

**Attachment B: School District Review Program
Guidelines for Participants Using the MTPS
Verification Module**

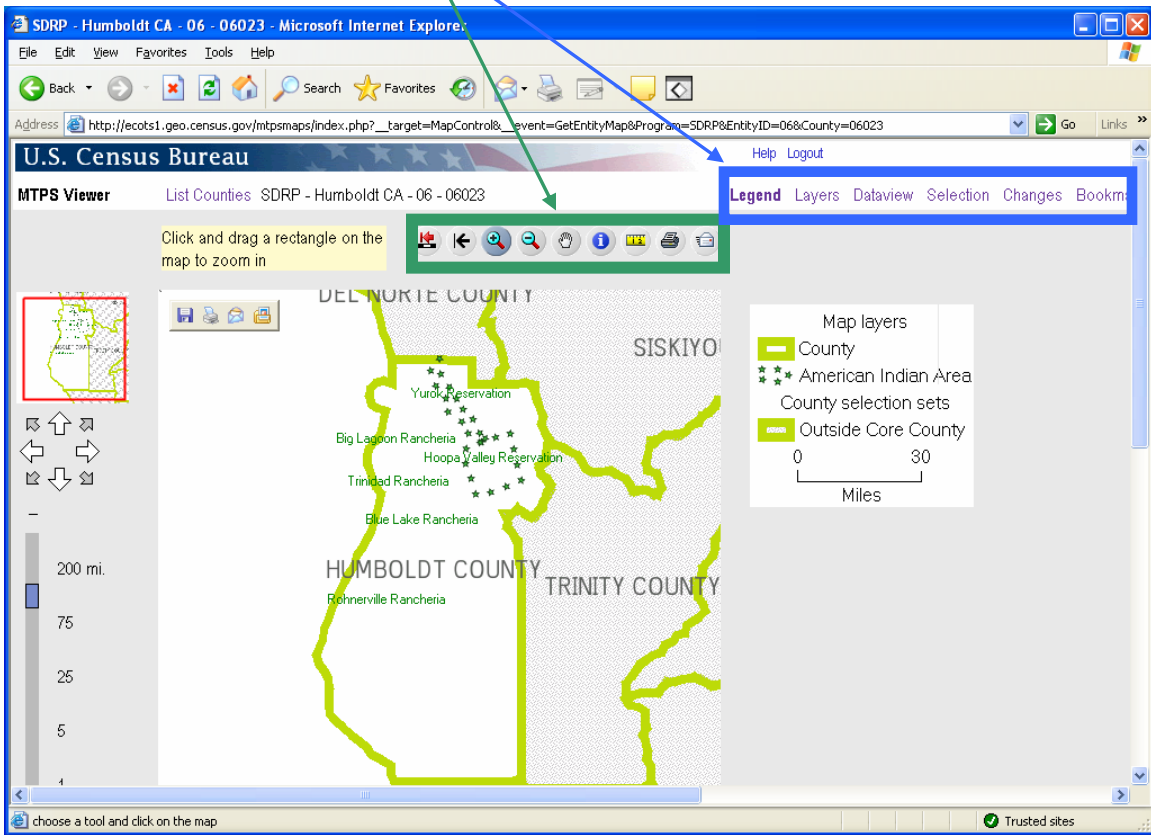
2009 - 2010

Note: Participants will not use this module until the verification phase begins in early 2010. The Census Bureau will notify you when you should begin using this module for verification.

Guidelines for Participants Using the MTPS Web Viewer Verification Module

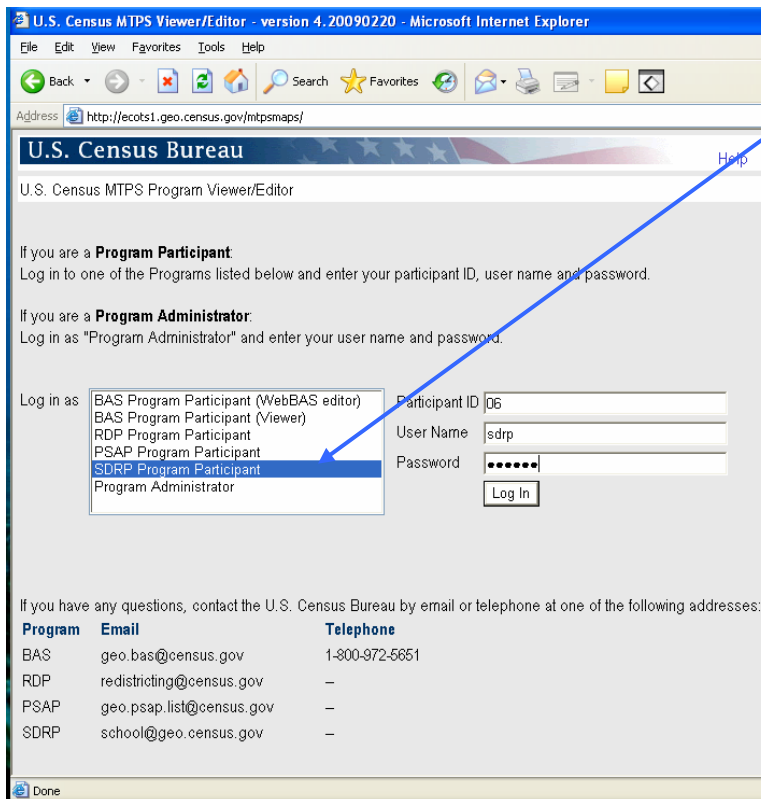
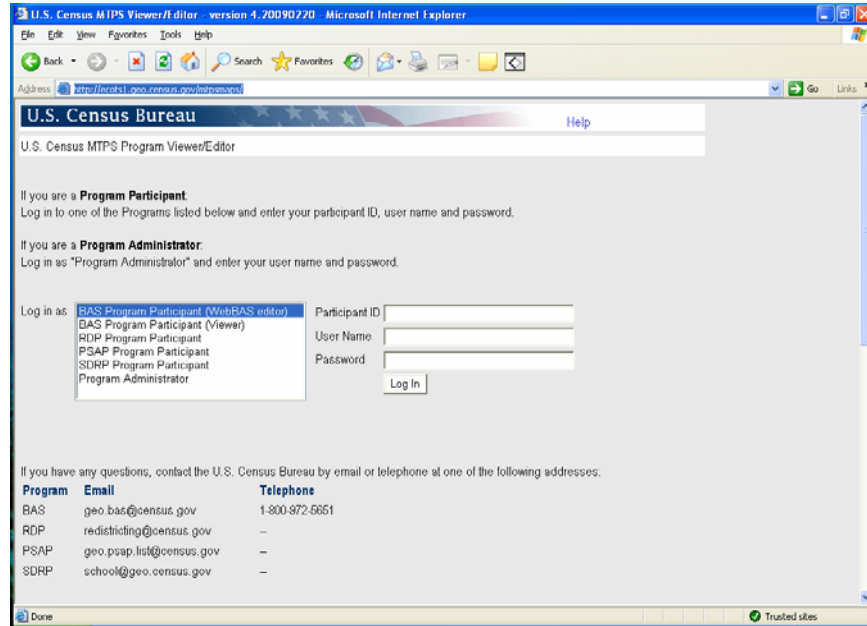
During the verification phase of the school district review program, participants will be able to verify that their changes were uploaded correctly in the Census Bureau’s MAF/TIGER database. (For more information about the verification phase, please see the MTPS guidelines.) The MAF-TIGER Partnership Software (MTPS) Web Viewer allows each state to review their school district updates in a WEB-based environment without the need of installing additional software. Participants can access the viewer using their web browser, in which they can evaluate their submitted changes against school districts as they appear after upload into the Census Bureau’s MAF/TIGER database. States will use the viewer to verify that the Census Bureau updated submitted changes correctly.

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- III. Tabs (Blue Box).....page 13
- IV. Verifying Changes.....page 22



I. Access and Login Information

In order to login to the MTPS Viewer, go to: <http://ecots1.geo.census.gov/mtpsmaps/>
You should see the following screen:



To Login:

Login as SDRP Program Participant

Participant ID: Use your state's two digit FIPS code. For example, here California logs in with the state code 06.

User Name: Use "sdrp"
This is case sensitive.

Password: The Census Bureau will contact you with your password. Note: the password is case sensitive.

After login, the user can select a county to review.
Click on the icon to open the county.










The screenshot shows a web browser window titled "SDRP - 06 - County List - Microsoft Internet Explorer". The address bar shows the URL "http://ecots1.geo.census.gov/mtpsmaps/index.php". The page header includes the "U.S. Census Bureau" logo and "Help Logout" links. Below the header, the text "MTPS Viewer SDRP - 06 - County List" is displayed. A message states "Found 58 Counties for entity SDRP 06". A table lists 12 counties, each with a magnifying glass icon in the "Map" column. A blue arrow points to the first magnifying glass icon.

Map	Program	Entity ID	Entity Name	Entity Code	Core County
	SDRP	06	Alameda CA	06001	06001
	SDRP	06	Alpine CA	06003	06003
	SDRP	06	Amador CA	06005	06005
	SDRP	06	Butte CA	06007	06007
	SDRP	06	Calaveras CA	06009	06009
	SDRP	06	Colusa CA	06011	06011
	SDRP	06	Contra Costa CA	06013	06013
	SDRP	06	Del Norte CA	06015	06015
	SDRP	06	El Dorado CA	06017	06017
	SDRP	06	Fresno CA	06019	06019
	SDRP	06	Glenn CA	06021	06021
	SDRP	06	Humboldt CA	06023	06023

II. Tools



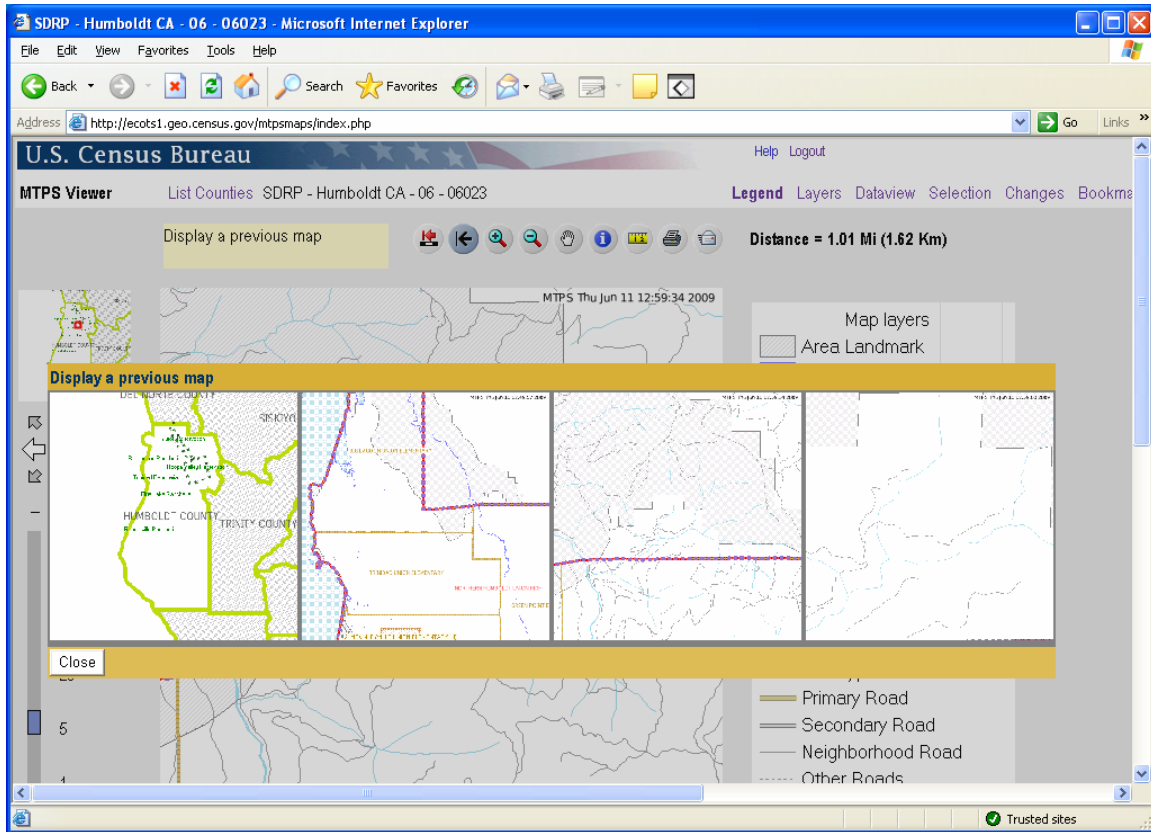
Basic Definition of Tools (See the next pages for more details and pictures)

	Zoom to whole county	Click this icon to zoom out to the entire county
	Choose a previous zoom to display	Use this tool to choose one of the last 5 map displays and zoom to it
	Zoom in	Click or draw a rectangle to zoom into an area
	Zoom out	Click or draw a rectangle to zoom out of an area
	Drag	Click and drag the map to re-adjust the center
	Get info	Click a feature to get information on it Note: You must use this tool with selection tab – see page 9
	Measure a distance	Use this tool to draw a line between features and click to display the distance. Draw a polygon to display area.
	Print map	Print the current map view
	Email map	Email the current map view



Zoom to Previous Extent

When you click this tool, you will be able to choose a previous map extent.
Click on the map you wish to display.

