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: **http://williams.ocde.us**

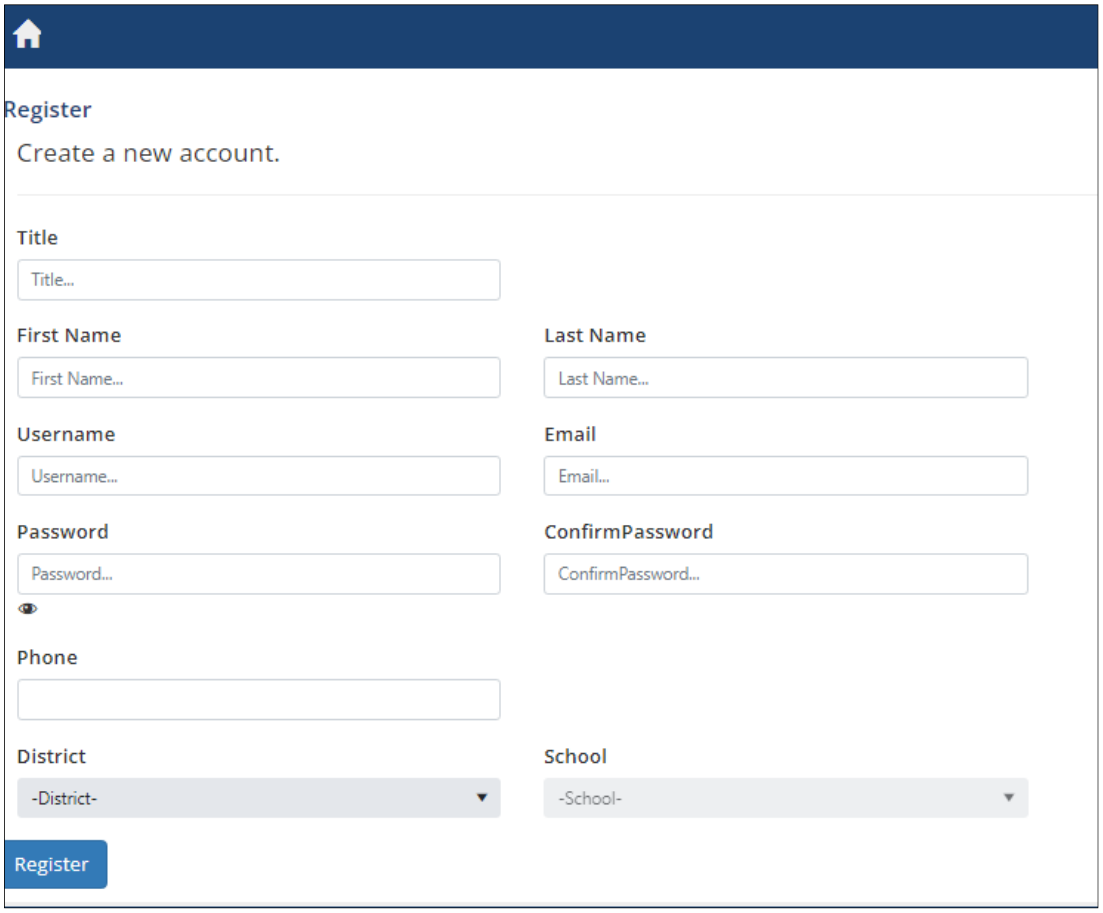
Registration and Log-in Instructions: page 2 - 5
District Instructions: page 6 - 14
School Instructions: page 15 - 30
Instructional Materials Search Tool: page 31

Register: Create An Account

At the home page select, Register.

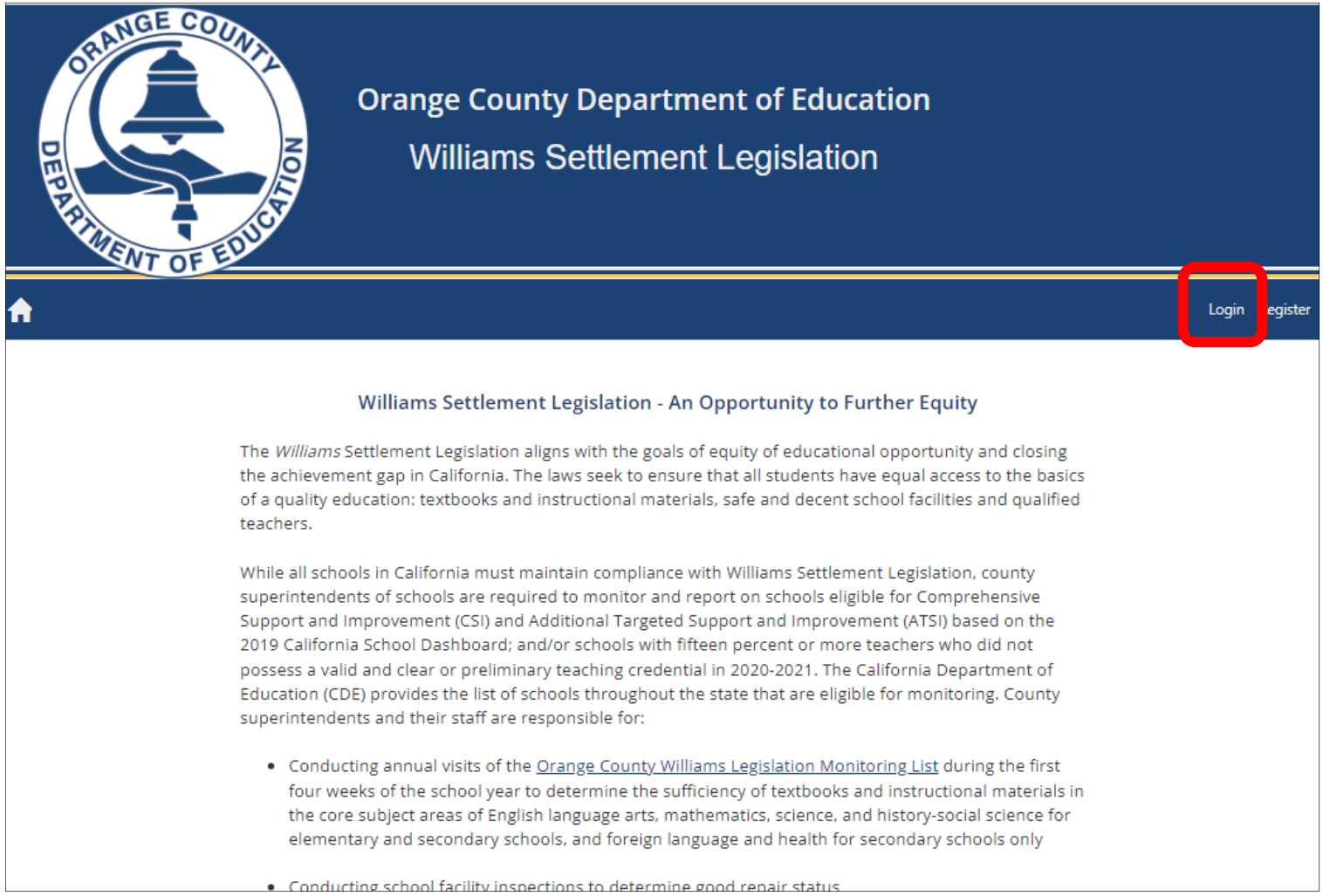
Register: Create An Account

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 williams@ocde.us 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.



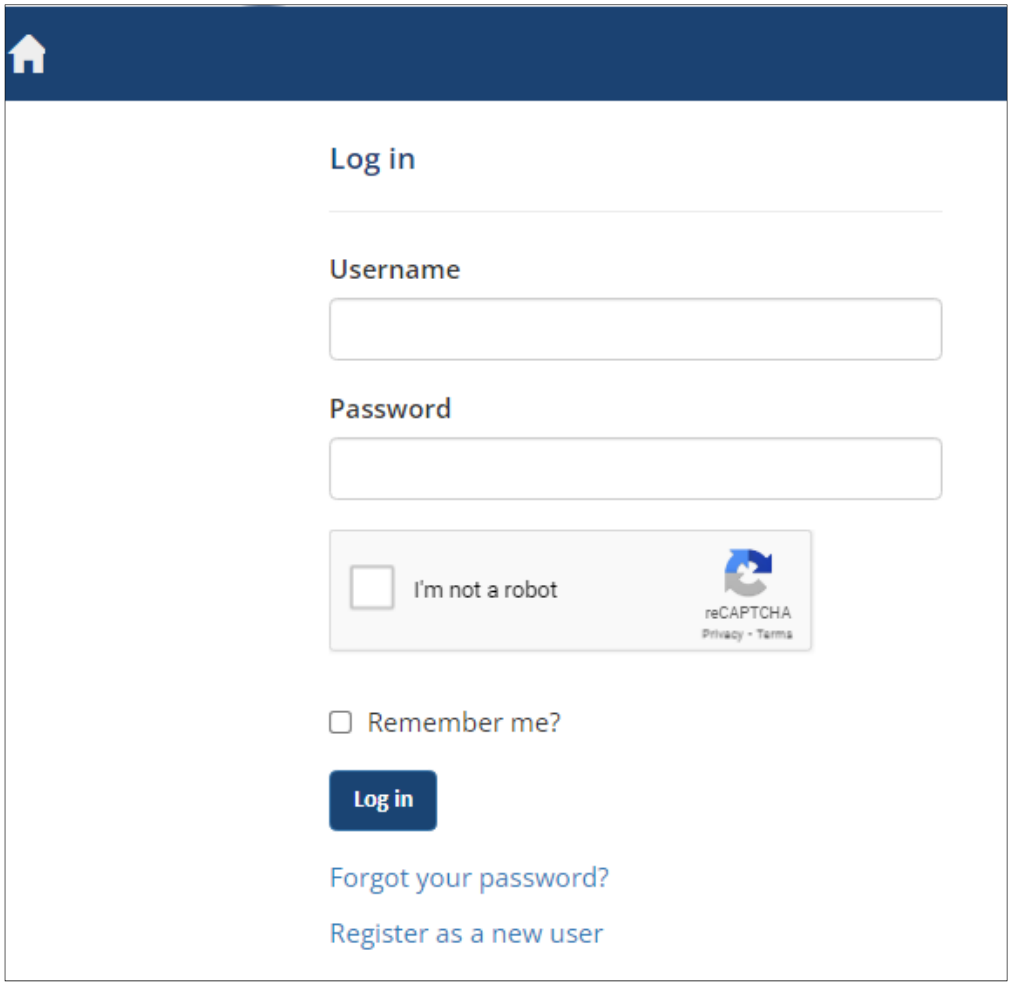
Log-in

At the home page select, Login.



