UIP Online: District Admin Guide

2020: Lightning Upgrade

COLORADO
Department of Education

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 insturctions 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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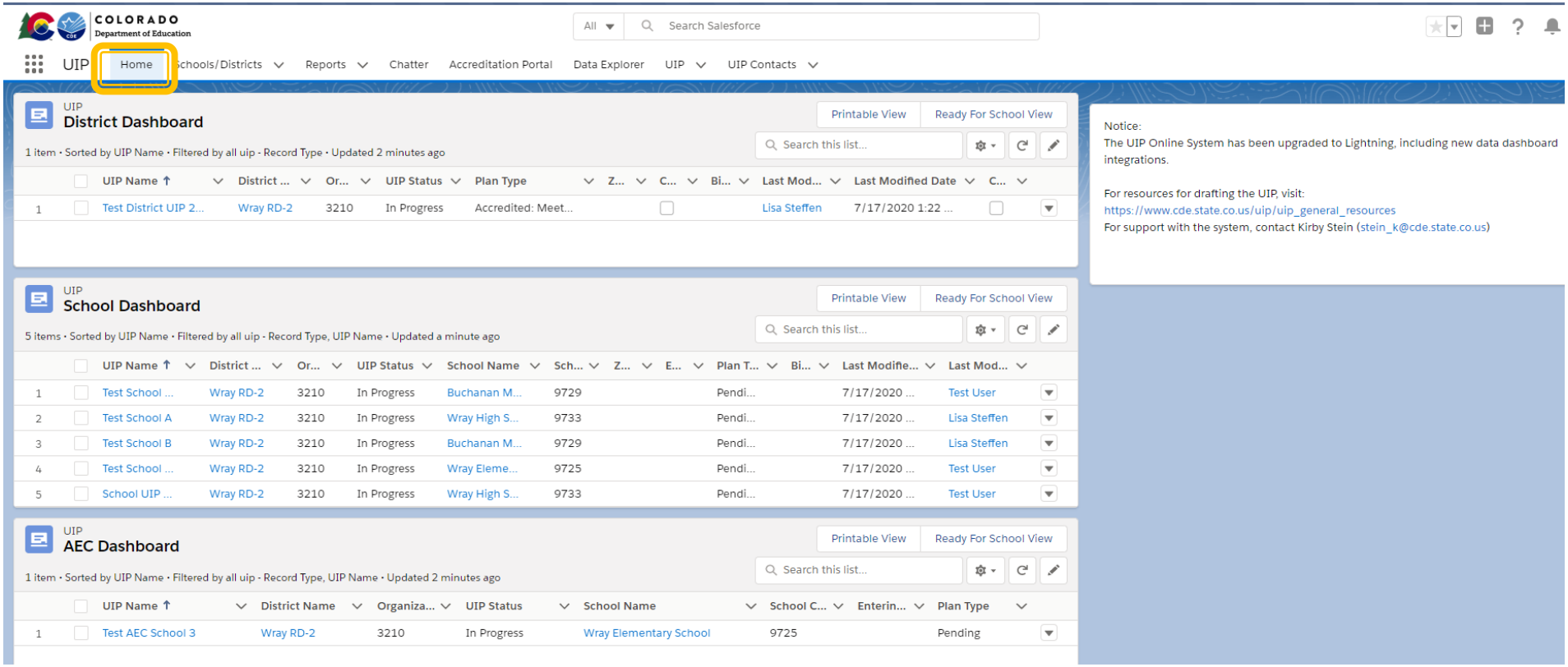
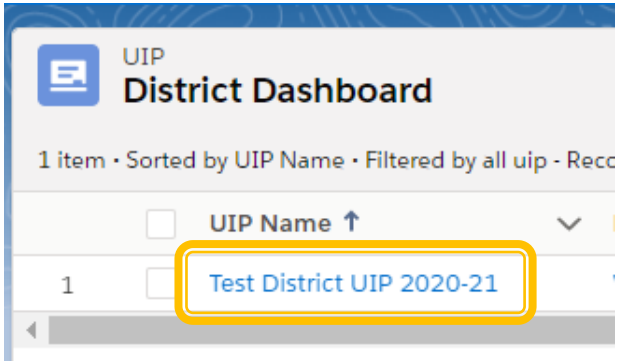
Home Tab

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.

