

2024-2025

Instructional Materials Manual



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The more that you READ, the more things you will KNOW. The more that you LEARN, the more places you'll GO.....Dr. Seuss



Instructional Materials Management Personnel

Instructional Materials Manager	Amy Miller	456.8971	amy.miller@ectorcountysd.org
Warehouse Supervisor	Wesley High	456.5220	wesley.high@ectorcountysd.org
Administrative Assistant	Elsa Lazano	456.5218	elsa.lazcano@ectorcountysd.org
Warehouse Personnel	Lupe Valenzuela	456.8977	lupe.valenzuela@ectorcountysd.org
Warehouse Personnel	James Atkins II	456.8974	james.atkins@ectorcountysd.org

Most information needed is covered in the information to follow. This enables campuses to have answers wherever questions may arise. However, we are at your service to assist with any Instructional Materials matters.

Introductory for Instructional Materials

Welcome! We are glad to have you on the team of Instructional Materials for all of our ECISD students and staff.

1. If you are the instructional material coordinator on your campus please reach out to us [here](#) and let us know that you need to be added to TipWeb Textbooks.
2. When our department receives an email from you or your campus principal advising that you are the campus instructional materials coordinator you will be given access to the TipWeb Textbooks program.
3. If for some reason you have not received your login information within 3 business days call the office at 432.456.5218.
4. TipWeb Textbooks is the program where you will request all material for your campus. We do not deliver items based on a phone call or email request. All requests are required to move through the requisition process in TipWeb.
5. You will also have the access to request for instructional materials to be removed from your campus if they are no longer in use. **NO ITEMS** will be removed from the campus without being approved by the Associate Superintendent of Curriculum and Instruction.

Requisitions in TipWeb

Requisitions are placed by the campus or the district to order items needed. This helps the campus and district keep track of the instructional materials.

To create a campus requisition:

1. On the home screen select inventory or requisitions under quick links
2. Select Campus Requisition
3. Select the green plus symbol to create a requisition
4. Name the requisition that will help you keep record of why you are requesting, such as the teacher who is needing the material
5. You can add any notes to the requisition in the notes section, this is seen by the district so we can also see why material is needed if any questions arise
6. Hit the blue book with red check mark to validate your requisition
7. Search for the material you are needing either by grade, title, or ISBN keeping the search by box as "ALL"
8. Click on the material needed, below the "copies to order" box will become active
9. Enter the quantity of material you are needing in the copies to order box and hit the green plus sign, this will bring the title of the material below showing it has been added to the requisition
10. Once all material that is needed has been added to your requisition, hit the lightning bolt, this will submit the order to the district to fulfill. If you do not hit the lightning bolt when complete we will never see it on the district side.

Home

Home

Textbooks

Students

Teachers

Find A Book

Inventory

Automation

Reports

Other Data

Tools



ECISD : Administration

Switch to campus...

Alerts

New Campus Audits: 0
In Progress Campus Audits: 0
Submitted Campus Audits: 0
In Transit Requisitions: 0
PDA Errors: 0
Pending Transfer Requests: 0
Transfers In Transit: 0
Adjustment Call Tags: 0

Quick Links

[Quick Entry](#)

[Requisitions](#)

[Support Center](#)

Search By:

ISBN	Title	Publisher	SLC	Price
9780328619306	4th Grade Interactive Science TE	Pearson Education	4200	\$249.97
9780328775590	4th Grade enVision Math TE Program Overview w/Vol. 1A,1B,2A,2B	Pearson Education	4120	\$499.97
9780328813643	4th Grade TX myWorld SS We Are Texas-TE	Pearson Education	4320	\$249.97
9780358011200	4th GR-Into Reading/Trade Classroom Library Set of 6	Houghton Mifflin Company		\$0.00
9780358021469	4th GR-Into Reading/Teacher's Guide Set	Houghton Mifflin Company		\$0.00
9780358062530	4th GR-Into Reading/Leveled Reader Library Cards Box 4 of 4	Houghton Mifflin Company		\$0.00
9780358169055	4th GR-Into Reading/Leveled Readers Levels O/P	Houghton Mifflin Company		\$0.00
9780358169062	4th GR-Into Reading/Leveled Readers Levels Q/R	Houghton Mifflin Company		\$0.00
9780358169079	4th GR-Into Reading/Leveled Readers Levels S/T	Houghton Mifflin Company		\$0.00
9780358172697	4th GR-Into Reading/Teacher Resource Kit	Houghton Mifflin Company		\$0.00

