Google My Maps

What can you do with My Maps? Check out some info from Google:
https://www.google.com.au/maps/about/mymaps/

Explore the EZEC map:
https://drive.google.com/open?id=153_82bL_wyPWbt5Wn8EbvqFoxgs&usp=sharing

1. How to access My Maps:

I suggest you use your DoE account to access My Maps. It automatically saves your map and any changes onto your Google Drive. Students can access and use My Maps the same way. Here are two ways to access My Maps:

Option 1: Via the portal

- Login to the DoE portal
- Select **G Suite – Google Apps for Education** from **Essentials** or from **My Learning Tools** if it is not under Essentials

- Then select **My Maps**
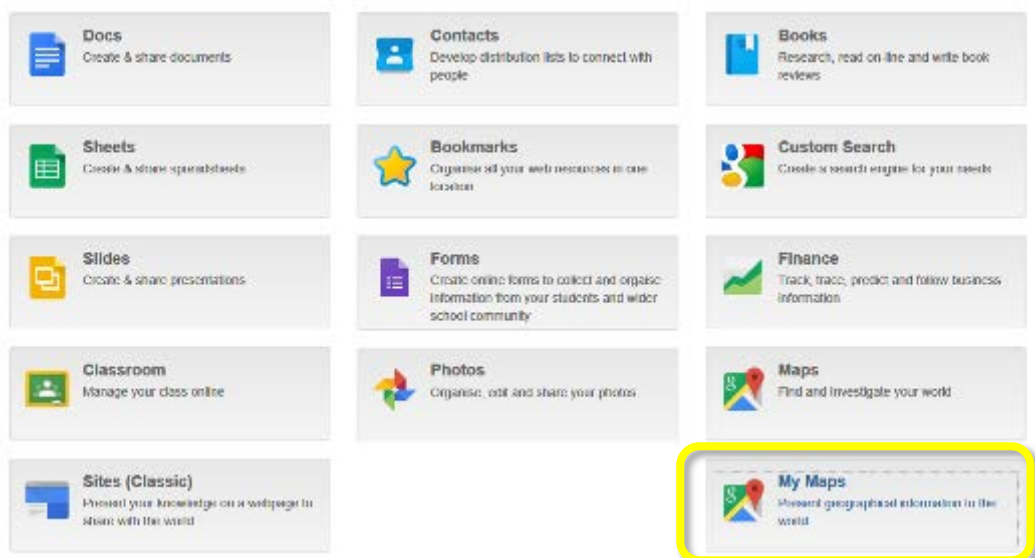
Option 2: Via the website

- Open https://www.google.com.au/mymaps
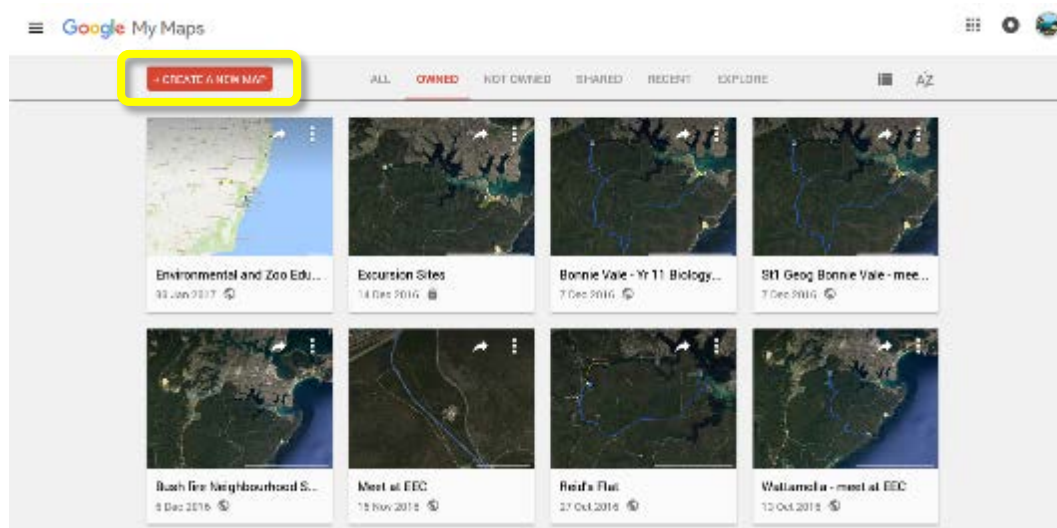- Login using your @education details:

  Username: portalusername@education.nsw.edu.au

  Password: same as portal password

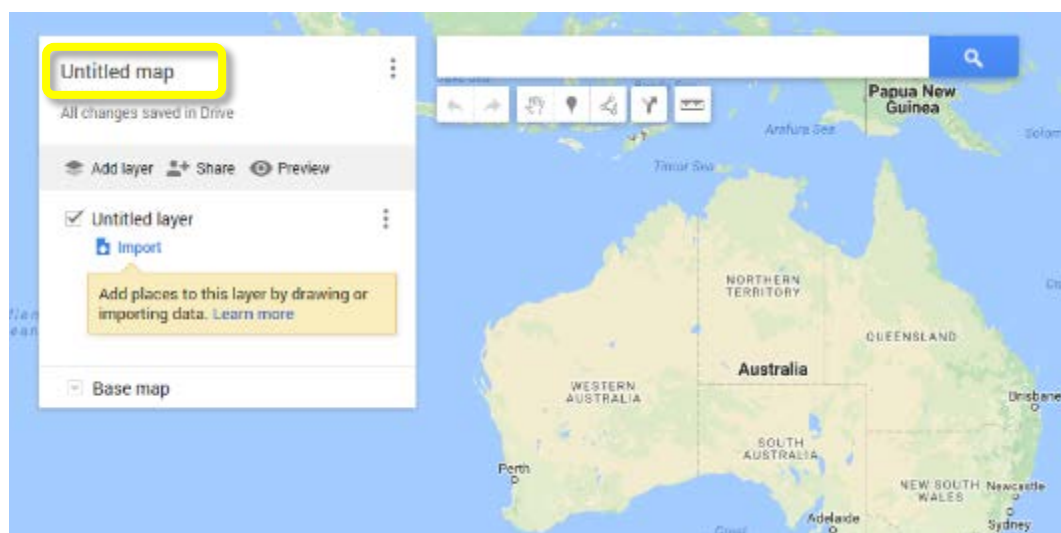- Note: you may also be asked to enter your portal ID and password again (same as logging in to portal)

2. Start a new map:
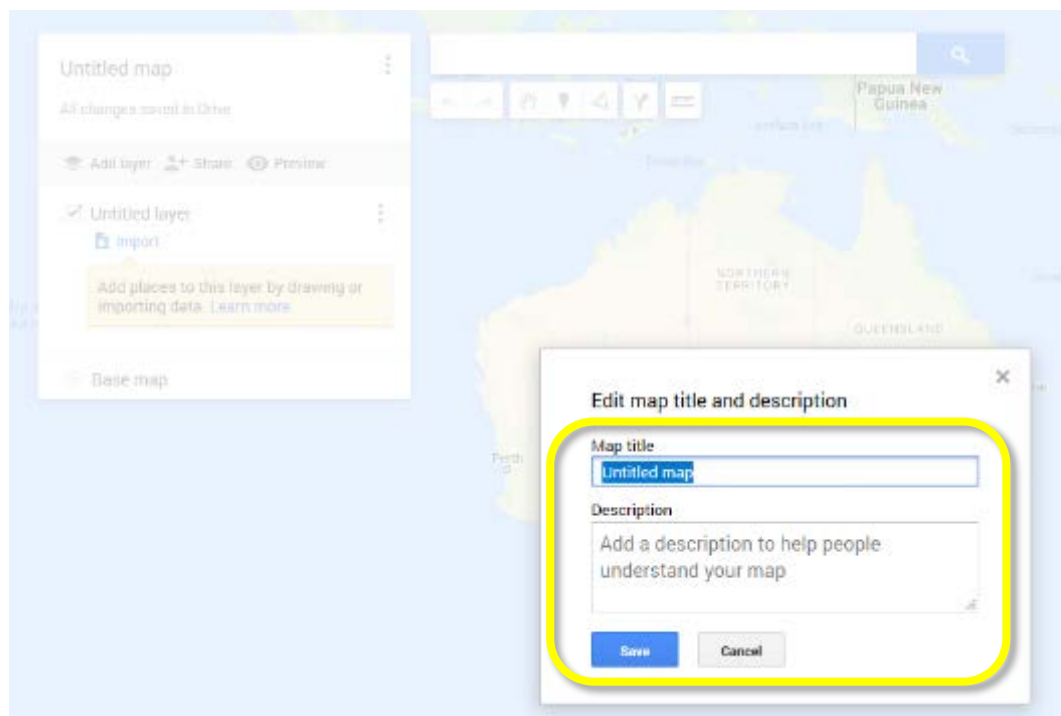
Click on **+CREATE A NEW MAP**

3. Name and description:

Click on **Untitled map:**

A box will appear. Enter a **Map title** and **Description** and click **Save**:

Note: from this point on, all changes will be automatically saved to your Google Drive and your map will appear by name in My Maps.

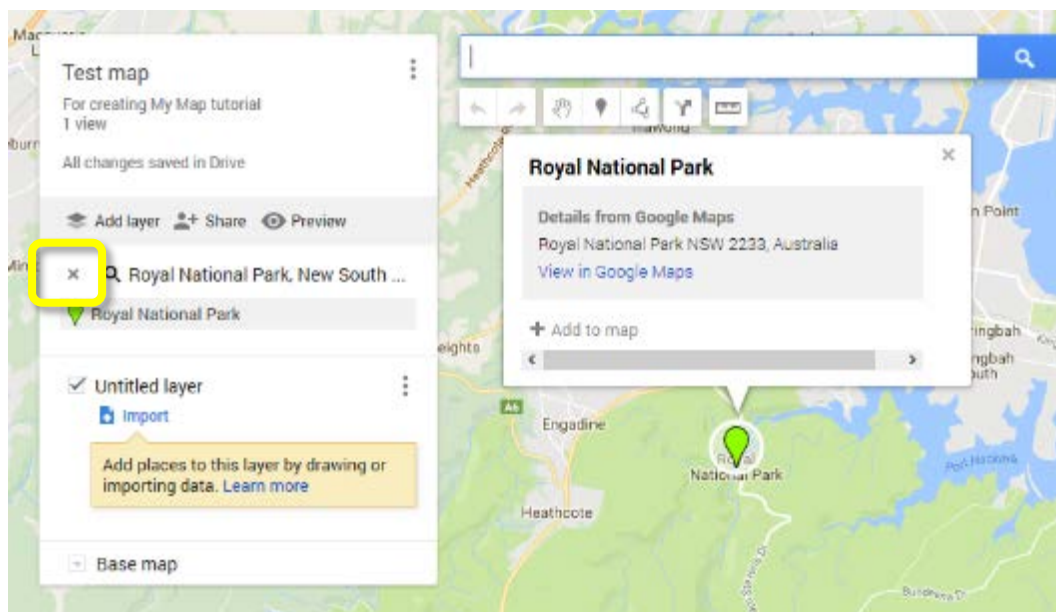## 4. Choose geographical area and base map:

In the **search bar**, type an address or location to zoom your map to (or simply zoom in and navigate to a location using your mouse):
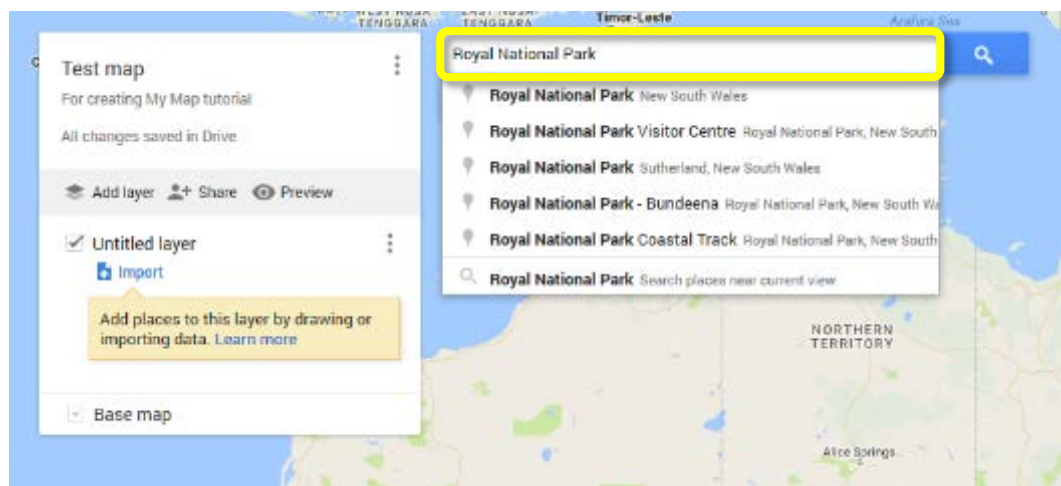
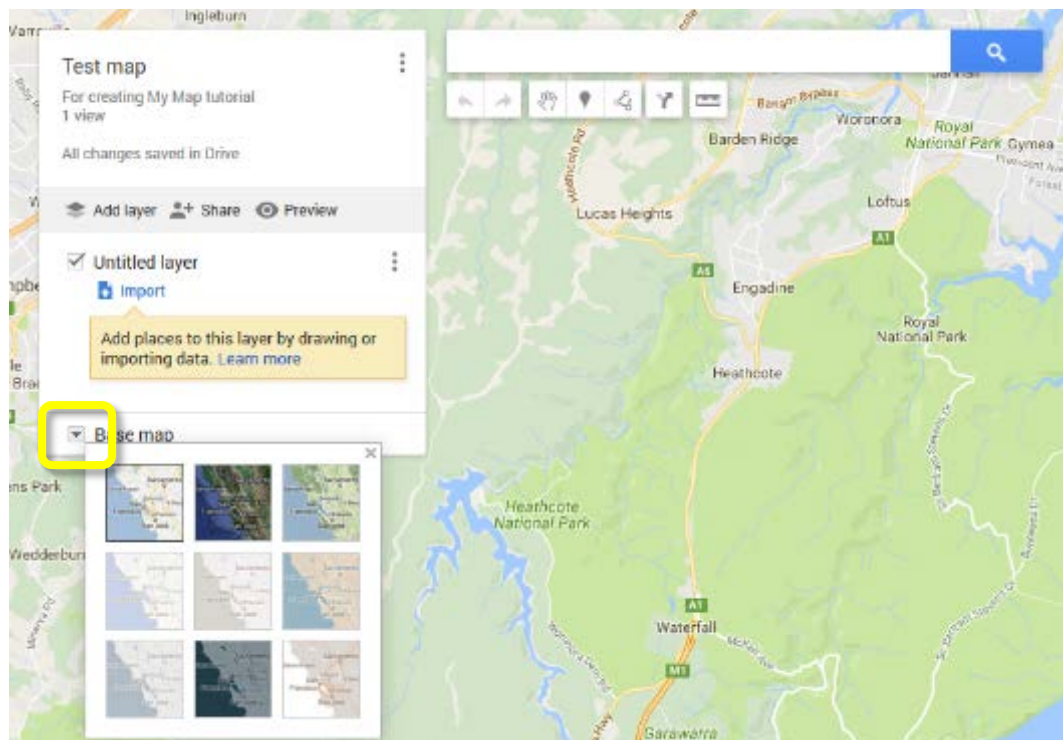Hit enter and it will zoom to that location:
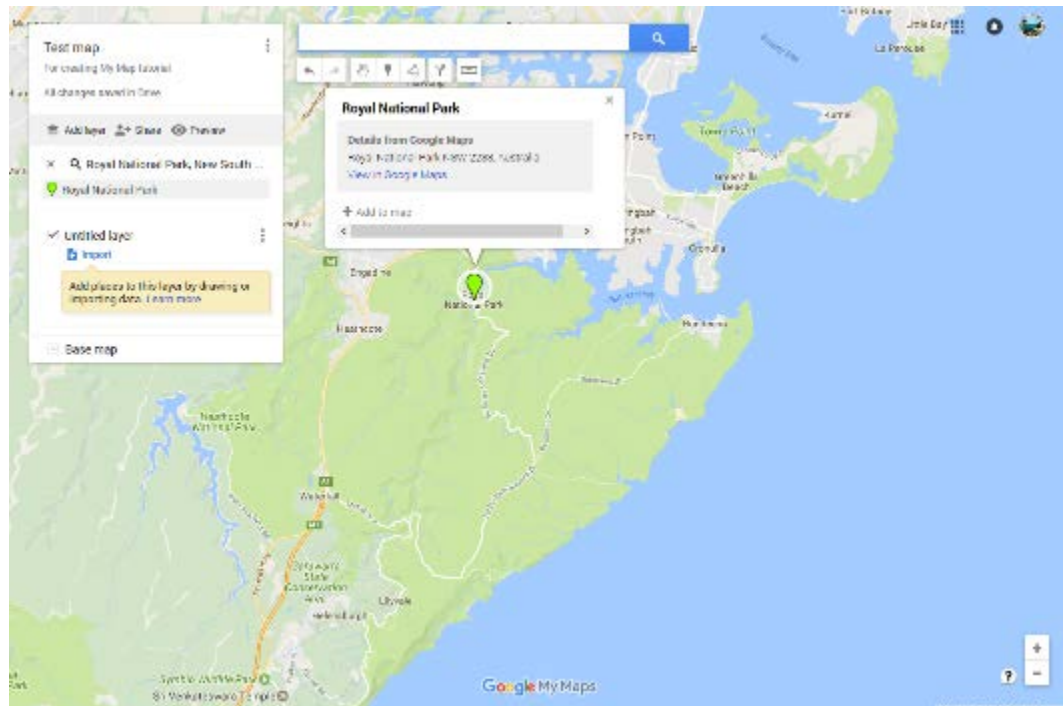
Remove the pin (unless you'd like it there) by clicking on the small x next to the search item:
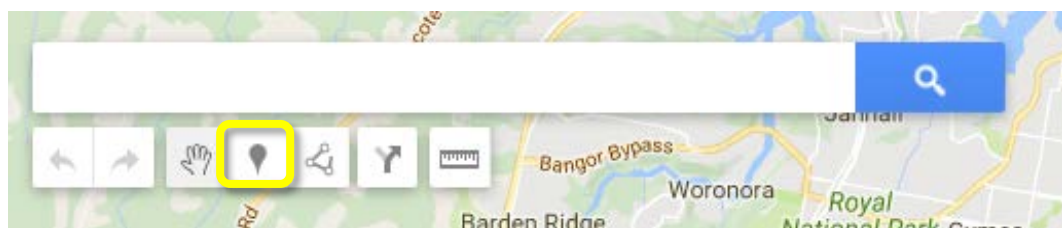
Reposition the map as you'd like. Then choose a base map by clicking on the small down arrow (I usually use the default or the satellite – top left and top middle):
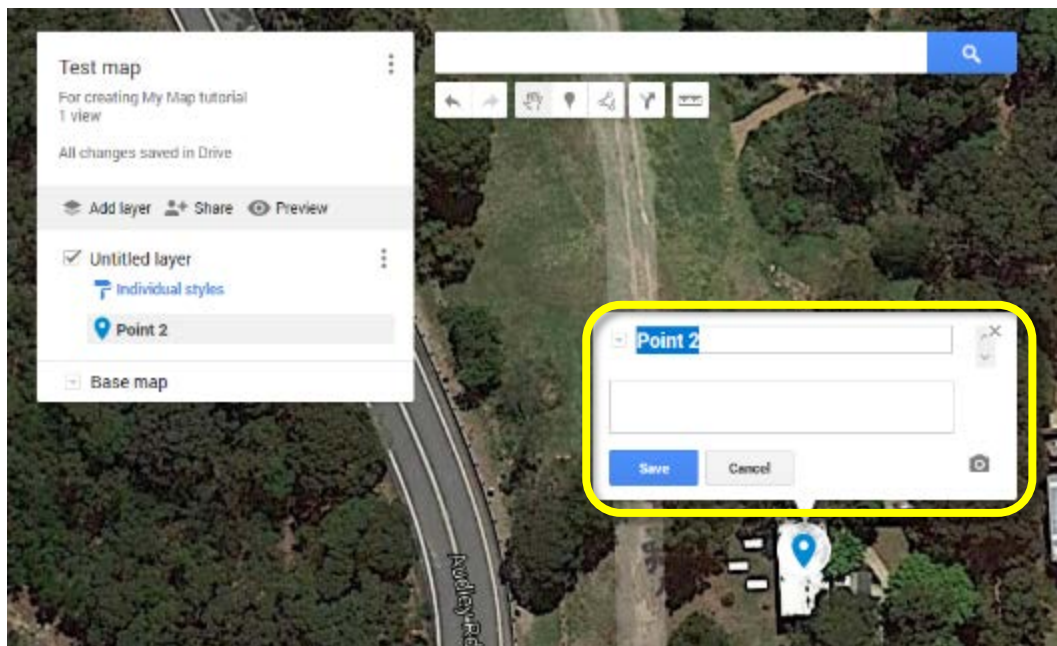

5. Markers:

Now you can add markers to your map to show features, sites, meeting points, etc.