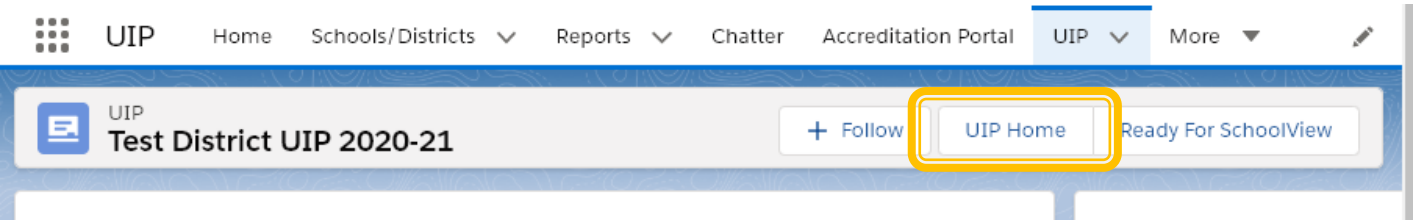


Quick Access – to edit any school or district UIP

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



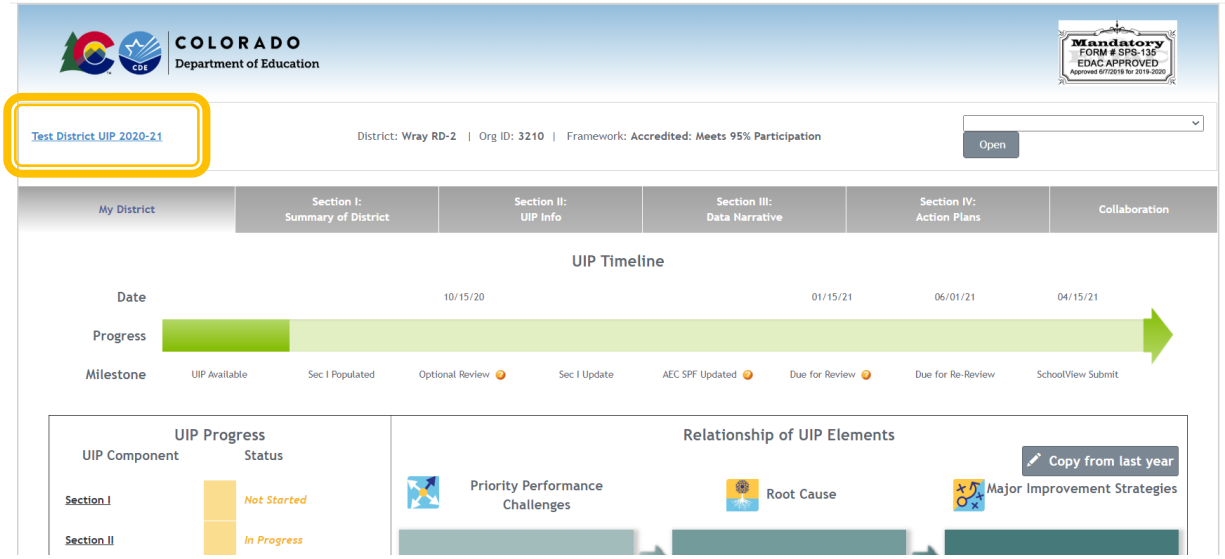
Then “UIP Home”



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.

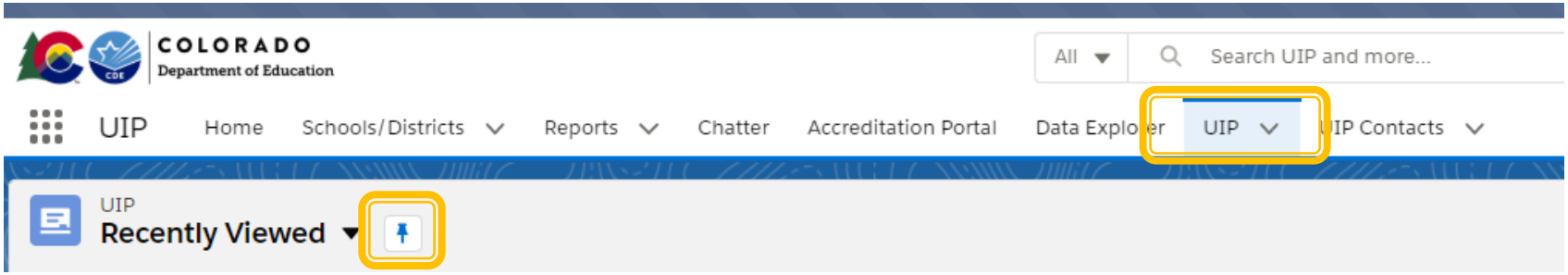
To return to the district administrative pages, click the light blue underlined district or school name in the top left corner.

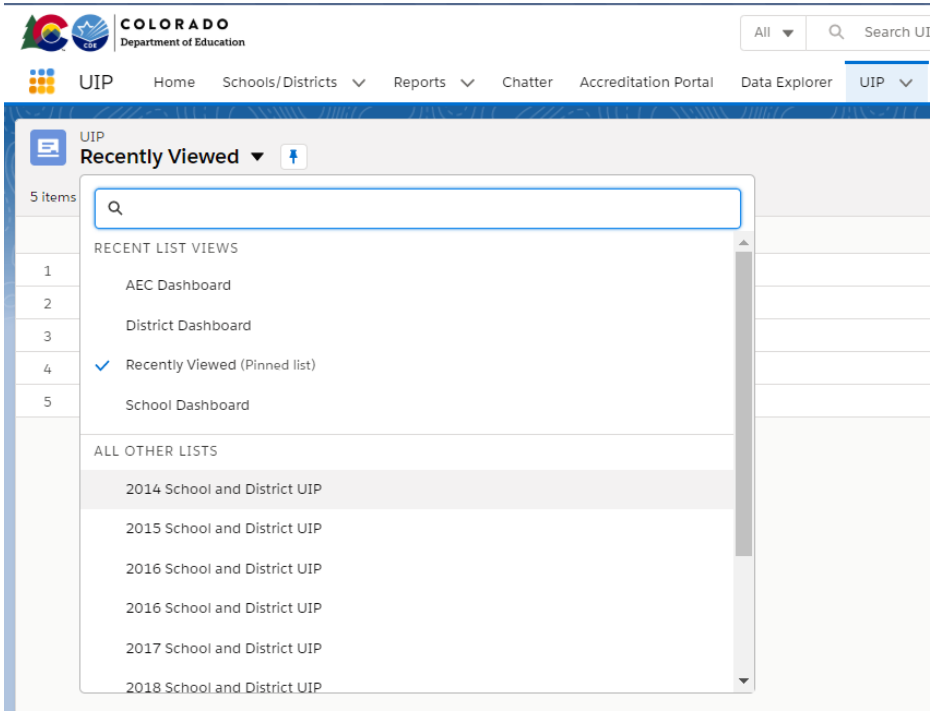
For more information, view the UIP Online System Guide.