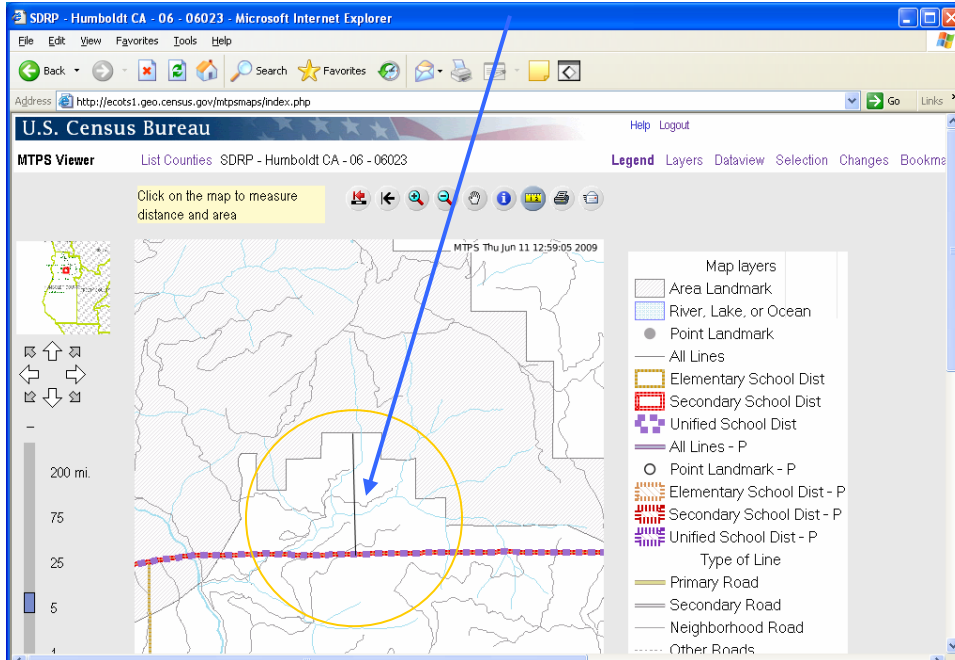




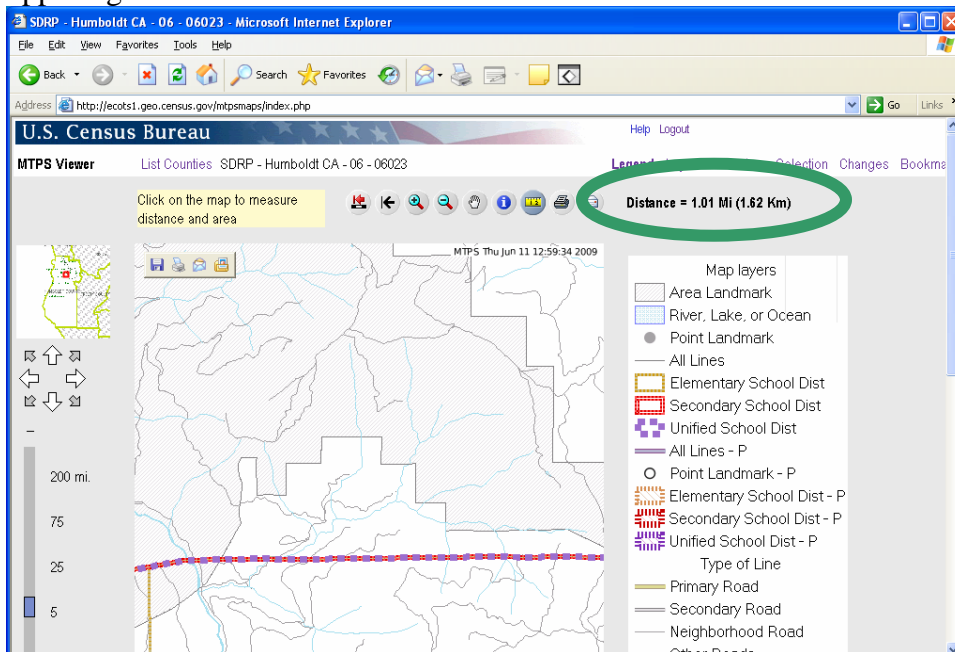
Measurement Tool

This tool can be used to measure distance or area

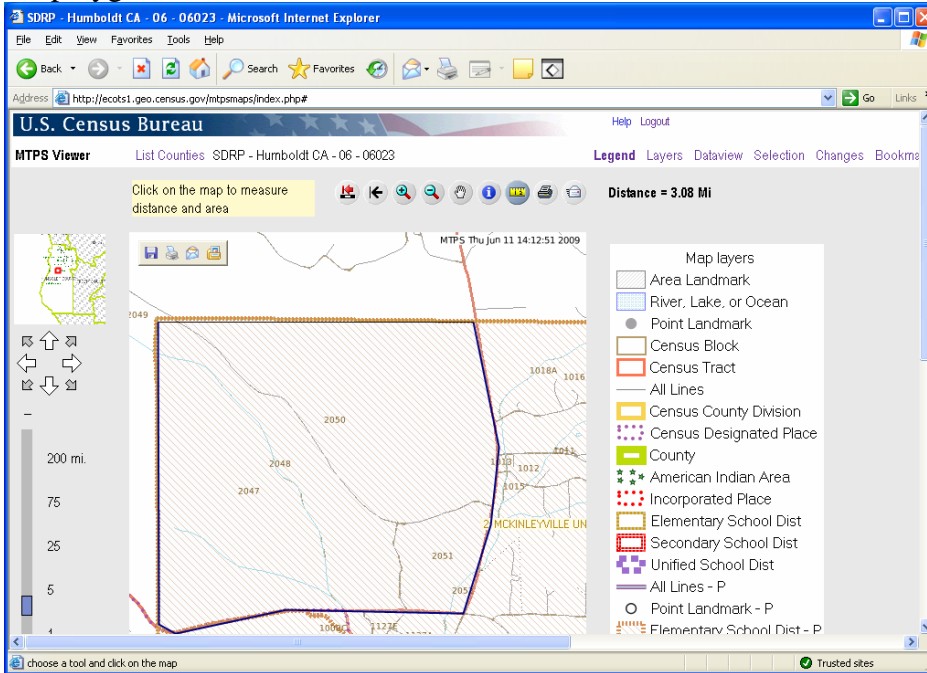
In order to measure distance, draw a line between two features. To draw a line click on the starting point of the line and then click on the end point. You do not need to double click.



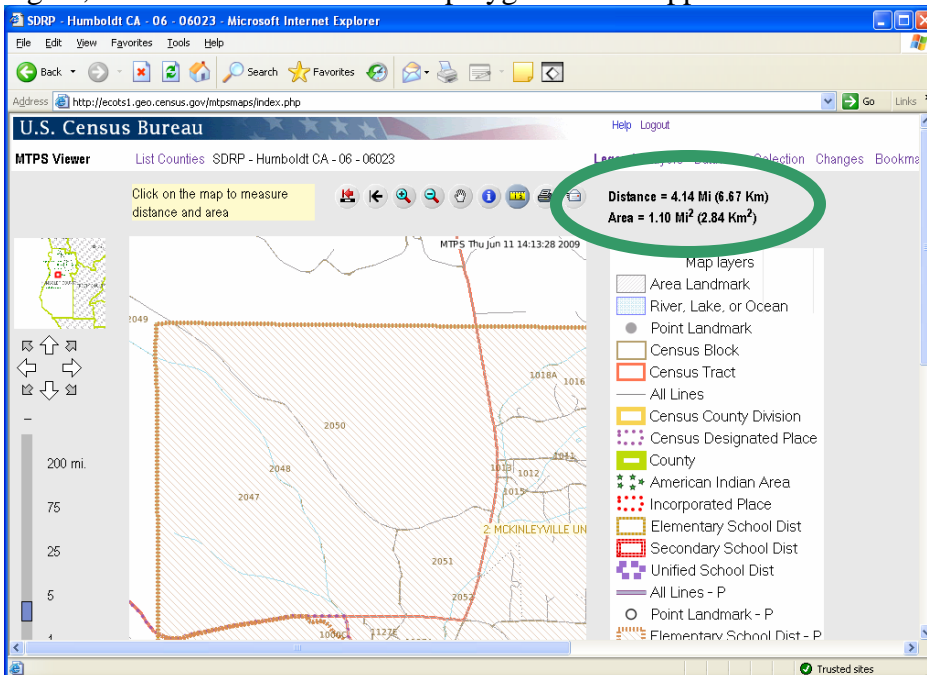
After you click the end of the line, the line will disappear. The distance will appear in the upper right corner of the screen.



To measure an area, draw a polygon, clicking on each shape point. Double click to close the polygon.



The area and length of the perimeter is displayed in the upper right corner of the screen. Again, the lines used to create the polygon will disappear.





Get Info Tool

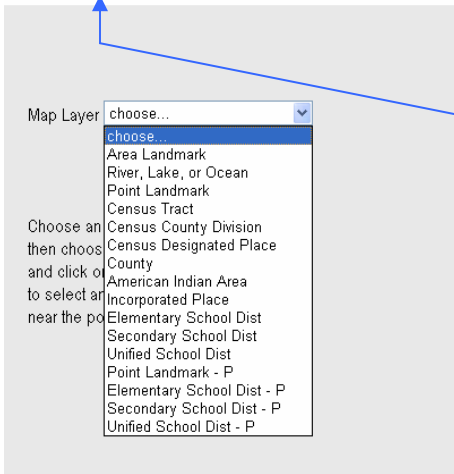
(Note: In order to use this tool, you must use it with the Selection Tab.)

To use the information tool, click the  button. After clicking this button, the view will switch to “Selection” tab.

Legend Layers Dataview **Selection** Changes Bookmarks

Once the selection tab is active, the user must select the layer from which they want information.

Legend Layers Dataview **Selection** Changes Bookmarks



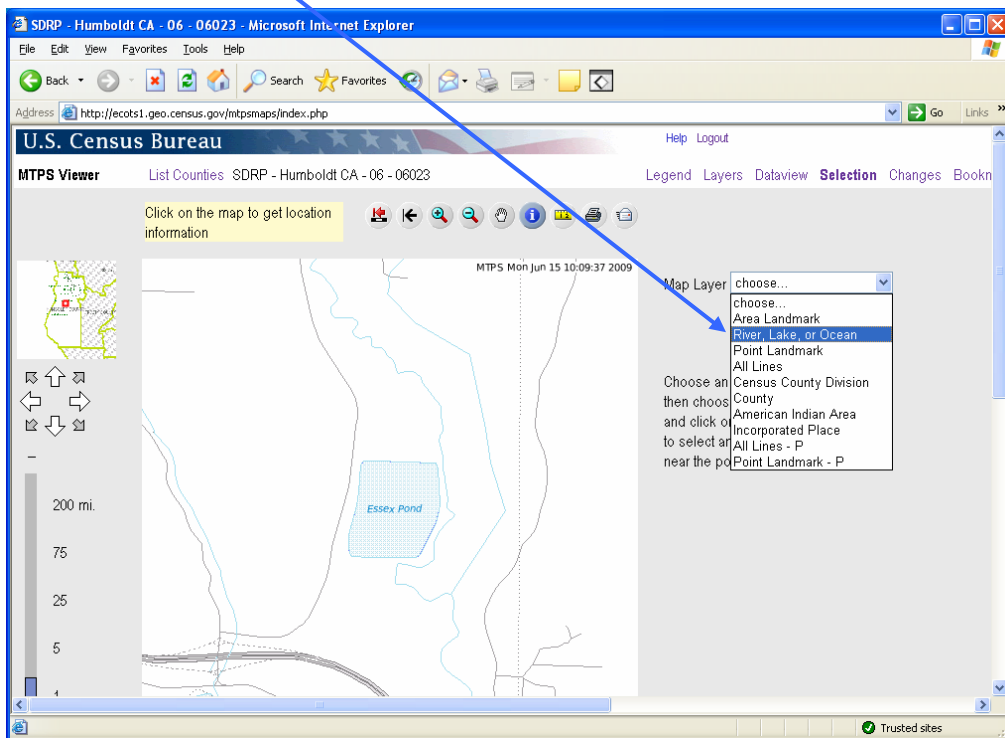
Note: In order for a map layer to show when the selection tab is active, the layer must be turned on in the layers tab. For example, in order to select a lake, the River, Lake, or Ocean layer must be turned on. To turn on a layer (and make it available to get information) click the layers tab and then click “Show Layer” and “Show Labels” for that layer.