1 2

Teacher Enrollment: 0

Copies Owned: 0

Student Enrollment: 0

Copies On Order: 0

Copies Needed: 0

Copies to Order:

Success: Textbook added to requisition

ISBN	Title	SLC	Ordered	Price
9780328619306	4th Grade Interactive Science TE	4200	1	\$249.97

11. Once you have submitted your requisition, the district will receive an email.

12. We then review the items requested, along with what the previous audit states in on your inventory and the enrollment count for your campus.
13. If the quantity requested is more than the enrollment, we will review the notes section. It is necessary to fill in any pertinent information or you will not receive the excess items.
14. We will then approve the items and print out a pick ticket, so our warehouse personnel can pull the items and deliver them to the campus.
15. When they are delivered to the campus, the items will need to be counted and the pick ticket signed to confirm that all items are received.
16. When the pick tickets are brought back, they are then received in the TipWeb Textbook system and placed on your campus inventory.

Digital Access to Instructional Materials

1. Almost every product that is purchased is also purchased with digital access
2. For digital access you will need to call the district subject coordinator.

Elementary RLA – Ellen Smith

Secondary RLA – Valerie Stiles

Elementary Math – Brittany Swaim

Secondary Math – Melissa Cooper

Science – Caitlyn Couch

Social Studies – Becky Ramirez



Adjustments in TipWeb

Adjustments are used when the campus is requesting removal of products from the campus. This can only be done at the end of an adoption cycle or otherwise approval for the Associate Superintendent of Curriculum & Instruction.

To create an adjustment:

1. On the home screen select inventory, then select adjustments.
2. Click on the green plus symbol to create a new adjustment.
3. Select adjustment type, select return to surplus.
4. Name the adjustment, this will help you keep record of what was picked up, select the right arrow.
5. Search for the material either by grade, title, or ISBN keeping the search by box as "ALL".
6. Click on the material being returned, this will show how many are available to be returned and the copies to adjust box will be active.
7. If it shows there are no copies available to adjust you will need to make sure it has been collected from the teacher in TipWeb.
8. Enter the quantity being returned in the copies to adjust box, hit the green plus sign which will bring the title below showing it has been added to the adjustment
9. Once all material has been added to your adjustment, hit the lightning bolt, this will submit the adjustment to the district. If you do not hit the lightning bolt when complete we will never see it on the district side.

Inventory Impersonating Campus: Administration Help Log Out

- Home
- Textbooks
- Students
- Teachers

Orders

Campus Requisitions ?
Campus Vendor Orders

Adjustments

Adjustments

Transfers

Campus Transfers

Audits

Audit Management

Create Adjustments Impersonating Campus: Administration Help Log Out

Adjustment Name: Description:

Adjustment Type:

Search For Textbook:

Search By: Search:

Search Results: Displaying the top 4 results.

ISBN	Title	SLC	Vendor/Publisher	Price
9780078881220	6th Grade iScience TE	6200	McGraw-Hill School Division	\$147.00
9780078880254	7th Grade iScience	7230	Macmillan / McGraw Hill	\$18.00
9780078881237	7th Grade iScience TE	7230	Macmillan / McGraw Hill	\$147.00
9780078881244	8th Grade iScience TE	8230	Macmillan / McGraw Hill	\$147.00

Available for Adjustment: Success: Textbook Added to Adjustment.

Copies to Adjust:

Adjusted Textbooks For: **Mock** Type of Adjustment: Return Surplus

Edit	Delete	ISBN	Title	Status	Copies
		9780078880254	7th Grade iScience	Pending	1

10. The district will print out a call tag showing the materials to be picked up from the campus.

11. The materials that you have requested to be picked up are required to be collected, boxed, and placed in a location that is easily accessible to the driver who will be assigned by this department.

12. You and the warehouse personnel will verify the material and quantity picked up. Once agreed upon a signature is required.

