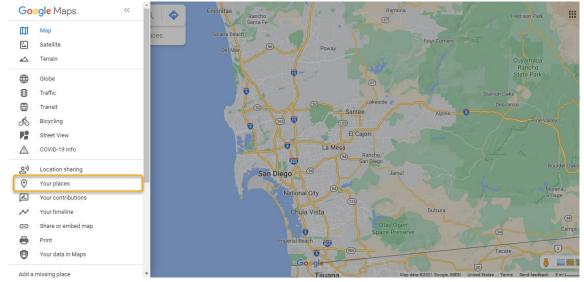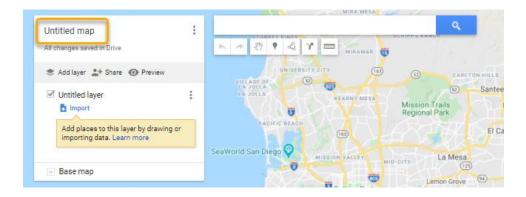# How to Create a Custom Google Map for the Students' Rights and Resources List

This document will go over how to create a custom Google Map with resources specific to your community where your students can access sexual and reproductive health, mental health, sexual assault, drug and alcohol services, and LGBTQ support. The map **should take only about fifteen minutes to create** and will be used in the *Know Your Rights Template* word document or PDF that you will provide to your students.
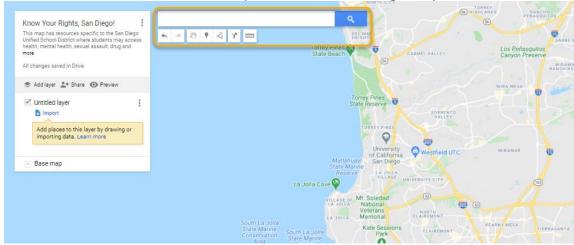
1. Go to https://www.google.com/maps.

2. In the left corner, next to the search box, click the **menu icon** (≡) to expand the menu.

3. Click on **Your places**, **Maps** and then click **Create Map** to edit your map.
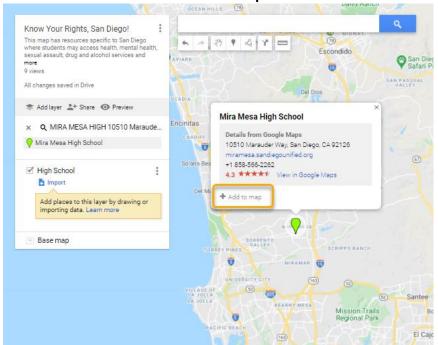

4. A new window will pop up. Give your map a title and description by clicking on 'Untitled map' then click **Save**.
    1. **Title:** Know Your Rights, *INSERT COUNTY NAME*!
    2. **Description:** This map has resources specific to the *(INSERT SCHOOL DISTRICT NAME)* where students may access health, mental health, sexual assault, drug and alcohol services and LGBTQ support.
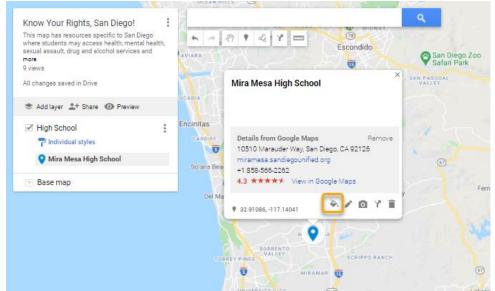
5. Before you start plotting local services to Google Maps, go to the following websites to search for the local resources you'll need by entering your city or zip code.
    1. Schools in districts: use your local unified school district website for the list of schools to include or go to https://www.cde.ca.gov/SchoolDirectory/ and filter to your school district.
    2. Sexual and reproductive health services:
        i. https://www.teensource.org/find-a-clinic
        ii. https://familypact.org/provider-search/
        iii. https://gettested.cdc.gov/
            1. Please note that this STD/HIV testing clinic locator may pull in some crisis pregnancy centers which may provide biased, medically inaccurate information to young people. You can vet the list by checking this crisis pregnancy center map: https://crisispregnancycentermap.com/
    3. LGBTQ centers: https://www.lgbtcenters.org/LGBTCenters
    4. Mental health & Substance abuse: https://findtreatment.samhsa.gov/locator
    5. Sexual assault services: https://centers.rainn.org/

6. You can now add the local resources you just found by copying and pasting each location into the search box at the top of the screen in Google Maps.
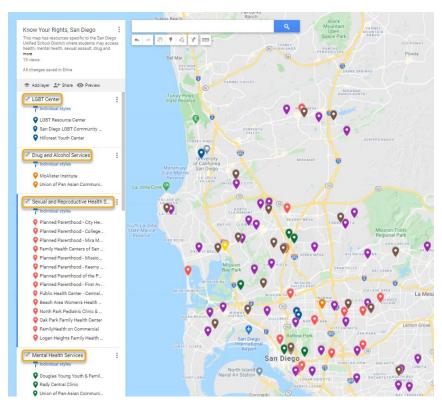
1. First add the schools in the district to the map, starting with high schools. Rename the 'Untitled layer' to 'High School' by clicking on the **Layer options** icon (⋮).

