Orange County Department of Education
Educational Services Division

Williams Data Entry Guidelines

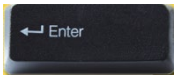
This guide offers step-by-step instructions on entering district and school information in the Williams web-based system.

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:

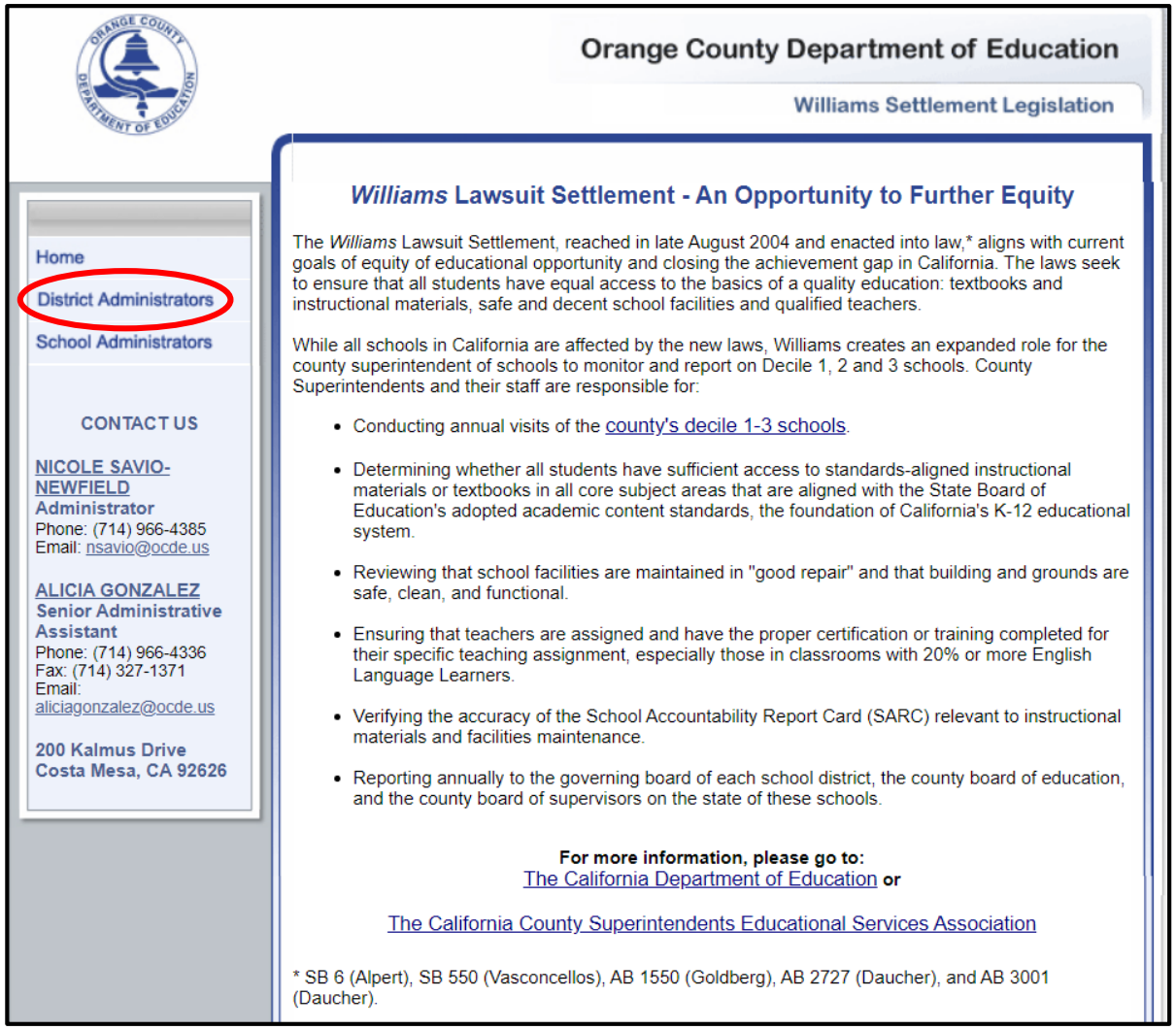
- **District Contact Information (UCP, Facilities, SARC, etc.)**
- **School Principal Information**
- **Instructional Materials/Textbooks**

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

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
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200 Kalmus Drive
Costa Mesa, CA 92626

***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.

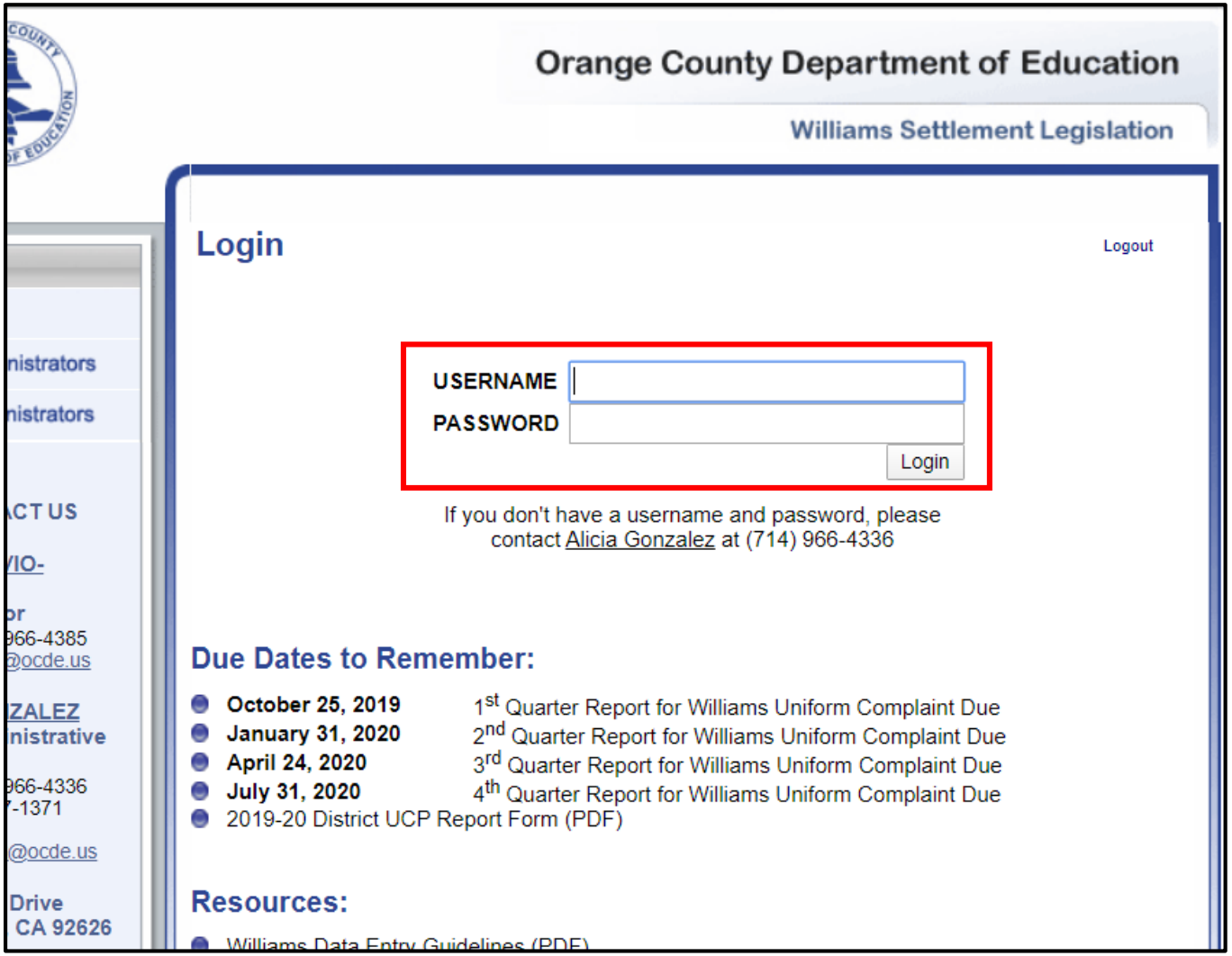
For more information, please go to:
The California Department of Education **or**

