MassDOT's Safe Routes to School Dashboard User Guide

The MassDOT Safe Routes to School (SRTS) Program is excited to launch our new and improved Dashboard! This user guide will step you through how to navigate this new tool and access the information you are looking for. We recommend watching our Spring 2023 New Tools for Schools Webinar starting at minute 25:16 to see a quick demo of how to use the dashboard. If you have any questions, please email Rachel.ODonnell2@aecom.com.

HOME PAGE:

When you first click on the dashboard link, the pop-up box (Figure 1) will appear. Once you acknowledge this prompt by clicking "OK," you can enter the dashboard. On the main page, you have the option of clicking the MassDOT or SRTS logos to navigate to their home pages, or you can click the social media icons in the lower right-hand corner to easily follow SRTS on social media. At any point if you choose to completely start over, simply *REFRESH/RELOAD* the page and it will bring you back to this message.
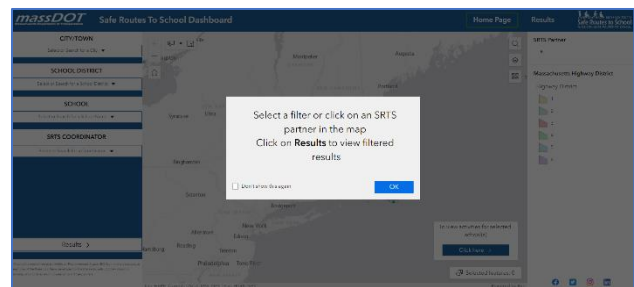

Figure 1: Pop-up box on home page

You can zoom into the map and see where all the Safe Routes to School partner schools are (green dots). Any school that is *not* a partner with SRTS will not appear in this dashboard. The different MassDOT districts are also defaulted to appear, but you can change both of those settings by clicking on the map layers icon (Figure 2). More map layers are available including schools that have

Figure 2: Optional map layers that can be toggled on and off

been previously awarded SRTS grants (Infrastructure and Signs & Lines), MA Metropolitan Planning Organizations (MPOs), and SRTS Outreach Coordinator Regions. Please note that any grants awarded during the 2022-2023 school year will be added before the 2023-2024 school year begins.
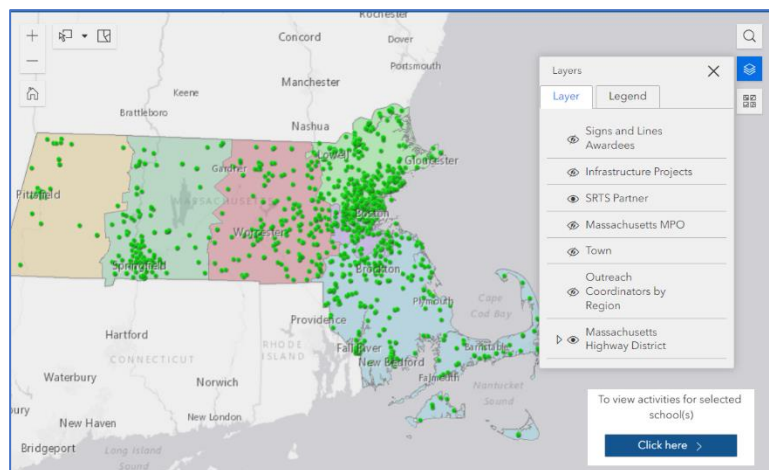
Example 1: *How many Signs & Lines Grants were awarded in my MPO?*

Step 1 – Turn on "Signs & Lines Awardees" layer

Step 2 – Turn on "MA MPO" layer

Step 3 – Turn off "SRTS Partner" layer (to easily locate the grant awardees)

Step 4 – Zoom into desired MPO (Figure 3 uses Montachusett as the example)

