Contacts

UIP

District Dashboard

Printable View

Ready For School View

1 item • Sorted by UIP Name • Filtered by all uip - Record Type • Updated 2 minutes ago

Search this list...

	UIP Name ↑	District ...	Or...	UIP Status	Plan Type	Z...	C...	Bi...	Last Mod...	Last Modified Date	C...
1	<input type="checkbox"/> Test District UIP 2...	Wray RD-2	3210	In Progress	Accredited: Meet...				Lisa Steffen	7/17/2020 1:22 ...	

UIP

School Dashboard

Printable View

Ready For School View

5 items • Sorted by UIP Name • Filtered by all uip - Record Type, UIP Name • Updated a minute ago

Search this list...

	UIP Name ↑	District ...	Or...	UIP Status	School Name	Sch...	Z...	E...	Plan T...	Bi...	Last Modifie...	Last Mod...
1	<input type="checkbox"/> Test School ...	Wray RD-2	3210	In Progress	Buchanan M...	9729			Pendi...		7/17/2020 ...	Test User
2	<input type="checkbox"/> Test School A	Wray RD-2	3210	In Progress	Wray High S...	9733			Pendi...		7/17/2020 ...	Lisa Steffen
3	<input type="checkbox"/> Test School B	Wray RD-2	3210	In Progress	Buchanan M...	9729			Pendi...		7/17/2020 ...	Lisa Steffen
4	<input type="checkbox"/> Test School ...	Wray RD-2	3210	In Progress	Wray Eleme...	9725			Pendi...		7/17/2020 ...	Test User
5	<input type="checkbox"/> School UIP ...	Wray RD-2	3210	In Progress	Wray High S...	9733			Pendi...		7/17/2020 ...	Test User

UIP

AEC Dashboard

Printable View

Ready For School View

1 item • Sorted by UIP Name • Filtered by all uip - Record Type, UIP Name • Updated 2 minutes ago

Search this list...

	UIP Name ↑	District Name	Organiza...	UIP Status	School Name	School C...	Enterin...	Plan Type
1	<input type="checkbox"/> Test AEC School 3	Wray RD-2	3210	In Progress	Wray Elementary School	9725		Pending

UIP

AEC Dashboard

Printable View

Ready For School View

1 item • Sorted by UIP Name • Filtered by all uip - Record Type, UIP Name • Updated 2 minutes ago

Search this list...

	UIP Name ↑	District Name	Organiza...	UIP Status	School Name	School C...	Enterin...	Plan Type
1	<input type="checkbox"/> Test AEC School 3	Wray RD-2	3210	In Progress	Wray Elementary School	9725		Pending

Notice:

The UIP Online System has been upgraded to Lightning, including new data dashboard integrations.

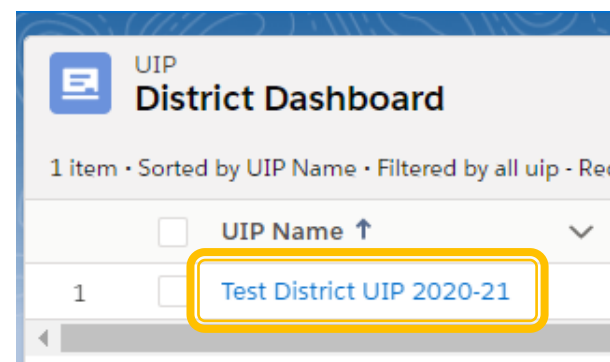
For resources for drafting the UIP, visit:

[https://www.cde.state.co.us/uiip/uiip\\_general\\_resources](https://www.cde.state.co.us/uiip/uiip_general_resources)

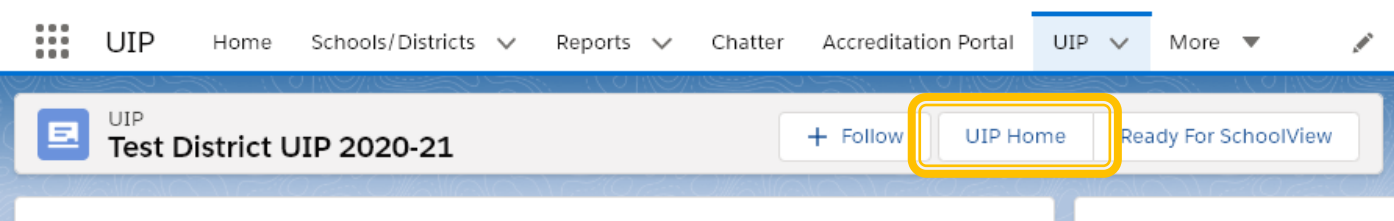
For support with the system, contact Kirby Stein ([stein\\_k@cde.state.co.us](mailto:stein_k@cde.state.co.us))

## Quick Access – to edit any school or district UIP

To log into any district or school UIP, click the UIP Name “Test District UIP 2020-21”



