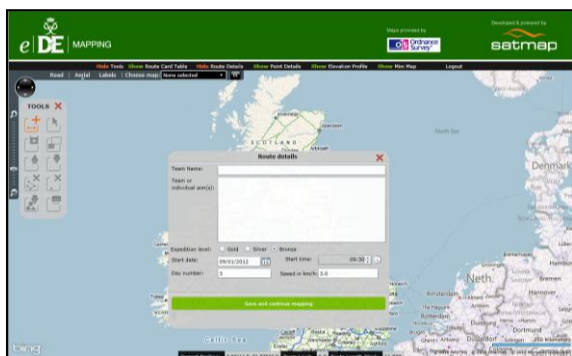# e|DofE MAPPING

User guide for DofE Leaders

This document sets out the aim and capabilities of *e*DofE Mapping to help DofE Leaders get the most out of this free resource.

What is *e*DofE Mapping designed to do?

*e*DofE Mapping is a free, optional expedition route mapping tool designed to create DofE route cards and route summaries. It can be used by participants, Leaders and volunteers through *e*DofE. It is designed to help participants speed up the route submission and approval process by providing standardised digital DofE route cards and route maps to email to Operating Authorities and Assessors. It can also be used by Supervisors and Assessors to plan how they might keep track of their teams while on expedition. As it is an online tool any updates will happen automatically.

e*DofE Mapping is not intended to replace group route planning and cannot be used as an alternative to having full maps on an Expedition.

e*DofE Mapping produces maps at 1:50K and 1:25K scale, however it will reduce the image size to fit in as much of the route as possible. While the map remains in scale to itself, it is smaller than normal maps.

How do I use *e*DofE Mapping?

It's up to you. We have tried to keep *e*DofE Mapping as simple as possible so a young Bronze participant can use it first time to produce a good map and route card. *e*DofE Mapping has not been designed to be a full route planning tool, but you could use it for this if you want. It is more likely that DofE groups will plan their route in the traditional way, as a team with a physical map and then input that route into *e*DofE Mapping.

Leaders and volunteers can access the new tool from the Resources Zone on their *e*DofE account. Leaders will have the option to input the expedition route and route plan on behalf of the young people as evidence and will also be able to view the young people's routes and email them across to the Assessor.

It is also up to you if you want your group to use it or not. Some Leaders may not want their Bronze groups to use it so they learn how to build a route card but are happy for Silver and Gold to use it. Other Leaders may let their Bronze use it to free up more time to train larger numbers of Bronze participants but ask their Silver and Gold groups to do it manually. It's up to you to decide how best to support the young people you are working with.
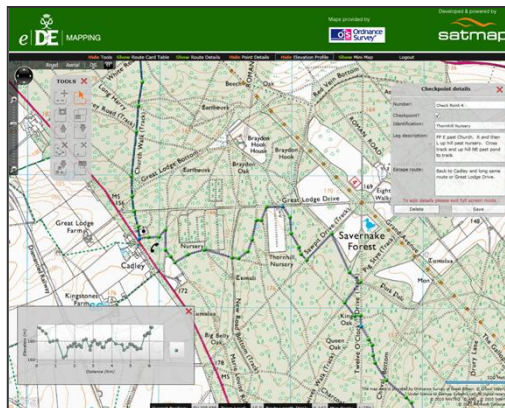
The DofE recommends you download and save a gpx file of your route to your hard-drive.

What do I need to use *e*DofE Mapping?

*e*DofE Mapping has been built by Satmap and **requires Microsoft Silverlight to run**. This is a small piece of free software designed to run images and can be downloaded from: www.silverlight.net/getstarted. Download Microsoft Silverlight now so that you can start to use *e*DofE Mapping today, please remember to ask your IT Department to download it in advance if necessary.
If you are having difficulties running *e*DofE mapping this Silverlight not being installed properly is the likely reason.

Please note that *e*DofE Mapping is built using Microsoft Bing maps and Microsoft Silverlight so *e*DofE Mapping will not work on Apple Mac computers during 2012. *e*DofE Mapping will always work best with a fast internet connection and through Microsoft Internet Explorer.
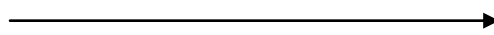
Using *e*DofE Mapping

We have tried to make *e*DofE Mapping really easy to use so have a go and use this sheet to help you get started.

Important things to remember

Create one map for each day of your expedition.

Use this button to add points in your route.

