

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.

Table of Contents

Home Tab.....	2
Quick Access – to edit any school or district UIP	3
UIP Tab	4
State Accountability Secure Data Explorer Tool	6
Reports.....	8
Chatter	9
School/District Account Page.....	10
Accreditation Portal	11
Log Out.....	12



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.

UIP Home Tab Navigation:

- Home (highlighted)
- Schools/Districts
- Reports
- Chatter
- Accreditation Portal
- Data Explorer
- UIP
- UIP Contacts

UIP District Dashboard

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

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

UIP School Dashboard

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

UIP Name	District	Or...	UIP Status	School Name	Sch...	Z...	E...	Plan T...	Bi...	Last Modif...	Last Mod...
Test School ...	Wray RD-2	3210	In Progress	Buchanan M...	9729			Pendi...		7/17/2020 ...	Test User
Test School A	Wray RD-2	3210	In Progress	Wray High S...	9733			Pendi...		7/17/2020 ...	Lisa Steffen
Test School B	Wray RD-2	3210	In Progress	Buchanan M...	9729			Pendi...		7/17/2020 ...	Lisa Steffen
Test School ...	Wray RD-2	3210	In Progress	Wray Eleme...	9725			Pendi...		7/17/2020 ...	Test User
School UIP ...	Wray RD-2	3210	In Progress	Wray High S...	9733			Pendi...		7/17/2020 ...	Test User

UIP AEC Dashboard

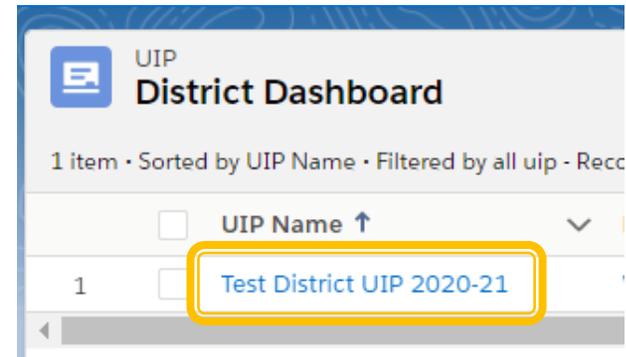
1 item - Sorted by UIP Name - Filtered by all uip - Record Type, UIP Name - Updated 2 minutes ago

UIP Name	District Name	Organiza...	UIP Status	School Name	School C...	Enterin...	Plan Type
Test AEC School 3	Wray RD-2	3210	In Progress	Wray Elementary School	9725		Pending

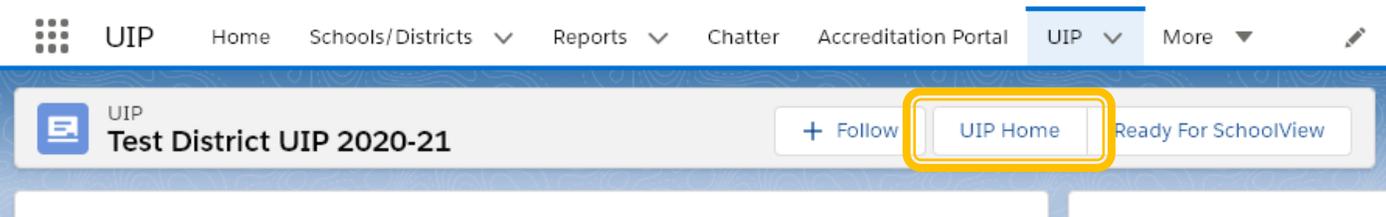
Notice:
 The UIP Online System has been upgraded to Lightning, including new data dashboard integrations.
 For resources for drafting the UIP, visit:
https://www.cde.state.co.us/uiip/uiip_general_resources
 For support with the system, contact Kirby Stein (stein_k@cde.state.co.us)

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”



