

# Using the School District Data Site

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## Navigating the Map

[Panning Tool](#) 


To use pan tool, make sure the tool is active (a red box will appear

around the symbol for the tool) . First move your mouse over the map. Next click and hold down the left mouse button and move it the opposite way you would like to pan the map. After you have moved to your desired location, release the left mouse button.

[Zoom In Tool](#) 

To use the zoom in tool, make sure the tool is active . The zoom in tool can be used two different ways. The first option is to just click the map. The map will then zoom in a predefined extent. The second option is a rubber band zoom. First move your mouse over the location on the map you would like to zoom into. Next click and hold down the left mouse button on the upper left portion of the map you would like to zoom into. Now drag the mouse down and to the right, creating a red box around the area you would like to zoom into. Once you have the area within your red box release the left mouse button.

[Zoom to Full Extent Tool](#) 

The zoom to full extent tool does not need to be activated to use. The zoom to full extent tool allows the user to zoom back out to the full State view. Simply click the zoom to full extent tool  and the map will reload at the full State view.

## Creating Thematic Maps

To create a customized thematic map, you will need to make your selections using the thematic mapping tool bar. The thematic mapping toolbar allows users to select the variable and level of geography they would like to map.

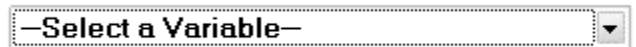


### Three Steps to Creating a Thematic Map

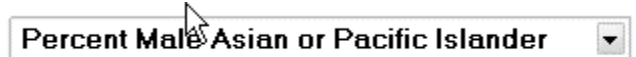
#### Step 1: Select a Variable

Select a variable to map from the first dropdown box.

No variable is selected below.



Example of a variable that is selected.



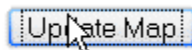
#### Step 2: Select a Geography

You have the option to map Elementary, Middle, and High Schools with or without labels.



#### Step 3: Click the Update Map Button

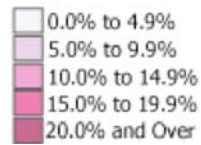
Finally once you have your variable and geography selected click the Update Map button and your map will be created.



## Legend

When you create a thematic map, a legend will be created for your map and displayed on the right side of the page.

### Legend




## Change the Opacity of the Map

Changing the opacity of the map will allow you to adjust the transparency of the map. The lower the opacity, the more you see underneath the map. If you want to change the opacity of the map, click the less than or greater than links. The less than link increases the transparency and the greater than link decreases transparency.

Opacity: << .8 >>


## Downloading Data

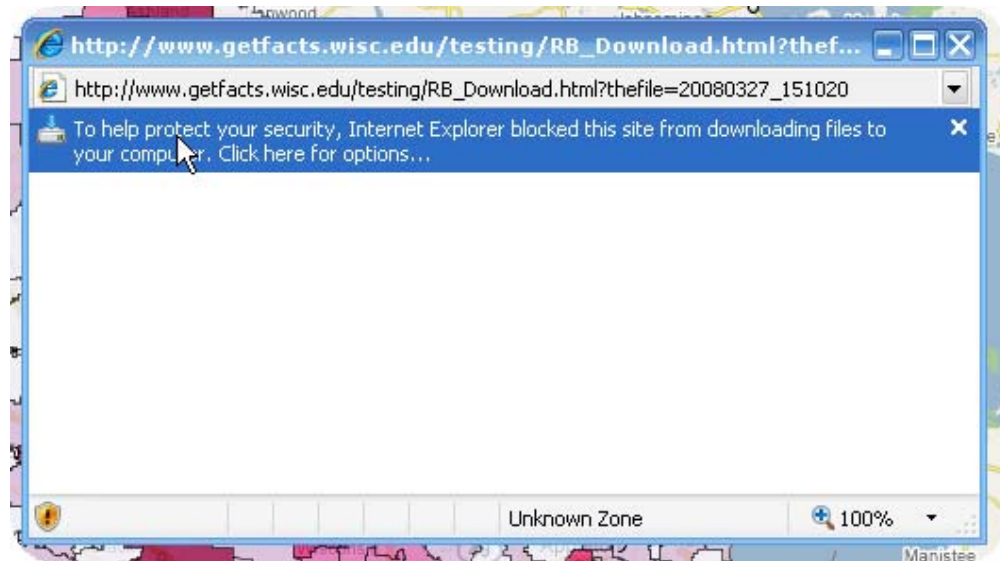


To use the data download tool, make sure the tool is active . The data download tool allows you to download a .CSV file that can be opened in Excel. Be aware that Internet Explorer and Mozilla Firefox have different steps for downloading the .CSV file. The steps for downloading the .CSV will be shown in separate steps for each browser.

