

# UIP Online System: District Admin Guide



This document is intended for use by district-level staff coordinating improvement planning efforts or responsible for Unified Improvement Plan (UIP) submissions. This guide includes 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 and posting school and district UIPs. This guide supplements the [Online System User Guide](#), which contains information on how to log in to the UIP Online System and complete the UIP.

Note: All screenshots are reflective of the current online system even if they contain previous years.

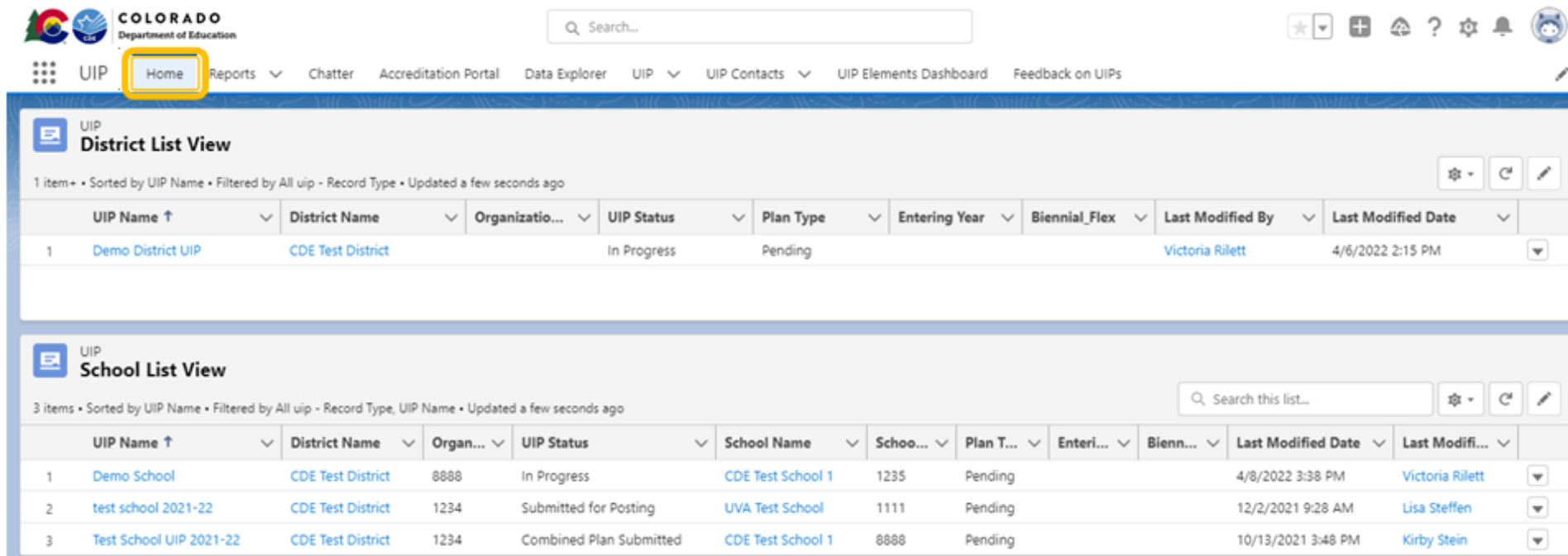
## Table of Contents

<a href="#">Home Tab</a>	1
<a href="#">How to Access and Download UIPs</a>	3
<a href="#">UIP Tab</a>	4
<a href="#">Submitting a UIP for Public Posting</a>	5
<a href="#">Reports</a>	7
<a href="#">Chatter</a>	8
<a href="#">State Accountability Secure Data Explorer Tool</a>	9
<a href="#">UIP Elements Dashboard</a>	10
<a href="#">Accessing UIP Feedback</a>	11

For additional support, please contact [uiphelp@cde.state.co.us](mailto:uiphelp@cde.state.co.us).

## Home Tab

Upon logging into the UIP Online System, district users will land on the Home tab. The Home tab contains two list views (district, school) for users to see details about all UIPs. Use the Search box in each list view to find a specific UIP.



The screenshot shows the UIP Online System Home Tab interface. At the top, there is a navigation bar with the Colorado Department of Education logo, a search bar, and various icons. Below the navigation bar, the 'Home' tab is selected, and the 'District List View' is displayed. The 'District List View' shows a table with one item, 'Demo District UIP', which is in progress and pending. Below the 'District List View', the 'School List View' is displayed, showing a table with three items: 'Demo School', 'test school 2021-22', and 'Test School UIP 2021-22'. Each item in the 'School List View' table has a dropdown menu next to it.