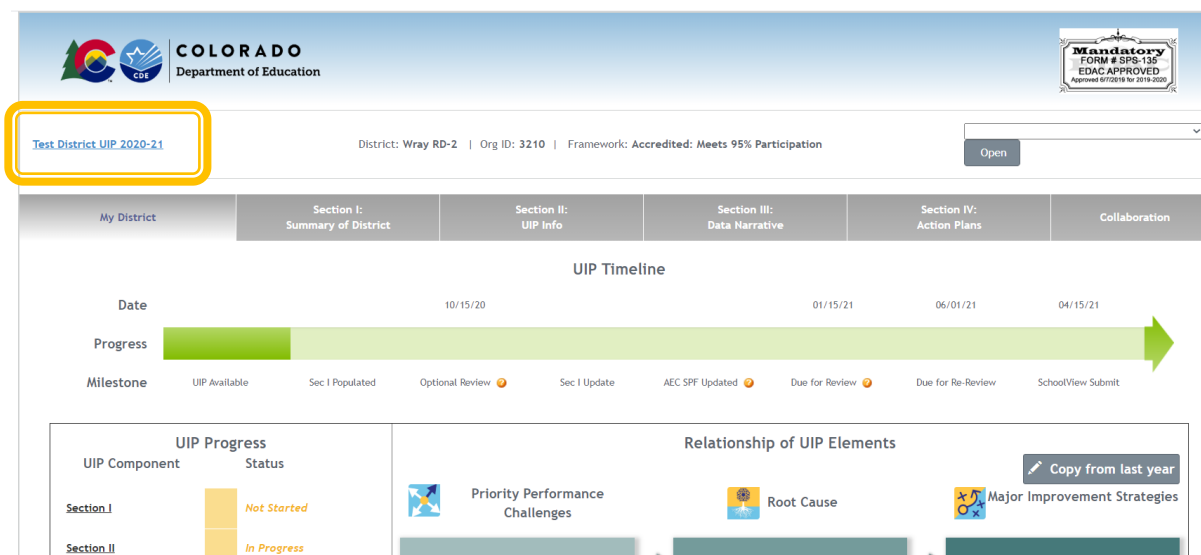
Then “UIP Home”



Once in the UIP tool, the district user can navigate to each section of the UIP, selecting “complete and ready to submit” on each page as they are completed. The UIP is not submitted/published to SchoolView until the district hits the “Ready for SchoolView” on the overview page.

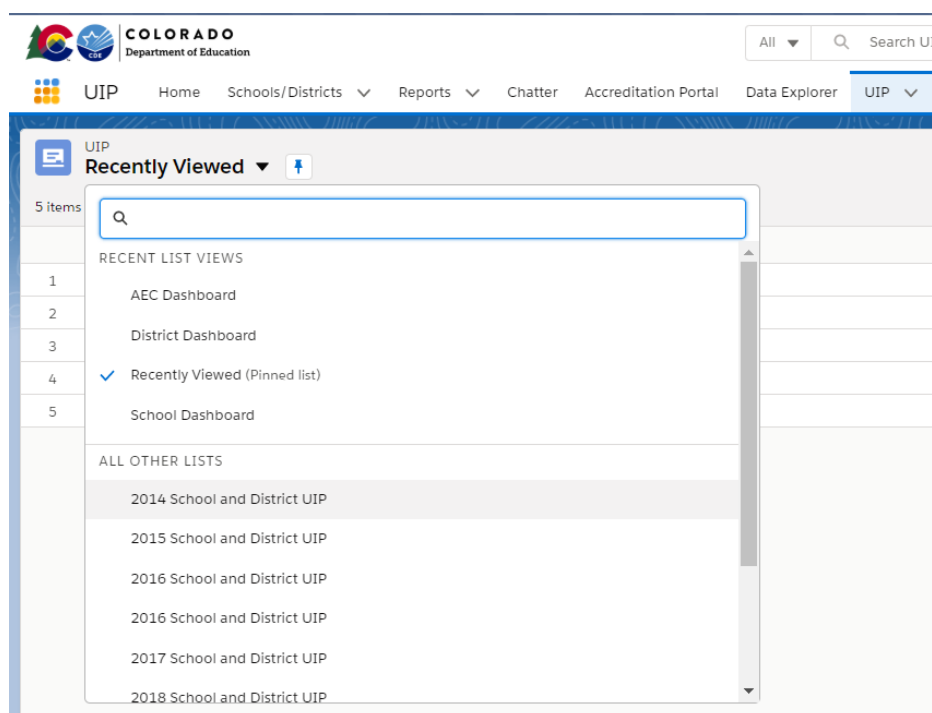
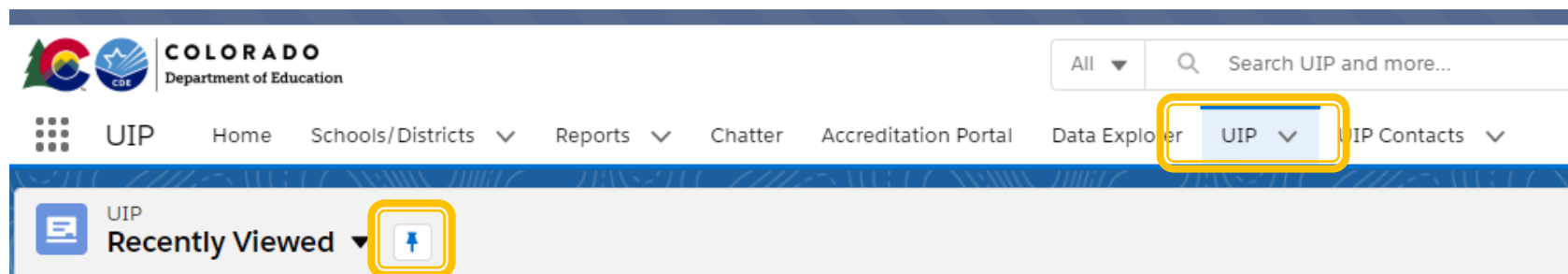
To return to the district administrative pages, click the light blue underlined district or school name in the top left corner.

For more information, view the UIP Online System Guide.



