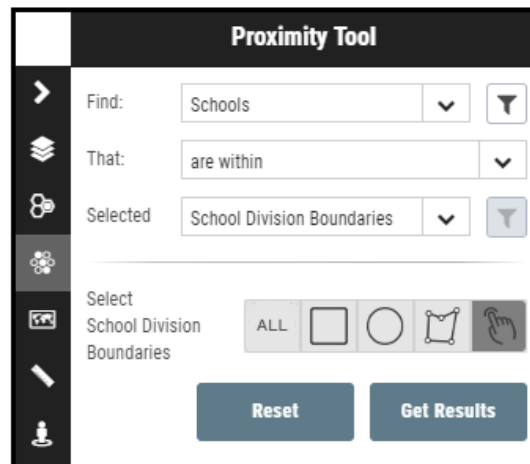# Topic #12

How can I extract a list of schools, and a summary report of student counts by grade within a predefined geographic area such as School Division, City Ward, or Neighborhood

Scenario: How can I extract a list of all schools within a specific school division or City Ward, along with the number of students in each grade?

Tools to Use: The Proximity Tool

Instructions: Zoom out and add School Division Boundaries in the Winnipeg Community Map.

Launch the Proximity tool from the toolbar on the right-hand side of the screen.

Once the proximity tool is launched, set up the tool by selecting the two layers that have will have a relationship together.

As illustrated above, in the Find box, choose the layer you want to extract (in this case Schools). In the Selected box, choose the layer you want use to extract schools by (in this case, School Division Boundaries, but one could use City Electoral Ward or Neighborhood Boundaries instead).

The Proximity tool automatically sets the relationship of "are within" …. So it will find Schools that fall within selected School Divisions.

Once the relationship is set up, you must select the specific school division that you are interested in. For this example, we are wanting to find schools that are within the River East Transcona School division.

Use the finger pointer to select the River East Transcona School division. Once you click on the school division it will be highlighted in red on the map. You can click on more than one school division at a time.

Select
School Division
Boundaries

ALL

Click on Get Results and select schools will be highlighted.

Interpreting the Results:
You can view the results of this query in two different ways: as a summary report (student count by grade), or as a table. The report will give you the total number of schools, students and teachers located in the school division that you have selected. The table will give you a list of each school located in the selected school division as well as the number of students (by grade) and teachers in each school. You will be given the option to download this table in excel format (click on download CSV).

Additional Comments:
When setting up the proximity tool, you can select the filter button to the right of the 'Find' drop down to filter the type of school that will be returned as a result of the query.

Filter Button:

When you click on the filter button, you will be brought to a new screen which will give you an option to select schools based on the grade ranges (Elementary, Junior High, High School), or by the number of teachers or students that belong to the school. Use the drop downs, or the text boxes to apply these filters.

Once you have applied the filters (not mandatory) click the "Done" button to on the bottom of the window and continue to set up the proximity tool as normal.

Video Tutorial: [#11: Using the more advanced Proximity Tool to more flexibly Generate Custom Analyses and Reports](#)