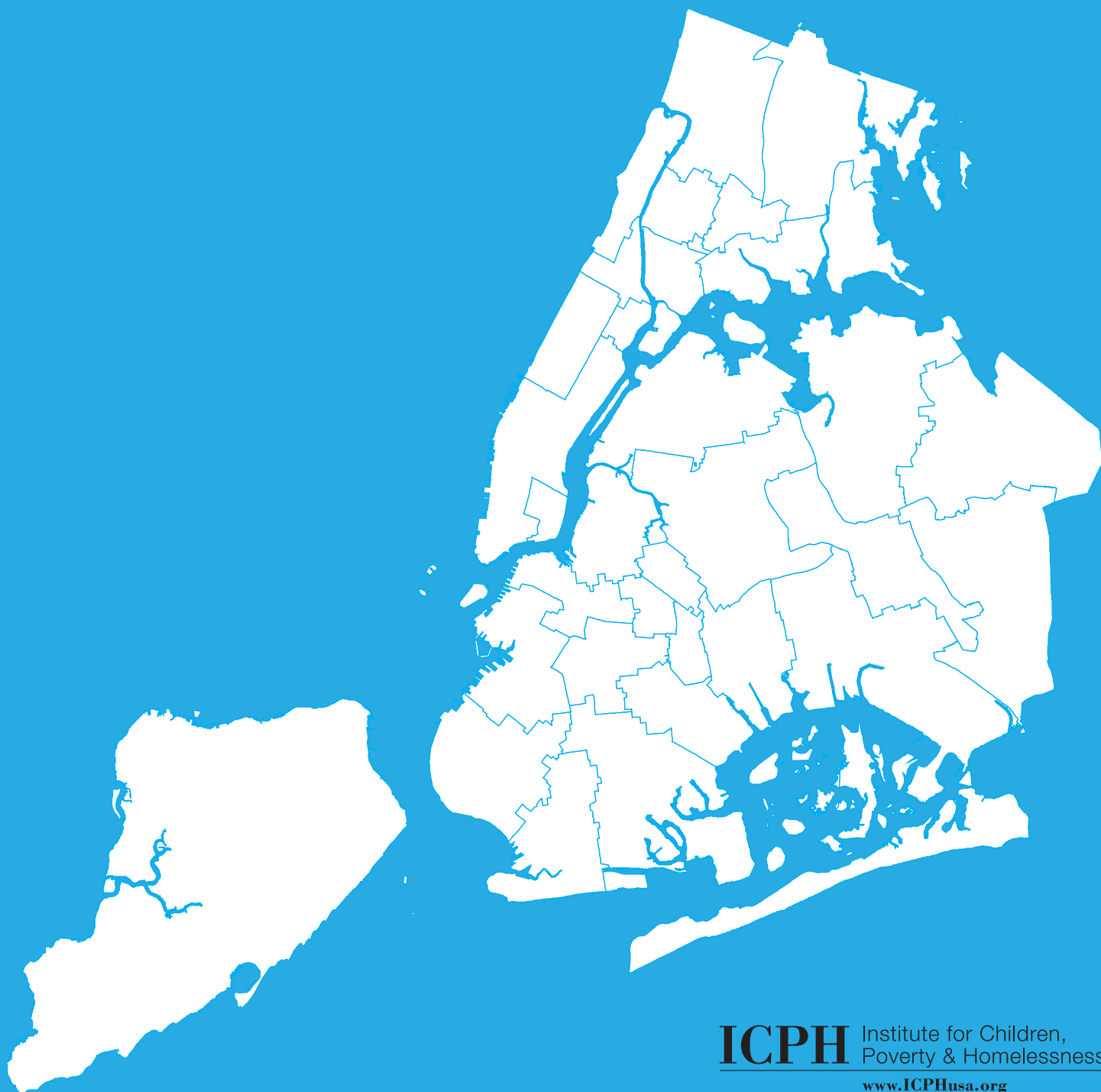


User's Guide

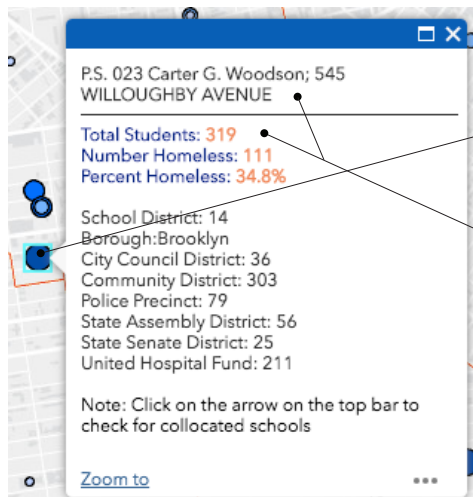
On the Map: The Atlas of Student Homelessness in New York City Web Map