Click on the add marker button. The curser will change to a small crosshair:

Click somewhere on your map to add the marker. In the box that appears, change the name and add a description. Click **Save.** *Note: if you plan to write a long description I suggest you write it in Word and then copy and paste into the description field. This is also the only way to include a space between paragraphs.*
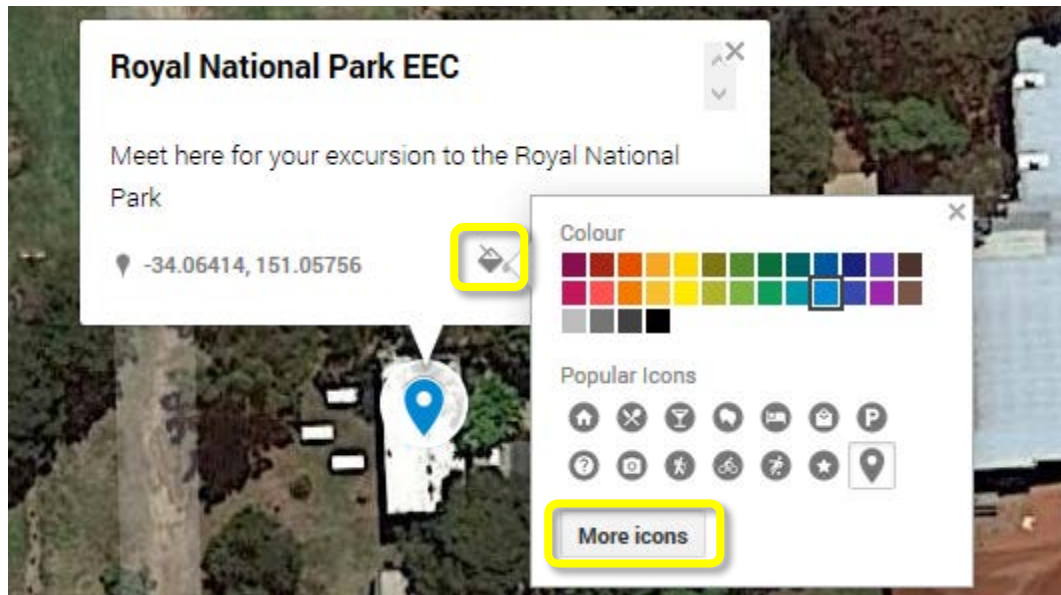

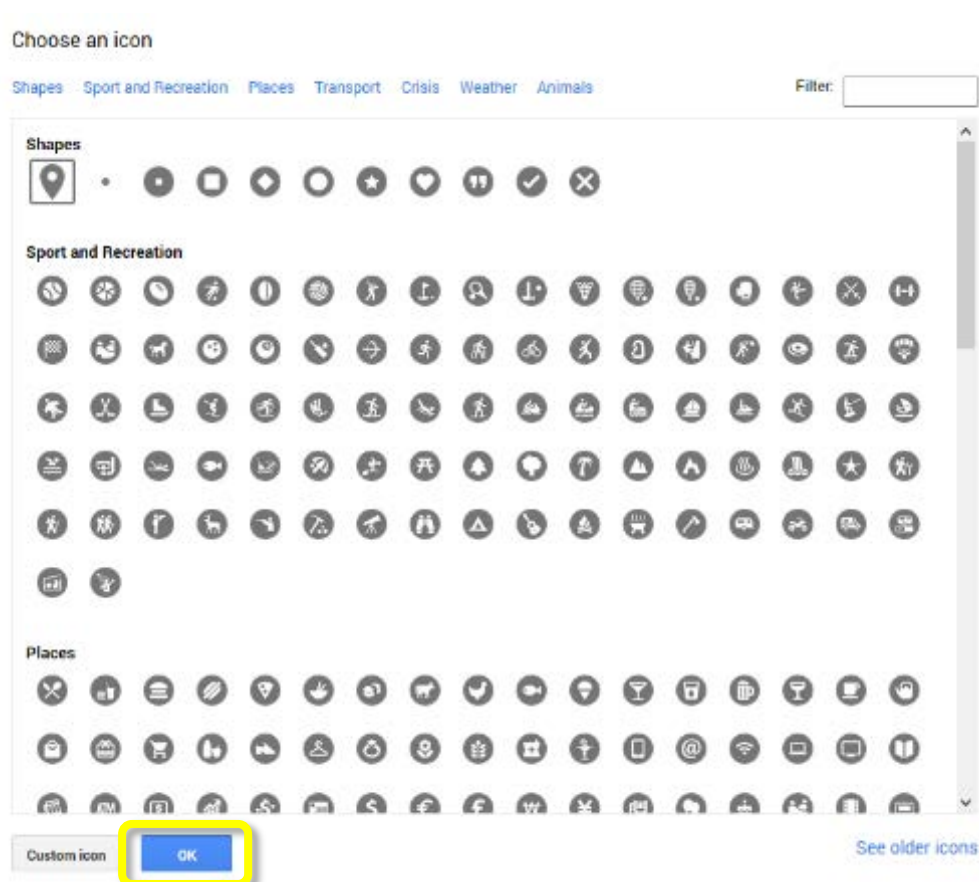. Note that your marker now appears under **Untitled layer**:
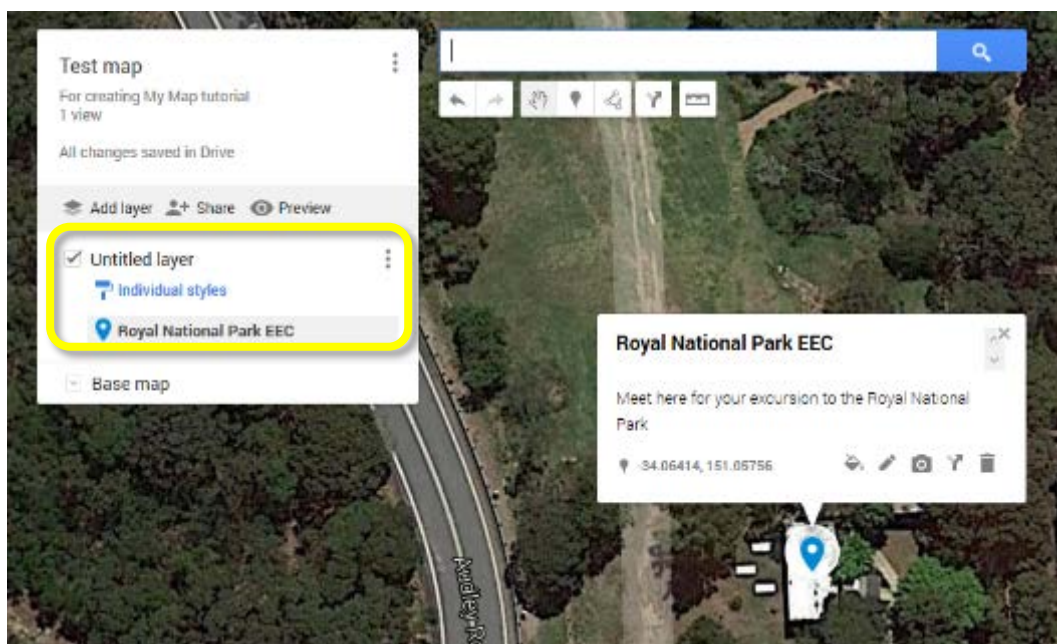
6. Change the icon:

There are hundreds of icons and colours to choose from to personalise your map. You can even upload a custom icon (e.g. your logo).

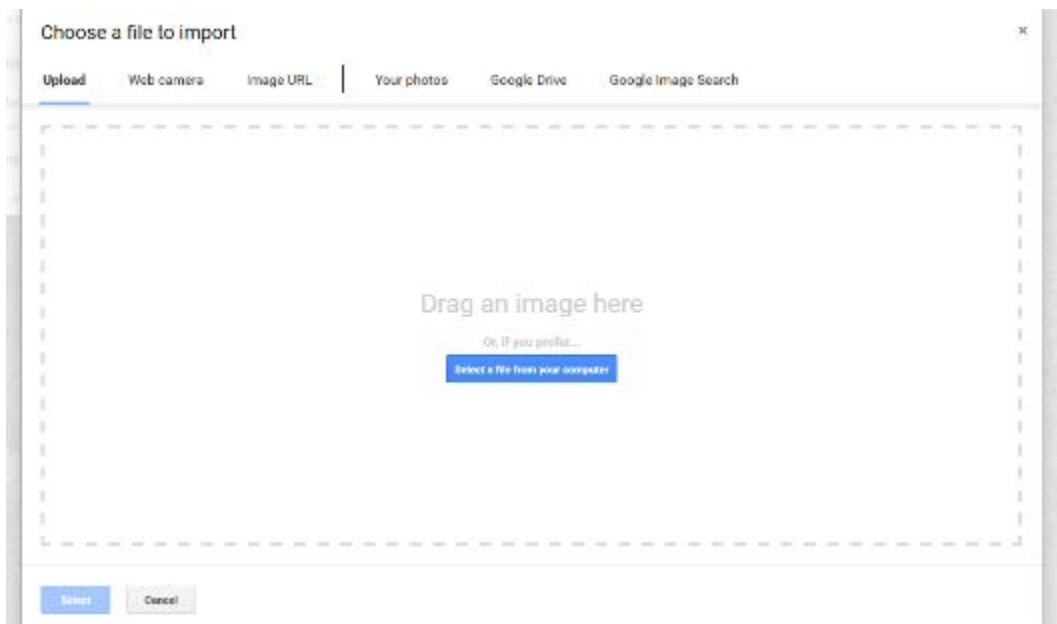Click on the small paint tin. Then click on **More icons**:

Choose an icon and click **OK**. Select a colour from the palette. Click anywhere to close the box.

7. Custom icon:

Click on the small paint tin again. Click on **More icons**. Then click **Custom icon**. Use one of the methods provided to import an image. It will be small on the map so logos are a good choice!
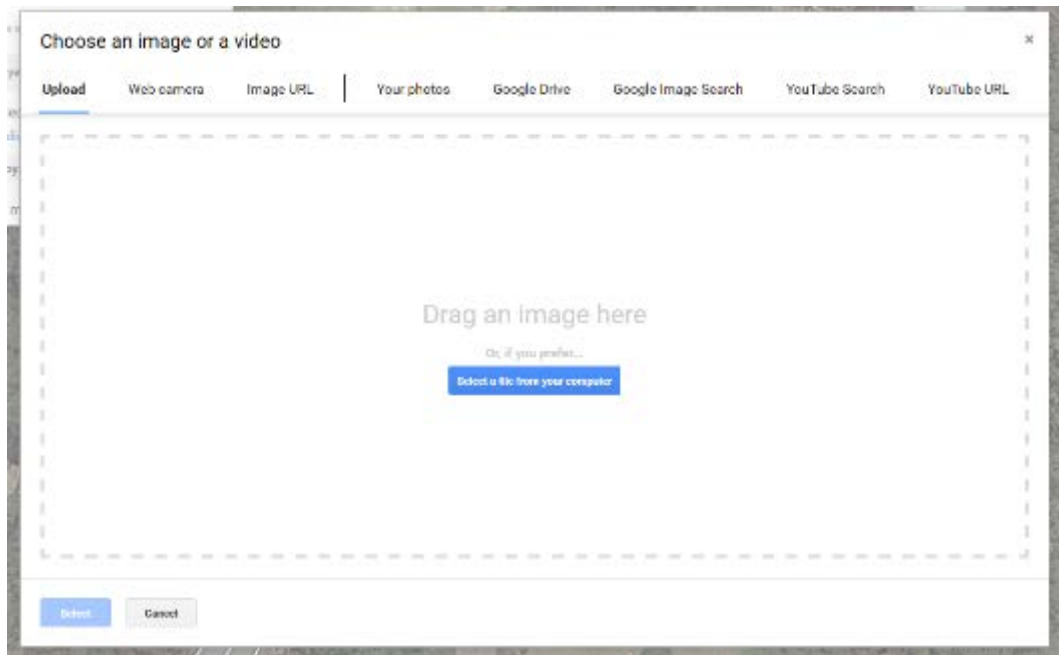