**UIP District List View**

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

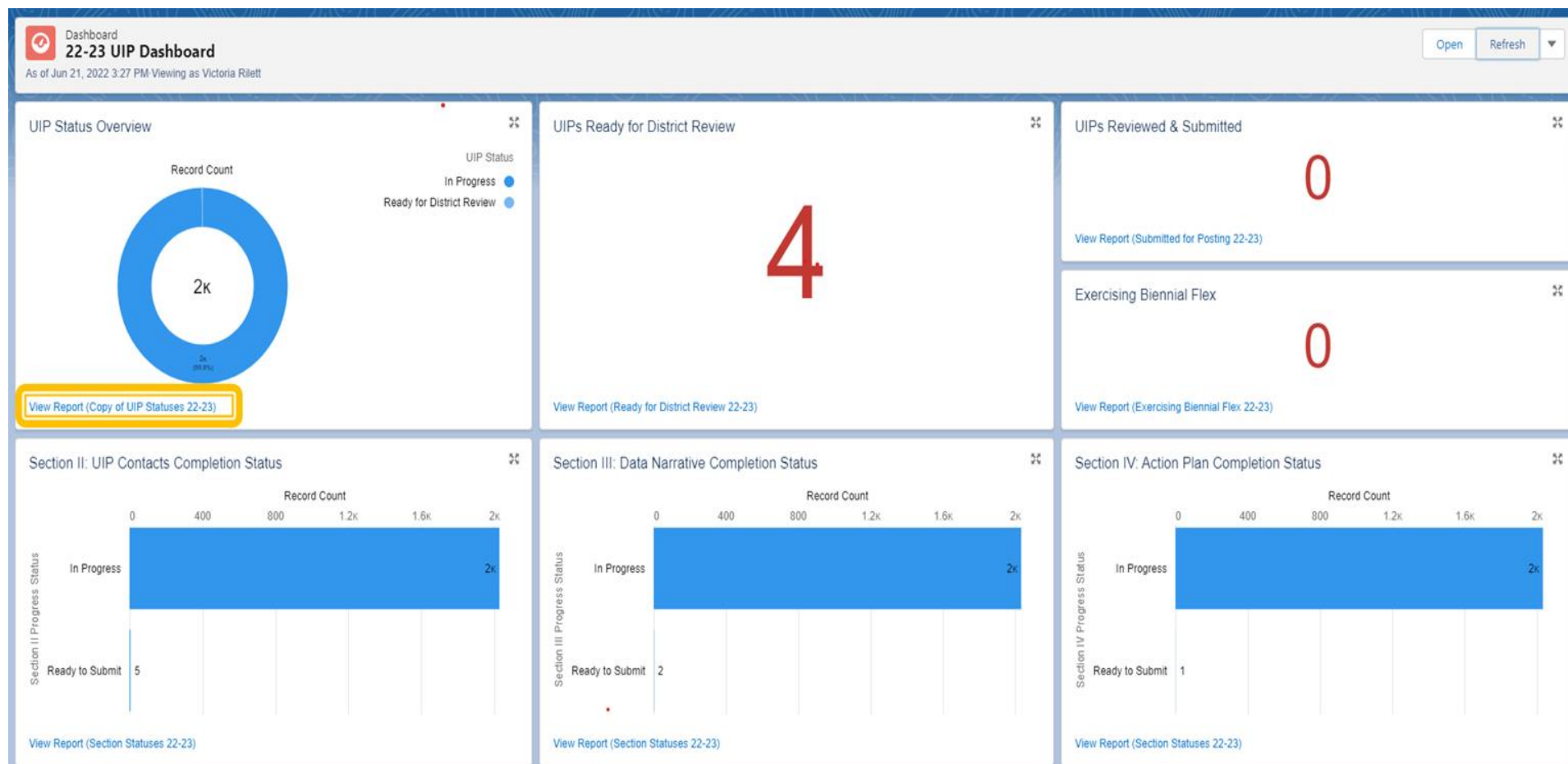
UIP Name ↑	District Name	Organizatio...	UIP Status	Plan Type	Entering Year	Biennial_Flex	Last Modified By	Last Modified Date
1 Demo District UIP	CDE Test District		In Progress	Pending			Victoria Rilett	4/6/2022 2:15 PM

**UIP School List View**

3 items • Sorted by UIP Name • Filtered by All uip - Record Type, UIP Name • Updated a few seconds ago


UIP Name ↑	District Name	Organ...	UIP Status	School Name	Schoo...	Plan T...	Enteri...	Bienn...	Last Modified Date	Last Modifi...
1 Demo School	CDE Test District	8888	In Progress	CDE Test School 1	1235	Pending			4/8/2022 3:38 PM	Victoria Rilett
2 test school 2021-22	CDE Test District	1234	Submitted for Posting	UVA Test School	1111	Pending			12/2/2021 9:28 AM	Lisa Steffen
3 Test School UIP 2021-22	CDE Test District	1234	Combined Plan Submitted	CDE Test School 1	8888	Pending			10/13/2021 3:48 PM	Kirby Stein

The Home tab also contains a UIP Dashboard that districts can use to monitor the status of all of their schools' UIPs. Click the "View Report" button in each widget of the dashboard to view and download a report of the information being displayed. To export a report from the "View Report" screen, click on the arrow in the upper right corner and select "Export."




## How to Access and Download UIPs

From the Home tab, users can quickly access a UIP by clicking the UIP Name in the District, School, or AEC List Views. The user will navigate to the UIP's Details page, at which point the user must select the "UIP Home" button on the top toolbar to view the UIP. Once in the UIP, click the "Produce Draft UIP" button to download a PDF of the UIP. Click the light blue underlined district or school name in the top left corner to return to the district administrative pages.


**UIP**  
**District List View**

1 item+ • Sorted by UIP Name • Filtered by All uip - Record Type • Updated a few

	UIP Name ↑	District Name
1	<a href="#">Demo District UIP</a>	<a href="#">CDE Test District</a>


**UIP**  
**Demo District UIP**

[+ Follow](#)
[UIP Home](#)
[Submit for Public Posting](#)
[Edit](#)

**Related**
**Details**

UIP Name	Demo District UIP	UIP Status	In Progress
Record Type	District UIP 2021	UIP Annual CDE Plan	<a href="#">2022 District Template</a>
District Name	<a href="#">CDE Test District</a>	Year	

**Activity**
**Chatter**

Filters: All time • All activities • All types

[Refresh](#) • [Expand All](#) • [View All](#)

