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# Preparation

## Download materials

All materials referred to on the plans below are available at this link:

Download from - <http://digimap.edina.ac.uk/webhelp/training/task_zones/Digimap_training_materials.htm>

*If you have downloaded a ZIP file called Digimap 1 day workshop materials, you should have everything that you need in sub-folders of your zip file.*

## Registration requirements

Ask users to register to use all Digimap collections to which your institution subscribes, AT LEAST 2 days before your workshop. EDINA cannot provide training logins for Digimap.

## Learning outcomes

By the end of today you will be able to:

* View, annotate, print and save maps from Digimap Collections
* Download map data to use in GIS
* View map data in ArcGIS
* Advise users:
  + On copyright
  + On available map data in Digimap Collections

# Option 1: 1 day on Digimap Ordnance Survey Collection

This plan is intended for a 1 day introductory workshop covering Digimap Ordnance Survey Collection.

**What materials do I need for this plan?**

|  |  |
| --- | --- |
| Digimap Collections 1 day.PPTX | Data Download exercises, Quick Guide and trainer guide |
| Roam Quick Guide | Wind Farms GIS exercise and map data |
| Roam exercises Set 1 and trainer guide | resources list.docx |
| Roam exercises Set 2 and trainer guide |  |

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| **Time** | **Activity** | **Details** |
| 9:30am | Housekeeping and workshop plan | Slides 1-3. |
| 9:35am | Roam exercise 1 – covers search, navigation, map content, basemaps. | Introduce with slides 4-5. See trainer guide for full details. |
| 9:55am | Roam exercise 1 feedback. | See trainer guide. |
| 10:05am | Roam exercise 2 – covers annotations, print, save. | Introduce with slide 6. See trainer guide – short demo of adding annotations recommended. |
| 10:25am | Roam exercise 2 feedback | See trainer guide. |
| 10:30am | Break/coffee |  |
| 10:45am | Further time in Roam | Users can make maps of their choice, or you can provide guidance. |
| 11:15am | Data Download presentation – aim is to alert users to availability of Data Download service, the available data plus essential info. on map data. | Slide 18-41 – as appropriate for audience.  18 – Data Download service  19-27 – some basics on map data and possible applications.  28-34 – case studies on uses of Digimap data.  35-41 – categories of data in Data Download. |
| 11:40am | Data Download case study exercises – order map data based on case study provided. | Slides 42-43.  See trainer guide. Users have a Data Download Quick Guide to help them with the download process. Should be sufficient time to order map data for all four case studies. |
| 12:20pm | Data Download case study review | See trainer guide. |
| 12:30pm | Lunch |  |
| 1:30pm | GIS exercise | Slide 48.  Wind Farms exercise provided for ArcGIS. Three possible stop points:   1. After users create a map layout 2. After users add contour and DTM data 3. On completion of final section, creating a viewshed.     Note that 1:50000 data is not provided, users must download. This data not required until the viewshed section. |
| 2:30pm | Break / Coffee |  |
| 2:45pm | GIS exercise continued. |  |
| 3:15pm | GIS information | Slides 49-51. Opportunity to tell users about GIS availability in your institution. Chance for discussion/sharing of information. |
| 3:30pm | Copyright and resources – give users essential information on copyright and signpost to Digimap Resource Centre. | * Copyright - slides 52-68, as appropriate for audience. * Digimap Resource Centre – slide 69. |

**Possible follow up:**

* Give users links to Digimap help pages to download further GIS exercises.

<http://digimap.edina.ac.uk/webhelp/training/task_zones/Download_mapping_data_from_Digimap.htm>

* Distribute the Digimap **resources list.docx**. This could be adapted to include details of available GIS software or map libraries at your institution.
* Suggest users consider completing Digimap elearning units – topics include coordinate systems, geospatial data types, styling and querying vector data: <http://edina.ac.uk/digimap/support/digimapelearning/index.html>

# Option 2: 1 day on Digimap Ordnance Survey Collection and 2 other Digimap Collections

This plan is intended for a 1 day introductory workshop covering Digimap Ordnance Survey Collection and 2 other Digimap Collections. Exercises are available for all five Roam clients.

**What materials do I need for this plan?**

|  |  |
| --- | --- |
| Digimap Collections 1 day.PPTX | 2 x Any other Roam client exercise ,Quick Guide and trainer guide |
| Roam Quick Guide | Data Download exercises, Quick Guide and trainer guide |
| Roam exercises Set 1 and trainer guide | resources list.docx |
| Roam exercises Set 2 and trainer guide |  |

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| **Time** | **Activity** | **Details** |
| 9:30am | Housekeeping and workshop plan | Slides 1-3. |
| 9:35am | Roam exercise 1 – covers search, navigation, map content, basemaps. | Introduce with slides 4-5. See trainer guide for full details. |
| 9:55am | Roam exercise 1 feedback. | See trainer guide. |
| 10:05am | Roam exercise 2 – covers annotations, print, save. | Introduce with slide 6. See trainer guide – short demo of adding annotations recommended. |
| 10:25am | Roam exercise 2 feedback | See trainer guide. |
| 10:30am | Break/coffee |  |
| 10:45am | Further time in Roam | Users can make maps of their choice, or you can provide guidance. |
| 11:15am | Another Roam | Slides 6-17 display all Roam clients and exercises for each Roam. Select any one and use relevant exercise files. |
| 11:50am | Another Roam | Slides 6-17 display all Roam clients and exercises for each Roam. Select any one and use relevant exercise files. |
| 12:30pm | Lunch |  |
| 1:30pm | Data Download presentation – aim is to alert users to availability of Data Download service, the available data plus essential info. on map data. | Slide 18-41 – as appropriate for audience.  19-27 – some basics on map data and possible applications.  28-34 – case studies on uses of Digimap data.  35-41 – categories of data in Data Download. |
| 2:00pm | Data Download case study exercises – order map data based on case study provided. | Slides 42-43.  See trainer guide. Users have a Data Download Quick Guide to help them with the download process. Should be sufficient time to order map data for all four case studies. |
| 2:30pm | Break / Coffee |  |
| 2:45pm | Data Download case study review | See trainer guide. |
| 3:15pm | GIS information | Slides 49-51. Opportunity to tell users about GIS availability in your institution. Chance for discussion/sharing of information. |
| 3:30pm | Copyright and resources – give users essential information on copyright and signpost to Digimap Resource Centre. | * Copyright - slides 52-68, as appropriate for audience. * Digimap Resource Centre – slide 69. |

**Possible follow up:**

* Give users links to Digimap help pages to download further GIS exercises.

<http://digimap.edina.ac.uk/webhelp/training/task_zones/Download_mapping_data_from_Digimap.htm>

* Distribute the Digimap **resources list.docx**. This could be adapted to include details of available GIS software or map libraries at your institution.
* Suggest users consider completing Digimap elearning units – topics include coordinate systems, geospatial data types, styling and querying vector data: <http://edina.ac.uk/digimap/support/digimapelearning/index.html>