



How to create an interactive Google My Map

Summary

Interactive, collaborative maps are a great way to identify and share key locations, routes to school or features of a local area around a school, workplace or in your local community. One of the easiest, but most powerful tools that exists to create interactive maps is the 'Google My Map' tool.

Once you've created a Google My Map, you can share it with other people and Google gives you lots of options on how much editing they can do based on the sharing settings that you give them.

How to create a Google My Map

1. You must first [sign up to a Google account](#). (you'll also get a Gmail email address).
2. Create a new map by [signing into your Google account](#), clicking the Map icon.
3. Then click the hamburger menu (in the top left-hand corner) and then click "Your Places" (about half way down)

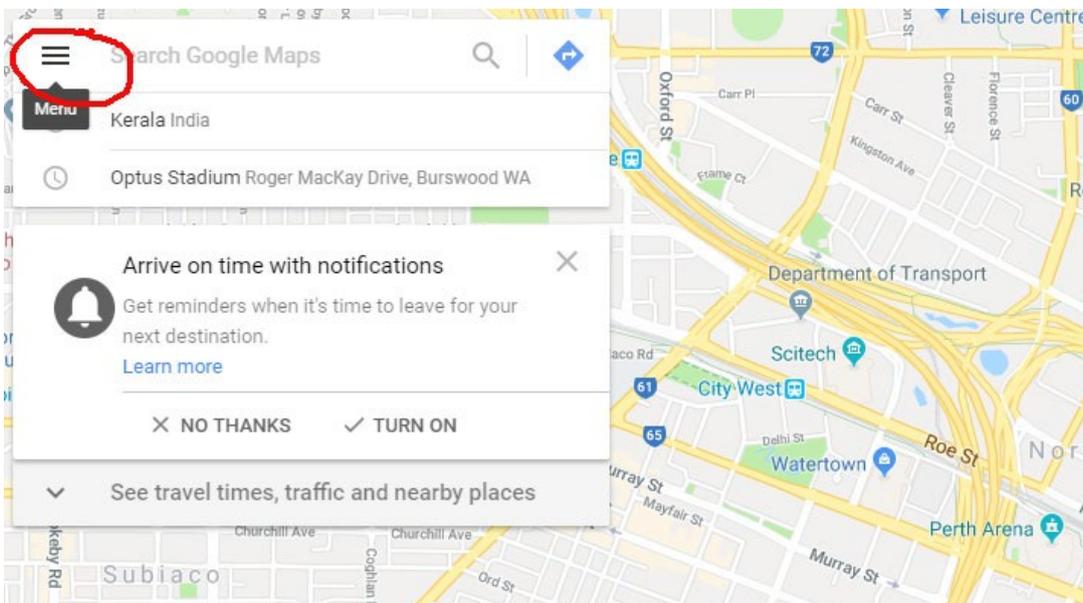
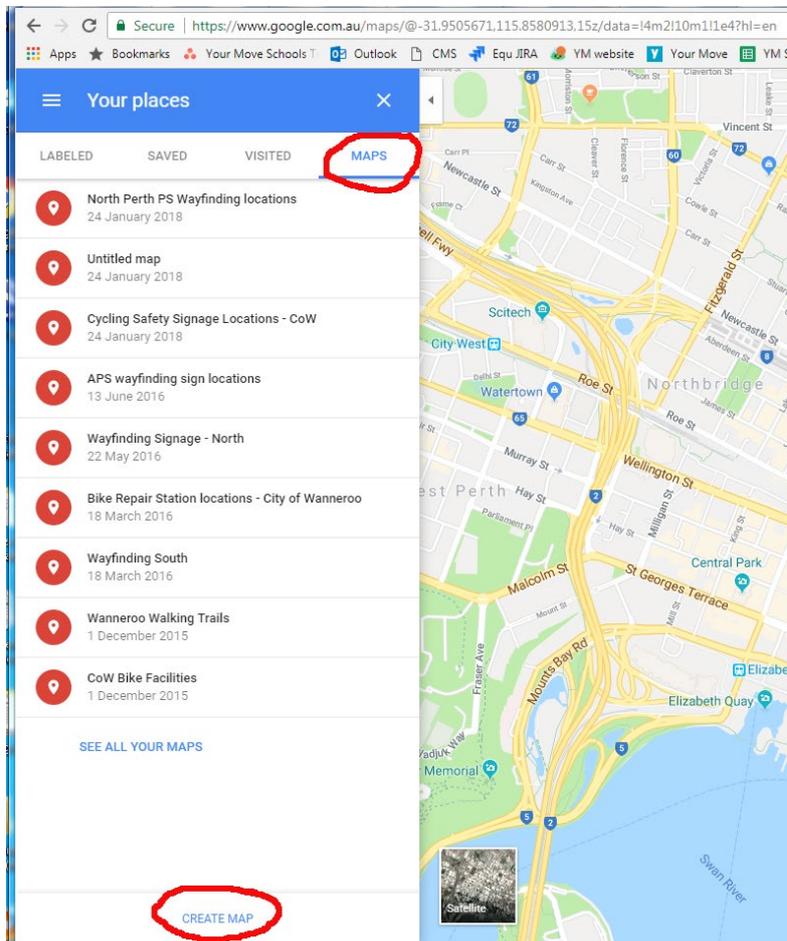