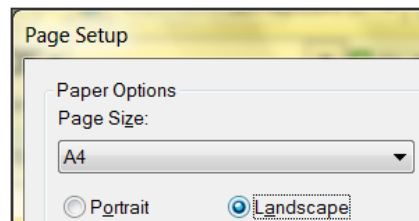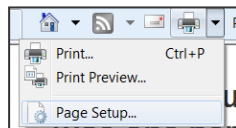When you have finished adding points, use this button to select a point to add details.

Build your route in full screen and at 1:25k scale so it is as exact as possible. Zoom in to the most detailed Ordnance Survey map. Unfortunately Microsoft full screen does not recognise keyboards so exit full screen to add text detail.

Map Scale: 1:25k
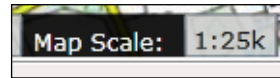
Do not press the 'back' button, it will log you out of *e*DofE Mapping and you will lose unsaved information.

When printing route cards, use 'Page Setup' to get your printer to print 'Landscape'.

Print...   Ctrl+P
Print Preview...
Page Setup...

Page Setup

Paper Options
Page Size:

A4

○ Portrait   ● Landscape

Getting started and moving around the map

1. Fill in the basic route details and then start mapping. You will need to enter details one day at a time.

Route details

Team Name:	Savernake Walkers - Bronze Practice - Day 2
Team or individual aim(s):	We are going to make a digital log of our expedition and post it up online. We hope to highlight ten top things not to do on expedition!

2. Click 'Full Screen' to maximise the mapping area and zoom into where your route will be. You should build your route using 1:25K scale maps.

- To do this move around the map by clicking and dragging the pointer around.
- Use your mouse roller on the map to zoom in and out.
- You can also move around the map using the arrow tool in the top left of the screen. Click and hold, then move the mouse around the page to move fast or slow.
- Your keyboard arrow keys and - / + keys will also navigate around the map.
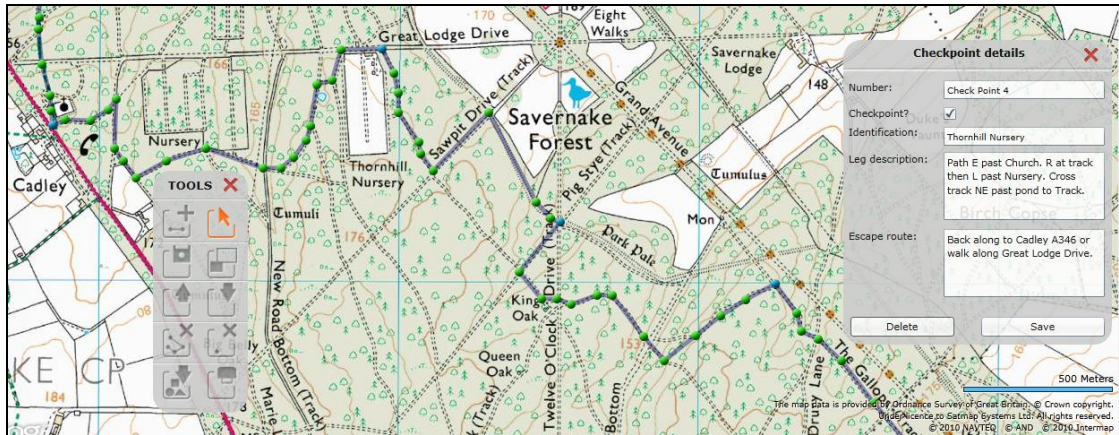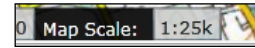
Build your route

1. Click on this button and click on the map to start putting in your route points. Green dots will appear.

2. You can move the green dots by clicking and dragging. You can also edit checkpoints by right clicking on them.

3. **To get the best route zoom in to the 1:25k map (the really detailed one), view in full screen and put in <u>lots</u> of points every time the direction changes, see e.g. below. This will make the distance and height accurate.**

4. **Then click on this button to select individual points. Turn them into your checkpoints (they will turn blue on the map)**
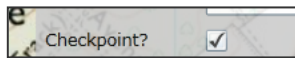
5. You can then add some details which will also appear in your route card. Your checkpoints are clear landmarks on your route. The 'identification' is what the checkpoint is, for example 'church'. The 'Leg description' is a description of the journey between the two checkpoints. **Remember, text can not be added while in full screen so return to normal view first.**

6. Now click on 'Show Route card Table'.
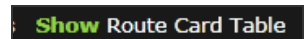
   Some information will already be in your route card but you will need to fill in details about your team, aim and rest times. Double click to add data. Groups will always need to fill in their own bearings to evidence their knowledge. These can be in letters or numbers.

Your route and route card are ready. Now:

- Save your route in eDofE. Note that if you log out of eDofE Mapping, you cannot access that map again for 3 to 5 minutes.

- Print your route card (remember, set your printer to landscape)

- Print a summary route map for your Assessor or email them an interactive digital map.

