iLTSS

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
3. Login to the Principal's Portal using your LAUSD SSO

Step Two: *Navigating the Home Page (Williams Certification Menu)*

1. Ensure you are certifying for the 2017-2018 school year
2. Verify the following on the page:
   - Cost Center
   - School Year
   - Status/Certifier/Certification date (initially these fields will be blank, but once you certify either sufficient or insufficient, it will record your information)
3. Ensure that the buttons on the page are visible (and clickable);
   - Williams Certification button = This button will take you to the certification menu
   - Action button = This button will show the specific details for your school e.g. school name, location code, etc. Also, this is where you will certify either sufficient or insufficient
   - Report menu button = This button will show the teacher roster and will record each teacher's response

Step Three: *Navigating the Portal*

1. Verify on the Williams Certification Menu (homepage) that the correct school year and cost center are displayed
2. Note that there are clickable links listed under the "Resources and Contact" box. These links will direct you to portal aids and ILTSS support
3. Click either the Williams Certification link (the blue hyperlink on the page) or the Action button (in orange)
4. Locate the "Status" box

5. Look under "count". Below this item, you are provided "at-a-glance" clickable links regarding the teachers' certifications: *not recorded, sufficient or insufficient*. By clicking the links (represented by numbers), you will be navigated to the teacher's certification

6. Locate the "Principal's certification of Textbook Sufficiency" box. This is where you will select one of the following:
    a. Yes = Sufficient for the course
    b. Not Applicable = Course/subject not offered
    c. No = Insufficient

7. If teachers declare an insufficiency, their information will populate in the box under "Insufficient Records"
    a. By clicking the "Details" link, you will be taken to the teacher's report. The count will include "at-a-glance" information to the following:
        - Not Recorded: teachers who have yet to declare sufficient or insufficient
        - Sufficient: teachers who have logged into the portal and declared sufficiency
        - Insufficient: teachers who have logged into the portal and declared an insufficiency

Note: The numbers are clickable links. You may click on the link in order to navigate to the report menu.
    b. On the Report menu, teachers that are highlighted in:
        - Red = Declared insufficient
        - Yellow = Not recorded
        - No = Sufficient

8. To view the details of the teacher's submission, select the "VIEW" link

9. From the details page, you are able to view the following:
    - Teacher/school information
    - Declaration of sufficiency/insufficiency
    - Materials needed in order to declare sufficiency
    - Action dropdown menu
    - Reason dropdown menu
    - Other (Use to document any notes regarding the issue)

10. After you have documented the actions/reasons/other, select either:
    - Submit button = use to save the information entered
    - Main button = use to return to the homepage
    - Report button = use to return to the report page

Step Four: *Declaring Sufficient or Insufficient*
1. Click on the Action button
2. Locate the "Principal's Certification of Textbook Sufficiency" box

3. Certify for each of the following areas:
   - English (ELA/ELD)
   - Mathematics
   - Science
   - History/Social Science
   - Health
   - Foreign Language
   - Laboratory Equipment
4. Once you have filled in the appropriate response, locate the blue "Submit" button to record your declaration.
5. Sufficient or Insufficient
   a. If you have selected "yes" as a response to all the core subject areas, congratulations! Your response will be recorded as **SUFFICIENT** and will be shared with the Local District.
   b. If you have selected "no" as a response to any or all of the core areas, your response will be recorded as **INSUFFICIENT**. Your director will be sent an email notifying him/her of the issue.
   c. If you declare an insufficiency regarding laboratory equipment, you will be prompted to fill in the "Secondary Laboratory Equipment Insufficiency Form." This form tracks the laboratory equipment insufficiencies for secondary high schools (Please note: ILTSS is not required to replace the equipment needed. Please refer to the "Assistance" section for the appropriate contact):
      - To report a lab 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
   d. Principals should:
      - Work with teachers to resolve insufficiencies. Use Destiny to locate unassigned materials at other sites.
      - Remind teachers to revisit the teacher's portal to recertify after the insufficiency has been resolved.
      - Recertify for the school after the insufficiency has been resolved.

Step Five: *Using the Report Menu*

1. Click on the "Report Menu" button (in green)
2. To export the teacher sufficiency roster, locate the "Export Status Report" button (in blue)
3. The report will export into an Excel file
4. Once each teacher has declared sufficient, save the file to your computer

Step Six: *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 if idle for five-minutes.
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 provide you with the "User List Manager" options
4. Use the question mark icon (❓) to navigate to a help aid for the administrator certification system