8. Add photos:

You can add photos to the information attached to a maker. Click on the marker to bring up the info box. Then click on the camera:
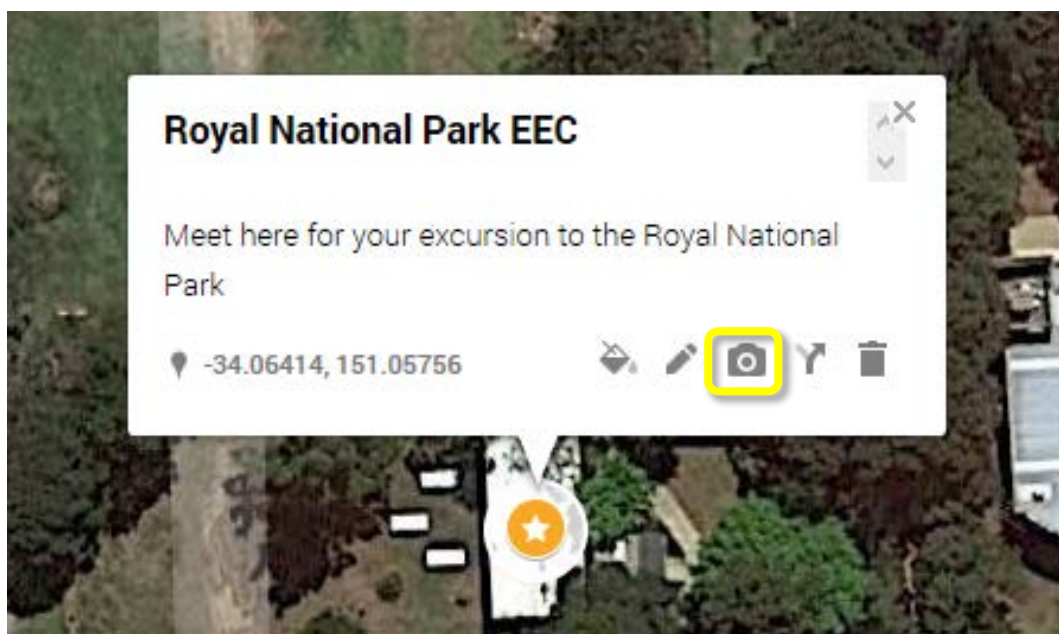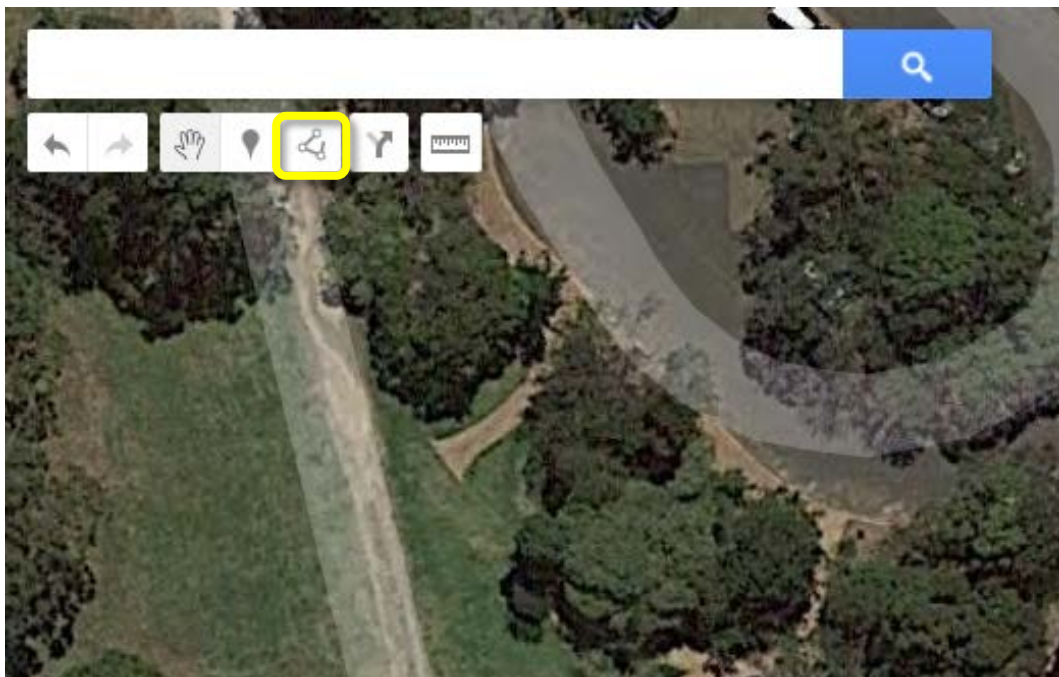
Choose an image or video using one of the options provided. *Note: you can only upload one image at a time. If you plan to upload many photos, I suggest you upload them first to a folder on Google Drive and then use the* **Google Drive** *option:*
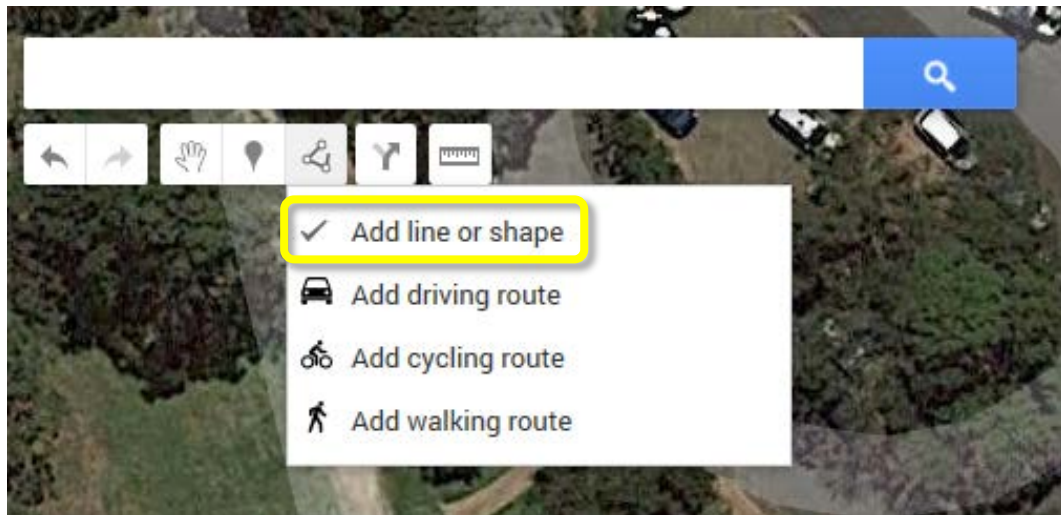

9. Add lines:

You can add lines to your map to show walking tracks and other useful features.
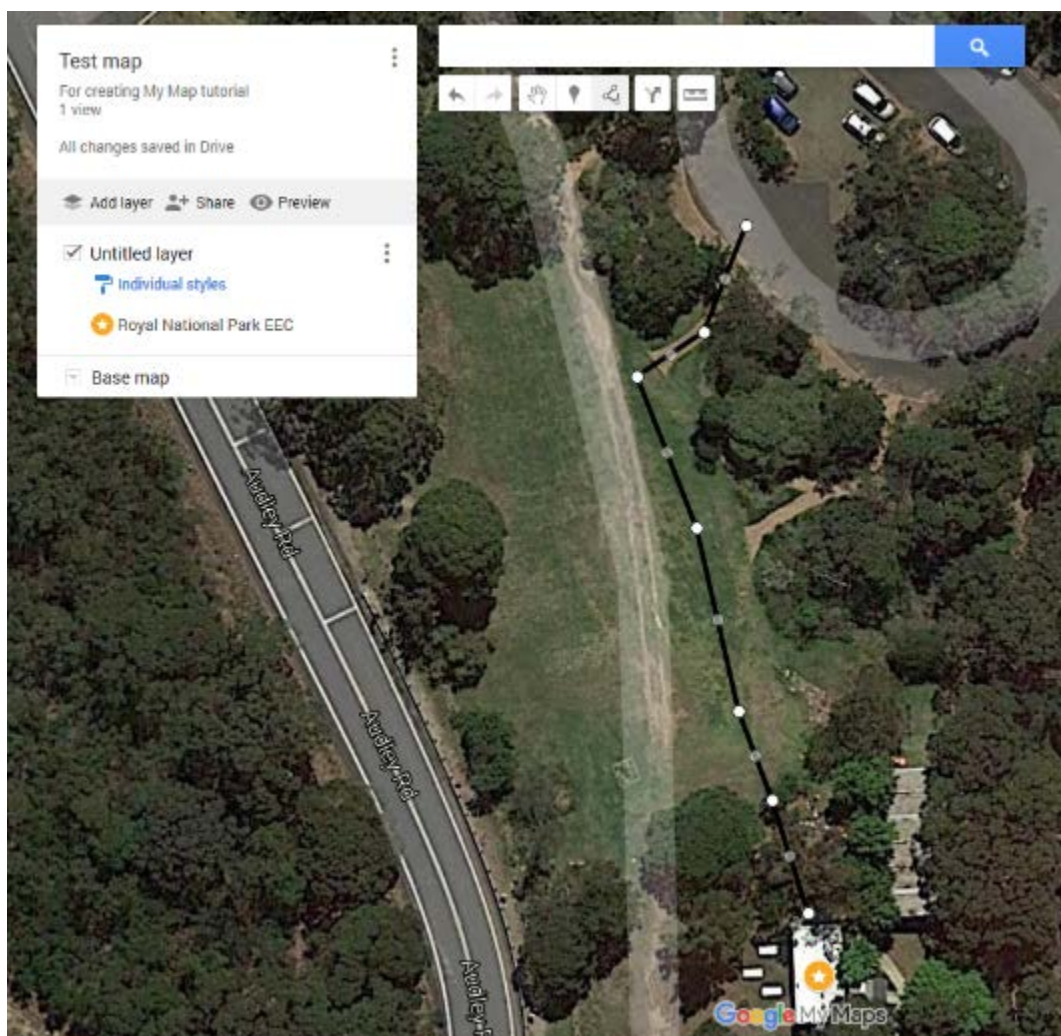
Select the **Draw a line** button:
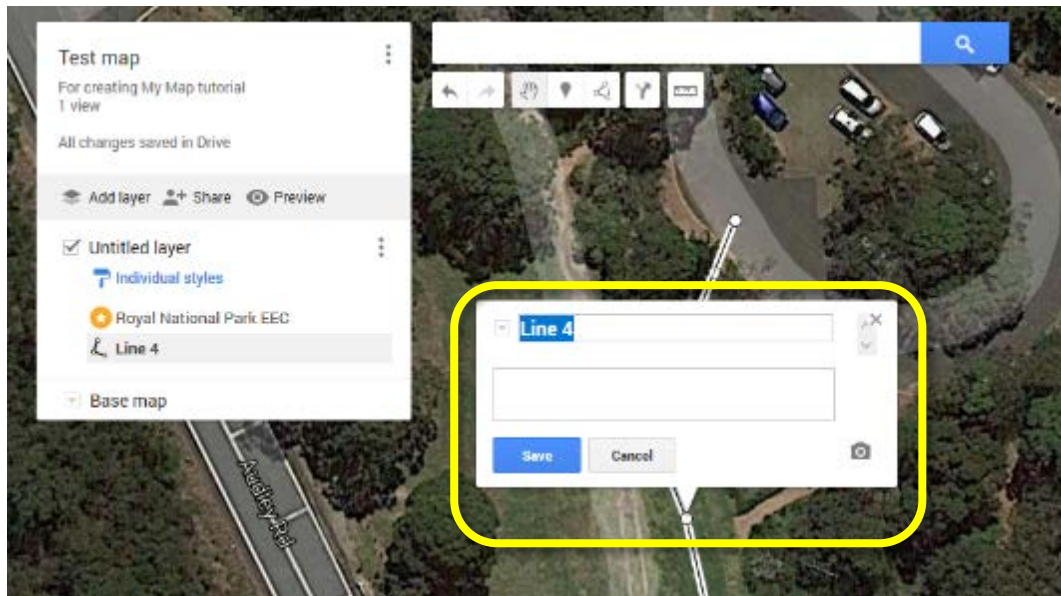
Then select **Add line or shape**:

Click on the map to create a line – the more clicks the more detailed and curved the line (you can edit and add more points later). To finish your line, hold the mouse over the last point until it turns into a hand instead of small cross hairs - click to finish the line:
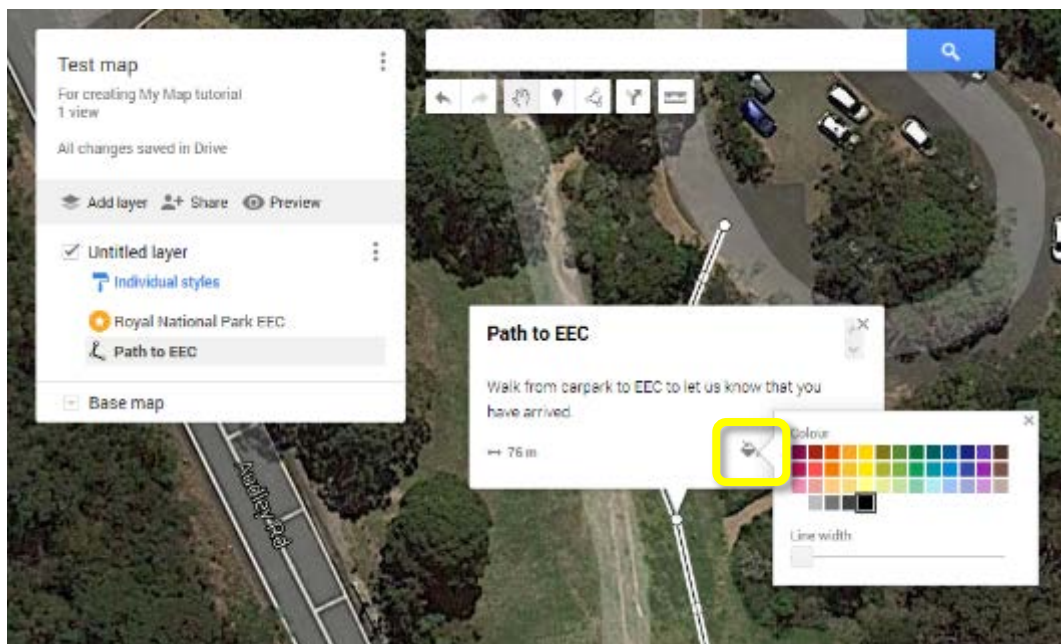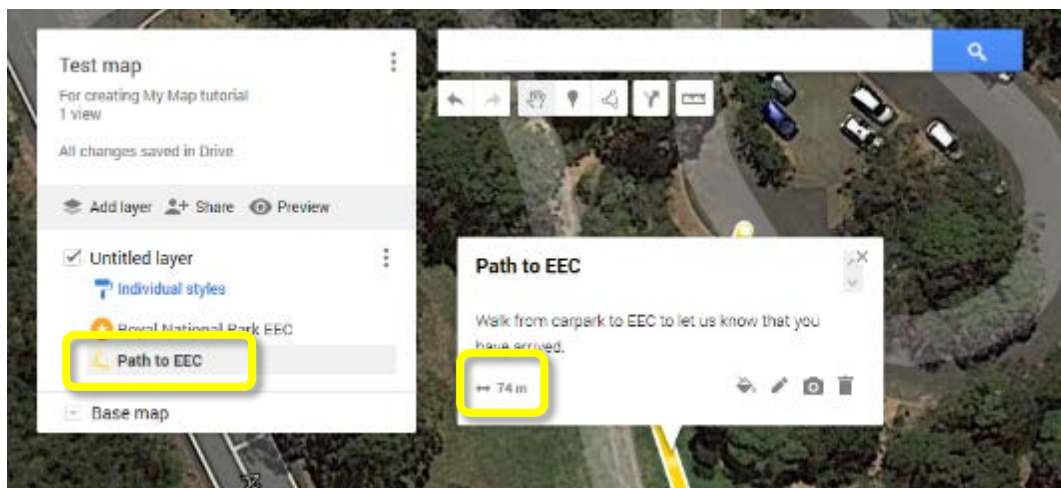
A box will appear. Name your line, add a description and click **Save**:

Edit colour and width by clicking on the paint tin. Adjust the shape by dragging any of the white points:
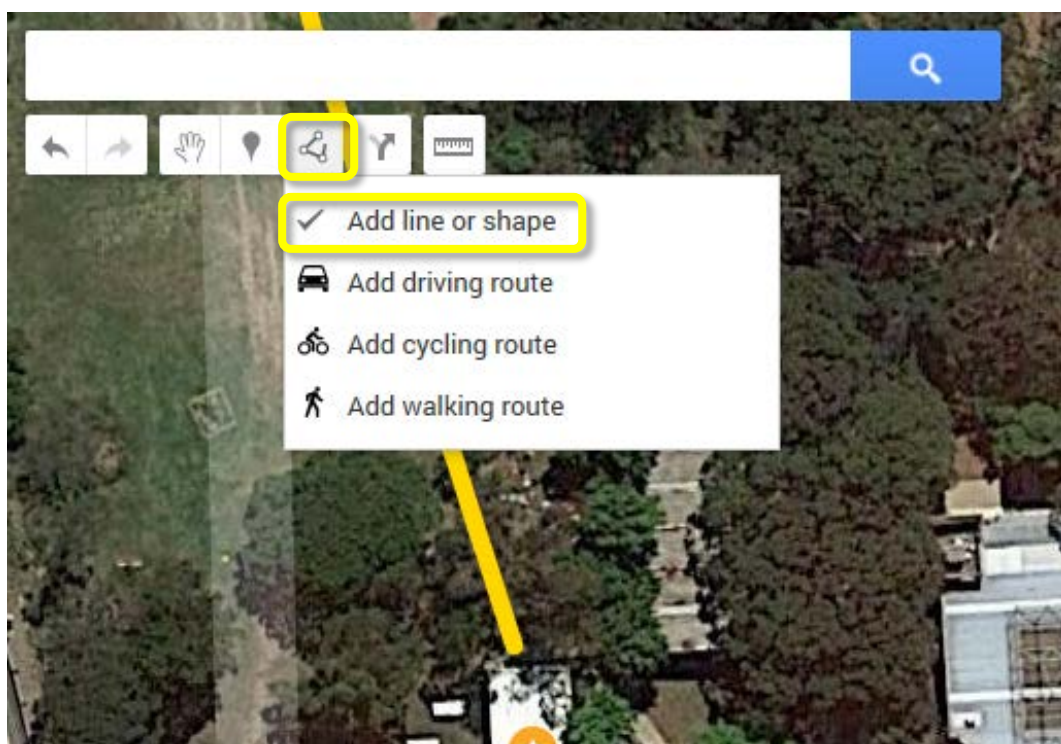
Note that the line now appears under **Untitled layer** and that the info includes a length/distance!


10.Add a shape (polygon):

You can add a closed shape to your map to show an area – great for estimating area of an ecosystem or highlighting study areas.

Again, click on the **Draw a line button** and select **Add line or shape**:

Make clicks on the map to form a shape. To complete your shape, hold the mouse over the *first* point until it turns into a hand instead of small cross hairs and click to finish the shape. Name your shape, add a description and click **Save**:
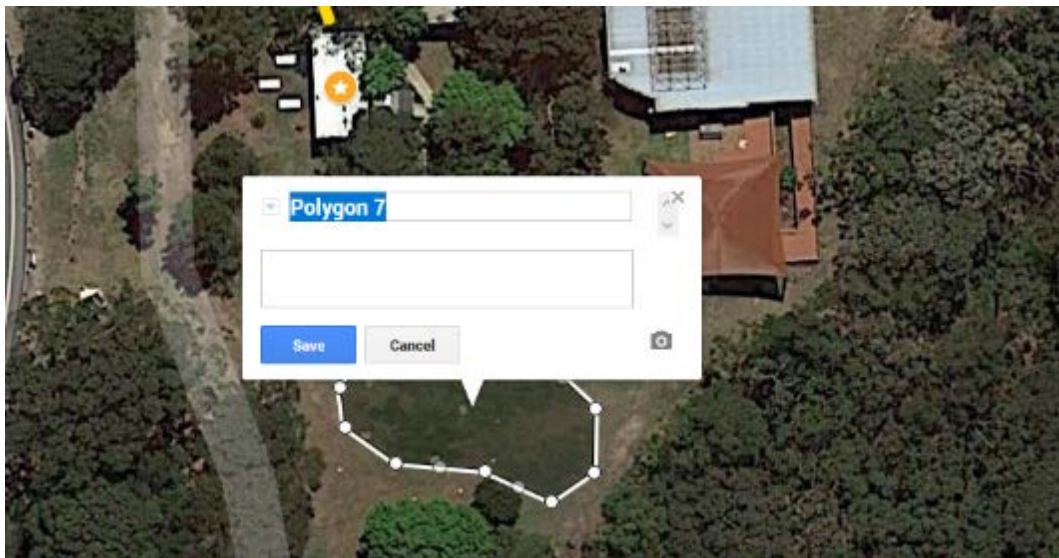
You can now adjust the shape by clicking and dragging on any of the white dots. Click on the paint tin to change colour, border width and transparency. Note that the shape now appears under **Untitled layer** and that the info includes area and perimeter!
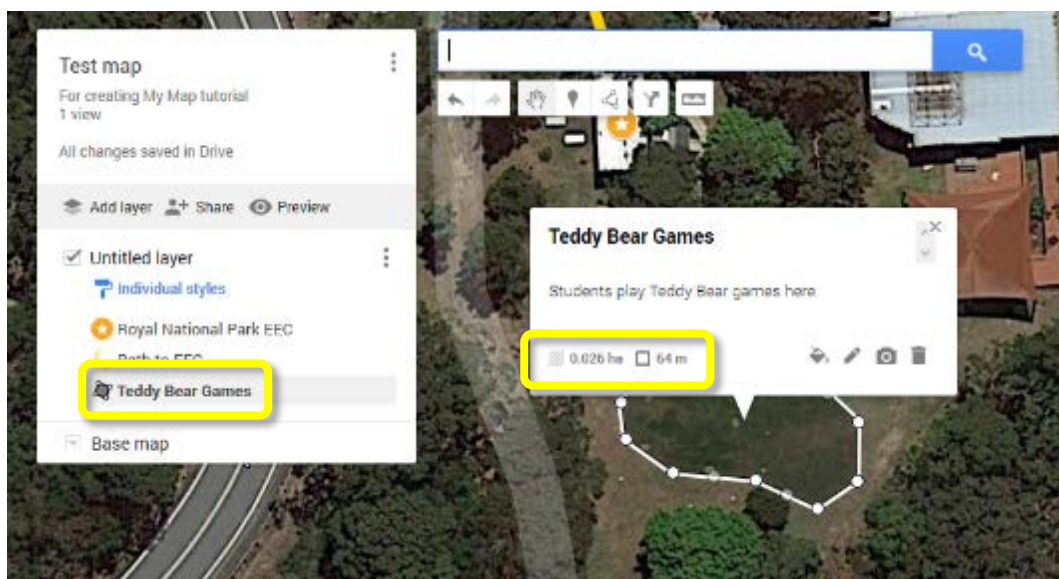