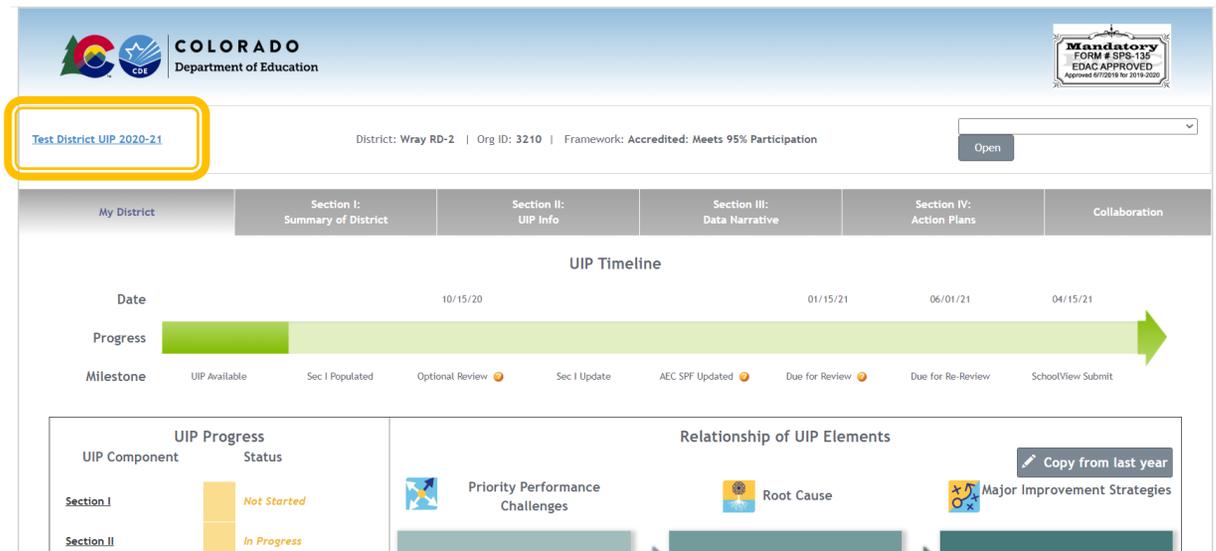
Then “UIP Home”



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.

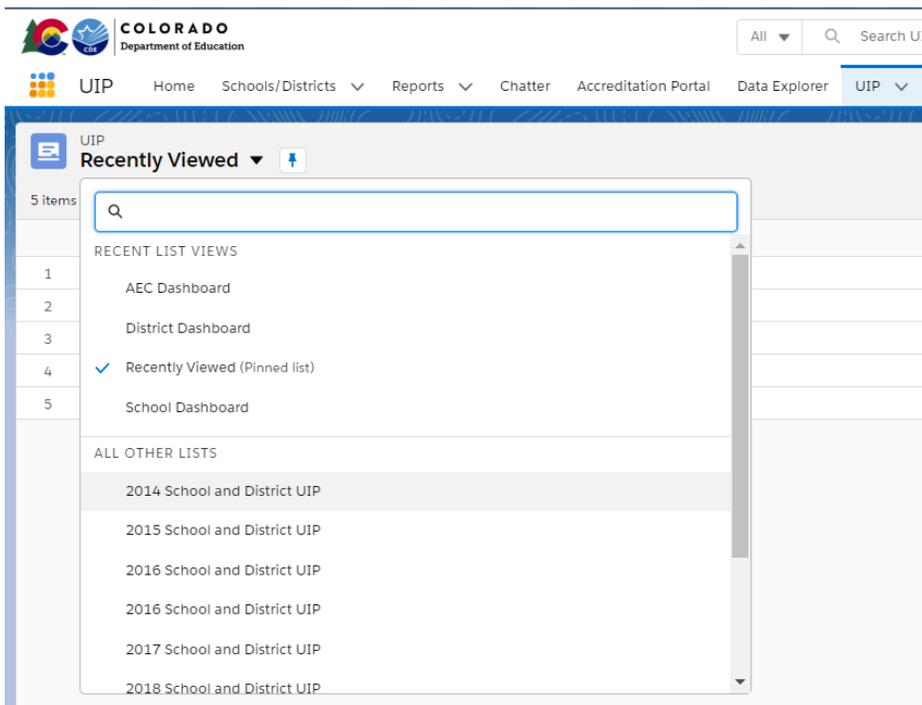
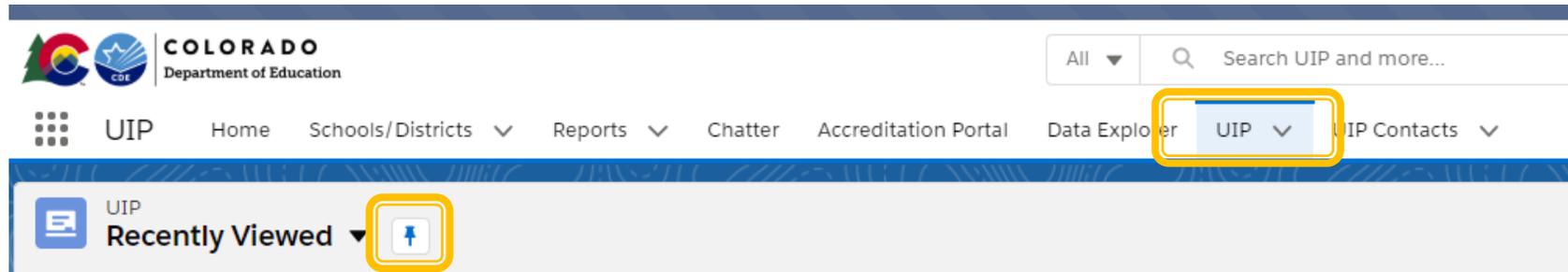
To return to the district administrative pages, click the light blue underlined district or school name in the top left corner.

