

Orange County Department of Education
Educational Services Division

Williams Data Entry Guidelines

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>

District Instructions begin on page 2

School Instructions begin on page 14

PLEASE NOTE:

When entering data or making changes anywhere in the website

DO NOT hit the Enter Key  **on your keyboard**
or your data will not be saved.

ONLY CLICK the SAVE, ADD, UPDATE or DONE BUTTONS.



District Instructions

For your convenience, the following sections were left in tact with the information previously entered:

- **District Contact Information (UCP, Facilities, SARC, etc.)**
- **School Principal Information**
- **Instructional Materials/Textbooks**

Please take a few minutes to review the information for accuracy.

To update district contact and school principal information, follow the instructions on page 6. To update instructional materials/textbooks, follow the instructions on pages 7-13.



District Instructions continued

At the log-in page, select **District Administrators**

Orange County Department of Education
Williams Settlement Legislation

Williams Lawsuit Settlement - An Opportunity to Further Equity

The *Williams* Lawsuit Settlement, reached in late August 2004 and enacted into law,* aligns with current goals of equity of educational opportunity and closing the achievement gap in California. The laws seek to ensure that all students have equal access to the basics of a quality education: textbooks and instructional materials, safe and decent school facilities and qualified teachers.

While all schools in California are affected by the new laws, *Williams* creates an expanded role for the county superintendent of schools to monitor and report on Decile 1, 2 and 3 schools. County Superintendents and their staff are responsible for:

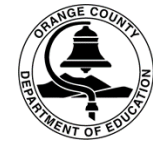
- Conducting annual visits of the [county's decile 1-3 schools](#).
- Determining whether all students have sufficient access to standards-aligned instructional materials or textbooks in all core subject areas that are aligned with the State Board of Education's adopted academic content standards, the foundation of California's K-12 educational system.
- Reviewing that school facilities are maintained in "good repair" and that building and grounds are safe, clean, and functional.
- Ensuring that teachers are assigned and have the proper certification or training completed for their specific teaching assignment, especially those in classrooms with 20% or more English Language Learners.
- Verifying the accuracy of the School Accountability Report Card (SARC) relevant to instructional materials and facilities maintenance.
- Reporting annually to the governing board of each school district, the county board of education, and the county board of supervisors on the state of these schools.

For more information, please go to:
[The California Department of Education](#) or
[The California County Superintendents Educational Services Association](#)

* SB 6 (Alpert), SB 550 (Vasconcellos), AB 1550 (Goldberg), AB 2727 (Daucher), and AB 3001 (Daucher).

Navigation Menu:
Home
District Administrators
School Administrators

CONTACT US
NICOLE SAVIO-NEWFIELD
Administrator
Phone: (714) 966-4385
Email: nsavio@ocde.us
ALICIA GONZALEZ
Senior Administrative Assistant
Phone: (714) 966-4336
Fax: (714) 327-1371
Email: aliciagonzalez@ocde.us
200 Kalmus Drive
Costa Mesa, CA 92626



District Instructions continued

Enter **User Name**, **Password**, and click **Login** (log-in information was sent to district contacts via inter-district mail and E-mail.)

Orange County Department of Education
Williams Settlement Legislation

Login Logout

USERNAME
PASSWORD

If you don't have a username and password, please contact [Alicia Gonzalez](#) at (714) 966-4336

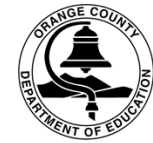
Due Dates to Remember:

- **October 25, 2019** 1st Quarter Report for Williams Uniform Complaint Due
- **January 31, 2020** 2nd Quarter Report for Williams Uniform Complaint Due
- **April 24, 2020** 3rd Quarter Report for Williams Uniform Complaint Due
- **July 31, 2020** 4th Quarter Report for Williams Uniform Complaint Due
- 2019-20 District UCP Report Form (PDF)

Resources:

- [Williams Data Entry Guidelines \(PDF\)](#)

Administrators
Administrators
CONTACT US
VIO-
or
966-4385
[@ocde.us](mailto:ocde.us)
GALEZ
Administrative
966-4336
-1371
[@ocde.us](mailto:ocde.us)
Drive
CA 92626



District Instructions continued

Once you log-in, you'll be directed to the **Welcome** page. Select **District Documentation** to review and update your information.

