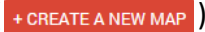






## To Create a Map:

1. Go to your search engine and type in [mymaps.google.com](https://mymaps.google.com)
2. Sign in using your Google Account (use district account)
3. Select +CREATE A NEW MAP (  )
4. Go to the control panel and click "untitled map"
5. Give your map a name and description




## To Add Layers:

1. Select 'import' (  [Import](#) ) from the control panel
2. Select desired Google doc or Excel spreadsheet
3. Choose the position of your placemarks (columns with street address information)
4. Choose a title for your markers
5. To add another layer, Select the 'add layer' icon (  )



## Using Google Maps on a Mobile Device:

1. Download & open the Google Map app
2. Ensure you are signed into the correct account (use district account)
3. Select 'saved' in the menu bar (  )
4. Select 'maps' in the menu bar
5. Open desired map



## Things to Remember:

- Make sure you are signing in with the correct email address
- Verify addresses to ensure they are correct; incorrect addresses will not appear on your map
- Understand this map is live; changes that you make to your map will reflect automatically
- Consider security & secure passwords
- Avoid adding Personally Identifiable Information (PII)

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