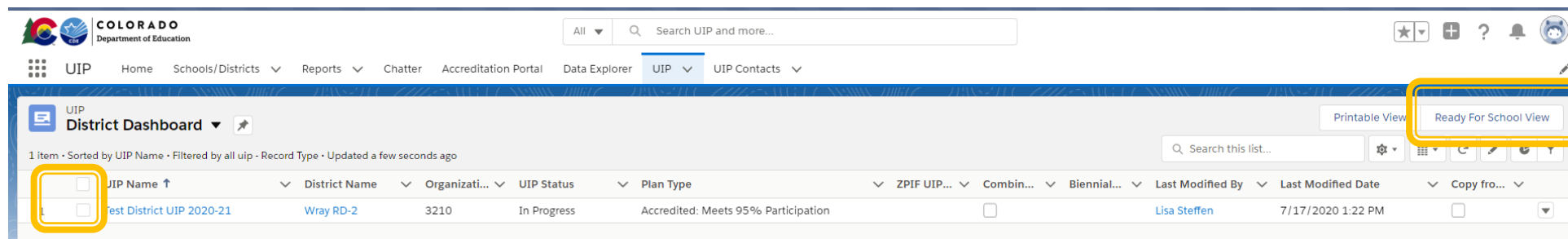
## UIP Tab

The UIP Tab can be used to access both current and previous year UIP. Once the UIP tab is selected, the user will use the dropdown to select the list of UIP they would like to see. Use the “Pin” feature to pin the most used list. Otherwise the system will default to “Recently Viewed.”



- District Dashboard
  - Current School Year District UIP
- School Dashboard
  - Current School Year School UIP
- AEC Dashboard
  - Current School Year AEC UIP
- Recently Viewed
- (YEAR) School and District UIP
  - Prior year district, school, and AEC UIP

Each list view will include all UIPs in that category. To log into the UIP, click the title under the UIP Name, “Test District UIP 2020-21.” To submit the UIP, click the check box next to UIP Name, then click the “Ready for SchoolView” button in the top left.



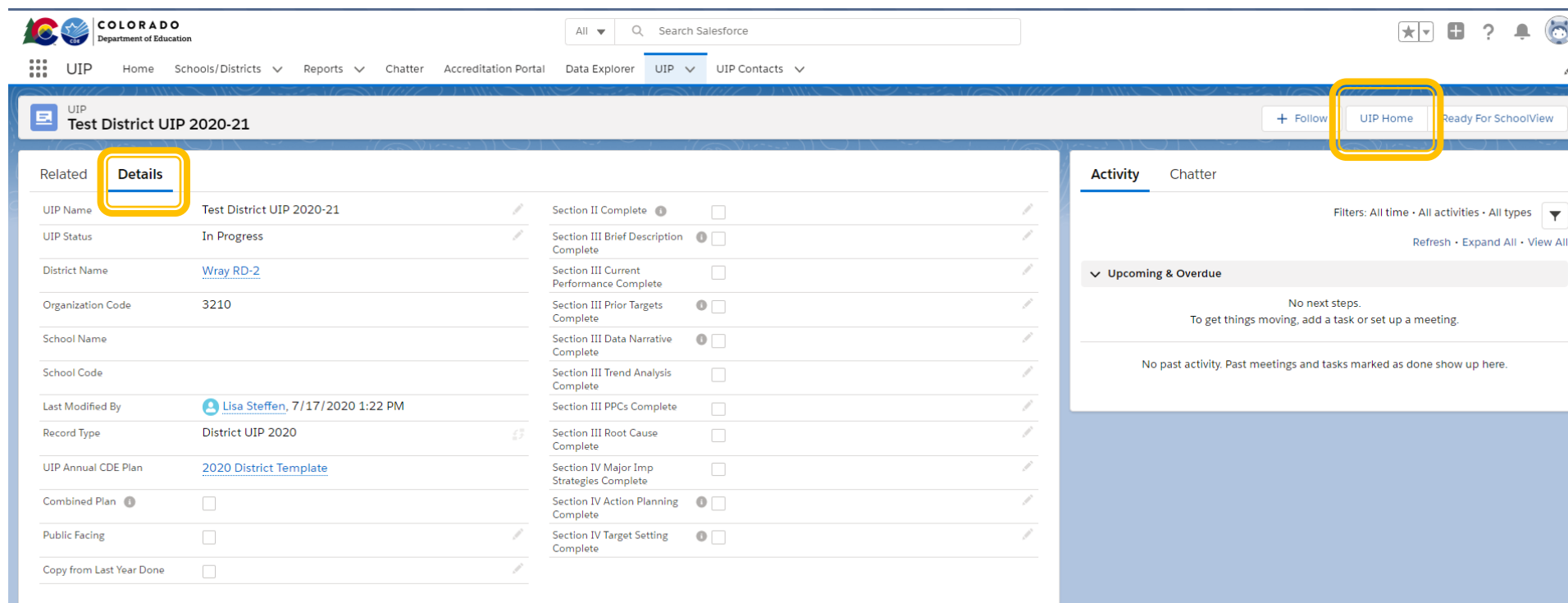
UIP District Dashboard

1 item • Sorted by UIP Name • Filtered by all uip • Record Type • Updated a few seconds ago

UIP Name	District Name	Organizati...	UIP Status	Plan Type	ZPIF UIP...	Combin...	Biennial...	Last Modified By	Last Modified Date	Copy fro...
<input type="checkbox"/> Test District UIP 2020-21	Wray RD-2	3210	In Progress	Accredited: Meets 95% Participation				Lisa Steffen	7/17/2020 1:22 PM	<input type="checkbox"/>

Printable View Ready For School View

The Details page for the UIP includes information on which sections have been filled out, as well as the UIP Status. To log into the UIP, click “UIP Home”. To submit the UIP, click “Ready for SchoolView.”