Upcoming & Overdue


**COLORADO**  
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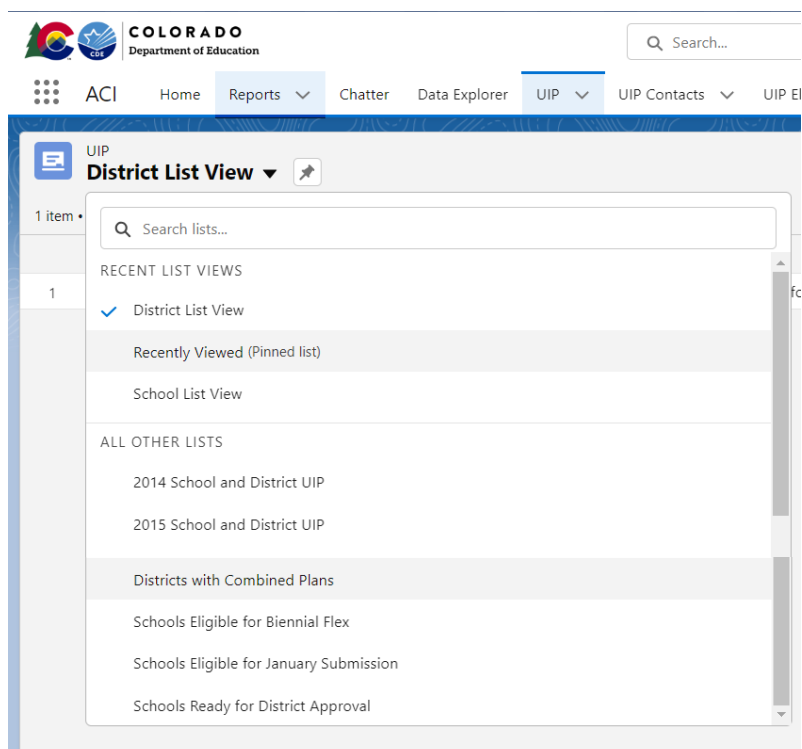
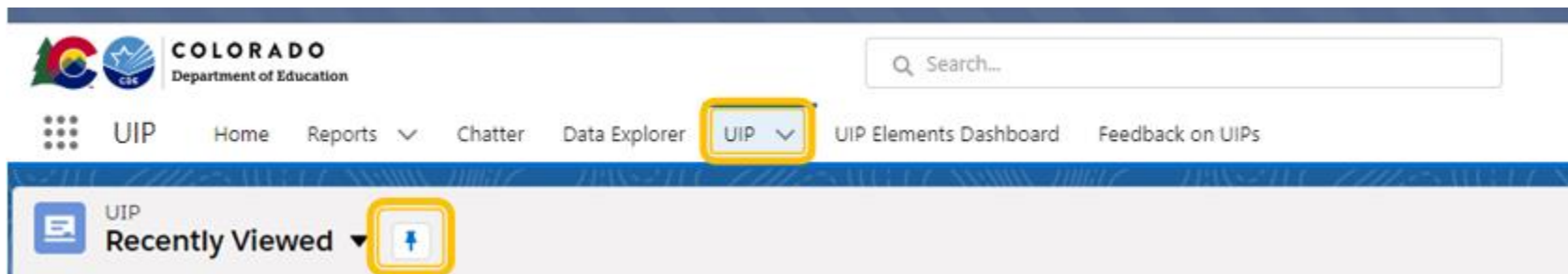
[Demo District UIP](#)

District: [CDE Test District](#) | Org ID: 0000 | Framework: Pending

Open

## UIP Tab

The UIP Tab is another way to access both current and previous years' UIPs. The "Recently Viewed" list shows by default. The user can use the down arrow next to the title of the list to change which list is displayed. Use the "Pin" feature to set a different list as the default for this tab. Each list view will include all UIPs in that category. To log into the UIP, click the title under the UIP Name column.



### Lists for Districts

- Recently Viewed- User's most recently viewed UIPs
- Schools Ready for District Approval- School and AEC UIPs that have been submitted for district review
- (YEAR) School and District UIP- Prior year district, school, and AEC UIPs
- Schools eligible for biennial flexibility
- Schools eligible for January Submission
- \*District List View- Current School Year District UIP
- \*School List View- Current School Year School UIPs

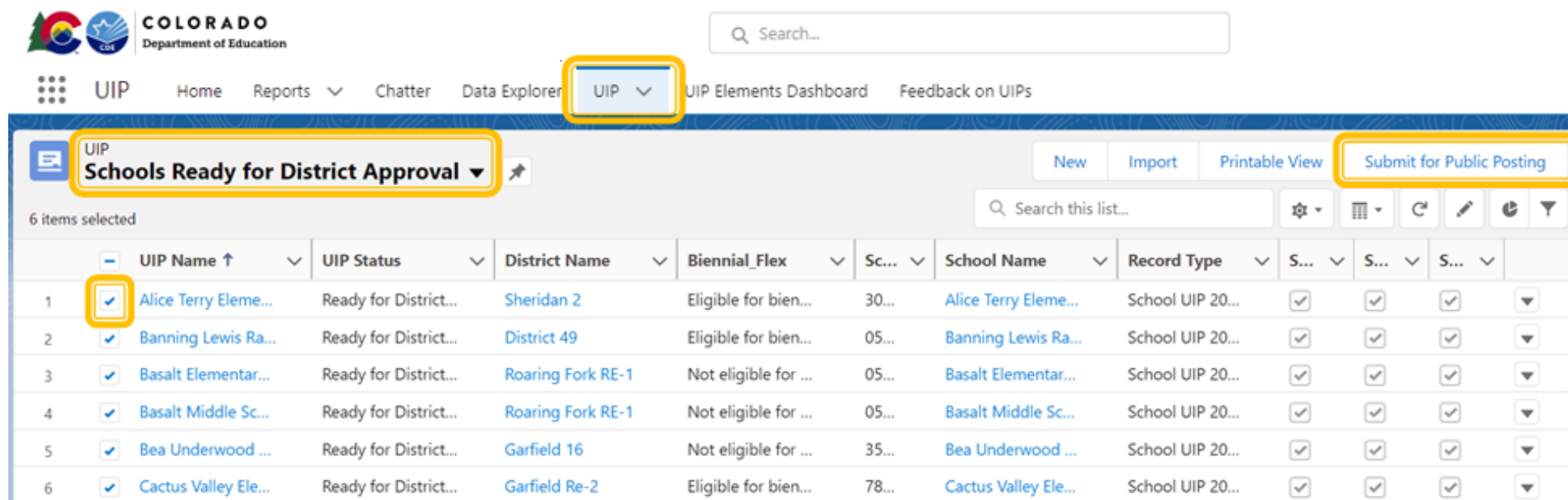
\*These list views can also be found on the Home tab

