



Welcome to District – Administrative Pages! This document is intended for use by any district-level personnel coordinating improvement planning efforts or responsible for Unified Improvement Plan (UIP) submissions. Each page of this document dissects the Sales Force Administrative Pages, providing district personnel with 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 or Firefox**. Only the most recent version of Internet Explorer (IE) works with the Online System (Version 11). **Older versions of IE do not work.**

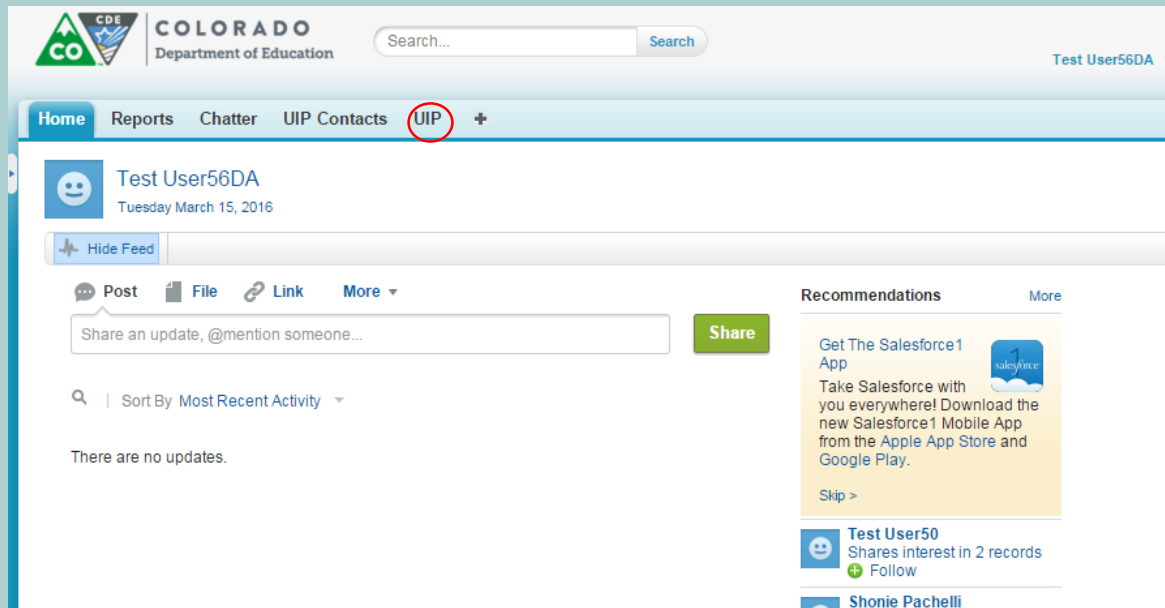
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## I. Quick Access Guide

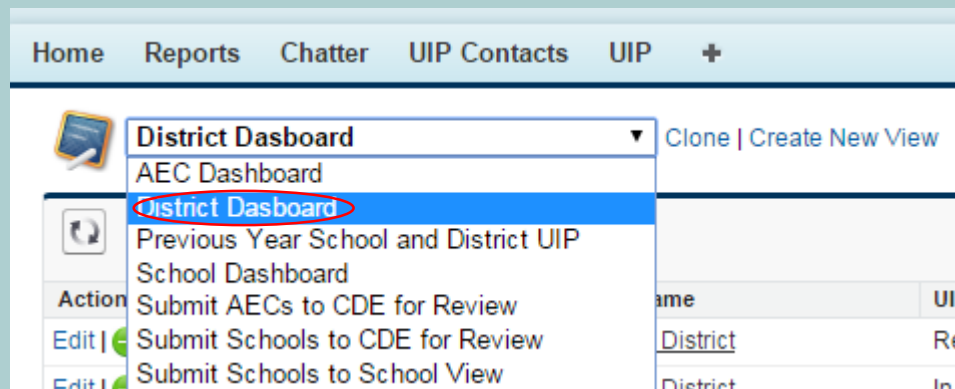
### Step One

#### Quick Reference Sheet to get to a UIP.



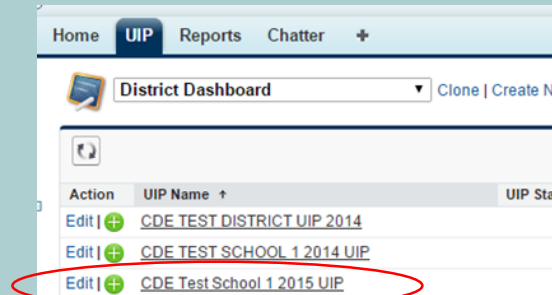
Click on "UIP" in upper tabs.