UIP Test District UIP 2020-21

+ Follow UIP Home Ready For SchoolView

Related Details

UIP Name	Test District UIP 2020-21	Section II Complete	<input type="checkbox"/>
UIP Status	In Progress	Section III Brief Description Complete	<input type="checkbox"/>
District Name	Wray RD-2	Section III Current Performance Complete	<input type="checkbox"/>
Organization Code	3210	Section III Prior Targets Complete	<input type="checkbox"/>
School Name		Section III Data Narrative Complete	<input type="checkbox"/>
School Code		Section III Trend Analysis Complete	<input type="checkbox"/>
Last Modified By	Lisa Steffen, 7/17/2020 1:22 PM	Section III PPCs Complete	<input type="checkbox"/>
Record Type	District UIP 2020	Section III Root Cause Complete	<input type="checkbox"/>
UIP Annual CDE Plan	2020 District Template	Section IV Major Imp Strategies Complete	<input type="checkbox"/>
Combined Plan	<input type="checkbox"/>	Section IV Action Planning Complete	<input type="checkbox"/>
Public Facing	<input type="checkbox"/>	Section IV Target Setting Complete	<input type="checkbox"/>
Copy from Last Year Done	<input type="checkbox"/>		

Activity Chatter

Filters: All time • All activities • All types

Refresh • Expand All • View All

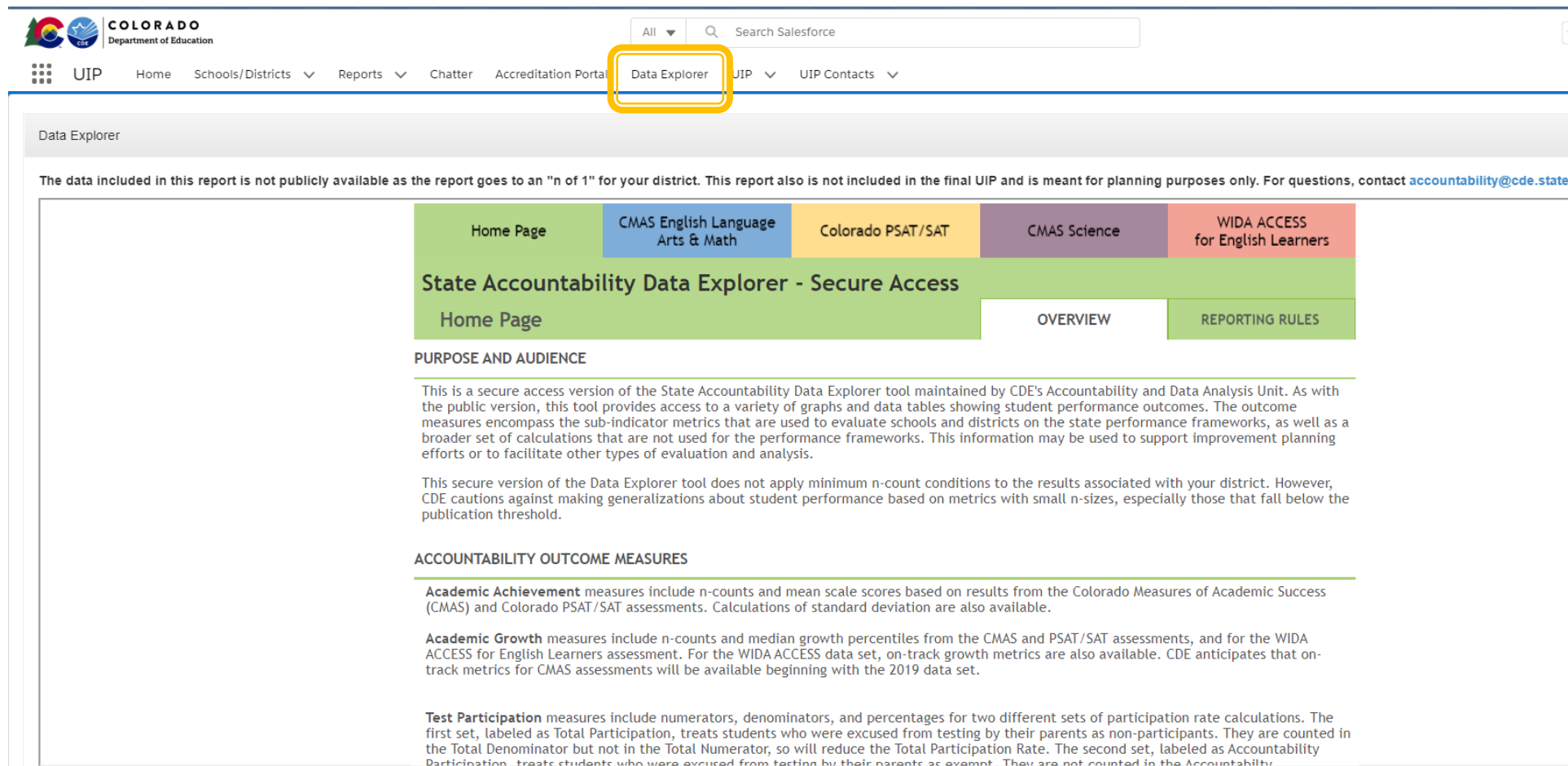
Upcoming & Overdue

No next steps.  
To get things moving, add a task or set up a meeting.