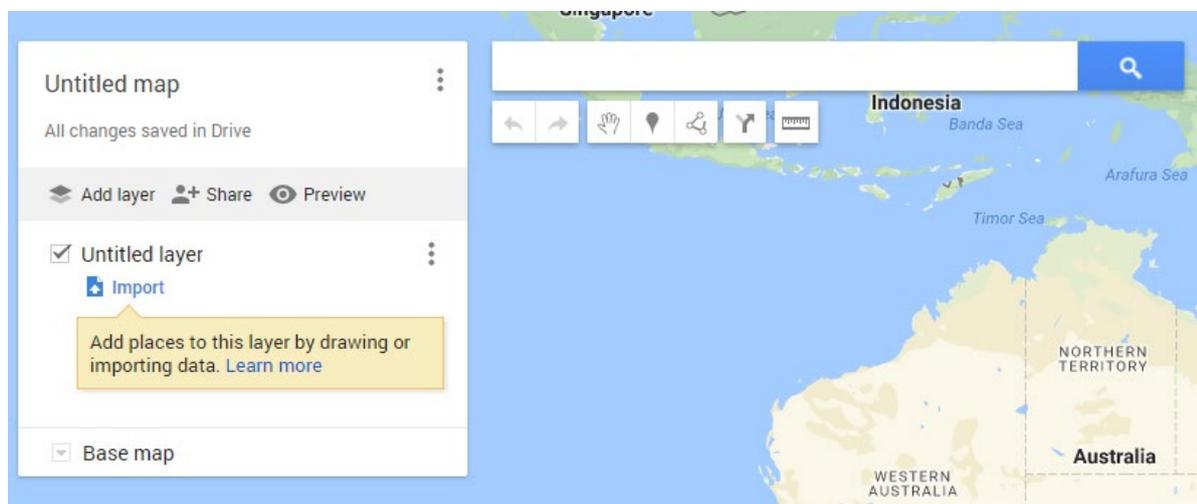
Figure 1 - Process to create a new 'Google My Map'