Step 5 – Count how many purple dots are in that MPO region (only Reingold Elementary in Fitchburg, MA has received a Signs & Lines Grant in the Montachusett MPO region)
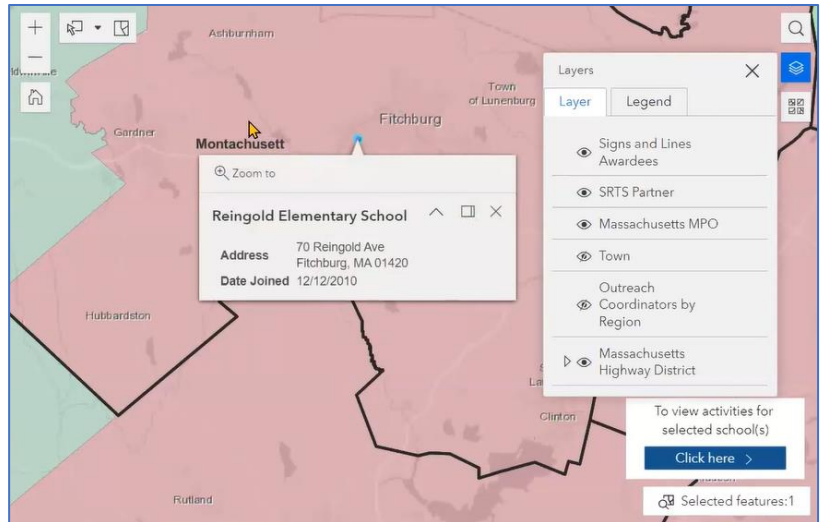

Figure 3: Example of how to manipulate the map layers to figure out how many schools were awarded a Signs & Lines Grant within a specific MPO region

If you would like to learn more about a school, simply click on the dot to select it and then click the "Click here" button located in the bottom right-hand corner of the map (see yellow arrow on the figure). It will take you to a new page (Figure 4).
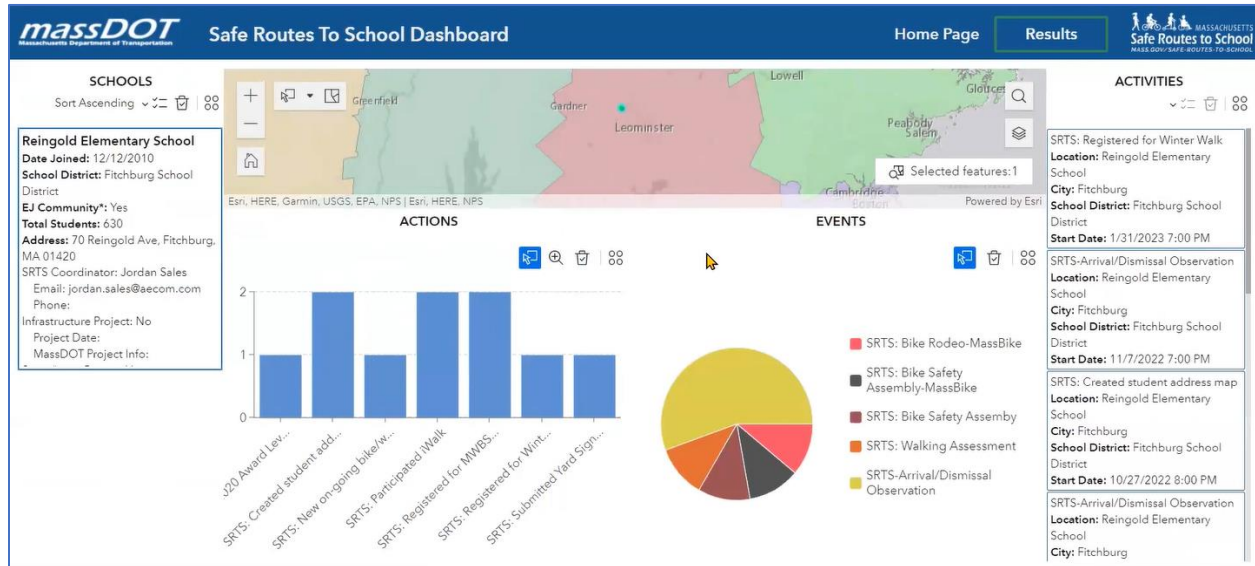

Figure 4: Results page for Reingold Elementary School displaying the history of participation in the SRTS Program

This "Results" page provides the history of participation for a school, district, etc. in the SRTS Program. Basic information about the school can be found on the left-hand side of the page, and the chronological history of activities (most recent at the top) can be found on the right-hand side of the page. In the center, two charts are displayed. The "Actions" bar graph breaks down different tasks that a school completed, such as registering for flagship events, launching