Orange County Department of Education
Williams Settlement Legislation

Logout

Welcome!

You have successfully logged in.
Please select the section you want to enter.

District Documentation **School Documentation**

Administrators
Administrators

CONTACT US

E SAVIO-
ELD
Administrator
(714) 966-4385
savio@ocde.us

GONZALEZ
Administrative
Ant
(714) 966-4336
(4) 327-1371
gonzalez@ocde.us

District Instructions continued

(District contact and school principal information)



To update the **district** and **school** contact information: **1.** Select the **District Contact Information** tab at the top of the page **2.** Click into any section you'd like to update **3.** Save your updates by clicking the **Confirm** button at the bottom of the page.

1

District Contact Information 1 | Instructional Materials 3 | Confirmation 4

Williams District Contact

*First Name:
*Last Name:
*Phone:
*Email:
Title:

District Superintendent

*First Name:
*Last Name:
*Phone:
*Email:

Uniform Complaint Procedure (UCP) Contact

*First Name:
*Last Name:
*Phone:
*Email:
Title:

2. District Contact information

2. School contact Information

School	Principal First Name	Principal Last Name	Phone	Email	
Test Elementary				tsavas@ocde.us	Edit
Test High				tsavas@ocde.us	Edit
Test Middle				tsavas@ocde.us	Edit

3

District Instructions continued

(Instructional Materials)



To review materials/textbooks: **1.** select the **Instructional Materials** tab, **2.** Select a **Subject** and review your list, **3.** Leave a checkmark in the **Active** column for textbooks currently in use. To delete or add materials/textbooks, follow the instructions on pages 9 - 12.

Instructional Materials - English Language Arts (ELA)

The screenshot shows a navigation bar with three tabs: "District Contact Information" (1), "Instructional Materials" (2, circled in red), and "Confirmation" (4). Below the tabs is a subject selection bar with six options: "ELA / RLD" (1, circled in red), "Math" (2), "History/SS" (3), "Science" (4), "Health" (5), and "Foreign Lang" (6). A red arrow labeled "2 Subjects" points to the subject selection bar.

The information you entered for Instructional Materials is displayed below.
 To delete materials, uncheck the **Active Column** and click the **Save** button at the bottom of the page. To add materials, click the **Add Materials** button at the bottom of the page.

PUBLISHER	TITLE/ITEM DESCRIPTION	GRADE	ADOPTED	Active
Bantam Books	Dawn (Novel)	7-12	2008-2009	<input checked="" type="checkbox"/>
Bedford/St. Martins	The Language of Composition: Reading, Writing, Rhetoric, 3rd Edition	10-12	2018-2019	<input checked="" type="checkbox"/>
Broadway Books	AP Lit: Going After Cacciato	11-12	2015-2016	<input checked="" type="checkbox"/>
Candlewick Press	English 4: The Knife of Never Letting Go	12	2014-2015	<input checked="" type="checkbox"/>
Cengage Learning	Edge 2014 Fundamentals: Student Edition + myNGconnect	7-12	2018-2019	<input checked="" type="checkbox"/>
Cengage Learning	Edge 2014 Fundamentals: Assessment Handbook	9-12	2016-2017	<input checked="" type="checkbox"/>
Cengage Learning	Edge 2014 Fundamentals: Grammar & Writing Practice Book	9-12	2016-2017	<input checked="" type="checkbox"/>
Cengage Learning	Edge 2014 Fundamentals: Interactive Practice Book	9-12	2016-2017	<input checked="" type="checkbox"/>

The "Active" column in the table above is circled in red, with a red "3" above it.

District Instructions continued

(Instructional Materials – Deleting Textbooks)



To **delete** instructional materials/textbooks: **1.** Uncheck the **Active** box then, **2.** click the **Save** button at the bottom of the page. The page will refresh and display your updated list.