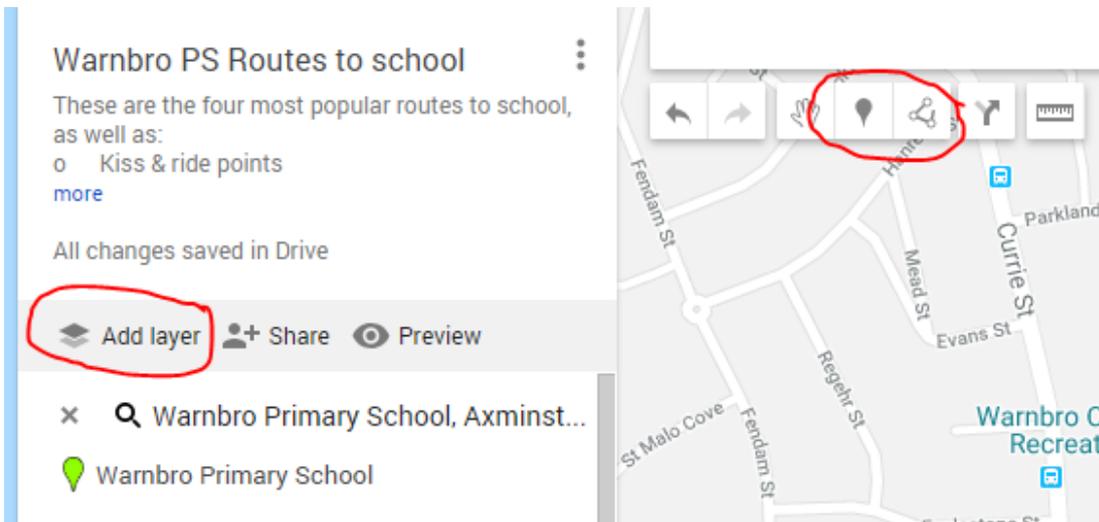
- Click the “Maps Tab” then click, “Create Map” down the bottom. The new map will open in a new tab.



- You can then search for a location on your map (e.g. ‘Warnbro Primary School’ it will zoom into that location)
- Name the map and the first ‘Untitled layer’ that has been auto created (eg ‘Wayfinding signs’).



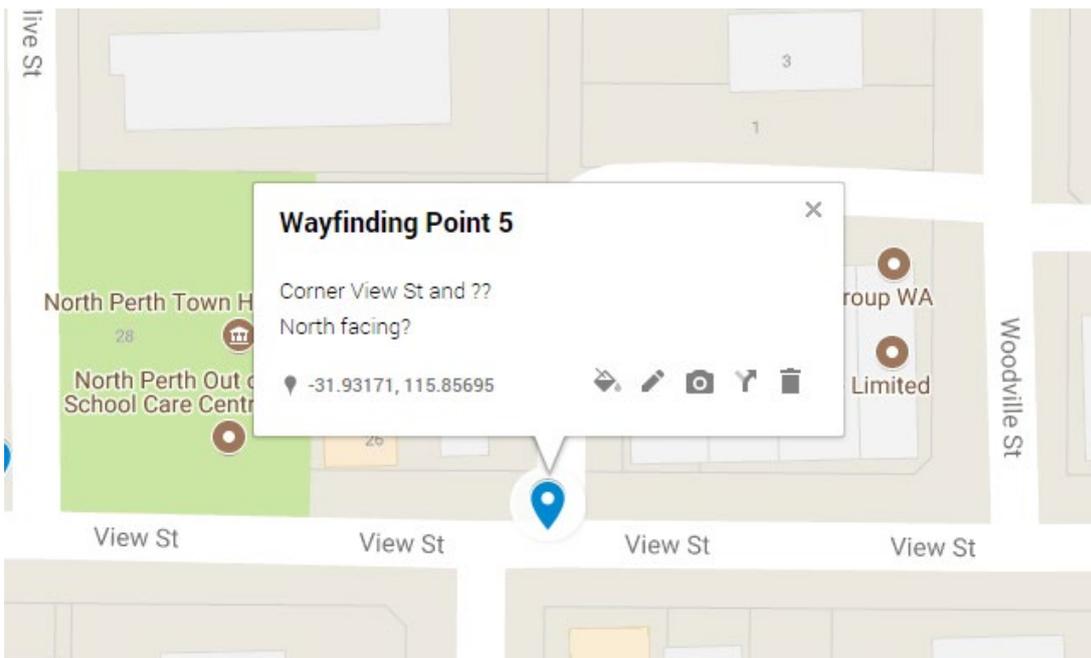
7. Create new layers such as 'Route 1' by clicking on the 'Add layer' button on the top left (see screenshot above).

