

## TICAL Tips

### Locating and Tracking Legislation for Education and Technology

This TICAL Tip provides administrators with a step-by-step description of how to locate and track California legislation related to education and technology, including how to subscribe to a bill to receive email updates on the daily status of the bill.

#### Step 1

Begin by locating the icon for your browser of choice. (This tip uses Netscape Communicator as its example browser.)

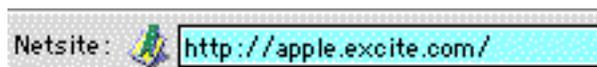


#### Step 2

Double-click the icon to open the browser. (If you have more than one user configured to use your computer, the User Profile window will appear, and you must select a user, and proceed. Otherwise, Netscape will automatically open the browser window.)

#### Step 3

Locate the Netsite field near the top of the window. The address of the default home page will be listed there and highlighted.



#### Step 4

Insert the address of the Official California Legislative Information web site listed below:

[www.leginfo.ca.gov](http://www.leginfo.ca.gov)

#### Step 5

Press the Return or Enter key.

Step 6

Your browser will take you to the home page of the Official California Legislative Information web site.



Step 7

A number of linked buttons appear at the bottom of the home page. Quickly visit the links for legislative publications, today's events, California Law, and Your Legislature.



Step 8

Return to the home page, then click on the Bill Information button.



Step 9

The Bill Information page contains four main sections. The first section, at the top of the page, provides daily updates for either Assembly Bills or Senate Bills. Click the link for Assembly Bills.



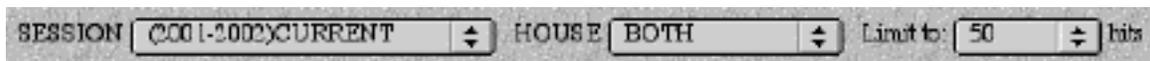
### Step 10

For each bill listed you will find three links: the name of the bill linked to a jump page, a link to the status of the bill, and a link to the history of the bill. Visit each of the links for one bill. You will notice the jump page also has links to the status and history pages.



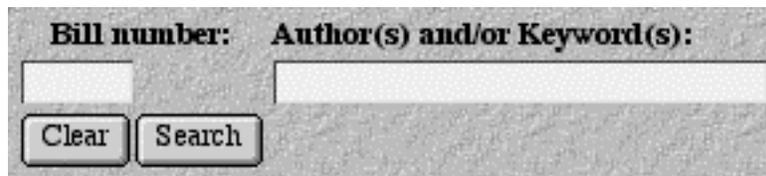
### Step 11

Return to the Bill Information page. The second section of the page is comprised of three pulldown menus. The first menu allows you to select a session. The second pulldown menu allows you to select the house, the assembly, or both. The third pulldown menu allows you to select the number of hits the search engine will report, between 15 and All. Leave the default settings active.



### Step 12

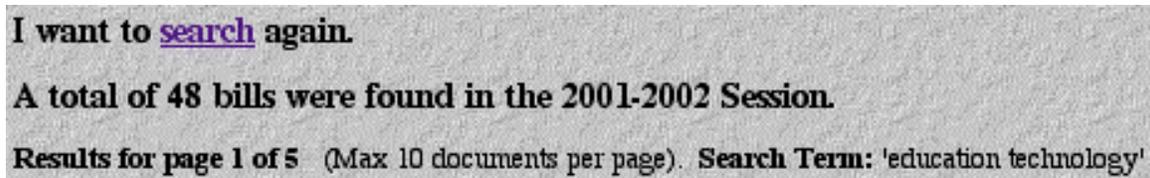
The third section of the Bill Information page provides two fields for the user to input information. The first field allows you to enter the specific number of a bill, if you know it. The second field allows you to enter the name of the author of the bill or a keyword related to the bill. In the keyword field, enter the words “education” and “technology.” Click the search button.



**Bill number:**   
**Author(s) and/or Keyword(s):**

### Step 13

A Bill List appears indicating that 49 bills were found in the current session. The first 10 bills are listed and linked, with a brief description of content and the author’s name. Select one of the bills and click on the linked text.



1. [SB 75](#) - Peace  
\* 2001-02 Budget.
2. [AB 95](#) - Cardenas  
\* 2001-02 Budget.
3. [SB 84](#) - O'Connell  
\* Pupil testing.
4. [SB 19](#) - Escutia  
\* Pupil health.
5. [AB 16](#) - Hertzberg  
\* Education: Kindergarten-University Public Ed
6. [AB 99](#) - Zettel  
\* Education technology: grants.
7. [AB 148](#) - Zettel  
\* Education technology within the public school
8. [SB 41](#) - Alpert  
\* Native American curriculum.
9. [SB 57](#) - Scott  
\* Teacher credentialing.
10. [AB 163](#) - Florez  
\* School nurses: tobacco settlement funds.

#### Step 14

The Bill Documents page generates a list of documents associated with the bill in the current session. Generally, those documents are “Status” and “History.” Click the Status link to view the status of the bill.

<a href="#">Status</a>	- 01/18/2001	1180 bytes
<a href="#">History</a>	- 01/17/2001	1006 bytes

#### Step 15

Return to the Bill Document page and click the History link to view the history of the bill.

#### Step 16

Return to the Bill Document page. To view the actual text of the bill you have two options. You can click the HTML link that will allow you to view the text of the bill through your browser as web page. Click the HTML link to view the text of the bill.

<a href="#">HTML</a>	- 11482 bytes
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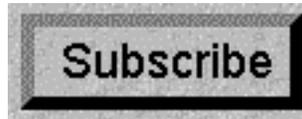
#### Step 17

Return to the Bill Document page. Click the PDF link to view the text of the bill in its original format as a PDF document. (Note: if you would like to save the text of the bill to your desktop, when you click the PDF link, hold your mouse down and select “Save this Link As.” A dialogue box will appear and allow you to save the file to a directory of your choice.)

[PDF](#) - 17210 bytes

#### Step 18

Return to the Bill Document page. After viewing the status, history, and text of a bill, you may choose to subscribe to the bill. When you choose to subscribe to a bill, you will receive regular updates to the bill automatically generated to your email address. Click the Subscribe button to subscribe to the bill.



#### Step 19

The Subscribe window appears with a field where you can enter your email address. Enter the email address where you would like to receive information about the bill, then click OK. A Thank you window will appear indicating your subscription has been recorded.

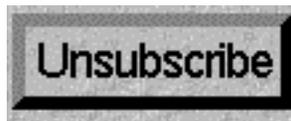
**To subscribe to SB 57,**

**Please enter your email address:**

I want to [search](#) again.

#### Step 20

Click the Back button twice to return to the Bill Documents page. If you decide you know longer have interest in receiving email updates on a bill, click the Unsubscribe button. A window will appear indicating you have unsubscribed.



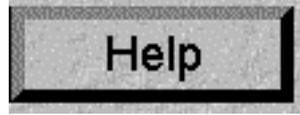
#### Step 21

Return to the Bill Document page. If you have subscribed to a number of bills, but can't remember which ones, you can click the Subscription List button to generate a list of bills to which you are subscribed.



Step 22

A small Help file is also available by clicking the Help button at the bottom of the page.



Happy hunting!