**Important: Make sure that pop-ups are allowed for this web site.**

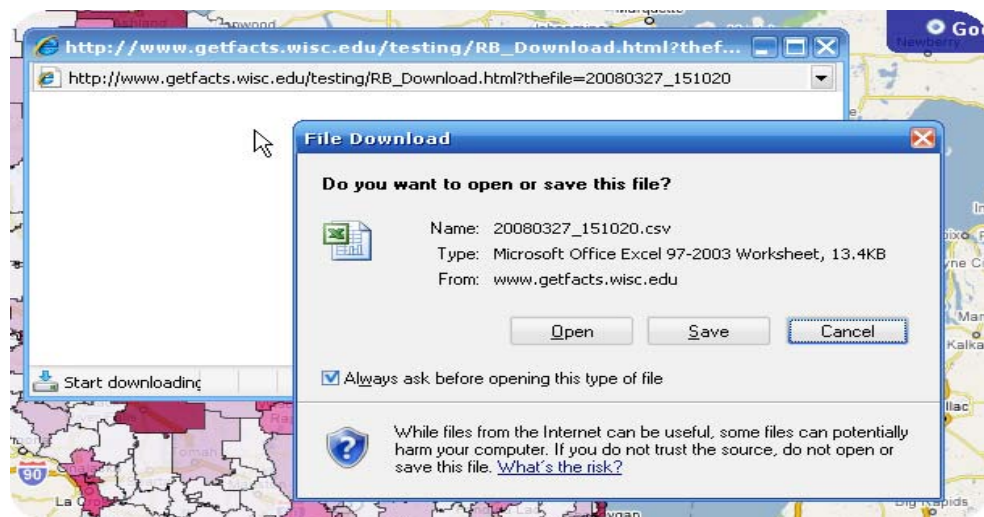
## Downloading Data Using Internet Explorer

With the data download tool active  and the mouse over the map, left click on the mouse on a school district you like to download data for. You should get the following screen.




If this page does not appear, make sure that pop-ups are allowed for this web site.

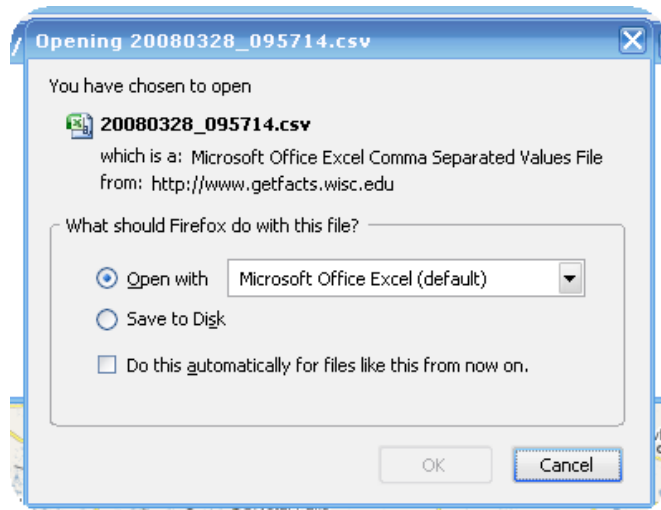
Click the blue bar (Blue Bar states: To help protect your security, Internet Explorer blocked this site from downloading files to your computer) on the popup page and select download file. Next select if you would like to open or save the file.



If you selected open the file should open within Excel. If you saved it the file should have been downloaded to the specified location. You may have to close the extra pop-up window after the download.

## Downloading Data Using Mozilla Firefox

With the data download tool active  and the mouse over the map, left click on the mouse on a school district you like to download data for. You should get the following screen.



If you selected open the file should open within Excel. If you saved it the file should have been downloaded to the specified location. You may have to close the extra pop-up window after the download.