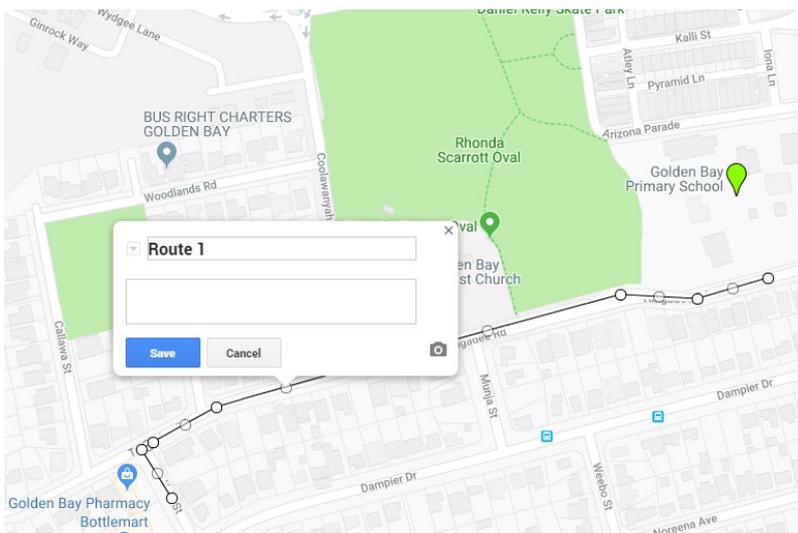


8. Once that's done, you can start adding placemarks, or even draw lines to it by using the tools up the top of the map.
9. E.g. – To add a placemark, click the little placemark tool and then click the map to place it where you want it (it can be moved around later). You can add a line that can be colour coded by clicking the funny little icon to the right of the placemark tool.

TIP: You can access more options like “Set default view” by clicking the three little dots next to the Map name.

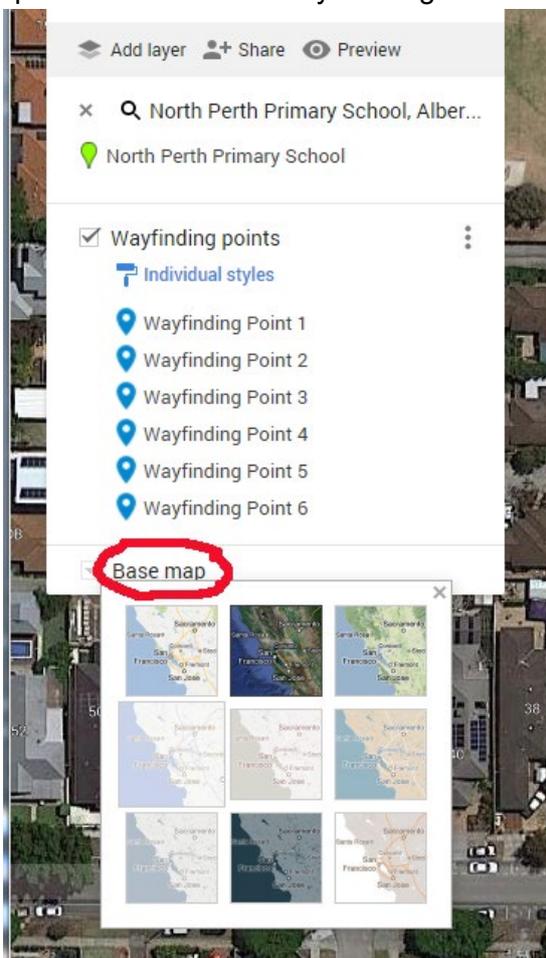
10. Name each placemark or route, then add a description. (e.g. Cnr View and Olive St).