- Save them to your PC as a picture (jpg) for evidence or email.

- Save them to your PC as a mapping file (gpx).
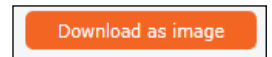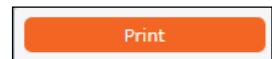
You can email these files to your Assessor and participant's can send their maps to you to view in *e*DofE and approve. Participants can also use it as evidence in *e*DofE.

- If you use other software you can upload gpx mapping files or saved *e*DofE mapping routes from your PC using this button.

What else will *e*DofE Mapping do?

The tools along the top edge of the mapping area give some extra functionality for *e*DofE Mapping users.

*e*DofE Mapping includes an **elevation profile** button which brings up a display of the participant's route in terms of inclines and declines. It can be used to help the group to understand the demands of the route they have planned. The DofE route card will automatically adjust for height gained inline with Naismith's rule.
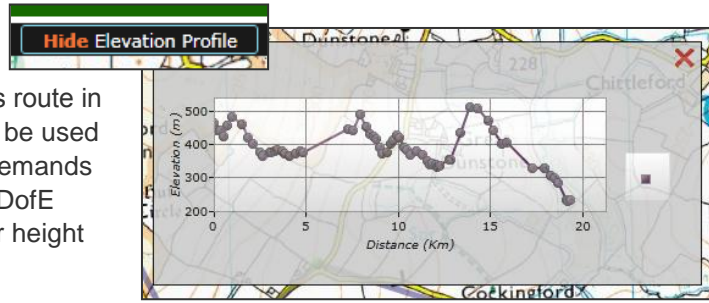
*e*DofE Mapping also has a **mini map** function to help you locate where you are when you have zoomed in on an area.

If you are making several routes for one team you can save time by saving the map as a gpx, open a new map in eDofE and upload the gpx. Wipe the route and eDofE Mapping will keep the group information and names in the route card. In this way you can use the day one map as a basis for day two.

When using *e*DofE Mapping, you can download an A4 map of your route. This works like a screen shot so it is a good idea to use the full screen option to show as much of your route as possible. Save the map to your computer and it can be used to e-mail to assessors or as evidence for young people. As it works like a screen shot, you can produce several maps at different scales.
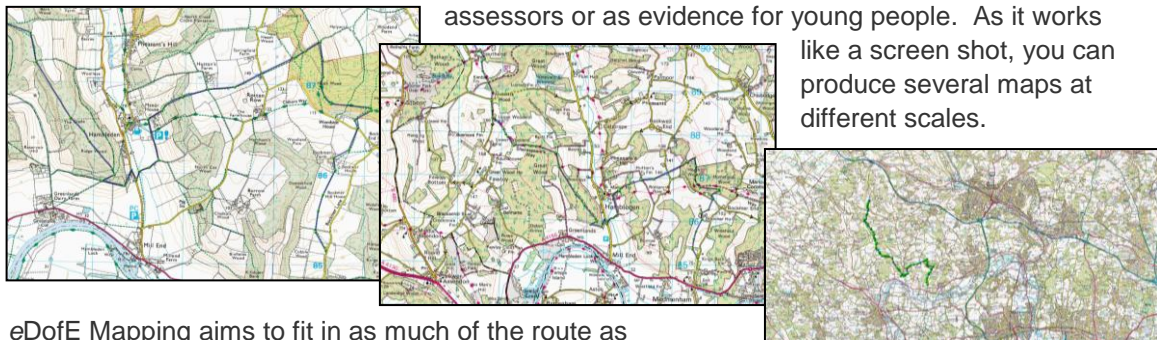
*e*DofE Mapping aims to fit in as much of the route as possible, so a 1:50K image is unlikely to have the same size grid squares as a 1:50K map.
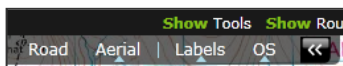
It is possible to view the routes and maps in an **aerial view**. Click on 'Aerial' and then uncheck 'OS' (*e*DofE Mapping assumes that you want to see 1:50K or 1:25K so you need to turn them off). This will display the area as aerial images. Click 'Labels' to turn off the roads and place name information if you want. To return to mapping normally click on 'Road'. This will turn on the **road map view**. To see OS 1:50K and 1:25K maps again click 'OS' to turn them back on.

*e*DofE Mapping now includes maps for Northern Ireland (1:210K, 1:50K & 1:25K) and the Republic of Ireland (1:210K & 1:50K). Zoom in on your expedition area and *e*DofE Mapping will select the right set of OS maps for you. In the border areas and Donegal you may need to manually select the map set you want from the drop down menu.