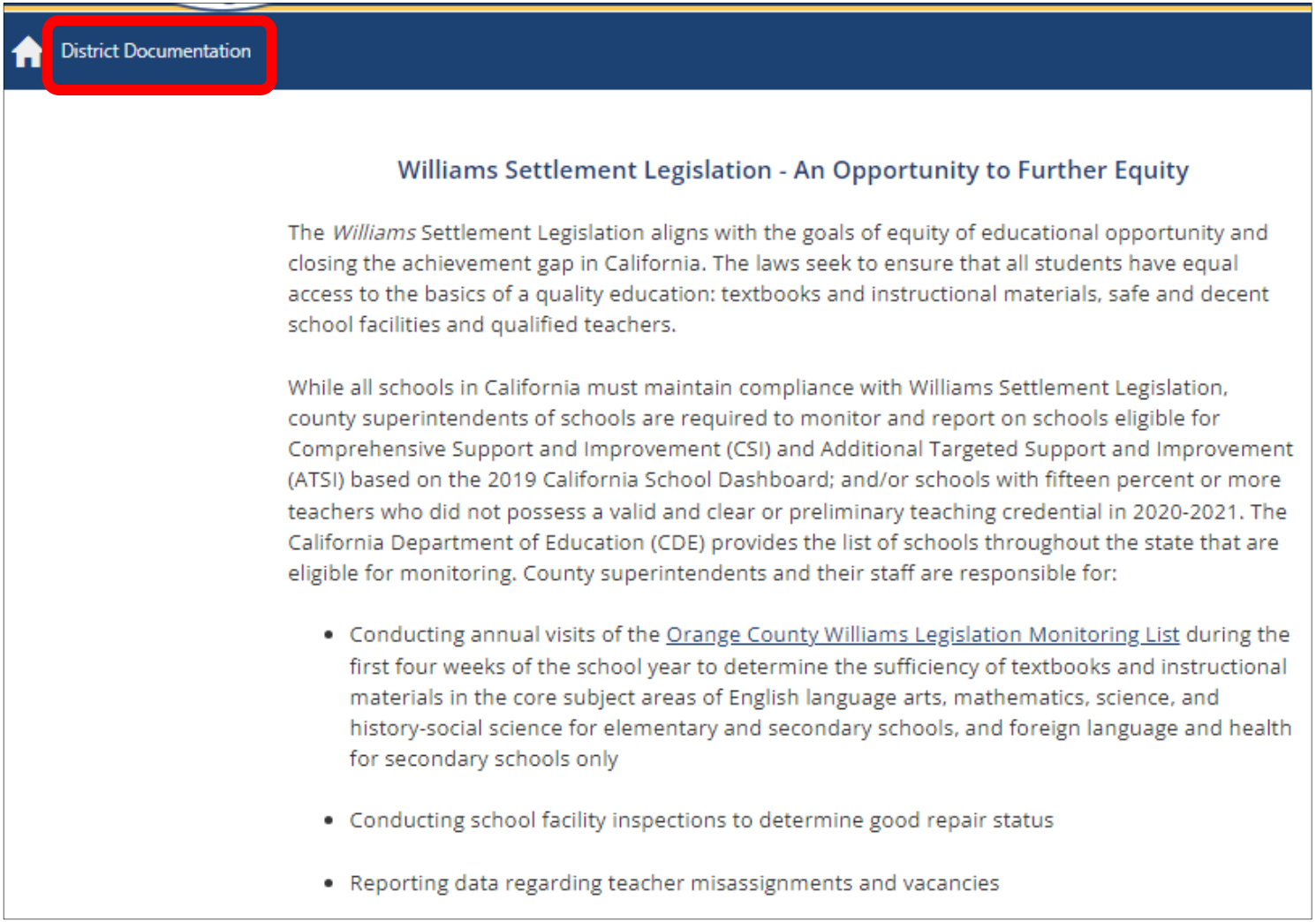
Log-in

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



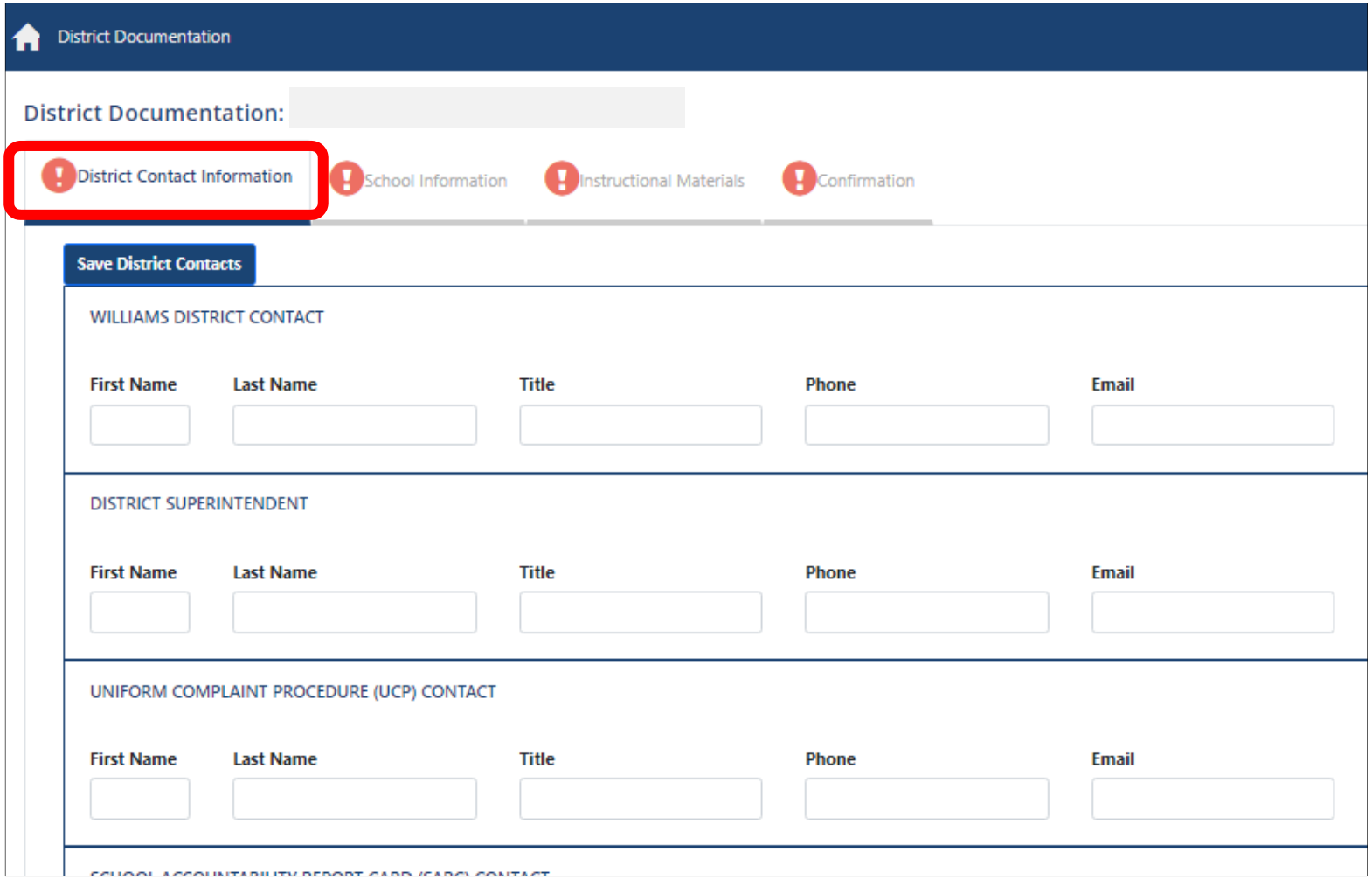
District Documentation

Once you log-in, select District Documentation.