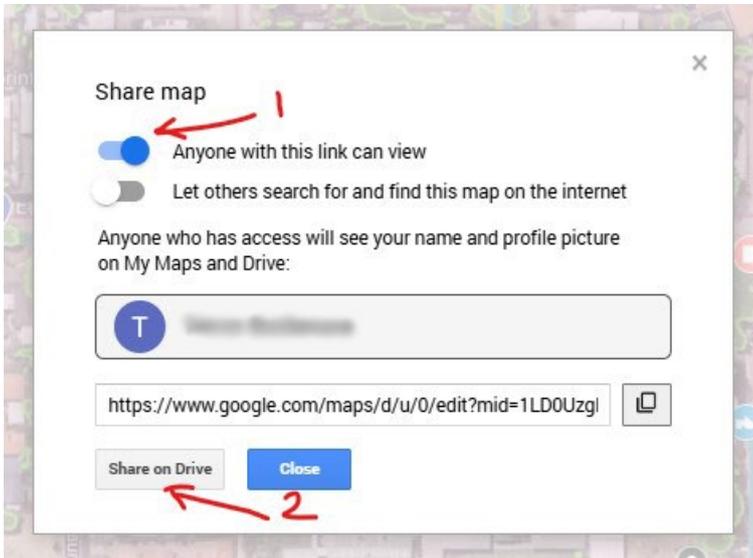
TIP: Inside the Description box Press Alt & Enter to return to the next line to enter the way the wayfinding sign will face (eg North Facing)

11. You can always go back and edit the information, change the colour, add a photo etc or edit the placement by clicking the little pencil “Edit” icon.
12. You can then toggle the satellite view to zoom right in and fine tune the placement of placemarks and lines by clicking “Base Map” (see below).



13. To allow others to collaborate or share the map as a link, click the 'Share' button to let others view it, or edit this map. Google My Maps are set up by default as 'Private'.

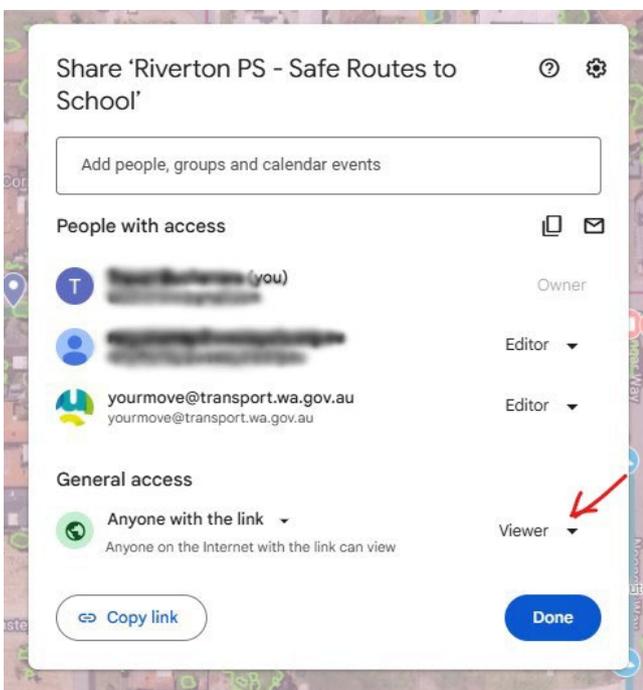
14. Then make sure the 'Anyone with this link can view' is toggled on.



15. Then click the 'Share on Drive' button

There are two options:

- a. **Anyone with the Link – 'Viewer'** – Public on the web for anyone to view.
- b. **Anyone with the Link – 'Edit'** – Anyone with the link can edit the map.

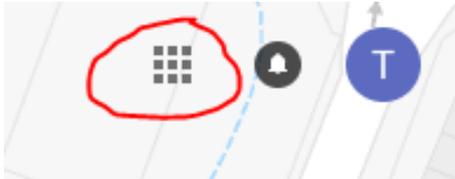


TIP: We generally use option b – **Anyone with the Link can view – 'Off'** when creating school based maps as they contain sensitive information that we don't want anyone to be able to view and/or edit.