## Submitting a UIP for Public Posting

There are two ways for District Admins to submit UIPs for public posting on [Schoolview](#). For information on submitting combined plans in the UIP Online System, refer to the [Guidance for Combined Plans](#).

### Option 1: Submit Plans from UIP Tab List View

Once schools (traditional or AEC) have completed the UIP and clicked “Submit for Review,” the schools will appear in the “Schools Ready for District Approval” list of the UIP tab. The district can review the UIP and then submit to the CDE website by 1. checking the box next to the school name and 2. clicking the “Submit for Public Posting” button at the top of the screen. District UIPs will appear in the “District List View” view dropdown, and can be submitted the same way. Note only 10 plans at a time can be submitted from this list view.



**UIP** Home Reports Chatter Data Explorer **UIP** UIP Elements Dashboard Feedback on UIPs

Search...

**UIP** Schools Ready for District Approval

New Import Printable View **Submit for Public Posting**

6 items selected

Search this list...

	UIP Name ↑	UIP Status	District Name	Biennial_Flex	Sc...	School Name	Record Type	S...	S...	S...
1	<input checked="" type="checkbox"/> Alice Terry Eleme...	Ready for District...	Sheridan 2	Eligible for bien...	30...	Alice Terry Eleme...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input checked="" type="checkbox"/> Banning Lewis Ra...	Ready for District...	District 49	Eligible for bien...	05...	Banning Lewis Ra...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	<input checked="" type="checkbox"/> Basalt Elementar...	Ready for District...	Roaring Fork RE-1	Not eligible for ...	05...	Basalt Elementar...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	<input checked="" type="checkbox"/> Basalt Middle Sc...	Ready for District...	Roaring Fork RE-1	Not eligible for ...	05...	Basalt Middle Sc...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	<input checked="" type="checkbox"/> Bea Underwood ...	Ready for District...	Garfield 16	Not eligible for ...	35...	Bea Underwood ...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	<input checked="" type="checkbox"/> Cactus Valley Ele...	Ready for District...	Garfield Re-2	Eligible for bien...	78...	Cactus Valley Ele...	School UIP 20...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Option 2: Submit Plans from the UIP Details page

An individual school or district UIP can also be submitted for public posting on Schoolview from the UIP detail page. If the UIP has been reviewed by the district and is ready to be publicly posted, the district admin can navigate to the UIP Details page following the directions in the “Access and Download UIPs” section of this guide. Once on the UIP’s Details page, click the “Submit for Public Posting” button in the top right-hand corner of the screen. The user will be asked to confirm that you wish to submit the UIP for public posting. After clicking “Confirm,” the UIP will be submitted for public posting on Schoolview. On the UIP detail page, the UIP status will change to “Submitted for Posting.” Do not manually change the UIP Status on this page or the plan will not actually post to Schoolview.

UIP

Test School UIP 2021-22

[+ Follow](#)
[UIP Home](#)
[Submit for Public Posting](#)
[Edit](#)

Related

Details

UIP Name	Test School UIP 2021-22	UIP Annual CDE Plan	<a href="#">2021 School Template</a>
Record Type	School UIP 2021	Copy from Last Year Done	<input checked="" type="checkbox"/>
School Name	<a href="#">CDE Test School 1</a>	Year	
UIP Status	Ready for District Review	Entering Year	
City		Focus Title I	
School Code	8888	TIG Focus Type	
District Name	<a href="#">CDE Test District</a>	Received TIG	
Organization Code	1234	Student Graduation and Completion Plan	<input type="checkbox"/>
Recommended Year	<input type="checkbox"/>	95% Participation	

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.