Instructional Materials - History/Social Studies

District Contact Information 1 Instructional Materials 3 Confirmation 4

ELA / RLD 1 Math 2 History/SS 3 Science 4 Health 5 Foreign Lang 6

The information you entered for Instructional Materials is displayed below.
To delete materials, uncheck the **Active Column** and click the **Save** button at the bottom of the page. To add materials, click the **Add Materials** button at the bottom of the page.

PUBLISHER	TITLE/ITEM DESCRIPTION	GRADE	ADOPTED	Active
Benchmark Education Company	Ready to Advance Kit	TK	2018-2019	<input type="checkbox"/>
Cengage	Western Civilization Since 1300	9-12	2017-2018	<input checked="" type="checkbox"/>
Glencoe	American History	11	2017-2018	<input checked="" type="checkbox"/>
Glencoe/McGraw-Hill	Economics	12	2006-2007	<input checked="" type="checkbox"/>
Glencoe/McGraw-Hill	Economics: Principles, Problems & Policies	12	2007-2008	<input checked="" type="checkbox"/>
Glencoe/McGraw-Hill	Glencoe Discovering Our Past: The American Journey to World War I, Grade 8	8	2006-2007	<input checked="" type="checkbox"/>

Add Materials Save

District Instructions continued

(Instructional Materials – Adding Textbooks)



To **add** instructional materials/textbooks for any subject: select the **Add Materials** button at the bottom of the page (this will take to you to another screen – see page 10)

Instructional Materials - English Language Arts (ELA)

District Contact Information
1

Instructional Materials
3

Confirmation
4

ELA / RLD	Math	History/SS	Science	Health	Foreign Lang
1	2	3	4	N/A	N/A

The information you entered for Instructional Materials is displayed below.
To delete materials, uncheck the **Active Column** and click the **Save** button at the bottom of the page. To add materials, click the **Add Materials** button at the bottom of the page.

PUBLISHER	TITLE/ITEM DESCRIPTION	GRADE	ADOPTED	Active
Benchmark Education Company	Mis lecturas compartidas	1	2017-2018	<input checked="" type="checkbox"/>
Benchmark Education Company	My Shared Readings	1	2017-2018	<input checked="" type="checkbox"/>
Benchmark Education Company	Textos para la lectura atenta	2	2017-2018	<input checked="" type="checkbox"/>
Benchmark Education Company	Texts for Close Reading (10 units)	2	2017-2018	<input checked="" type="checkbox"/>
Benchmark Education Company	Textos para la lectura atenta	3	2017-2018	<input checked="" type="checkbox"/>
Benchmark Education Company	Texts for Close Reading (10 units)	3	2017-2018	<input checked="" type="checkbox"/>

Add MaterialsSave

District Instructions continued

(Instructional Materials – Adding Textbooks)



1. Select a **Grade Level** from the drop down box, then
2. Select a **Publisher**, then
3. Click on the **Select** button (this will take you to another screen - see page 11)

Instructional Materials - English Language Arts (ELA)

District Contact Information 1	Instructional Materials 3	Confirmation 4
-----------------------------------	------------------------------	-------------------

ELA / RLD 1	Math 2	History/SS 3	Science 4	Health 5	Foreign Lang 6
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Please add any District Adopted Textbooks and Instructional Materials for the school year.

1 Grade Level:

2 Publisher:

3

District Instructions continued

(Instructional Materials – Adding Textbooks)



The textbooks for the selected grades and publisher are displayed on this screen. **1.** check the **box** next to the textbook to be added, **2.** Enter the **Grade** level, **3.** Click the drop down box and select the year **Adopted**, then **4.** Click on the **Next** button (this will take you to another screen – see page 12)

Instructional Materials - English Language Arts (ELA)

District Contact Information
1

Instructional Materials
3

Confirmation
4

ELA / RLD	Math	History/SS	Science	Health	Foreign Lang
1	2	3	4	N/A	N/A

Please add any District Adopted Textbooks and Instructional Materials for the school year.

Place a check next to each title to be added, enter the grade and year adopted. Click the next button at the bottom of the page when you are ready to proceed.