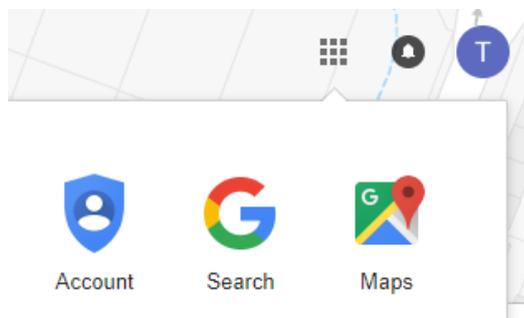
How to calculate walking and bike riding times

To find out the walking and cycling times from one placemark to a destination, follow these steps:

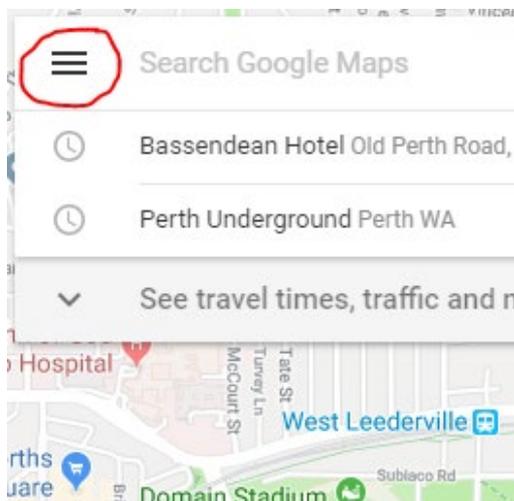
1 - Click on the Google grid of nine dots in the right hand corner of the page.



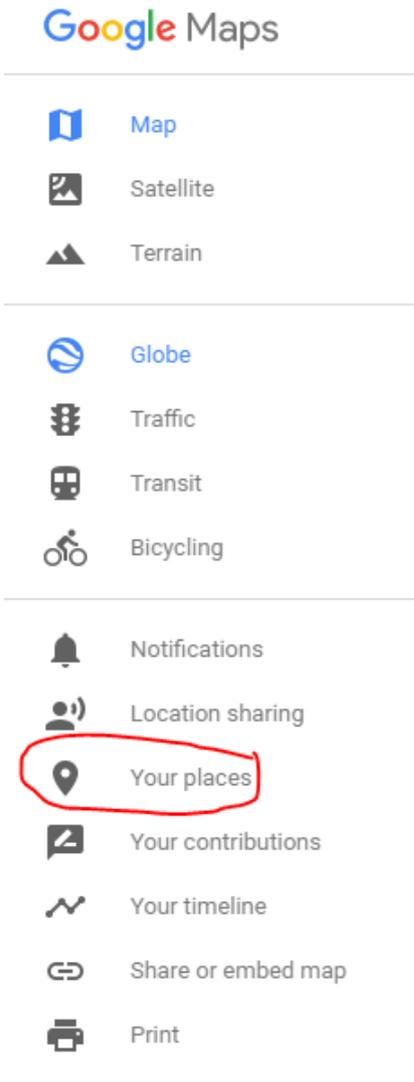
2 – Choose 'Maps' from the tiled selection of icons.



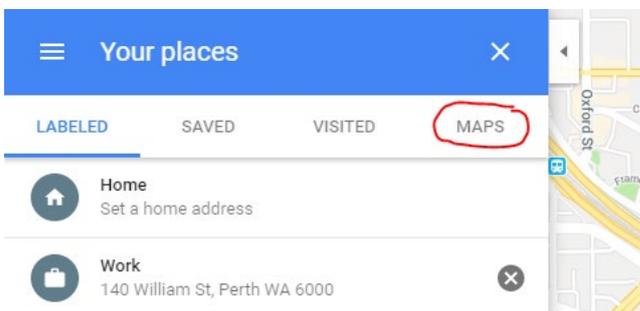
3 – A new tab will open up, Click the 'Hamburger menu' in the top left of the screen.



4 – Go down to 'Your Places' in the drop-down menu.

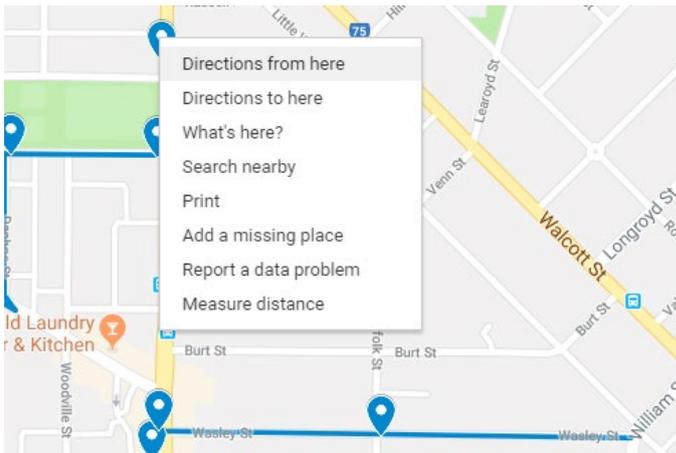


5 – Then choose the 'MAPS' tab



6 – A list of all your Maps will appear, choose the map you want to calculate walking and riding times for.

