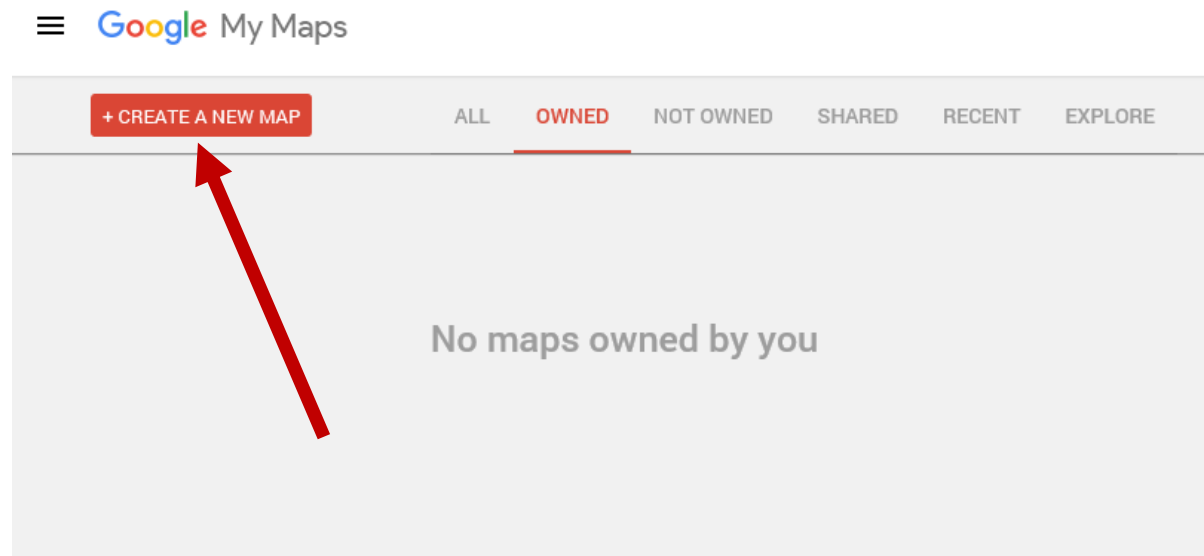# My Maps Tutorial

2017 Free-Learning Conference: Appalachian State University
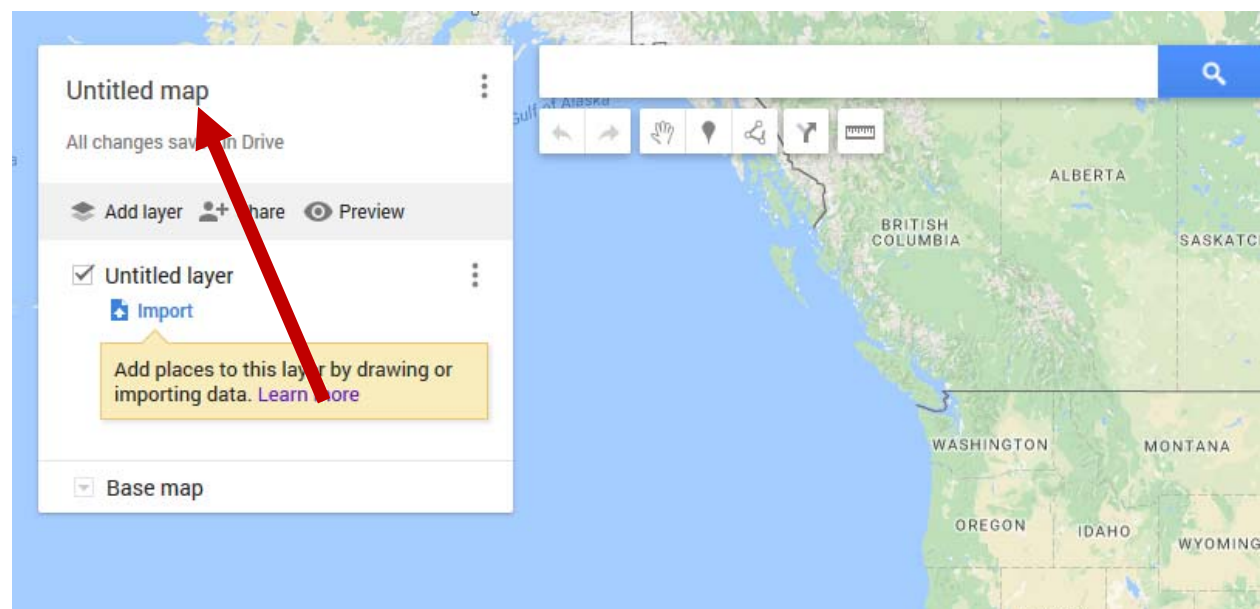### Sarah McCorkle, Wake Forest University

