

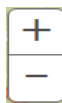
Overview of CPS Cropper Map



Map Components:

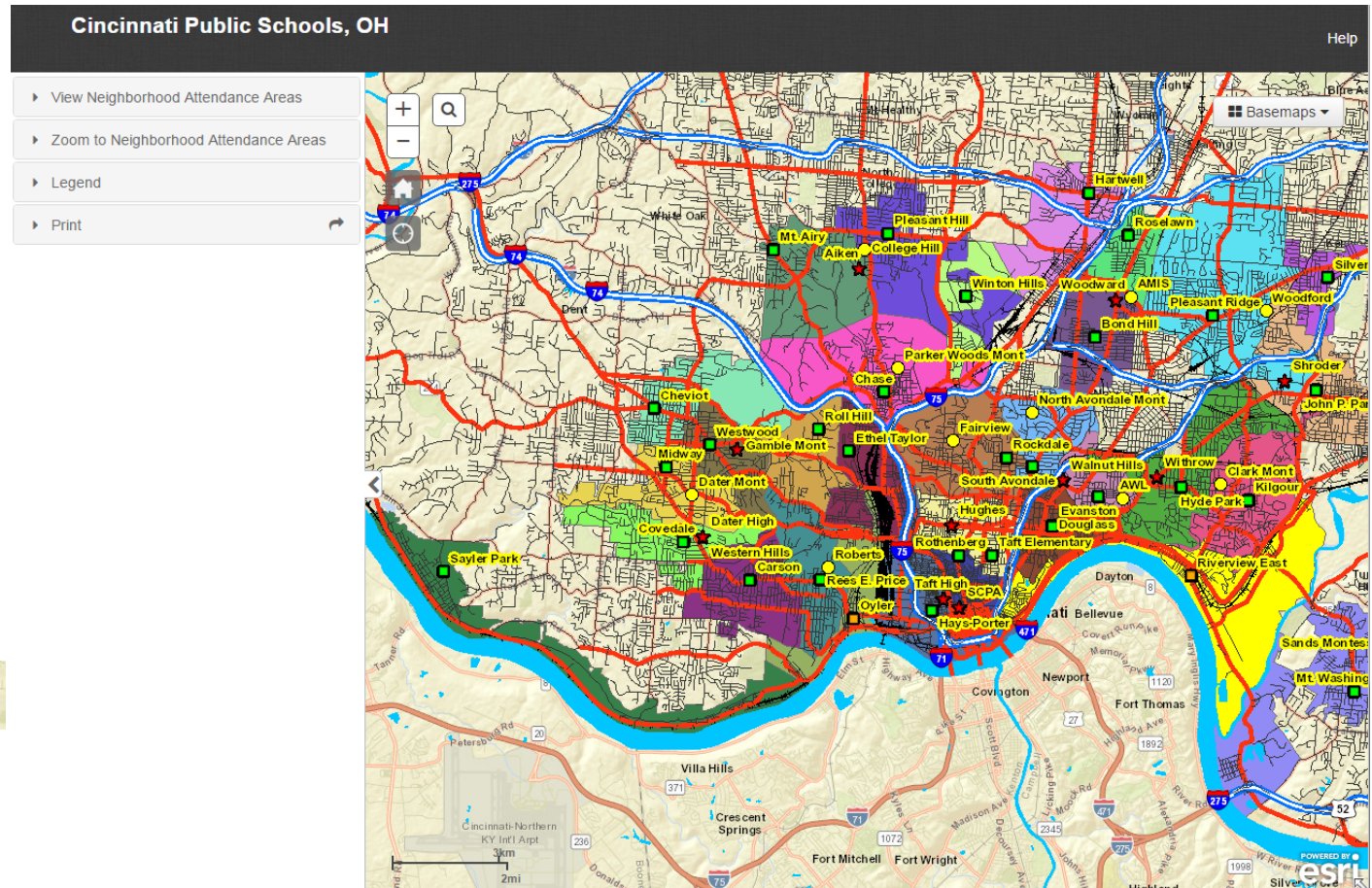
- Menu Options** Use these menus to interact with the map.
 - View Neighborhood Attendance Areas:** Use this menu to choose which neighborhood attendance area map to view.
 - Zoom to Neighborhood Attendance Areas:** Use this menu to zoom to a Neighborhood Attendance Area.
 - Legend:** This shows the active layers that are turned on within the map.
 - Print:** Use this menu to format and print a map with a title.
- Find Address:** Use this to search for an address and to determine school options.



- Map Navigation:** This is used to zoom in & out. If your mouse has a scroll wheel this will also zoom in and out. If you click on the map screen and drag the mouse it will pan the map.



- Basemaps:** Use this dropdown list to determine which basemap to have on in the background.
- Home Button:** Click  on this button to zoom the map out to the district's full extent.
- GPS Location:** Click on this  to determine your current location.

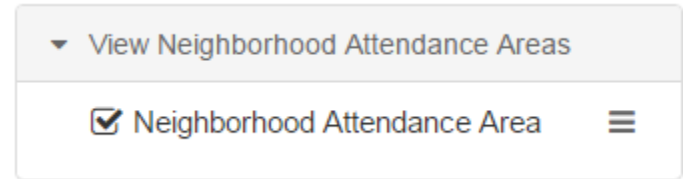


How to choose Neighborhood Attendance Areas to view:

Step 1: Click on the *View Neighborhood Attendance Areas* dropdown within the Menu Options to select which Neighborhood Attendance Areas to turn on.

Step 2: Click the check mark next to each option to turn on and off the Neighborhood Attendance Area maps.

Step 3: Click on radio menu next to each option to change the map background.



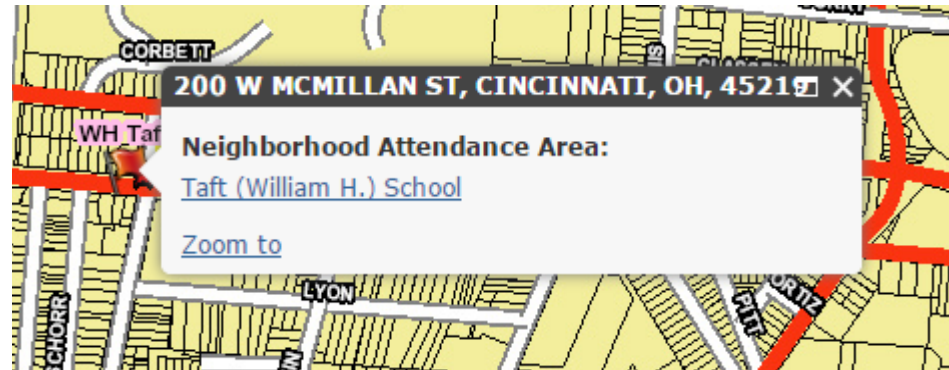
Note: High Schools of Choice and Elementary Magnet Schools shown on the map do not have a defined Neighborhood Attendance Area.

How to find an address and determine school options:

Step 1: Within the find address bar enter an address and hit enter.

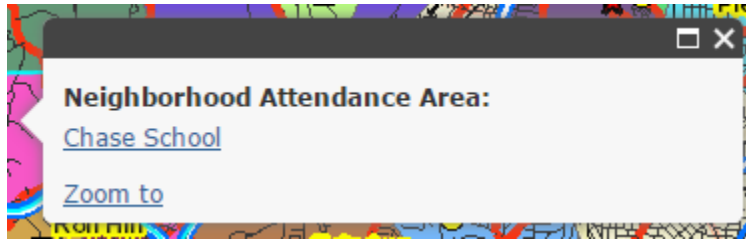


Step 2: If an address match is found the map will zoom in on the address and a popup menu will show the school options



How to Identify School Options by Clicking on the Map

Step 1: Click anywhere on the map within the district and a window will pop up with that location’s school options.

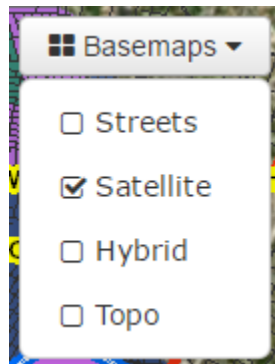
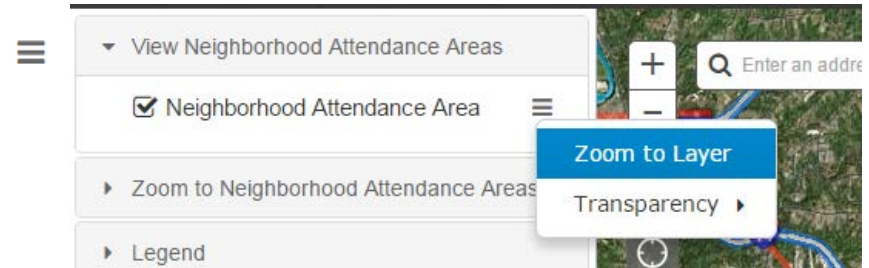


How to turn on Satellite Imagery and Toggle Neighborhood Attendance Area Transparency

Step 1: Within the View Neighborhood Attendance Areas menu bar click on the three lines next to each Neighborhood Attendance Area option.

Step2: Click on Transparency and use the toggle bar to adjust the level of transparency.

Step 3: Click on Basemaps in the right hand corner of the map and check Satellite.



How to use Legend to determine which layers are active.

Step 1: Click on the **Legend** tool to expand the active layers that are being displayed on the map. If a student layer is turned on this will show up at the top of the legend.

How to design a printable map:

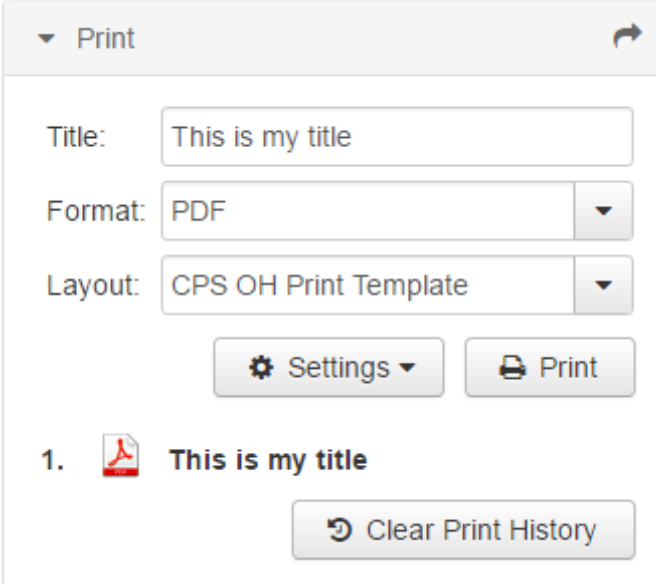
Step 1: Click on the “**Print**” menu

Step 2: Enter a map title in the space provided


Step 3. Select which format you would like.

Step 4. Click the Print button and wait for the print to complete.

Step 5. Double click on the output name to open the exported map.



The screenshot shows a 'Print' dialog box with the following elements:

- A title input field containing the text 'This is my title'.
- A 'Format' dropdown menu set to 'PDF'.
- A 'Layout' dropdown menu set to 'CPS OH Print Template'.
- Two buttons: 'Settings' (with a gear icon) and 'Print' (with a printer icon).
- A list of print jobs, with the first item being '1.  This is my title'.
- A 'Clear Print History' button (with a circular arrow icon) located below the list.



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