UIP Tab

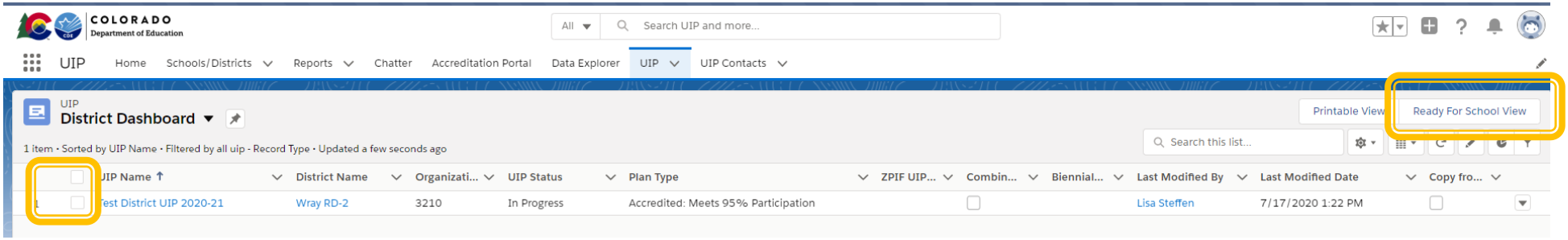
The UIP Tab can be used to access both current and previous year UIP. Once the UIP tab is selected, the user will use the dropdown to select the list of UIP they would like to see. Use the "Pin" feature to pin the most used list. Otherwise the system will default to "Recently Viewed."



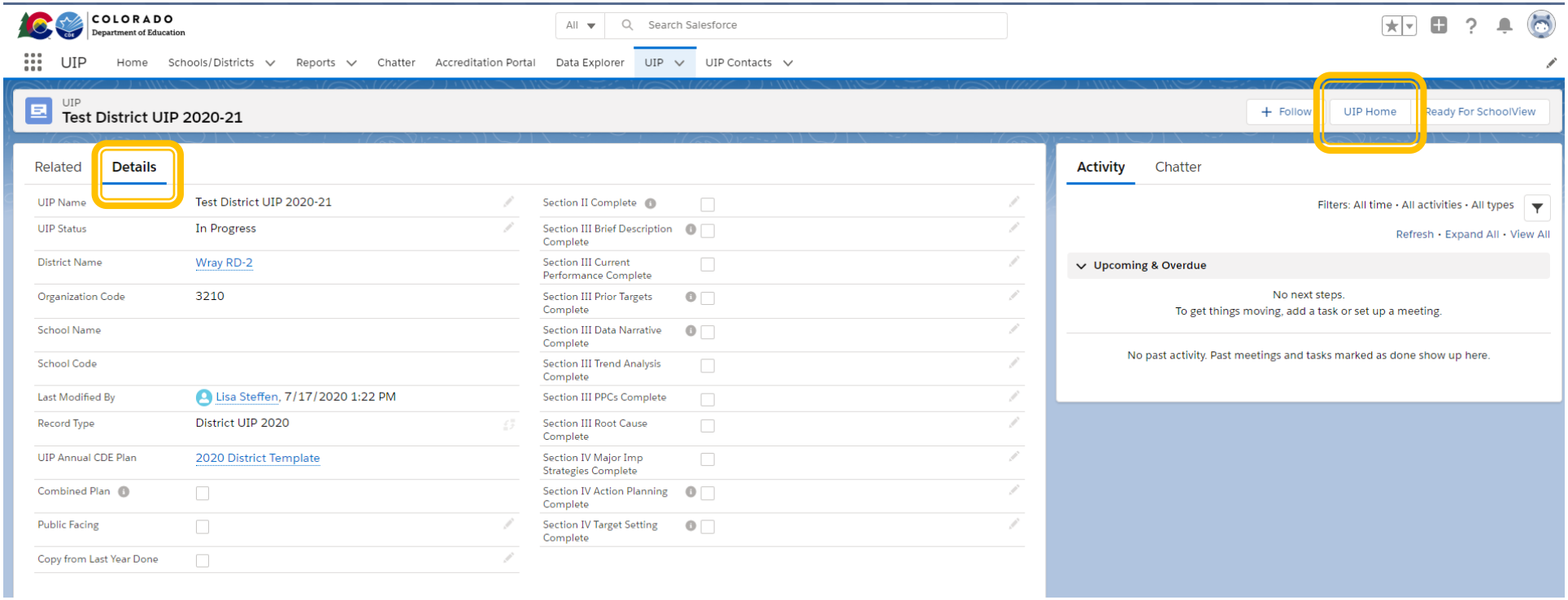


- District Dashboard
  - Current School Year District UIP
- School Dashboard
  - Current School Year School UIP
- AEC Dashboard
  - Current School Year AEC UIP
- Recently Viewed
- (YEAR) School and District UIP
  - Prior year district, school, and AEC UIP

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.

