

Orange County Department of Education Educational Services Division

#### Williams Data Entry Guide

This guide offers step-by-step instructions on entering district and school information in the Williams web-based system.

Williams Settlement Legislation website address: <a href="http://williams.ocde.us">http://williams.ocde.us</a>

Registration and Log-in Instructions: page 2 - 5 District Instructions: page 6 - 14 School Instructions: page 15 - 30 Instructional Materials Search Tool: page 31

1

At the home page select, **Register**.



#### Register: Create An Account

Complete all the information listed on this page, then select **Register**. **Note:** If you're a district contact, leave the school section blank. Once you register, you'll receive an email from <u>williams@ocde.us</u> asking you to verify your email address. You'll receive a final email from Alicia Gonzalez letting you know that access has been granted and you can then log-in to the web-based system.

<b>†</b>	
Register	
Create a new account.	
Title	
Title	
First Name	Last Name
First Name	Last Name
Username	Email
Username	Email
Password	ConfirmPassword
Password	ConfirmPassword
Phone	
-District	-School-
Register	

At the home page select, Login.



Enter your username and password, select I'm not a robot, then select Log in.

A	
	Log in
	Username
	Password
	l'm not a robot
	Remember me?
	Log in
	Forgot your password? Register as a new user

#### **District Documentation**

#### Once you log-in, select **District Documentation**.



Select the **District Contact Information** tab: Add contact(s) for each of the areas listed on the webpage.

rict Documer	ntation:			
District Contact I	Information	nformation 😲 Instructional N	Naterials Confirmation	
Save District Con	tacts			
WILLIAMS DIST	TRICT CONTACT			
First Name	Last Name	Title	Phone	Email
DISTRICT SUPE	RINTENDENT			
First Name	Last Name	Title	Phone	Email
UNIFORM CON	IPLAINT PROCEDURE (UCP)	CONTACT		
First Name	Last Name	Title	Phone	Email

Select the School Information tab: Add the principal and alternate contact information for each of the schools listed.

A	District Documentation
D	istrict Documentation:
	District Contact Information     School Information     Instructional Materials     Confirmation
	Save School Information
	✓ Save changes Save changes
	School : Principal First Name : Principal Last Name : Principal Phone : Principal Email : Alternate Contact First I

**1.** Select the **Instructional Materials** tab. **2.** Select each of the subject areas to review and confirm your district's instructional materials list. **3.** Select the **Save** button in each subject area to complete each section. To add or delete materials, see additional instructions on pages 10-13.

f District Doc	cumentation				Hello aes
District Do	cumentation:				
District (	Contact Information	ol Information	aterials Confirmation		
Eng	glish Language Arts	History/Social Science	Science Health	Foreign Language	
The line A To see 3	Add tab. Add tab. earch the system for materials, e re English Language Arts rrrently Adopted Add	rict has adopted are displayed below. Inter the publisher or title in the search are not listed here, please complete the Inter the publisher or title in the search are not listed here, please complete the Inter the publisher or title in the search are not listed here, please complete the search Inter the publisher or title in the search are not listed here, please complete the search are not listed here not listed he	To make changes to the list, on the new instructional material states of the new instructional states of the new instructional material states of the new instructional material states of the new instructional states of the new instructin states of the new instructional	lick on the Edit button. To a	dd instructional materials to the list, click on licia Gonzalez (aliciagonzalez@ocde.us).
	Publisher	Title :	Grades	Adopted	: T
	Benchmark Education Compa	Benchmark Adelante: Mis ny lecturas compartidas (10 units/5 booklets)	5 Tk K	2017-2018	🖍 Edit
	Benchmark Education Compa	ny Benchmark Advance: My Shared Readings (10 units/5 booklets)	к	2017-2018	🖋 Edit
	Benchmark Education Compa	ny Benchmark Advance: My Shared	<sup>i</sup> 1	2017-2018	🖋 Edit

To delete an entry, 1. select the Edit button (a pop-up window will appear), see next page for steps 2 and 3.