Grade Level: K - 5
Publisher: Houghton Mifflin

TITLE/ITEM DESCRIPTION	GRADE (example: 6, NOT 6- 8)	ADOPTED
<input type="checkbox"/> Houghton Mifflin Medallions California, Practice Book, Consumable, Level 3.1		- Year -
<input type="checkbox"/> Houghton Mifflin Medallions California, Practice Book, Consumable, Level 3.2		- Year -
<input checked="" type="checkbox"/> Houghton Mifflin Medallions California, Practice Book, Consumable, Level 4	4	2019-2020
<input checked="" type="checkbox"/> Houghton Mifflin Medallions California, Practice Book, Consumable, Level 5	5	2019-2020

4NextCancel

If you do not see the adopted text, email Alicia Gonzalez at aliciagonzalez@ocde.us

NOTE: If the textbook you need is not listed, contact Alicia Gonzalez at aliciagonzalez@ocde.us

District Instructions continued

(Instructional Materials – Adding Textbooks)



The textbooks selected in the previous screen have now been added to the list of materials for your district. Click on the **Save** button to complete the process. Repeat these steps to add textbooks for each subject area.

Instructional Materials - English Language Arts (ELA)

District Contact Information
1

Instructional Materials
3

Confirmation
4

ELA / RLD	Math	History/SS	Science	Health	Foreign Lang
1	2	3	4	N/A	N/A

The information you entered for Instructional Materials is displayed below.
To delete materials, uncheck the **Active Column** and click the **Save** button at the bottom of the page. To add materials, click the **Add Materials** button at the bottom of the page.

PUBLISHER	TITLE/ITEM DESCRIPTION	GRADE	ADOPTED	Active
Houghton Mifflin	Houghton Mifflin Medallions California, Practice Book, Consumable, Level 1.3-1.5	5	2012-2013	<input checked="" type="checkbox"/>
McGraw-Hill	Lectura Maravillas: Reading/Writing Workshop Big Book Package	5	2012-2013	<input checked="" type="checkbox"/>
Houghton Mifflin Harcourt	A Legacy of Literacy, Phonics Library Classroom Set, Level K	k	2013-2014	<input checked="" type="checkbox"/>
McGraw-Hill	Lectura Maravillas: Reading/Writing Workshop Big Book Package	2	2013-2014	<input checked="" type="checkbox"/>
Houghton Mifflin	Houghton Mifflin Medallions California, Practice Book, Consumable, Level 4	4	2019-2020	<input checked="" type="checkbox"/>
Houghton Mifflin	Houghton Mifflin Medallions California, Practice Book, Consumable, Level 5	5	2019-2020	<input checked="" type="checkbox"/>

Add Materials Save

Textbooks added to the district list

Click the Save button to complete

District Instructions continued

(Instructional Materials – Adding Textbooks)



When you have completed adding materials in all subject areas, select the **Confirmation** tab and that's it! You're all done. **REMINDER:** If the textbook you need is not listed, contact Alicia Gonzalez at aliciagonzalez@ocde.us

A screenshot of a web application interface. At the top, there are four navigation tabs: "District Administrators", "School Administrators", "Maintenance", and "Reports". Below these is a "Review Information" section containing three sub-sections: "District Contact Information", "Instructional Materials", and "Confirmation". Each sub-section has a red checkmark icon. The "Confirmation" sub-section is circled in red, and a red arrow points to it with the label "Confirmation tab". Below the sub-sections is a large grey rectangular area. At the bottom of the screenshot, there is a red text message: "All information for your district is complete and confirmed. If you need to make any changes, click on the appropriate section, make your changes, then click on Confirmation again." Below this message is contact information: "If you have any questions, please contact Alicia Gonzalez at aliciagonzalez@ocde.us or (714) 966-4336."



School Instructions

Pages 15-24 are intended to help the designated school personnel enter the required school site information.

Elementary school personnel, for your convenience the following information from the previous year was left in tact:

- **Enrollment/Classroom Info Survey C.2.4**

Please take a few minutes to review the information for accuracy and make any necessary updates.