User's Guide: Navigating *On the Map: The Atlas of Student Homelessness in New York City* Web Map

Getting started

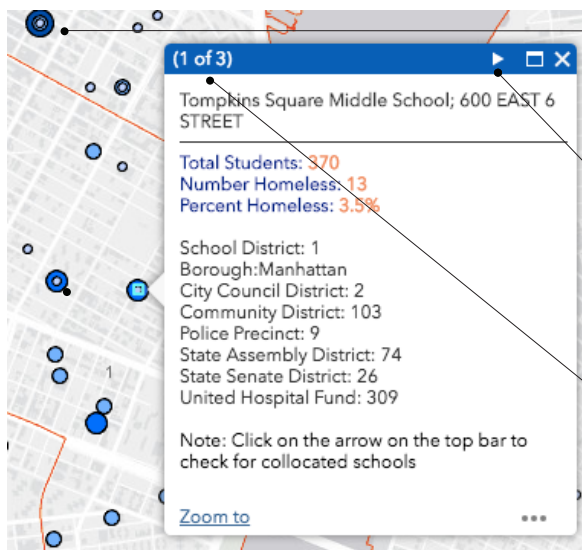
Each **circle on the map** represents the location of a NYC public school. To view a profile of student homelessness at a given school, click any circle. A pop-up window will appear that shows school demographic data such as the total number of homeless students, the percent of homeless students, and the total number of students at the school.



To start, click on any school. The selected school will be highlighted.

View the name of the school and student demographic data in the pop-up window here.

Concentric circles represent schools that are co-located within the same building. If you click on a co-located school, you can use the arrows at the top of the pop-up window to toggle between different schools.



Click on any concentric circle, such as one like this, to view a co-located school.

Click this arrow to view the demographic data associated with each school.

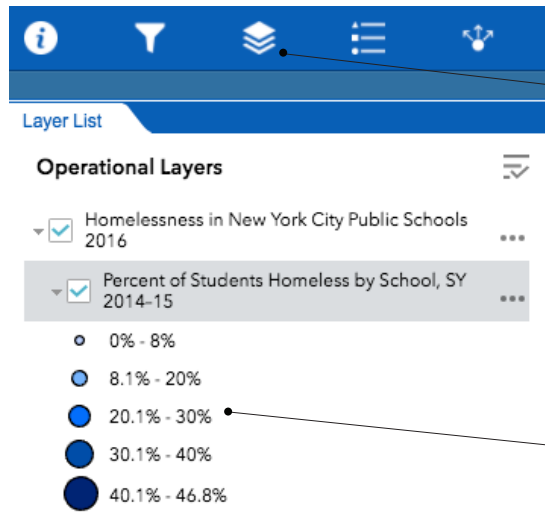
The table displays the number of schools that are co-located within the same building.

The **differently sized circles** and colors correspond to the percent of homeless students at a given school. The larger and darker that a circle is, the higher the percent of homeless students at the

school. The range for each class is listed in the map legend.

Where is the map legend located?

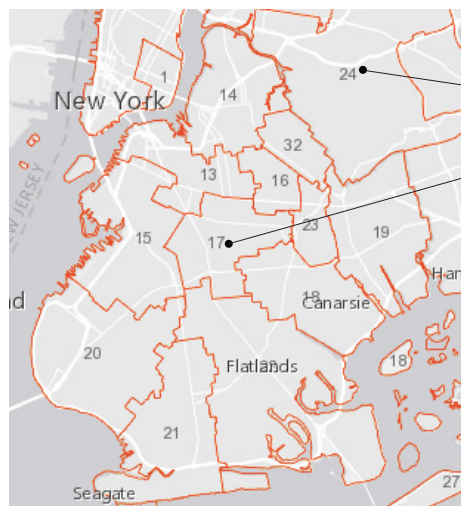
Click on the Layers tab. Then, click on “Homelessness in NYC Public Schools 2016.” Click on “Percent of Students Homeless by School, SY 2014-15” to expand the map’s legend.