No past activity. Past meetings and tasks marked as done show up here.

## State Accountability Secure Data Explorer Tool

If the user has been assigned by the LAM to access the Secure Data Explorer tool, it will appear here. 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.



**Colorado Department of Education**

Search Salesforce

UIP Home Schools/Districts Reports Chatter Accreditation Portal Data Explorer UIP UIP Contacts

Data Explorer

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](mailto:accountability@cde.state).

Home Page CMAS English Language Arts & Math Colorado PSAT/SAT CMAS Science WIDA ACCESS for English Learners

**State Accountability Data Explorer - Secure Access**

Home Page OVERVIEW REPORTING RULES

**PURPOSE AND AUDIENCE**

This is a secure access version of the State Accountability Data Explorer tool maintained by CDE's Accountability and Data Analysis Unit. As with the public version, this tool provides access to a variety of graphs and data tables showing student performance outcomes. The outcome measures encompass the sub-indicator metrics that are used to evaluate schools and districts on the state performance frameworks, as well as a broader set of calculations that are not used for the performance frameworks. This information may be used to support improvement planning efforts or to facilitate other types of evaluation and analysis.

This secure version of the Data Explorer tool does not apply minimum n-count conditions to the results associated with your district. However, CDE cautions against making generalizations about student performance based on metrics with small n-sizes, especially those that fall below the publication threshold.

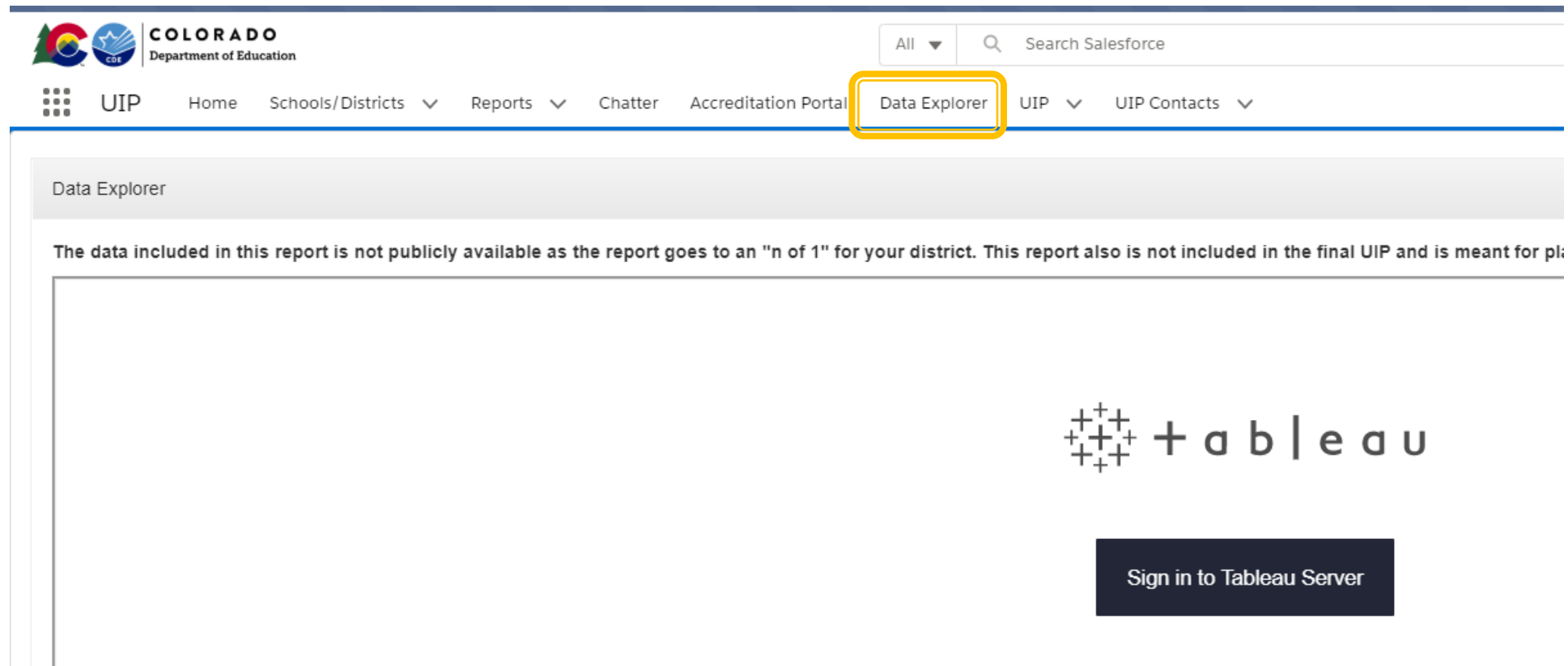
**ACCOUNTABILITY OUTCOME MEASURES**

**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. Calculations of standard deviation are also available.

**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. For the WIDA ACCESS data set, on-track growth metrics are also available. CDE anticipates that on-track metrics for CMAS assessments will be available beginning with the 2019 data set.

**Test Participation** measures include numerators, denominators, and percentages for two different sets of participation rate calculations. The first set, labeled as Total Participation, treats students who were excused from testing by their parents as non-participants. They are counted in the Total Denominator but not in the Total Numerator, so will reduce the Total Participation Rate. The second set, labeled as Accountability Participation, treats students who were excused from testing by their parents as exempt. They are not counted in the Accountability Participation Rate.

