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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 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 for workshops

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
* Find information:
  + On copyright
  + Help resources in Digimap Resource Centre

# Option 1: 1 hour on Digimap Ordnance Survey Collection

This plan is intended for a 1 hour introductory workshop covering Digimap Ordnance Survey Collection on Roam, and signposting to Data Download.

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

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

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| **Time** | **Activity** | **Details** |
| 5 minutes | Housekeeping and workshop 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. |
| 15 minutes | Roam exercise 2 – covers annotations, print, save. | Introduce with slide 6. See trainer guide – short demo of adding annotations recommended. |
| 5 minutes | Data Download | * Data Download - Slide 18.   If time permits, selection of slides as appropriate, from any of following:  20-21 – difference raster/vector map data  22-28 - categories of data in Data Download. |
| 5 minutes | Copyright and resources – give users essential information on copyright and signpost to Digimap Resource Centre. | * Copyright - slides 33-35. * Digimap Resource Centre – slide 36. |

**Possible follow up:**

* Distribute Data Download exercises for users to complete in their own time.
* 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 hour on Digimap Ordnance Survey Collection (alternative)

This plan is intended for a 1 hour introductory workshop covering Digimap Ordnance Survey Collection – Roam and Data Download.

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

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

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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 | Data Download case studies – users work through user case studies and download the required map data for the case study research projects. | * Data Download - Slide 18. * Exercise - Slide 19.   If time permits, selection of slides as appropriate, from any of following:   * 20-21 – difference raster/vector map data * 22-28 - categories of data in Data Download. |
| 5 minutes | Copyright and resources – give users essential information on copyright and signpost to Digimap Resource Centre. | * Copyright - slides 33-35. * Digimap Resource Centre – slide 36. |

**Possible follow up:**

* Distribute one of the Roam Set 2 exercises on annotation, saving and printing for users to complete in their own time.
* 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: 1 hour on Digimap Ordnance Survey Collection & Historic Digimap

This plan is intended for a 1 hour introductory workshop covering Digimap Ordnance Survey Collection and Historic Digimap, covering Roam and Ancient Roam, plus signposting to download services.

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

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

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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. |
| 15 minutes | Ancient Roam exercise | Introduce with slide 7-8. See trainer guide for full details. |
| 5 minutes | Data Download and Historic Download services | * Data Download – Slide 18. * Historic Download – slide 29.   If time permits, selection of slides as appropriate, from any of following:   * 20-21 – difference raster/vector map data * 22-28 - categories of data in Data Download. |
| 5 minutes | Copyright and resources – give users essential information on copyright and signpost to Digimap Resource Centre. | * Copyright – Slides 33-35. * Resource centre – Slide 36. |

**Possible follow up:**

* Distribute Data Download exercises for users to complete in their own time.
* 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: 1 hour on Digimap Ordnance Survey Collection & Geology Digimap

This plan is intended for a 1 hour introductory workshop covering Digimap Ordnance Survey Collection and Geology Digimap, covering Roam and Geology Roam plus signposting to download services.

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

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

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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. |
| 15 minutes | Geology Roam exercise | Introduce with slides 9-10. See trainer guide for full details. |
| 5 minutes | Data Download and Geology Download services - alert users to availability of these services. | * Data Download – Slide 18. * Geology Download - Slide 30.   If time permits, selection of slides as appropriate, from any of following:   * 20-21 – difference raster/vector map data * 22-28 - categories of data in Data Download. |
| 5 minutes | Copyright and resources – give users essential information on copyright and signpost to Digimap Resource Centre. | * Copyright – Slides 33-35. * Resource centre – Slide 36. |

**Possible follow up:**

* Distribute Data Download exercises for users to complete in their own time.
* 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: 1 hour on Digimap Ordnance Survey Collection & Marine Digimap

This plan is intended for a 1 hour introductory workshop covering Digimap Ordnance Survey Collection and Marine Digimap, covering Roam and Marine Roam plus signposting to download services.

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

|  |  |
| --- | --- |
| Digimap Collections 1 hour.PPTX | Marine Roam exercise, Quick Guide and trainer guide |
| Roam Quick Guide | Marine Maps exercise, Quick Guide and trainer guide |
| Roam exercises Set 1 and trainer guide | 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. |
| 15 minutes | EITHER Marine Maps or Marine Roam exercise | Introduce with slides 11-14. See trainer guides for full details. |
| 5 minutes | Data Download and Marine Download - alert users to availability of these services. | * Data Download - Slide 18. * Marine Download – Slide 31.   If time permits, selection of slides as appropriate, from any of following:   * 20-21 – difference raster/vector map data * 22-28 - categories of data in Data Download. |
| 5 minutes | Copyright and resources – give users essential information on copyright and signpost to Digimap Resource Centre. | * Copyright – Slides 33-35. * Resource centre – Slide 36. |

**Possible follow up:**

* Distribute Data Download exercises for users to complete in their own time.
* 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: 1 hour on Digimap Ordnance Survey Collection & Environment Digimap

This plan is intended for a 1 hour introductory workshop covering Digimap Ordnance Survey Collection and Environment Digimap, covering Roam and Environment Roam plus signposting to download services.

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

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

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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. |
| 15 minutes | Environment Roam exercise | Introduce with slides 15-16. See trainer guide for full details. |
| 5 minutes | Data Download, Environment Download | * Data Download – Slide 18 * Environment Download – Slide 32   If time permits, selection of slides as appropriate, from any of following:   * 20-21 – difference raster/vector map data * 22-28 - categories of data in Data Download. |
| 5 minutes | Copyright and resources – give users essential information on copyright and signpost to Digimap Resource Centre. | * Copyright – Slides 33-35. * Resource centre – Slide 36. |

**Possible follow up:**

* Distribute Data Download exercises for users to complete in their own time.
* 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>