School Instructions continued

At the log-in page, select **School Administrators**

The screenshot shows the Orange County Department of Education website. In the top right corner, it says "Orange County Department of Education" and "Williams Settlement Legislation". The main heading is "Williams Lawsuit Settlement - An Opportunity to Further Equity". The left sidebar contains a navigation menu with "Home", "District Administrators", and "School Administrators" (circled in red). Below the menu are contact details for Nicole Savio-Newfield and Alicia Gonzalez. The main content area contains a paragraph about the Williams Lawsuit Settlement and a list of responsibilities for county superintendents.

Orange County Department of Education
Williams Settlement Legislation

Williams Lawsuit Settlement - An Opportunity to Further Equity

The *Williams* Lawsuit Settlement, reached in late August 2004 and enacted into law,* aligns with current goals of equity of educational opportunity and closing the achievement gap in California. The laws seek to ensure that all students have equal access to the basics of a quality education: textbooks and instructional materials, safe and decent school facilities and qualified teachers.

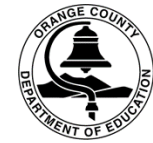
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- Conducting annual visits of the [county's decile 1-3 schools](#).
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- Reviewing that school facilities are maintained in "good repair" and that building and grounds are safe, clean, and functional.
- Ensuring that teachers are assigned and have the proper certification or training completed for their specific teaching assignment, especially those in classrooms with 20% or more English Language Learners.
- Verifying the accuracy of the School Accountability Report Card (SARC) relevant to instructional materials and facilities maintenance.

CONTACT US

NICOLE SAVIO-NEWFIELD
Administrator
Phone: (714) 966-4385
Email: nsavio@ocde.us

ALICIA GONZALEZ
Senior Administrative Assistant
Phone: (714) 966-4336
Fax: (714) 327-1371
Email: aliciagonzalez@ocde.us



School Instructions continued

Enter **User Name**, **Password**, and click **Login** (log-in information was sent to the school principal via inter-district mail and E-mail.)

Orange County Department of Education
Williams Settlement Legislation

Login Logout

USERNAME

PASSWORD

If you don't have a username and password, please contact [Alicia Gonzalez](#) at (714) 966-4336

Due Dates to Remember:

- **October 25, 2019** 1st Quarter Report for Williams Uniform Complaint Due
- **January 31, 2020** 2nd Quarter Report for Williams Uniform Complaint Due
- **April 24, 2020** 3rd Quarter Report for Williams Uniform Complaint Due
- **July 31, 2020** 4th Quarter Report for Williams Uniform Complaint Due

Navigation: Home, District Administrators, School Administrators

CONTACT US

NICOLE SAVIO-NEWFIELD
Administrator
Phone: (714) 966-4385
Email: nsavio@ocde.us

ALICIA GONZALEZ
Senior Administrative Assistant
Phone: (714) 966-4336



School Instructions continued

Once you log-in, you'll be directed to the **Welcome** page. Select **School Documentation** to review and update your information.

A screenshot of the Orange County Department of Education website. The page header includes the department's logo and the text "Orange County Department of Education" and "Williams Settlement Legislation". A "Logout" link is visible in the top right corner. The main content area displays a "Welcome!" message, which is circled in red. Below the message, it says "You have successfully logged in. Please select the section you want to enter." A blue button labeled "School Documentation" is highlighted with a red circle. On the left side, there is a sidebar with a navigation menu containing "Administrators" and "CONTACT US" sections, along with contact information for "E SAVIO-FIELD Administrator" including a phone number and email address.

School Instructions continued

(Instructional Materials Survey – Elementary Schools)



Elementary Schools: **1.** Select the **Instructional Materials Survey** tab. **2.** Select a **Subject** (this will bring up the current list of textbooks your district). Enter the following information for the textbooks your school will be using this year: **3. Number of Students Enrolled** and **Number of Available Materials/Sets**, then **4.** select the **Save** button. Repeat steps 2-4 for each subject area.

Instructional Materials Survey - Mathematics

1 Instructional Materials Survey Enrollment / Classroom Info. Survey C.2.4 Map/Bell Schedule Confirmation

2 subjects

ELA / RLD Math History/SS Science Health Foreign Lang

1 2 3 4 N/A N/A

Your District has adopted the following textbooks and/or instructional materials for Math.