The California County Superintendents Educational Services Association

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

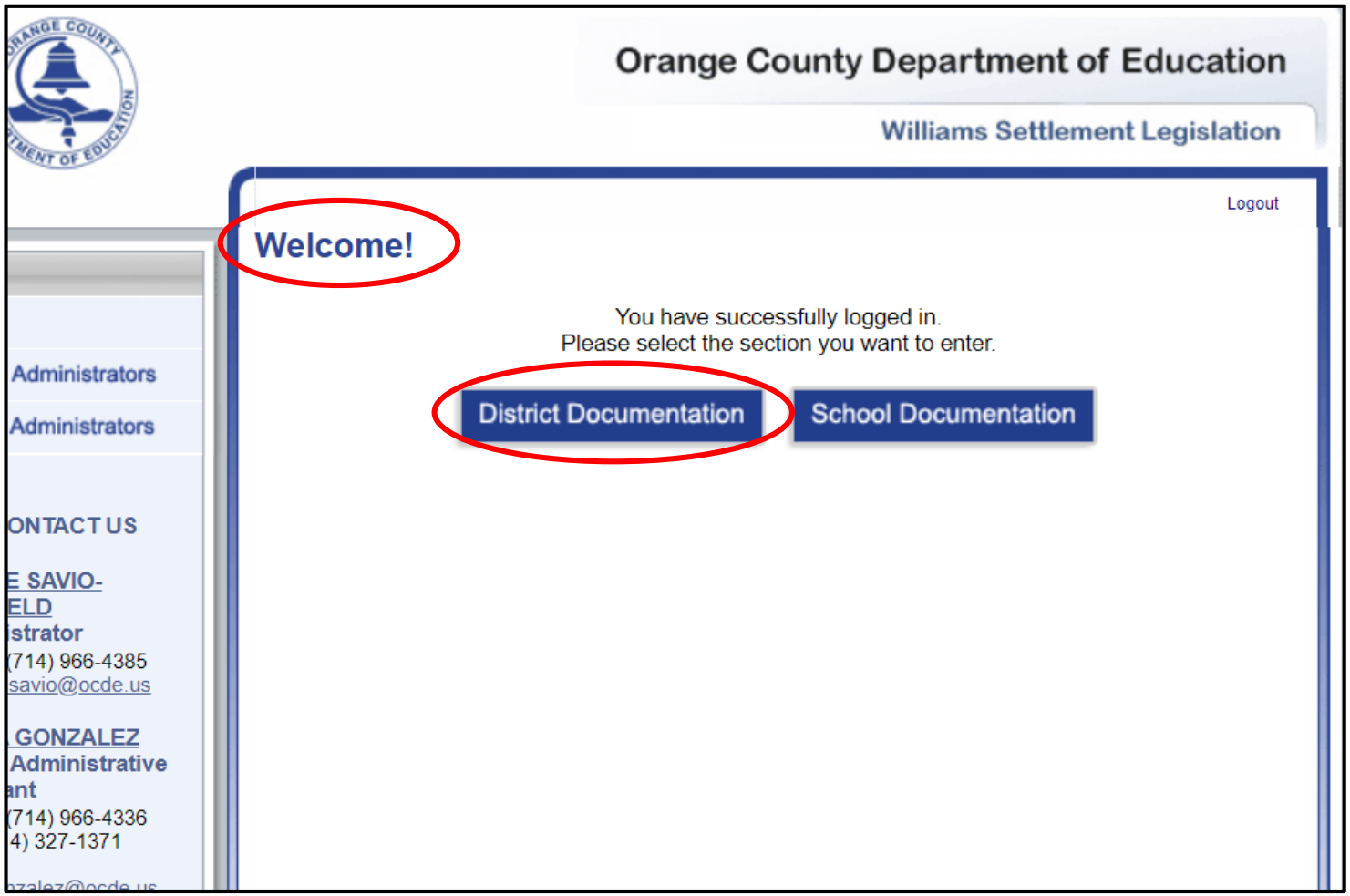
District Instructions continued

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



District Instructions continued

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



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: Alicia
*Last Name: Gonzalez
*Phone: 714-966-4336
*Email: aliciagonzalez@ocde.us
Title: Senior Administrative Assistant

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

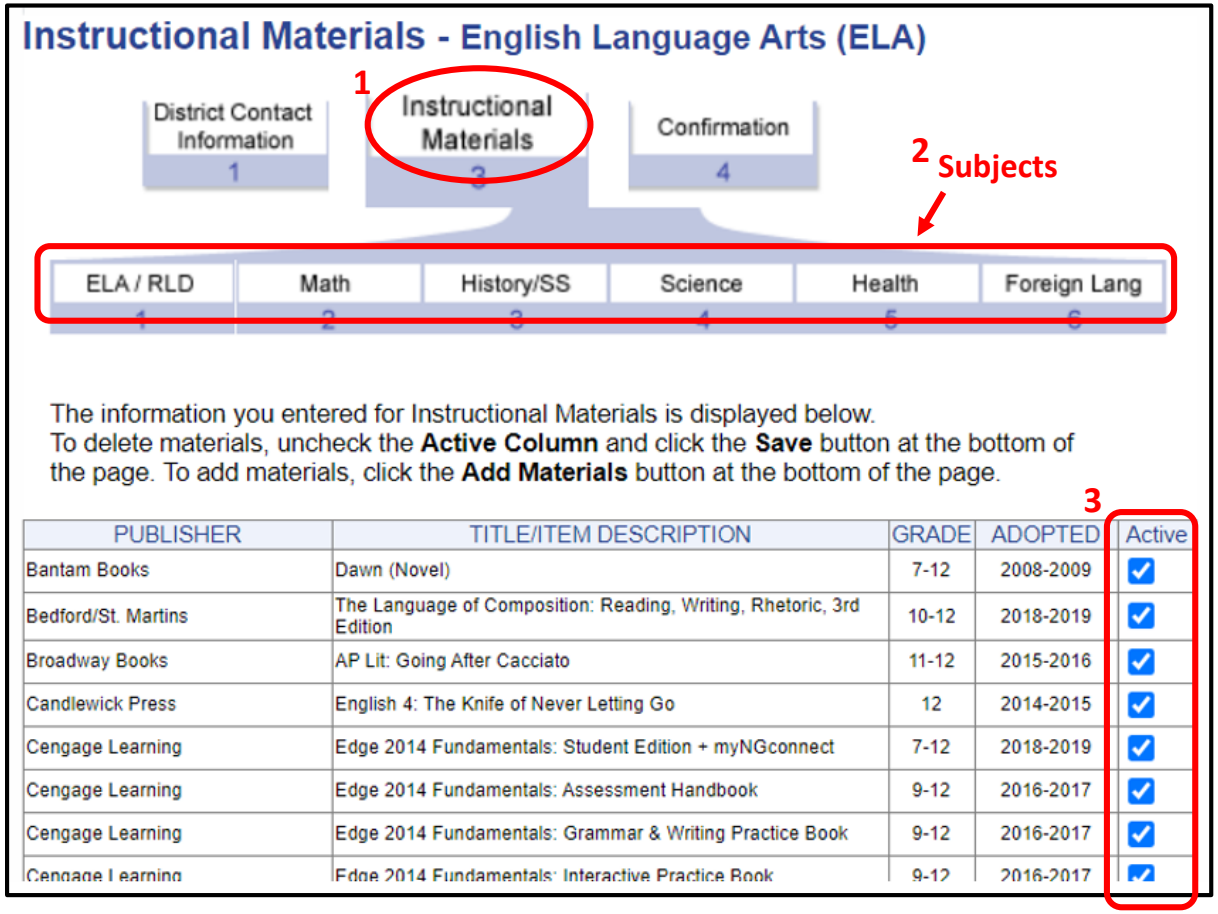
School	Principal First Name	Principal Last Name	Phone	Email	
Test Elementary				tsavas@ocde.us	Edit
Test High				tsavas@ocde.us	Edit
Test Middle				tsavas@ocde.us	Edit

3 Confirm Cancel

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.