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

<input type="checkbox"/>	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	

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.

The screenshot shows the Salesforce interface for the State Accountability Secure Data Explorer tool. The navigation bar includes the Colorado Department of Education logo, the acronym 'UIP', and several menu items: Home, Schools/Districts, Reports, Chatter, Accreditation Portal, Data Explorer (highlighted with a yellow box), UIP, and UIP Contacts. A search bar is also present.

Below the navigation bar, a warning message states: "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."

The main content area features a navigation bar with the following tabs: Home Page, CMAS English Language Arts & Math, Colorado PSAT/SAT, CMAS Science, and WIDA ACCESS for English Learners. Below this, there is a section titled "State Accountability Data Explorer - Secure Access" with a Home Page button and two other buttons: OVERVIEW and REPORTING RULES.

The main content area is divided into sections:

- 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 a Salesforce Lightning interface. At the top left is the Colorado Department of Education logo. The navigation bar includes 'UIP', 'Home', 'Schools/Districts', 'Reports', 'Chatter', 'Accreditation Portal', 'Data Explorer' (highlighted with a yellow box), 'UIP', and 'UIP Contacts'. A search bar is visible with the text 'Search Salesforce'. Below the navigation bar, the page title is 'Data Explorer'. A message states: '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:'. The main content area features the Tableau logo and a dark button labeled 'Sign in to Tableau Server'.



Reports

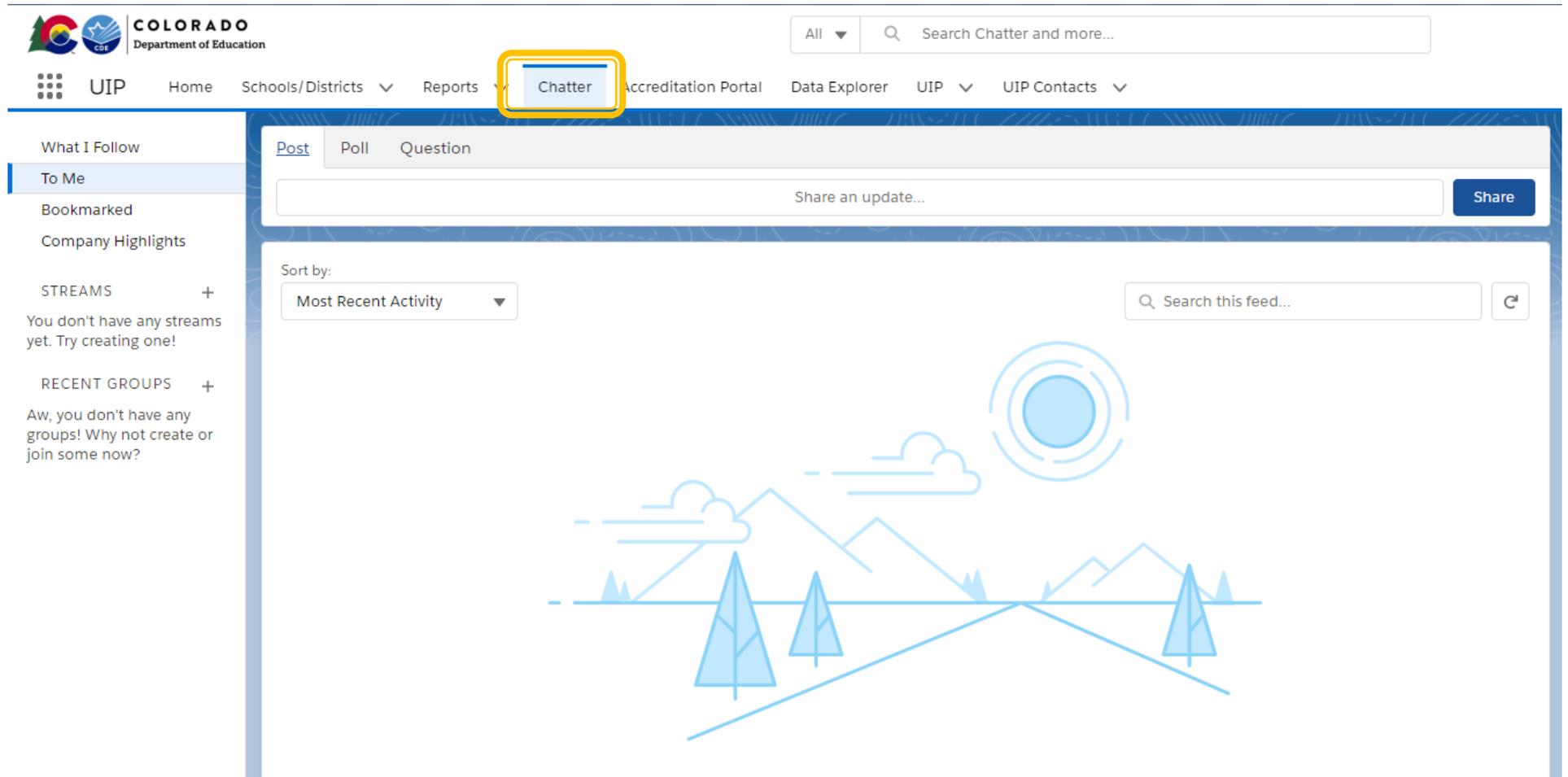
Administrative users can use the reports tab to generate excel files that include data from the district and all schools. To view already generated reports, navigate to “All Folders” “Reports for Districts” then select the name, such as “PPC RC and MIS.” This report will generate all Priority Performance Challenges, Root Causes, and Major Improvement Strategies for any UIP year. Users can also select “New Report” to generate additional UIP reports.