13. When the call tag is brought back to the department it will be received into storage through the TipWeb Textbooks system and all material will be removed from the campus inventory.

Large Print & Braille

1. If you have a student that has gone through an ARD and needs large print or braille you will need to submit the request through a requisition in TipWeb, as soon as you are aware of the needs.
2. You may need to get with the Special Education Department to see if the student will need the material.
3. When we order material, it comes from the Texas Education Agency and does take a while to get to the warehouse.
4. You can search for these products by LARGE PRINT or BRAILLE.
5. If a subject/grade is not listed while searching, please email us with the grade and subject you need.
6. We will pull the requested material and deliver to the campus just like any other requisition.
7. At the end of the year, you will need to submit an adjustment for any hardback Large Print and Braille to be picked up by the Instructional Materials Department.
8. This material has to be sent back to the Texas Education Agency at the end of the adoption cycle. Removing the items annually relieves the campus from keeping material that they are not using and therefore minimizes loss. Keep in mind these are very expensive and any loss is paid out of your campus discretionary funds.

Mid-Year Audit

1. In December we will send out an email to all campus instructional materials coordinators and their principals instructing them to conduct their campus Mid-Year Audit.
2. This will give the campus an idea of what is missing and a chance to begin looking for any missing material.
3. To access the inventory worksheet on the home page you will select reports.
4. In the drop down, select inventory reports.
5. Select the report for the Campus Inventory Worksheet.
6. Enter the quantities of each product on the worksheet.
7. Sign it then scan a copy to Amy.Miller@ectorcountyisd.org
8. Always keep the original on campus for your records.

Reports Impersonating Campus: Administration Help

Home Select Report Category

Textbooks Inventory Reports

Students

Teachers

Report Name	Filter	Data Export	Report
Campus Digital Material Report			
Campus Distribution by Title Report			
Campus Inventory Worksheet			
Vendor Order Report			

End of Year Audit

1. When an audit has been issued by the district through TipWeb, the campus instructional materials coordinator will see it show up in red when logging into TIPWEB. This will be the first week of May.
2. The district will release a google doc with time slots in April. The campus instructional materials coordinator will need to select a time and date for the district to come and count the campus inventory once the campus has submitted its audit counts.
3. To get to the campus audit, on the home page you will select Inventory, then audit management.
4. To print out the audit report select the scroll under report.
5. Count the items listed on the report.
6. Select edit (the pencil) to begin entering your numbers.
7. There are only 10 items per page so make sure you use the arrows to complete all pages.
8. Once all the counts are input into TipWeb you need to submit the campus counts by hitting the lightning bolt. If you do not submit your audit the district cannot see it.
9. The campus instructional materials coordinator will prepare the campus for the district to audit. The district will audit all campuses at the end of the school year.

10. All items on your campus audit are required to be in a central location with like items together: example all 1st grade Math TE's together, all 1st grade SS TE's together, all 1st grade English TE's together, etc., stacked by 5's.
11. The district will then come to your campus on the date and time the campus selected on the google doc to conduct district counts.
12. District staff will input the district numbers into the audit and send the report to the campus instructional materials coordinator to review.
13. Please make sure you are reviewing not only lost items but any items that are over the original inventory count.
14. Once reviewed and any discrepancies are adjusted, we will finalize the audit and email the final report. You will want to review the final report one more time to make sure there are no other discrepancies.
15. If there are any lost items that need to be paid for your campus instructional materials coordinator is required to email your discretionary account number to Amy.Miller@ectorcountyisd.org. This is due prior to the campus instructional materials coordinators contract ending that school year.
16. If you would like to purchase the lost books from amazon and replace them to get a less expensive cost, it is allowable. As long as it is a new product and you email the department the receipt. You will need to get your "paid" list and see if amazon has all your products. Add any item you want to replace to your cart and order with your discretionary account. Once you have the receipt you will need to email it to Amy.Miller@ectorcountyisd.org to get credit on your audit. You will only receive credit with an actual receipt for the items purchased.
17. All audits will need to be final the Monday before the campus instructional materials coordinators contact ends for that school year.