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

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.

1

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

2

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 1 | Math 2 | History/SS 3 | Science 4 | Health N/A | Foreign Lang 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.

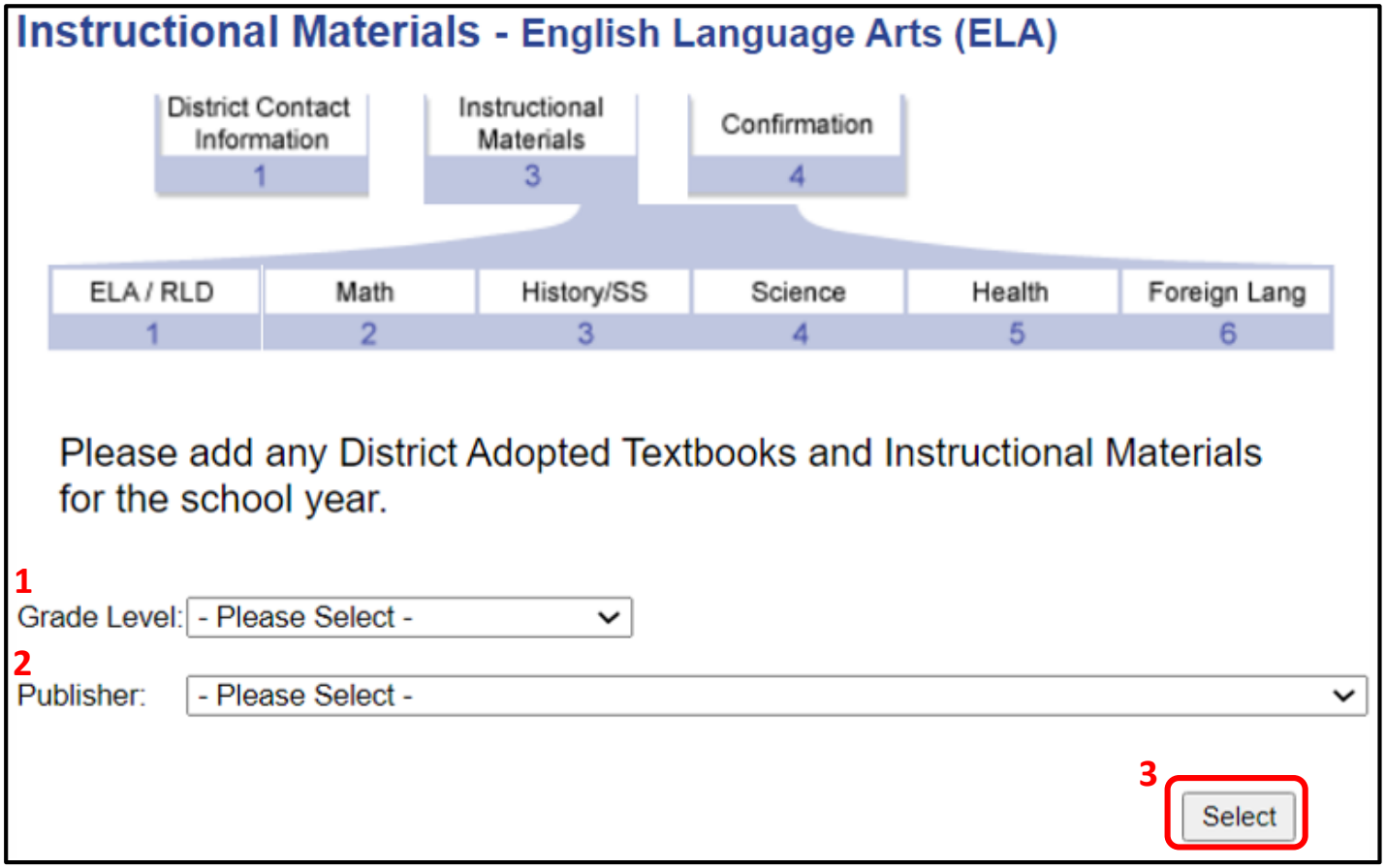
PUBLISHER	TITLE/ITEM DESCRIPTION	GRADE	ADOPTED	Active
Benchmark Education Company	Mis lecturas compartidas	1	2017-2018	☑
Benchmark Education Company	My Shared Readings	1	2017-2018	☑
Benchmark Education Company	Textos para la lectura atenta	2	2017-2018	☑
Benchmark Education Company	Texts for Close Reading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

Add Materials | Save

District Instructions continued

(Instructional Materials – Adding Textbooks)

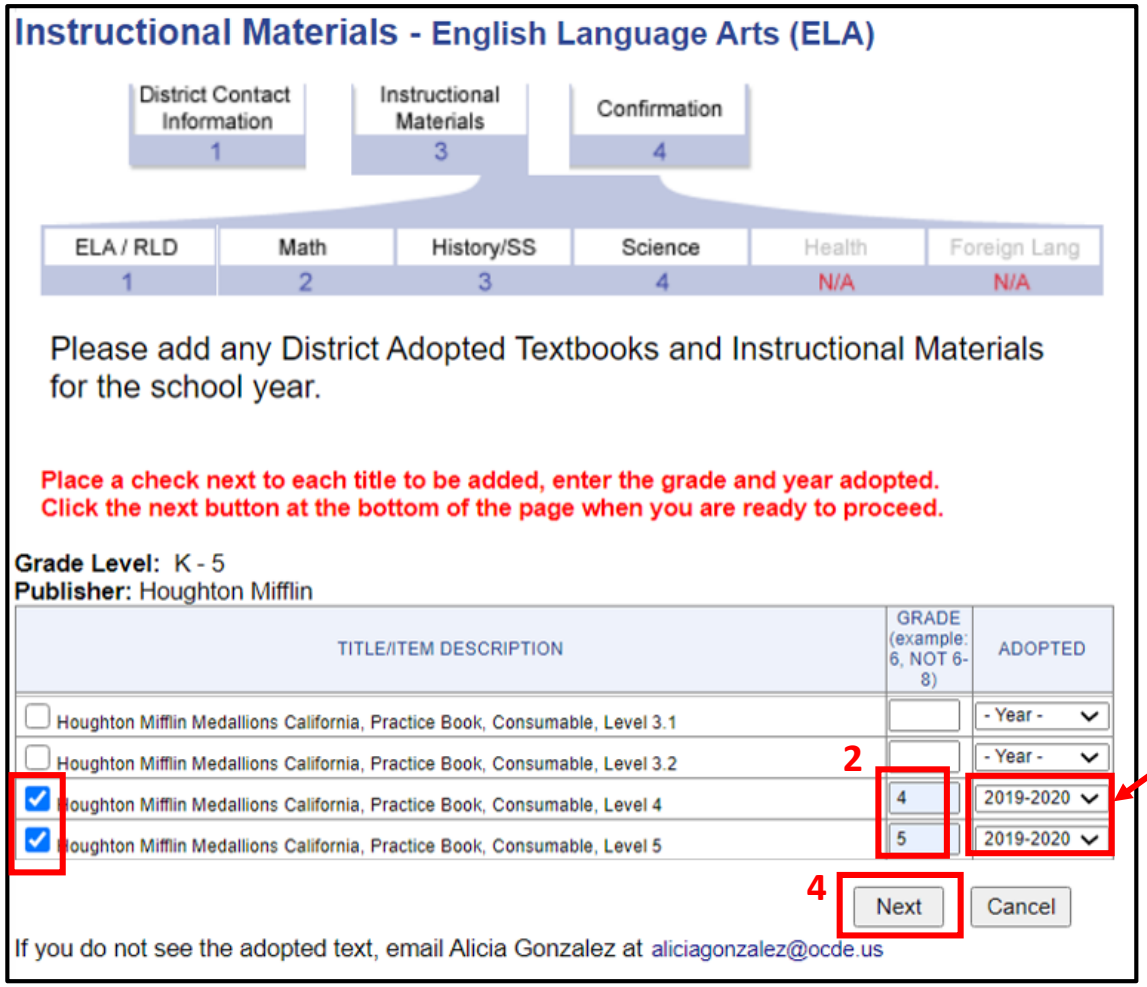
1. Select a Grade Level from the drop down box, then 2. Select a Publisher, then 3. Click on the Select button (this will take you to another screen - see page 11)



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)



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	Instructional Materials	Confirmation
1	3	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	☑
McGraw-Hill	Lectura Maravillas: Reading/Writing Workshop Big Book Package	5	2012-2013	☑
Houghton Mifflin Harcourt	A Legacy of Literacy, Phonics Library Classroom Set, Level K	k	2013-2014	☑
McGraw-Hill	Lectura Maravillas: Reading/Writing Workshop Big Book Package	2	2013-2014	☑
Houghton Mifflin	Houghton Mifflin Medallions California, Practice Book, Consumable, Level 4	4	2019-2020	☑
Houghton Mifflin	Houghton Mifflin Medallions California, Practice Book, Consumable, Level 5	5	2019-2020	☑

Add Materials | Save

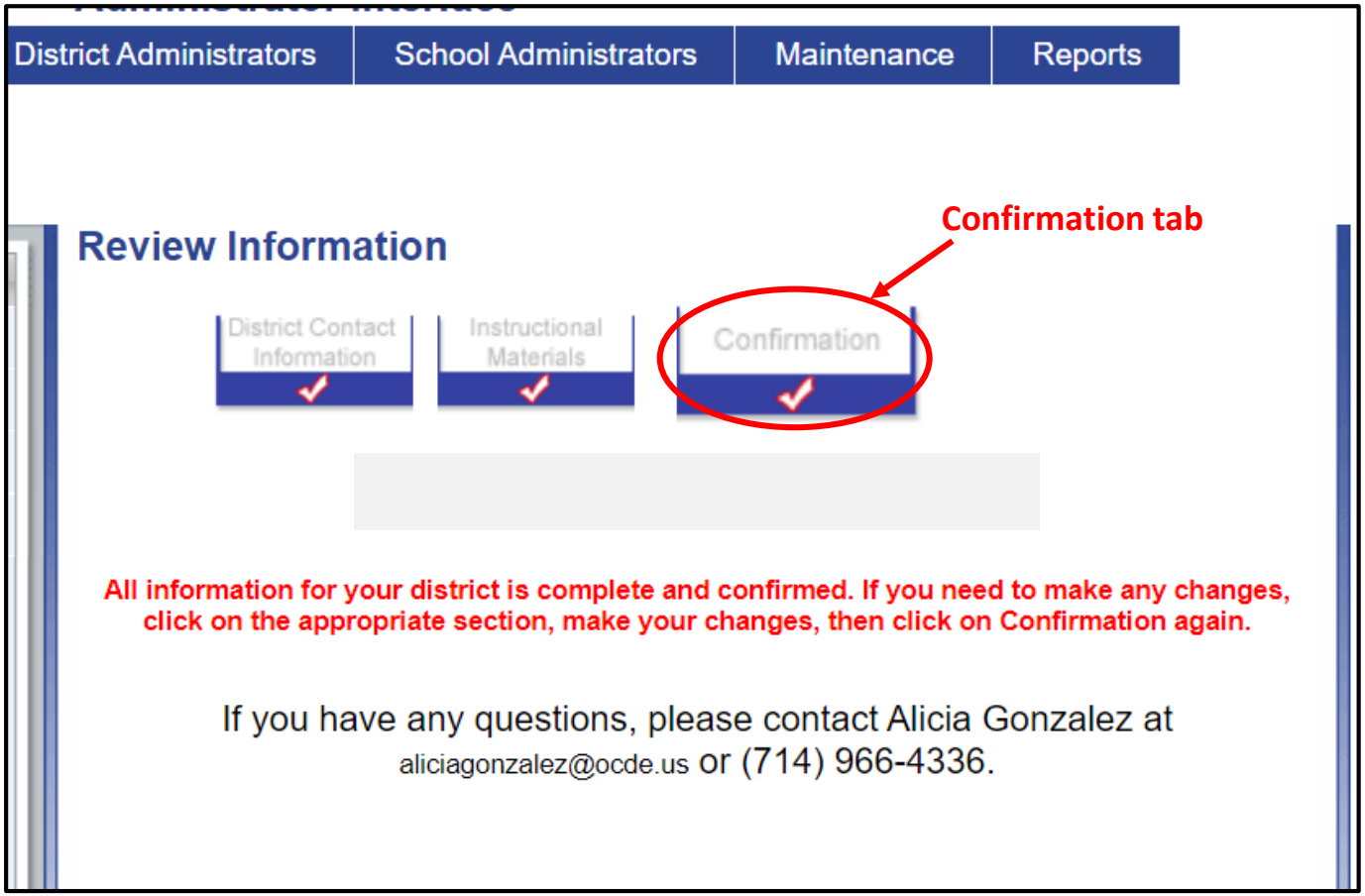
Textbooks added to the district list

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



School Instructions

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

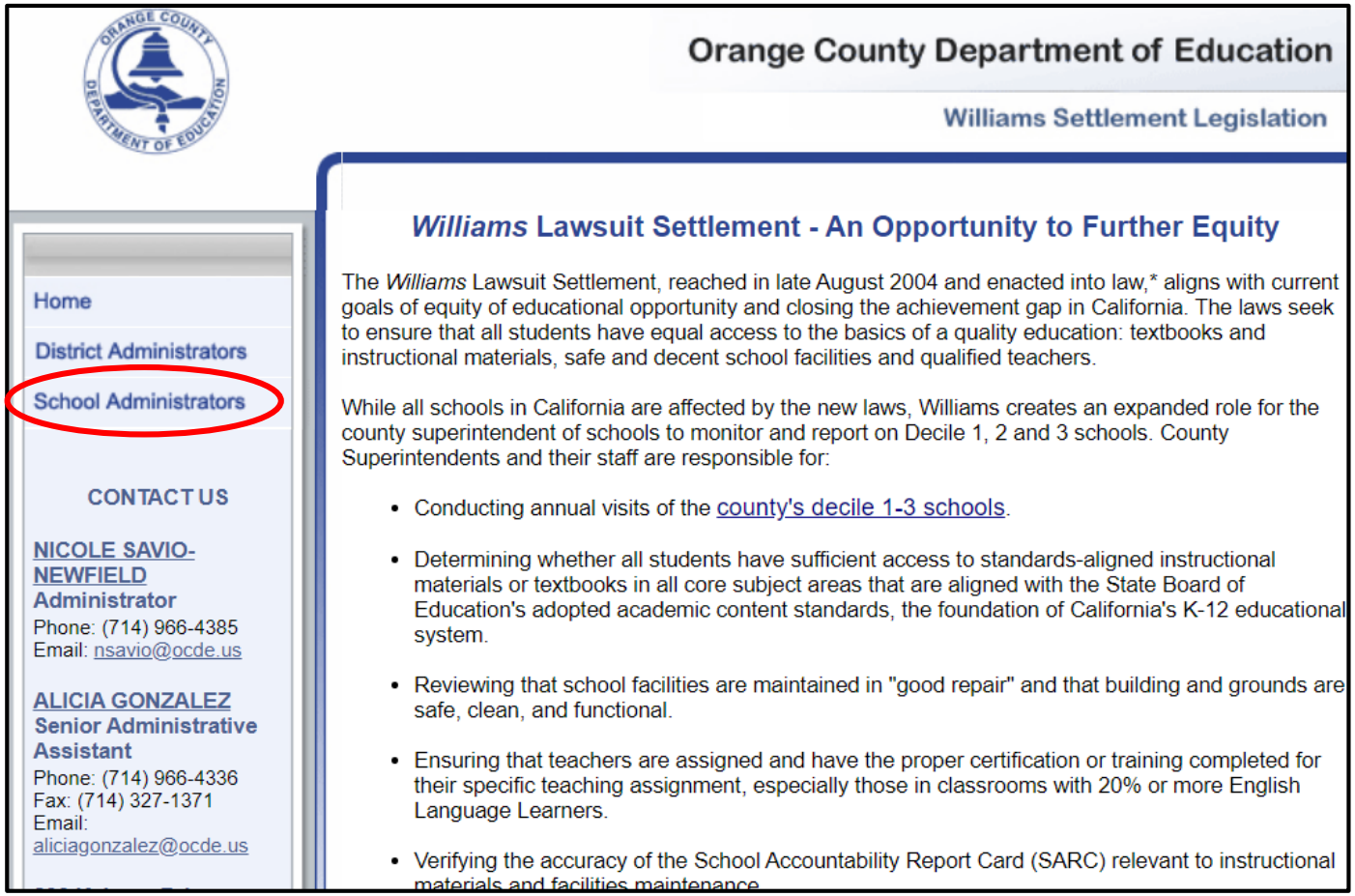
Elementary school personnel, for your convenience the following information from the previous year was left in tact:

- **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



Orange County Department of Education

Williams Settlement Legislation

Home

District Administrators

School Administrators

CONTACT US

NICOLE SAVIO-NEWFIELD
Administrator
Phone: (714) 966-4385
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ALICIA GONZALEZ
Senior Administrative Assistant
Phone: (714) 966-4336
Fax: (714) 327-1371
Email: aliciagonzalez@ocde.us

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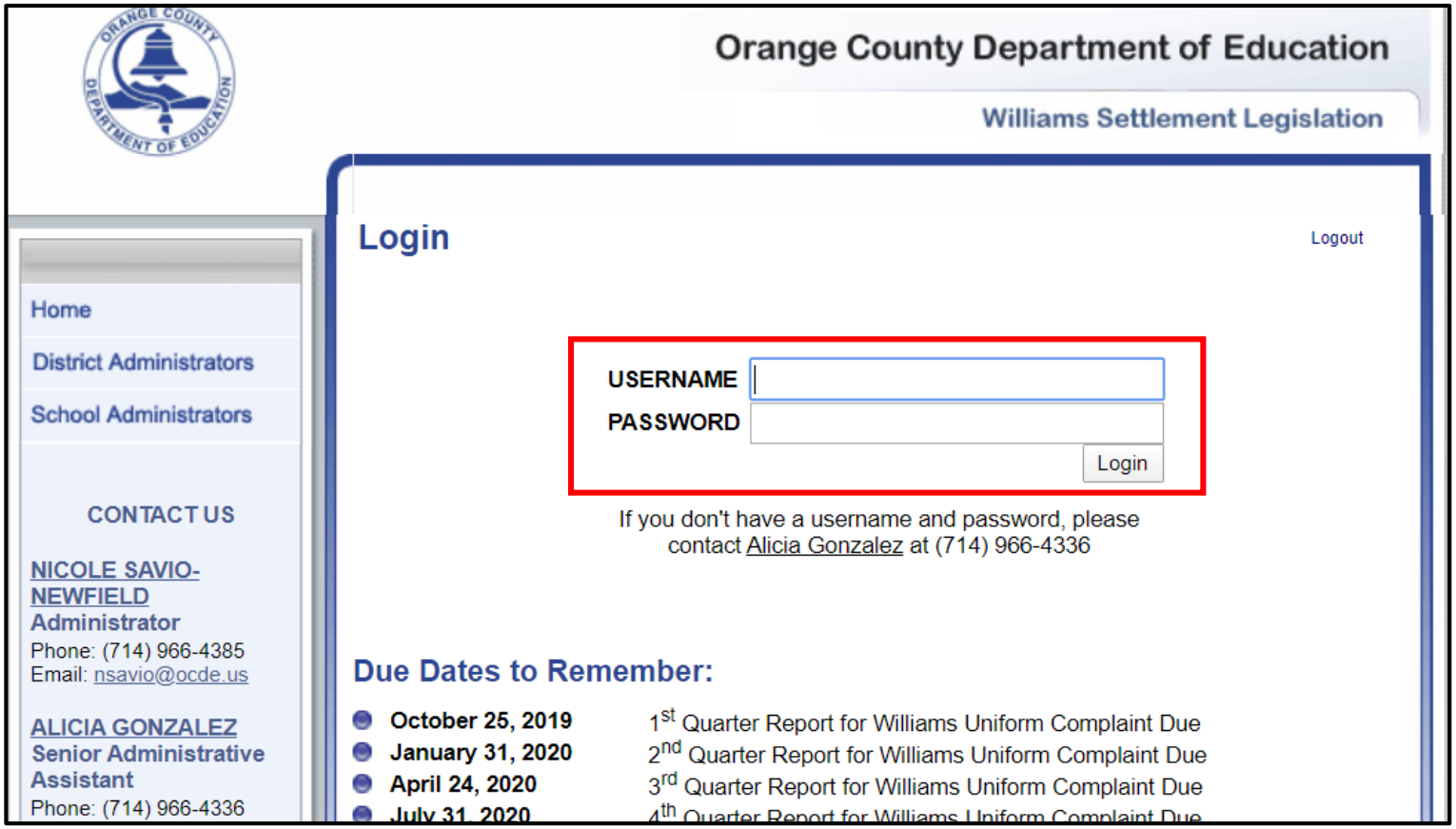
- Verifying the accuracy of the School Accountability Report Card (SARC) relevant to instructional materials and facilities maintenance

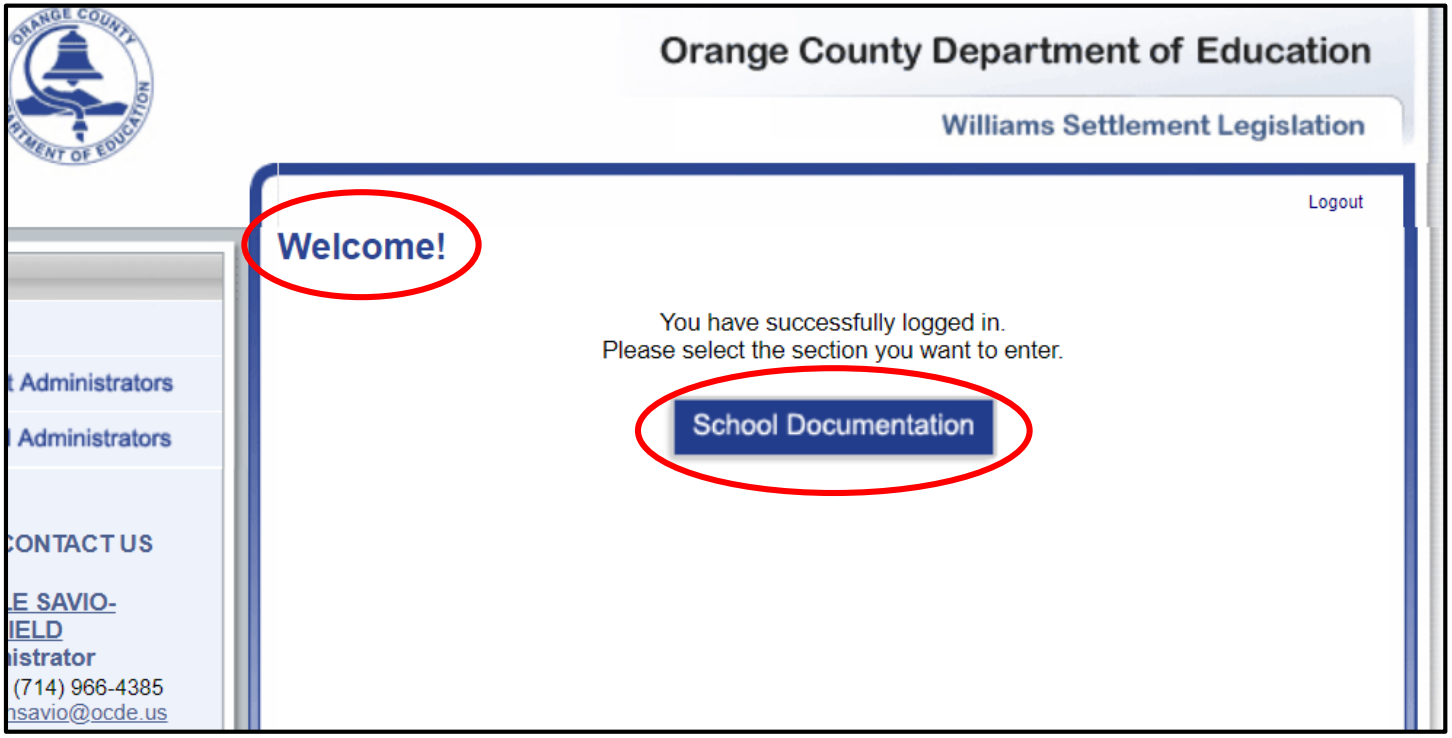
School Instructions continued

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



School Instructions continued

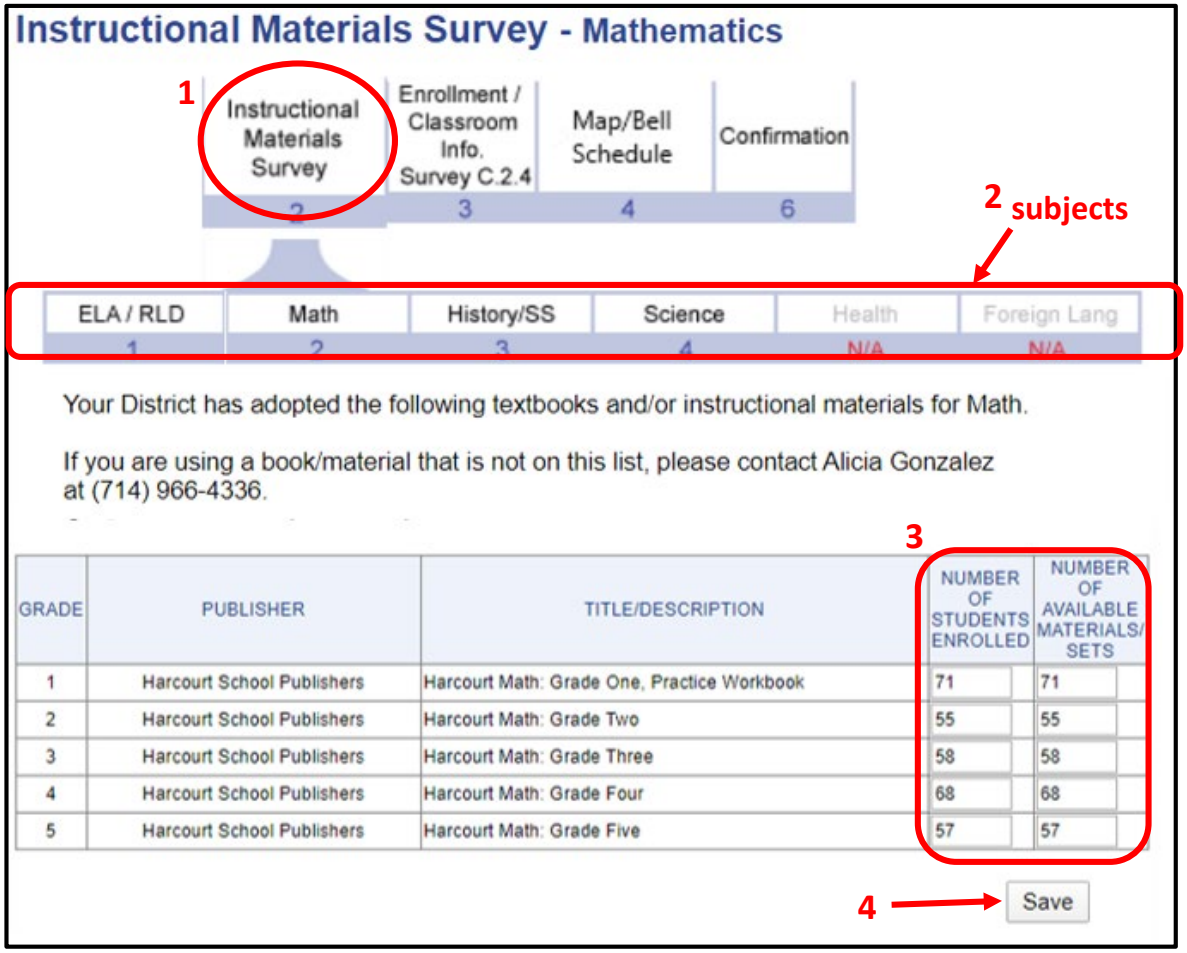
Once you log-in, you'll be directed to the Welcome page. Select School Documentation to review and update your information.



School Instructions continued

(Instructional Materials Survey – Elementary Schools)

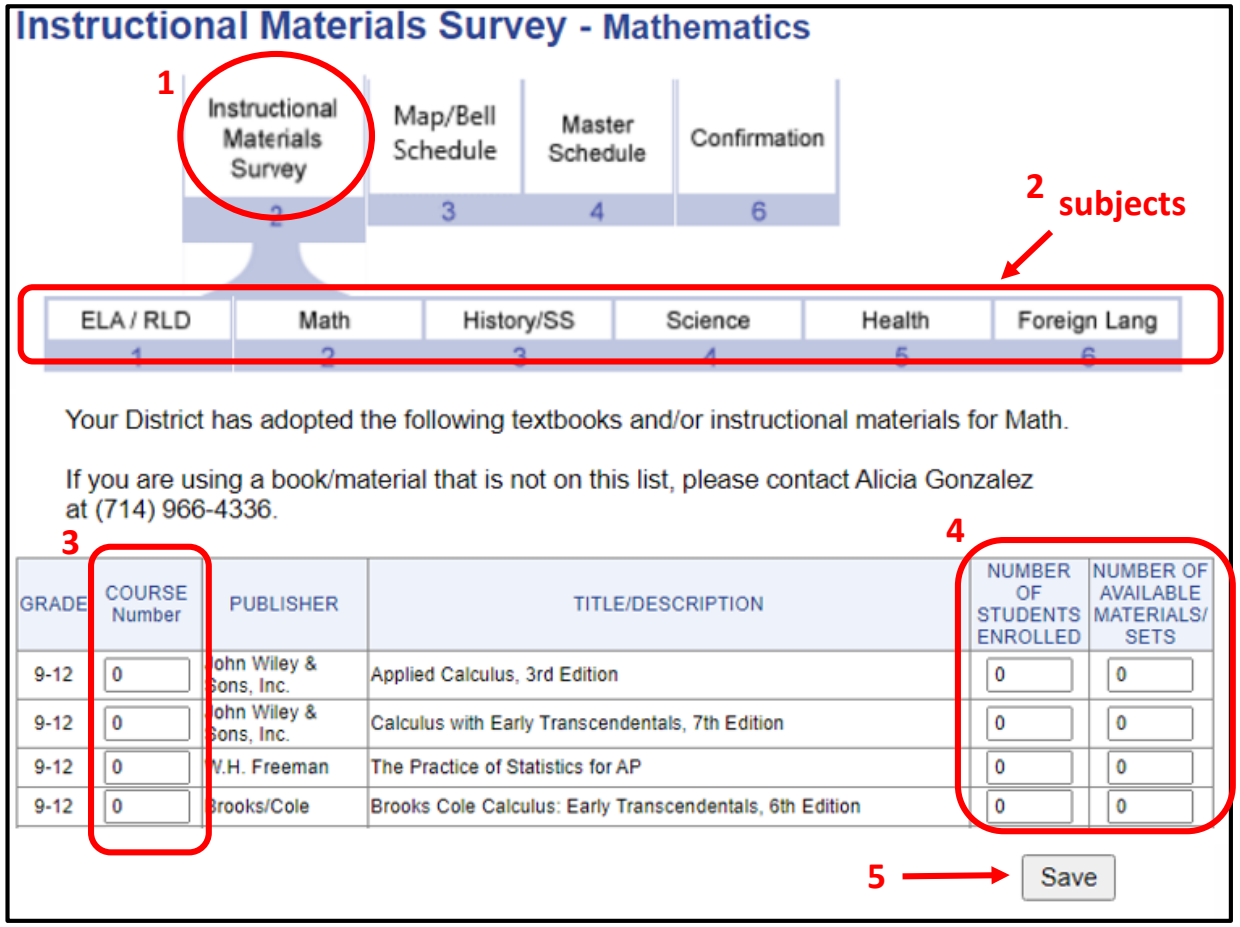
Elementary Schools: 1. Select the Instructional Materials Survey tab. 2. Select a Subject (this will bring up the current list of textbooks your district). Enter the following information for the textbooks your school will be using this year: 3. Number of Students Enrolled and Number of Available Materials/Sets,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