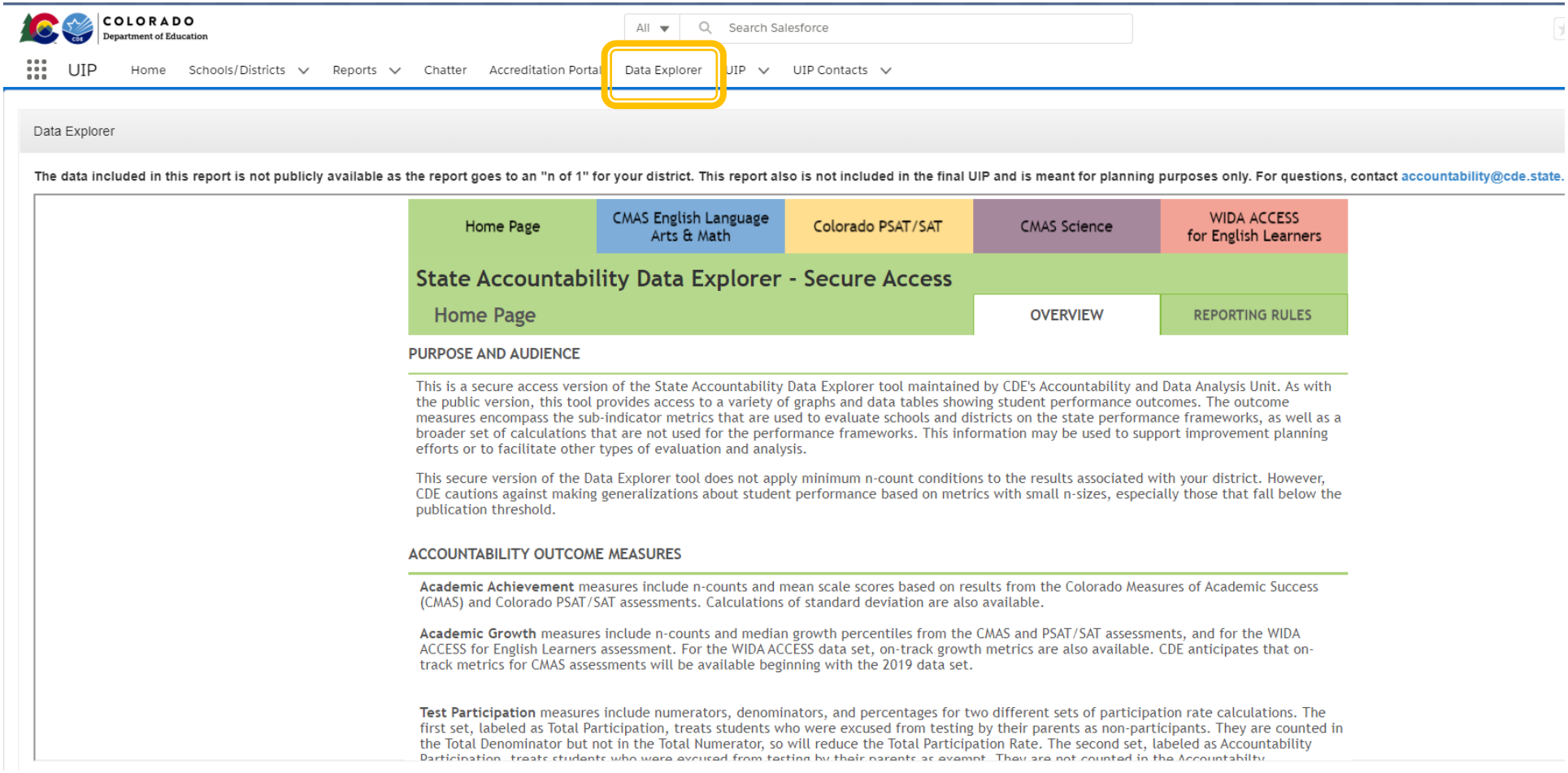


The Details page for the UIP includes information on which sections have been filled out, as well as the UIP Status. To log into the UIP, click “UIP Home”. To submit the UIP, click “Ready for SchoolView.”