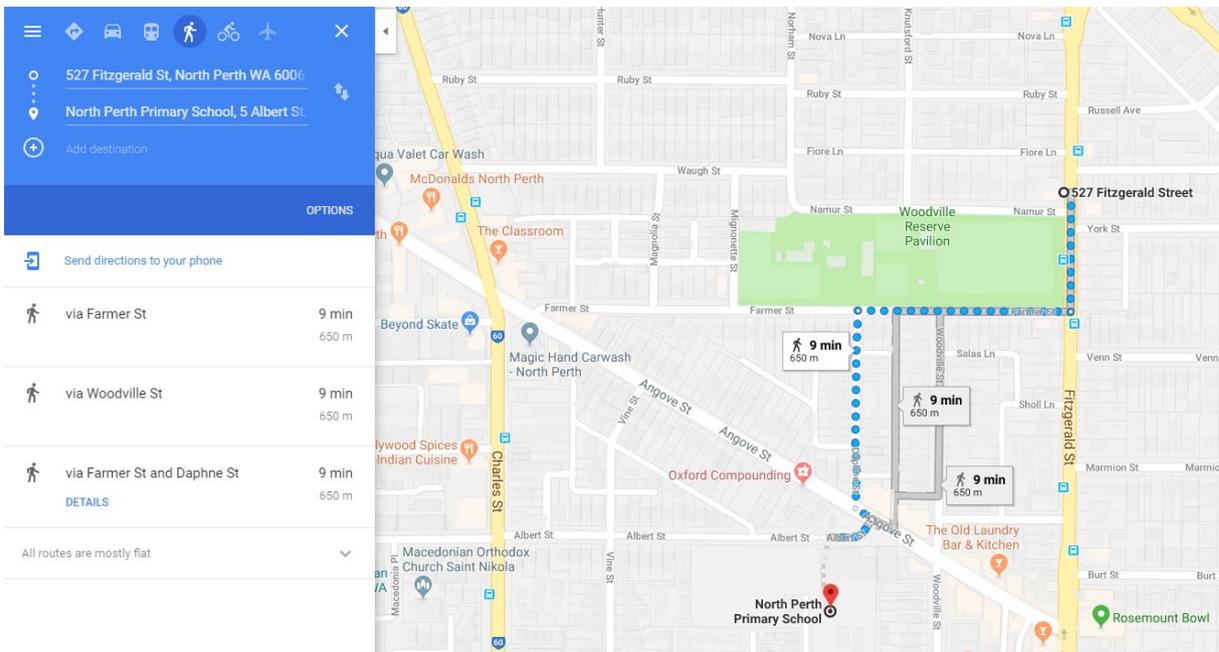
7 – Right click on a placemark and choose 'Directions from here' (see below).



8 – Either click on your destination on the map, or type in your destination in the field in the blue box on the left and select the best match.



9 – Your route is shown, Now select the 'Walk' or 'Bike' options up the top instead of the default 'Car' option and you can see the walking time in minutes.



TIP: You can even 'drag' any corners of the route to place the starting point on a different street if Google didn't give you the correct route to school.

Other resources

- [An introduction](#) to Google My Maps
- [Google My Maps Help Centre](#)
- [Safe Routes to School Access Guide](#) - a leaflet that maps four to five safe and popular walking, wheeling and riding routes to your school.
- [Lesson plan - Map safe routes to school](#) - Active travel audit and stencil painting activity
- [Your Move Journey Planner](#)

TIP: If you're new to Your Move, we recommend downloading and reading our [School Champion's Guide](#) for information on how to get started with the program.