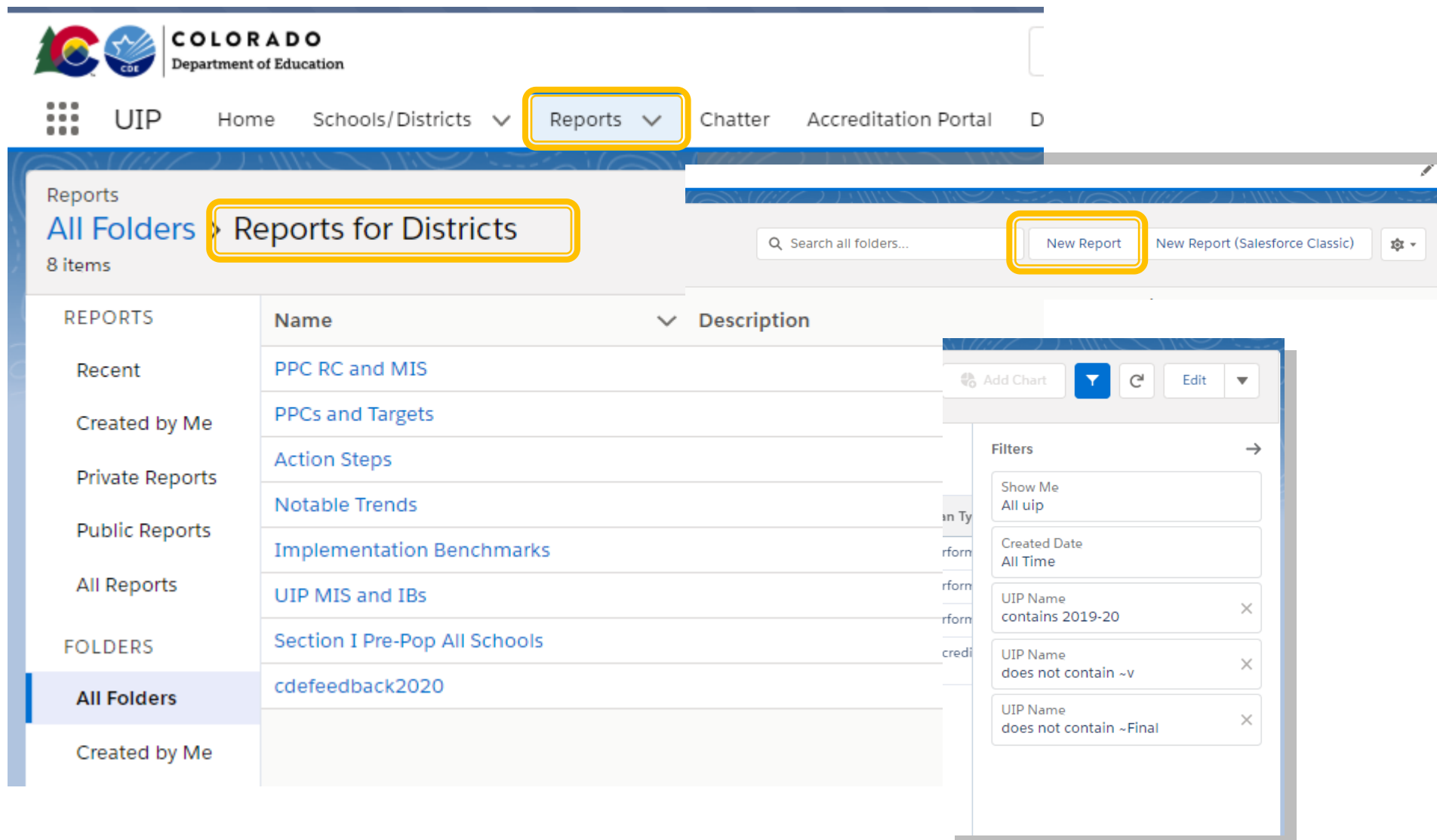
If the user has not been assigned by the LAM to the State Accountability Secure Data Explorer, this tab will prompt the user for a login and will not work.



The screenshot shows the Salesforce interface for the Colorado Department of Education (CDE). The top navigation bar includes the CDE logo, the text "COLORADO Department of Education", and a search bar labeled "Search Salesforce". Below this, a secondary navigation bar contains links for "Home", "Schools/Districts", "Reports", "Chatter", "Accreditation Portal", and "Data Explorer". The "Data Explorer" link is highlighted with a yellow box. Below the navigation bar, the page content area has a header "Data Explorer" and a message: "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 pl:". At the bottom right of the page, there is a Tableau logo and a dark blue button labeled "Sign in to Tableau Server".

## 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, such as “PPC RC and MIS.” This report will generate all Priority Performance Challenges, Root Causes, and Major Improvement Strategies for any UIP year. Users can also select “New Report” to generate additional UIP reports.



