



Integrated Library and Textbook Support Services

Division of Instruction

PRINCIPAL'S Certification of Williams Sufficiency – SECONDARY

Purpose: To provide instructions on how to access the Secondary Principal's portal to run the necessary reports needed to declare Williams Sufficiency using the online portal.

Requirements to access the Portal:

- An LAUSD SSO
- Internet access

Step One: *Logging into the Principal's Portal*

1. Access the portal by using the following link: <http://principalportal.lausd.net/>
2. Locate and click on the Williams Sufficiency link

Step Two: *Navigating the Williams Certification Menu (The Blue button)*

1. Start by ensuring that you are certifying for the 2016-2017 school year
2. Verify that you are assigned to the correct Cost Center in the application
3. Locate the "Williams Certification" link once you have checked that the portal is appropriately set-up
4. Secondary Principal's Certification of Textbook Sufficiency—Use the radio dials to certify sufficiency for the core curricular areas:
 - Yes=Sufficient
 - *Not Applicable*= Non-core teachers, e.g. Arts Education and Physical Education **OR** use for secondary Middle Schools, e.g. Foreign Language courses
 - No=Insufficient

Core Curricular Areas to Certify:

- A. My school has sufficient textbooks in English (ELA/ELD). *
- B. My school has sufficient textbooks in Mathematics. *
- C. My school has sufficient textbooks in Science. *
- D. My school has sufficient textbooks in History/Social Science. *
- E. My school has sufficient textbooks in Health. *
- F. My school has sufficient textbooks in Foreign Language (grades 9-12 only). *
- G. My school has sufficient laboratory equipment for Biology, AP Biology, Chemistry, AP Chemistry, Physics, and AP Physics (grades 9-12 only). *

(* Denotes a mandatory field in the portal)

5. Insufficient Records: Details the teachers who have declared an insufficiency. To view the
6. “Details” click on the link
7. Secondary Laboratory Equipment Insufficiency Form: Tracks the laboratory equipment insufficiencies for secondary high schools.
 - To report an insufficiency, click on the “Edit” link
 - Click on the dropdown “Course Title” menu to select one of the following: Biology/AP Biology *or* Chemistry/AP Chemistry *or* Physics/AP Physics
 - Click on the “Equipment” dropdown menu to select one of the following: Microscopes *or* Pan Balances *or* Graduated Cylinders *or* Bunsen Burners and Ring Stands
 - Click in the “Number of Pieces of Equipment Short” field and type in the amount
 - Click on the “Save” link once the insufficiency is recorded
 - If you need to report additional equipment insufficiencies, click on the “Add New” link
 - The “Cancel” link will delete the record
8. Resource and Contact: Contains links to the Instructional Materials List for elementary grades and the Williams Compliance FAQs.
9. Click on the blue “Submit” button once you have reported your school’s *Williams* information

Step Three: Accessing the Report Menu

1. Click on the report menu
2. Once on the report menu screen, you are able to view the teacher’s certification statuses:
 - A. Employee name
 - B. Employee number
 - C. Subject
 - D. Sufficient
 - Non-Core/Not Applicable
 - SUFFICIENT
 - INSUFFICIENT
 - E. View: Allows you to see a “screenshot” of the teacher’s submissions. You will not be able to modify the page.
 - Non-Core/Not Applicable-To be used by the non-core teachers, e.g. Arts education, Physical Education teachers
 - SUFFICIENT –Core teachers that have enough textbooks
 - INSUFFICIENT-Core teachers that do not have enough textbooks

D. When viewing the page, you are given following options:

- Action Taken: Textbooks ordered or Surplus Textbook or Other (please specify the reason in the “other” field)
- Reason: Textbooks lost or damaged or missing or Enrollment exceeds projections or Other (please specify the reason in the “other” field)
- Other: Use this field to describe issues other than the ones provided

F. To record your responses, click on the blue “Submit” button

3. Export Status Report button - Allows you to export the data in an Excel spreadsheet.

4. Manage Subs button - Enabled for the purpose of supporting the certification process in the event the school has an “unfilled” position on the first day of school.

- Adding a Substitute: To add a substitute, type in the substitute’s employee number, grade and class room number. Select the “Add” button. Once you add a substitute, s/he will have access to the Teacher’s Portal in order to certify for that class.
- Deleting a Substitute: Once you have a record of the substitute certifying for Williams, please delete him/her from the Teacher’s Portal Roster by selecting the “Delete” button.
- Hiding the Substitutes: This button allows you to close the “add/delete” substitute tool on the page.

Step Four: Viewing the Teacher’s Sufficiency Status





1. As the principal, you have access to view the teachers’ responses

- *Non-core/Not Applicable*: Teachers that are not providing instruction in one of the core curricular areas have the ability to select the *not applicable* radio dial and the Teacher’s Portal will log the transaction.
- *Sufficient*: Denotes teachers who declare sufficiency in the Teacher’s Portal. As the principal, you have access to view the submissions.
- *Insufficient*: Documents teachers who declare that they have an insufficiency. When a teacher declares textbook insufficiency, an email will be sent to you. Under the Williams Certification link, you will see the insufficiency highlighted on the “insufficient records” chart.

- Note: Teachers who have declared insufficiency will be highlighted in red. The teachers who **have not** declared sufficiency will be highlighted in yellow.

2. To see the next page, be sure to use the page number boxes located at the bottom of the screen.

Step Five: *Using the extra Principal's Portal tools*

1. To logout, use the logout icon () located in the upper-right corner above your username
 - o Note: The Principal's portal will automatically logout after five-minutes of idling.
2. Use the house icon () to navigate back to the Principal's Portal homepage
3. Use the wrench icon () to go to the "Admin Tools" which enable you to add/delete designees to the portal
4. Use the question mark icon () to navigate back to the Williams Certification Menu page