**Instructions for completing 2018-19 Technology Survey building spreadsheet**

*Note: The first 5 rows for "Sample School District" are included to provide you with a model for how data entry should be done for your building data, and can be removed later.*

Remove all districts except your own, add any buildings that are not listed (and delete any that are not physical buildings)

**Enter the data for each building, using these directions:**
For “Does this building have a Wide-Area Network (WAN) link to your district office?”, type **Yes** or **No**
If the answer is **No**, leave next cell blank; otherwise respond with one of these five responses:
- Less than 10 Mbps
- 10-99 Mbps
- 100-999 Mbps
- 1-9.9 Gbps
- 10 Gbps or higher

For “Does your building provide wireless access to the Internet?”, type **Yes** or **No**
If the answer is **No**, leave next cell blank; otherwise respond with one of these four responses:
- One classroom or meeting room only
- More than one classroom or meeting room, but not building-wide
- Central areas throughout building (but not one WAP/classroom)
- The entire building

For “Is your wireless access providing enough performance to support all students using a device simultaneously?”, type **Yes** or **No**

For “Number of assistive/ adaptive technology devices”, provide a number (0 if there are none)
For “Number of Students with School-(or District) Provided E-mail Accounts”, provide a number (0 if there are none)

For “Do you have one or more grades in your school that have a one-to-one initiative?”, type **Yes** or **No**
If the answer is **No**, leave next cell blank; otherwise please describe devices and grade level(s)

For “If yes, are students allowed to take devices home?”, leave blank (if No), or type **Yes** or **No**
If the answer is **No**, leave next cell blank; otherwise please identify at what grade level(s)

For each of the Devices reporting, please provide a number (0 if there are none)
If there are devices not reported in any other category, please list and provide # of those devices

Save your spreadsheet, and add district name to its title.

Go to [https://www.surveygizmo.com/s3/4704832/TechSurvey-Bldg](https://www.surveygizmo.com/s3/4704832/TechSurvey-Bldg) and select any building in your district, then check “Uploading a spreadsheet with data for all buildings” on #4, and upload this spreadsheet. If you have already completed the district-level questions at [https://www.surveygizmo.com/s3/4699911/TechSurvey-Dist](https://www.surveygizmo.com/s3/4699911/TechSurvey-Dist), you are done with this year’s survey!