MyMaps.Google.com

Sign in to **MyMaps.Google.com** using your Google credentials. If your school uses Google's Gmail as your email system, sign in using your school email address and password.
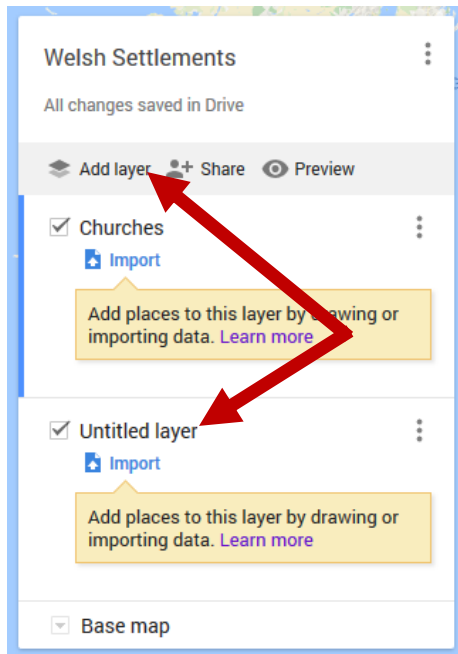
Create a new map

Click to give your map a title

Add Layers (Optional)

This map will have 2 layers: *Churches* and *Communities*. In this example, the layers provide some organization to the map and allow students to focus on one topic or the other.
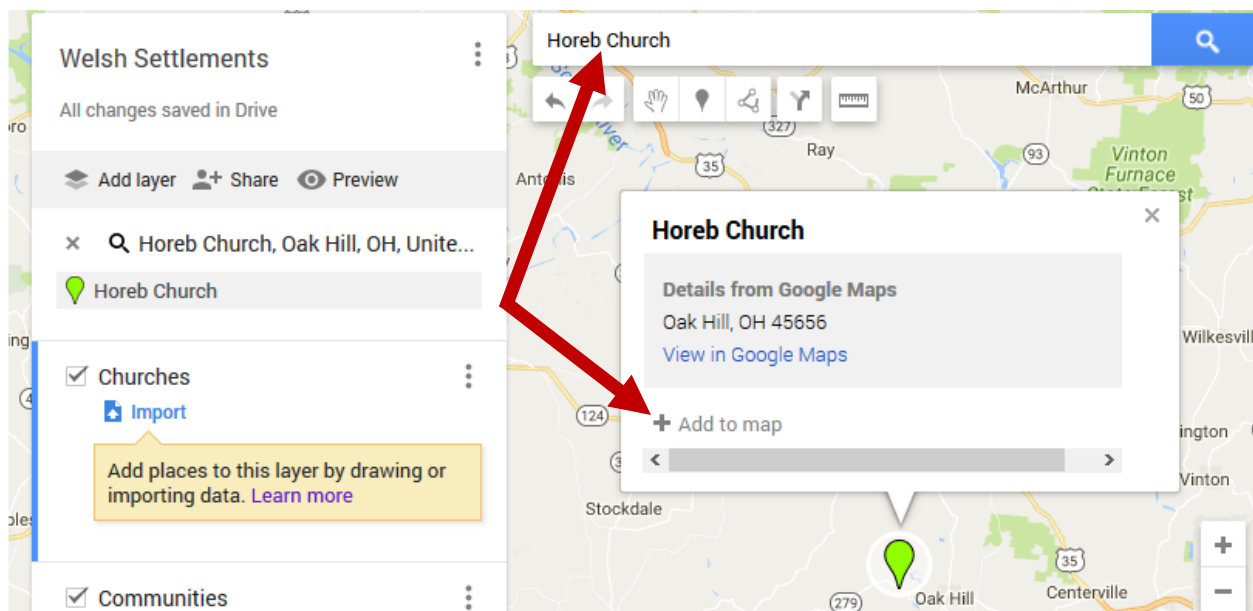
1) Click "**Add layer**" to create another layer.

2) Click on "**Untitled layer**" to give it a name.

Add Marker: Search for a place of interest

Optional: If you have more than one layer on your map, begin by **clicking the layer** to select it (as indicated by the blue highlight along the left edge of the layer in this example). In this example we are adding a *church*.

