**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TABLE OF CONTENTS</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>USING WEB QUERY</strong></td>
<td>5</td>
</tr>
<tr>
<td>Entering Student Information</td>
<td>7</td>
</tr>
<tr>
<td>Viewing School Information</td>
<td>8</td>
</tr>
<tr>
<td>Examining Compatible Stops</td>
<td>9</td>
</tr>
<tr>
<td>Viewing the Map Display</td>
<td>10</td>
</tr>
<tr>
<td>Zooming and Panning</td>
<td>11</td>
</tr>
<tr>
<td>Printing the Map Display</td>
<td>11</td>
</tr>
<tr>
<td>Exiting Web Query</td>
<td>12</td>
</tr>
</tbody>
</table>
Web Query is one of our web-based products that you can access over the Internet and run on your computer. You use a browser (such as Microsoft Internet Explorer or Netscape Navigator) to access and run these programs.

You can use Web Query to determine which schools a student is eligible to attend. You simply enter information on the student (such as his or her address and grade level), then have the system determine which schools the student is eligible to attend using your posted boundaries. Web Query also lists any stops available for the student, retrieving transportation information from your current transportation data.

Web Query includes a map feature which allows you to examine the student’s location in relation to the stops and schools on a map display. You can zoom and pan to get a better view of the area and print plots of the map display.

When you go to the Web Query web site, the following window appears.

Web Query includes on-screen instructions. If you have questions about the features available in the window, just check the bubbles for instructions.
ENTERING STUDENT INFORMATION

To determine which schools a student is eligible to attend, you begin by enter-
ing information on the student, including his or her address, grade, and pro-
gram (if any).

Keep in mind that certain fields (such as Program in the previous illustration) are optional and may be turned off by your System Administrator. If they are deactivated, they will not appear in your window. Optional fields that do appear have asterisks (*) next to them. You do not have to complete those fields to perform a query.

The program has several other optional settings, including limiting the num-
ber of stops returned by any search and indicating whether or not you want to display the distance to school for each student. You can contact your System Administrator for further information on these options.

1 Click the Street Address field and enter the address of the student.

You can enter just the first part of the street name if you are not sure of the spelling and want to select from a list of matching names. (You need to enter the entire house number, though.)

2 Click the Grade field and select the student’s grade level. (You can also press the down-arrow on your keyboard to move through this list.)

Grades KA and KP, if present, refer to morning kindergarten (AM) and afternoon kindergarten (PM). Check with the system administrator for information on any other unfamiliar choices.

3 Click the Program field (if available) and select the program that the stu-
dent is enrolled in (if any).

Examples of program options may include Athletics, Band, Gifted Stu-
dents, and Special Education. This selection allows you to view only schools that provide this program.

4 Choose Go to have the system analyze your entries to find the address, then determine which schools the student is eligible to attend.

If you entered the complete address, Web Query lists the schools available for the student according to the information you entered. (You can skip the next step in that case.)

If you entered only part of the street name, Web Query lists the streets that match your entry. (If it finds no matches, return to step 1 and double-
check your street name entry in that tab.)
5 Select the desired street by clicking its name.

If the Web Query finds any schools for the student, it lists them in the Select a School tab.

---

**VIEWING SCHOOL INFORMATION**

6 If you want to view detailed information on one of the schools, click its name.

A separate browser window appears listing comprehensive information on the selected school, including the grades it services.
You can close the window by choosing Exit from the File menu when you are finished.

7 If you want to view detailed information on all of the schools in the list, choose the Show all Schools button above the tab.

A separate browser window appears (similar to the previous illustration) listing comprehensive information on all the schools, including the grades they service. You can close that window by choosing Exit from the File menu.

EXAMINING COMPATIBLE STOPS

8 To see a list of all the compatible stops for a school, click the school code in the Select a School tab.

The Stop List tab appears with information on the school’s stops that are compatible with the student’s transportation requirements.

NOTE

For Parent users: if the student’s address and grade combination makes them ineligible for transportation, no stops will appear.

For school district personnel: if the student’s address and grade combination makes them ineligible for transportation, the list will include only the stops closest to the address.
9 If you want to view the compatible stops for any of the other schools, you can click other school codes in the Select a School tab.

**VIEWING THE MAP DISPLAY**

10 To examine a map display of the student, the school, and the compatible stops, choose the View the Map button above the tab.

The map display appears in a separate window, similar to the following.
The stop list appears above the map display in this window. Notice the icons used to represent the student, school, and stops.

**Zooming and Panning**

11 If you would like to zoom in on an area, select the Zoom In option and click that location on the map. You can continue to click if you want to zoom in closer.

12 To zoom back out on an area, select the Zoom Out option and click the center point of the area. You can continue to click to zoom out farther.

13 To move the map display, select the Re-Center option and click the location you want to be at the center of the display (similar to panning).

**Printing the Map Display**

14 If you would like to print a plot of the current display, choose the Printer Friendly Map button.

The stop list and map display appear in a separate browser window.
15 You can choose the Print command in that window to send it to a printer or plotter.

EXITING WEB QUERY

When you want to leave the Web Query application, just close the browser windows by choosing Exit from the File menu.

If you have any further questions concerning this application, please contact our Software Support Department. Thank you for choosing edulog.