The Layers tab is located in the map's Table of Contents.

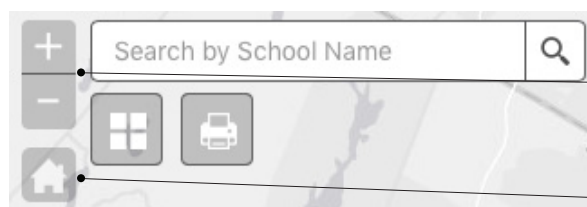
The map legend identifies the range of each class.

By default, the map displays geographic boundaries for **NYC School Districts**. The numbers on the map correspond to the School District number.



Example School District numbers

To **zoom in**, use the Zoom symbol in the upper left-hand section of the map. *The map may take a few seconds to re-load at the new zoom level.* To pan around the map, hold and drag your mouse across the screen.



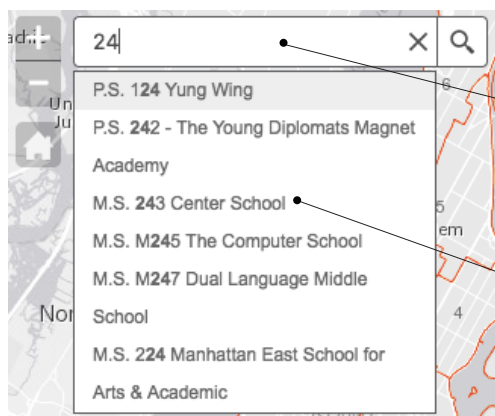
Zoom symbol

Click on the Home button at any point to return to the map's original extent.

Searching for a specific school

To search for a specific school, use the search box in the upper left-hand corner of the map. While searching for a school, consider the following search tips:

- 1 If the name of the school contains numbers (e.g. “P.S. 6, The Lillie D. Blake School”), first type in the number of the school (i.e. “6”) in the search box, and select the school from the available drop-down menu.
- 2 While the search menu is not case-sensitive, it *is* sensitive to punctuation. If you’re searching for a school with punctuation in its name (e.g. “P.S. 100 The Coney Island School” or “M.S. 255 Salk School of Science”), try searching for the school with and without the periods.

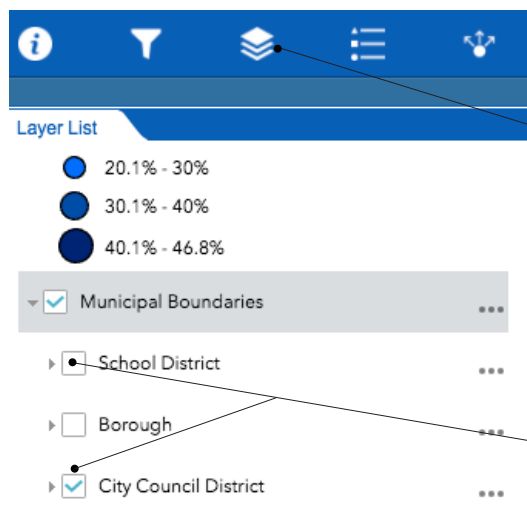


Search for the name of a NYC public elementary, middle, or high school here.

Select a school from the drop-down menu, and the map will zoom in to the given school.

Changing district boundaries

If you want to **view geographic boundaries other than School Districts** on the map, navigate to the Layers tab in the Table of Contents. Click on the Municipal Boundaries layer, and turn different boundaries on or off by clicking the check box next to each boundary type.