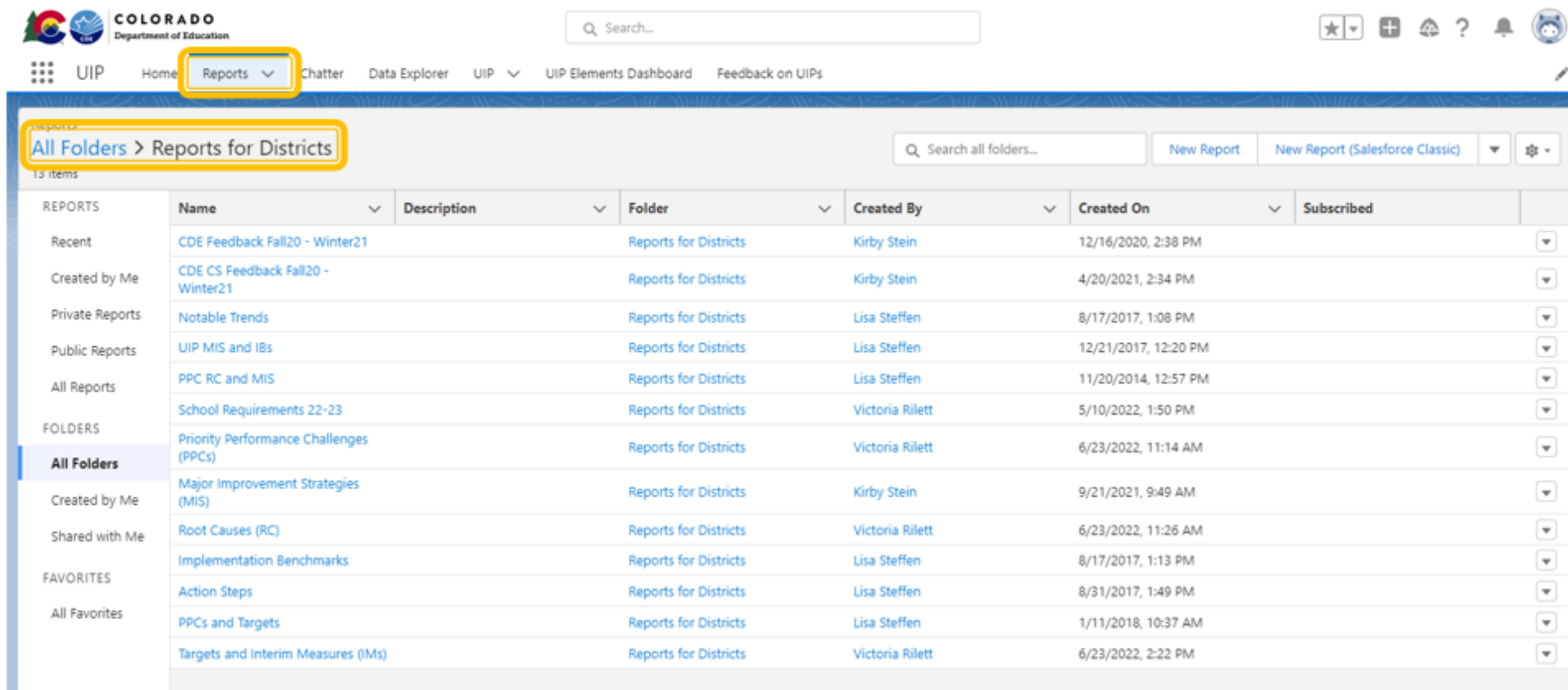
No past activity. Past meetings and tasks marked as done show up here.

Please confirm that you want to submit the selected UIPs for School View to create the Final Version UIP PDF

Confirm

## 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 of the report, such as “PPC RC and MIS.” All reports will generate the specified UIP elements for this year.



**REPORTS**

**Recent**

- CDE Feedback Fall20 - Winter21

**Created by Me**

- CDE CS Feedback Fall20 - Winter21

**Private Reports**

- Notable Trends

**Public Reports**

- UIP MIS and IBs

**All Reports**

- PPC RC and MIS
- School Requirements 22-23

**FOLDERS**

**All Folders**

- Priority Performance Challenges (PPCs)
- Major Improvement Strategies (MIS)

**Created by Me**

- Root Causes (RC)

**Shared with Me**

- Implementation Benchmarks

**FAVORITES**

**All Favorites**

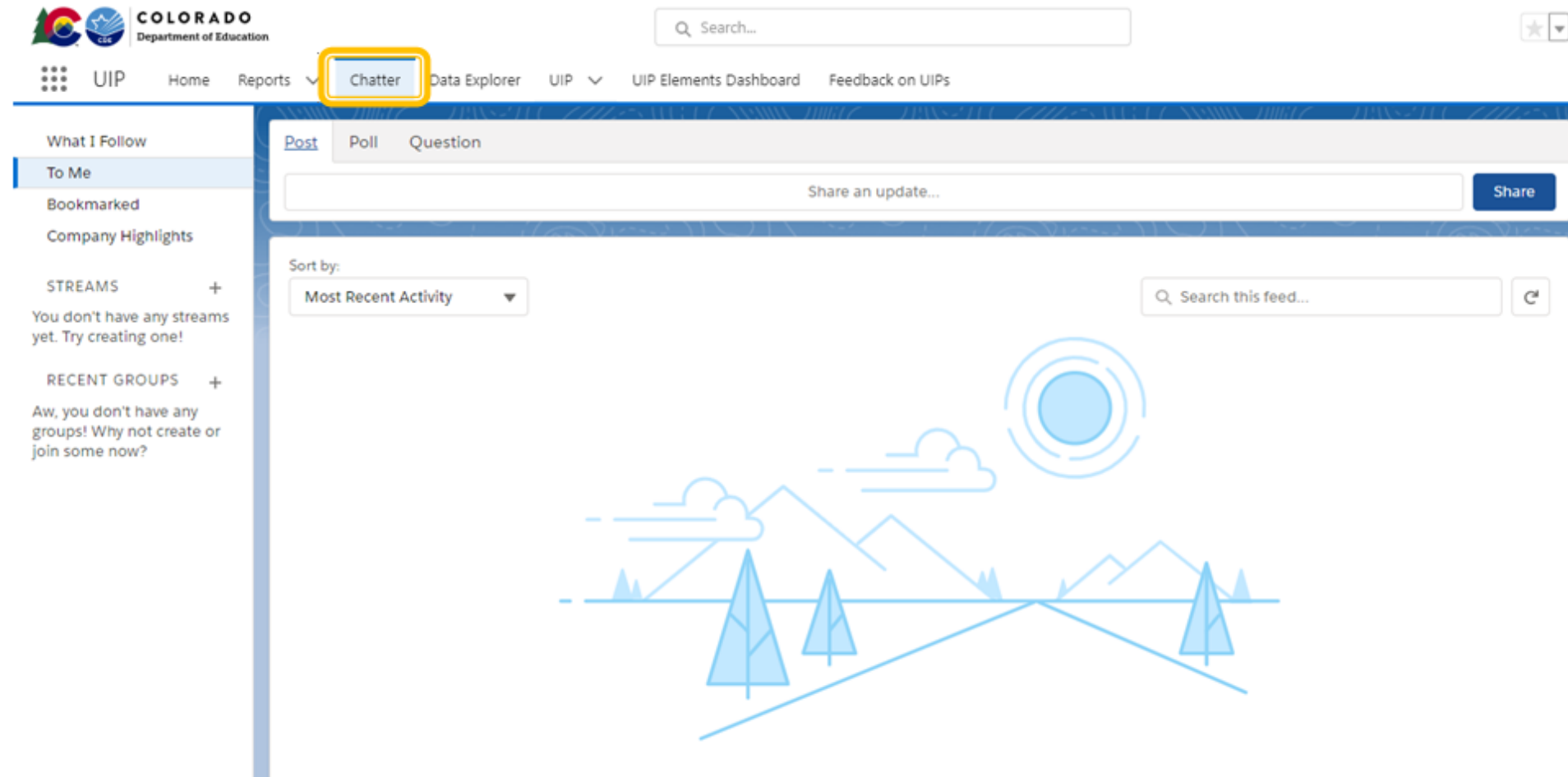
- Action Steps
- PPCs and Targets
- Targets and Interim Measures (IMs)