a Walking School Bus, or adding SRTS into their policy. The pie chart shows the breakdown of the different events that the school hosted, such as pedestrian safety sessions, bike rodeos, or walk/bike audits. Once you are finished viewing this page, simply click "Home Page" in the top menu bar above the map. You can click the "x" in the upper right-hand corner of the callout box (yellow arrow in Figure 5) and all the other schools should come back into view. You can also click the "Home" icon in the upper-left corner of the map to reset the map view (red arrow in Figure 5).
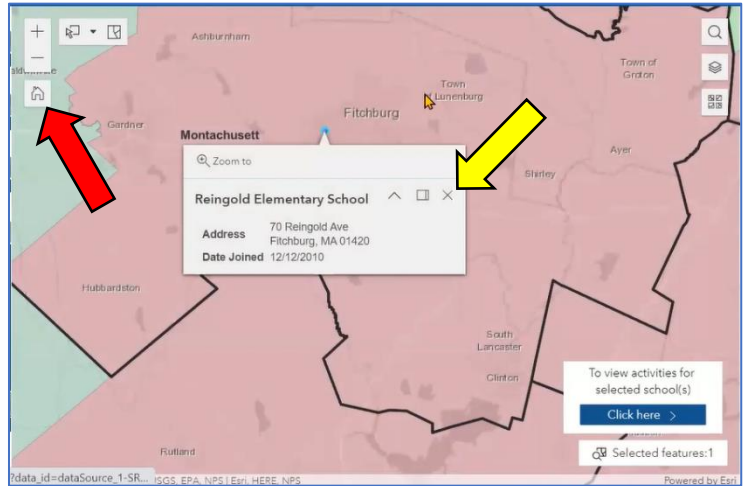
Figure 5: Image showing how to exit out of the "Results" page and how to reset the map back to its default settings

On the left side of the dashboard, there are also different filter options depending on what information you are looking for. You can filter by municipality, school district, school, or SRTS Outreach Coordinator (see Figure 6).
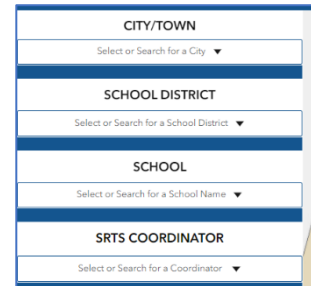

Figure 6: Filter options available for the dashboard including by city/town, school district, and SRTS Outreach Coordinator

Example 2: *How can I view all the activities for Beverly Public Schools?*

Use either the filter by city/town or by school district to search or scroll to find "Beverly" (see Figure 7). Make sure to click on Beverly and then click the "Results" button at the bottom (yellow arrow).
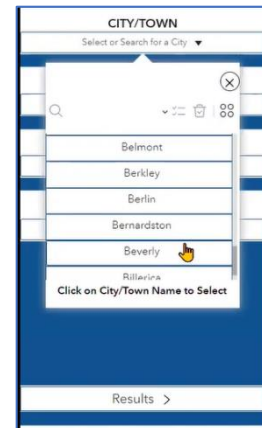

Figure 7: Using the filter by city/town to highlight the activities of Beverly Public Schools

The results page will look very similar to Example 1 except all information displayed is for an entire district, not just one school (Figure 8). To explore the activities for just one school, simply click on that school in the left-hand column (yellow arrow). The dashboard will update and only display the actions, events, and activities for the selected school. Please note that not every school in a district will have the exact same level of activity as other schools. In some cases, partner schools have not participated in the SRTS Program or have not reported their activity to their SRTS Outreach Coordinator and therefore, the actions/events charts are blank.
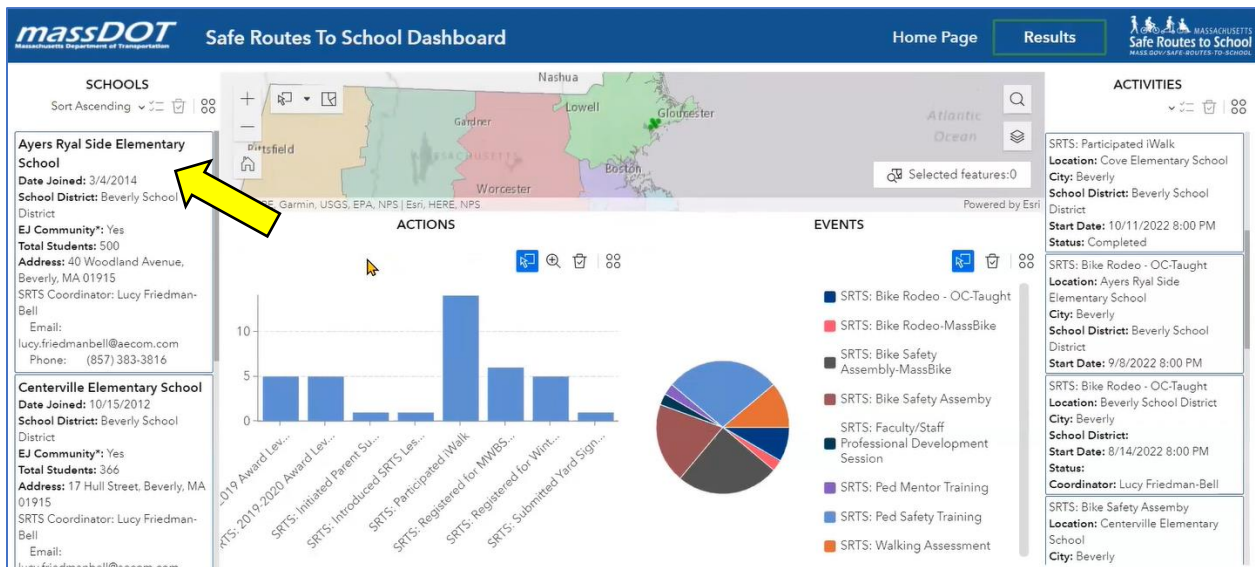
Figure 8: Results page for selected school district (Beverly) showing all district actions, events, and activities