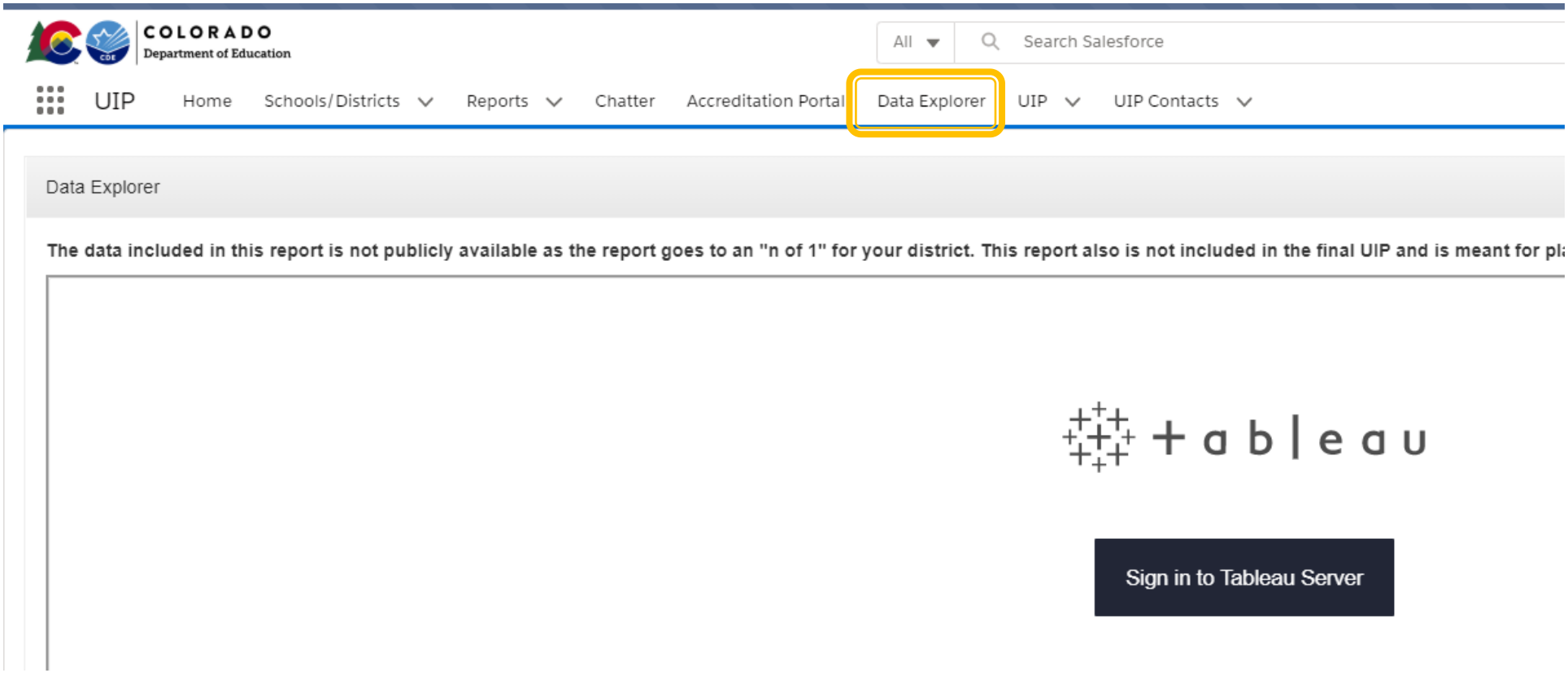


State Accountability Secure Data Explorer Tool

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.