If you are using a book/material that is not on this list, please contact Alicia Gonzalez at (714) 966-4336.

GRADE	PUBLISHER	TITLE/DESCRIPTION	NUMBER OF STUDENTS ENROLLED	NUMBER OF AVAILABLE MATERIALS/SETS
1	Harcourt School Publishers	Harcourt Math: Grade One, Practice Workbook	71	71
2	Harcourt School Publishers	Harcourt Math: Grade Two	55	55
3	Harcourt School Publishers	Harcourt Math: Grade Three	58	58
4	Harcourt School Publishers	Harcourt Math: Grade Four	68	68
5	Harcourt School Publishers	Harcourt Math: Grade Five	57	57

3

4 → Save

School Instructions continued

(Instructional Materials Survey – Middle and High Schools)



Middle and High Schools: **1.** Select the **Instructional Materials Survey** tab. **2.** Select a **Subject** (this will bring up the current list of textbooks for your district). Enter the following information for the textbooks your school will be using this year: **3. Course** number, **4. Number of Students Enrolled** and **Number of Available Materials/Sets**, then **5.** select the **Save** button. Repeat steps 2-4 for each subject area. If your school does not offer Health and/or Foreign Language, you still need click on those subjects and select the save button at the bottom of each page.

Instructional Materials Survey - Mathematics

1 **Instructional Materials Survey** | Map/Bell Schedule | Master Schedule | Confirmation

2 **subjects**

ELA / RLD | Math | History/SS | Science | Health | Foreign Lang

Your District has adopted the following textbooks and/or instructional materials for Math.

If you are using a book/material that is not on this list, please contact Alicia Gonzalez at (714) 966-4336.

GRADE	COURSE Number	PUBLISHER	TITLE/DESCRIPTION	NUMBER OF STUDENTS ENROLLED	NUMBER OF AVAILABLE MATERIALS/ SETS
9-12	0	John Wiley & Sons, Inc.	Applied Calculus, 3rd Edition	0	0
9-12	0	John Wiley & Sons, Inc.	Calculus with Early Transcendentals, 7th Edition	0	0
9-12	0	W.H. Freeman	The Practice of Statistics for AP	0	0
9-12	0	Brooks/Cole	Brooks Cole Calculus: Early Transcendentals, 6th Edition	0	0

3 **COURSE Number**

4 **NUMBER OF STUDENTS ENROLLED** and **NUMBER OF AVAILABLE MATERIALS/ SETS**

5 **Save**

School Instructions continued

(Enrollment/Classroom Information Survey C.2.4 – Elementary Schools)



Elementary Schools: **1.** Select the **Enrollment/Classroom Info Survey C.2.4** tab - this will display last year's information. **2.** The last 2 columns to the right of the table will allow you to **Edit** or **Delete** the information displayed. **3.** To add another classroom, select the **Add** button (this will take you to another screen - see page 21)

Enrollment and Classroom Information Survey

1

Instructional Materials Survey ✓

Enrollment / Classroom Info. Survey C.2.4

Map/Bell Schedule 4

Confirmation 6

Please list all classrooms including the teacher for the current year.

Grade Level	Room#	Teacher Name	Student Enrollment	Designate Special Services Classroom	Track(s)	2	Edit	Delete
1	9	Klausmeier, Teresa	19	NONE	Traditional			Delete
1	4	Kozma, Ann	16	NONE	Traditional			Delete
1	14	Ristow, Cheryl	19	NONE	Traditional			Delete
5	K1	S. Smith	28	GATE	Traditional			Delete
TK	TK1	T. Savas	19	NONE	Traditional			Delete

3 → Add Done

* BI = Bilingual; COMBO = Combination; SE = Special Education; GATE = Gifted and Talented Education; NONE = No special designation

School Instructions continued

(Enrollment/Classroom Information Survey C.2.4 – Elementary Schools)



1. Enter the classroom information, then 2. Click the **Add** button then, 3. Click the **Done** button to save your information. Repeat these steps to add more classrooms.