Once you are done exploring the selected school and want to go back to the district page, simply click the "Clear Selection" icon above the school name (red arrow in Figure 9).
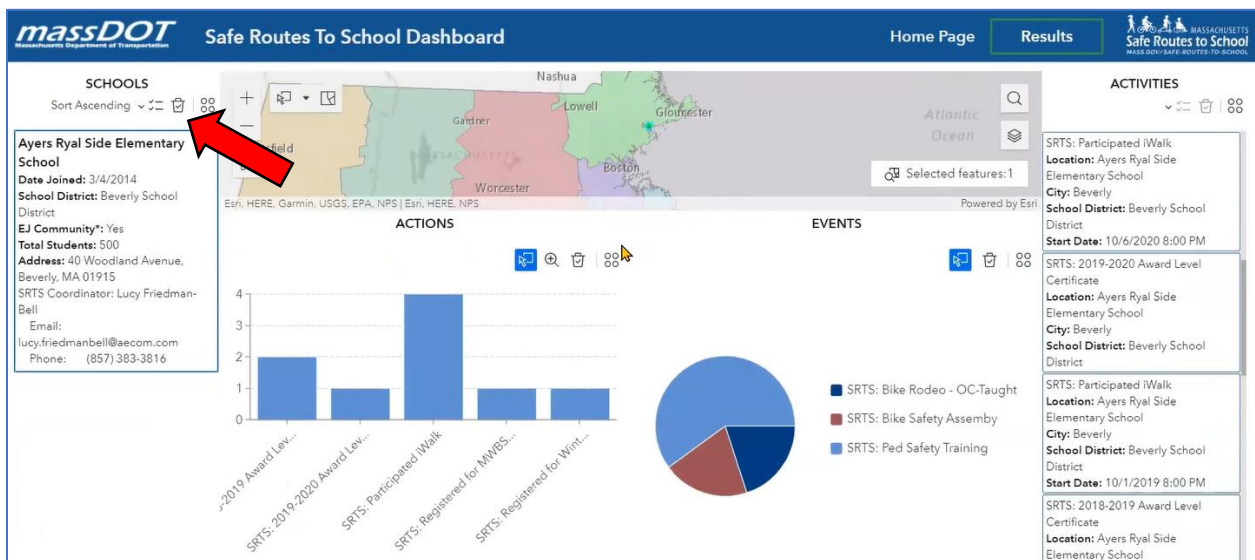
Figure 9: Actions, events, and activities for a selected school within the Beverly School District

When you are ready to navigate back to the Home Page, the map will still display what filter you used (Beverly). Make sure to go back into the selected filter and clear it out before proceeding to another filter (yellow arrow in Figure 10).
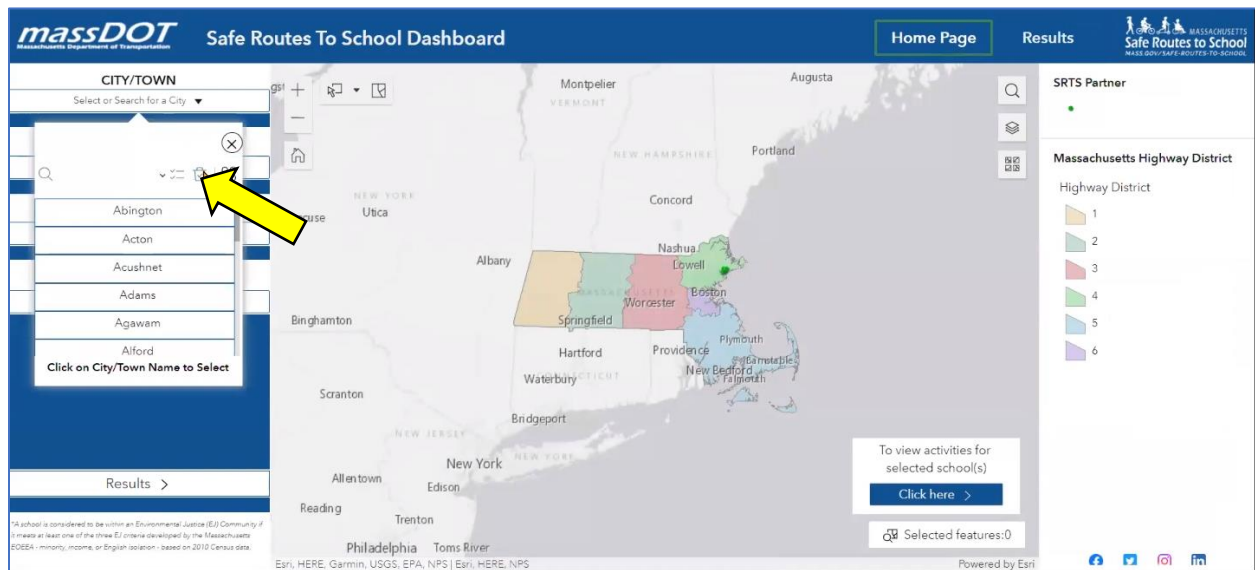

Figure 10: Using the "Clear Filter Options" icon to reset the map before exploring other filter options

Example 3: *How can I view all the activities for a regional school district that does not have the municipality name in the title (i.e., Quabbin)?*

Step 1 – Use the "Filter by School District" option

Step 2 – Start typing in "Quabbin" in the search bar

Step 3 – Once "Quabbin School District" appears, click it to select the district (see Figure 11)

Step 4 – Click the "Results" button
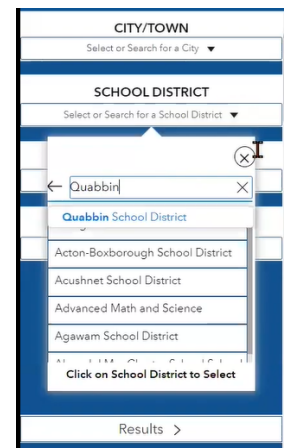
Figure 11: Using the search feature within the "Filter by School District" option

Example 4: *How can I select multiple schools in Melrose at once to view their activity?*

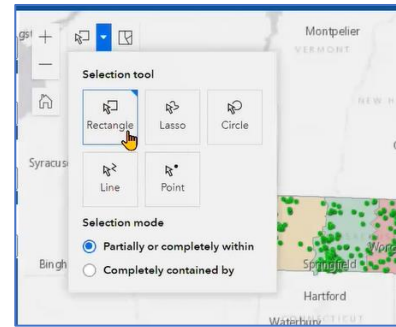Step 1 – Click the "Selection Tool" Icon and use the drop-down menu to select a shape (see Figure 12)

Figure 12: Using the "Select by Rectangle" tool on the map to select schools

Step 2 – Zoom into Melrose on the map and draw the shape around the schools you wish to select (Figure 13)

Step 3 – Navigate to the Results page by clicking the button in the lower right-hand corner of the map (yellow arrow in Figure 13)
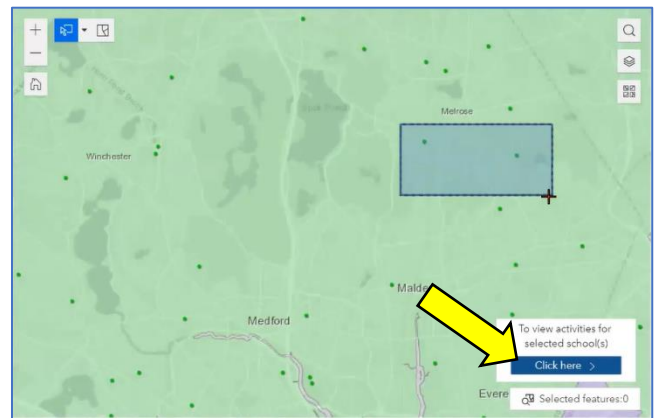
Figure 13: Drawing a shape around selected school(s)

Step 4 – To unselect the schools and view them one at a time (they are both selected by deafult on the Results page), click the "Clear Selection" icon on the map (red arrow in Figure 14)

Figure 14: Actions, events, and activities for two selected schools in Melrose