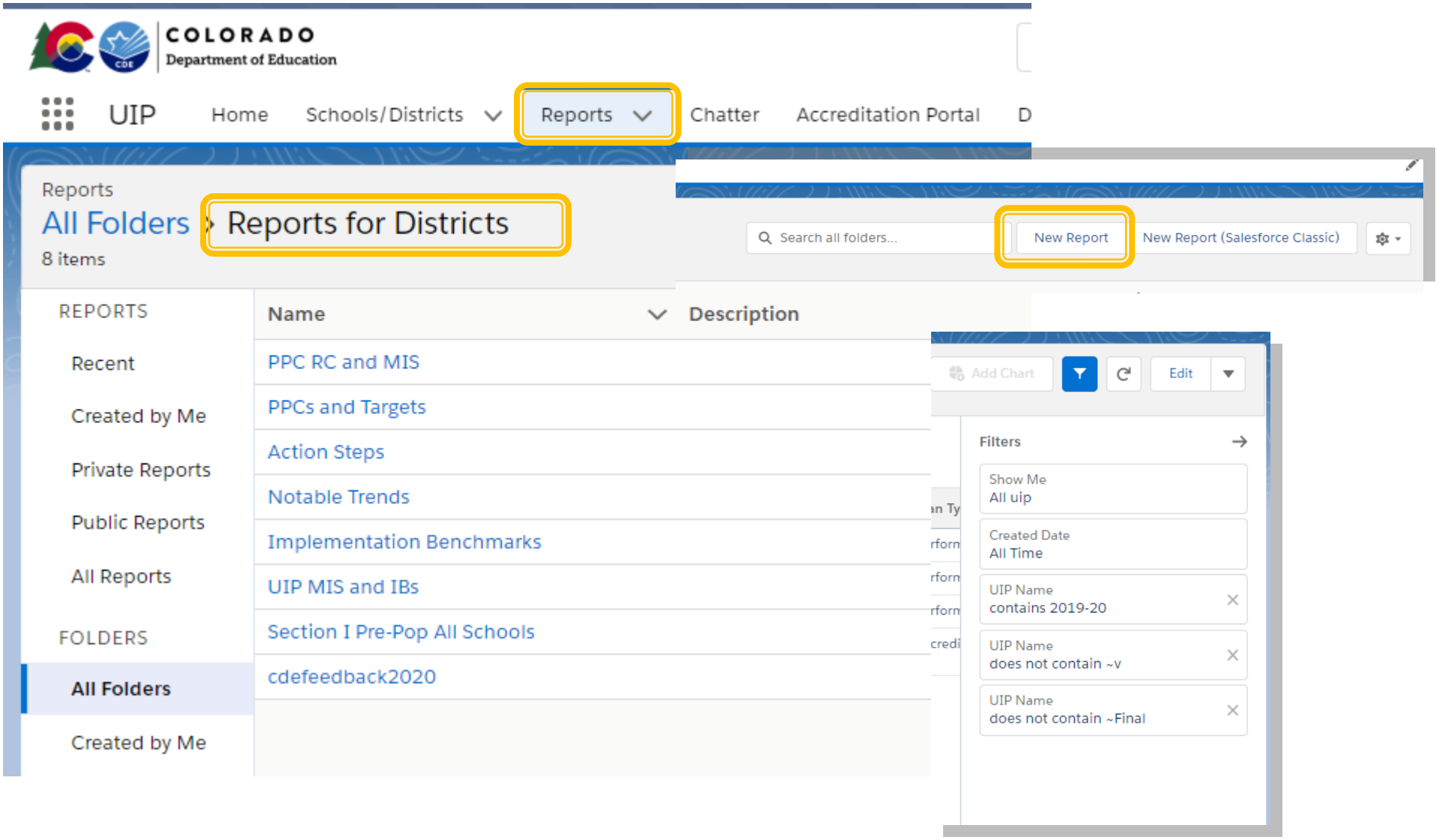


If the user has not been assigned by the LAM to the State Accountability Secure Data Explorer, this tab will prompt the user for a login and will not work.



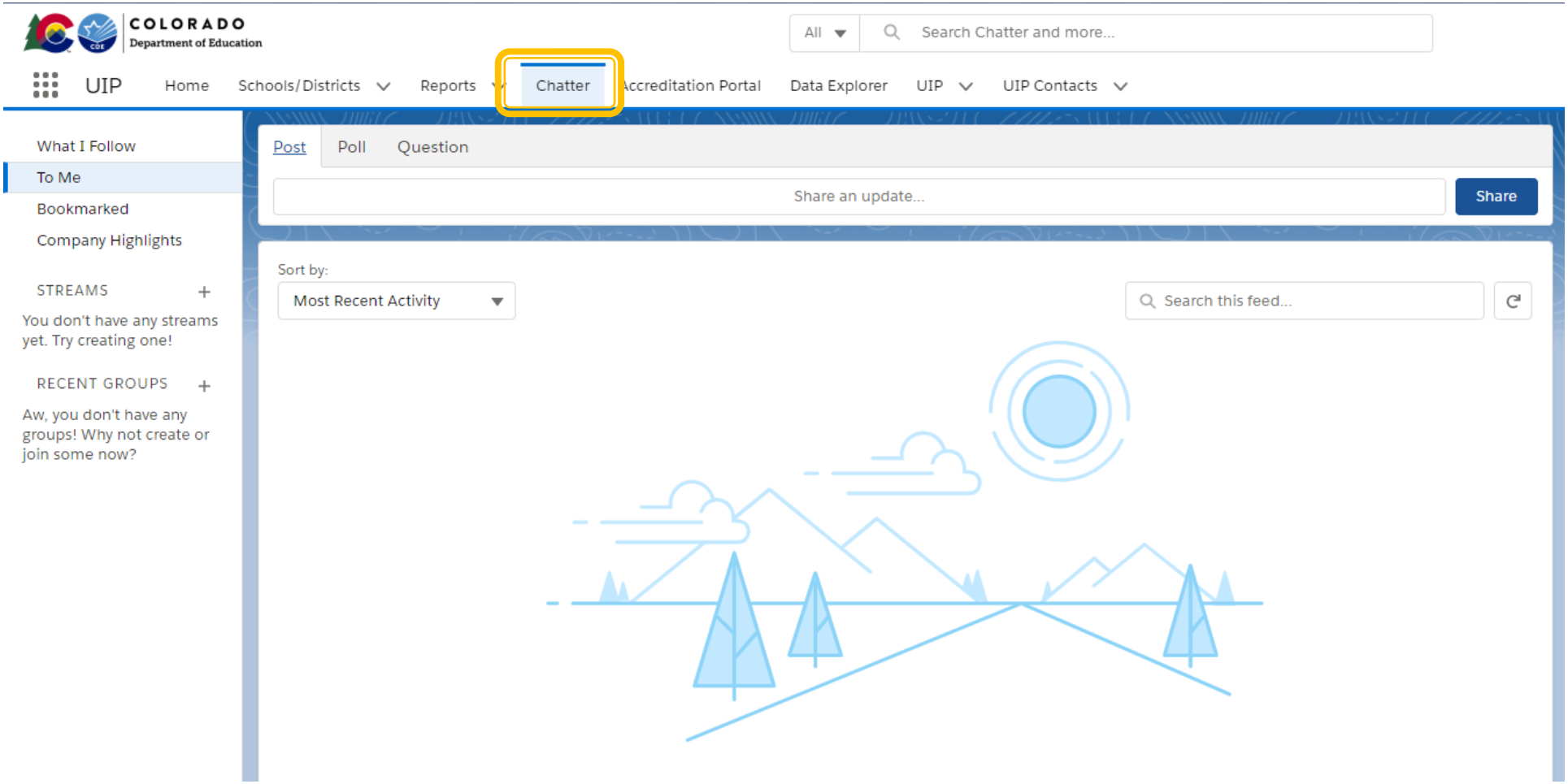
Reports

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.