School Instructions continued

(Instructional Materials Survey – Middle and High Schools)

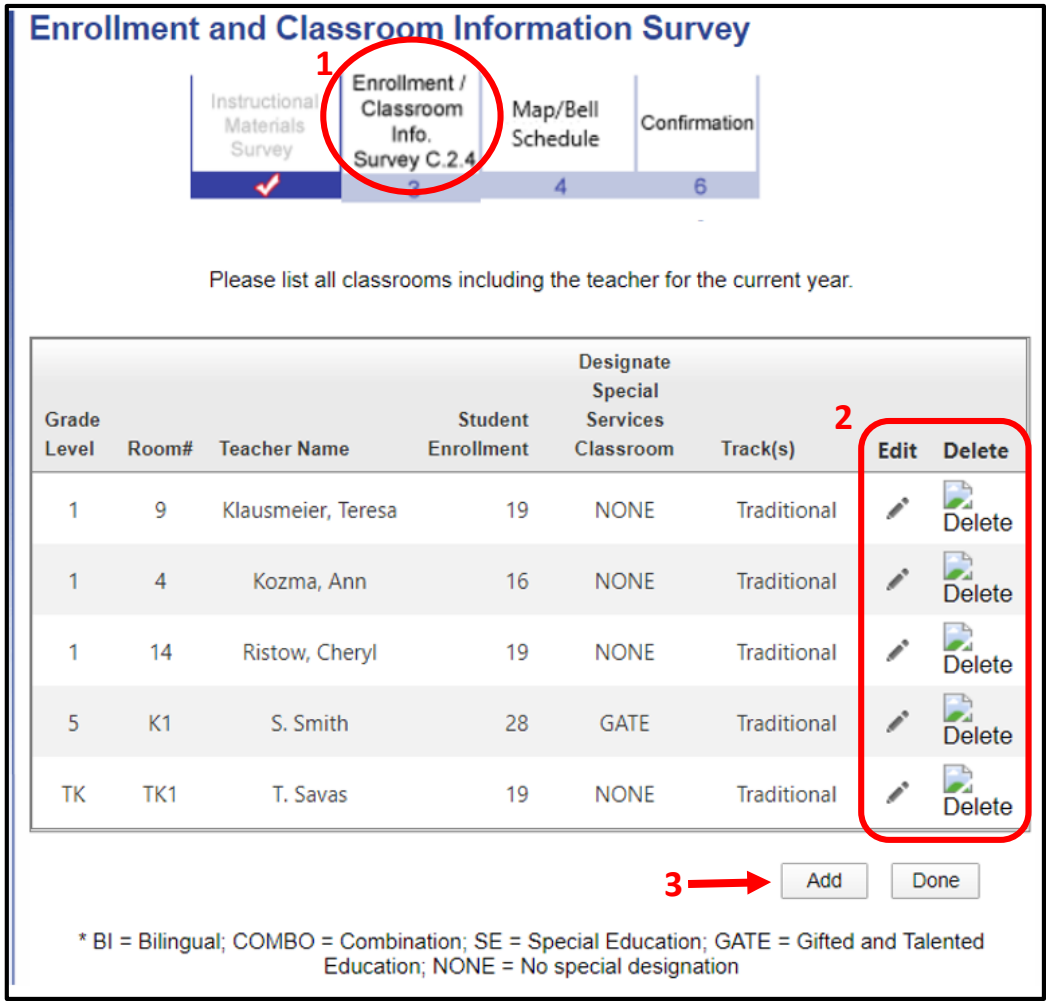
Middle and High Schools: 1. Select the Instructional Materials Survey tab. 2. Select a Subject (this will bring up the current list of textbooks for your district). Enter the following information for the textbooks your school will be using this year: 3. Course number, 4. Number of Students Enrolled 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.



School Instructions continued

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

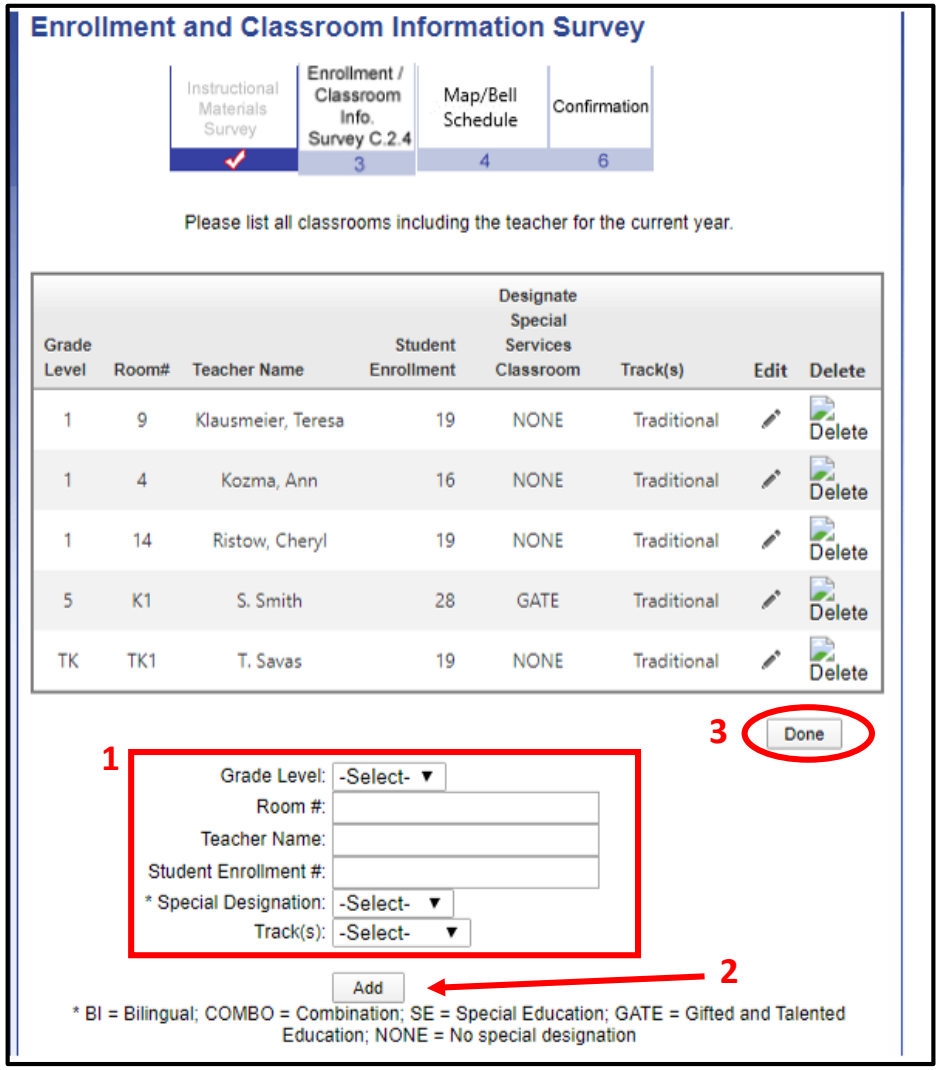
Elementary Schools: 1. Select the Enrollment/Classroom Info Survey C.2.4 tab - this will display last year's information. 2. The last 2 columns to the right of the table will allow you to Edit or Delete the information displayed. 3. To add another classroom, select the Add button (this will take you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



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
✓	3	4	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)	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 Done

1

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

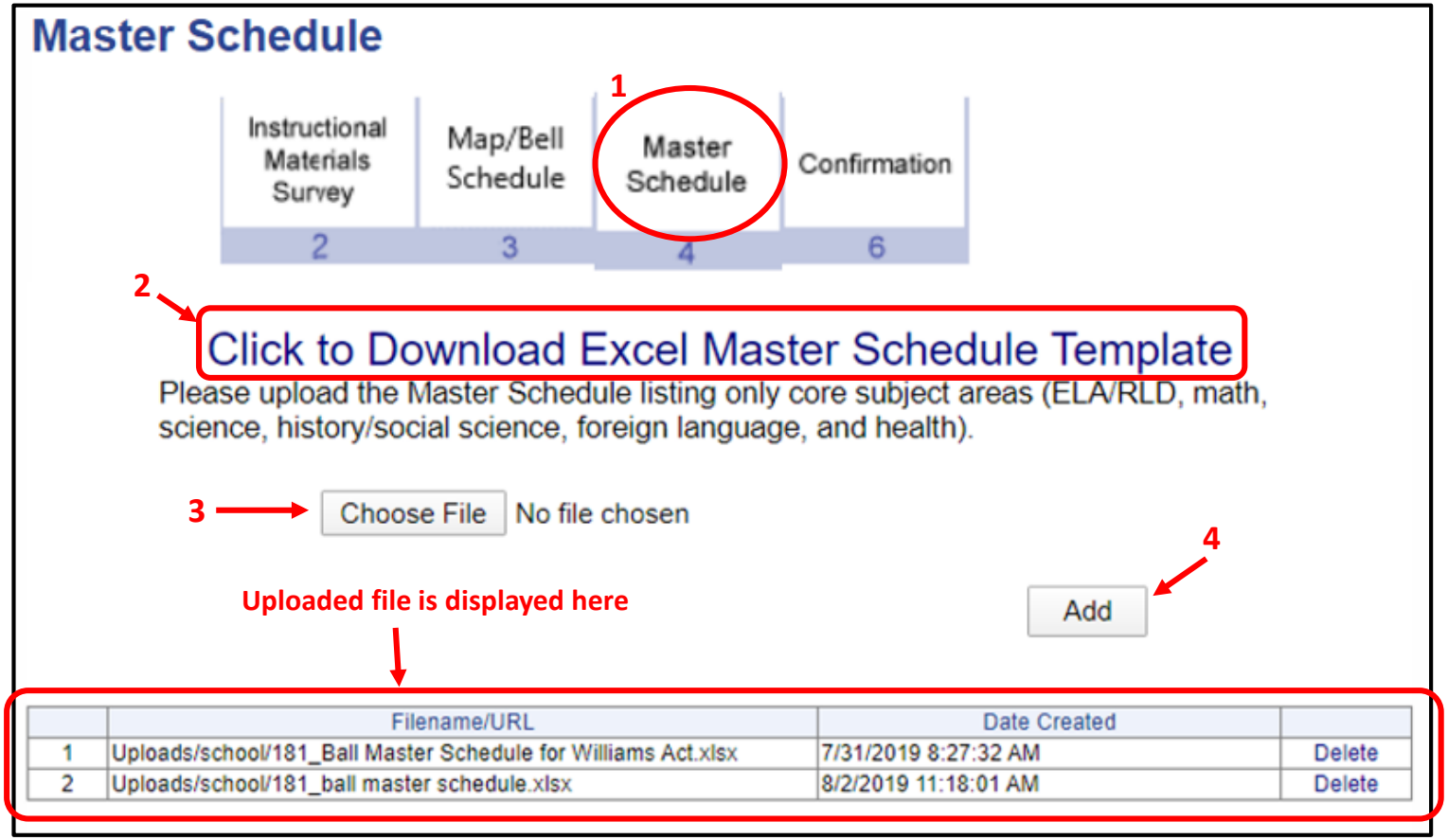
Add 2

* 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.



School Instructions continued

(Master Schedule – Middle and High Schools)

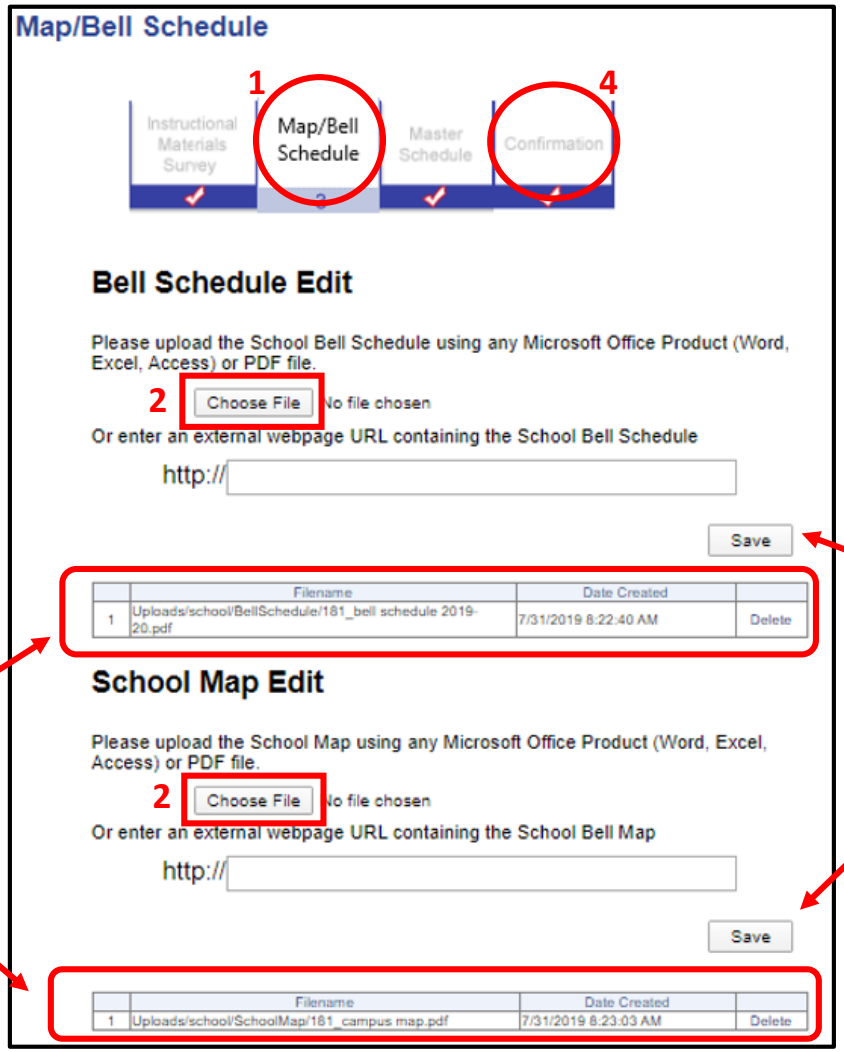
Master Schedule Template instructions: Enter Core Courses only (English, Math, Social Science/History, Science, Health, Foreign Language) **no electives or physical education**. All information on the template is essential. **Course numbers on the master schedule** must correspond with course numbers 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	***Please follow example below.*** *List core courses only (English, Math, History/Social Science, Science, Health, Foreign Language)*									
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.



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.