

# Welcome to ZoomWV

## West Virginia's Single Source of PK-12 Education Information

ZoomWV will help you find a variety of information about West Virginia's schools, and this user guide will help you get the most out of ZoomWV! The information provided in ZoomWV can help educators, parents, policy-makers, and community members make informed decisions to benefit West Virginia's students. Although the data provided in ZoomWV's graphs and tables come from several sources, the main source of information is data submitted and certified by local educational agencies. This means that you can trust ZoomWV to be a reliable source for accurate, high-quality educational information at the state, county, and school level. You should also know that ZoomWV protects student privacy by ensuring the data available for public reporting do not contain information that could identify any individual student.

As always, WVDE works with one voice and one focus to realize our mission: All students achieving. The department strives to provide high quality information and support to schools, teachers, parents, and the public. If you have additional questions about the information in ZoomWV, please visit the Help page to submit an inquiry.

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# ZoomWV Public Portal User Guide

## Quick Start

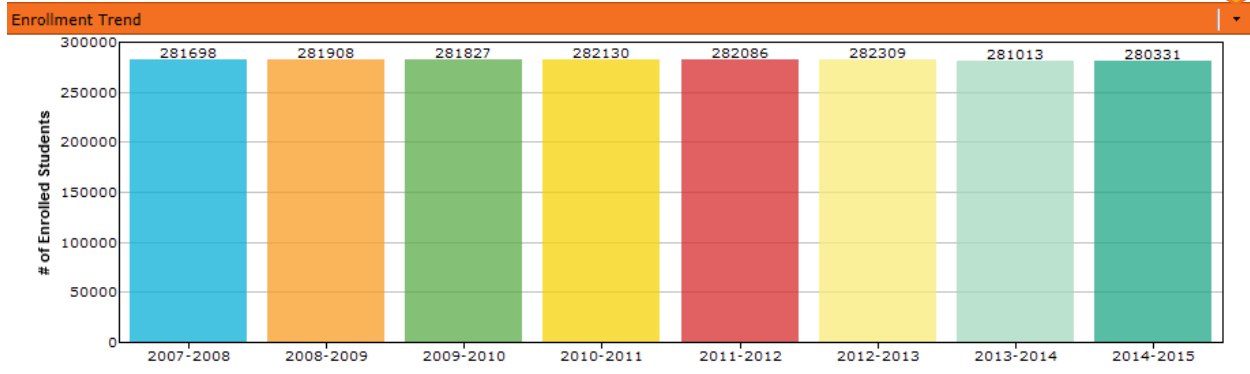
The screenshot shows the ZoomWV Data Dashboard interface. Callout 1 points to the 'Enrollment' topic tab. Callout 2 points to the filter pane with dropdowns for 'School Year' (2014-2015), 'District/County' ([All Districts]), and 'School' ([All Schools]). Callout 3 points to the 'Enrollment Trend' bar chart showing the number of enrolled students from 2007-2008 to 2014-2015. Callout 4 points to the scroll bar on the right side of the dashboard. Callout 5 points to the 'Related Links' menu containing Home, Data Privacy, Contact Us, and Help.

School Year	# of Enrolled Students
2007-2008	281698
2008-2009	281908
2009-2010	281827
2010-2011	282130
2011-2012	282086
2012-2013	282309
2013-2014	281013
2014-2015	280331

- 1. Topic Tabs.** Use these menus to navigate the ZoomWV Dashboards for different topics. You can view data at the state level, county level and school level for current or previous years.
- 2. Filter Pane.** Customize your dashboards by using filters located in the filter pane. You may change years, districts, or schools from these filters.
- 3. Dashboard.** The dashboard pane is where you can view your data in the form of a graph. Hover your mouse over a bar or line on the graph to view the data values. At the bottom of the dashboard page you can view the dashboard's values in a table format
- 4. Scroll.** Most topic pages have more information than is presented on the first screen. Scroll down to see the data presented in different graphs and the data table.
- 5. Additional Support.** If you need more information about the data you are viewing, click on any of the *Related Links* to access supporting documentation and help.