Note: you can add photos to both lines and shapes!

11.Layers:

Layers are useful if you'd like to categorise your markers, lines and shapes. You can also show and hide layers. Some ideas for layers include:

- Different sites
- Natural vs Human features for Geography
- Facilities, activity sites, meeting points

Click on **Untitled layer** to rename it. Type in a new name and click **Save**:
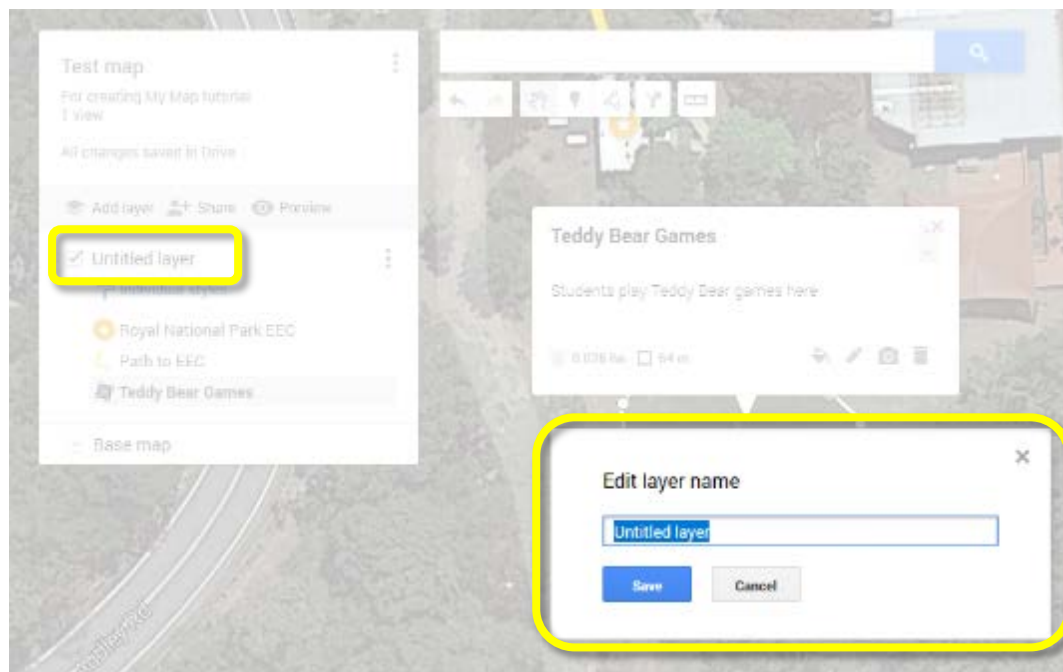
Next click on **Add layer**. It will automatically add a new Untitled layer.
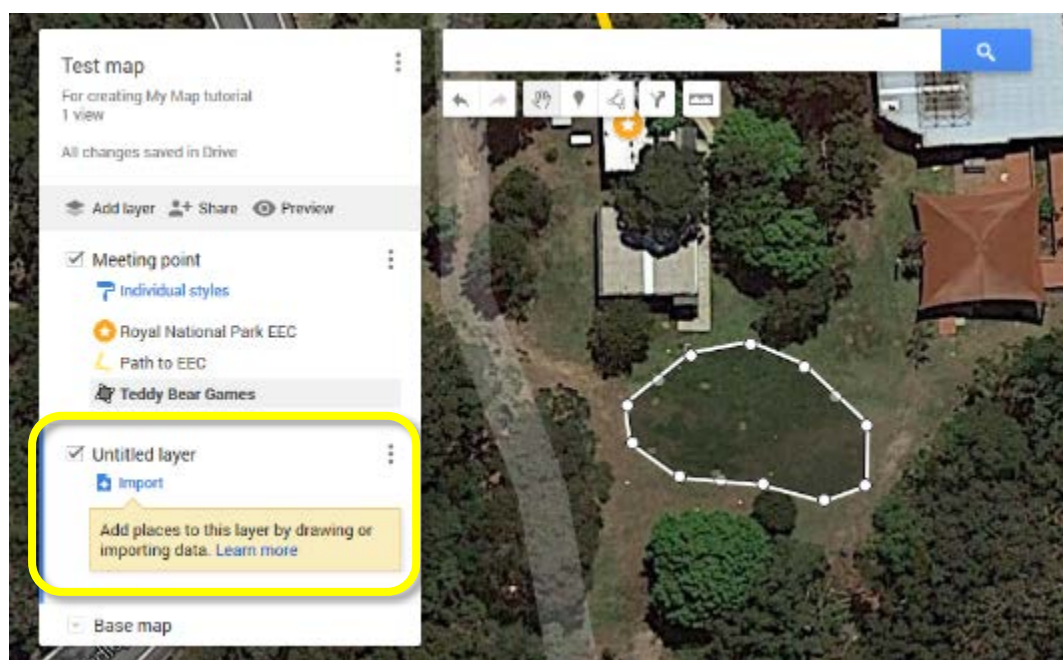
Drag and drop a marker from one layer to the other. Rename the layer. Notice the blue bar at left of the bottom layer – this means that that is the active layer: if you add a new marker or line it will add it to the active layer. Tick and untick the boxes to see the layers disappear and reappear:
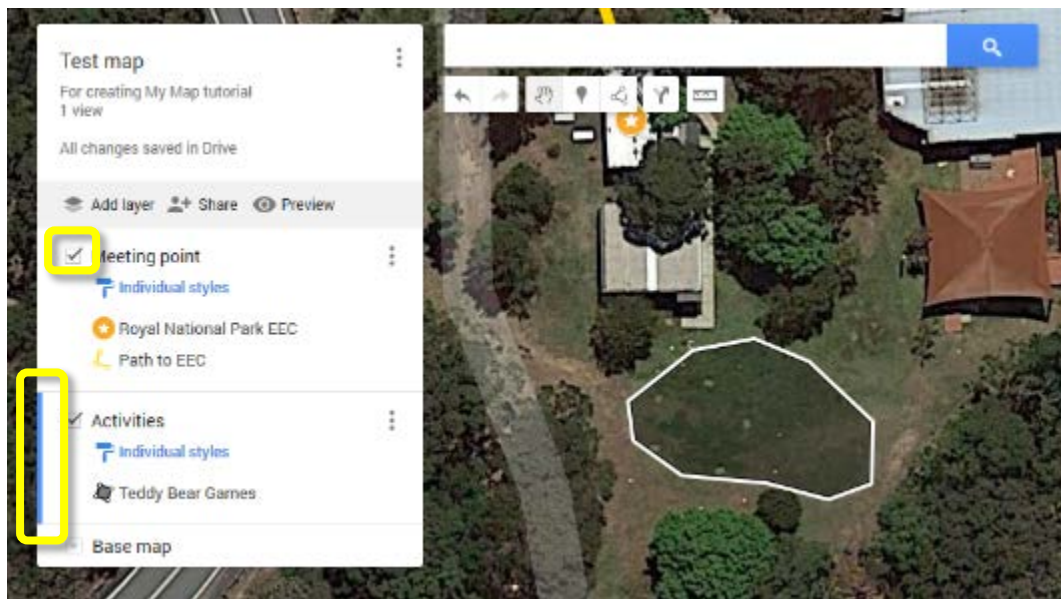
12.Directions:

You can add driving, cycling or walking directions to your map.
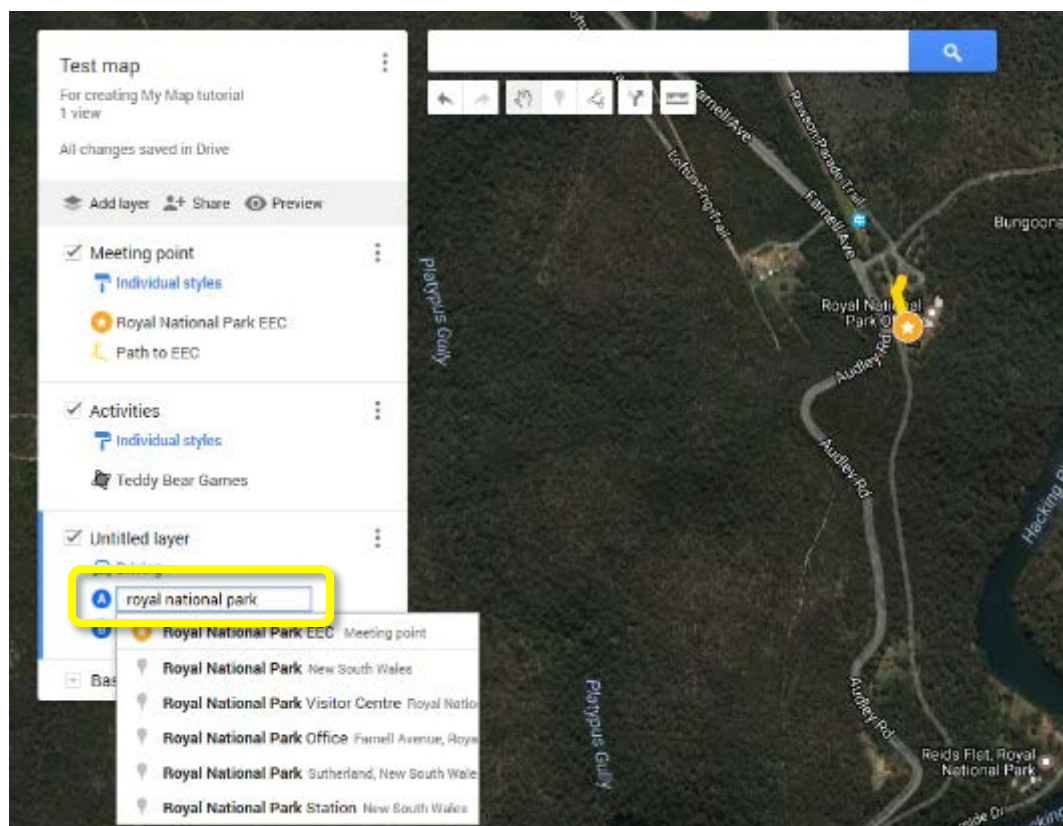
Click on the **Add directions** button:
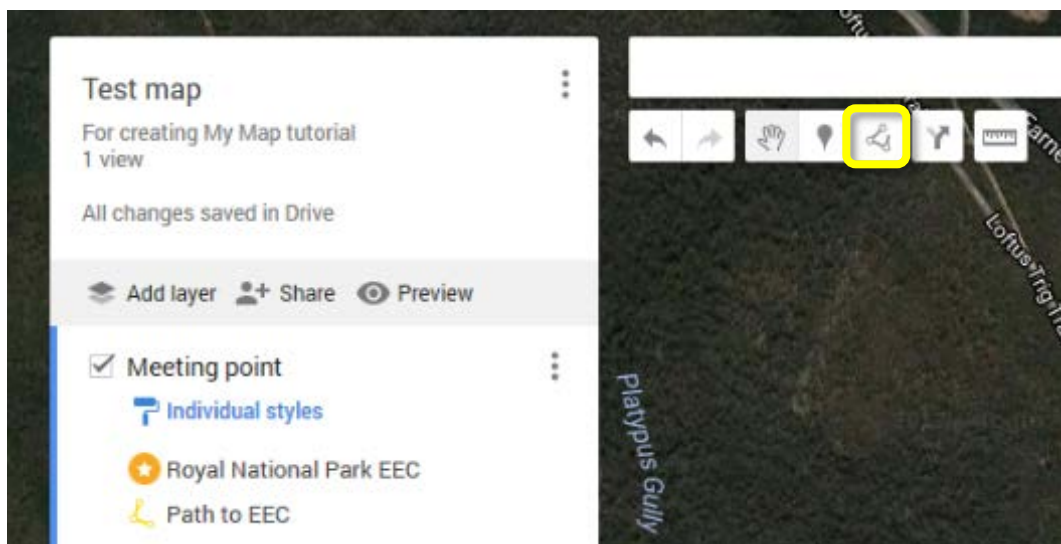
A new **Untitled Layer** is added to your map. Click on the car if you would like to change transportation mode to bicycle or walking:
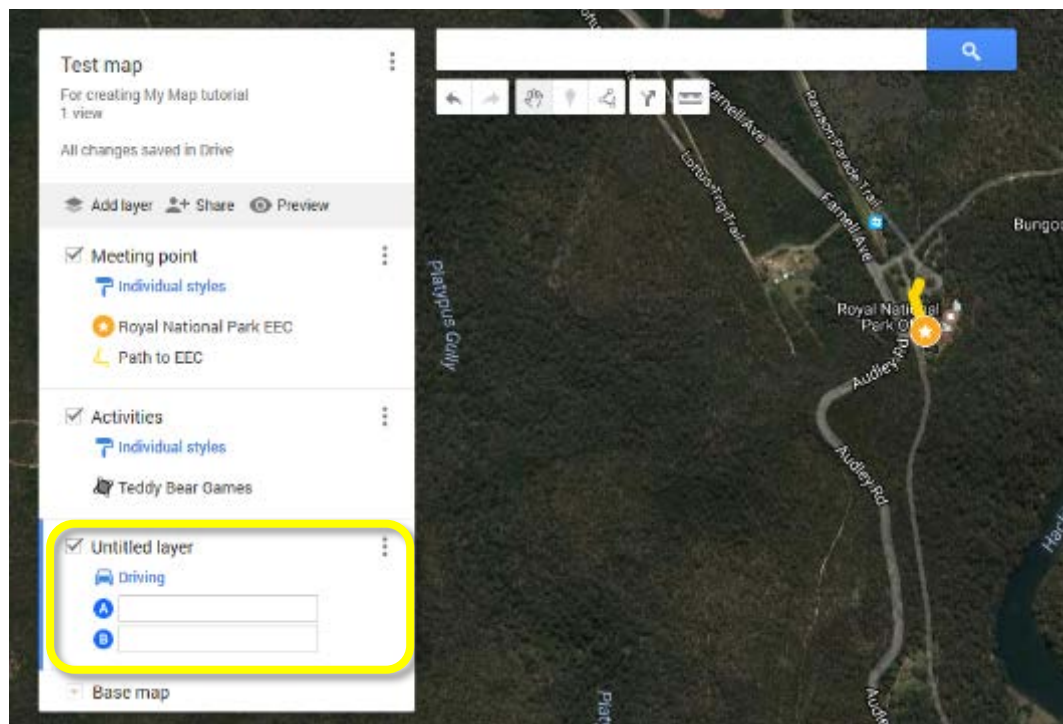
Type into the A search box to choose a location (or click on the map):

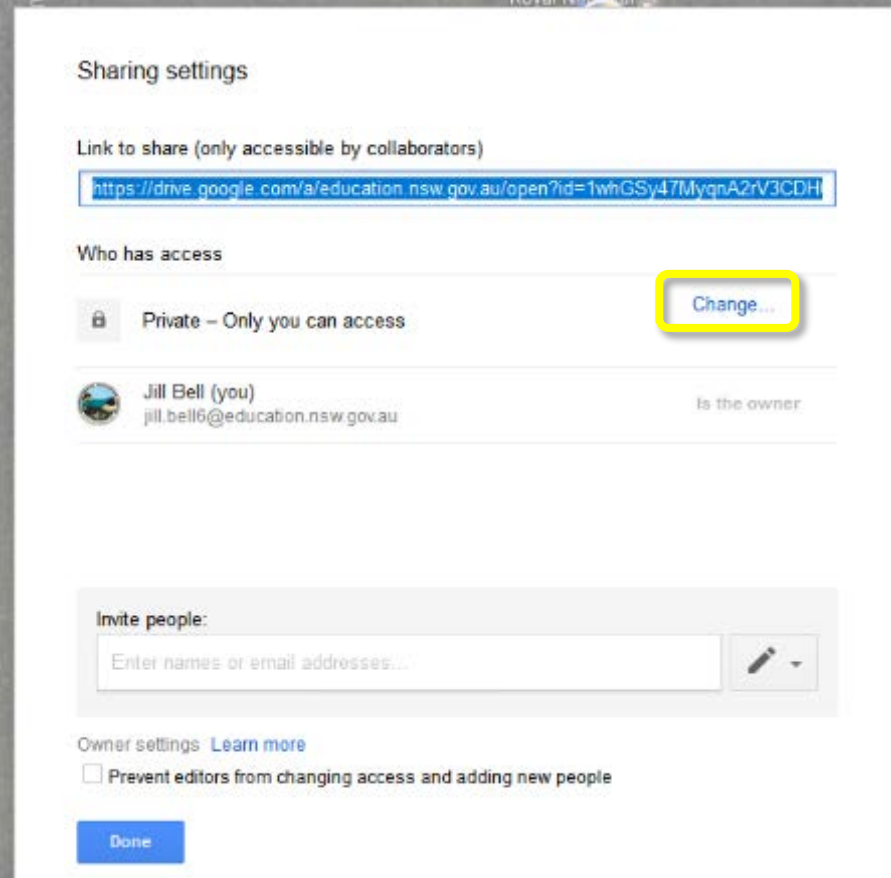Select the preferred location. Repeat for B and hit enter. The directions are now shown on your map:
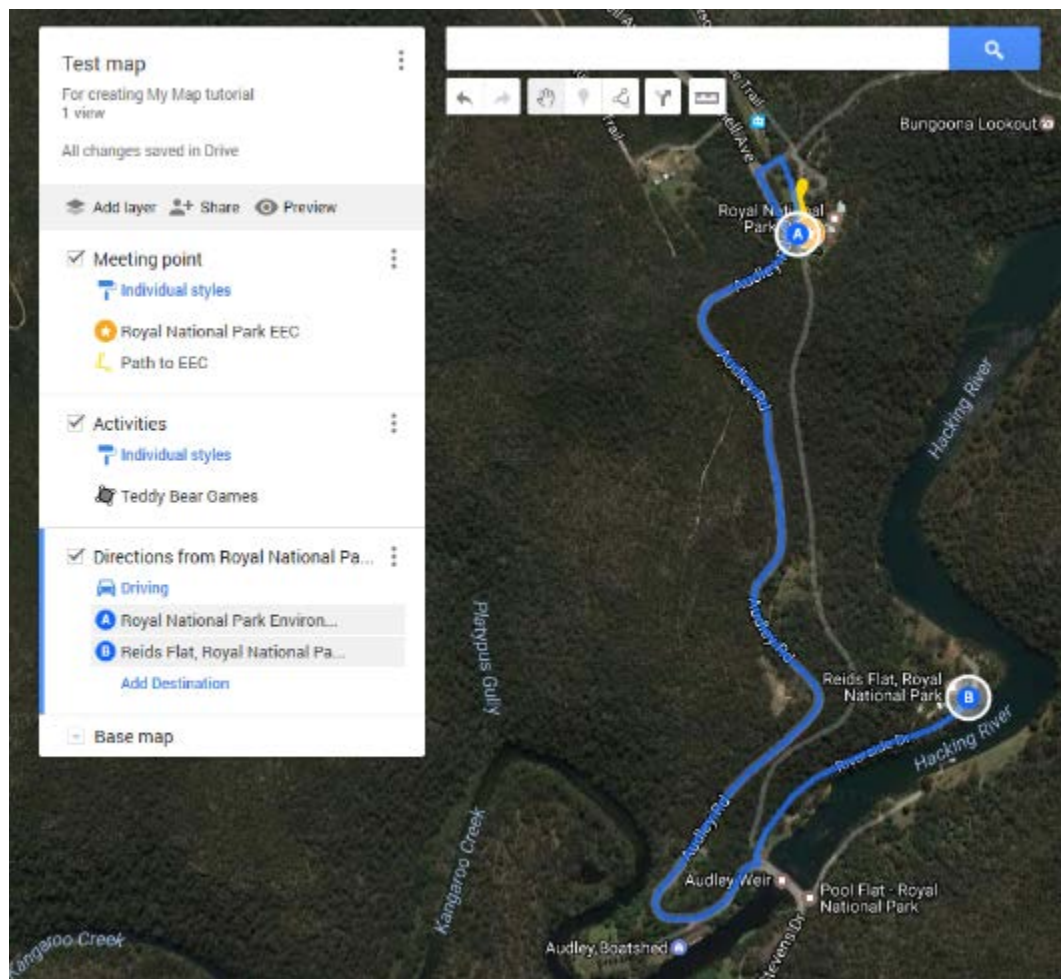
13.Sharing:

There are multiple options available for sharing your map – with settings from private through to public on the web. The default setting is **Private – Only you can access**.