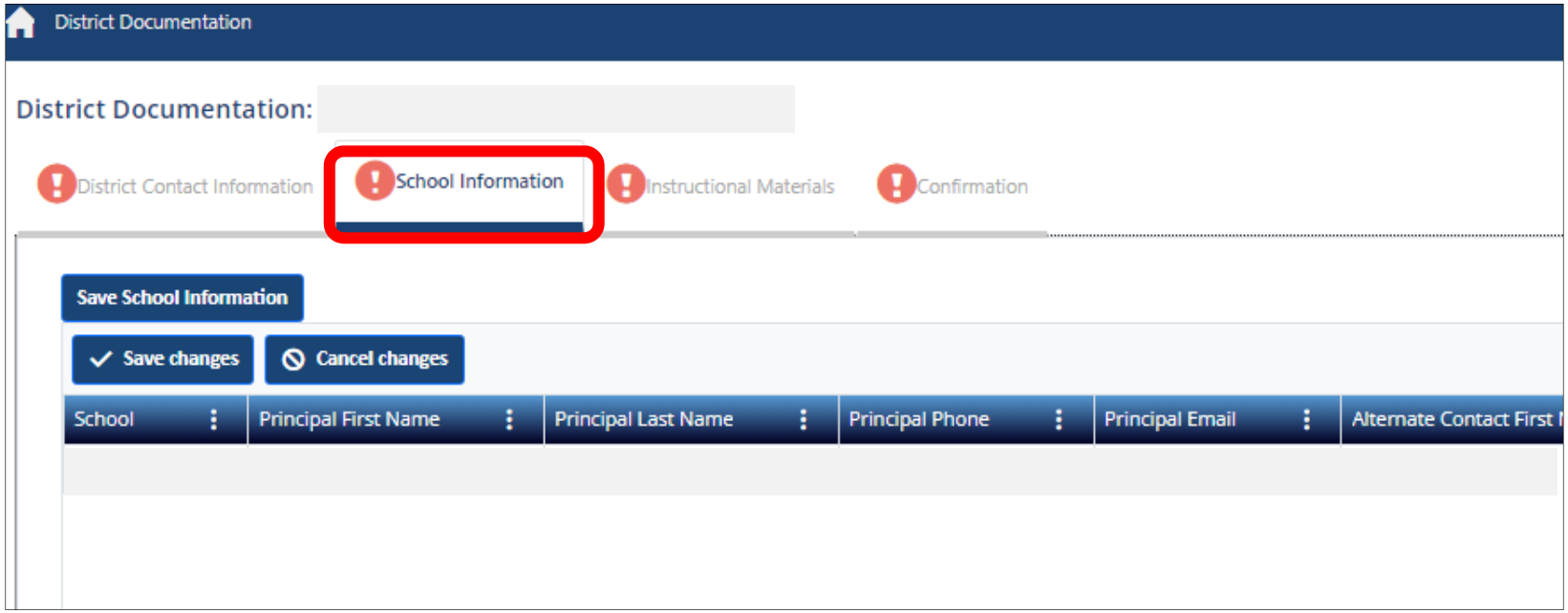
District Documentation continued

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



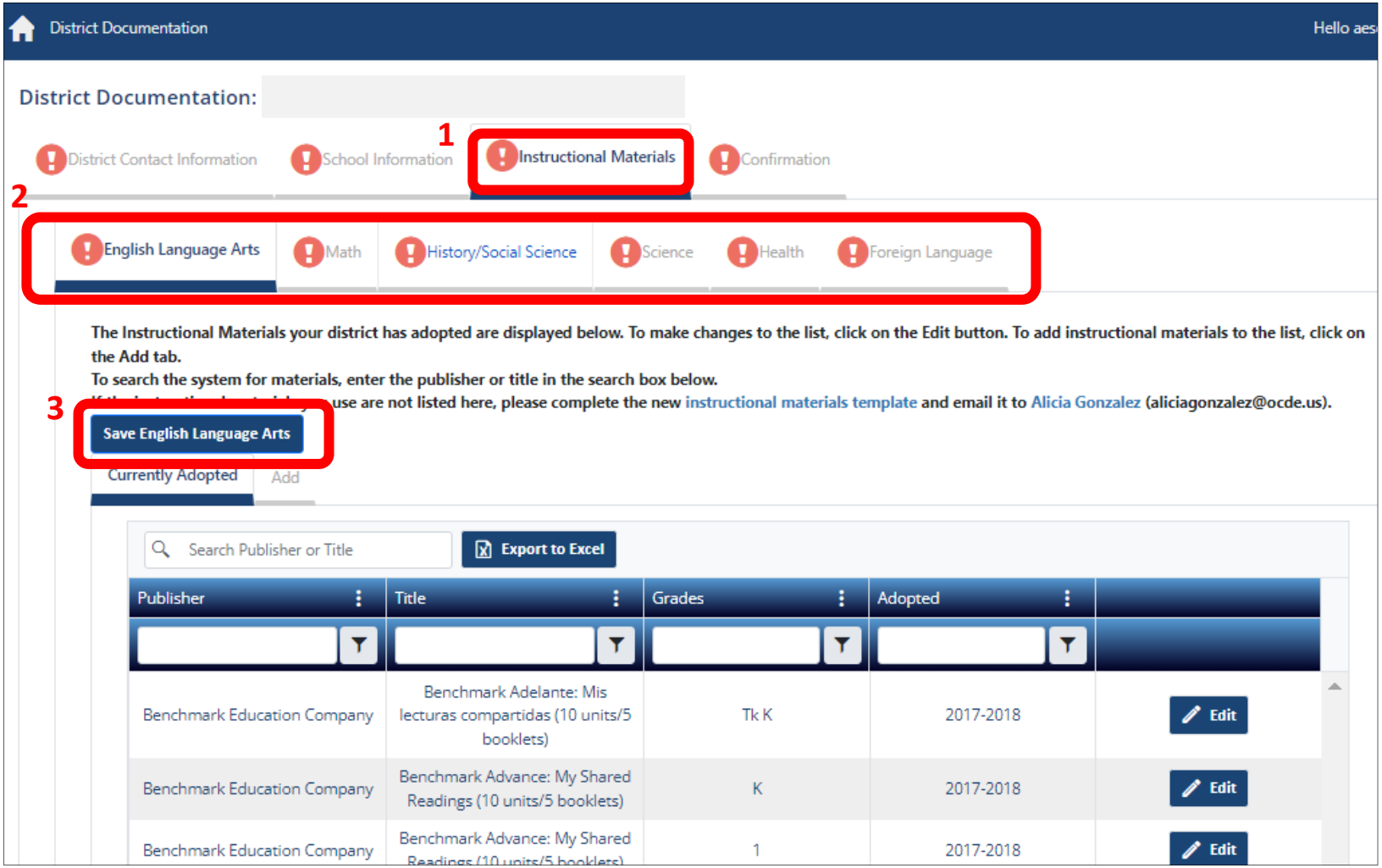
District Documentation continued

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



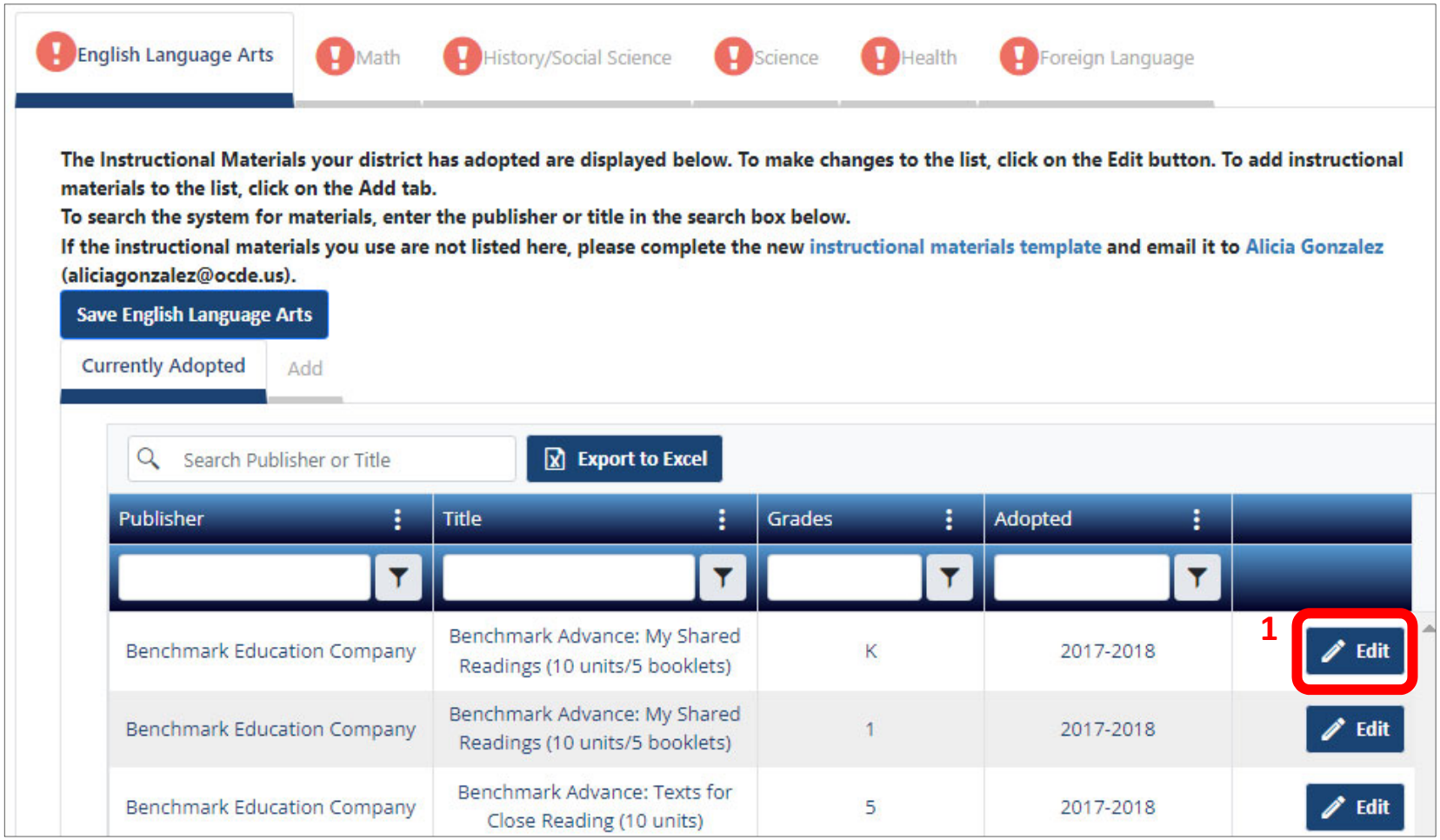
District Documentation continued

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.



