

## Instructions for Using this Tool

Welcome to the Energy & Solar Tracking tool for schools!

You will use this spreadsheet to track your school's electricity use over time and learn whether you have succeeded in saving energy this year.

### A couple of things to note:

1. You will only enter data into cells that are this light orange color. You will not be able to edit other cells.
2. You will need to establish a baseline to which to compare this year's energy use. A baseline is an average of data over a period of time that will give you an accurate idea of what past energy use was like.
3. All electricity measurements are in kWh, kilowatt-hours.

### Let's get started!

1. In the next tab, "Monthly Baseline," you will establish your baseline. Find three years' worth of energy use by month and enter the appropriate amount into each light orange cell. The spreadsheet will calculate an average for you.
2. This average is populated into the tab, "Current Electricity Use." This tab tells you about your electricity use this year and compares it to the baseline.
3. Fill in the light orange cells in this tab with this year's data. If your school has solar panels, enter the amount produced each month in the "Electricity Produced from Solar." If your school does not have solar panels, enter 0 in these cells.
4. In the column entitled "Electricity Purchased," enter in the amount of electricity (in kWh) purchased from your electricity provider.
5. Filling in these columns will fill the graphs in the lower half of the tab, so you will be able to see for yourself how your school's electricity use has changed from the baseline.
6. This tab will also calculate your dollar savings amount and the amount of carbon dioxide you prevented from reaching the atmosphere.
7. Use the "Solar Production Monitoring" tab to continuously monitor your school's solar production in kWh. Enter the monthly production for each year that you have data.

**Good luck and have fun reducing your energy use!**