2. Then paste the address of a high school you found from your local unified school district website or CDE website in the search box. The high school should be shown on the map with a green pin (📍). Click on the green pin to open the high school's details and click on **Add to map**.
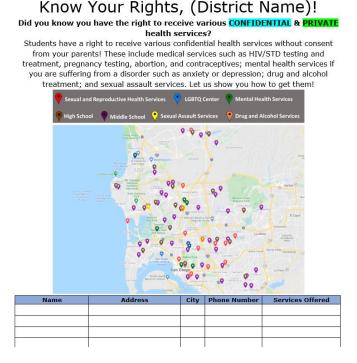

3. Then click on the **Style** icon (🎨) to change the pin color to **brown**. Do this for all high schools in the district. You should now have a layer that includes all high schools in the district with brown pins.
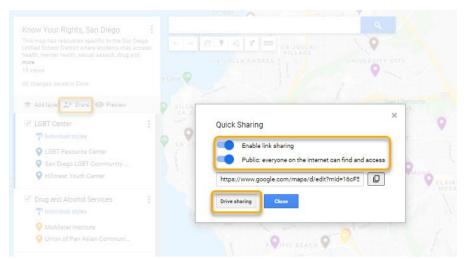
7. Move on to the next service option and add a new layer to the map by selecting the **Add layer** icon (⬥ Add layer). Repeat **Step 6** for each layer and location you wish to plot using the websites we provided.
    1. Be sure to include all services specific to your community that students may access including Sexual and Reproductive Health Services, LGBTQ Centers, Mental Health Services, Sexual Assault Services, Middle Schools, High Schools, and Drug and Alcohol Services.
        i. Color code each layer (see **Step 6.3**) with the following colors: Sexual and Reproductive Health Services- red, LGBTQ Center- blue, Mental Health Services- green, Sexual Assault Services- yellow, Middle School- purple, High School- brown, and Drug and Alcohol Services- orange
    2. Use your own discretion when making the geographical area larger or smaller but be sure to include at least one of each service listed above on the map.

8. Once you have finished entering all the locations you wish to plot, make sure all services are shown on the map by ensuring each layer you created has the check mark selected next to the layer name.
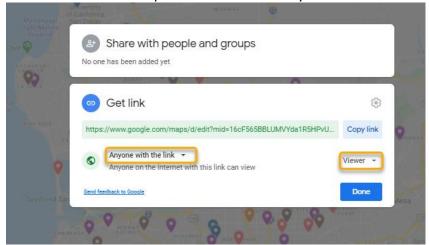
9. Open the *Know Your Rights Template* word document and delete the blue placeholder for your Google Map image. Then take a screen grab of the personalized Google Map by selecting the **prt scr** key on your keyboard and then paste the image into the word document where the blue placeholder was. Change the image size to your preference.
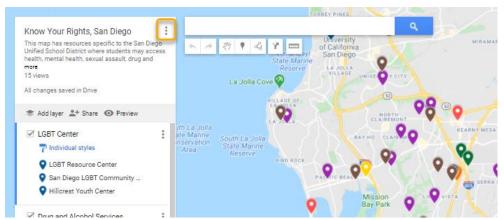   1. The *Know Your Rights Template* should look something like this:

10. In the *Know Your Rights Template*, type in key addresses into the empty tables below the Google Map image. You can copy and paste the name, address, and phone number of each location from Google Maps by clicking over each tagged pin to get the location's details.
    1. You do not have to add all the Google Map's resources to this list but make sure to include the details of at least one location of the following services:
       i. Sexual and Reproductive Health Services, LGBTQ Centers, Mental Health Services, Sexual Assault Services, and Drug and Alcohol Services.

11. For in-person learning, you can print out the document to pass out to your students.

12. For distance-learning, you have a few options for sharing this resource:
    1. You email it/upload the PDF to your school website or Google classroom.
    2. You can share the Google Map with your students by providing a link.
       i. To do this, you will need to select the **Share** icon (⚮ Share) to enable link sharing. Make sure both sharing options are selected.

Then select **Drive sharing** to disable editing privileges to those with the link.
A new window will pop up. Under the Get link section, be sure 'Anyone with the link' and 'Viewer' are selected then click **Done**. This will allow anyone with the link to view the map but will not allow anyone make edits.

3. You can share your Google Map with your students by embedding it online into your school's website.
    i. To do this, you will need to enable link sharing (see **Step 12.2.i**).
    ii. Click on the options icon (⋮) found next to the map name and select **Embed on my site** to copy the HTML to paste it in the source code of your page.

iii. You can always see what your map will look like before sharing by selecting the **Preview** icon (👁 Preview).