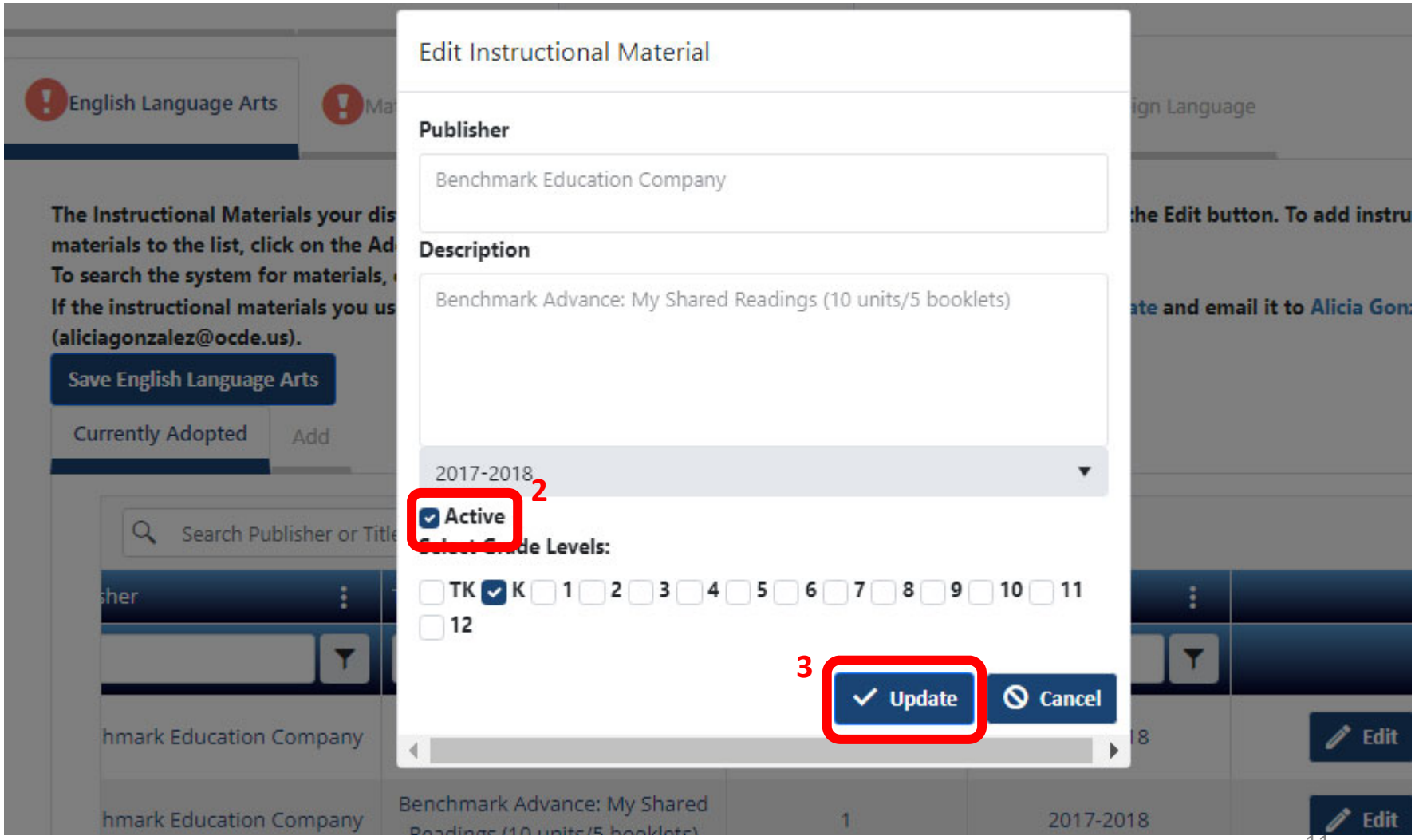
District Documentation continued

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



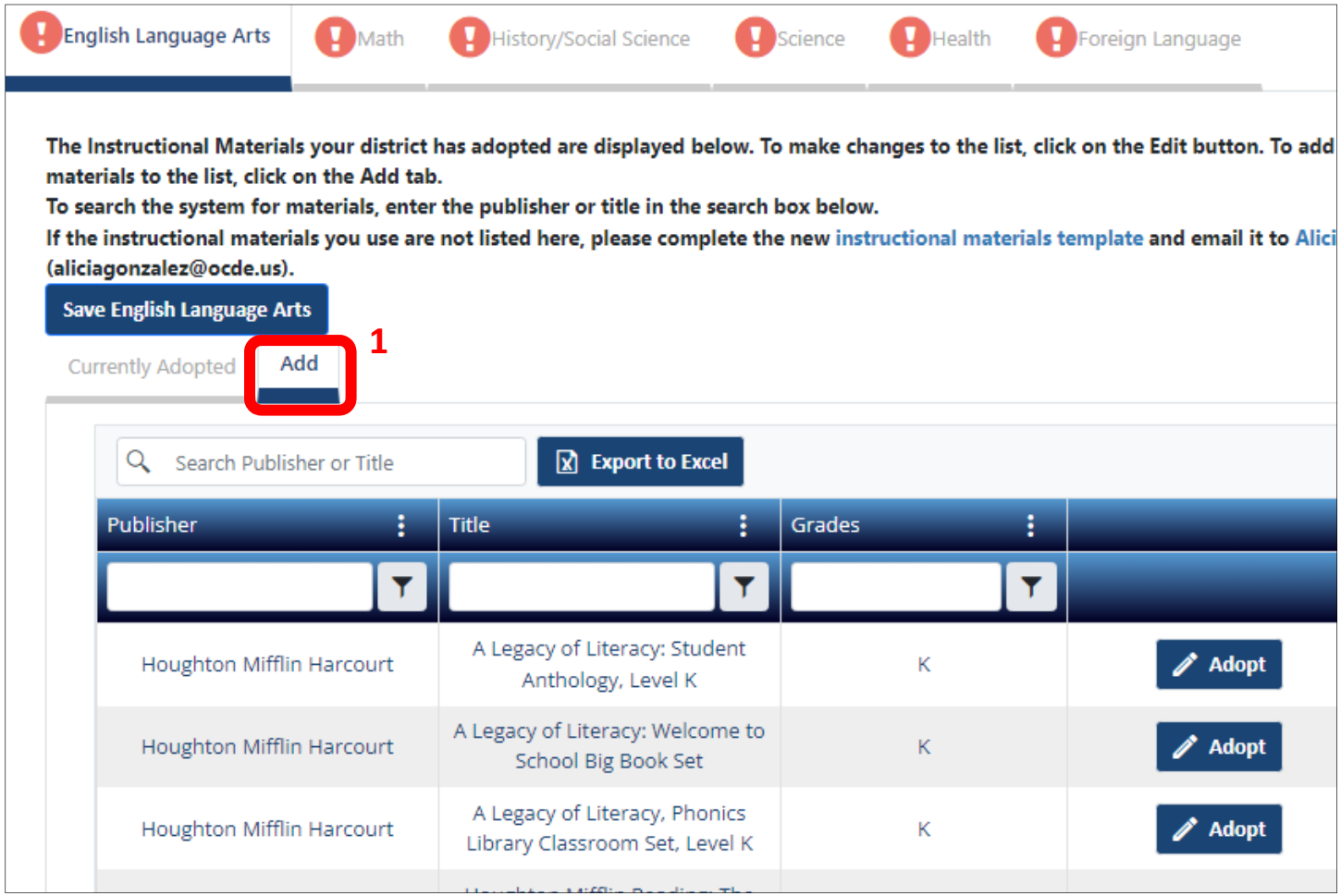
District Documentation continued

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



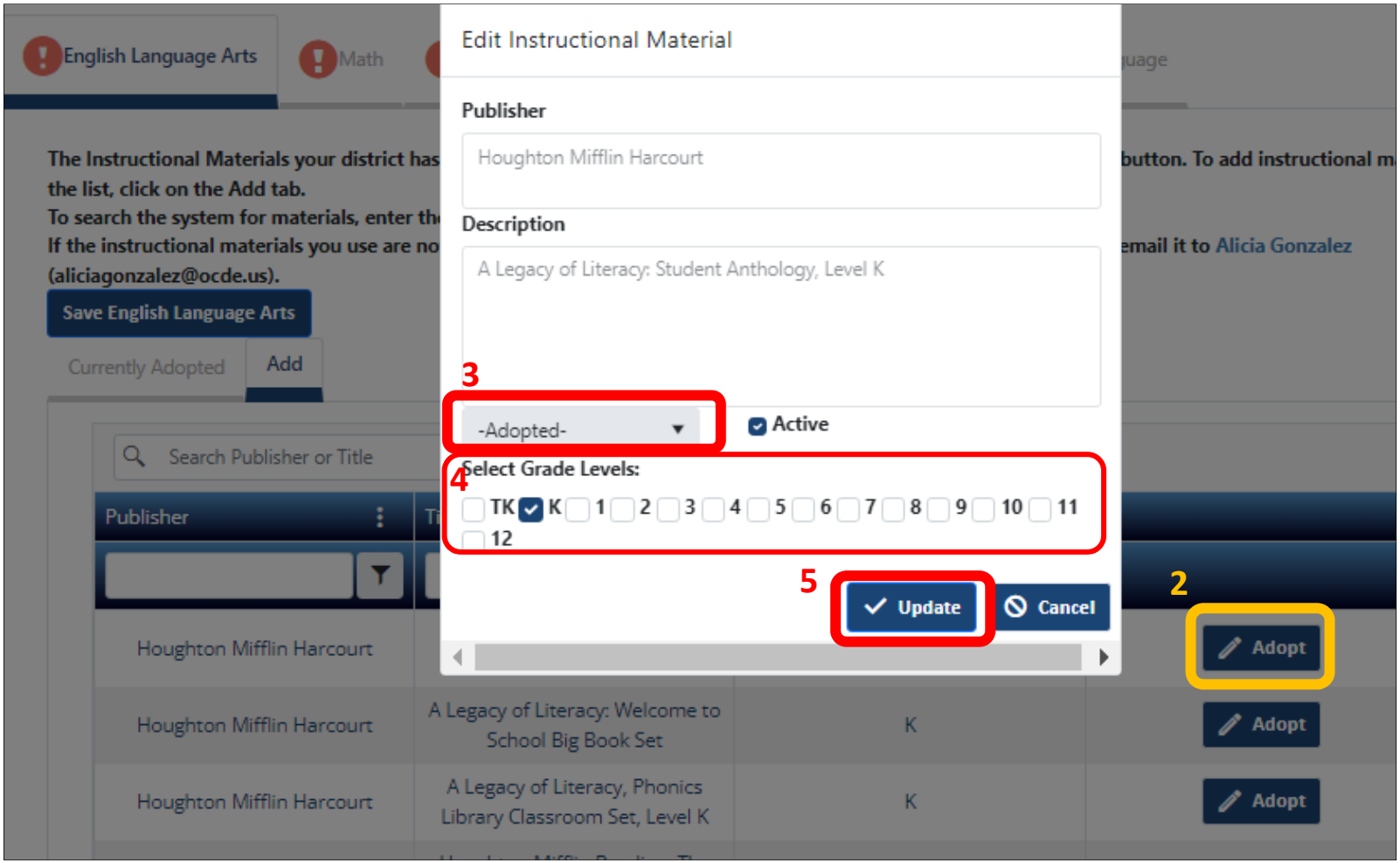
District Documentation continued

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.



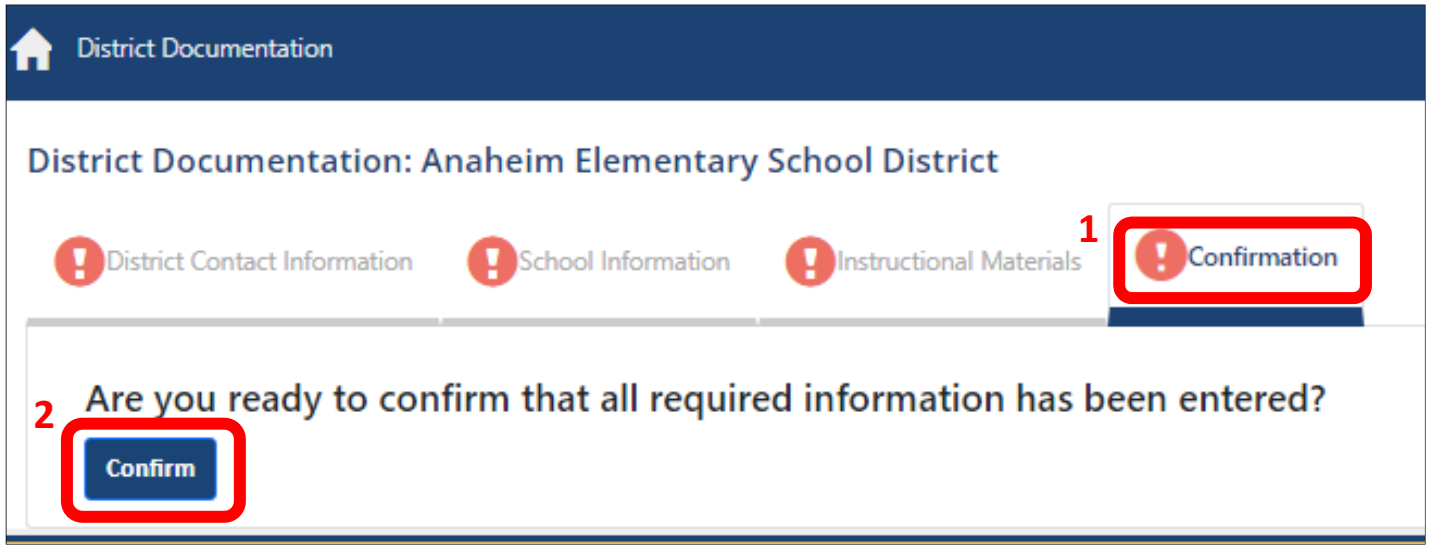
District Documentation continued

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.



District Documentation continued

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.

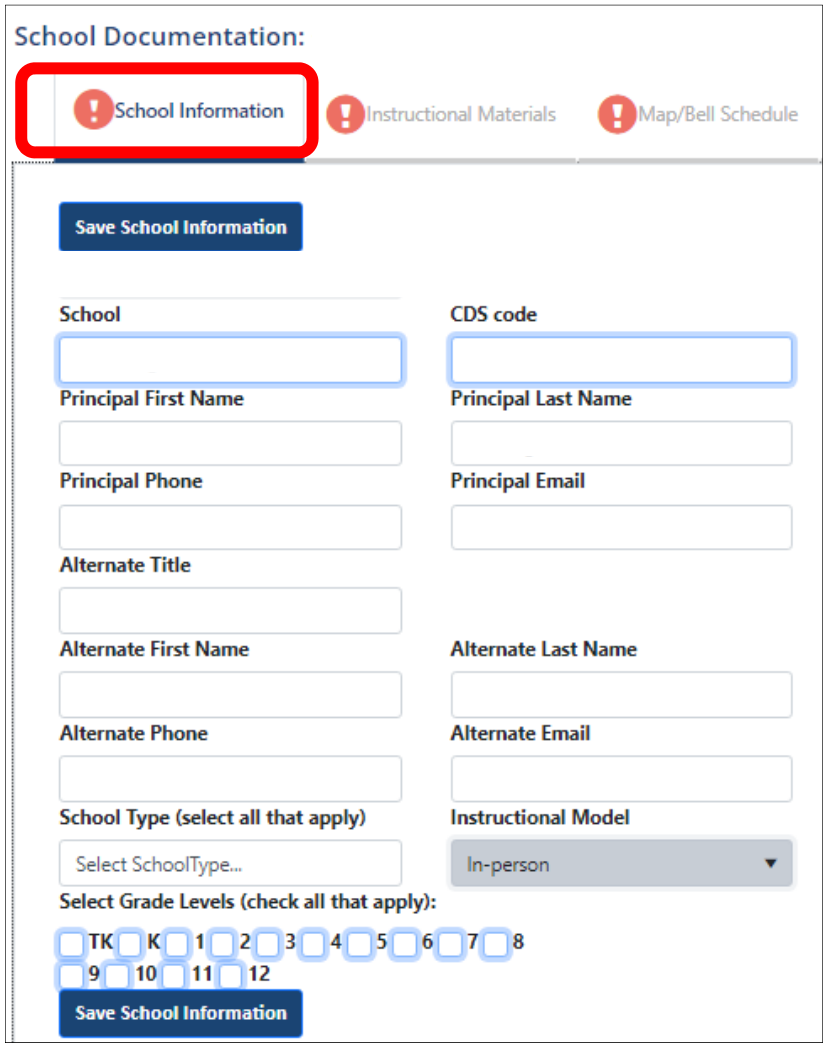


School Documentation

Once you log-in, select School Documentation.

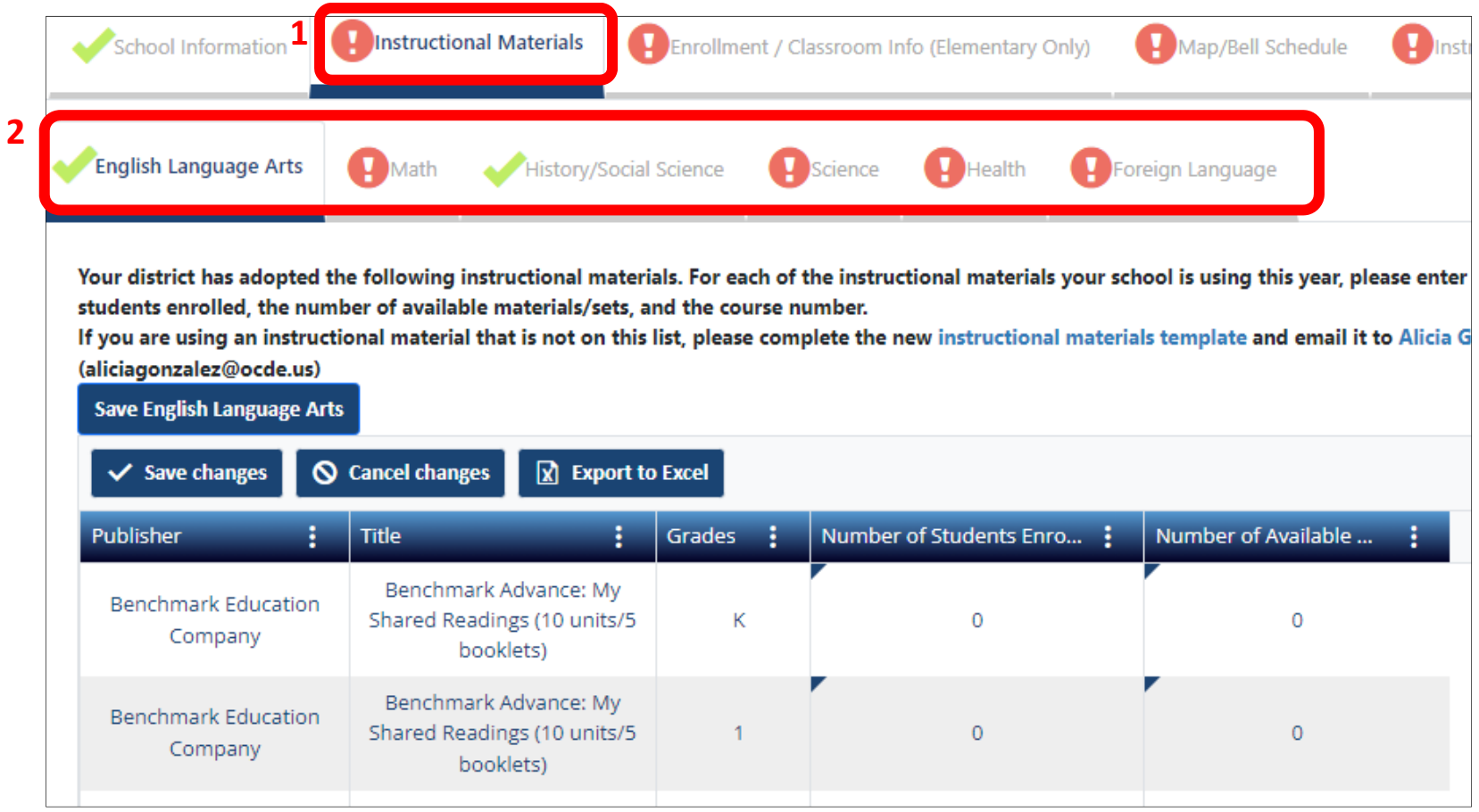
School Documentation continued

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).



