YOUR CHECKLIST

☐ Have you signed up?  GO →
☐ Have you searched for inspiration?  GO →
☐ Have you created a map (survey)?  GO →
☐ Have you collected data?  GO →

☐ Have you viewed results on a map?  GO →
☐ Have you visualized data?  GO →
☐ Have you viewed results of pictures?  GO →

☐ Have you written a story to explain what you found?  GO →
☐ Have you formed partnerships?  GO →
☐ Have you started a campaign for change?  GO →

☐ Have you written about your experience?  GO →
☐ Have you talked to other groups?  GO →
☐ Have you submitted your project for an Impact Award?  GO →
SIGN UP

Go to: www.mapyourworld.org

Click the link that says “Sign Up”.

SIGN UP

Go to your “Dashboard.”

Fill out your profile information & upload a photo to create your public-facing profile page that will appear on the “Mappers” tab.
SIGN UP

Enter a custom message so other mappers can get in touch with you.

Click “Update” to publish changes to your profile.
MAP IT
Click on the “Maps” tab. Use “Find it” to filter the map by issue category or use “Search” to filter by location, tags, issues, or organization name.
MAP IT: SEARCH FOR INSPIRATION

Select one of the maps from your search and explore their data.
Click “See the Story” to read any blog posts associated with that map.
Click on the “Mappers” tab and use the search feature to filter and find mappers interested in similar issues.
Map It: Search for Inspiration

Explore their profile pages and view their published maps and stories.
Click on the “Stories of Change” tab and read about the Impact Award winners.
MAP IT: CREATE A MAP

From your “Dashboard” click “Make Your First Map” or click the tab for the “Survey Builder.”
Add survey summary information:

- Enter a title
- Write a description of your project in the form of a question (This will appear as the title on your map, e.g. “Can we get clean drinking water?”)
- Determine if your map should be public or private
- Select an issue category
- Tag your map to make it searchable by others (organization name, keywords, location)
Click “Add a question” to build your survey. Then choose a question type.

➢ Note: “Select One” Multiple Choice questions are best for data visualizations.
Tips:

➢ “Select One” Multiple Choice questions are best for data visualizations. They are the only question type that will generate a pie chart or bar graph on the map.

➢ Drag and drop to reorder questions in your survey.
MAP IT: CREATE A MAP

➢ Don’t forget to add a Geopoint (gps) question to your survey. You cannot generate a map without it.
MAP IT: CREATE A MAP

➢ Collect photos in your survey as visual evidence and to build a story.
MAP IT: CREATE A MAP

➢ Click the icon that looks like a gear to make a response “required” or to write a “hint.”

➢ Write a custom header for your final exported spreadsheet of data to help organize your information.

Example: If the question is “What is your name?” you might write “Name” as the column header.
Click “Publish” when you are finished writing your survey.
Your new survey appears under “Published Maps” on your “Dashboard”.

Dashboard Prayasad

Published Maps

<table>
<thead>
<tr>
<th>Name</th>
<th>Short Name</th>
<th>Submission</th>
<th>Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can we get clean drinking water for our community?</td>
<td>Drinking water survey</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>MapYourWorld Survey</td>
<td>MapYourWorld Survey</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Can we eliminate physical safety hazards for kids?</td>
<td>Physical HazardsBangladesh</td>
<td>21</td>
<td>Last: Dec 13, 2013</td>
</tr>
<tr>
<td>Can we increase polio vaccination in BDC?</td>
<td>Polio_survey_y_BDC</td>
<td>123</td>
<td>Last: Dec 13, 2013</td>
</tr>
<tr>
<td>Can we increase polio vaccination in Mobiled Village?</td>
<td>Polio_survey</td>
<td>181</td>
<td>Last: Dec 13, 2013</td>
</tr>
</tbody>
</table>
MAP IT: CREATE A MAP

Manage the settings for your maps under “Published Maps,” such as making a map Public/Private.
Download ODK Collect to your Android device from Google Play.

1. Select the Google Play/Android Marketplace icon on your device
2. Search for “ODK Collect” from “Open Data Kit”
3. Select that result and click Install
MAP IT: COLLECT DATA

Hints:

➢ Move ODK Collect to your home screen for quick access.

➢ You must be connected to Wi-Fi to download the app.
Point ODK’s server URL to your Map Your World account.

- Launch ODK Collect from your device
- Select “General Settings”
On Server Settings, enter http://ona.io/YOUR_USERNAME
For example: http://ona.io/mywsupport

Click OK. Now your device will send data to your MYW account.

➢ Troubleshooting tip: Some devices require http:// and others require https://. If your device does not connect to your account, try adding an “s” to the url.
MAP IT: COLLECT DATA

From the main screen, click “Get Blank Form” to download your survey from Map Your World.
MAP IT: COLLECT DATA

Select your survey from the list and click “Get Selected.”
A “Success” screen appears when your survey downloads to your device.

➢ Note: Once your survey downloads, you can collect data and save your surveys in the field without a Wi-Fi connection.
To begin collecting data, select “Fill Blank Form.”
Select the survey you want to complete from the list.
MAP IT: COLLECT DATA

Swipe through each screen completing the questions in the survey.
MAP IT: COLLECT DATA

Tap the screen to select answers to multiple choice questions.
MAP IT: COLLECT DATA

Text questions launch the keyboard to enter text.
MAP IT: COLLECT DATA

Photo questions launch the camera and save the photo with your data set.

i.e. “Take a photo of the water tap.”
MAP IT: COLLECT DATA

Click Record Location to record the GPS coordinates.

➢ Note: The GPS works without a Wi-Fi connection. It is best to record while outside. Sometimes first readings are slower as the device learns where you are. Be patient.
MAP IT: COLLECT DATA

➢ Tip: Click “Record Location” when it is within 20 meters or less.
MAP IT: COLLECT DATA

When you complete the survey, “Mark form as finalized” and click “Save Form and Exit.”

➢ Tip: Complete as many surveys as needed repeating this process.
MAP IT: COLLECT DATA

To upload your completed surveys, click “Send Finalized Form.”

➢ Note: You must be connected to Wi-Fi to upload completed surveys.
Select all the surveys that are ready to upload. Then click “Send Selected.”

➢ Note: You must be connected to Wi-Fi to upload completed surveys.
A “success” window appears after surveys have successfully uploaded.
As an alternative to mobile data collection, click the globe icon under “Published Maps” on your “Dashboard.” This launches a Web version of your survey.
MAP IT: COLLECT DATA - WEB SURVEY METHOD

Use the web version of the survey as an alternative to mobile data collection. Email participants the unique survey URL.

Click submit to upload results to the map.

Back to Checklist →
TRACK IT
After submitting your survey results via your mobile device, go to your MYW “Dashboard” and click “Published Maps.”

➢ Note: Refresh the page and you will see the total number of uploaded submissions in the submissions column.
Click the link for the map you want to view.
Data points appear on the map with the issue marker you selected when creating your survey.
Click on one of the map markers to see the survey data associated with that location.
Under “Visualize it,” filter the map by selecting a survey question.

- Hint: Only “Select One” Multiple Choice questions appear on the list to be visualized.
View the results with a “Pie Chart.”
View the results with a “Bar Graph.”
Hint: Collapse the right menu to take a screenshot of your map for a campaign. Click and drag the map into the best position.

Screenshot on a Mac:
Command + Shift + 4

More screenshot instructions:
www.take-a-screenshot.org
Click “Download CSV” to download a spreadsheet of all of the survey results for further analysis.

➢ Note: This is a good way to track your data, including questions that cannot be visualized, such as open ended questions.
You can also download the .CSV spreadsheet results of your data from your “Dashboard” under “Published Maps” by clicking on the download button.
Under “Visualize it,” click on the “Photos” button to view a gallery of all of the photos uploaded with the survey.
Click through the pages of images.

➢ Tip: Take a screenshot of the images to use as part of a campaign.
CHANGE IT
Write a blog post to explain your findings and link it to your map to create a Story Log.

➢ Tip: Consider including screenshots of your data visualizations in your blog post.
Go to your “Dashboard” and click on the “Stories” tab. Then click “Add Story.”
Enter a title, the name of the author, and your story using the blogging tools.
CHANGE IT: WRITE A STORY

- Upload a photo or video to include in your post.

- Click “Select a survey/map to include in post.” Select your map name. Now your story and map can be viewed side-by-side. **Please note:** only public maps are supported with this feature.

- When finished, click “Save.”
Click “View” to see the story with the map.
See your story with the map. Share it through social media to create a campaign.
Based on the data you collected and the stories you heard, gather your group and ask each other: What needs to change? Who is in a position to help us make it happen? How can we convince them to do what’s necessary? Find organizations or other allies that can help you and reach out. Build community partnerships to help you achieve change.

Back to Checklist →
Make a campaign strategy. PRINT out your maps & data, then make an appointment, make a presentation, make a video, gather people together — and CONVINCE them what needs to be done. Or be the change — plant trees, clean up trash, make a paper megaphone and trumpet your cause!
SHARE IT: WRITE ABOUT YOUR EXPERIENCE

Write a blog post about your experience. Tell the best story you can! Include photos, videos, & screenshots of your data.

See Write a Story to review instructions on how to write a blog post.
Click the “Mappers” tab to explore other groups interested in similar topics. Use the search features to find groups you might want to connect with.
Click on another groups profile page and send them an email or connect over social media.

➢ Note: This is why it is a great idea to include a custom message with contact info on your profile page!
Login to your MYW account. Scroll to the bottom of the “Stories of Change” page. Click on “Submit Your Work” and complete the entry form.