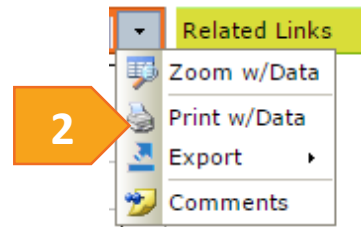
## Steps to Print

1. Click on the down arrow on the top right corner of the dashboard window you want to print.



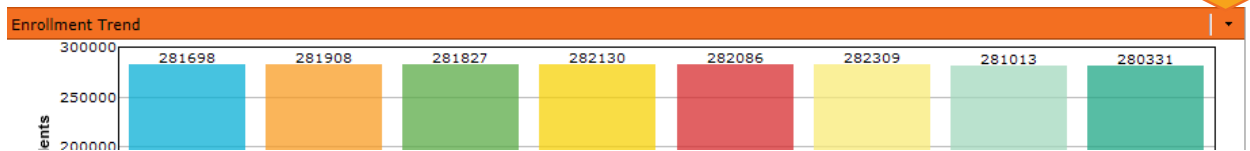
2. A menu will appear. Click on *Print w/Data*.\*

\*Browser pop-up blockers may prevent the new window from opening. If that happens, you may need to change the pop-up blocker settings in your browser. Please see that [section](#) of these instructions for more information.



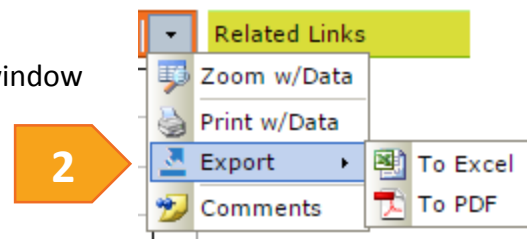
## Steps to Export or Save Graphs/Data to Your Computer

1. Click on the down arrow on the top right corner of the dashboard window for which you want to export and/or save the information.



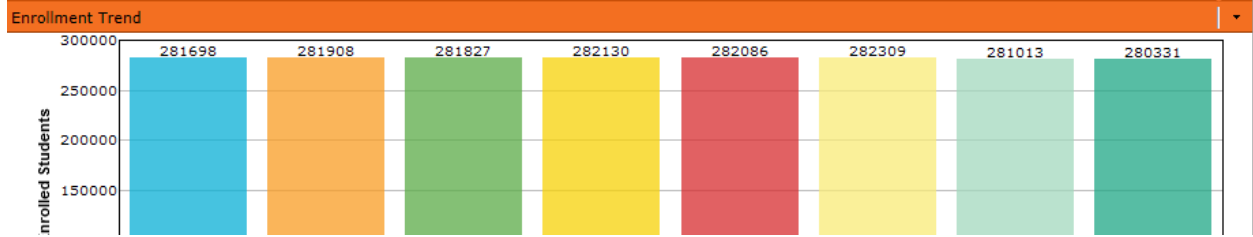
2. A menu will appear. Hover over *Export* and you will have the choice to either export to Excel or to PDF.\*

\*Browser pop-up blockers may prevent the new window from opening. If that happens, you may need to change the pop-up blocker settings in your browser. Please see that [section](#) of these instructions for more information.