**Colorado Department of Education**

UIP Home Schools/Districts **Reports** Chatter Accreditation Portal D

Reports  
All Folders **Reports for Districts** 8 items

Search all folders... **New Report** New Report (Salesforce Classic) ⚙

REPORTS	Name	Description
Recent	PPC RC and MIS	
Created by Me	PPCs and Targets	
Private Reports	Action Steps	
Public Reports	Notable Trends	
All Reports	Implementation Benchmarks	
	UIP MIS and IBs	
FOLDERS	Section I Pre-Pop All Schools	
<b>All Folders</b>	cdefeedback2020	
Created by Me		

**New Report Modal:**

Add Chart [Dropdown] [Refresh] [Edit] [Dropdown]

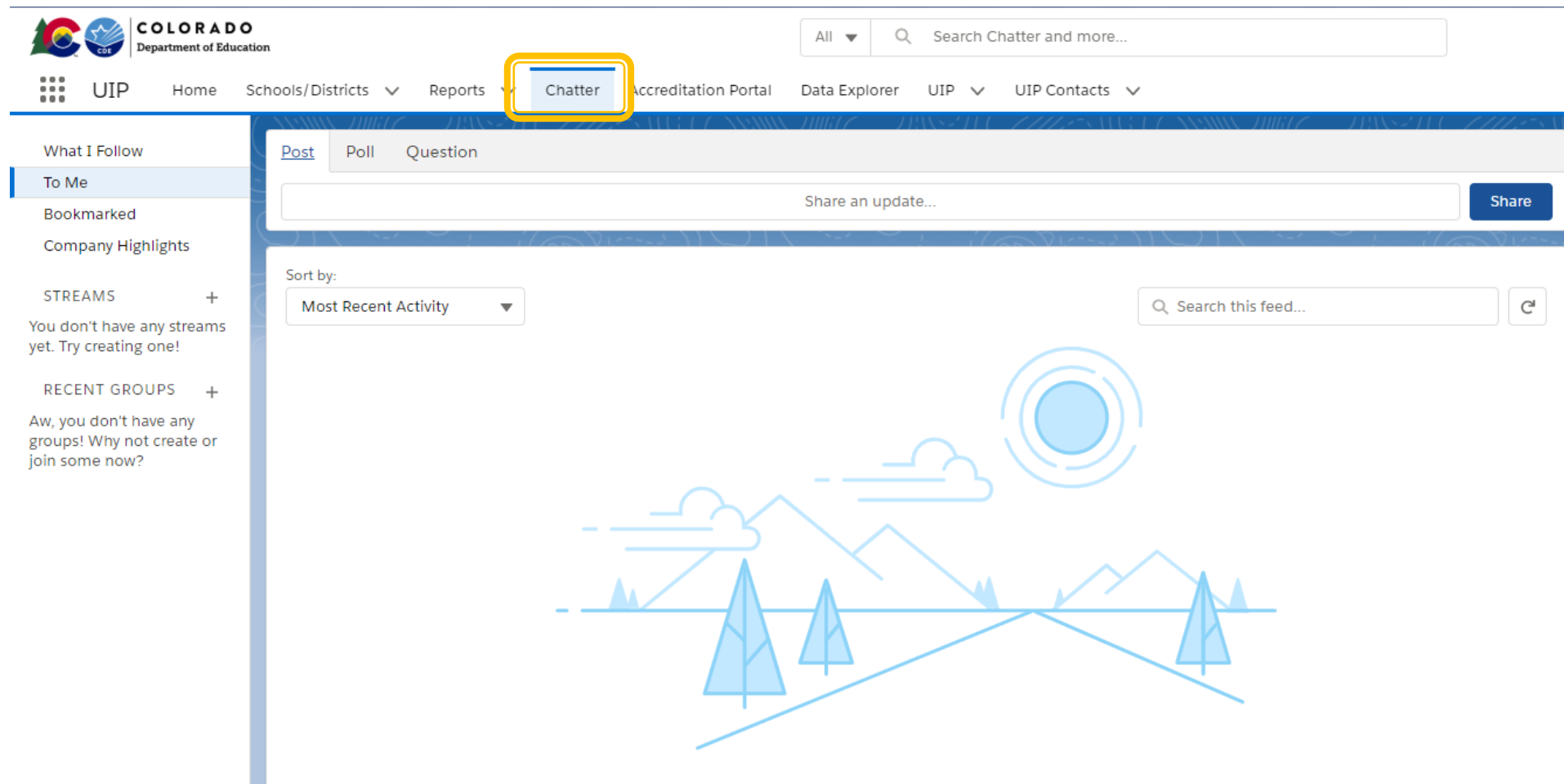
**Filters** →

- Show Me: All uip
- Created Date: All Time
- UIP Name: contains 2019-20 [X]
- UIP Name: does not contain ~v [X]
- UIP Name: does not contain ~Final [X]



## 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).




The screenshot displays the UIP Chatter interface. At the top, the Colorado Department of Education logo is on the left, and a search bar labeled "Search Chatter and more..." is on the right. Below the logo, the navigation menu includes "UIP", "Home", "Schools/Districts", "Reports", "Chatter" (highlighted with a yellow box), "Accreditation Portal", "Data Explorer", "UIP", and "UIP Contacts".

On the left sidebar, under "What I Follow", the "To Me" tab is selected. Below it are "Bookmarked" and "Company Highlights". Further down, there are sections for "STREAMS" (with a plus icon and the message "You don't have any streams yet. Try creating one!") and "RECENT GROUPS" (with a plus icon and the message "Aw, you don't have any groups! Why not create or join some now?").

The main content area features a header with "Post", "Poll", and "Question" tabs. Below this is a text input field labeled "Share an update..." and a "Share" button. A "Sort by:" dropdown menu is set to "Most Recent Activity". To the right of the feed is a search bar labeled "Search this feed..." and a refresh icon. The background of the main area features a stylized blue line-art illustration of a mountain range, trees, and a sun.

## School/District Account Page

The School/Districts tab has been connected to Data Pipeline. This tab will display information about the school or district sent from Pipeline. The “Related” tab connects to all things related to the account, such as UIP records.