Name	Description	Folder	Created By	Created On	Subscribed
CDE Feedback Fall20 - Winter21		Reports for Districts	Kirby Stein	12/16/2020, 2:38 PM	
CDE CS Feedback Fall20 - Winter21		Reports for Districts	Kirby Stein	4/20/2021, 2:34 PM	
Notable Trends		Reports for Districts	Lisa Steffen	8/17/2017, 1:08 PM	
UIP MIS and IBs		Reports for Districts	Lisa Steffen	12/21/2017, 12:20 PM	
PPC RC and MIS		Reports for Districts	Lisa Steffen	11/20/2014, 12:57 PM	
School Requirements 22-23		Reports for Districts	Victoria Rilett	5/10/2022, 1:50 PM	
Priority Performance Challenges (PPCs)		Reports for Districts	Victoria Rilett	6/23/2022, 11:14 AM	
Major Improvement Strategies (MIS)		Reports for Districts	Kirby Stein	9/21/2021, 9:49 AM	
Root Causes (RC)		Reports for Districts	Victoria Rilett	6/23/2022, 11:26 AM	
Implementation Benchmarks		Reports for Districts	Lisa Steffen	8/17/2017, 1:13 PM	
Action Steps		Reports for Districts	Lisa Steffen	8/31/2017, 1:49 PM	
PPCs and Targets		Reports for Districts	Lisa Steffen	1/11/2018, 10:37 AM	
Targets and Interim Measures (IMs)		Reports for Districts	Victoria Rilett	6/23/2022, 2:22 PM	



## Chatter

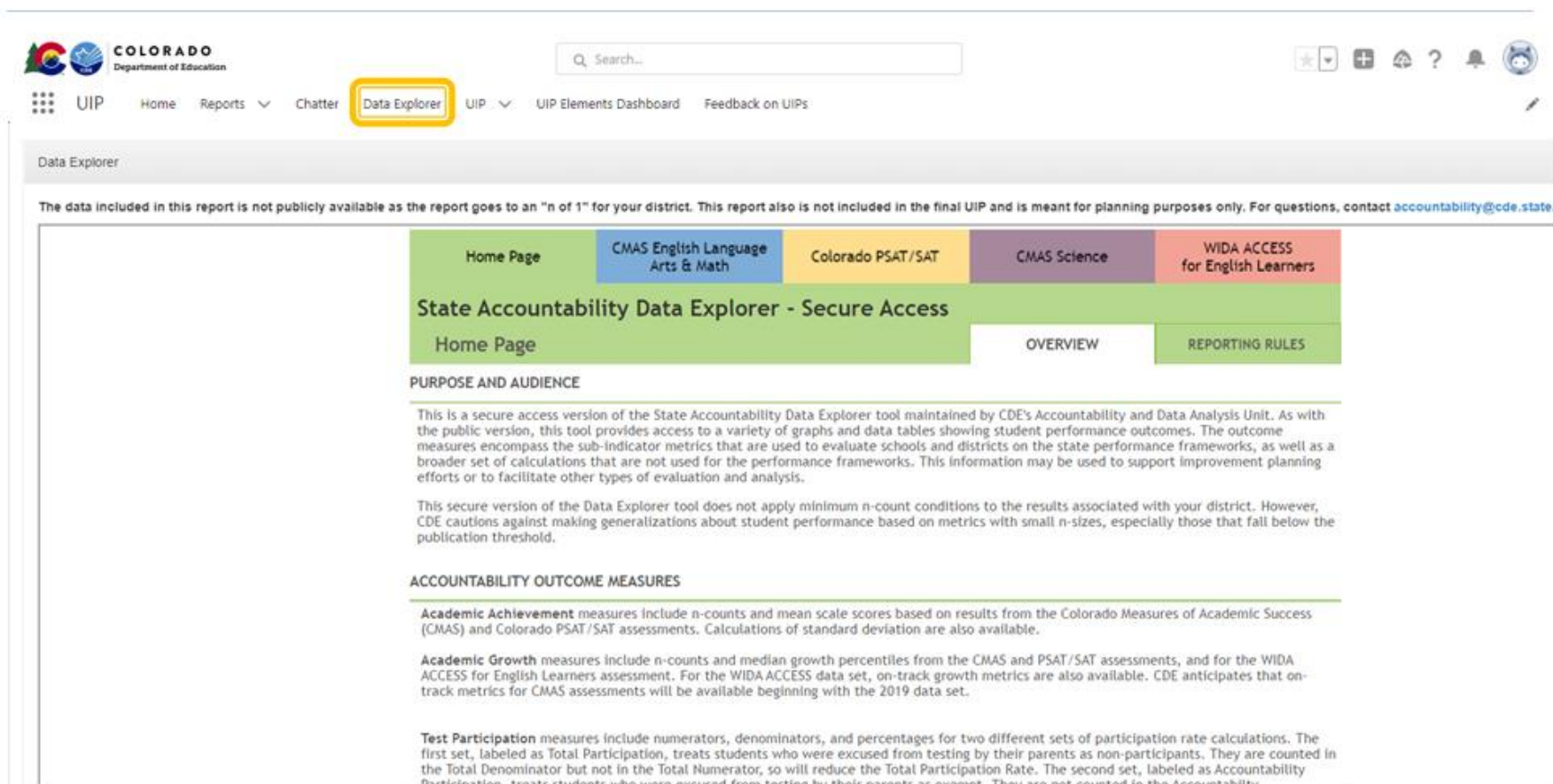
The Chatter tab can be used to talk to CDE users, other districts, or a district's schools (via the "Collaboration Tab" in the UIP portal).