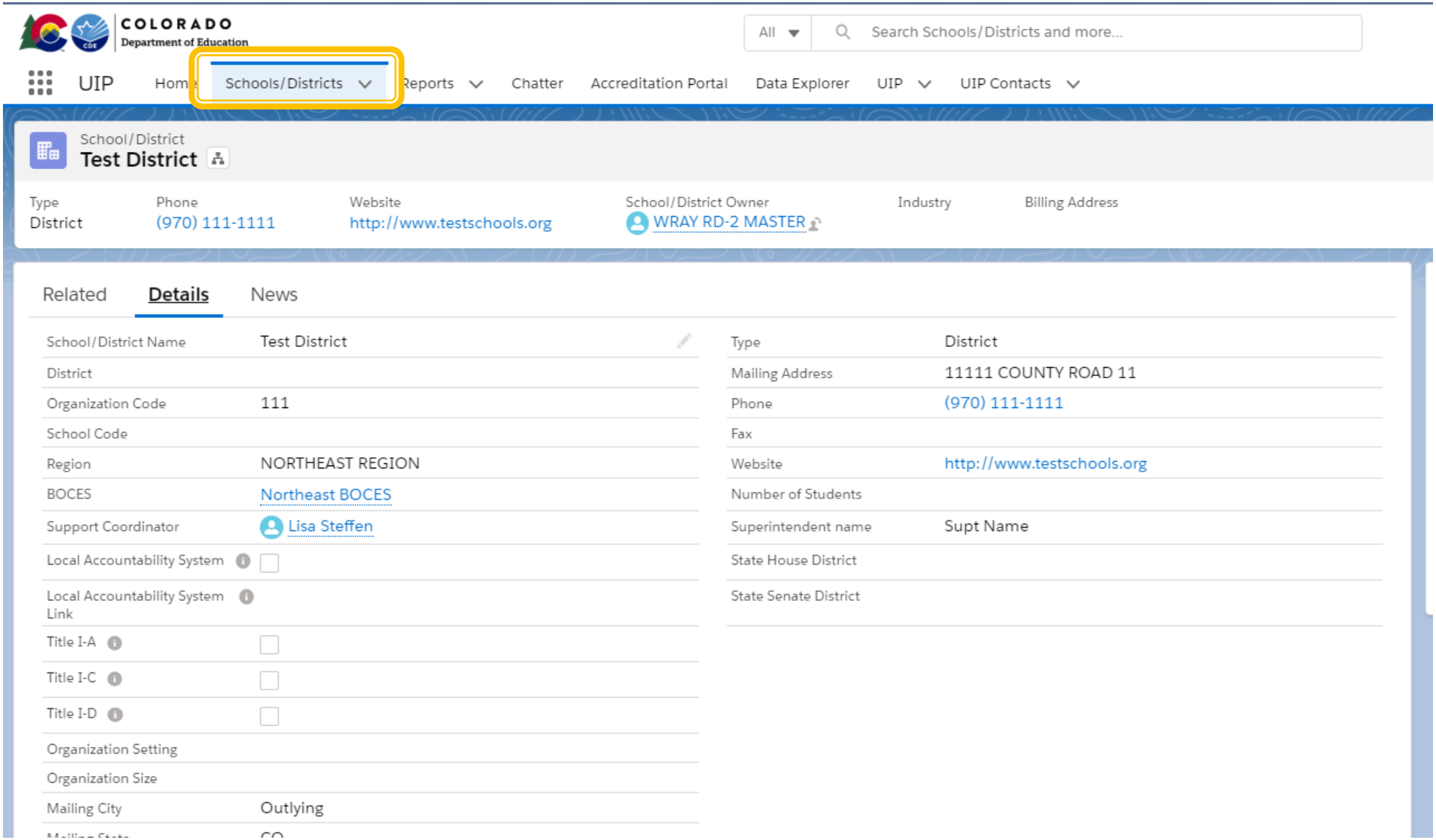
Chatter

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).



