**Instructions for completing 2020-21 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 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://survey.alchemer.com/s3/6096817/TechSurvey-Building> 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://survey.alchemer.com/s3/6096818/TechSurvey-District>, you are done with this year’s survey!