The screenshot displays the 'Reports' section of the UIP system. At the top, the Colorado Department of Education logo is visible. The navigation menu includes 'UIP', 'Home', 'Schools/Districts', 'Reports', 'Chatter', and 'Accreditation Portal'. The 'Reports' menu item is highlighted with a yellow box. Below the navigation, the 'Reports for Districts' folder is selected, also highlighted with a yellow box. A search bar is present with the text 'Search all folders...'. To the right of the search bar is a 'New Report' button, highlighted with a yellow box, and a link for 'New Report (Salesforce Classic)'. Below the search bar, a table lists reports under the heading 'REPORTS'. The table has columns for 'Name' and 'Description'. The reports listed are: 'PPC RC and MIS', 'PPCs and Targets', 'Action Steps', 'Notable Trends', 'Implementation Benchmarks', 'UIP MIS and IBs', 'Section I Pre-Pop All Schools', and 'cdefeedback2020'. On the left side of the table, there are filters for 'Recent', 'Created by Me', 'Private Reports', 'Public Reports', and 'All Reports'. Below the table, there is a section for 'FOLDERS' with 'All Folders' and 'Created by Me' options. On the right side of the screenshot, a 'Filters' panel is open, showing a list of filters: 'Show Me All uip', 'Created Date All Time', 'UIP Name contains 2019-20', 'UIP Name does not contain ~v', and 'UIP Name does not contain ~Final'. The 'Filters' panel also includes an 'Add Chart' button and an 'Edit' dropdown menu.

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	
	Section I Pre-Pop All Schools	
	cdefeedback2020	

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 user interface for the Chatter feature within the UIP portal. At the top left, the Colorado Department of Education logo is visible. The navigation menu includes 'UIP', 'Home', 'Schools/Districts', 'Reports', 'Chatter' (highlighted with a yellow box), 'Accreditation Portal', 'Data Explorer', 'UIP', and 'UIP Contacts'. A search bar at the top right contains the text 'Search Chatter and more...'. Below the navigation, a left sidebar lists 'What I Follow' with sub-items 'To Me', 'Bookmarked', and 'Company Highlights'. It also features sections for 'STREAMS' and 'RECENT GROUPS', both with plus signs and messages indicating no items are present. The main content area has tabs for 'Post', 'Poll', and 'Question'. A text input field labeled 'Share an update...' is followed by a 'Share' button. Below this is a 'Sort by:' dropdown menu set to 'Most Recent Activity' and a search box for the feed. 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	Phone	Website	School/District Owner	Industry	Billing Address
District	(970) 111-1111	http://www.testschools.org	WRAY RD-2 MASTER		

Related
Details
News

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



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.

The screenshot shows the Salesforce interface for the Accreditation Portal. At the top, there is a navigation bar with the Colorado Department of Education logo, a search bar, and menu items: UIP, Home, Schools/Districts, Reports, Chatter, Accreditation Portal (highlighted with a yellow box), Data Explorer, UIP, and UIP Contacts. Below the navigation bar, the page title is "Wray RD-2-2019". The main content area has two tabs: "Accreditation" (selected) and "Request To Reconsider". Under the "Accreditation" tab, there is a "Contact Information" section with the following details:

Field	Value
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

Below the contact information, there is a link for [Instructions](#). At the bottom, there is a section titled "Your District's Accreditation Results" with a table:

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

Below this table, the text "School Accreditation Results" is partially visible.

Log Out

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