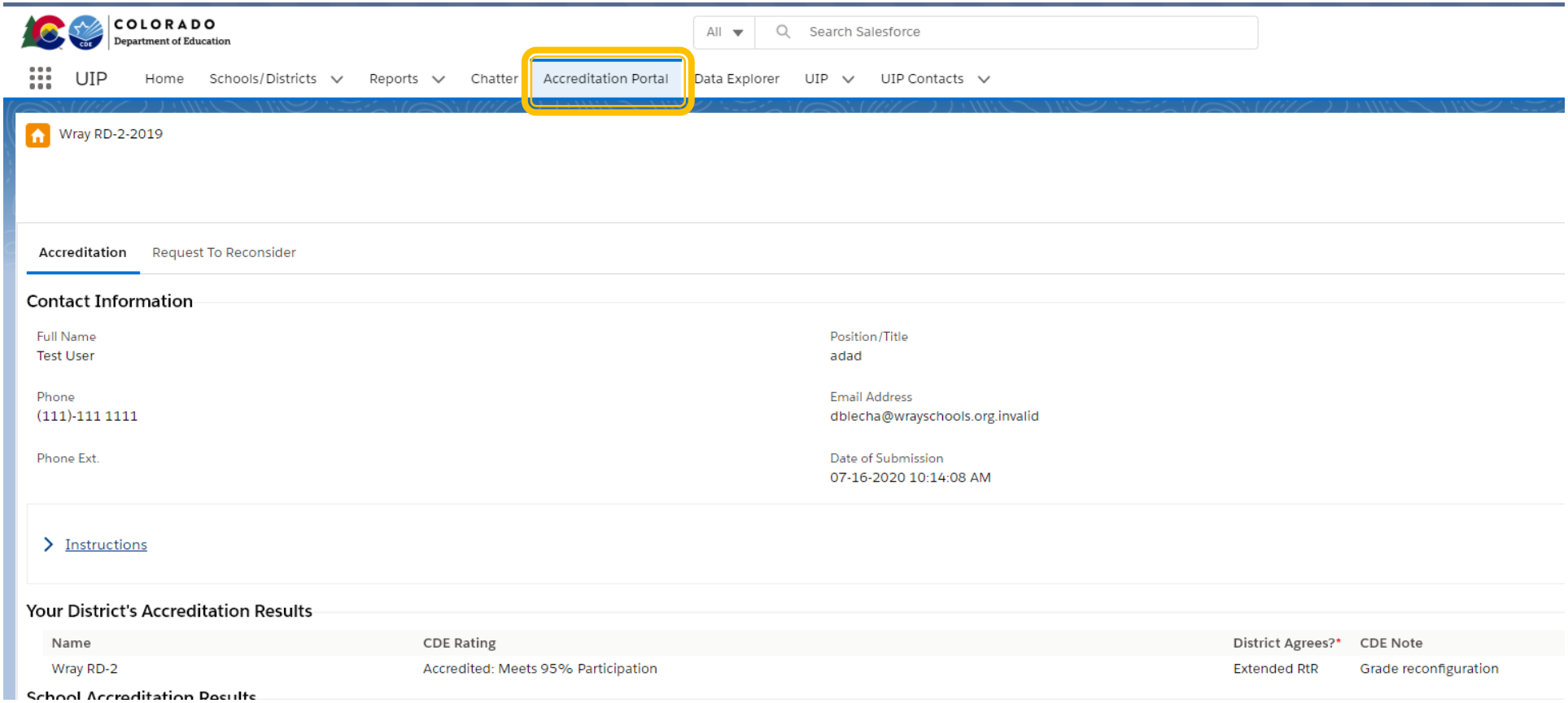
School/District Account Page

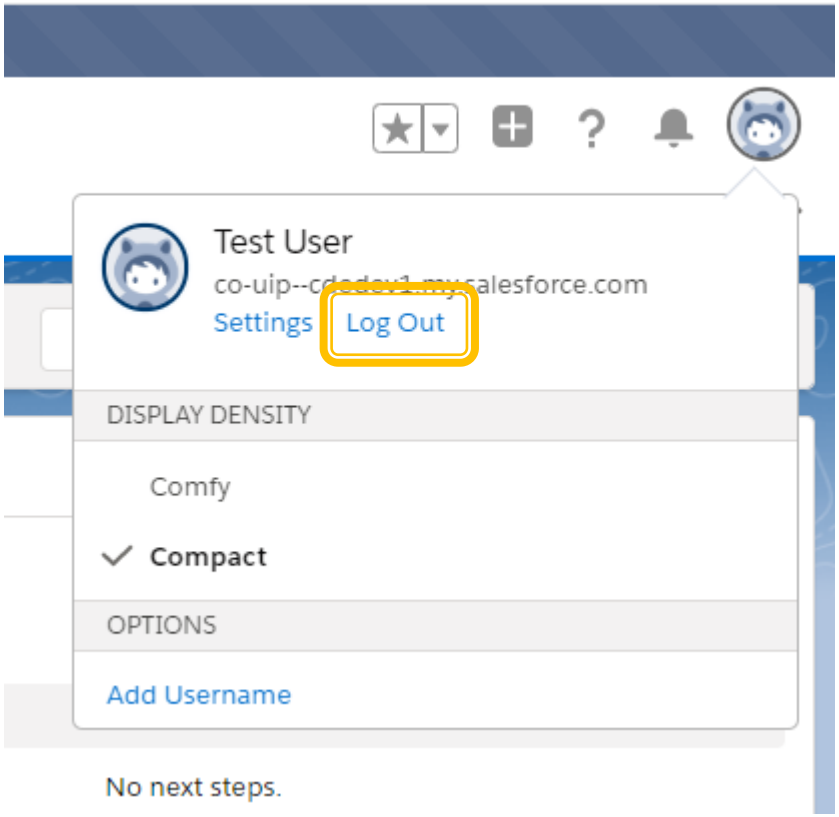
The School/Districts tab has been connected to Data Pipeline. This tab will display information about the school or district sent from Pipeline. The “Related” tab connects to all things related to the account, such as UIP records.



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.



Log Out

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