Geographic Information Systems (GIS)
Creating a Simple Dot Map

Name:

Section:

Directions: Follow the directions on how to make a Dot Map of the students in the class.
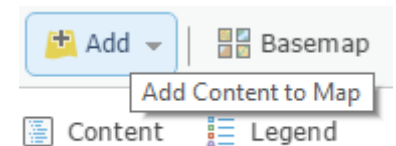
Step 1: Preparing Your Data
1. *Compiling your Data*
   a. Open Microsoft Excel
   b. Make categories for **Student Name**, **City**, **State**, and **Country**
   c. Make a spreadsheet of the data using the information collected at the start of class
   d. Once you are finished save the file as a **.csv File** titled **Spring 2015 GIS Students** in a place you can easily find it

Step 2: Setting Up Your Map
1. *Importing the Data*
   a. Sign in as normal
   b. Once in click on the **Map** option along the top bar
   c. On the default map screen left click the **Add** button to add content to your map and select **Add Layer From File**
   d. In the window that pops up it will ask you to search for the file you would like to import. Find the **Spring 2015 GIS Students** file you created and select it.
   e. Make sure the file name readings Spring 2015 GIS Students.csv. As long as that is correct press the [IMPORT LAYER] button.

2. *Formatting the Data*
   a. On the pop up screen that comes up called **Add CVS Layer** make sure that you are using the **Address Location Feature**
   b. For **Country** make sure that **World** is selected
   c. Make sure that the **Field Names** and **Location Fields** match up
      - Select Region to represent State
      - Student Name should not be used
   d. Once all of that is done click the **Add Layer** button in the bottom of the window

Step 3: Saving Your Map
1. In the top bar left click [Save] the button and select **Save As**
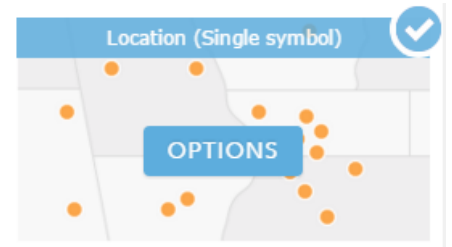2. Make the Title **Spring 2015 GIS Students <Name>**
3. Add the **Tags** Saint Paul Prep
4. And make the **Summary** Dot map of the students in Mr. Tredinnick's spring 2015 GIS Course
5. Once you are ready click [SAVE MAP] the button

Note: It is always a good idea to save your maps periodically as you go along

Step 4: Configuring Your Map

1. *Change the Style*
   a. For Option One choose that the **Attribute** you want to display is Show Location Only
   b. For Option Two scroll down and select **Location (Single Symbol)**
   c. The dots should now have changed so that is only one style of dot
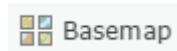   d. Click [OPTIONS] the button to configure your dots

2. *Formatting your Dots*
   a. Click on **Symbols** to bring up the pop-up window that will allow you to change the format of your dots
   b. Select that you would your dots to be the red pin
   c. On the bottom change it so that the size of your dots will be **24px**
   d. Once you have completed all that hit [OK] the button to accept your changes
   e. If everything is set click the [DONE] button to move on

3. Change the **Basemap**
   a. Change to a **Light Gray Canvas** basemap by clicking on the [Basemap] button on the top bar

4. Save your map
   a. You do not just have to do save as, it will now just automatically save under the name you established earlier

Step 5: Sharing your Map

1. Left click on the [Share] button on the top bar
2. Choose to share it with members of the Geographic Information Systems Class Group
3. Finally scroll down and click the [DONE] button

Congrats you have made a dot map!