Enrollment and Classroom Information Survey

Instructional Materials Survey | Enrollment / Classroom Info. Survey C.2.4 | Map/Bell Schedule | Confirmation

Please list all classrooms including the teacher for the current year.

Grade Level	Room#	Teacher Name	Student Enrollment	Designate Special Services Classroom	Track(s)	Edit	Delete
1	9	Klausmeier, Teresa	19	NONE	Traditional		Delete
1	4	Kozma, Ann	16	NONE	Traditional		Delete
1	14	Ristow, Cheryl	19	NONE	Traditional		Delete
5	K1	S. Smith	28	GATE	Traditional		Delete
TK	TK1	T. Savas	19	NONE	Traditional		Delete

1 Grade Level: Room #: Teacher Name: Student Enrollment #: * Special Designation: Track(s):

2

3

* BI = Bilingual; COMBO = Combination; SE = Special Education; GATE = Gifted and Talented Education; NONE = No special designation

School Instructions continued

(Master Schedule – Middle and High Schools)



Middle and High Schools: **1.** Select the **Master Schedule** tab, **2.** Download the **Excel Master Schedule Template**, save the file to your desktop, and complete the information listed on the template (see page 23 for a snapshot of the master schedule). **3.** Upload the excel file to the website by selecting the **Choose File** button (this will allow you to search for the file on your computer), then **4.** Click the **Add** button – your file will be displayed as referenced below.

Master Schedule

Instructional Materials Survey Map/Bell Schedule **Master Schedule** Confirmation

2 3 4 6

Click to Download Excel Master Schedule Template

Please upload the Master Schedule listing only core subject areas (ELA/RLD, math, science, history/social science, foreign language, and health).

3 → Choose File No file chosen

Uploaded file is displayed here

4 → Add

	Filename/URL	Date Created	
1	Uploads/school/181_Ball Master Schedule for Williams Act.xlsx	7/31/2019 8:27:32 AM	Delete
2	Uploads/school/181_ball master schedule.xlsx	8/2/2019 11:18:01 AM	Delete

School Instructions continued

(Master Schedule – Middle and High Schools)



Master Schedule Template instructions: Enter **Core Courses only** (English, Math, Social Science/History, Science, Health, Foreign Language) **no electives or physical education**. All information on the template is essential. **Course numbers on the master schedule must correspond with course numbers entered on the web-based system** (see page 19).

	A	B	C	D	E	F	G	H	I	J
1	Master Schedule: middle and high school instructional materials and course information									
2	<i>Please follow example below. List core courses only (English, Math, History/Social Science, Science, Health, Foreign Language)</i>									
3	Course Number	Core Subject	Course Title	Room #	Period	# of Students Enrolled	Grade Level	Textbook Title	Publisher Name	
4	SAMPLE	1065	English	Lang Arts 6	352	1	29	6	California Collections Grade 6	Houghton-Mifflin-Harcourt
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										

School Instructions continued

(Map/Bell Schedule – Elementary, Middle, High Schools)



Select the **1. Map/Bell Schedule** tab to upload your files. **2.** Select the **Chose File** button for each category (file must be in word, excel, or PDF). **3.** Click the **Save** button after downloading each file – your files will appear as referenced below. **4.** Select the **Confirmation** tab and that's it! You're all done.

Map/Bell Schedule

1. Map/Bell Schedule

4. Confirmation

Bell Schedule Edit

Please upload the School Bell Schedule using any Microsoft Office Product (Word, Excel, Access) or PDF file.

2. No file chosen

Or enter an external webpage URL containing the School Bell Schedule

http://

	Filename	Date Created	
1	Uploads/school/BellSchedule/181_bell schedule 2019-20.pdf	7/31/2019 8:22:40 AM	Delete

School Map Edit

Please upload the School Map using any Microsoft Office Product (Word, Excel, Access) or PDF file.

2. No file chosen

Or enter an external webpage URL containing the School Bell Map

http://

	Filename	Date Created	
1	Uploads/school/SchoolMap/181_campus map.pdf	7/31/2019 8:23:03 AM	Delete

Uploaded files are displayed here

3. Save after downloading each file



Thank You

Thank you for updating your the 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.