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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 2 hour 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 this session you will be able to:

* View, annotate, print and save maps from Digimap Collections
* Download map data to use in GIS
* Identify the types of map data available to download from Digimap
* Find information on:
  + Copyright
  + Help resources

# Option 1: 2 hours on Digimap Ordnance Survey Collection

This plan is intended for a 2 hour introductory workshop covering Digimap Ordnance Survey Collection – Roam, Data Download, introduction to map data plus copyright and resources.

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

|  |  |
| --- | --- |
| Digimap Collections 2 hour.PPTX | Roam exercises Set 2 and trainer guide |
| Roam Quick Guide | Data Download exercises, Quick Guide and trainer guide |
| Roam exercises Set 1 and trainer guide | resources list.docx |

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Details** |
| 5 minutes | Housekeeping and plan | Slides 1-3. |
| 20 minutes | Roam exercise 1 – covers search, navigation, map content, basemaps. | Introduce with slides 4-5. See trainer guide for full details. |
| 10 minutes | Roam exercise 1 feedback. | See trainer guide. |
| 20 minutes | Roam exercise 2 – covers annotations, print, save. | Introduce with slide 6. See trainer guide – short demo of adding annotations recommended. |
| 5 minutes | Roam exercise 2 feedback | See trainer guide. |
| 10 minutes | Break/coffee |  |
| 10 minutes | Data Download presentation | * Slide 18 – Data Download   If time permits, selection of slides as appropriate, from any of following:   * 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. |
| 25 minutes | 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 two case studies. |
| 10 minutes | GIS information | Slides 48-50. Opportunity to tell users about GIS availability in your institution. |
| 5 minutes | Copyright and resources – give users essential information on copyright and signpost to Digimap Resource Centre. | * Copyright - slides 51-55. * Digimap Resource Centre – slide 56. |

**Possible follow up:**

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

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

<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: 2 hours on Digimap Ordnance Survey Collection & Historic Digimap

This plan is intended for a 2 hour introductory workshop covering Digimap Ordnance Survey Collection and Historic Digimap, covering Roam, Ancient Roam, Data Download, introduction to map data plus copyright and resources.

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

|  |  |
| --- | --- |
| Digimap Collections 2 hour.PPTX | Ancient Roam Quick Guide, exercise and trainer guide |
| Roam Quick Guide | Data Download exercises, Quick Guide and trainer guide |
| Roam exercises Set 1, Set 2 and trainer guides | resources list.docx |

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| **Time** | **Activity** | **Details** |
| 5 minutes | Housekeeping and agenda | Slides 1-3. |
| 20 minutes | Roam exercise 1 – covers search, navigation, map content, basemaps. | Introduce with slides 4-5. See trainer guide for full details. |
| 10 minutes | Roam exercise 1 feedback | See trainer guide. |
| 20 minutes | Roam exercise 2 – covers annotations, print, save. | Introduce with slide 6. See trainer guide – short demo of adding annotations recommended. |
| 5 minutes | Roam exercise 2 feedback | See trainer guide. |
| 10 minutes | Break |  |
| 20 minutes | Ancient Roam exercise | Introduce with slide 7-8. See trainer guide for full details. |
| 10 minutes | Data Download presentation | * Slide 18 – Data Download * Slide 44 – Historic Download   If time permits, selection of slides as appropriate, from any of following:   * 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. |
| 15 minutes | 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 for users to order map data for one case study. |
| 5 minutes | Copyright and resources – give users essential information on copyright and signpost to Digimap Resource Centre. | * Copyright - slides 51-55. * Digimap Resource Centre – slide 56. |

**Possible follow up:**

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

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

<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 3: 2 hours on Digimap Ordnance Survey Collection & Geology Digimap

This plan is intended for a 2 hour introductory workshop covering Digimap Ordnance Survey Collection and Geology Digimap.

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

|  |  |
| --- | --- |
| Digimap Collections 2 hour.PPTX | Geology Roam Quick Guide, exercise and trainer guide |
| Roam Quick Guide | Data Download exercises, Quick Guide and trainer guide |
| Roam exercises Set 1, Set 2 and trainer guides | resources list.docx |

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| --- | --- | --- |
| **Time** | **Activity** | **Details** |
| 5 minutes | Housekeeping and agenda | Slides 1-3. |
| 20 minutes | Roam exercise 1 – covers search, navigation, map content, basemaps. | Introduce with slides 4-5. See trainer guide for full details. |
| 10 minutes | Roam exercise 1 feedback | See trainer guide. |
| 20 minutes | Roam exercise 2 – covers annotations, print, save. | Introduce with slide 6. See trainer guide – short demo of adding annotations recommended. |
| 5 minutes | Roam exercise 2 feedback | See trainer guide. |
| 10 minutes | Break |  |
| 20 minutes | Geology Roam exercise | Introduce with slide 9-10. See trainer guide for full details. |
| 10 minutes | Data Download presentation – aim is to alert users to availability of these services. | * Slide 18 – Data Download * Slide 45 – Geology Download   If time permits, selection of slides as appropriate, from any of following:   * 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. |
| 15 minutes | 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 for users to order map data for one case study. |
| 5 minutes | Copyright and resources – give users essential information on copyright and signpost to Digimap Resource Centre. | * Copyright - slides 51-55. * Digimap Resource Centre – slide 56. |

**Possible follow up:**

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

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

<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 4: 2 hours on Digimap Ordnance Survey Collection & Marine Digimap

This plan is intended for a 2 hour introductory workshop covering Digimap Ordnance Survey Collection and Marine Digimap.

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

|  |  |
| --- | --- |
| Digimap Collections 2 hour.PPTX | Marine Roam and Marine Maps Quick Guides, exercises and trainer guides |
| Roam Quick Guide | Data Download exercises, Quick Guide and trainer guide |
| Roam exercises Set 1, Set 2 and trainer guides | resources list.docx |

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| **Time** | **Activity** | **Details** |
| 5 minutes | Housekeeping and agenda | Slides 1-3. |
| 20 minutes | Roam exercise 1 – covers search, navigation, map content, basemaps. | Introduce with slides 4-5. See trainer guide for full details. |
| 10 minutes | Roam exercise 1 feedback | See trainer guide. |
| 20 minutes | Roam exercise 2 – covers annotations, print, save. | Introduce with slide 6. See trainer guide – short demo of adding annotations recommended. |
| 5 minutes | Roam exercise 2 feedback | See trainer guide. |
| 10 minutes | Break |  |
| 20 minutes | Marine Roam or Marine Maps ex | Introduce with slides 11-14. See trainer guides for full details. |
| 10 minutes | Data Download presentation | * Slide 18 – Data Download * Slide 46 – Marine Download   If time permits, selection of slides as appropriate, from any of following:   * 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. |
| 15 minutes | 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 for users to order map data for one case study. |
| 5 minutes | Copyright and resources – give users essential information on copyright and signpost to Digimap Resource Centre. | * Copyright - slides 51-55. * Digimap Resource Centre – slide 56. |

**Possible follow up:**

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

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

<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 5: 2 hours on Digimap Ordnance Survey Collection & Environment Digimap

This plan is intended for a 2 hour introductory workshop covering Digimap Ordnance Survey Collection and Environment Digimap.

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

|  |  |
| --- | --- |
| Digimap Collections 2 hour.PPTX | Environment Roam exercise and trainer guide |
| Roam Quick Guide | Data Download exercises, Quick Guide and trainer guide |
| Roam exercises Set 1, Set 2 and trainer guides | resources list.docx |

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| **Time** | **Activity** | **Details** |
| 5 minutes | Housekeeping and agenda | Slides 1-3. |
| 20 minutes | Roam exercise 1 – covers search, navigation, map content, basemaps. | Introduce with slides 4-5. See trainer guide for full details. |
| 10 minutes | Roam exercise 1 feedback | See trainer guide. |
| 20 minutes | Roam exercise 2 – covers annotations, print, save. | Introduce with slide 6. See trainer guide – short demo of adding annotations recommended. |
| 5 minutes | Roam exercise 2 feedback | See trainer guide. |
| 10 minutes | Break |  |
| 20 minutes | Environment Roam exercise | Introduce with slide 16-17. See trainer guide for full details. |
| 10 minutes | Data Download presentation | * Slide 18 – Data Download * Slide 47 – Environment Download   If time permits, selection of slides as appropriate, from any of following:   * 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. |
| 15 minutes | 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 for users to order map data for one case study. |
| 5 minutes | Copyright and resources – give users essential information on copyright and signpost to Digimap Resource Centre. | * Copyright - slides 51-55. * Digimap Resource Centre – slide 56. |

**Possible follow up:**

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

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

<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>