### Step Two



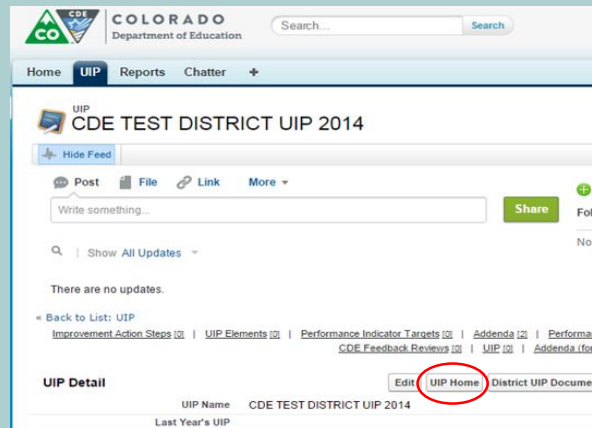
Select your dashboard

### Step Three



Select the plan that you want.

### Step Four



Click on "UIP Home."

### Step Five



You made it! Plan away...

## II- Home Page

When you log in as a district user, you will first see the Home Page:

The screenshot shows the Home Page of the Colorado Department of Education. The page features a top navigation bar with the CDE logo, a search bar, and links for 'Test User 50 CDE...', 'Help & Training', and 'Unified Improvement Plan'. Below the navigation bar, there are tabs for 'Home', 'UIP', 'Reports', and 'Chatter'. The 'Reports' tab is highlighted with a red circle and an annotation: 'Click here to access reports (see reports guide)'. The 'UIP' tab is also highlighted with a red circle and an annotation: 'Click here to access the UIPs for Schools and Districts'. The 'Home' tab is highlighted with a red circle and an annotation: 'Click here to show/hide chat box'. The 'Chatter' tab is highlighted with a red circle and an annotation: 'Click here to log in/out'. The main content area displays a feed for 'Test User 50 CDE TestDistrictAdmin' with a 'Hide Feed' button. Below the feed, there is a 'Share' button and a 'Sort By Most Recent Activity' dropdown. To the right, there is a 'Recommendations' section with a 'Get The Salesforce1 App' advertisement and a list of users who joined in the last week. At the bottom, there is a 'Calendar' section with a 'New Event' button and a 'New Meeting Request' button. The 'Calendar' section is highlighted with a red circle and an annotation: 'Calendar and Task Feature (see Calendar/Task guide)'. The calendar shows 'Today 11/12/2014' and a message: 'You have no events scheduled for the next 7 days.' A calendar grid for November 2014 is also visible.

Annotations:

- Click here to access reports (see reports guide)
- Click here to access the UIPs for Schools and Districts
- Click here to show/hide chat box
- Click here to log in/out
- Calendar and Task Feature (see Calendar/Task guide)

### III- Accessing UIPs

To access UIPs, click the “UIP” tab. To view UIPs, click the view drop down, and click “Go!”

CO CDE COLORADO Department of Education

Search... Search

Test User 50 CDE... Help & Training Unified Improvement Plan

Home UIP Reports Chatter +

UIP Home

View: All Go! Clone | Create New View

Help for this Page ?

**Recent UIP** Recently Viewed

No recent records. Click Go or select a view from the dropdown to display records.

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Options in the dropdown include:

[2014 and 2015 School and District UIP](#): All UIP from prior years

[District Dashboard](#): Access to the district UIP and its status (e.g., in progress, submitted for review, submitted to CDE for review, submitted for posting)

[School/AEC Dashboard](#): Access to all school UIPs and their status (e.g., in progress, submitted for review, submitted to CDE for review, submitted for posting)


[AECs/Schools Ready for Review](#): Schools submit their plans to the district for review, use this drop down to submit those plans to CDE for review or posting to SchoolView.

[Submitted AECs/Schools to SchoolView](#): All schools submitted by the district for public posting on SchoolView

[Submitted to CDE for January Review](#): All schools that have been submitted to CDE for January Review


District Name	UIP Status	UIP Annual CDE PI
<a href="#">CDE Test District</a>	Submitted for Posting	<a href="#">2016 District Temp</a>
<a href="#">CDE Test District</a>	In Progress	<a href="#">2016 District Temp</a>


This is the view when you select “School Dashboard” and click “Go!”

**COLORADO**  
Department of Education

Search... [Search](#)

[Home](#) [Reports](#) [Chatter](#) [UIP Contacts](#) [UIP](#) [+](#)

 **School Dashboard** [Clone](#) | [Create New View](#)



Action	UIP Name ↑	Record Type	District Name	School Name	Plan Type	TIG Type	
<a href="#">Edit</a>   <a href="#">+</a>	<a href="#">ABC Sample School...</a>	School UIP 2016	<a href="#">CDE Test District</a>		Pending		1
<a href="#">Edit</a>   <a href="#">+</a>	<a href="#">CDE Test School 1...</a>	School UIP 2016	<a href="#">CDE Test District</a>	<a href="#">CDE Test School 1</a>	Improvement	Awarded a TIG Grant	'

To view a UIP, click here:

Home **UIP** Reports Chatter +


District Dashboard

Click the UIP Name to enter into a UIP record

A B C D E F G H I J K L M N O P Q R S T U							
Action	UIP Name ↑	UIP Status	Record Type	School Code	School Name	District Name	Organization
Edit   +	<u>CDE TEST DISTRICT UIP 2014</u>		District UIP			<u>CDE Test District</u>	8888
Edit   +	<u>CDE TEST SCHOOL 1 2014 UIP</u>		School UIP	1234	<u>CDE Test School 1</u>	<u>CDE Test District</u>	8888
Edit   +	<u>CDE Test School 1 2015 UIP</u>		School UIP	1234	<u>CDE Test School 1</u>	<u>CDE Test District</u>	8888
Edit   +	<u>CDE Test School 2 -AEC 2014 UIP</u>	Submitted to Schoo...	AEC UIP	1111	<u>CDE Test School 2...</u>	<u>CDE Test District</u>	8888
Edit   +	<u>Test UIP</u>		School UIP		<u>CDE Test School 1</u>	<u>CDE Test District</u>	



This is the entry page for the selected UIP record. To access the UIP, click on "UIP Home."


**COLORADO**  
Department of Education

Search... Search

Logged in as Test User 50 CDE TestDistrictAdmin (testuser50@vertiba.com)

Test User 50 CDE... Help & Training Unified Improvement Plan

Home **UIP** Reports Chatter +

 **CDE TEST DISTRICT UIP 2014**

Customize Page | Printable View | Help for this Page ?

Show Feed

[« Back to List: Users](#)

[Improvement Action Steps \[3\]](#) | [UIP Elements \[5+\]](#) | [Performance Indicator Targets \[5+\]](#) | [Addenda \[4\]](#) | [Performance Indicator Notable Trends \[5\]](#) | [UIP Contacts \[0\]](#) | [Notes & Attachments \[5+\]](#) | [Open Activities \[0\]](#) | [Activity History \[0\]](#) | [CDE Feedback Reviews \[0\]](#) | [UIP \[0\]](#) | [Addenda \(for Combined Plans\) \[0\]](#) | [School UIPs \(for Combined Plans\) \[1\]](#)

**UIP Detail**

[Edit](#) [UIP Home](#) [District UIP Document](#)

UIP Name	CDE TEST DISTRICT UIP 2014	UIP Status	Submitted to School View
Last Year's UIP		UIP Annual CDE Plan	2014 District Template
Record Type	District UIP	Year	1
District Name	<a href="#">CDE Test District</a>	Entering Year	
Organization Code	8888	Biennial Plan Eligible ?	<input type="checkbox"/>
City		District Only Plan	<input checked="" type="checkbox"/>
AU Code	0	Combined Plan ?	<input type="checkbox"/>
AU Name	TEST AU	Required Year ?	<input type="checkbox"/>
Is Version	<input type="checkbox"/>	Recommended Year ?	<input type="checkbox"/>
Submit for School View	<input checked="" type="checkbox"/>	Review Required	<input type="checkbox"/>
Title I School Wide	No	Re-Review Required	<input type="checkbox"/>
		Optional October Review	<input checked="" type="checkbox"/>

Click here to enter into the UIP

These are details about the UIP

► Conga







▼ UIP Roadmap

Section I	Loaded
Section II	Yes
Section III	Yes
Section IV	Yes
Turnaround	No
ESEA	No
Title III	Yes
Gifted Education	Yes
Student Grad Completion Plan	No

Further down on this page, is additional information about Addenda, progress, completion of sections, and information on the data populated in the system

Section I Progress Status	Updated
Section II Progress Status	In Progress
Section III Progress Status	In Progress
Section IV Progress Status	In Progress
Turnaround Progress Status	In Progress
ESEA Progress Status	In Progress
Title III Progress Status	In Progress
Gifted Education Progress Status	In Progress
Student Grad Com Plan Progress Status	In Progress

▼ UIP Progress

Section II Complete  <input type="checkbox"/>	ESEA Complete <input type="checkbox"/>
Section III Data Narrative Complete  <input type="checkbox"/>	Turnaround Complete <input type="checkbox"/>
Section III Brief Description Complete  <input type="checkbox"/>	Title III Complete <input type="checkbox"/>
Section III Prior Targets Complete  <input type="checkbox"/>	Gifted Education Complete <input type="checkbox"/>
Section III Current Performance Complete <input type="checkbox"/>	Student Grad Completion Plan Complete <input type="checkbox"/>
Section III Trend Analysis Complete <input type="checkbox"/>	
Section III PPCs Complete <input type="checkbox"/>	TIG - Transformation Complete <input type="checkbox"/>
Section III Root Cause Complete <input type="checkbox"/>	TIG - Turnaround Complete <input type="checkbox"/>
Section IV Target Setting Complete  <input type="checkbox"/>	TIG - Closure Complete <input type="checkbox"/>
Section IV Action Planning Complete  <input type="checkbox"/>	Title I School Wide Complete <input type="checkbox"/>

▼ Section I: Scores & Ratings

Achievement Rating  Meets	Plan Type	Accredited with Improvement Plan
Academic Growth Rating  Meets	Target Dropout Rate	3.6%
Rating for Growth Gaps  Approaching	Dropout Rate	2.0%
PS Grad Rating	Dropout Rating	Meets
Grad Best	Target ACT Score	20.0
Grad Best Year	ACT Score	19.5
Post Secondary Rating	ACT Rating	Approaching
Disaggregated Graduation Rate		



UIP

## CDE TEST DISTRICT U

These tabs represent the detail sections below. Don't like them? Remove them on the Customize Page.

[Customize Page](#) | [Printable View](#) | [Help for this Page](#) ?

Show Feed

< Back to List: UIP

[Improvement Action Steps \[3\]](#) | [UIP Elements \[5+\]](#) | [Performance Indicator Targets \[5+\]](#) | [Addenda \[4\]](#) | [Performance Indicator Notable Trends \[5\]](#) | [UIP Contacts \[0\]](#) | [Notes & Attachments \[5+\]](#) | [Open Activities \[0\]](#) | [Activity History \[0\]](#) | [CDE Feedback Reviews \[0\]](#) | [UIP \[0\]](#) | [Addenda \(for Combined Plans\) \[0\]](#) | [School UIPs \(for Combined Plans\) \[1\]](#)

### UIP Detail

UIP Name	CDE TEST DISTRICT UIP 2014	UIP Status	Submitted to School View
Last Year's UIP		UIP Annual CDE Plan	<a href="#">2014 District Template</a>
Record Type	District UIP	Year	1
District Name	<a href="#">CDE Test District</a>	Entering Year	
Organization Code	8888	Biennial Plan Eligible	<input type="checkbox"/>
City		District Only Plan	<input checked="" type="checkbox"/>
AU Code	0	Combined Plan	<input type="checkbox"/>
AU Name	TEST AU	Required Year	<input type="checkbox"/>

#### IV- Submitting UIPs to CDE

##### Submitting a School to SchoolView – District Administrator

Once your schools (traditional or AEC) have completed their UIPs and clicked “Ready for Review”, the schools will appear in either the “Schools Ready for Review” or “AECs Ready for Review” view dropdown. For example, this CDE Test School has selected “Ready for Review”, and now appears in the “Schools Ready for Review” view. The district can now review the UIP, and decide to submit to CDE by selecting the “Submit to CDE” button, and selecting ‘refresh’. If the district would like to submit the UIP to CDE for January review, see the next page (pg. 13).

Logged in as Test User50 (testuser50@veriba.co)

Home Reports Chatter UIP Contacts UIP +

Schools Ready for Review Clone Create New View

Refresh icon

Action	UIP Name ↑	UIP Status	Plan Type	School Code	School Name	Record Type	Submit to CDE
Edit   +	CDE Test School 1...	Submitted for Review	Improvement	1234	CDE Test School 1	School UIP 2016	<input type="checkbox"/>

UIP Progress

UIP Component	Status
Section I	Updated
Section II	Ready to Submit
Section III	Ready to Submit
Section IV	Ready to Submit
TIG - Transformation	Ready to Submit
TIG - Turnaround	Ready to Submit

Ready for CDE Review

Check this box to submit to CDE

Refresh and it will be submitted

To go into the school

## Submitting a School for Review – District Administrator

Once your schools (traditional or AEC) have completed their UIPs and clicked “Ready for Review”, the schools will appear in either the “Schools Ready for Review” or “AECs Ready for Review” dropdown. For example, this CDE Test School has selected “Ready for Review”, and now appears in the “Schools Ready for Review” view. The district can now review the UIP, and decide to submit to CDE by double clicking on the UIP Status, and changing that status to “Submit to CDE for Review”

Home Reports Chatter UIP Contacts UIP +

Schools Ready for Review Clone Create New View

Action	UIP Name ↑	UIP Status	Review Required	Re-Review Required
Edit   +	CDE Test School 1 2016-17...	Submitted for Review	<input type="checkbox"/>	<input type="checkbox"/>

To go to the school UIP

Colorado Department of Education

Home Reports Chatter UIP Contacts UIP +

Schools Ready for Review Clone Create New View

Edit UIP Status

UIP Status Submitted for Review

- Submitted for Review
- None--
- In Progress
- Submitted for Review
- Submit to CDE for Review
- Submitted for Re-Review
- Submit to CDE for Re-Review
- Feedback Submitted
- Received by CDE
- Submitted for Posting

## V- Creating Reports

Colorado Department of Education

Logged in as Test User 50 CDE TestDistr

Test User 50 CDE... Help & Training

Home UIP **Reports** Chatter +

Reports for districts are available here

### Reports & Dashboards

New Report... New Dashboard...

Folders

Find a folder...

All Folders

- Unfiled Public Reports
- My Personal Custom Reports
- My Personal Dashboards
- Best Practice Service Dashboards
- Best Practice Service Reports
- Company Dashboards
- Example Sales and Marketing Dashboards
- Knowledge Dashboard
- Knowledge Reports Package
- Reports for Districts**
- Sales and Marketing Dashboard - Reports
- School/District and Contact Reports
- Opportunity Reports
- Sales Reports
- Lead Reports
- Support Reports
- Campaign Reports
- Activity Reports
- Product and Asset Reports
- Call Center Reports
- File and Content Reports

All Folders

Find reports and dashboards...

Recently Viewed

Action	Name	Folder	Created By
▼	PPC RC and MIS	Reports for Dis...	Steffen, Lisa
▼	Action Plan	Reports for Dis...	Steffen, Lisa
▼	January and October Submission	Reports for Dis...	Steffen, Lisa

CDE will create different types of reports based on district feedback, please let us know what types of reports would be useful to you.

# Reports & Dashboards

New Report...

New Dashboard...

## Folders

Find a folder...

### All Folders

- Unfiled Public Reports
- My Personal Custom Reports
- My Personal Dashboards
- Best Practice Service Dashboards
- Best Practice Service Reports
- Company Dashboards
- Example Sales and Marketing Dashboards
- Knowledge Dashboard
- Knowledge Reports Package
- Reports for Districts**
- Sales and Marketing Dashboard - Re
- School/District and Contact Reports
- Opportunity Reports
- Sales Reports
- Lead Reports
- Support Reports
- Campaign Reports
- Activity Reports
- Product and Asset Reports
- Call Center Reports
- File and Content Reports

## Reports for Districts

Find reports and dashboards...

Action	Name ↑
▼	Action Plan
▼	January and October Submission
▼	PPC RC and MIS



Pin to top

Make this folder easier to find by pinning to the top

## VI- Using the Chat Function - Chatter

Use Chatter on the Administrative pages to talk to CDE staff, other districts, and internally within the district. Use the @ sign to call out to specific people, and share files, links, or chat.

The screenshot displays the Salesforce Chatter interface for the Colorado Department of Education. The top navigation bar includes 'Home', 'UIP', 'Reports', and 'Chatter' (highlighted with a red box). Below the navigation bar is the 'Colorado Department of Education' header. The main content area shows a post by 'Test User 51 CDE TestDistrictUser' mentioning '@Test User 50 CDE TestDistrictAdmin' with the text 'Hello Test User 50'. Below this is a post by 'Test User 50 CDE TestDistrictAdmin' mentioning '@Lisa Steffen' with the text 'Use Chatter to talk to CDE staff, other districts, and internally within the district.' The right sidebar shows 'Recommendations' for the Salesforce1 App and other users.



Chatter will also show up on your home page. You can show or hide this feed.

The screenshot displays the Chatter interface within the Colorado Department of Education (CDE) system. At the top, the CDE logo and 'COLORADO Department of Education' are visible, along with a search bar and user information indicating the user is logged in as 'Test User 50 CDE TestDistrictAdmin'. The navigation bar includes 'Home', 'UIP', 'Reports', and 'Chatter', with 'Home' being the active tab. Below the navigation bar, the user profile for 'Test User 50 CDE TestDistrictAdmin' is shown, including a 'Hide Feed' button. The main feed area displays a post from 'Test User 51 CDE TestDistrictUser' and a post from 'Test User 50 CDE TestDistrictAdmin'. The right sidebar contains 'Recommendations' for various users and a Salesforce app promotion.

Logged in as Test User 50 CDE TestDistrictAdmin

Test User 50 CDE... Help & Training

Home UIP Reports Chatter +

Test User 50 CDE TestDistrictAdmin

Thursday November 20, 2014

Hide Feed

Post File Link More

What are you working on?

Share

Sort By Most Recent Activity

Test User 51 CDE TestDistrictUser

@Test User 50 CDE TestDistrictAdmin Hello Test User 50

Comment Like Share Today at 3:55 PM

Test User 50 CDE TestDistrictAdmin

@Lisa Steffen Use Chatter to talk to CDE staff, other districts, and internally within the district.

Comment Unlike Share Today at 3:50 PM

You like this.

Recommendations More

Get The Salesforce1 App

Take Salesforce with you everywhere! Download the new Salesforce1 Mobile App from the Apple App Store and Google Play.

Skip >

Test User 51 CDE TestDistrictUser

Shares interest in 3 records

+ Follow

first last

Owned by you

+ Follow

Lynn Lannin

Shares interest in 2 records

+ Follow

Lisa Steffen

Shares interest in 2 records

+ Follow

## VII- CDE Contacts

If you have any questions, please contact the UIP Team:

Lisa Steffen (administrative, system, navigation questions)

[Steffen\\_L@cde.state.co.us](mailto:Steffen_L@cde.state.co.us)

303-866-6676

720-498-3020 (cell)

Jen Morgan (UIP process)

[Morgan\\_J@cde.state.co.us](mailto:Morgan_J@cde.state.co.us)

303-866-5499

Kelly Stritzinger (general)

[Stritzinger\\_K@cde.state.co.us](mailto:Stritzinger_K@cde.state.co.us)

303-866-6108

General Feedback:

[uiponline@cde.state.co.us](mailto:uiponline@cde.state.co.us)