Use the search bar at the top to locate a place of interest. Then click "**Add to map**".
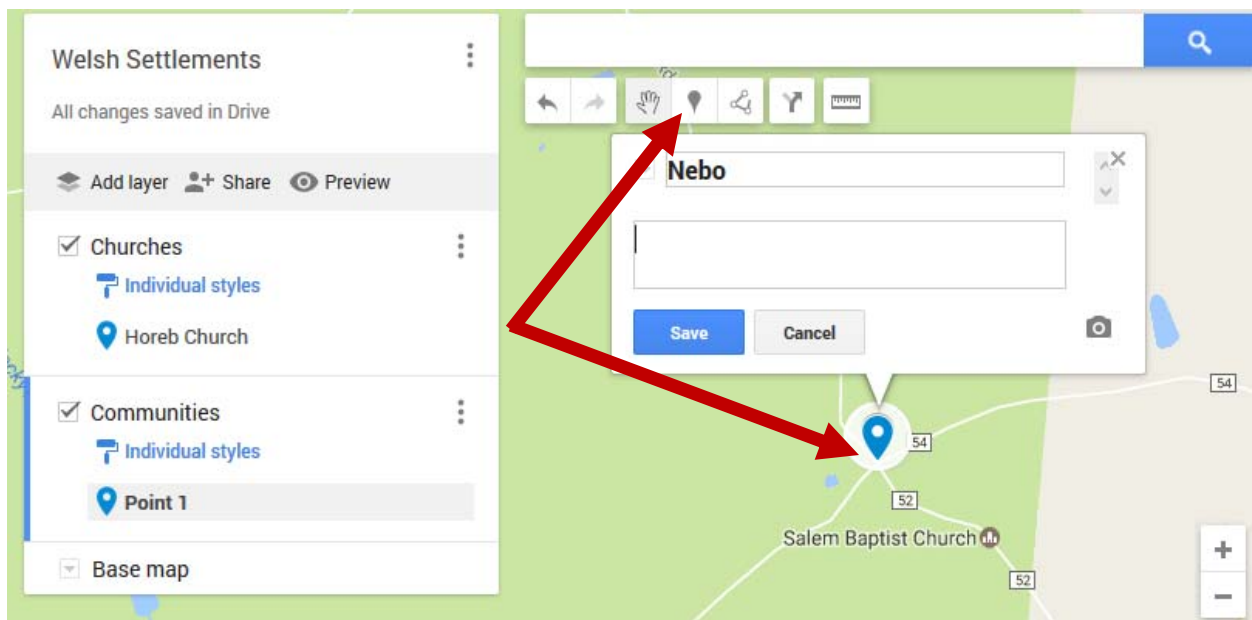
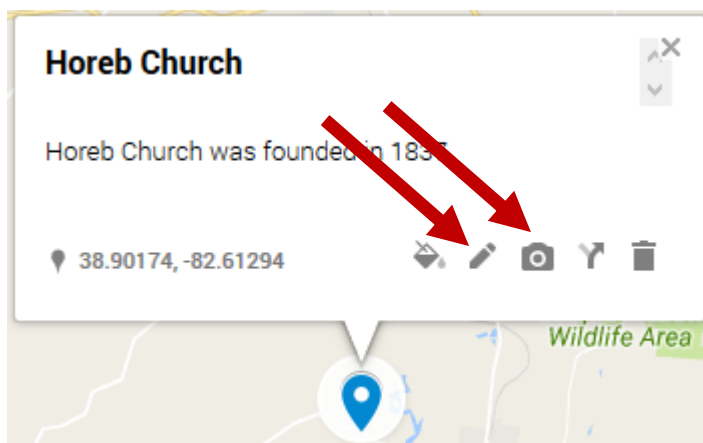# Add Marker: Explore the map for a place of interest

*Navigation tip: You can use the **zoom (+/-) icons** in the lower right corner of the map to zoom in or out of the map. Click the map and drag your mouse to move around the map.*

<u>Optional:</u> If you have more than one layer on your map, begin by **clicking the layer** to select it (as indicated by the blue highlight along the left edge of the layer in this example). In this example we are adding a *Community*.

Click the **marker icon** at the top – your mouse will change to a crosshair (+). Then **click a place** on the map where you would like to add this marker and **give it a name**. Click "**Save**" below.

Edit markers to include additional information

You can include additional information on each marker such as text, links, photos, and videos.