When you are ready to share your map, click on **Share**:
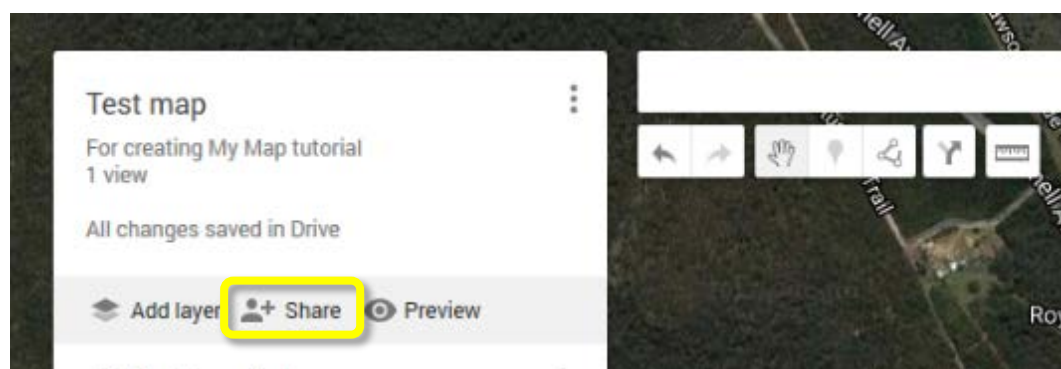
You will see the following box. Click on **Change…** to access sharing options:
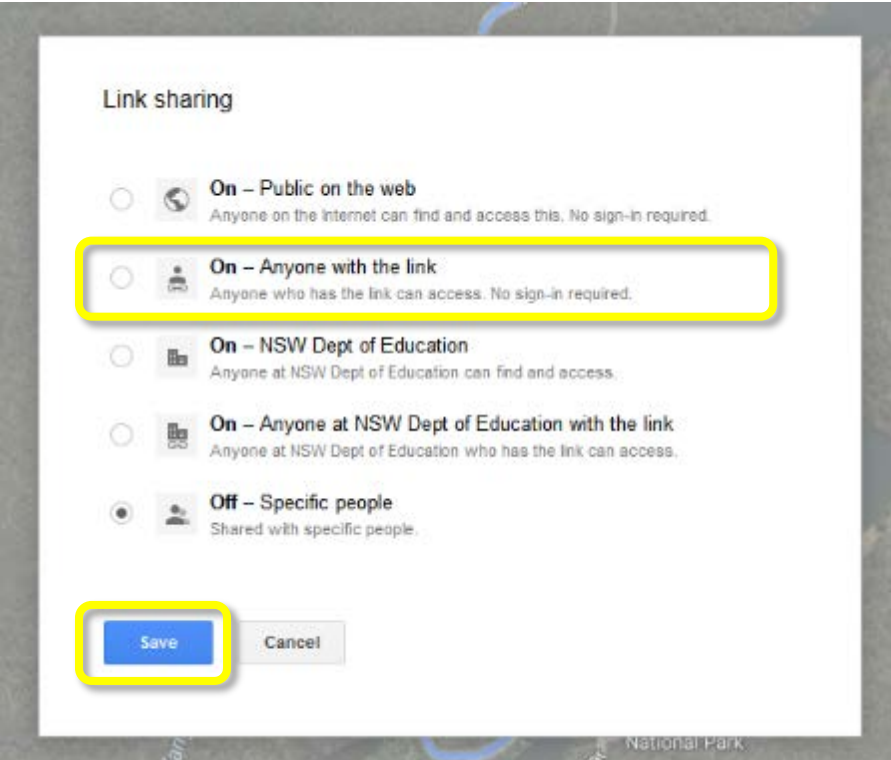
Study and choose the best setting for your situation. I usually choose **On – Anyone with the link** so that the recipient does not need to be logged in to Google to view. Make your choice and click **Save**:

Now you can copy the link under **Link to share** and email it to others to view your map. You can also use the **Invite people** box, but please note that the email notifications won't work for teachers, so you will need to send them a separate email. This is a good way for a small group of students to work collaboratively on the same map.
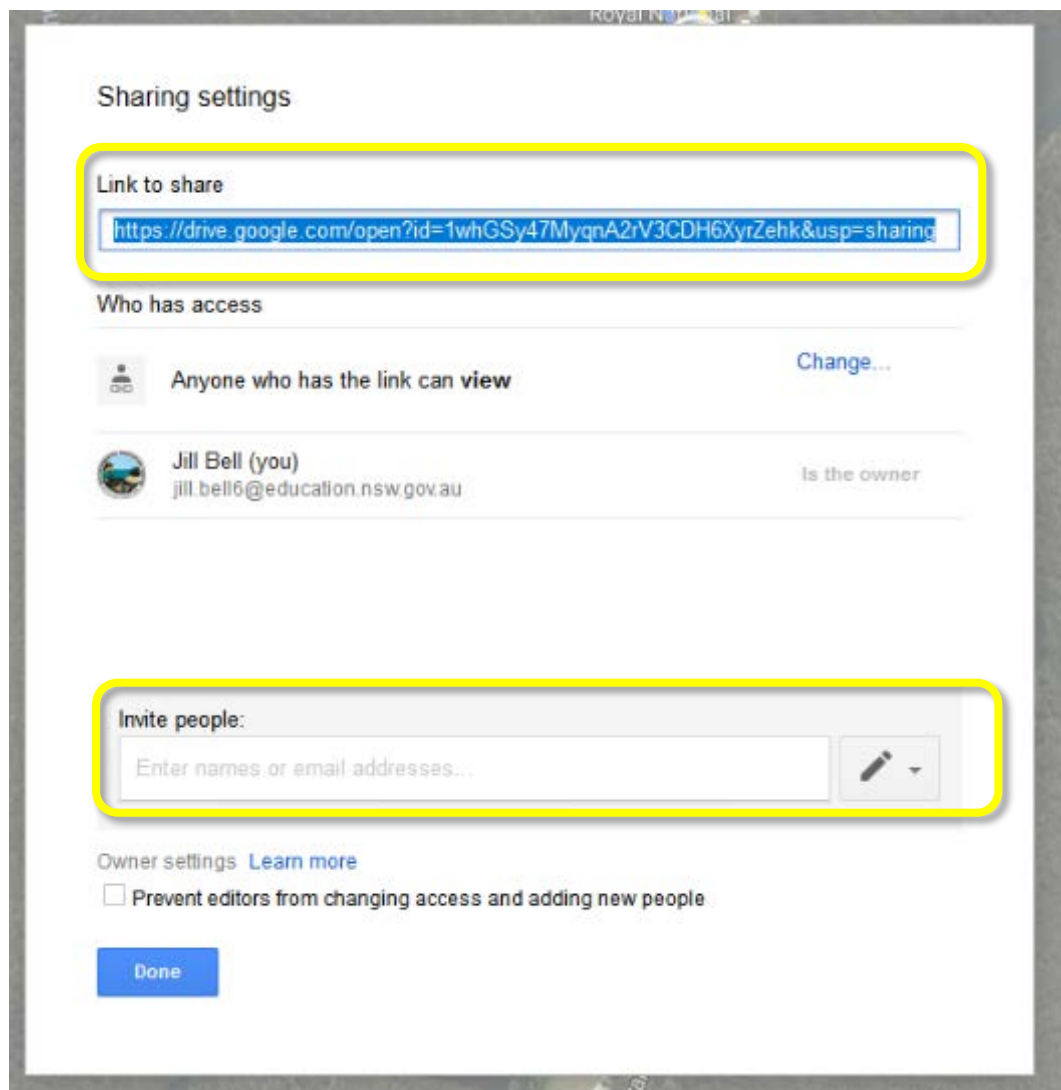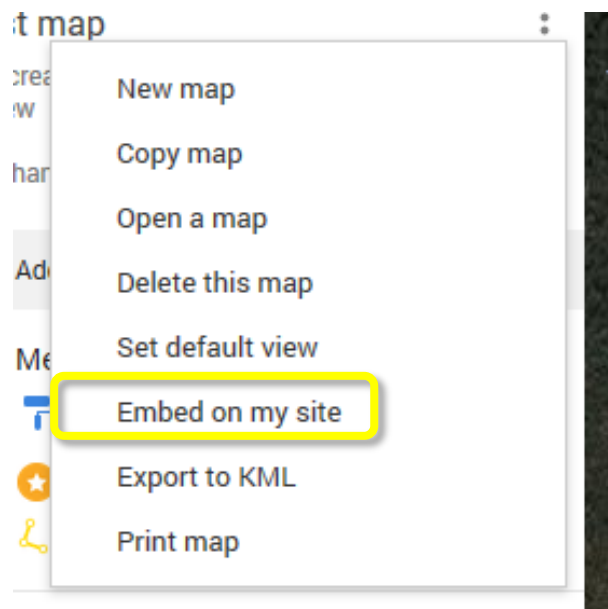
14.Embedding and other options:

Click on the three dots next to the map name to open additional options:
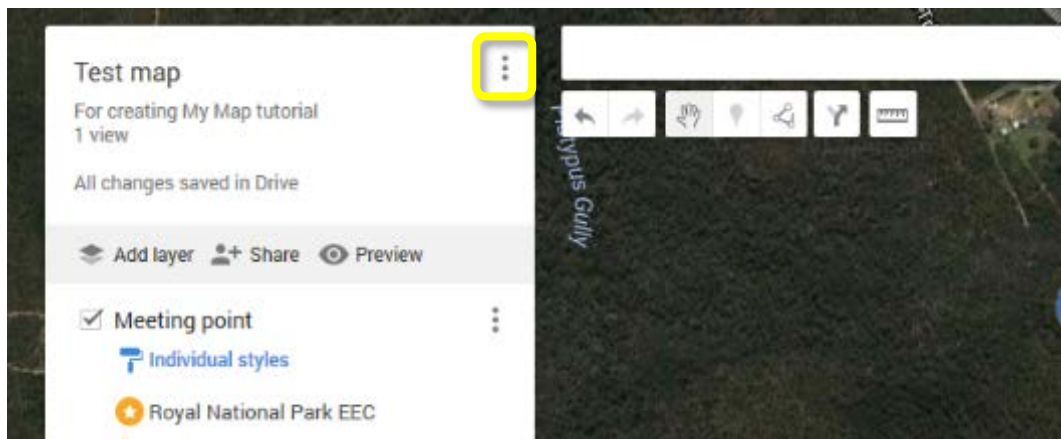
Useful options include **Copy map**, **Print map** and **Embed on my site.** Choose **Embed on my site.** *Note: you can only embed if the map is made public in sharing settings*:

You can now copy the HTML code to put the map on your website: