



# ONLINE LEARNING Initiative



The Monthly Reporting Spreadsheet will be used to track devices as they are distributed. It will also be used to track devices no longer in use or reassigned.

There are four tabs in the spreadsheet;

- Summary,
- Detail,
- No Service, and
- Initial Address List Received

## Completing Monthly Reporting for the Online Learning Initiative

To help during COVID-19, the Online Learning Initiative will provide internet access through wired or wireless providers to qualifying student households through December 2020.

In this document we will walk through the Monthly Reporting Spreadsheet that schools are required to send to the ORS.

Schools should not add or delete columns or tabs in the spreadsheet.

Instructions

Detail

Summary

No Service

Initial Address List Received

### Initial Reporting

For the initial reporting, the ORS will send the Monthly Reporting Spreadsheet to each school the week of August 17th. Reports should be returned to the ORS no later than Tuesday, September 8th.

### Initial Address Listing tab

The Initial Address Listing tab will be pre-populated with the district number, district name, and device name assigned to the school. Schools will need to input the address associated with each device that has been distributed. For wired service, provide the address for each line of service.

If there is a device that isn't assigned to a unique address, put UNASSIGNED in the Street column. According to the terms of the Memorandum of Understanding, the ORS may request that the school return those devices to the ORS for distribution to other qualifying households.

			SERVICE ADDRESS		
District Number	District Name	Device Name	Street	City	Zip
0160	Abbeville 60	0160-001	123 Main Street	Anytown	27253
0160	Abbeville 60	0160-002	777 Oak Drive	New Town	25801
0160	Abbeville 60	0160-003	778 Oak Drive	New Town	25802
0160	Abbeville 60	0160-004	779 Oak Drive	New Town	25803
0160	Abbeville 60	0160-005	780 Oak Drive	New Town	25804
0160	Abbeville 60	0160-006	781 Oak Drive	New Town	25805
0160	Abbeville 60	0160-007	782 Oak Drive	New Town	25806
0160	Abbeville 60	0160-008	783 Oak Drive	New Town	25807
0160	Abbeville 60	0160-009	784 Oak Drive	New Town	25808
0160	Abbeville 60	0160-010	785 Oak Drive	New Town	25809
0160	Abbeville 60	0160-011	786 Oak Drive	New Town	25810
0160	Abbeville 60	0160-012	787 Oak Drive	New Town	25811
0160	Abbeville 60	0160-013	788 Oak Drive	New Town	25812
0160	Abbeville 60	0160-014	789 Oak Drive	New Town	25813
0160	Abbeville 60	0160-015	790 Oak Drive	New Town	25814
0160	Abbeville 60	0160-016	791 Oak Drive	New Town	25815
0160	Abbeville 60	0160-017	792 Oak Drive	New Town	25816
0160	Abbeville 60	0160-018	793 Oak Drive	New Town	25817
0160	Abbeville 60	0160-019	794 Oak Drive	New Town	25818

### No Service tab

Schools should also complete the No Service tab. Copy any addresses from the Initial Address List Received tab that received a mobile hotspot, but were not able to use the mobile hotspot because no wireless service was available for that location.

Please list all addresses for which a mobile hotspot was distributed, but there was no wireless service available.

ADDRESS WITHOUT SERVICE					
District Number	District Name	Device Name	Street	City	Zip
0160	Abbeville 60	0160-001	123 Main Street	Anytown	27253
0160	Abbeville 60	0160-002	777 Oak Drive	New Town	25801
0160	Abbeville 60	0160-003	778 Oak Drive	New Town	25802
0160	Abbeville 60	0160-004	779 Oak Drive	New Town	25803

### Summary tab

On the Summary tab, schools should complete the reporting month and participant information sections. Once this is complete, submit the spreadsheet along with a PDF of the signed Summary tab to the ORS via email to [CARESACT@ORS.SC.GOV](mailto:CARESACT@ORS.SC.GOV). This initial report, which will count as the August report, should be returned to the ORS no later than Tuesday, September 8th.

Reporting Month: August 2020

Participant Information

Entity Name: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Title: \_\_\_\_\_  
 Contact Email: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_

Initial Number of Hotspots based on qualifying households: 25  
 As of this report, total Number of Hotspots assigned to qualifying households: 10  
 Total Number of Hotspots reassigned to another qualifying household this reporting period: 5

If the initial number of hotspots based differs from the number of hotspots assigned (total #10 vs. #11) to qualifying households, please provide an explanation below.

One hotspot returned to vendor.

By signing below, I certify the number of hotspots reported herein for the above named reporting month is true and accurate to the best of my knowledge.

Authorized Signature: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

Facsimile signatures and email signatures shall be as effective as original signatures to bind any party.

## → Monthly Reporting After the Initial Report

At the end of each month, the ORS will send the Monthly Reporting Spreadsheet to each participant for review, updates, and certification. The spreadsheet will need to be returned to the ORS by the 5th of each month.

For each reporting cycle after the initial report, schools will need to complete the Detail and Summary tabs.

### Detail tab

Begin with the Detail tab. Columns A through F will be pre-populated with initial report data.

For each device, answer the following questions:

#### 1. Is the hotspot still in use at this address?

Select an answer from the drop-down box.

- A. If the answer is **Yes**, no further action is needed for that device.
- B. If the answer is **No**, Column H will become highlighted in green, and schools will need to answer the following question:
  - i. **Has the hotspot been reassigned?** Select an answer from the drop-down box.
    - 1. If the answer is **Yes**, Columns I, J, and K will become highlighted in green and schools will need to provide the address of the new location. For subsequent monthly reports, Columns D, E, and F will be updated with the addresses of any devices that were re-distributed to another qualifying household in the prior reporting period.
    - 2. If the answer is **No** and the mobile hotspot has not been reassigned, Column L will become highlighted in green and schools will need to provide a comment detailing the reason why the mobile hotspot has not been reassigned.

## Questions?

Questions on the Online Learning Initiative process and the Monthly Reporting Spreadsheet can be sent via email to [CARESACT@ORS.SC.GOV](mailto:CARESACT@ORS.SC.GOV).

### Summary tab

Next, schools will need to complete the Summary tab. Schools should only need to update the reporting month section.

The initial number of hotspots issued to qualifying households, total number of hotspots assigned to qualifying households, and total number of hotspots re-issued to another qualifying household this reporting period will be pre-populated. If there is a discrepancy between the initial number of hotspots issued and the total number of hotspots assigned, a green box will appear, and schools should provide an explanation for the discrepancy in this box.

Once this is complete, submit the spreadsheet along with a PDF of the signed Summary tab to the ORS via email to [CARESACT@ORS.SC.GOV](mailto:CARESACT@ORS.SC.GOV).

As long as funding remains, schools can request additional mobile hotspots or wired service. Any additional devices or service will be added by the ORS to the Detail tab and included in the spreadsheet sent to the school for the next month's report. Schools will then need to add the corresponding addresses for those additional devices.

**More information can be found at [ORS.SC.GOV/broadband](http://ORS.SC.GOV/broadband)**