The screenshot displays the UIP Chatter interface. At the top, the Colorado Department of Education (CDE) logo is visible on the left, and a search bar is on the right. Below the logo, the navigation menu includes "UIP", "Home", "Reports", "Chatter" (highlighted with a yellow box), "Data Explorer", "UIP", "UIP Elements Dashboard", and "Feedback on UIPs". The left sidebar contains sections for "What I Follow", "To Me", "Bookmarked", "Company Highlights", "STREAMS" (with a plus sign and the message "You don't have any streams yet. Try creating one!"), and "RECENT GROUPS" (with a plus sign and the message "Aw, you don't have any groups! Why not create or join some now?"). The main content area features a "Post", "Poll", and "Question" tab bar. Below this is a "Share an update..." text input field and a "Share" button. A "Sort by:" dropdown menu is set to "Most Recent Activity". To the right of the dropdown is a "Search this feed..." search bar and a refresh icon. The background of the main content area features a stylized blue line-art illustration of a mountain range, trees, and a sun.

## State Accountability Secure Data Explorer Tool

If the user has been assigned by the Local Access Manager (LAM) to access the Secure Data Explorer tool using the “Tableau-XXXX~ACCT\_CONTACT” role, the tool will be available as a tab on the top navigation bar. 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 Accountability Contact Tableau role, this tab will prompt the user for a login and will not work.



**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 absent. These are not counted in the Accountability Participation Rate.

## UIP Elements Dashboard

Admins can use the UIP Elements Dashboard to view reports of all UIP elements in the current year’s district and school UIPs. Data will only be populated in the element widgets as the district and school UIPs are completed or copied from last year. Click the “View Report” button in each widget of the dashboard to view and download a report of the information being displayed. To export a report from the “View Report” screen, click on the arrow in the upper right corner and select “Export.”


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ACI
Home
Reports ▾
Chatter
Data Explorer
UIP ▾
UIP Contacts ▾
UIP Elements Dashboard
Feedback on UIPs
Accreditation Portal


 Dashboard  
**UIP Elements Dashboard (23-24 UIPs)**  
 As of Aug 16, 2023 10:00 AM·Viewing as Test User88

### Priority Performance Challenges (PPCs)

UIP: Organization Code	UIP: School Code	UIP: UIP Name ↑	UIP Element: UIP Element Name
-	1234	Jayson's School	6th/7th Math Growth
-	1234	Jayson's School	6-8 ELA Growth
-	1234	Jayson's School	6-8 ELA Growth for IEP students
8888	-	Test District UIP 2023-24	Example Challenge
1234	8888	Test School UIP 2023-24	Example PPC

[View Report \(Priority Performance Challenges \(PPCs\)\)](#)