Consumable Audit

The purpose of the consumable audit is to see how many **unused** consumables are still on campus. This prevents the district staff from bringing more than the number of students enrolled count.

1. When an audit has been given by the district through TipWeb, the campus instructional materials coordinator will see it show up in red when logging in to TipWeb.
2. To get to the consumable audit, on the home page you will select Inventory, then audit management.
3. To print out the audit report select the scroll under report.
4. Count the items listed on the report.
5. Select edit (the pencil) to begin entering your numbers.
6. There are only 10 items per page so make sure you have gone through each page.
7. Once all the counts have been entered, you will submit the campus counts by hitting the lightning bolt, if you do not submit your audit the district cannot see it.

8. Once the audit has been submitted, the district will finalize the audit with the counts the campus entered for each consumable. Again, this audit is just to see how many unused consumables are left on campus so we do not send more consumables to you than required.
9. You will then keep the report for your records on campus.



Campus Transaction Report

The campus instructional materials coordinator can pull up and see the history for each product. This report shows when a product was distributed, the requisition name and the date. It also shows when a product was paid for or returned with the name and date as well.

Administration
Campus Transaction Report
 Tuesday, September 24, 2019

ID	Campus Name	Contact	Region
001	Administration		

SLC	ISBN	Title	Publisher/Vendor	Price
97H1	0078612136	9th -11th Glencoe Health, SE	Glencoe / McGraw-Hill	\$54.00

Transaction Reference	Date	Type	Copies
Consolidation For 001 5/29/2015	5/7/2015 9:28:34 AM	Distributed	1
Total:			1
Value:			54

SLC	ISBN	Title	Publisher/Vendor	Price
77H0	0078650232	7th/8th Teen Health Course 2, TX Edition SE	Glencoe / McGraw-Hill	\$43.98

Transaction Reference	Date	Type	Copies
Consolidation For 001 5/29/2015	5/7/2015 9:28:34 AM	Distributed	1
Ashley Leake - Textbooks and record department	3/23/2016 1:35:16 PM	Distributed	1
Leake -return	4/12/2016 8:47:26 AM	Returned	-1
Total:			1
Value:			43.98

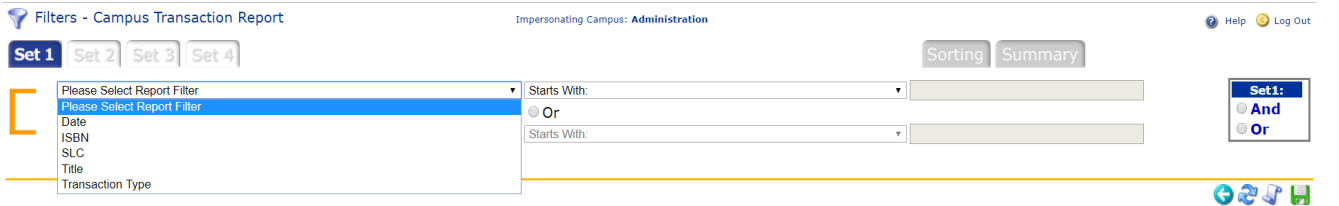
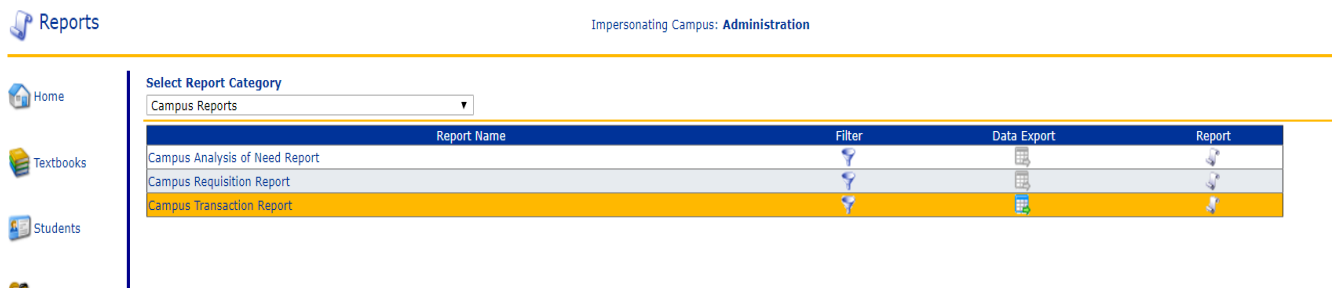
SLC	ISBN	Title	Publisher/Vendor	Price
67H0	0078650909	6th Grade Teen Health, Course 1 TX Edition	Glencoe / McGraw-Hill	\$39.99