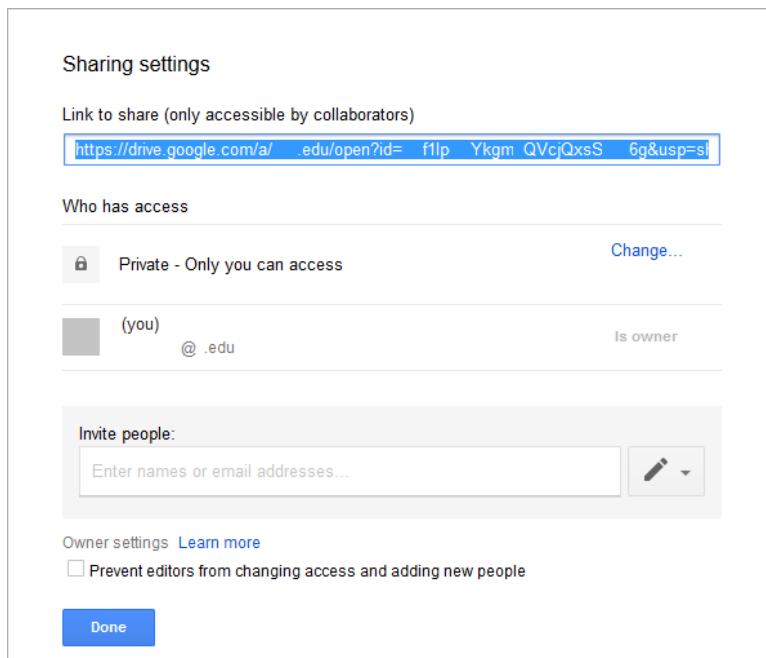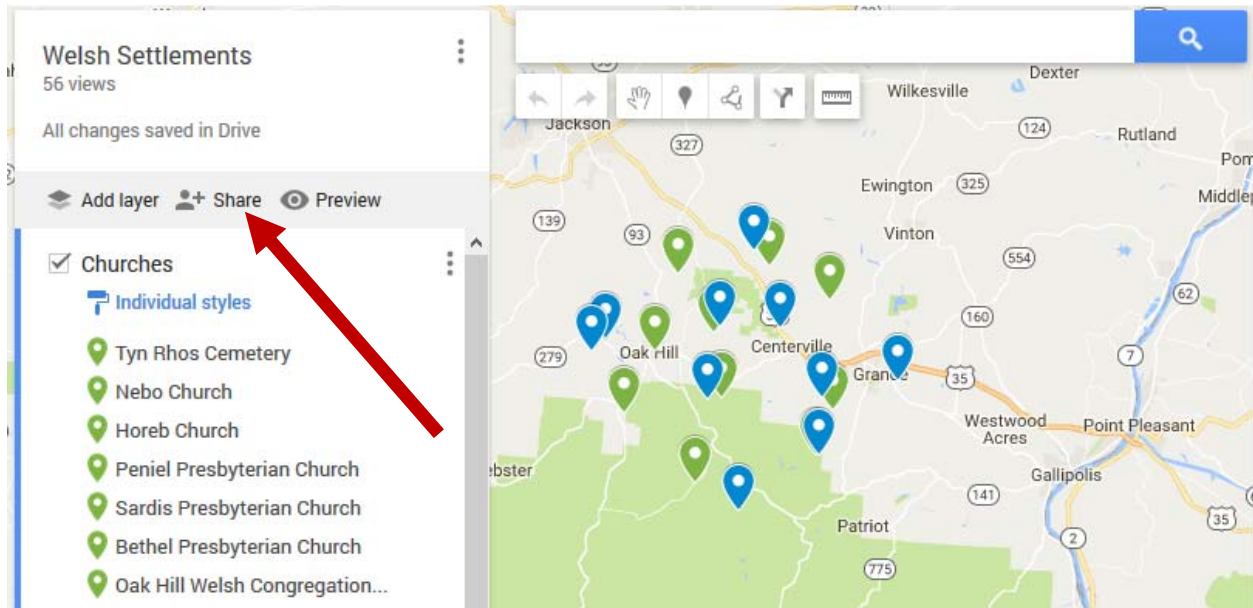To add text or a link to a website, click the **pencil icon**. Any website preceded by http:// will be turned into a clickable link once you have saved your changes.

To add a photo or a video, click on the **camera icon**.

Remember to include a citation to any multimedia you find on the Internet.

Share and Collaborate

Click the "**Share**" link.

MyMaps has the same sharing features as found in Google Drive.

This means you can invite others to collaborate with you and build a map, share the map with a specific list of people, or share your map publically.

If your school uses Google Accounts contact your system administrators for more information on the sharing types available to you.