English Language Arts	Math	History/Social Science	Science PHealth	Foreign Language	
The Instructional Materia materials to the list, click To search the system for r If the instructional materi (aliciagonzalez@ocde.us). Save English Language Ar Currently Adopted	ls your district on the Add tal naterials, enter als you use are ts	has adopted are displayed below. b. r the publisher or title in the searcl e not listed here, please complete t	To make changes to the l n box below. he new instructional mat	ist, click on the Edit button.	To add instructional to Alicia Gonzalez
Q Search Publis	sher or Title	Export to Excel			
Publisher	:	Title	Grades	Adopted	
Benchmark Educat	ion Company	Benchmark Advance: My Shared Readings (10 units/5 booklets)	к	2017-2018	1 📝 Edit
Benchmark Educat	ion Company	Benchmark Advance: My Shared Readings (10 units/5 booklets)	1	2017-2018	🧪 Edit
Benchmark Educat	ion Company	Benchmark Advance: Texts for Close Reading (10 units)	5	2017-2018	🖍 Edit

At the pop up window, **2**. uncheck the **Active** box. **3**. Select **Update** to delete the entry from your list.

	Edit Instructional Material	
English Language Arts	Publisher	ign Language
The Instructional Materials your dis	Benchmark Education Company	the Edit hutton. To add instru
materials to the list, click on the Ad	Description	ine cuit button. To add mstru
If the instructional materials you us (aliciagonzalez@ocde.us). Save English Language Arts	Benchmark Advance: My Shared Readings (10 units/5 booklets)	ate and email it to Alicia Gon
Currently Adopted Add	2017-2018	
Q Search Publisher or Title	Active Classic Control of Classic Clas	
sher :	TK ✔ K 1 2 3 4 5 6 7 8 9 10 11 12	
hmark Education Company	✓ Update S Cancel	B Edit
hmark Education Company	Benchmark Advance: My Shared Readings (10 upits (5 booklets) 1 2017-	2018 Edit

To add materials, 1. select the Add button and a list of the materials in our database will display. Note: If the instructional materials you need are not listed, follow the instructions on the webpage to have them added to the database. See next page for steps 2-5.

English Language Arts	Math	History/Social Science	0	Science	Health	Foreig	n Language
The Instructional Materials materials to the list, click o To search the system for m If the instructional materia (aliciagonzalez@ocde.us). Save English Language Art Currently Adopted	s your district h on the Add tab. laterials, enter f ils you use are n	as adopted are displayed b the publisher or title in the not listed here, please comp	elow. To search l	o make chan box below. e new instru	ges to the lis	t, click on th rials templat	e Edit button. To add e and email it to Alic
C Search Publish	er or Title	Title	el :	Grades	_	:	
	T		T			T	_
Houghton Mifflin	Harcourt	A Legacy of Literacy: Stud Anthology, Level K	dent		к		🧪 Adopt
Houghton Mifflin	Harcourt	A Legacy of Literacy: Welco School Big Book Set	me to		к		🧪 Adopt
Houghton Mifflin	Harcourt	A Legacy of Literacy, Pho Library Classroom Set, Le	nics vel K		к		🖋 Adopt
		Line alter Mifflin Develop	The				

2. Select the Adopt button (a pop-up window will appear), **3.** select the drop down in the Adopted box to select the year of adoption. **4.** Select the grade level(s), and **5.** select Update to save the entry.



Once you are done entering and reviewing the information on the district contact information, school information, and instructional materials tabs, **1**. select the **Confirmation** tab. **2**. Select the **Confirm** button to complete your district documentation.



#### **School Documentation**

Once you log-in, select School Documentation.



While all schools in California must maintain compliance with Williams Settlement Legislation, county superintenden monitor and report on schools eligible for Comprehensive Support and Improvement (CSI) and Additional Targeted S based on the 2019 California School Dashboard; and/or schools with fifteen percent or more teachers who did not p preliminary teaching credential in 2020-2021. The California Department of Education (CDE) provides the list of school clicible for monitor and their staff are responsible for:

Select the School Information tab: The school name and CDS code will be pre-populated. Complete all other fields listed on this page (please note that all fields are required).

chool Documentation:	
School Information	uctional Materials PMap/Bell Schedule
Save School Information	
School	CDS code
Principal First Name	Principal Last Name
Principal Phone	Principal Email
Alternate Title	
Alternate First Name	Alternate Last Name
Alternate Phone	Alternate Email
School Type (select all that apply)	Instructional Model
Select SchoolType	In-person 💌
Select Grade Levels (check all that app	ıly):
TK         K         1         2         3         4         5           9         10         11         12           Save School Information	6 7 8

**Elementary Schools: 1.** Select the **Instructional Materials** tab. **2.** Each subject area will display a list of your district's current adopted materials. **Note:** If the instructional materials your school is using are not listed, follow the instructions on the webpage to have them added. See next page for steps 3-4. **Middle and high schools skip to page 24.** 

School Information	Instructional Materials	Enrollment / Cl	assroom Info (Elementary Only)	Map/Bell Schedule	0
English Language Arts	History/Socia	al Science	Science PHealth	oreign Language	
students enrolled, the num If you are using an instruct	the following instructional mate nber of available materials/sets, tional material that is not on thi	rials. For each of and the course n s list, please com	the instructional materials your so umber. plete the new instructional mater	ials template and email it to	ase e o Ali
Save English Language Ar	ts Cancel changes 🛛 🗶 Export	to Excel			
Save English Language Ar Save changes	ts Cancel changes 🔀 Export Title	to Excel	Number of Students Enro	Number of Available	:
Save English Language Ar Save changes Publisher Benchmark Education Company	ts Cancel changes Export Title Benchmark Advance: My Shared Readings (10 units/5 booklets)	to Excel Grades	Number of Students Enro :	Number of Available 0	

Elementary Schools: 3. Enter the Number of Students Enrolled and the Number of Available Materials/Sets for the materials your school will be using this year. 4. Select the Save Changes button. Repeat steps 3-4 for each subject area.

<	English Language Arts	🕒 Math 🛛 🖌	History/Social	Science	Science	Health	Foreig	n Language	
4	Your district has adopted the students enrolled, the numb of you are using an instruction (aliciagonzalez@ocde.us) Save English Language Arts	e following instru per of available ma onal material that Cancel changes	ctional materia aterials/sets, ar is not on this l X Export to	als. For each of nd the course n list, please con Excel	f the instructi number. nplete the ne	onal materials y w instructional r	our school materials te	l is using this year, pleas	se enter Alicia G
	Publisher	Title	:	Grades	Number o	f Students Enro.	<b>:</b> N	umber of Available	1
	Benchmark Education Company	Benchmark A Shared Reading bookle	dvance: My is (10 units/5 ets)	К		0		0	
	Benchmark Education Company	Benchmark A Shared Reading bookle	dvance: My s (10 units/5 ets)	1	٢	0		0	
	Benchmark Education Company	Benchmark Ad for Close Readi	vance: Texts ng (10 units)	5		0		0	
	Benchmark Education Company	Benchmark Ad for Close Readi	vance: Texts ng (10 units)	3		0		0	

**Elementary Schools: 1.** Select the **Enrollment/Classroom Info** tab and last year's information will be displayed if it was provided. **To Edit** an entry, **2.** select the **Edit** button (a pop up window will appear). See next page for step 3.

School Infor	mation Instr	uctional Materials	Enrollment / Classroom In	fo (Elementary Only)		Nap/Bell Schedule	linstru
Enrollment and C Save School Info	lassroom informatic rmation	on is required for eleme	ntary schools only'				
+ Add new re	ecord 🔀 Export	to Excel 🔀 Export	to PDF				
Grades	Room	Teacher	Student Enrollment	Special Classroom		_	
T	Ţ	T	T	7			
4,	10	Glancy	24	NONE	2	🖋 Edit 🗙	Delete
Tk,	К2	Roman-Maldonado	22	BI	٦	🥒 Edit 🗙	Delete
1,	2	Sooter	28	NONE	٦	🧪 Edit 🗙	Delete
1,	3	Buckley	29	NONE	٦	🥒 Edit 🗙	Delete
4,	8	Escamilla	25	GATE	1	🧪 Edit 🗙	Delete
К,	15	Ayala	26	BI	1	🧪 Edit 🗙	Delete

**Elementary Schools:** Once you have updated the information in this window, **3**. select the **Update** button to save the entry.



Elementary Schools: To delete an entry from your list, select the Delete button.

School Infor	mation 😲 Insti	ructional Materials	Enrollment / Classroom Inf	fo (Elementary Only)	ВМа	ap/Bell Sched	ule 🚺 Instru		
nrollment and Classroom information is required for elementary schools only'									
Save School Info	Save School Information								
+ Add new re	ecord 🔀 Export	to Excel 🔀 Export	to PDF						
Grades	Room	Teacher	Student Enrollment	Special Classroom		_			
T	T	T	Т	۲					
4,	10	Glancy	24	NONE	1	🧨 Edit	× Delete		
Tk,	K2	Roman-Maldonado	22	BI	1	🧪 Edit	× Delete		
1,	2	Sooter	28	NONE	٦	🧪 Edit	× Delete		
1,	3	Buckley	29	NONE	1	🧪 Edit	× Delete		
4,	8	Escamilla	25	GATE	٦	🧪 Edit	× Delete		
К,	15	Ayala	26	BI	1	🧪 Edit	× Delete		

Elementary Schools: To add a new entry, 1. select the Add new record button (a pop up window will appear). See next page for step 2.

	School Information		ructional Materials	Enrollment / Classroom Info (Elementary Only)		Map/Bell Schedule		
	Enrollment and Cl	nrollment and Classroom information is required for elementary schools only'						
<sup>1</sup>	+ Add new re	+ Add new record Export to Excel Export to PDF						
	Grades	Room	Teacher	Student Enrollment	Special Classroom		_	
	T	T	Т	Т	۲			
	4,	10	Glancy	24	NONE	٦	🥒 Edit 🗙	Delete
	Tk,	К2	Roman-Maldonado	22	BI	٦	🖋 Edit 🗙	Delete
	1,	2	Sooter	28	NONE	٦	🥒 Edit 🗙	Delete
	1,	3	Buckley	29	NONE	٦	🧪 Edit 🗙	Delete
	4,	8	Escamilla	25	GATE	٦	🥒 Edit 🗙	Delete
	K.	15	Ayala	26	BI	٦	🧪 Edit 🗙	Delete

**Elementary Schools:** Enter all the required information. **2**. Select **Update** to add the entry to your list. Skip to page 28 for next steps.



Middle and High Schools: 1. Select the Master Schedule tab. 2. Select the link to download the master schedule template. See next page for step 3.

	School Information	Instructional Materials	Map/Bell Schedule	1 Master Schedule (Middle and High School Only)
2	A master schedule	e is required for midd	le and high school	s only
2	Please download t	he Master Schedule T	emplate then click	the "select files" button to upload the con
	master schedule sh	nould only list the cor	e subject areas (Eng	glish, Math, History/Social Science, Scienc
	Language).			
	Save Master Schedule			
	Select files			
	Save Master Schedule			

**Middle and High Schools: 3.** On the master schedule, **enter core courses only** (English, Math, Social Science/History, Science, and Health and Foreign Language if they are offered). Do not include electives or physical education. All information on the template is essential and required. See next page for step 4 and 5.

aute. miau	e and nigh scho	ol instructional materi	als and co	ourse inform	nation			
Please follow example below. List core courses only (English, Math, History/Social Science, Science, and Health and Foreign Language if they are offerred)								
ourse umber	Core Subject	Course Title	Room #	Period	# of Students Enrolled	Grade Level	Textbook Title	Publisher Name
065	English	Lang Arts 6	352	1	29	8	California Collections Grade 8	Houghton-Mifflin-Harcourt
	r example urse mber \$5	r example below. List core of urse mber       Core Subject         55       English	r example below.       List core courses only (English, Nurse         urse       Core Subject       Course Title         55       English       Lang Arts 6         1       1       1         1       1       1         1       1       1         1       1       1         1       1       1         1       1       1         1       1       1         1       1       1         1       1       1         1       1       1         1       1       1         1       1       1         1       1       1	r example below. List core courses only (English, Math, Histor         urse       Core Subject       Course Title       Room #         55       English       Lang Arts 6       352         1       1       1       1         2       1       1       1         352       1       1       1         1       1       1       1         1       1       1       1         1       1       1       1         1       1       1       1         1       1       1       1         1       1       1       1         1       1       1       1         1       1       1       1         1       1       1       1         1       1       1       1       1         1       1       1       1       1         1       1       1       1       1         1       1       1       1       1         1       1       1       1       1         1       1       1       1       1         1       1	r example below. List core courses only (English, Math, History/Social Scientifies         urse mber       Core Subject       Course Title       Room #       Period         55       English       Lang Arts 6       352       1         1       1       1       1       1         1       1       1       1       1         1       1       1       1       1         1       1       1       1       1         1       1       1       1       1         1       1       1       1       1         1       1       1       1       1         1       1       1       1       1         1       1       1       1       1         1       1       1       1       1         1       1       1       1       1       1         1       1       1       1       1       1       1         1       1       1       1       1       1       1       1         1       1       1       1       1       1       1       1       1       1       1	r example below. List core courses only (English, Math, History/Social Science, Science, a         urse mber       Core Subject       Course Title       Room #       Period       # of Students Enrolled         55       English       Lang Arts 6       352       1       29	r example below. List core courses only (English, Math, History/Social Science, Science, and Health and urse mber       Core Subject       Course Title       Room #       Period       # of Students Enrolled       Grade Level         55       English       Lang Arts 6       352       1       29       8	r example below. List core courses only (English, Math, History/Social Science, Science, and Health and Foreign Language if they are urse mber         Core Subject       Course Title       Room #       Period       # of Students Enrolled       Grade Level       Textbook Title         55       English       Lang Arts 6       352       1       29       8       California Collections Grade 8         56       English       Lang Arts 6       352       1       29       8       California Collections Grade 8         57       English       Lang Arts 6       352       1       29       8       California Collections Grade 8         58       English       Lang Arts 6       352       1       29       8       California Collections Grade 8         59       English       Lang Arts 6       352       1       29       8       California Collections Grade 8         50       English       Lang Arts 6       352       1       29       8       California Collections Grade 8         50       English       Lang Arts 6       1       1       1       1       1       1         50       English       Lang Arts 6       1       1       1       1       1       1       1       1       1

Middle and High Schools: 4. Click on Select files to upload the completed master schedule. 5. Select Save Master Schedule to complete this section.

	School Information	Instructional Materials	Map/Bell Schedule	Master Schedule (Middle and High School Only)
	A master schedule	is required for midd	lle and high school	s only
	Please download th master schedule sh Language).	ne Master Schedule T hould only list the cor	emplate then click te subject areas (Eng	the "select files" button to upload the con glish, Math, History/Social Science, Science
4	Save Master Schedule Select files			
5	Save Master Schedule			

**High Schools: 1.** Select the **Science Equipment** tab. **2.** Certify that all science classrooms have lab equipment. Upload the science inventory list or enter a URL to the list. **3.** Select **Save Science Inventory** to complete this section.

	School Information	Instructional Materials	Map/Bell Schedule	Master Schedule (Middle and Hig
1	Science Equipment (I	High School Only)	nstructional Materials Sufficiency	Confirmation
	2 I certify that there is Please upload your school Save Science Inventor	is adequate laboratory equi ool's science laboratory equip ry	pment in all science classroom	s. external webpage URL to the list.
	Select files	2 URL here		
	3 Save Science Invento	ry		

Select the Map/Bell Schedule tab and either upload or enter a URL for your school's bell schedule and school map.

School Information	Instructional Materials	Enrollment / Classroom Info (Elementary Only)	Map/Bell Schedule			
Please either upload a Word	document or PDF of the school	map and bell schedule, or enter an external webpage U	RL for each.			
Save School Map and Bell S	Schedule					
SCHOOL BELL SCHEDULE	E					
Select files						
Enter external webpage U	JRL here.					
SCHOOL MAP						
Select files						
Enter external webpage U	JRL here.					
Save School Map and Bell Schedule						

**1.** Select the **Instructional Materials Sufficiency** tab. **2.** Select the link to download the form. **3.** Upload the completed form and select **Save Instructional Materials Sufficiency Verification** to complete this section.



Once you are done entering and reviewing the information on all tabs, **1**. select the **Confirmation** tab. **2**. Select the **Confirm** button to complete your school documentation.



## Instructional Materials – Search

The web-based system offers a few search functions in the instructional materials tab. **1**. Search words entered in the  $\wp$  magnifying glass section, will automatically populate in the publisher and title section. **2**. You can also **search by grade** or **year of adoption** by entering information in those fields. **3**. For an advanced search click on the **funnel** to select a search by field.

Cu	Currently Adopted Add						
1	Q benchmark Educa	Export to Excel 2					
1	Publisher	Title	Grades	Adopted			
	benchmark E 🗙 🝸 🏋	benchmark E 🗙 🍸 🏋		T			
	Benchmark Education Company	Benchmark Advance: My Shared Readings (10 units/5 booklets)	к 3	Contains Does not contain			
	Benchmark Education Company	Benchmark Advance: My Shared Readings (10 units/5 booklets)	1	Starts with Ends with			
	Benchmark Education Company	Benchmark Advance: Texts for Close Reading (10 units)	5	ls equal to Is not equal to			
	Benchmark Education Company	Benchmark Advance: Texts for Close Reading (10 units)	3	Is null Is not null			
	Benchmark Education Company	Benchmark Advance: Texts for Close Reading (10 units)	4	2017-2018			



Orange County Department of Education Educational Services Division

#### Thank You

Thank you for updating your information on the web based system. We appreciate your efforts to maintain compliance with the Williams Settlement Legislation.

If you have any questions regarding data entry, please contact Alicia Gonzalez at <u>aliciagonzalez@ocde.us</u> or (714) 966-4336.

For general Williams questions, contact Nicole Savio Newfield at <u>nsavio@ocde.us</u> or (714) 966-4385.