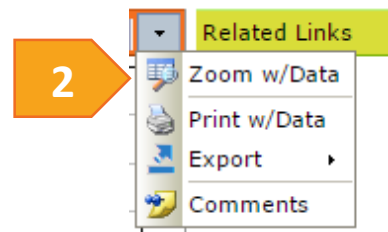
## Open a Graph/Data in its own Window

1. Click on the down arrow on the top right corner of the dashboard window you want to open.

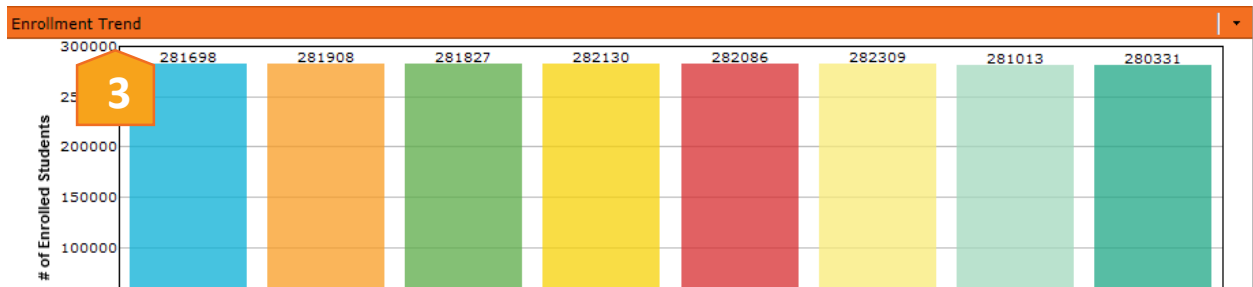


2. A menu will appear. Click on *Zoom w/Data*.\*

\*Browser pop-up blockers may prevent the new window from opening. If that happens, you may need to change the pop-up blocker settings in your browser. Please see that [section](#) of these instructions for more information.

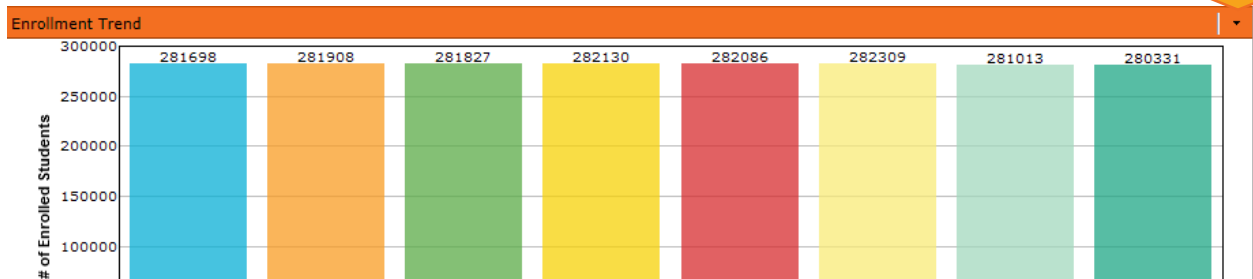


3. You may also choose to click on the title of the chart you are interested in.



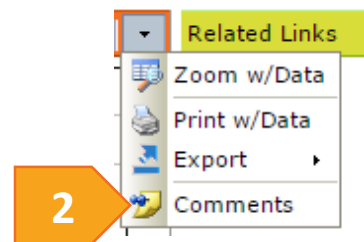
## Comments on Reports: Additional Information About Data

1. The *Comments* menu item contains additional information about the data in the chart. To view these comments, click on the down arrow on the top right of the dashboard window for which you want to view comments or additional information.



2. A menu will appear. Click on *Comments*.\*

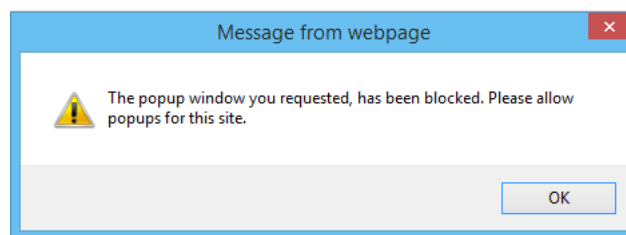
\*Browser pop-up blockers may prevent the new window from opening. If that happens, you may need to change the pop-up blocker settings in your browser. Please see that [section](#) of these instructions with more information.



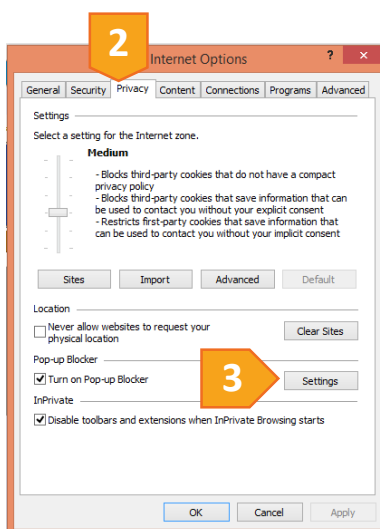
## Changing Pop-Up Blocker settings in Internet Explorer

Depending on the security settings in your browser, menu functions such as *Zoom w/Data*, *Print w/Data*, *Export*, and *Comments* may not appear. These menus open in a new window which may be blocked if your browser prevents pop-ups from opening. In order for these functions to work, you need to allow pop-ups from <http://zoomwv.k12.wv.us>. Below are the steps to allow pop-ups in Internet Explorer. If you use a different browser, please refer to your browser's help center for information about allowing pop-ups for ZoomWV.

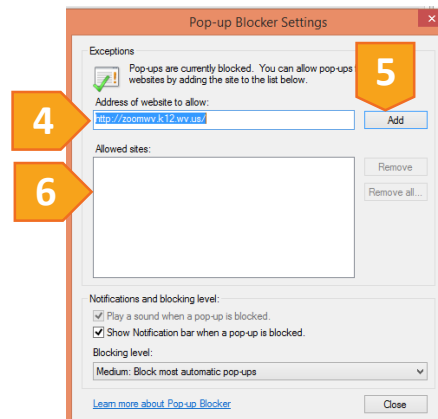
Depending on security settings, you may see this message or one like it.



1. Open up Internet Options
2. Click on the Privacy Tab
3. Click on Settings



4. In the Address of website to allow field, type in <http://zoomwv.k12.wv.us>
5. Click Add
6. Zoomwv.k12.wv.us should be listed in the *Allowed sites* box. Click *Close*.



## Navigating ZoomWV

ZoomWV functions like most web pages, making navigation within ZoomWV very similar to other sites. Any time you see text of a different color or highlighted, it operates as a hyper-link to additional information or a link outside of ZoomWV. The *forward* and *back* buttons on your browser allow you to move to pages you have already visited. Specific to ZoomWV are the navigation tabs and “breadcrumbs.”

### Navigation with Tabs

In the upper left hand corner of ZoomWV are navigation tabs. These tabs allow you to display different data through the dashboards. Clicking on the tabs will enable you to view data on that tab’s subject.



The page that is being displayed is highlighted in orange. In the above example the *Welcome* page would be displayed. To go another page, simply click on a different tab.



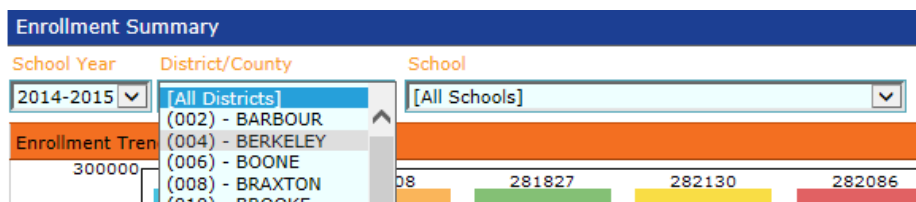
The *Enrollment* page would now be displayed.

Other tabs in ZoomWV are located on the *Welcome* page and allow you to navigate to different supporting content: *Welcome*, *Quick Start*, *Tutorial Video*, *Contact Us*, and *Help*.

Simply click on any of the tabs on the left, and that information will be displayed within the *Welcome* page.

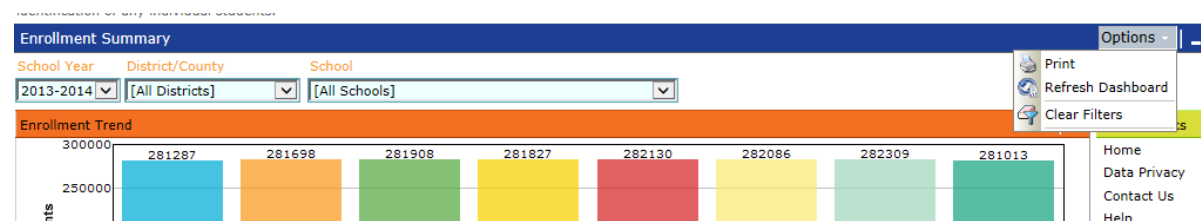
## Using Filters

ZoomWV allows you to customize your dashboards by using filters located in the filter pane. In every tab you can use filters to find different years and districts. Additional filters like school, grade, and population group are available in certain tabs.



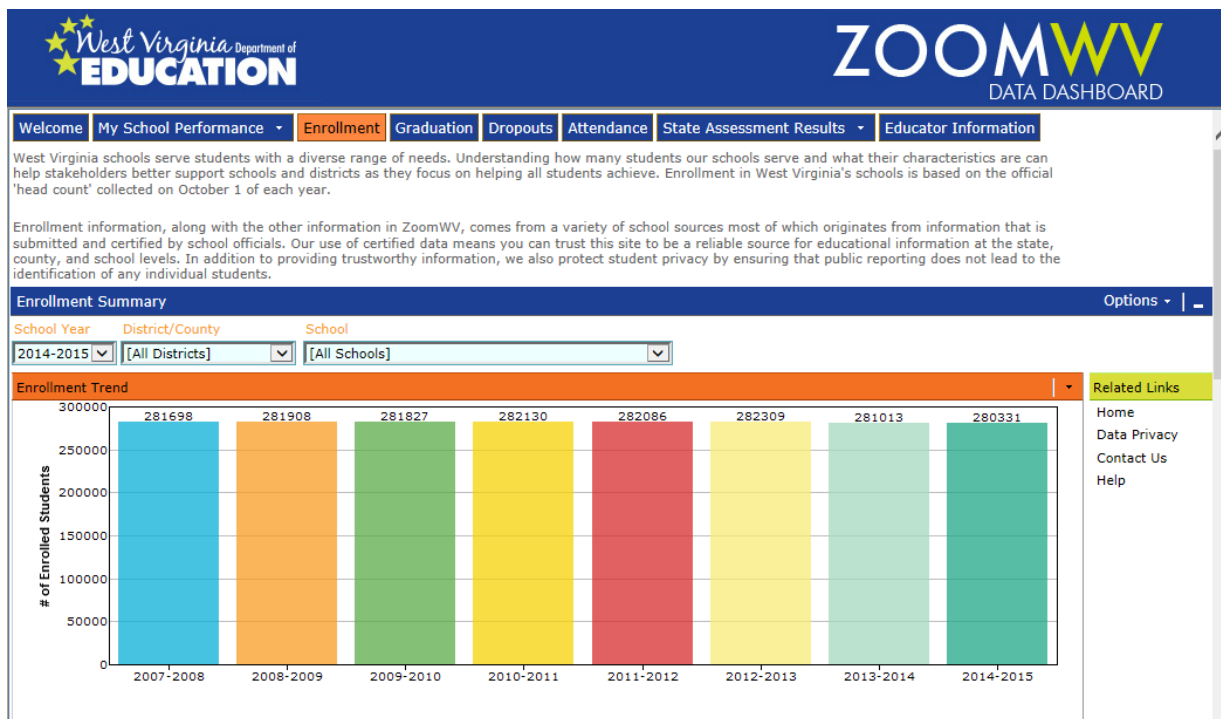
To use a filter, click on the dropdown arrow located on the right side of the filter’s field. Then choose the option you would like to view in the dashboard. In the example above, the dashboard would display Berkeley County information.

Year or district filter selections remain in place as you navigate from one tab in the dashboard to another. In order to clear filter selections, select the down arrow located beside “Options” in the summary pane. Then, select “Clear Filters.”



## Levels of Data in ZoomWV

ZoomWV has three levels of information: State, District, and School. All of these data are in aggregate—or summary—form. Each topic page begins with information presented in graphical formats, and at the bottom of each topic page, the data are presented in a tabular format.



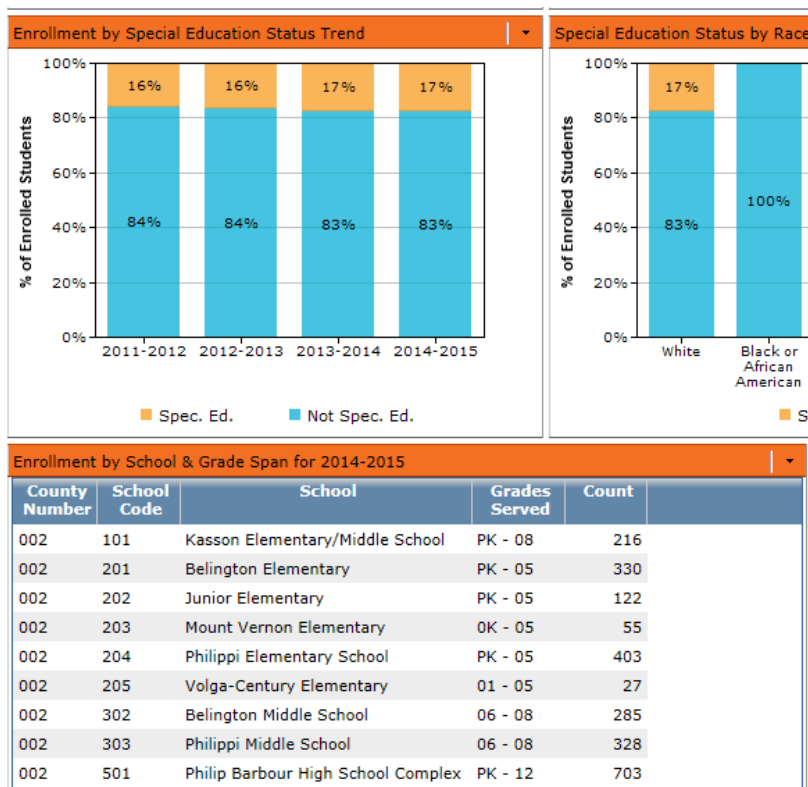
The screen above displays the top of the *Enrollment* page. As you scroll to the bottom, you will see the tabular data, as shown on the screen below. At the state level, all districts are listed.

Enrollment by County & Grade for 2014-2015																
County Number	County Name	Pre-K/EC*	Kind.	1	2	3	4	5	6	7	8	9	10	11	12	Total
002	BARBOUR	156	177	187	195	179	190	180	167	183	170	166	185	166	168	
004	BERKELEY	805	1359	1471	1468	1389	1407	1391	1392	1417	1418	1494	1419	1151	1087	
006	BOONE	268	339	306	339	308	328	333	343	313	349	358	326	278	282	
008	BRAXTON	135	176	162	161	155	146	145	146	164	132	159	159	165	127	
010	BROOKE	120	211	225	234	223	237	223	230	208	233	275	246	249	218	
012	CABELL	810	1045	1024	986	989	931	963	947	929	985	952	937	878	845	
014	CALHOUN	60	94	77	81	72	90	62	70	86	81	80	72	76	66	
016	CLAY	166	163	136	156	139	131	144	159	128	135	136	137	140	126	
018	DODDRIDGE	71	85	86	82	80	89	79	65	87	91	91	86	81	88	
020	FAYETTE	376	493	502	515	479	480	469	511	481	515	501	496	509	484	
022	GILMER	67	56	67	64	73	61	68	50	60	64	70	70	69	67	
024	GRANT	117	118	123	124	125	117	135	135	119	126	153	131	140	137	
026	GREENBRIER	268	379	357	388	352	352	383	348	392	417	452	371	360	360	
028	HAMPSHIRE	182	245	218	247	223	249	219	264	249	248	301	260	240	273	
029	HANCOCK	248	325	346	253	290	317	317	301	317	328	334	301	276	239	
031	HARDY	175	176	175	192	163	158	167	180	167	180	164	168	146	160	
033	HARRISON	628	840	849	790	795	847	770	781	758	785	883	782	764	675	
035	JACKSON	270	342	390	354	355	362	352	355	373	357	397	362	320	313	
037	JEFFERSON	368	657	684	724	633	676	691	652	719	717	748	671	611	516	
039	KANAWHA	1319	2023	2182	2030	1975	1994	2095	2065	2153	2050	2425	1986	1838	1804	

The West Virginia Department of Education has made every reasonable effort to ensure that the data in ZoomWV are accurate at the time of disclosure. Data marked as 'certified' are accurate for only the time of submission and certification. Data in ZoomWV reflect records reported to WVDE by local education agencies. WVDE is not responsible for data that are misinterpreted or altered, and conclusions from analyses of these data should not be considered the opinion of WVDE. Willful intent to tamper with electronic public records is punishable under W. Va. Code §61-3C-1 through §61-3C-21. These data have been aggregated to protect the privacy of students in West Virginia. Any attempt to identify an individual from these data is prohibited by the United States Family Educational Rights and Privacy Act (FERPA) and the United States Education Sciences Reform Act of 2002 (ESRA 2002).



As with the *State Summary* page, the graphical information for a district will be presented at the top and the tabular information at the bottom. As you can see below, the list in the table now includes school names. If there is not a school list at the bottom of the page, the data are not reported at a school level.



Choosing a school will display information only for that specific school. There are graphs but no data tables presented for schools, given that schools are the third and final level of data.