Layer Name	Show Layer	Show Labels	Layer Smallest Scale	Layer Largest Scale	Label Smallest Scale	Label Largest Scale
Area Landmark	<input type="checkbox"/>	<input type="checkbox"/>	1:500,000	1:1	1:25,000	1:1
River, Lake, or Ocean	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:500,000	1:1	1:25,000	1:1
Point Landmark	<input type="checkbox"/>	<input type="checkbox"/>	1:200,000	1:1	1:12,000	1:1
Census Block	<input type="checkbox"/>	<input type="checkbox"/>	1:50,000	1:1	1:25,000	1:1
Census Tract	<input type="checkbox"/>	<input type="checkbox"/>	1:500,000	1:1	1:250,000	1:1
All Lines	<input type="checkbox"/>	<input type="checkbox"/>	1:100,000	1:1	1:12,000	1:1
Census County Division	<input type="checkbox"/>	<input type="checkbox"/>	1:1,000,000	1:1	1:1,000,000	1:1
Census Designated Place	<input type="checkbox"/>	<input type="checkbox"/>	1:1,000,000	1:1	1:1,000,000	1:1
County	<input type="checkbox"/>	<input type="checkbox"/>	1:15,000,000	1:1	1:15,000,000	1:1
American Indian Area	<input type="checkbox"/>	<input type="checkbox"/>	1:5,000,000	1:1	1:5,000,000	1:1
Incorporated Place	<input type="checkbox"/>	<input type="checkbox"/>	1:1,000,000	1:1	1:1,000,000	1:1
Elementary School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Secondary School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Unified School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
All Lines - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:100,000	1:1	1:24,000	1:1
Point Landmark - P	<input type="checkbox"/>	<input type="checkbox"/>	1:200,000	1:1	1:100,000	1:1
Elementary School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Secondary School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Unified School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1

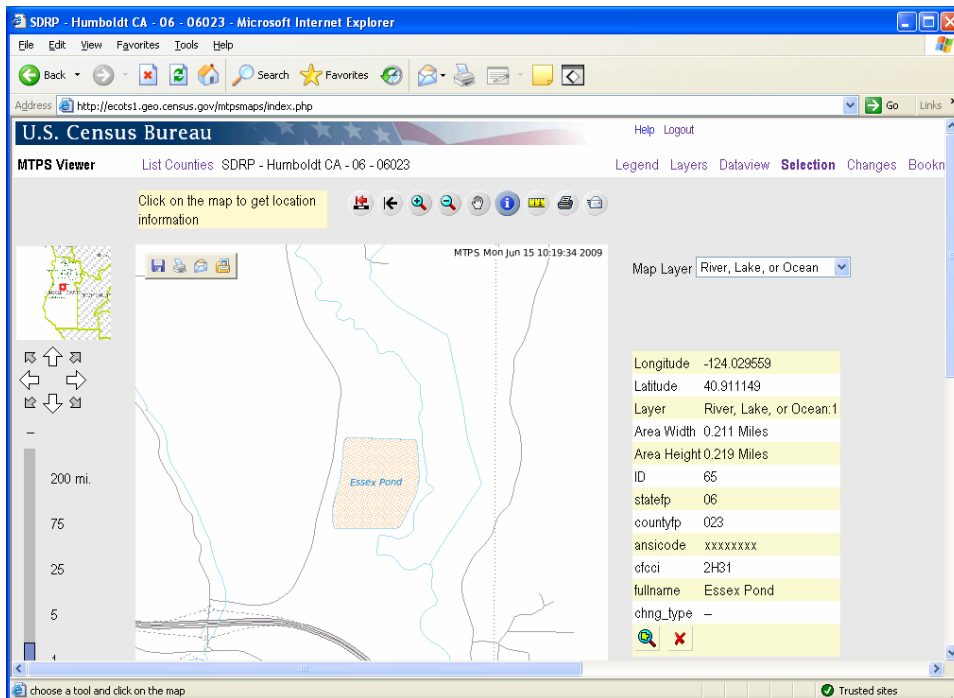
Views: ----- Redraw Map Reset

For more information on the “Layers” and “Selection” tabs, please see the instructions on pages 14 and 18 respectively.

Select the appropriate layer for the feature.



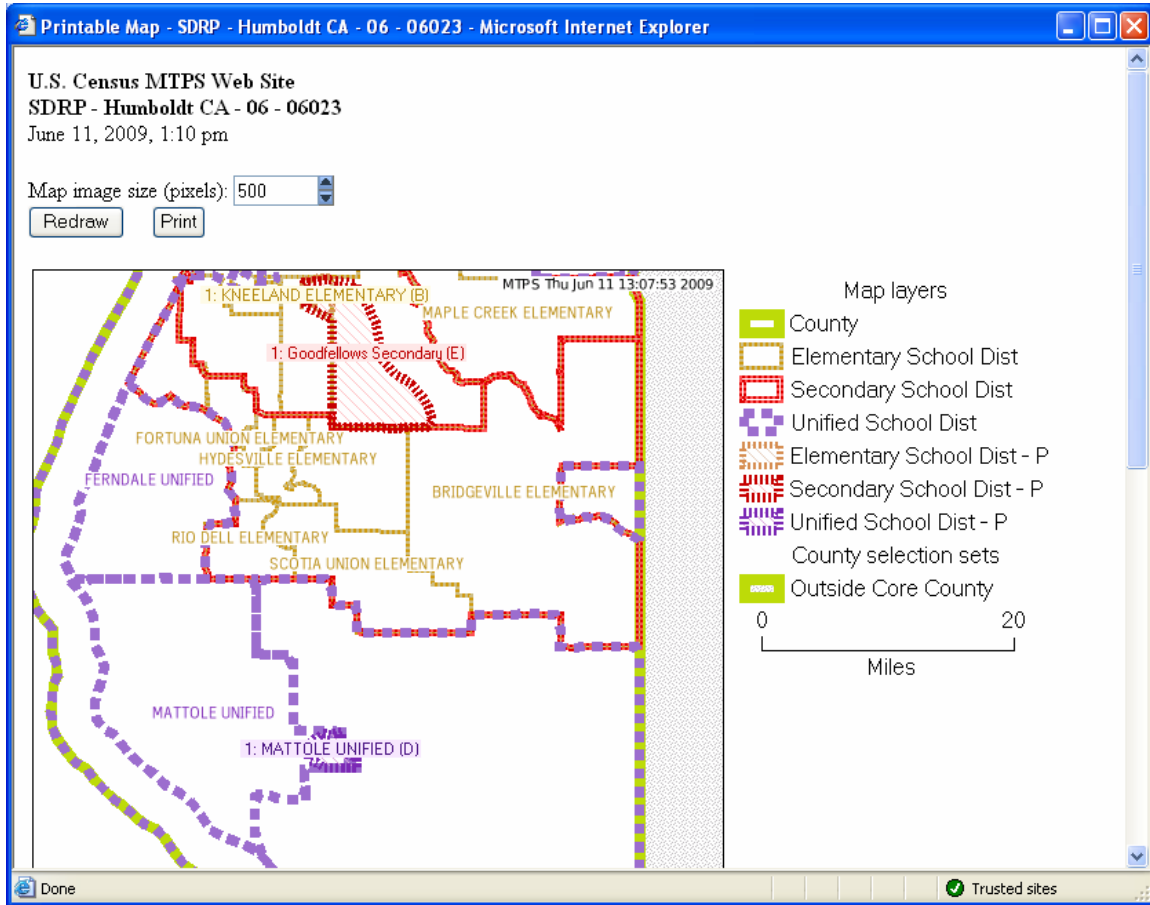
After choosing the appropriate layer, click the feature about which you would like to get information. In this example, Essex Pond is selected. The information will display on the right of the screen.





Print a Map

To print a map, the user should pan or zoom to the screen view they wish to print. The print button will print the current screen view.



Tip for Printing Maps

Legend: The legend will automatically appear on the printed map. However, the legend will only show the features that are turned on in the “Layers” view.

[Legend](#)
[Layers](#)
[Dataview](#)
[Selection](#)
[Changes](#)
[Bookmarks](#)

In order to display the desired layers, turn on layers in the “Layers” view before selecting a map view to print. The user should select any layer they wish to appear in the map view. See page 14 for more information on layers.



Email a Map

The email button will capture the current map view just like the print button. It is therefore important for users to “turn on” the layers they wish to display on the map. When the user clicks the email button, the following screen will prompt the user for email information. It is not possible to email more than one map at a time.

Email the map SDRP - Humboldt CA - 06 - 06023

To email address: school@census.gov

school@census.gov is your program administrator address.

CC:

Subject: SDRP - Humboldt CA - 06 - 06023

Your name:

Your email address:

Items in bold are required.

Comment:
Map of SDRP - Humboldt CA for your review.

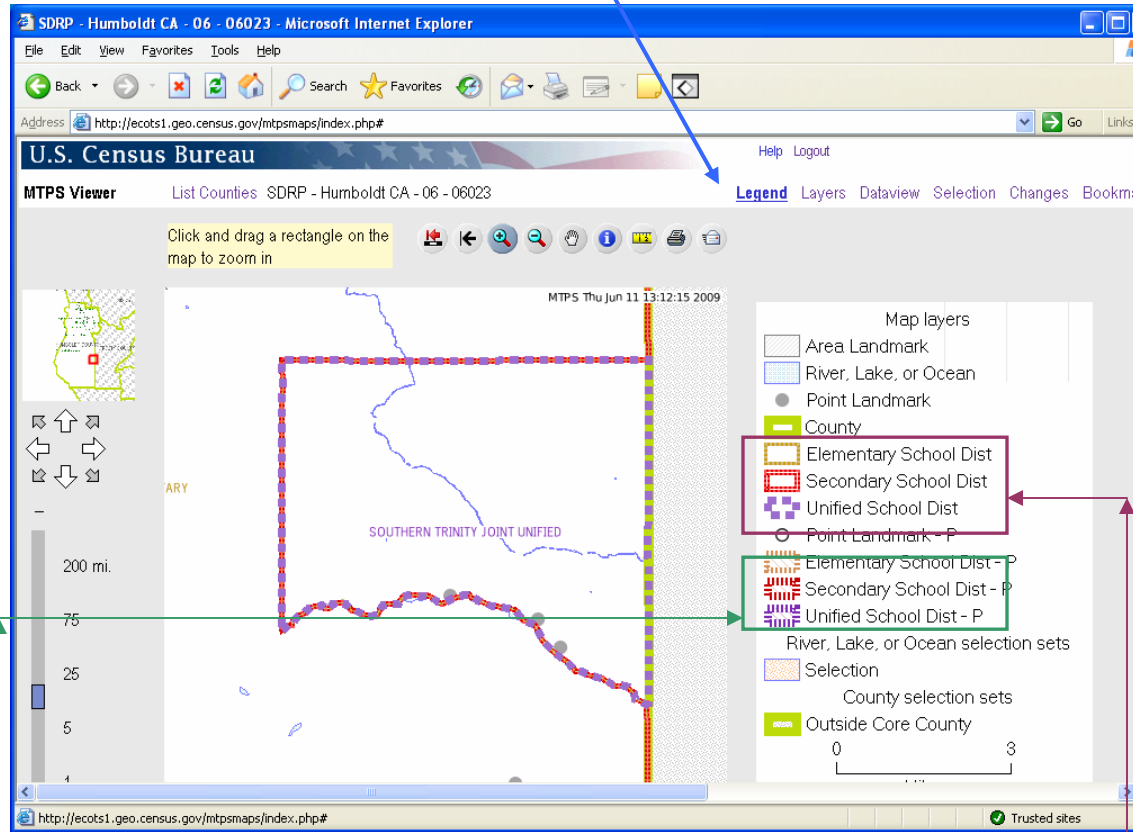
Send Email

Done Trusted sites

III. Tabs

[Legend](#) [Layers](#) [Dataview](#) [Selection](#) [Changes](#) [Bookmarks](#)

Legend



Click the Legend tab to display the symbols for the map's layers and a graphic scale of the map.

Note: the legend will only contain features that are visible at the current scale. Some features are scale dependent and therefore you may have to zoom in further to view them. See the next section, "Layers," for more information on the viewable layers and the scale at which they can be viewed.

In the legend on this screen, there are **school district boundaries** and **participant school district boundaries (P)**. The school district boundaries reflect boundaries that appear in the Census Bureau's MAF/TIGER database. The participant school district boundaries show the changes that were submitted by the participant.

Layers

The user should use the layers tab to control the features they wish to display and label. Users can turn layers on and off by using the boxes associated with a layer.

Layer Name	Show Layer	Show Labels	Layer Smallest Scale	Layer Largest Scale	Label Smallest Scale	Label Largest Scale
Area Landmark	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:500,000	1:1	1:25,000	1:1
River, Lake, or Ocean	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:500,000	1:1	1:25,000	1:1
Point Landmark	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:200,000	1:1	1:12,000	1:1
Census Block	<input type="checkbox"/>	<input type="checkbox"/>	1:50,000	1:1	1:25,000	1:1
Census Tract	<input type="checkbox"/>	<input type="checkbox"/>	1:500,000	1:1	1:250,000	1:1
All Lines	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:100,000	1:1	1:12,000	1:1
Census County Division	<input type="checkbox"/>	<input type="checkbox"/>	1:1,000,000	1:1	1:1,000,000	1:1
Census Designated Place	<input type="checkbox"/>	<input type="checkbox"/>	1:1,000,000	1:1	1:1,000,000	1:1
County	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1:15,000,000	1:1	1:15,000,000	1:1
American Indian Area	<input type="checkbox"/>	<input type="checkbox"/>	1:5,000,000	1:1	1:5,000,000	1:1
Incorporated Place	<input type="checkbox"/>	<input type="checkbox"/>	1:1,000,000	1:1	1:1,000,000	1:1
Elementary School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Secondary School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Unified School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
All Lines - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:100,000	1:1	1:24,000	1:1
Point Landmark - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:200,000	1:1	1:100,000	1:1
Elementary School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Secondary School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Unified School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1

Elementary School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Secondary School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Unified School Dist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
All Lines - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:100,000	1:1	1:24,000	1:1
Point Landmark - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:200,000	1:1	1:100,000	1:1
Elementary School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Secondary School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1
Unified School Dist - P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:3,000,000	1:1	1:3,000,000	1:1

Views: -----

-
- Point Landmark Changes
- P=Pa All Lines Changes
- C=Ce Elementary School Dist Changes
- F=Ce Secondary School Dist Changes
- Unified School Dist Changes
- Show All
- Hide All
- Upload Highlight Changes
- Click Incorporated Places
- American Indian Areas

Redraw Map Reset

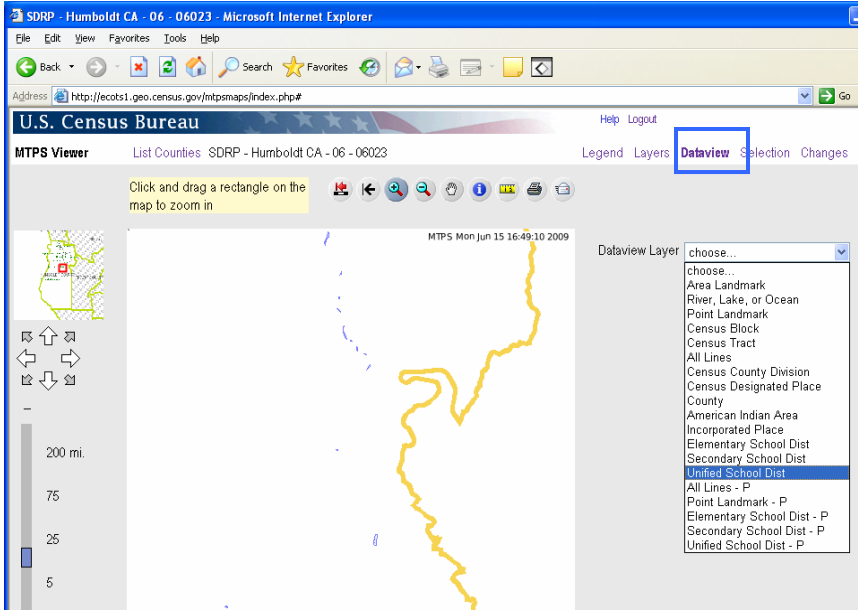
Users can also use the menu at the bottom of the screen to turn on all layers, turn off or hide all layers, and turn on changes for a type of district.

Note: Each layer has a scale dependency and cannot be viewed at scales smaller than the ratio scale listed next to the layer. The user cannot adjust the scale at which the layer can be viewed.

Note: The user will need to click “Redraw Map” after turning a layer on or off for the map to display those layers.

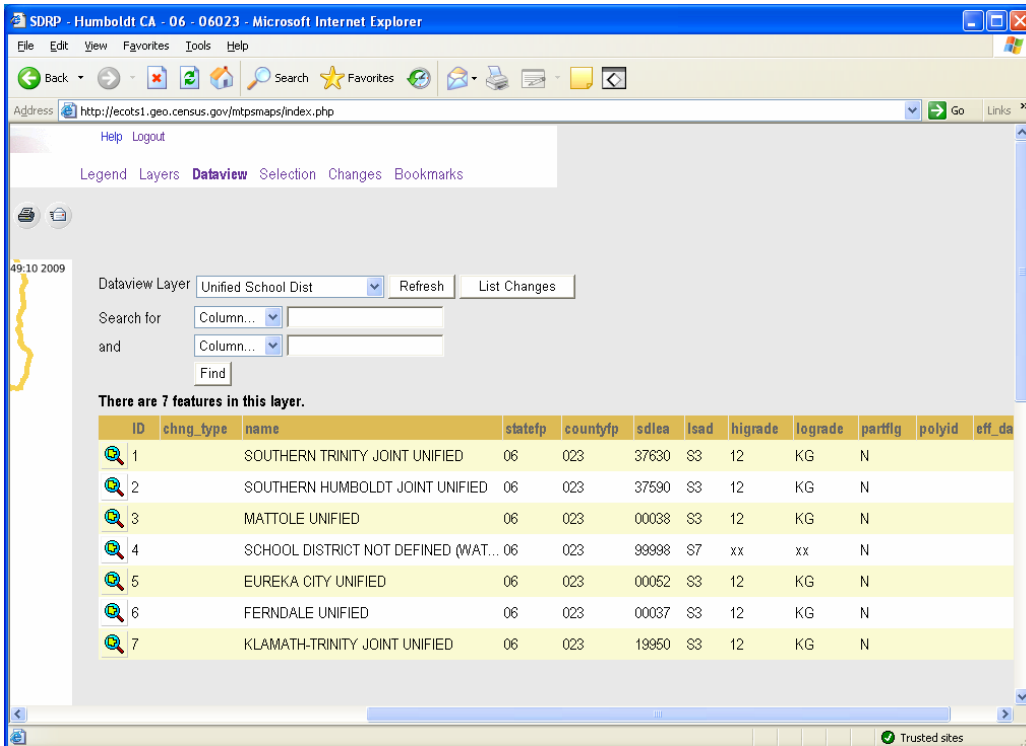
Dataview

The Dataview tab is useful for zooming into a specific school district or seeing a complete list of a certain feature or entity type.

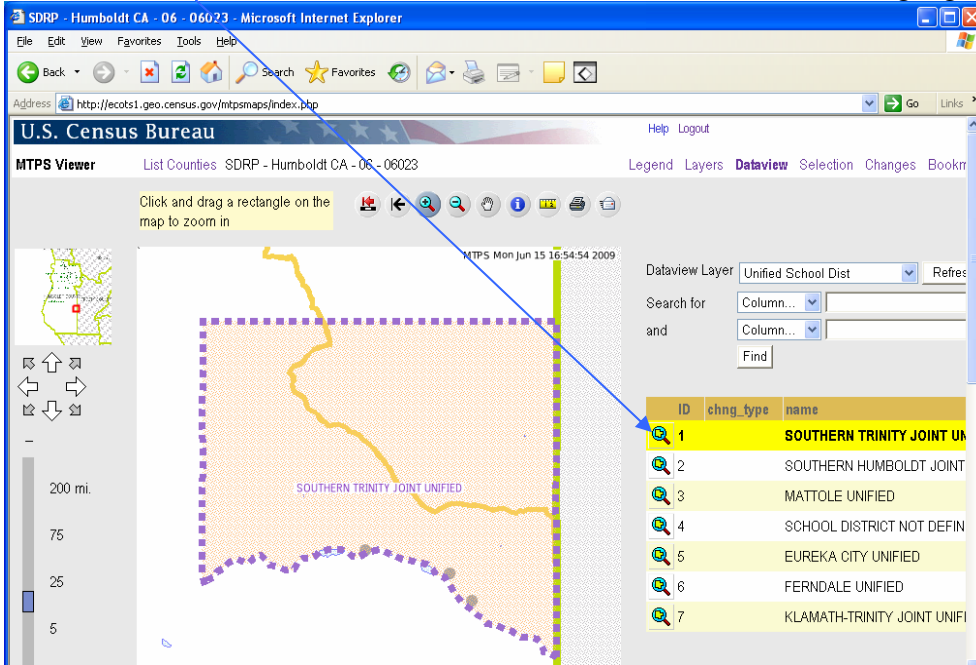


For example, the user can select Unified School District in order to see a list of unified school districts and their characteristics and to choose a district to zoom to.

The entities in the layer (in this case, unified school districts) are displayed. The user can see their attributes of them and choose a district to zoom to.

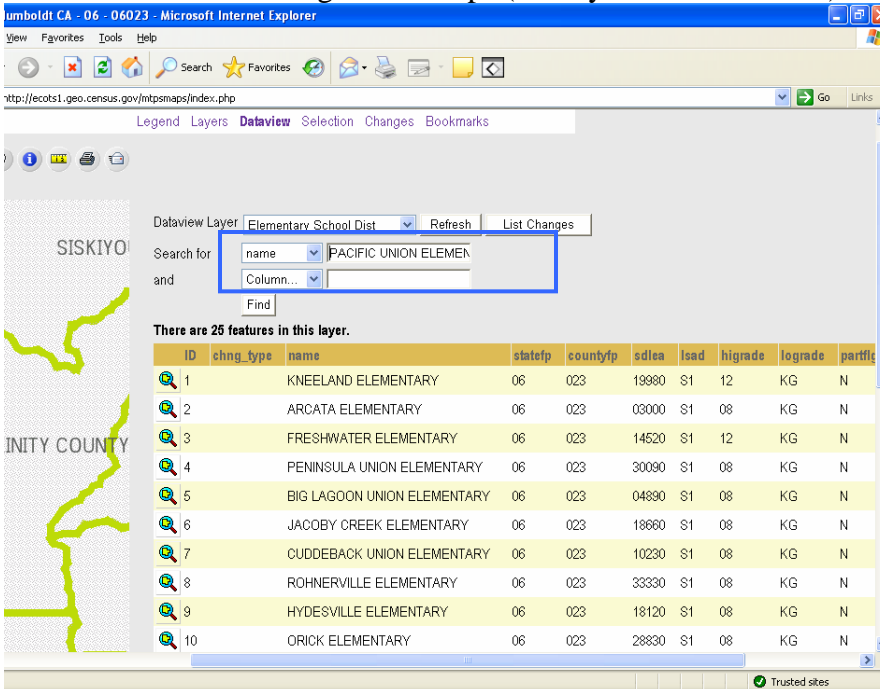


When the user clicks on the icon, the MTPS viewer will zoom to that geography.

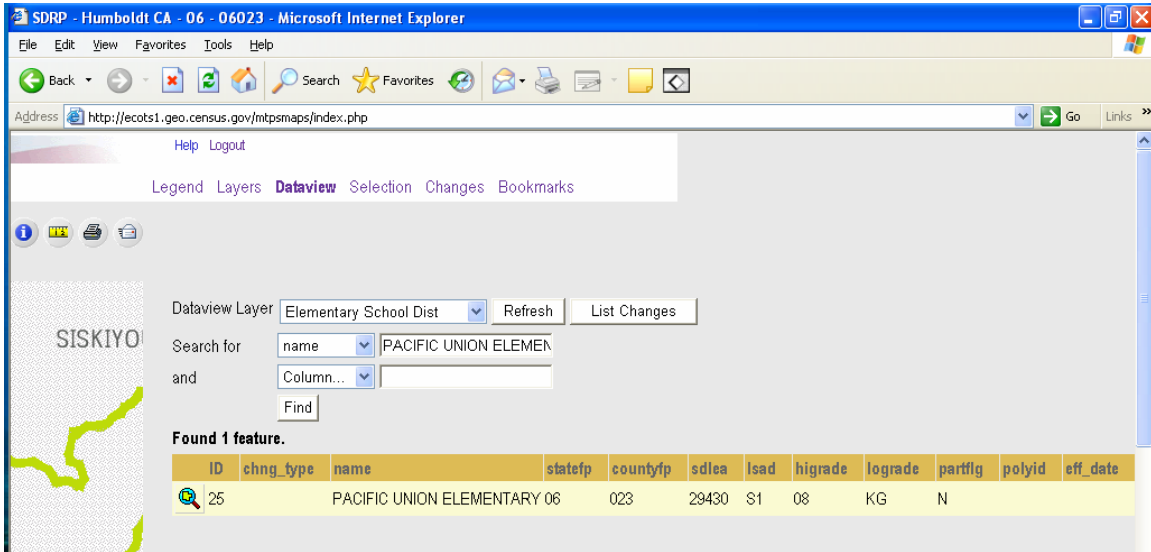


When the layer has a long list of features or entities, it may be helpful to search for a specific one. The user can enter attribute information such as school district name or LEA code to search for a school district, for example.

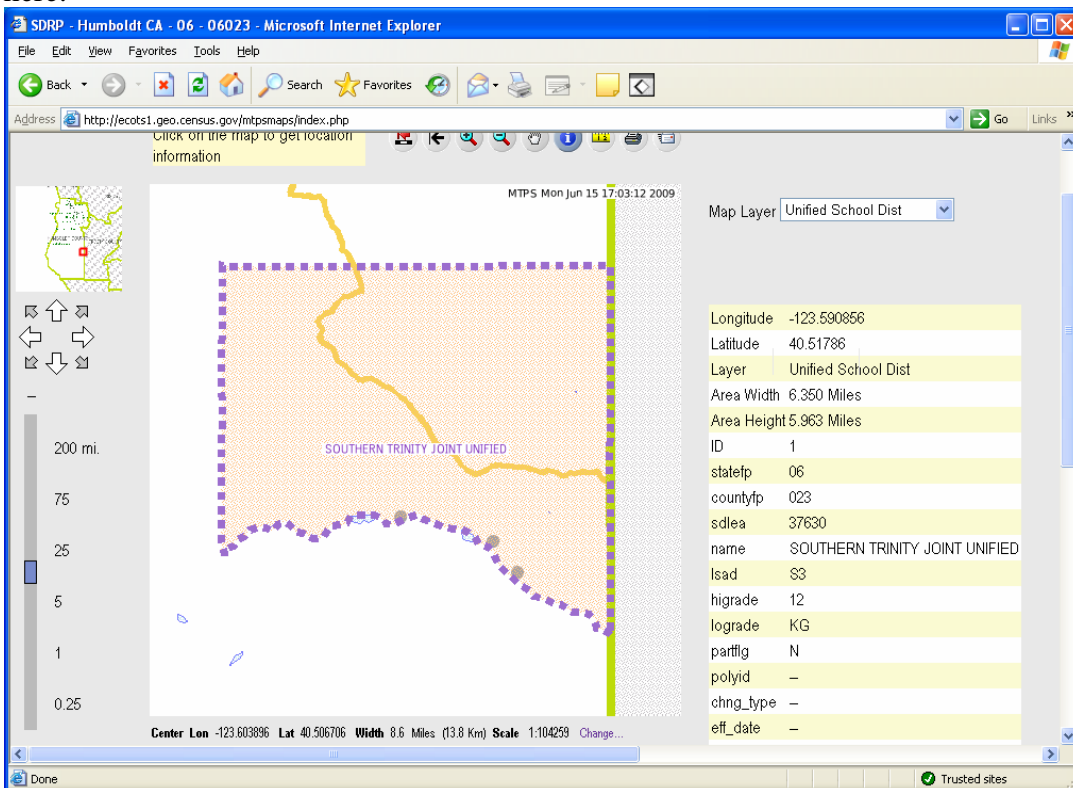
Note: The search is case sensitive. The first letter of a school district name is capitalized but the names are no longer in all caps (as they are in this screen).




Searching for “PACIFIC UNION ELEMENTARY” displays the school district for the user to zoom to.



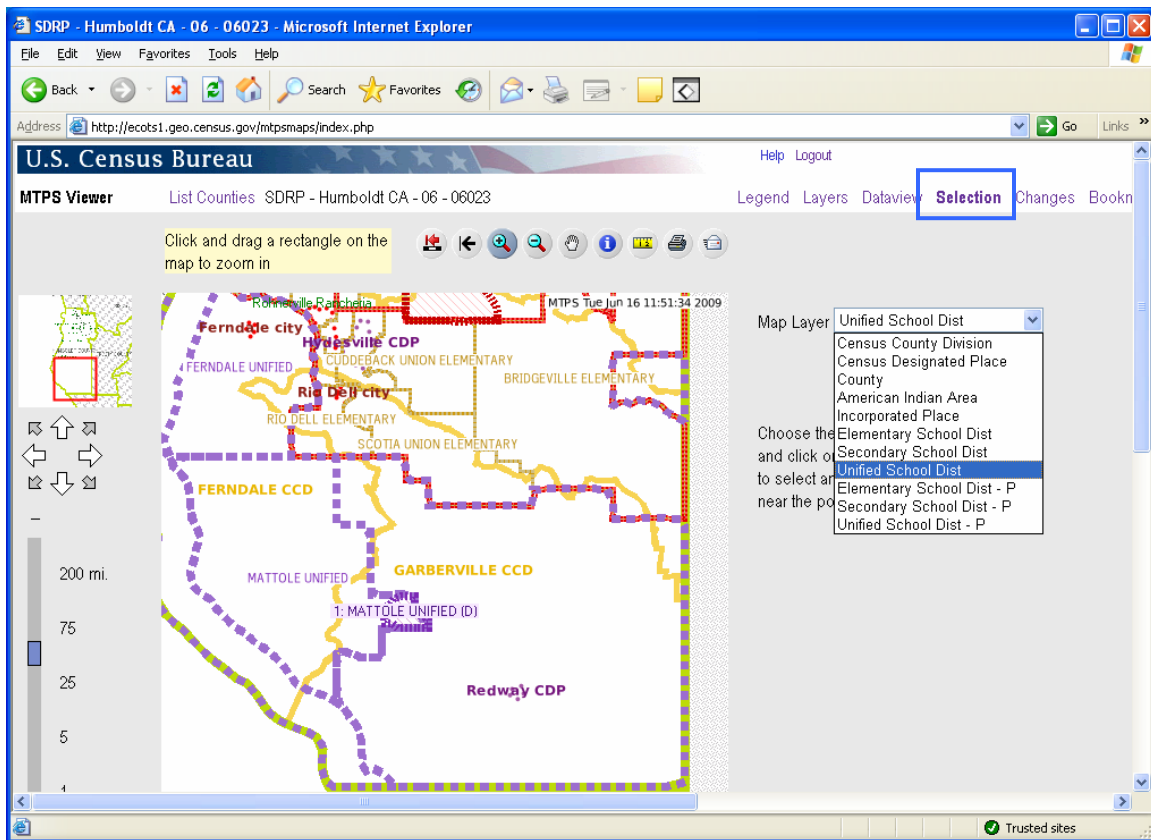
Note: Once the user has used the dataview tab to select a particular school district or feature, they may use the get info tool to get more information about the school district. Click on the get info tool and click the school district to get information about it as shown here.



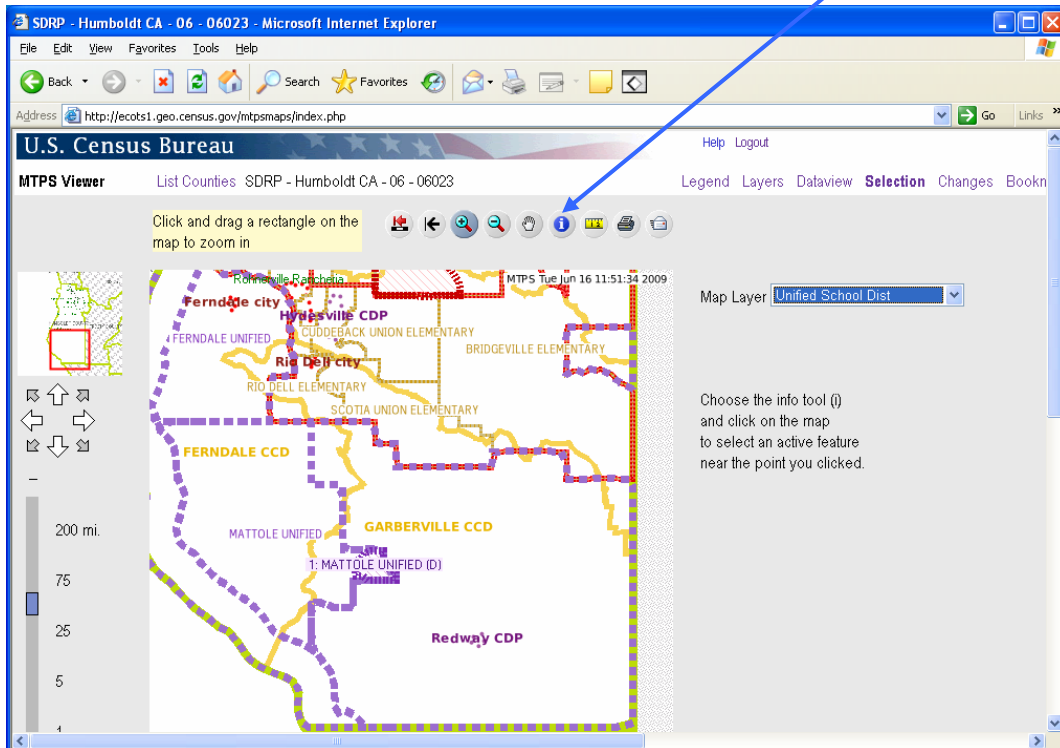
Selection

The selection tab is used with the get info tool . Users should use the selection tab to choose an “active” selection layer so that they may get information about the features in that layer. The get info tool will only get information about features that are in the current layer in the selection tab.

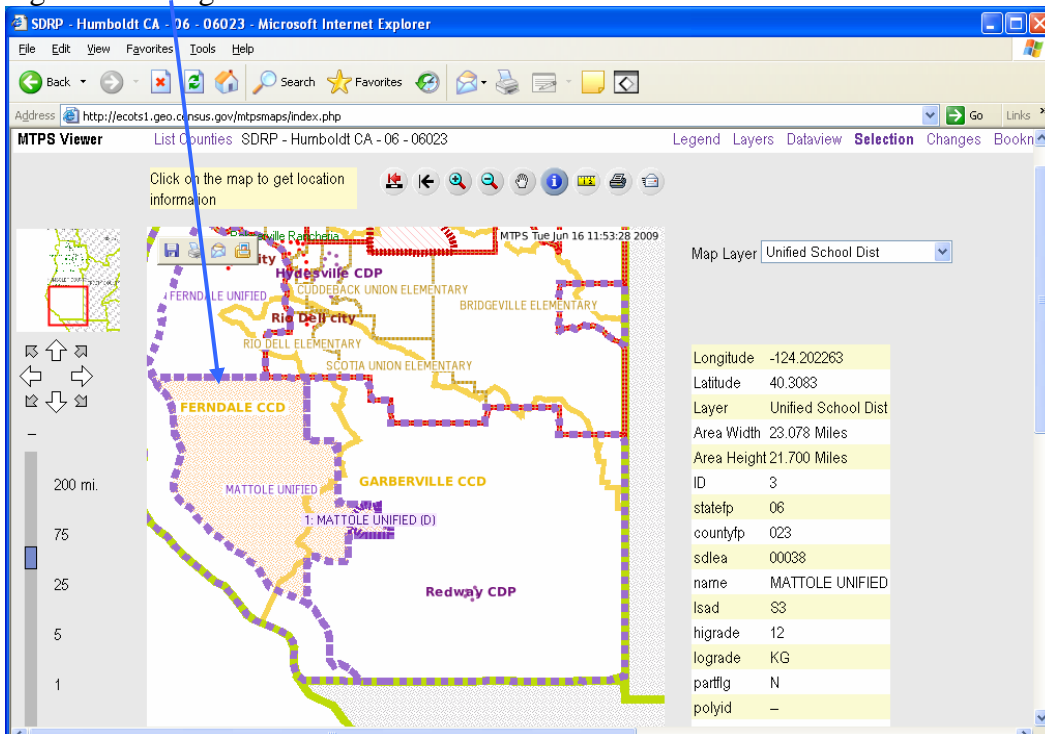
For example, the user may select “Unified School Dist” as the active selection layer. Note: In order to choose a layer as the active layer, the layer must be turned on in the layers tab. (For more information on the layers tab, see page 14.)



After choosing the “active” map layer, the user should click on the get info tool



Click on a unified school district to get information about it. The selected feature will be highlighted in orange.



Note: The map displays the change to “Mattole Unified” but the user cannot use the get info tool to select the changes area. In order to use the get info tool on only the changes area, the user must change the active map layer to “Unified School Dist – P”

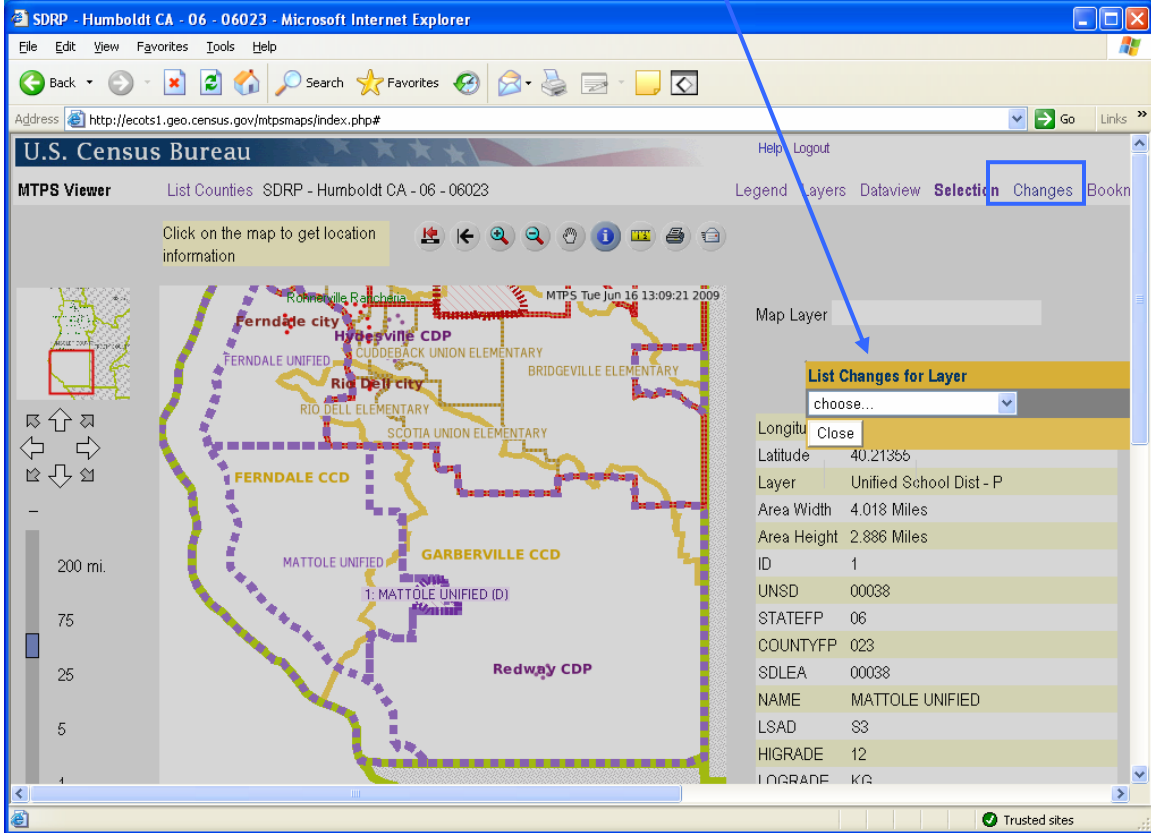
The screenshot shows the MTPS Viewer interface in Microsoft Internet Explorer. The browser title is "SDRP - Humboldt CA - 06 - 06023". The address bar shows "http://ecots1.geo.census.gov/mtpsmaps/index.php". The page header includes "U.S. Census Bureau" and "MTPS Viewer". The main content area displays a map of Humboldt County, CA, with a purple dashed outline around the Mattole Unified area. The map layer is set to "Unified School Dist". A data table on the right provides details for the selected area.

Longitude	-124.009337
Latitude	40.213506
Layer	Unified School Dist
Area Width	23.078 Miles
Area Height	21.700 Miles
ID	3
statefp	06
countyfp	023
sdlea	00038
name	MATTOLE UNIFIED
lsad	S3
higrade	12
lograde	KG
natfln	N

Changes

The changes tab allows the user to view changes by layer (unified school district, line changes, etc.) The user can zoom to each change to verify that the Census Bureau's MAF/TIGER database incorporated the submitted changes correctly.

In order to view a change, the user must first select a layer.



All of the submitted changes for that layer will be listed the same way features and geography type are listed in the dataview tab. The user can zoom to a change by clicking on it.

Note: The user can also see a list of changes by using the dataview tab and choosing a layer with “P” after it. For example, the layer “Elementary School Dist – P” will list the changes made to elementary school districts.

ID	chnng_type	NAME	ELSD	STATEFP	COUNTYFP	SDLEA	LS
1	B - Bound. Corr./Add-To, Remove...	KNEELAND ELEMENTARY	19980	06	023	19980	S1
2	H - Complex Dissolution / Add-To	MCKINLEYVILLE UNION ELEMENTARY	24300	06	023	24300	S1
3	H - Complex Dissolution / Add-To	BLUE LAKE UNION ELEMENTARY	05400	06	023	05400	S1

IV. Verifying Changes

The MTPS Viewer only allows participants to *view* the changes submitted during the annotation phase of the project. If updates to the shapefiles are necessary, you must download shapefiles from our partnership shapefile download site. Of course, if there are only a couple corrections needed, please feel free to contact us directly and we'll zoom to the same area in the map viewer to see the update(s) that we missed.

Although only one participant per state may login to the viewer at a time, the Census Bureau geography staff can login to any state at the same time as participants. If a user has questions about verifying changes or sees a problem, he or she can review the changes with Census Bureau geography staff over the phone. Additionally, school district shapefiles will be available. We will contact mapping coordinators with more information on the verification phase of the program, including how to download shapefiles, in early 2010.

Contact Information:

We encourage you to contact any of the following Census Bureau geographic staff with any questions about verifying your changes:

- Ms. Colleen Joyce (301) 763-5890
- Mr. Ian Millett (301) 763-9038
- Ms. Pat Ream (301) 763-9042
- Ms. Lyndsey Abel (301) 763-1114

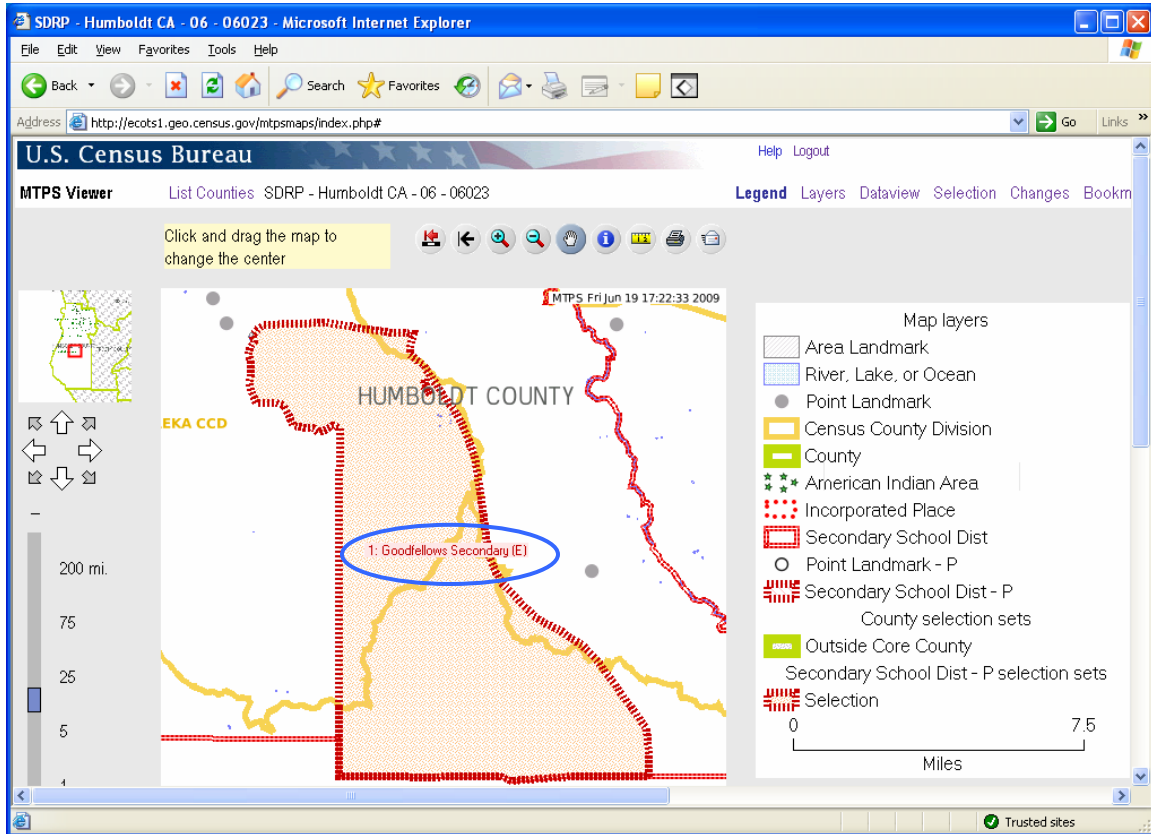
- E-mail: geo.school.list@census.gov

Participants should carefully check the changes to ensure that the Census Bureau's MAF/TIGER database reflects the desired changes. The following examples will show correctly updated changes and changes that were not incorporated into the MAF/TIGER database.

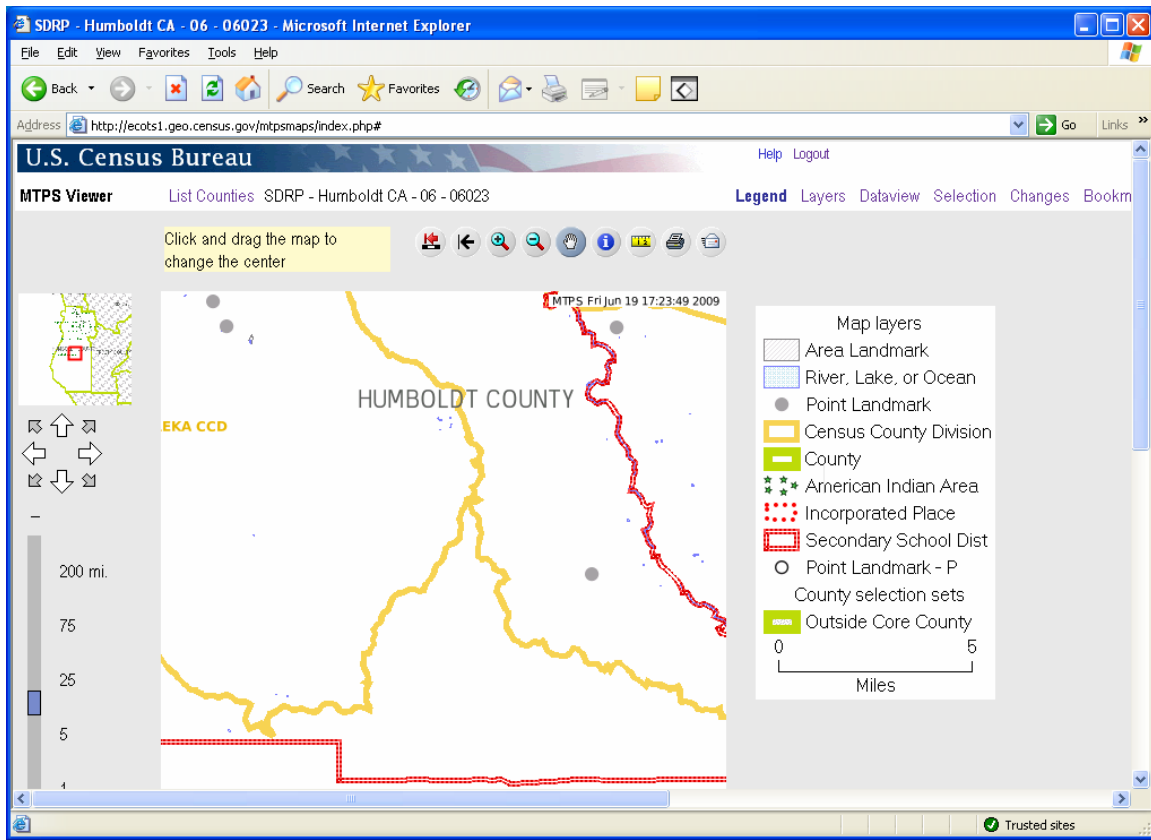
Create New School District

(In this example, changes submitted by the participant were not correctly incorporated into the Census Bureau's MAF/TIGER database.)

The changes submitted by the participant: create new school district Goodfellows Secondary as shown below.



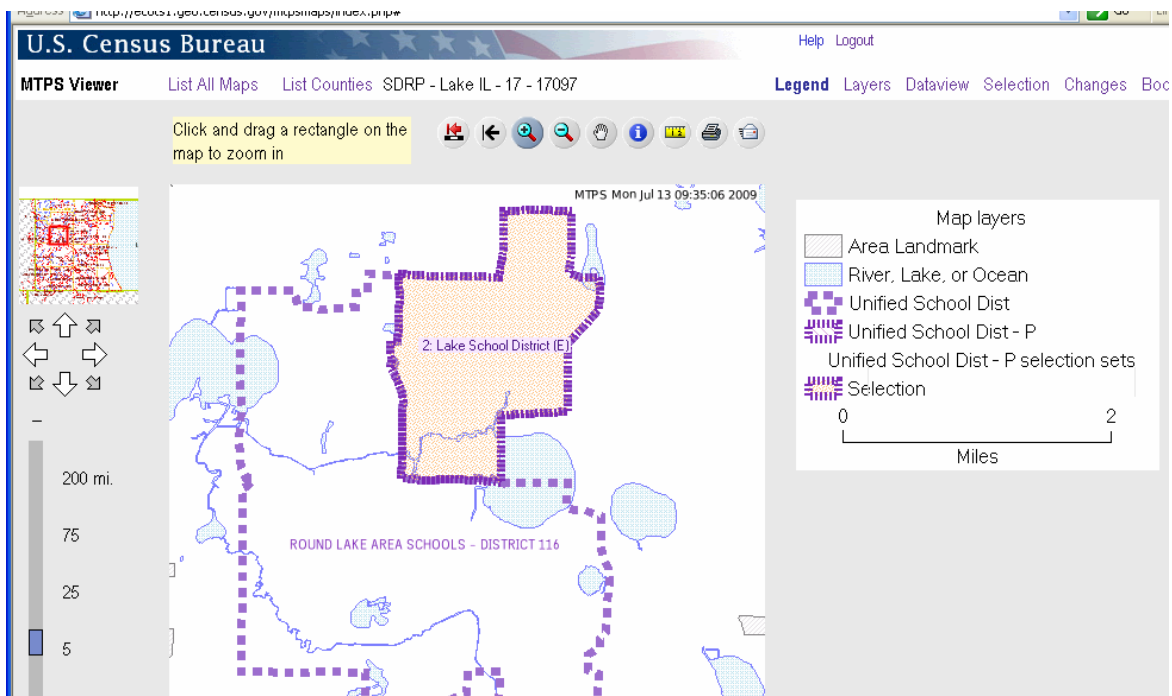
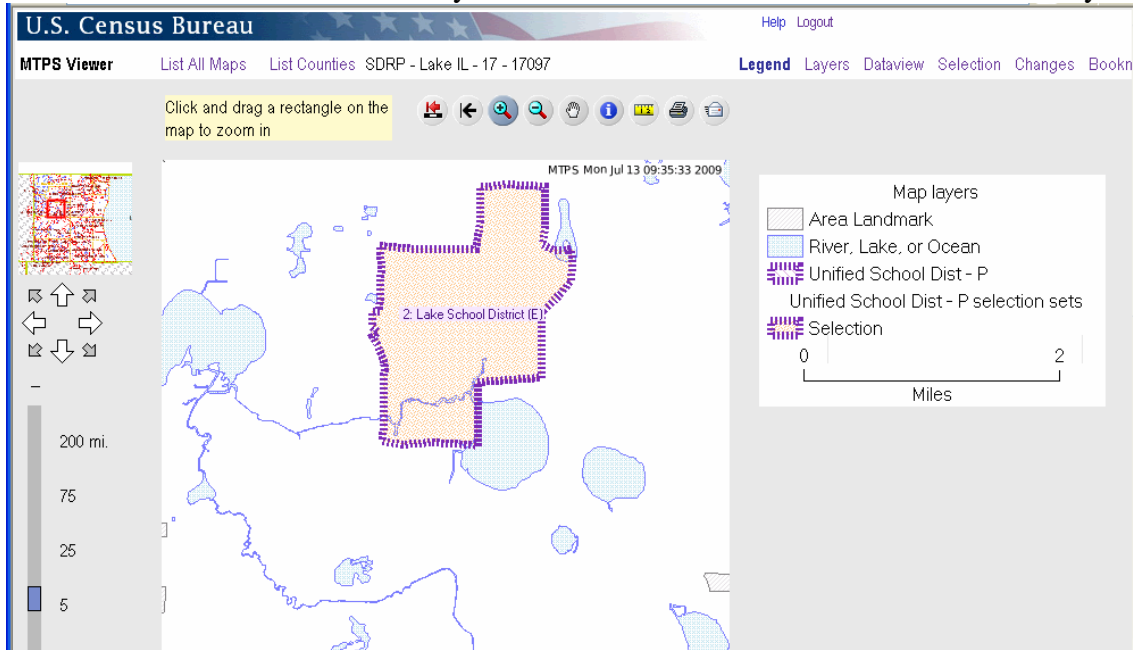
This screen shows the same map extent with the changes layer turned off. The secondary school district layer (in red on the previous page) does not reflect the submitted changes. The new school district, Goodfellows Secondary does not display in the secondary school district layer, which means that it is not in the Census Bureau's MAF/TIGER database. Contact the school district personnel at the Census Bureau to inform them of the problem.



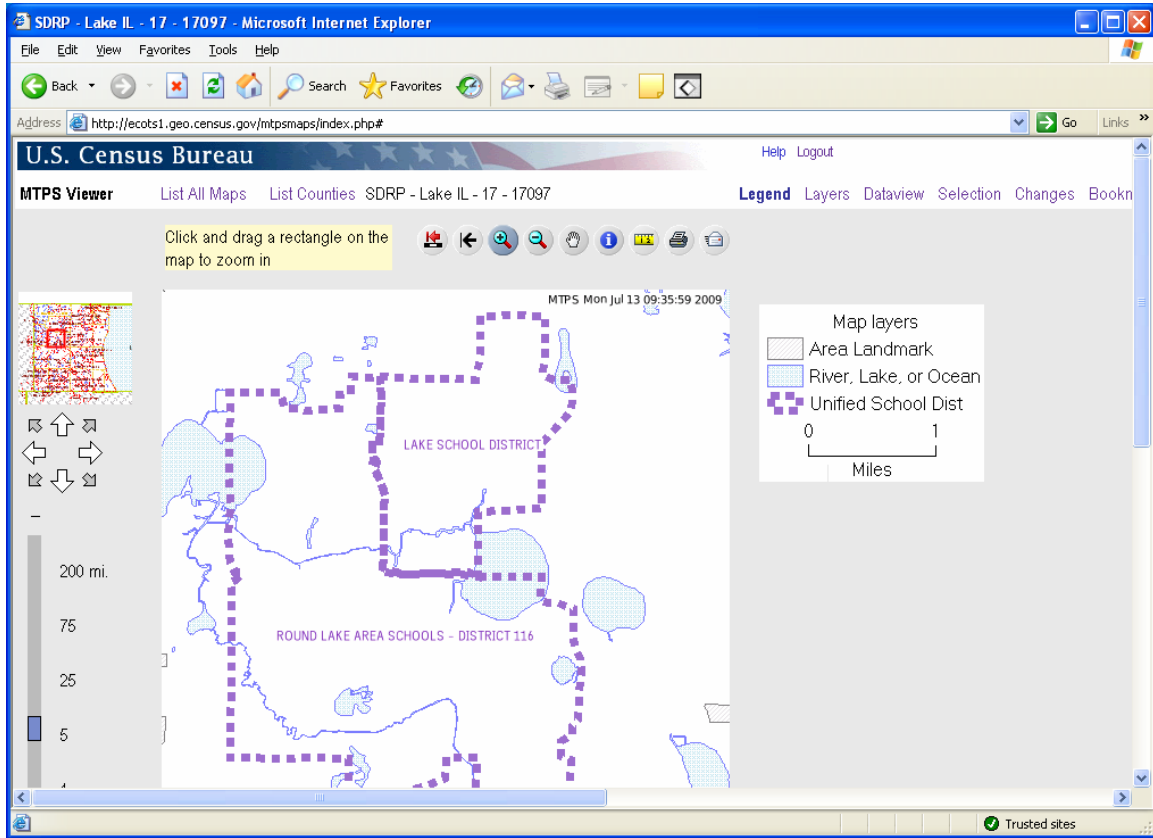
Create New School District

(In this example, the reported changes were correctly incorporated into the Census Bureau's MAF/TIGER database.)

The participant submitted changes to create a new unified school district (Lake Unified School District). The boundary of the new school district can be displayed by turning on the "Unified School District -P" layer alone or with the "Unified School District" layer.



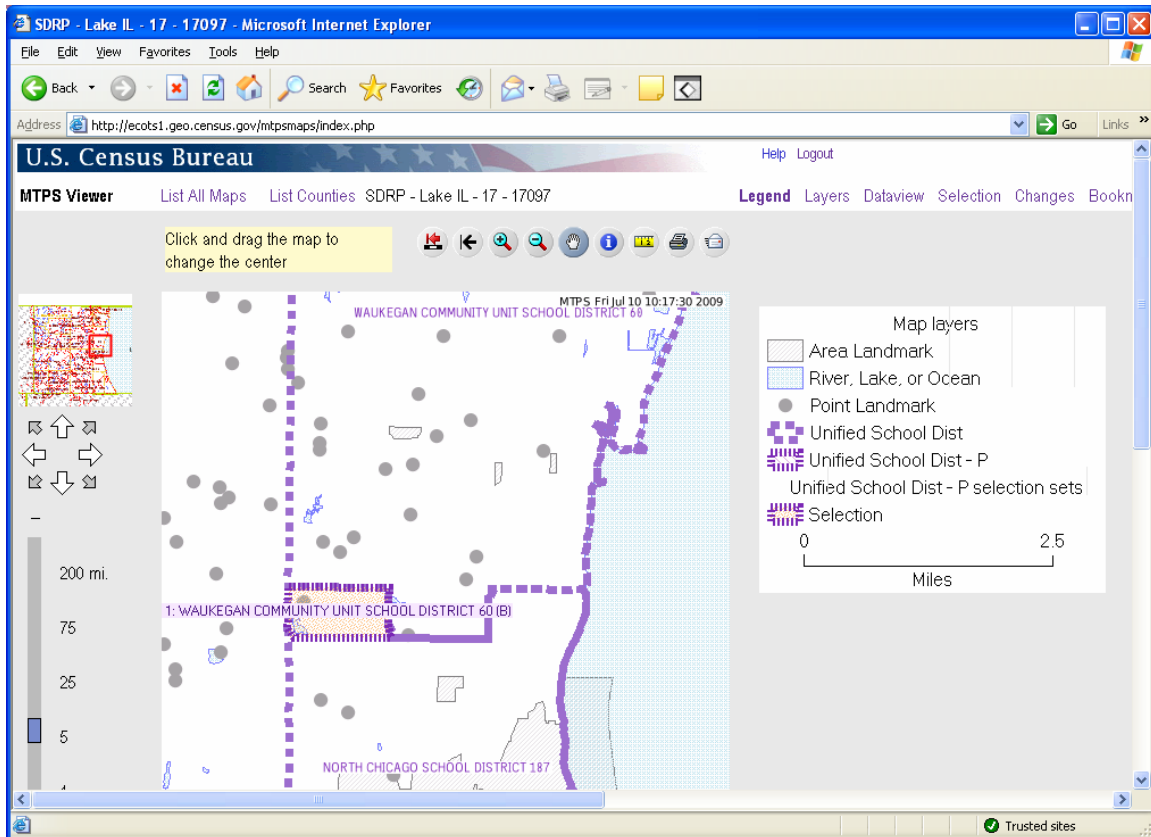
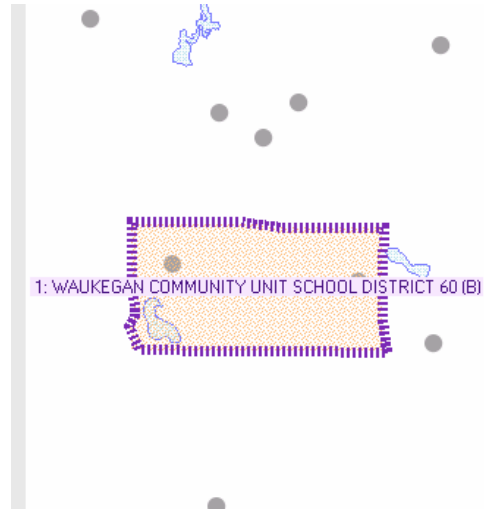
With only the “Unified School District” layer turned on, Lake Unified School District shows as its own unified school district. Remember, the school district layer (without the “P”) reflects the Census Bureau’s MAF/TIGER database. Therefore, this new school district was successfully uploaded.



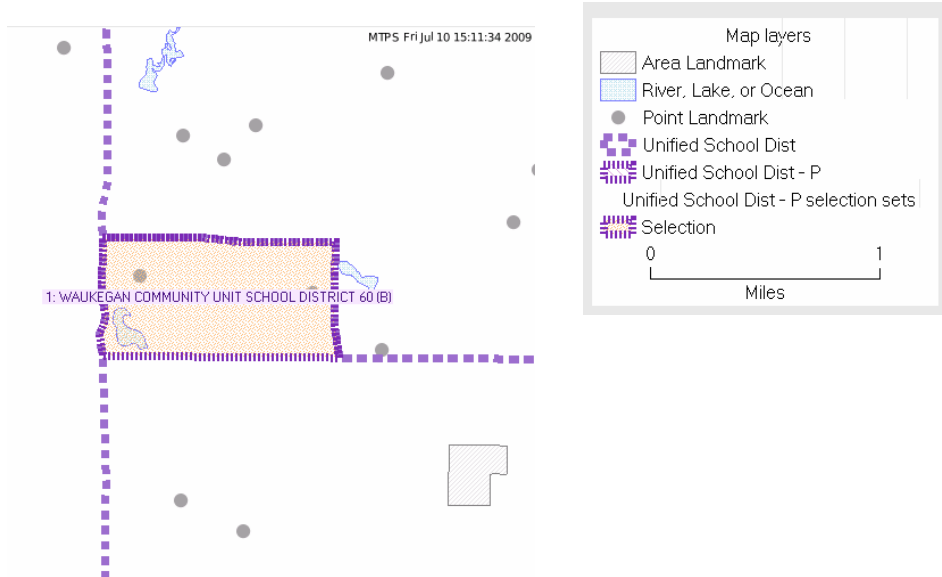
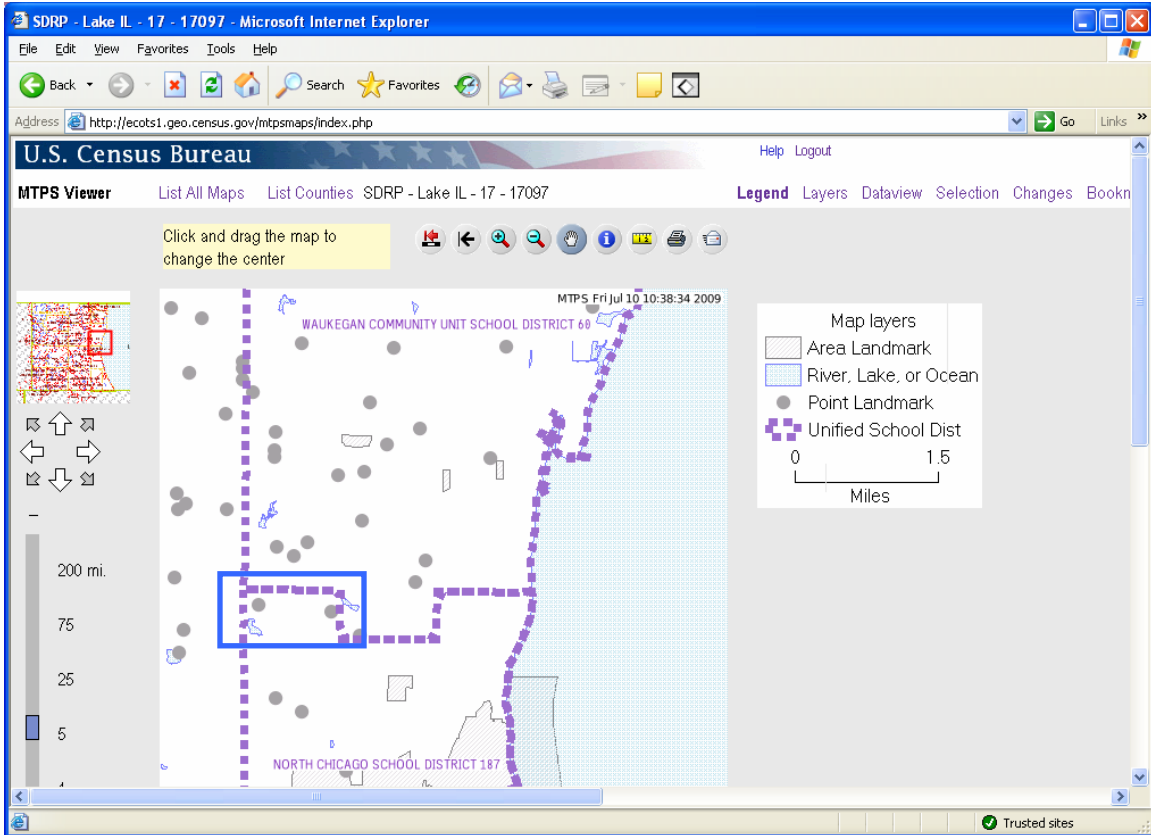
Boundary Change

(In this example, the boundary changes were not correctly incorporated into the Census Bureau's MAF/TIGER database)

In this boundary change, Waukegan Community Unit Unified School District was supposed to gain area from North Chicago Unified School District. The highlighted area shows the area of boundary change submitted by the participant. **The highlighted change area in a boundary change will always display the name of the school district receiving the area.** This example lists Waukegan Community Unit Unified School District which means that the participant submitted a boundary change where Waukegan Community Unit Unified School District would receive this area.



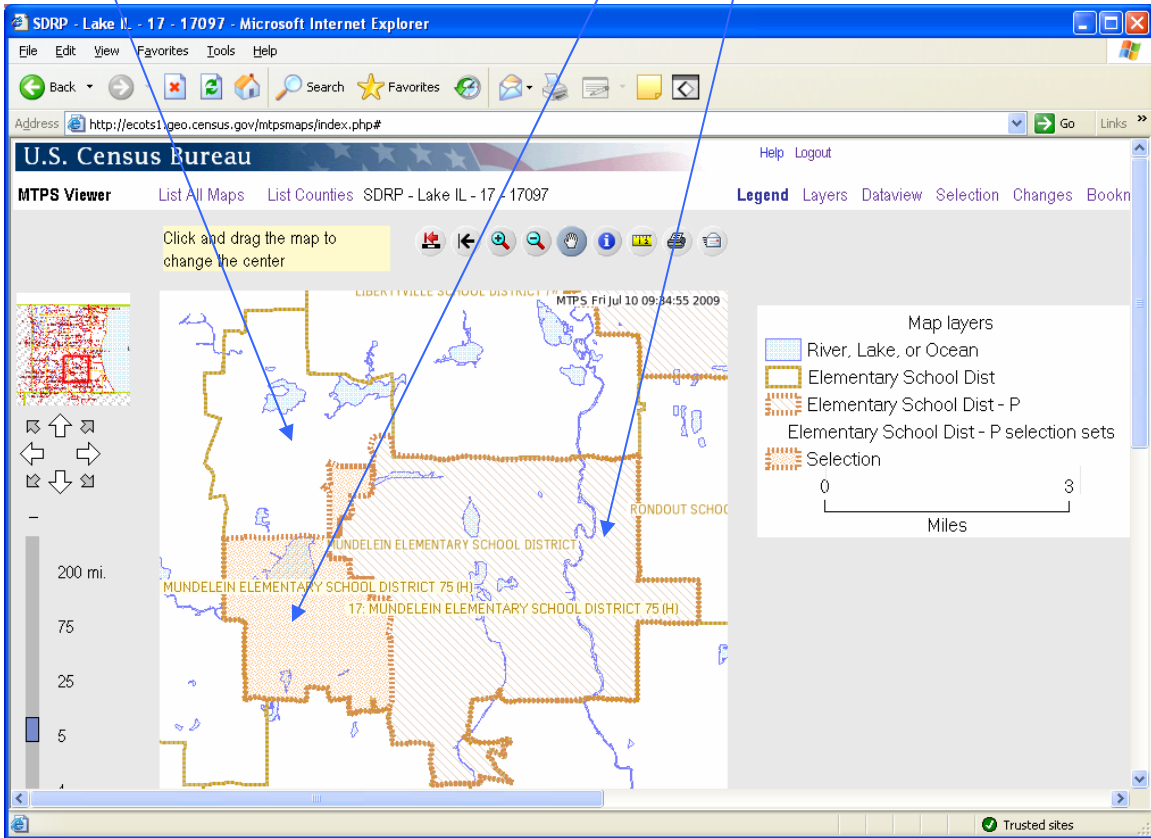
It is easiest to see the current school district boundaries (the Census Bureau's MAF/TIGER database after participant changes have been incorporated) with the changes layer turned off. The unified school district layer here shows that the area of North Chicago Unified School District (blue box) that was supposed to move to Waukegan Community Unit Unified School District did not complete the boundary change. The participant should contact the Census Bureau to report the problem.



Complex Dissolution

(In this example, the changes were correctly incorporated into the Census Bureau's MAF/TIGER database)

In this example, the areas of two elementary school districts were dissolved into another district, Mundelein Elementary School District. "A" and "B" were dissolved into Mundelein.



With the changes layer and elementary school district layer turned on, the user can see the former boundaries. There is a record for each of the dissolved school districts in the changes dataview. The records display the name of the school district it is dissolving into.

Dataview Layer: Elementary School Dist - P

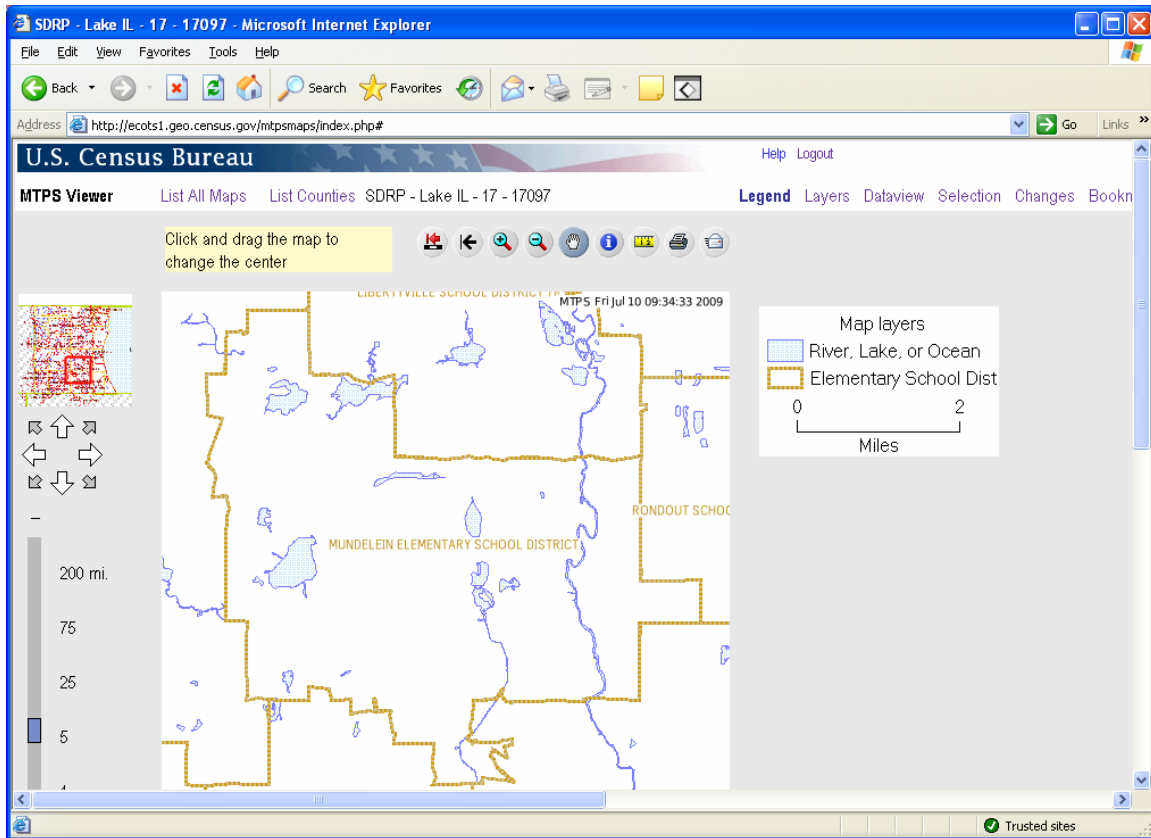
Search for: chng_type | H

and: Column...

Found 2 features.

ID	chng_type	NAME	ELSD	STATEFP	COUNTYFP	SDLEA	LSAD	HIGRADE	LOGRA
16	H - Complex Dissolution / Add-To	MUNDELEIN ELEMENTARY SCHOOL DIST...	27540	17	097	27540	00	08	PK
17	H - Complex Dissolution / Add-To	MUNDELEIN ELEMENTARY SCHOOL DIST...	27540	17	097	27540	00	08	PK

The elementary school district layer shows schools districts “A” and “B” successfully dissolved into Mundelein Elementary School District because its boundaries include the changes area from districts “A” and “B”.



Simple Dissolution and Simple Consolidation

Simple dissolutions and simple consolidations will not show in the changes dataview and will not display in the changes layer. However, the changes submitted will be reflected in the appropriate school districts layer. For example, the elementary school district layer will display the final elementary school districts after any simple dissolution or consolidation changes were incorporated into the MAF/TIGER database. For a simple dissolution, the boundary of the school district receiving the dissolved school district should incorporate the dissolved school district. The same is true for simple consolidations. The outer boundary of a simple consolidation will show the combined school district with its new name. Since simple dissolutions and simple consolidations are completed in the submission log and not in the MTPS, they will not show in the changes layer but the school district layer will reflect the changes.