Transaction Reference	Date	Type	Copies
Neiman -Physical Education Coordinator	11/8/2016 4:16:14 PM	Distributed	1
Total:			1
Value:			39.99

SLC	ISBN	Title	Publisher/Vendor	Price
67H0	0078650917	6th Grade Teen Health, Course 1 TE	Glencoe / McGraw-Hill	\$43.98

Transaction Reference	Date	Type	Copies
Consolidation For 001 5/29/2015	5/7/2015 9:28:34 AM	Distributed	1
Total:			1

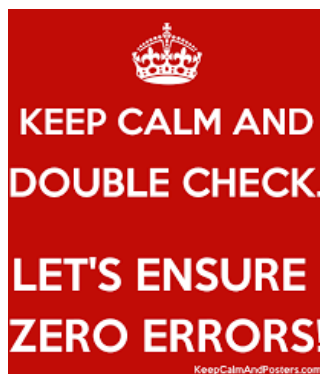
1. To pull up this report, on the home page select reports.
2. In the drop-down box, select Campus Reports.
3. On the campus transaction report hit the scroll under reports.
4. This will bring up the entire campus inventory transaction report.
5. If you want to filter a certain product, select the filter option and select filter options.



Replacing lost/paid instructional materials after an audit

Once, an audit has been completed your campus instructional materials coordinator and campus principal will receive an email with the “found” report and the “paid” report.

1. The “found” report will be those items that were counted above the amount that your campus showed to own prior to the audit. Once a product is listed on the found report it will be added to the current audit count and will be listed to look for in the years to come.
2. The “paid” report will be those items that were not counted and state “paid”. This total will be taken out of your campus discretionary account to pay for lost instructional materials.
3. If your campus chooses to replace “paid” for books after the audit, your campus textbook coordinator will need to submit a requisition for the items. The title of the requisition should be **Lost items to be replaced “Curent Year” School Year.**
4. If your campus does not want the instructional materials replaced no further action is required.



Out of Adoption Material

These instructions will apply annually for any materials that will no longer be used as per the out of adoption list the campus receives from the Instructional Materials Department. **NO EXCESS PRODUCTS WILL BE INCLUDED.**

1. The Instructional Materials Manager will send out an email at the end of October of the current school year to advise campuses of materials that will be going out of adoption for the end of the current school year.
2. The campus textbook coordinator will need to pull all out of adoption material and place in an accessible central location for warehouse personnel to load quickly. (Preferably by a door that they can back up to) This will help to ensure they are not in the way of students, visiting parents, or staff.
3. Any material that the campus has left at the end of the school year will also need to be pulled and placed in an accessible central location as stated above.
4. NO out-of-adoption material will be picked up if they are pulled and placed in the accessible location.
5. At the end of the school year once items are ready, the campus textbook coordinator will email Amy.Miller@ectorcountyiisd.org to schedule a pick up.
6. All pick up's will be on a first come first served basis.

Who is my delivery person?

Wesley High 456-5220 wesley.high@ectorcountysd.org
Austin
Blackshear
Cameron
Edward K Downing
Gonzales
Hays
Lamar Early Education
Milam
Noel
STEM
Zavala
Ector
Wilson & Young
Alternative Center
New Tech Odessa
OCA
OCTECHS

Lupe Valenzuela 456-8977 lupe.valenzuela@ectorcountysd.org
Alamo
Cavazos
Fly
Pease
Sam Houston
San Jacinto
West
Bowie
Crockett
Odessa High
Administration Building

James Atkins 456-8974 james.atkins@ectorcountyisd.org
Burnet
Buice
Carver Early Education
Dowling
Goliad
Ireland
Johnson (LBJ)
Jordan
Reagan
Ross
Bonham
Nimitz
Permian High