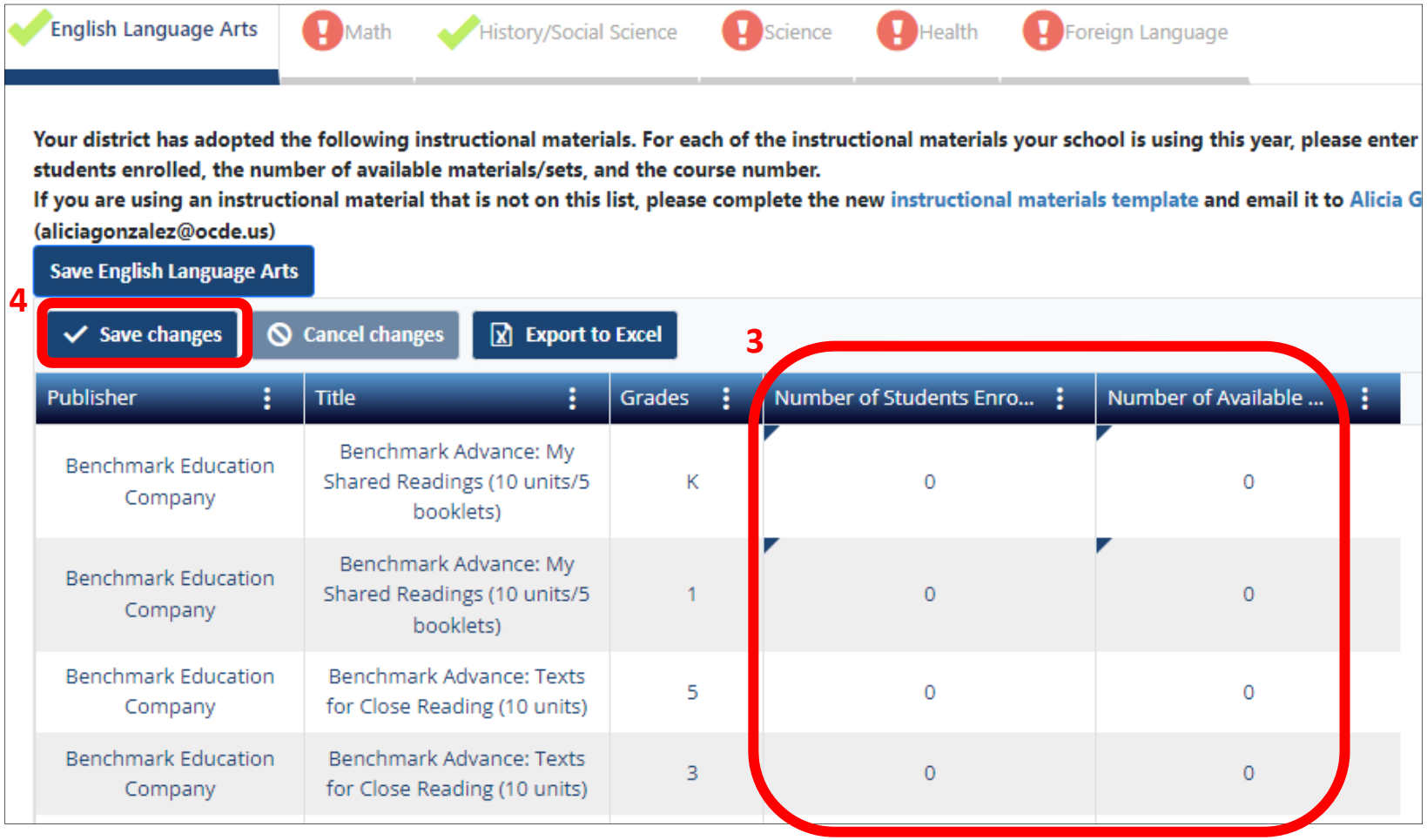
School Documentation continued

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.**



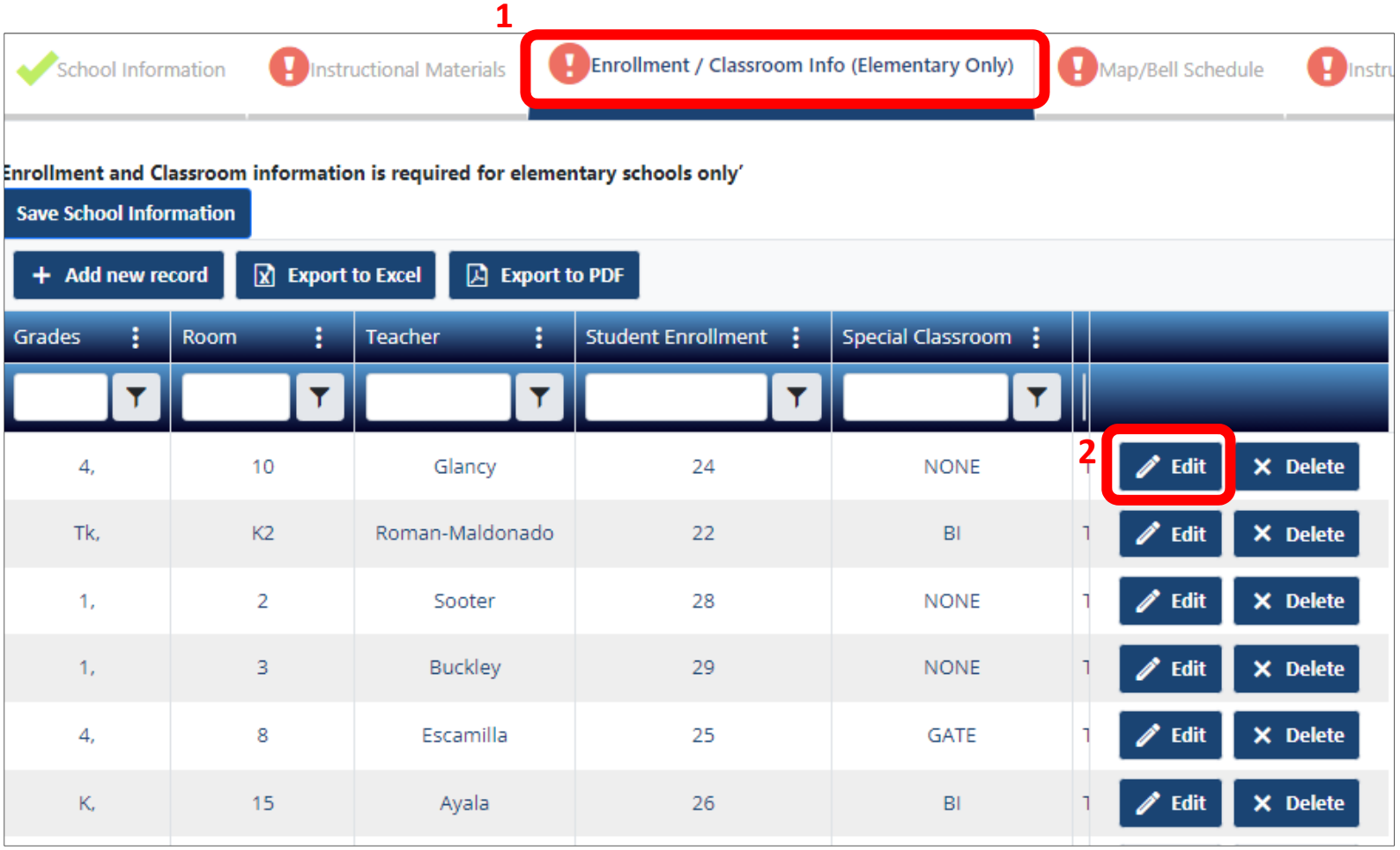
School Documentation continued

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.



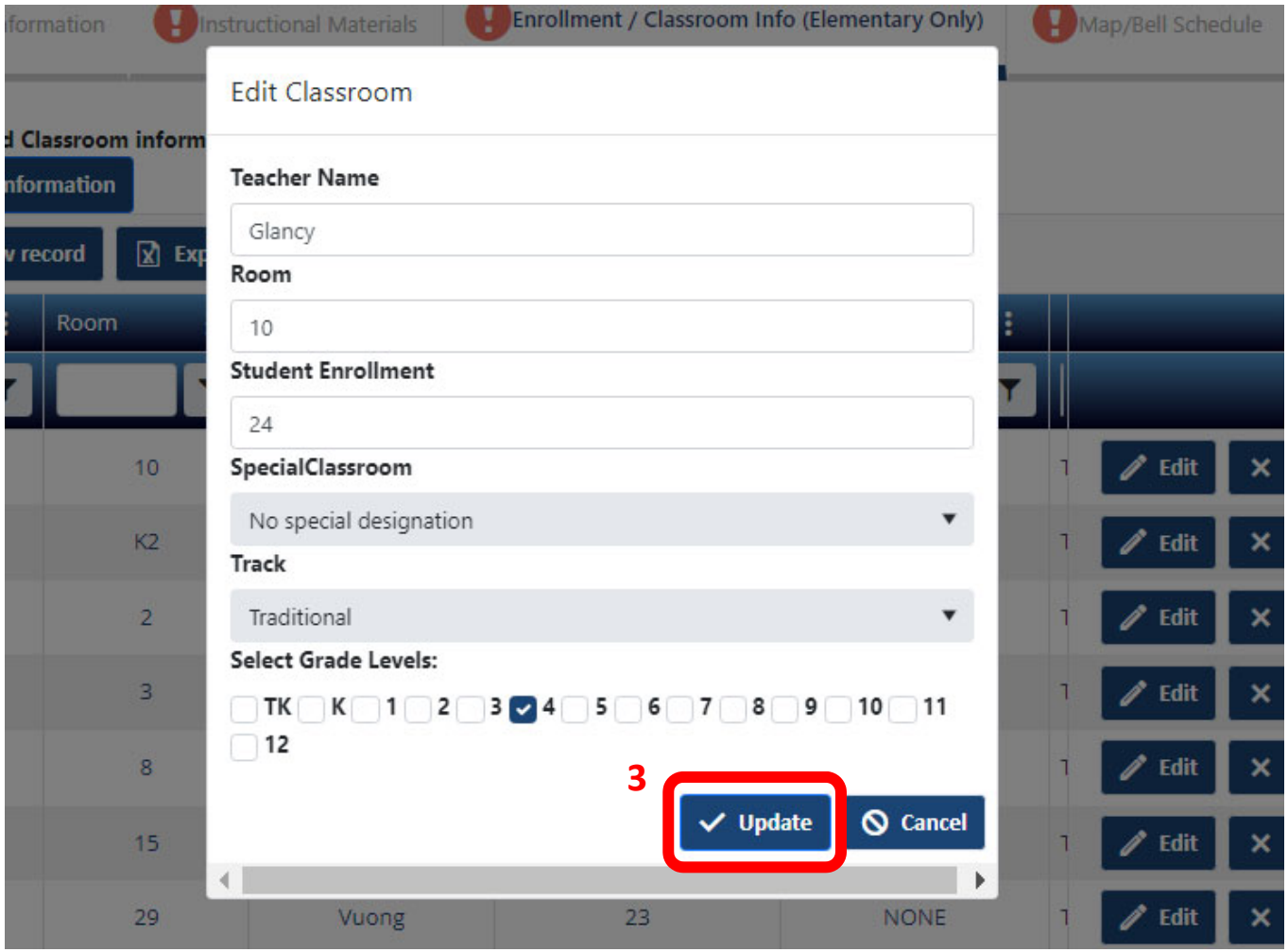
School Documentation continued

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.



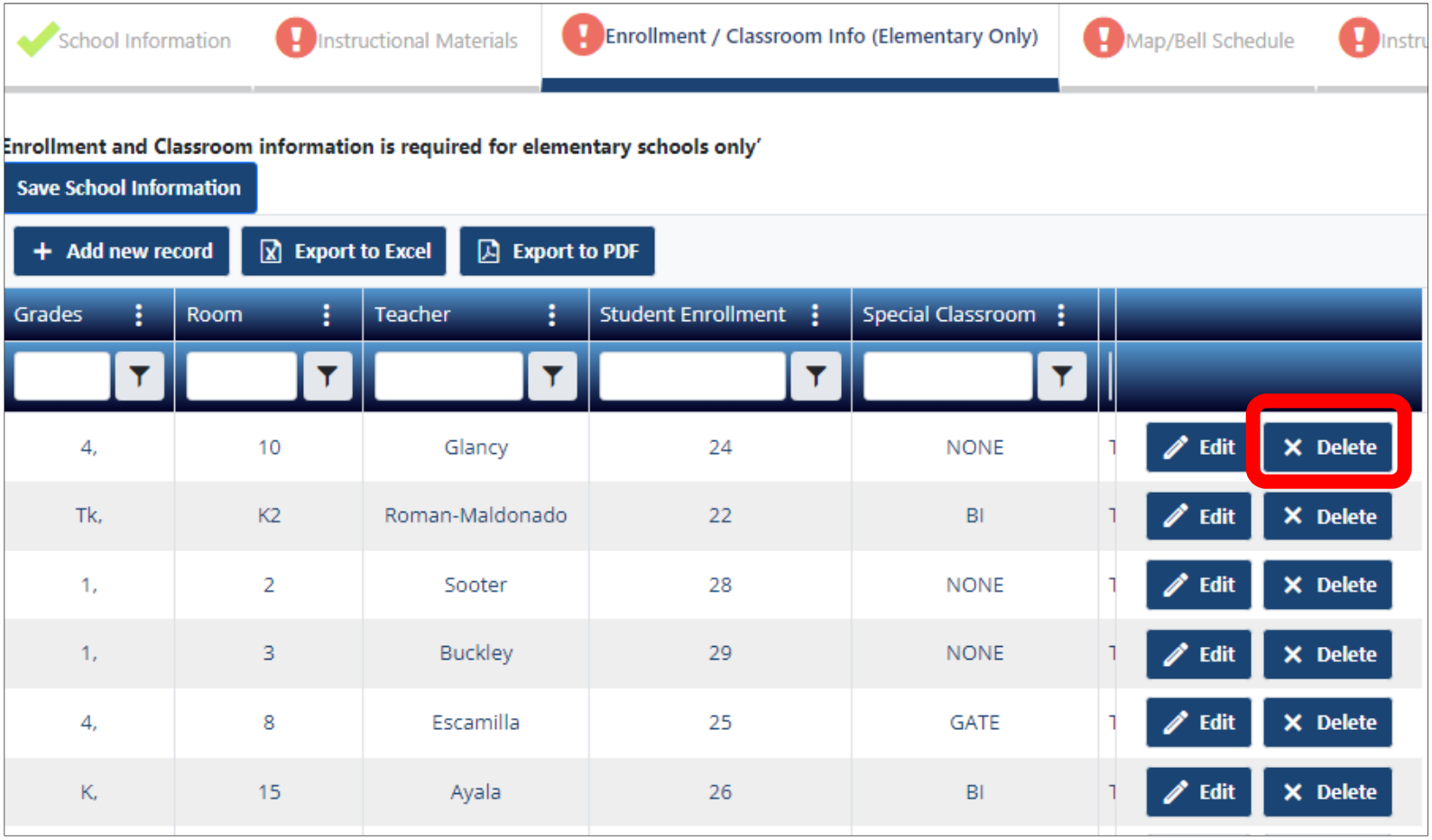
School Documentation continued

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



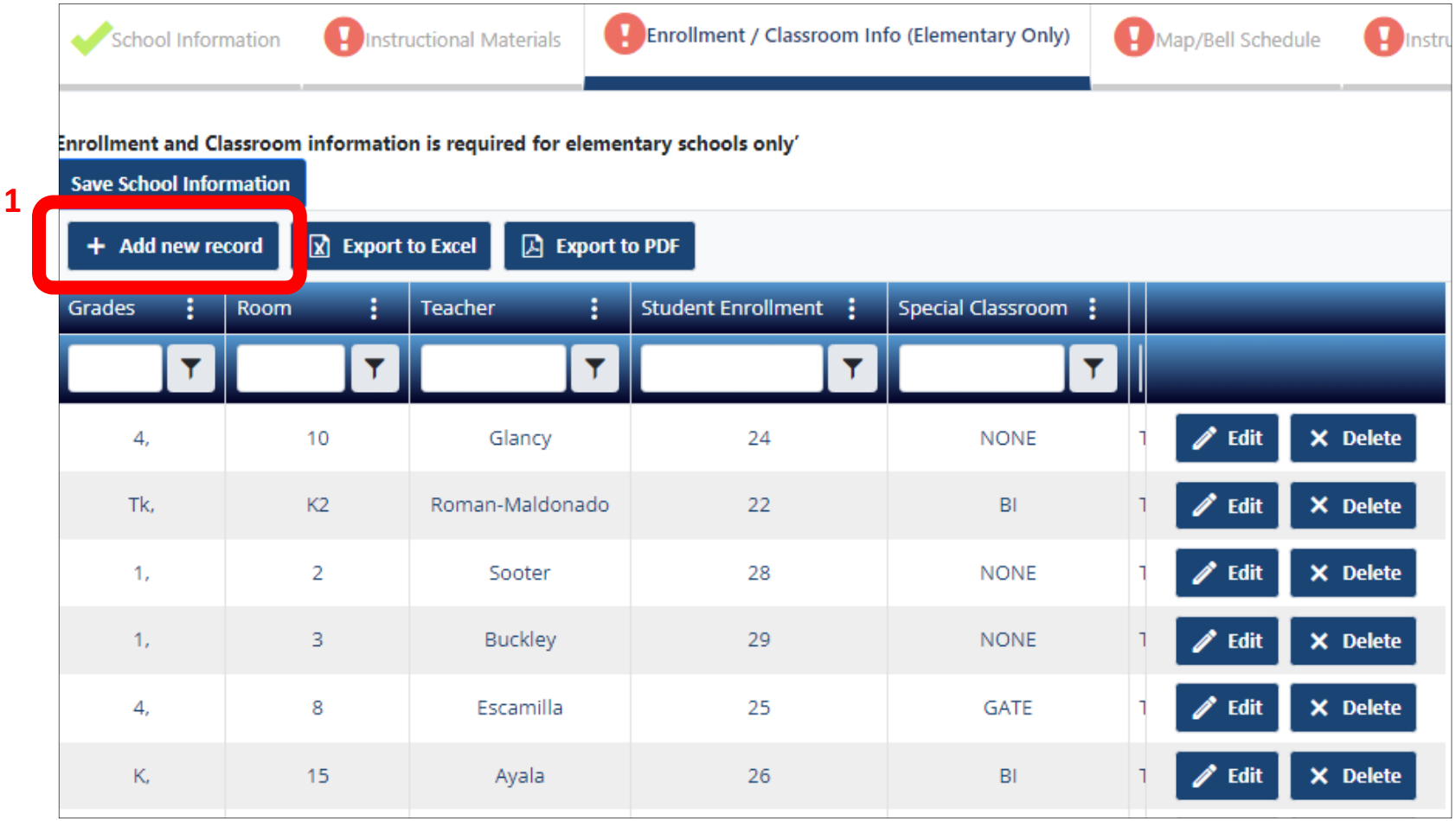
School Documentation continued

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



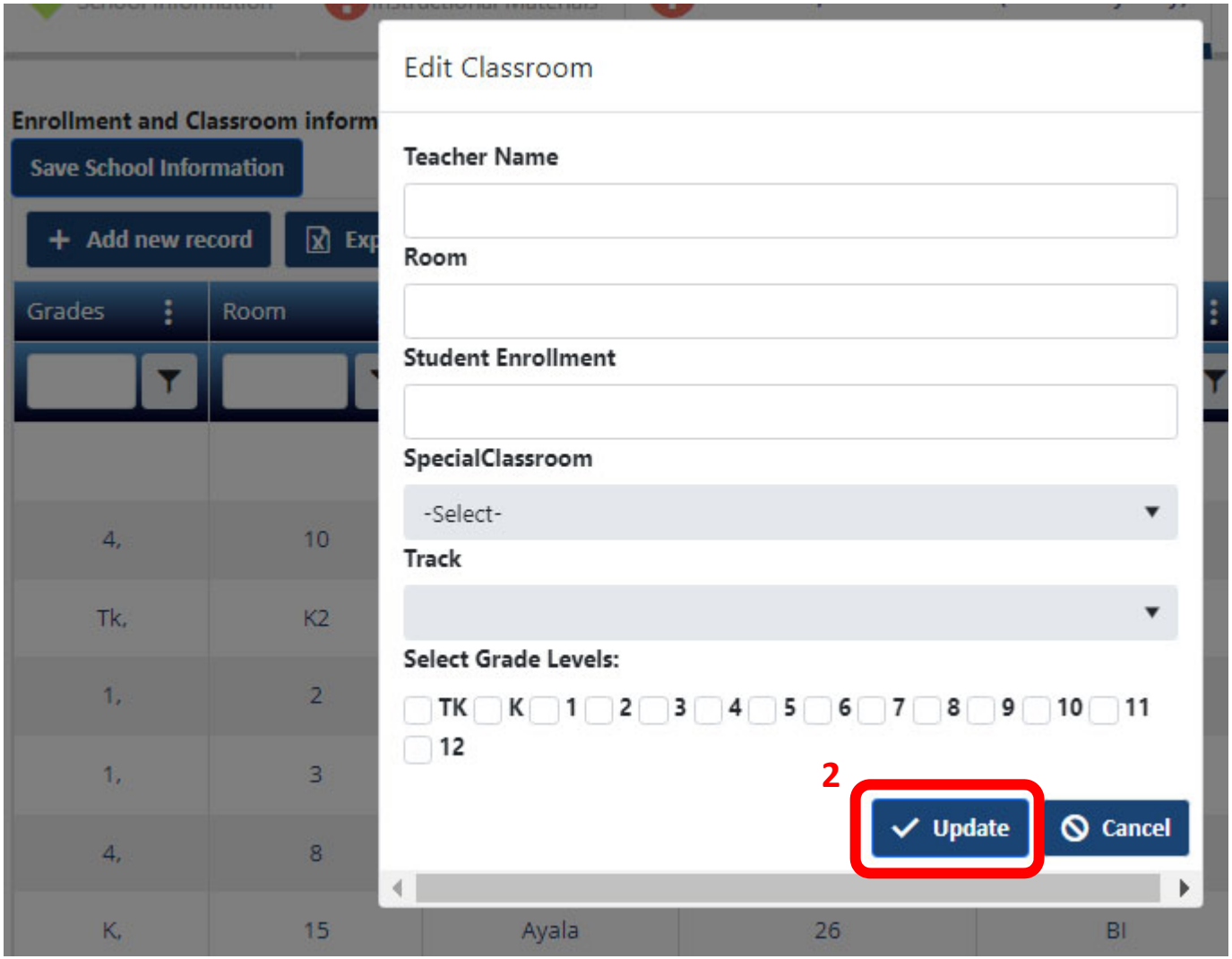
School Documentation continued

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.



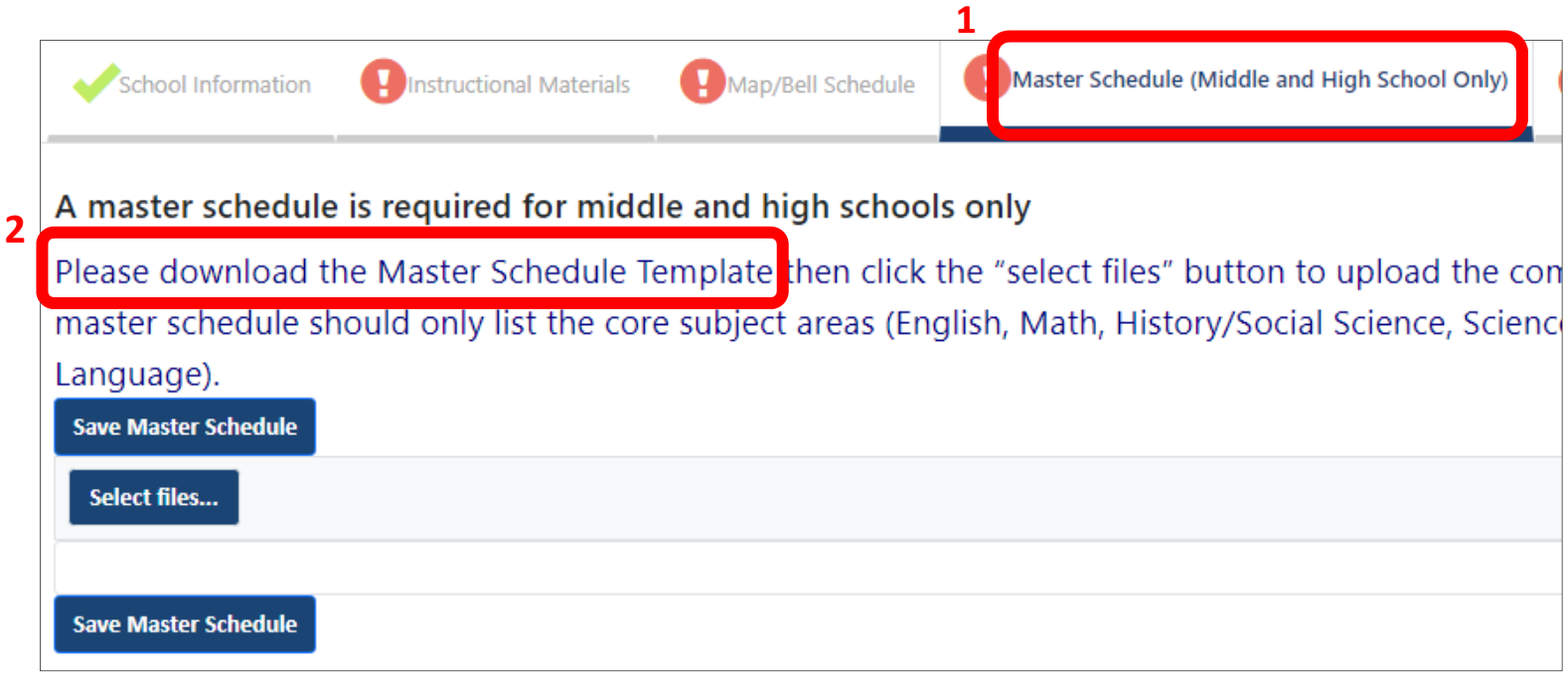
School Documentation continued

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



School Documentation continued

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 Documentation continued

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.

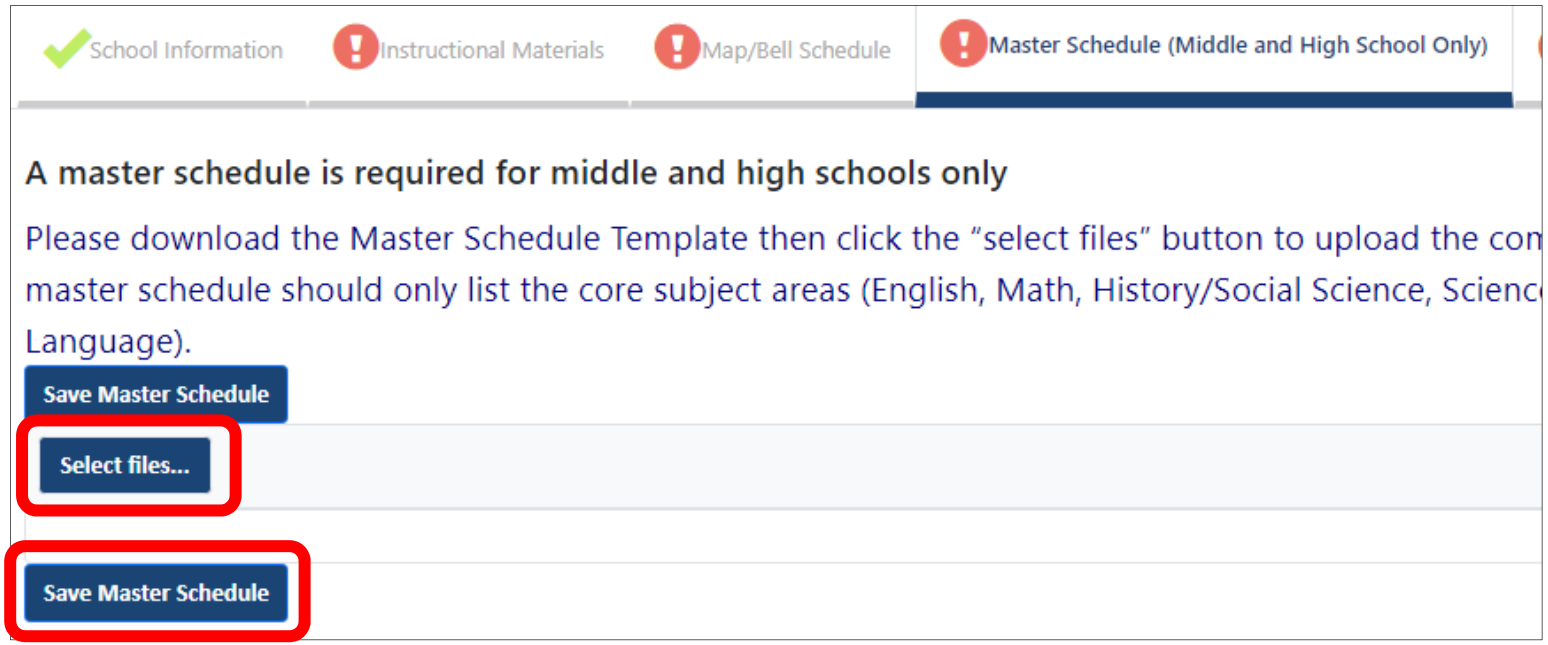
Master Schedule: middle and high school instructional materials and course information

Please follow example below. *List core courses only (English, Math, History/Social Science, Science, and Health and Foreign Language if they are offerred)*

	Course Number	Core Subject	Course Title	Room #	Period	# of Students Enrolled	Grade Level	Textbook Title	Publisher Name
SAMPLE	*1065*	*English*	*Lang Arts 6*	*352*	*1*	*29*	*8*	*California Collections Grade 8*	*Houghton-Mifflin-Harcourt*

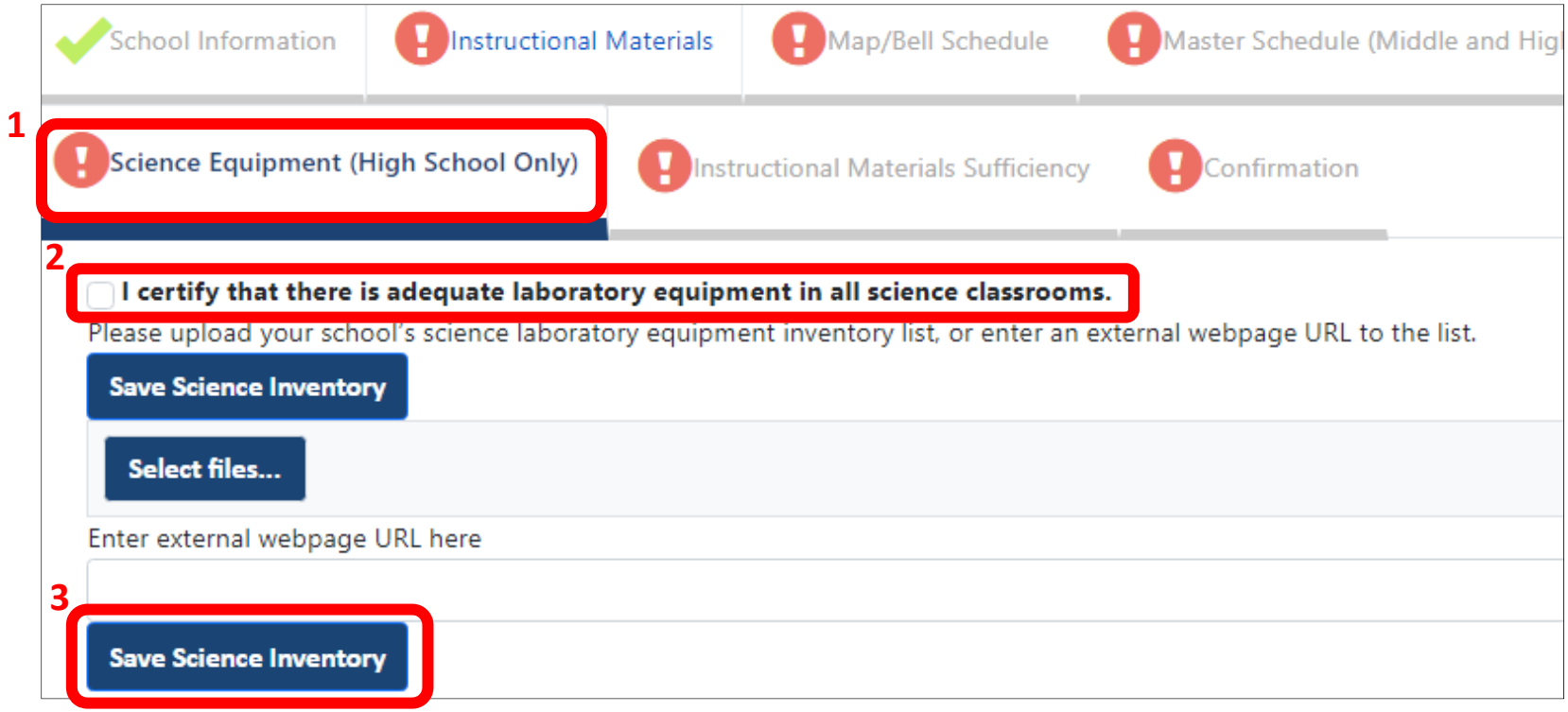
School Documentation continued

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



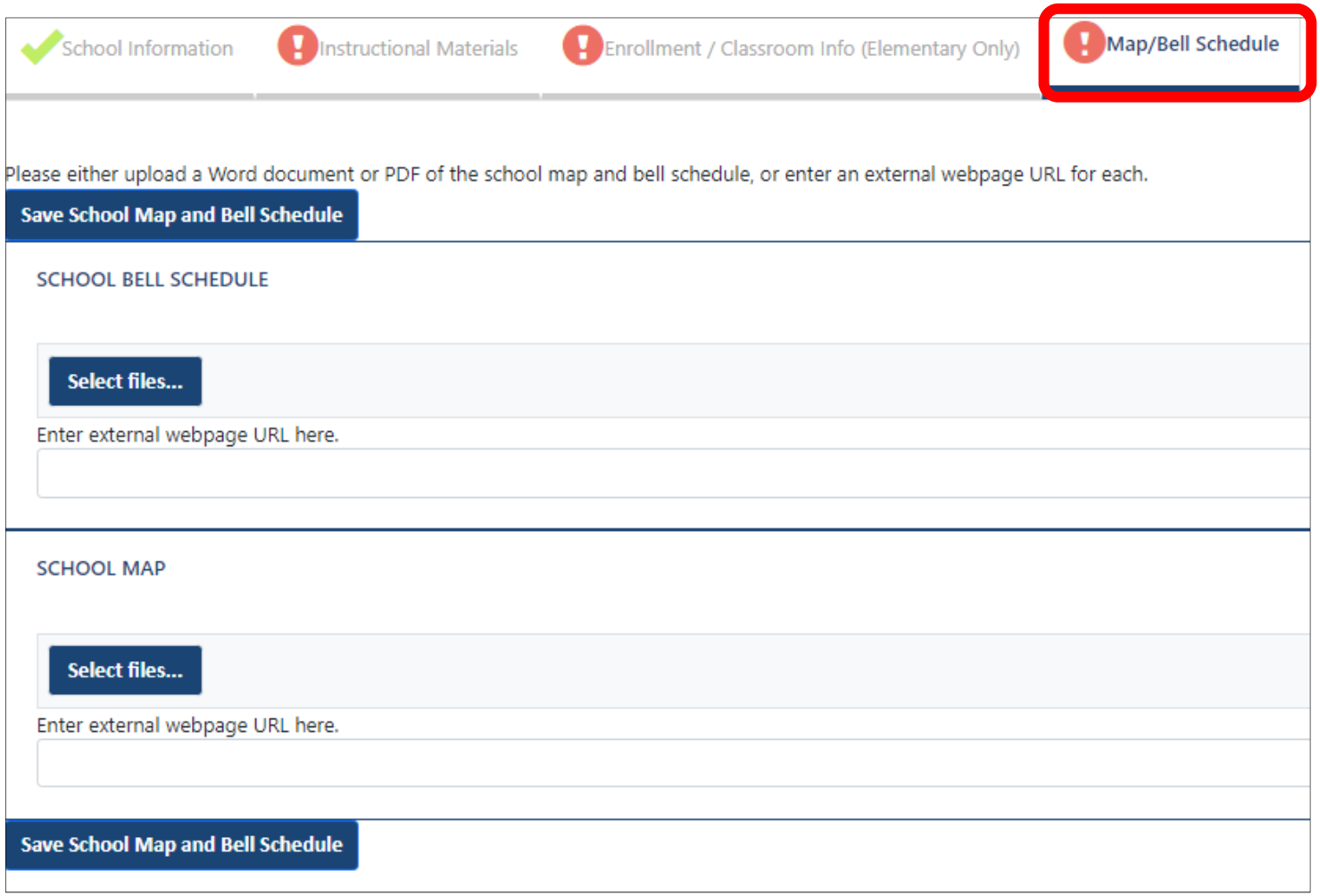
School Documentation continued

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.



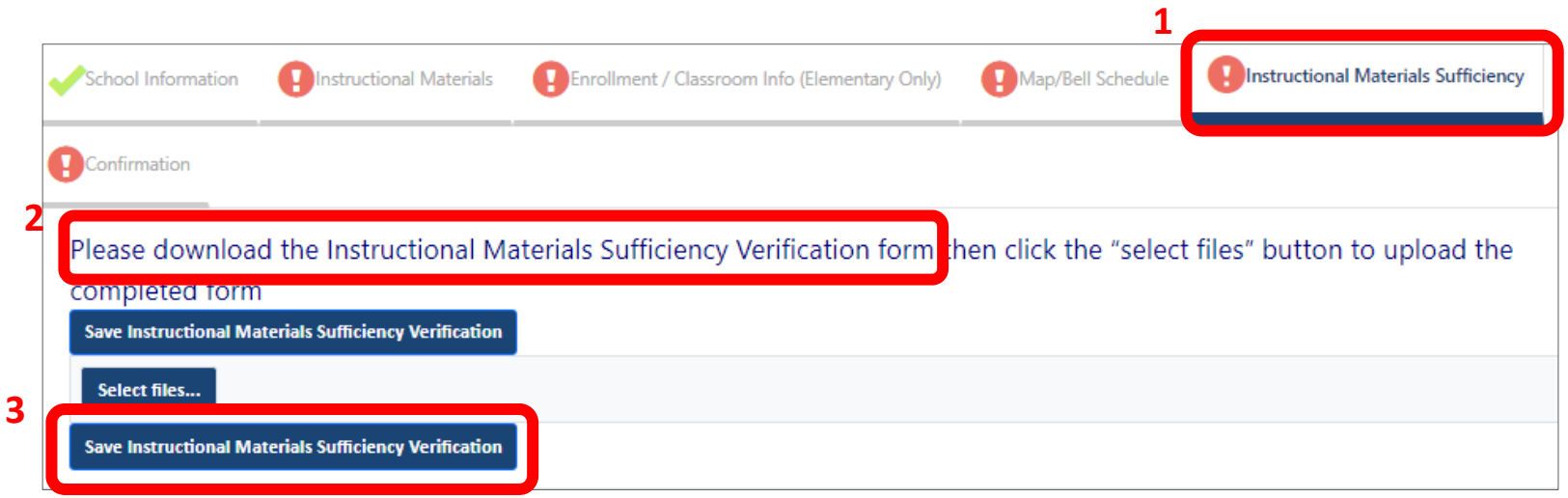
School Documentation continued

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



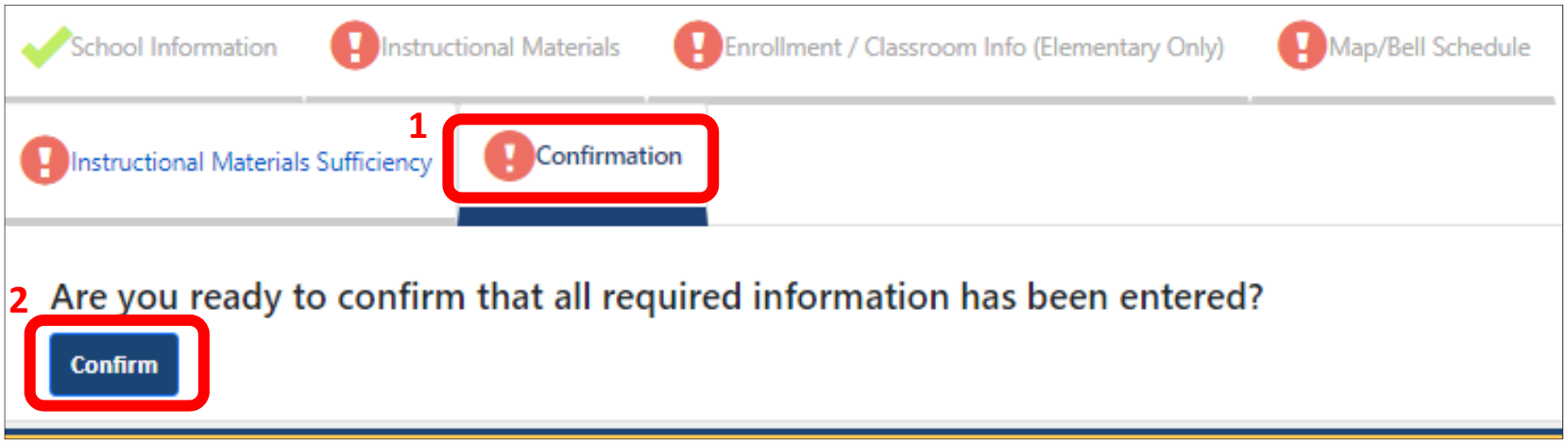
School Documentation continued

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.



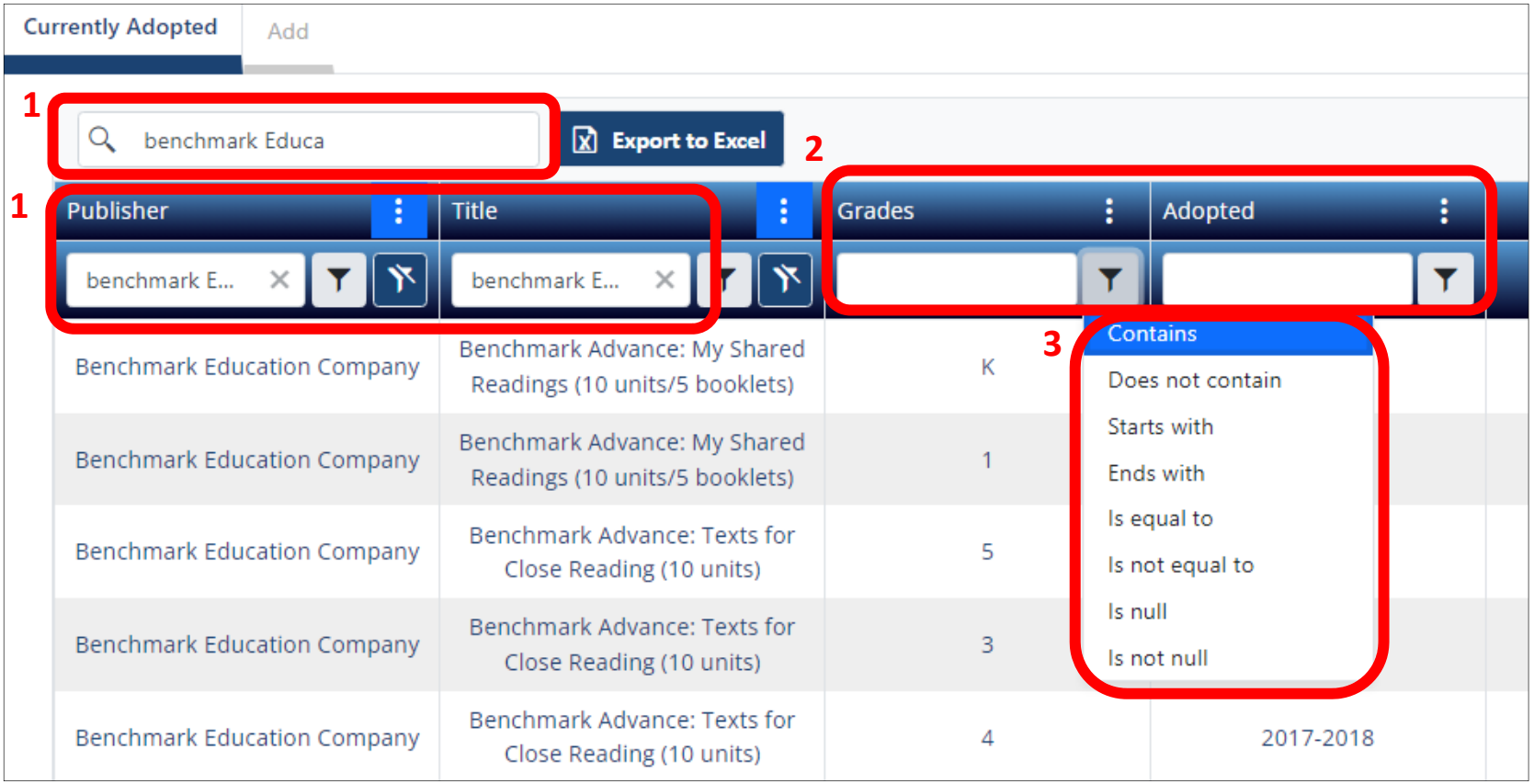
School Documentation continued

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 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.



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 aliciagonzalez@ocde.us or (714) 966-4336.

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