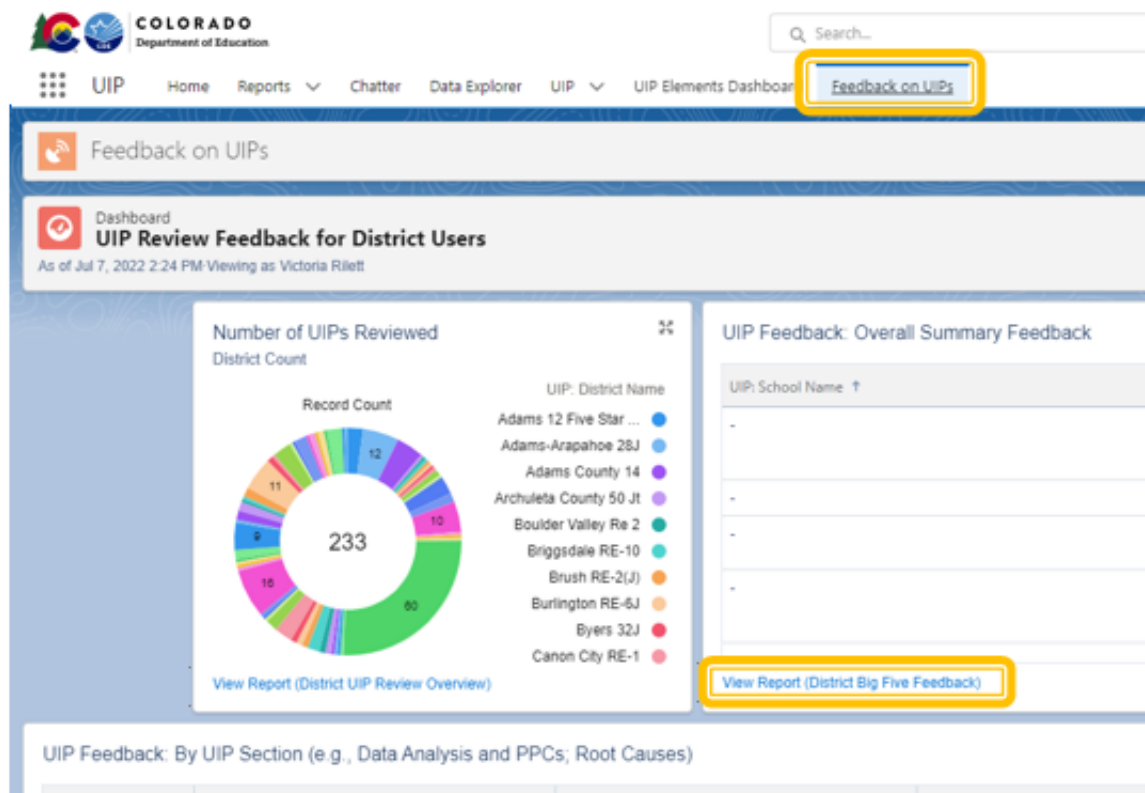
## Accessing UIP Feedback

There are two ways for Admins to view UIP feedback. *\*Note that only plans from schools and districts that are on the clock, on watch, or identified for Comprehensive Support under ESSA receive feedback from CDE.*

### Option 1: Feedback Dashboard (For accessing multiple schools' feedback at once)

The School Improvement and Planning team has created a dashboard within the UIP Online System for district level users to view UIP feedback. This feature will be most useful for districts with multiple schools receiving feedback. To access a district summary of feedback in the UIP Online system, select the “Feedback on UIPs” tab in the navigation bar. The dashboard provides summary information; “View Report” can be selected at the bottom of any component to view, export, or print more detailed feedback reports. To export a report from the “View Report” screen, click on the arrow in the upper right corner and select “Export.”

District staff responsible for ESEA programs can connect with online UIP district level administrators to access feedback for Comprehensive Support (CS) identified schools, as program feedback is consolidated in one feedback form. Feedback on CS requirements is available through the report available on the dashboard. If you need support identifying staff with those permissions in your district, please contact [uiphelp@cde.state.co.us](mailto:uiphelp@cde.state.co.us). Specifically, the report “Feedback on CS Requirements” within the dashboard may be most useful. For additional context, the report “UIP Feedback: by UIP Section” may provide a broader understanding of overall feedback for the plan.



### Option 2: Collaboration tab in the UIP (For accessing a specific schools' feedback)

Navigate to the UIP Details page following the directions in the “Access and Download UIPs” section of this guide. Within the UIP, select the “Collaboration” tab, then select the “UIP Feedback” subtab. Users can see feedback from the past two academic years (if applicable). The feedback can be downloaded into a PDF by clicking the “Download UIP Feedback Form” button. To access previous year feedback, district users will need to go to the previous year’s plan to access the feedback through the Collaboration tab. School users do not have the ability to access previous year plans with associated feedback.

[CDE Test School UIP 2020-21](#)
District: CDE Test District | Org ID: 8888 | School ID: 1235 | Framework: Pending

My School

School Requirements and Information

Data Narrative

Action Plans

Collaboration

Chatter

UIP Feedback

### Rubric for Evaluating School Unified Improvement Plans (UIPs)

#### Overview

The Unified Improvement Plan (UIP) is designed to provide schools with a consistent format to capture and streamline improvement planning efforts that address state and federal planning requirements. To assist with the improvement planning process, CDE offers several resources available at: [http://www.cde.state.co.us/uiip/uiip\\_trainingandsupport\\_resources](http://www.cde.state.co.us/uiip/uiip_trainingandsupport_resources). In particular, the UIP School Level [Quality Criteria Rubric](#) provide the discrete criteria needed to meet all expectations. The feedback provided in this form is intended to identify areas which, if addressed, are likely to strengthen the plan for dramatic change and improved student outcomes. While the feedback considers the Quality Criteria Rubric, it is not necessarily a comprehensive evaluation of each individual criterion. Where applicable, CDE feedback from the previous plan was examined along with the current plan to determine plan quality/required changes.

Due to the disruptions caused by COVID-19 and the shift to a new timeline for UIP submission, the department has identified a series of [special flexibilities and guidance](#) to support continued improvement efforts during the 2020-21 school year. The feedback below reflects that guidance. The [Quality Criteria Rubric](#) will continue to define the expectations for the plan to meet accountability provisions and practices for successful school improvement.

School Name:	CDE Test School 1	District Name:	CDE Test District
School Code:	1235	District Code:	8888

**Additional Questions?** All feedback is based off the [Quality Criteria Rubric](#). Consult with district staff to determine how this feedback might be incorporated into school planning work.

### Summary Reviewer Feedback