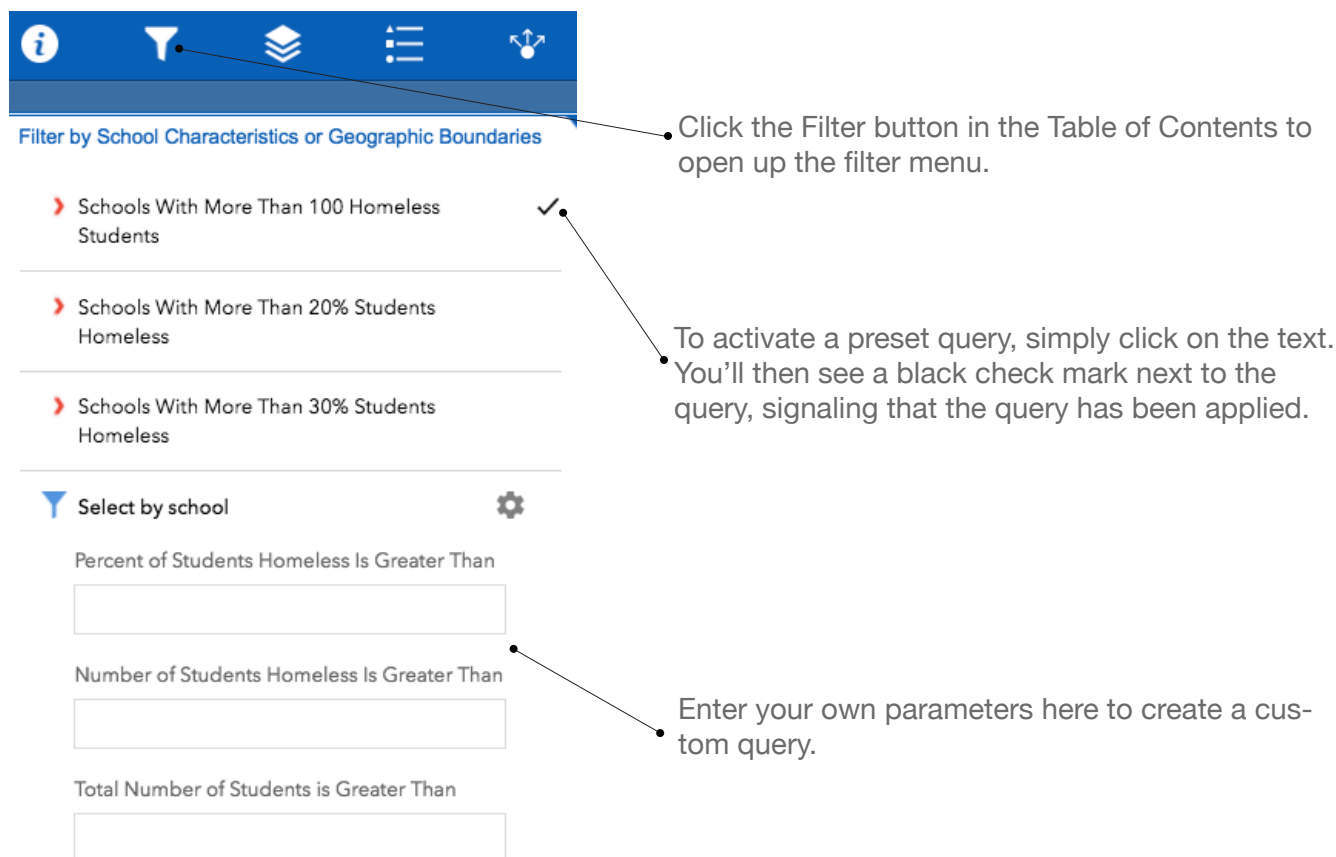


Select the Layers tab.

Toggle between different municipal boundaries by clicking the check box next to each layer.

Querying/filtering the data

To query the data, click on the Filter tab in the Table of Contents. You can query the data by either choosing from one of the three pre-set queries, which appear next to the red arrows, or you can create your own custom query under the “Select by School” heading.



The screenshot shows a blue header bar with five icons: an information icon, a funnel icon (highlighted by a callout), a stack of layers icon, a list icon, and a refresh icon. Below the header, the text reads "Filter by School Characteristics or Geographic Boundaries".

Three preset queries are listed, each with a red arrow icon on the left:

- Schools With More Than 100 Homeless Students (has a black checkmark to its right)
- Schools With More Than 20% Students Homeless
- Schools With More Than 30% Students Homeless

Below these is a section titled "Select by school" with a gear icon to its right. It contains three input fields:

- Percent of Students Homeless Is Greater Than
- Number of Students Homeless Is Greater Than
- Total Number of Students is Greater Than

Callouts provide the following instructions:

- Click the Filter button in the Table of Contents to open up the filter menu.
- To activate a preset query, simply click on the text. You'll then see a black check mark next to the query, signaling that the query has been applied.
- Enter your own parameters here to create a custom query.

! Important Note: If you have multiple queries selected at once, the map will display all of the data that meet the given criteria for all of the queries selected. For example, if you have the “Schools with More Than 100 Homeless Students” and “Schools With More Than 20% Students Homeless” queries selected, the map will display the schools where *both* of these criteria are met.

How do I create a custom query?

In the Filter tab, you can enter your own criteria under the “Select by School” or “Select by Geography” heading. Let’s walk through two examples of how to perform multiple queries in succession.

- 1 Example 1: Identify schools in District 2 where more than 15% of the student body is experiencing homelessness.

Select by school

Percent of Students Homeless Is Greater Than

Number of Students Homeless Is Greater Than

Total Number of Students is Greater Than

Select by Geography

School District is

Enter “15” in the “Percent of Students Homeless Is Greater Than” field. Click Apply.

Select “02” from the “School District is” drop-down menu. Click Apply.

- 2 Example 2: Next, identify schools in School District 4 where more than 70 students are experiencing homelessness.

Select by school

Percent of Students Homeless Is Greater Than

Number of Students Homeless Is Greater Than

Total Number of Students is Greater Than

Select by Geography

School District is

Clear your previous query by de-selecting the check marks next to “Select by School” and “Select by Geography.” Then, clear the data that you entered into the fields in Example 1.

Enter “70” in the “Number of Students Homeless is Greater Than” field. Click Apply.

Select “School District 04” from the “School District is” drop-down menu. Click Apply.

! Important Note: If you perform multiple queries in succession, make sure to clear the results of your previous query by de-selecting the check mark next to the query and clearing the contents that you enter into the fields.

Exporting and printing your data

You can **export the data** as a CSV file from the map's Attribute Table. To open the Attribute Table, click the upwards-facing arrow at the bottom of the map.

Name	School Address	Borough	School District
Marie D.	45 EAST 81 STREET	Manhattan	2
William T. Harris	320 WEST 21 STREET	Manhattan	2

786 features 0 selected

Click this arrow to open the Attribute Table.

Click the Options button in the upper-left hand side of the table. Then, click Export All to CSV.

To **print the map**, click on the Printer button in the upper-left hand corner of the map.

Enter a title for your map.

Choose a layout (landscape or portrait).

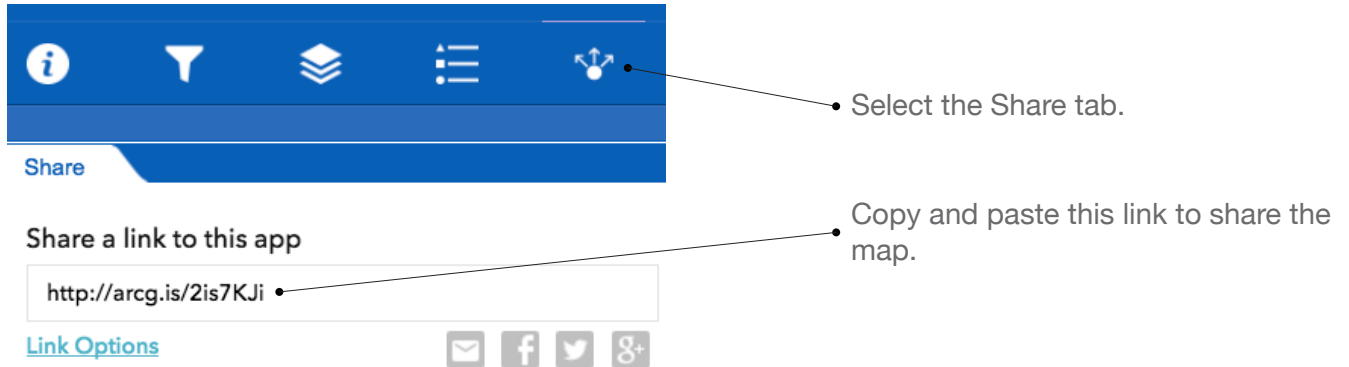
Choose a file format (we recommend PDF).

Click Print. Then, click on the name of your document, and the map will open in a separate tab.

! Important Note: By default, the map will print the current zoom level. To print a wider area of the map, zoom out. To change the dimensions of your map and for other advanced functionality, click on the Advanced drop-down menu.

Sharing the map

To share *On the Map: The Atlas of Student Homelessness in New York City* web map with others, click the Share tab. Copy and paste the link provided.



Downloading the full report

You may download a full copy of The Institute for Children, Poverty, and Homelessness' *On the Map: The Atlas of Student Homelessness in New York City* here: <http://icphusa.org/wp-content/uploads/2016/09/ICPH-Atlas-2016.pdf>.