**COLORADO**  
 Department of Education







All ▼

UIP
 Home
 **Schools/Districts ▼**
Reports ▼
 Chatter
 Accreditation Portal
 Data Explorer
 UIP ▼
 UIP Contacts ▼

School/District  
**Test District**

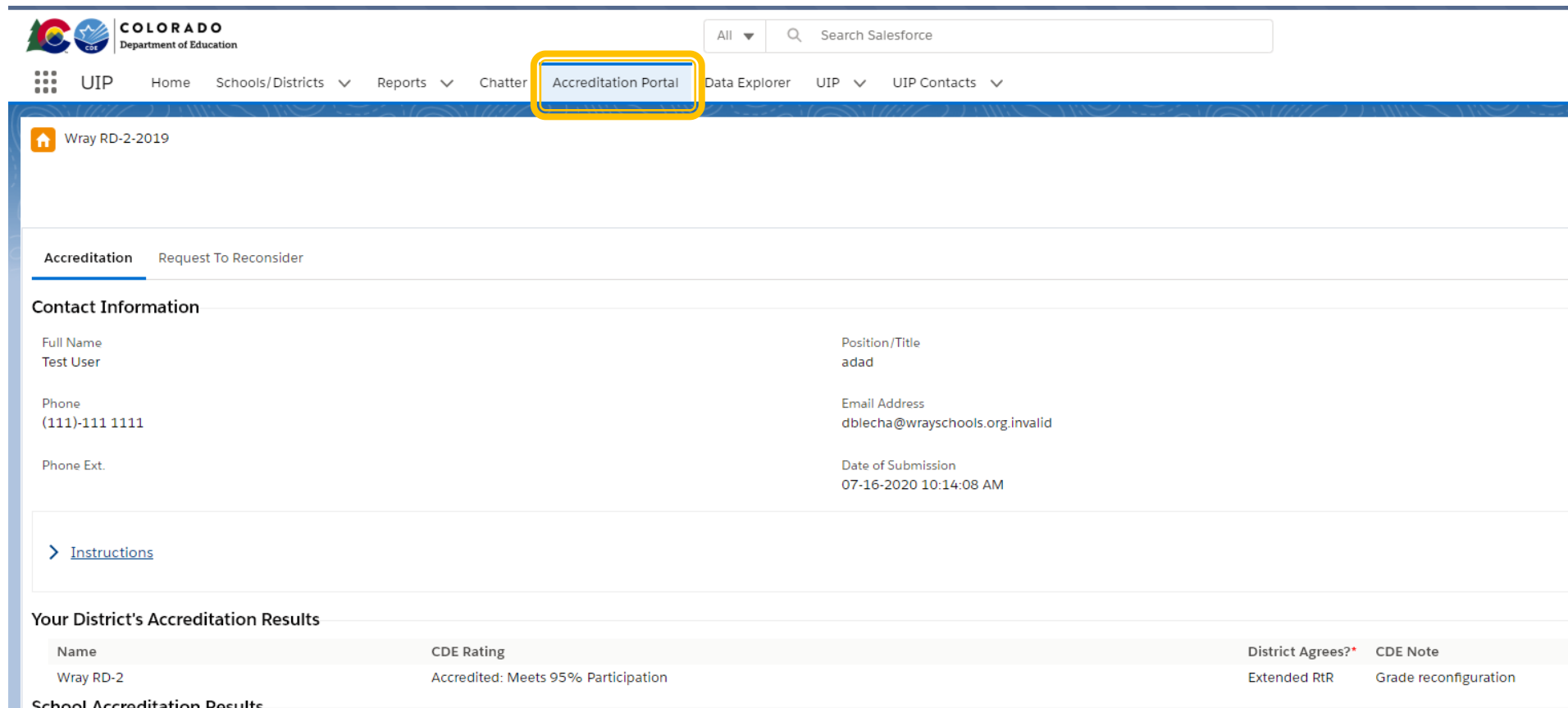
Type: District
 Phone: (970) 111-1111
 Website: <http://www.testschools.org>
 School/District Owner: WRAY RD-2 MASTER
 Industry:
 Billing Address:

Related
 **Details**
 News

School/District Name	Test District	Type	District
District		Mailing Address	11111 COUNTY ROAD 11
Organization Code	111	Phone	(970) 111-1111
School Code		Fax	
Region	NORTHEAST REGION	Website	<a href="http://www.testschools.org">http://www.testschools.org</a>
BOCES	<a href="#">Northeast BOCES</a>	Number of Students	
Support Coordinator	 <a href="#">Lisa Steffen</a>	Superintendent name	Supt Name
Local Accountability System	 <input type="checkbox"/>	State House District	
Local Accountability System Link		State Senate District	
Title I-A	 <input type="checkbox"/>		
Title I-C	 <input type="checkbox"/>		
Title I-D	 <input type="checkbox"/>		
Organization Setting			
Organization Size			
Mailing City	Outlying		

## Accreditation Portal

The UIP Online System will now be used to submit the district and school accreditation form, as well as submit and receive feedback on requests for rating revision or reconsideration. For more information, view the Accreditation Portal guide.



**Wray RD-2-2019**

**Accreditation** Request To Reconsider

**Contact Information**

Full Name Test User	Position/Title adad
Phone (111)-111 1111	Email Address dblecha@wrayschools.org.invalid
Phone Ext.	Date of Submission 07-16-2020 10:14:08 AM

[Instructions](#)

**Your District's Accreditation Results**

Name	CDE Rating	District Agrees?*	CDE Note
Wray RD-2	Accredited: Meets 95% Participation	Extended RtR	Grade reconfiguration

**School Accreditation Results**

## Log Out

When you are done using the UIP Online System, you can log out in the top right corner, or close your browser

