

Tip Sheet for NM STEM Crowdsorce Map

Definitions:

1. STEM = Science, Technology, Engineering and Math
2. Crowdsorce = a method of gathering information by giving public access to a project such that the “crowd” can participate in compiling the data collectively.

The purpose of the New Mexico Out of School Time (NMOST) Crowdsorce STEM map is to provide a visual reference for STEM-related sites (science-oriented museums or organizations), events, and/or ongoing programs.

Abbreviated URL for NM STEM Map: <https://tinyurl.com/y57bgxx2>

Here’s a good example of what we’re looking for:



Explora

Explora Children's Museum

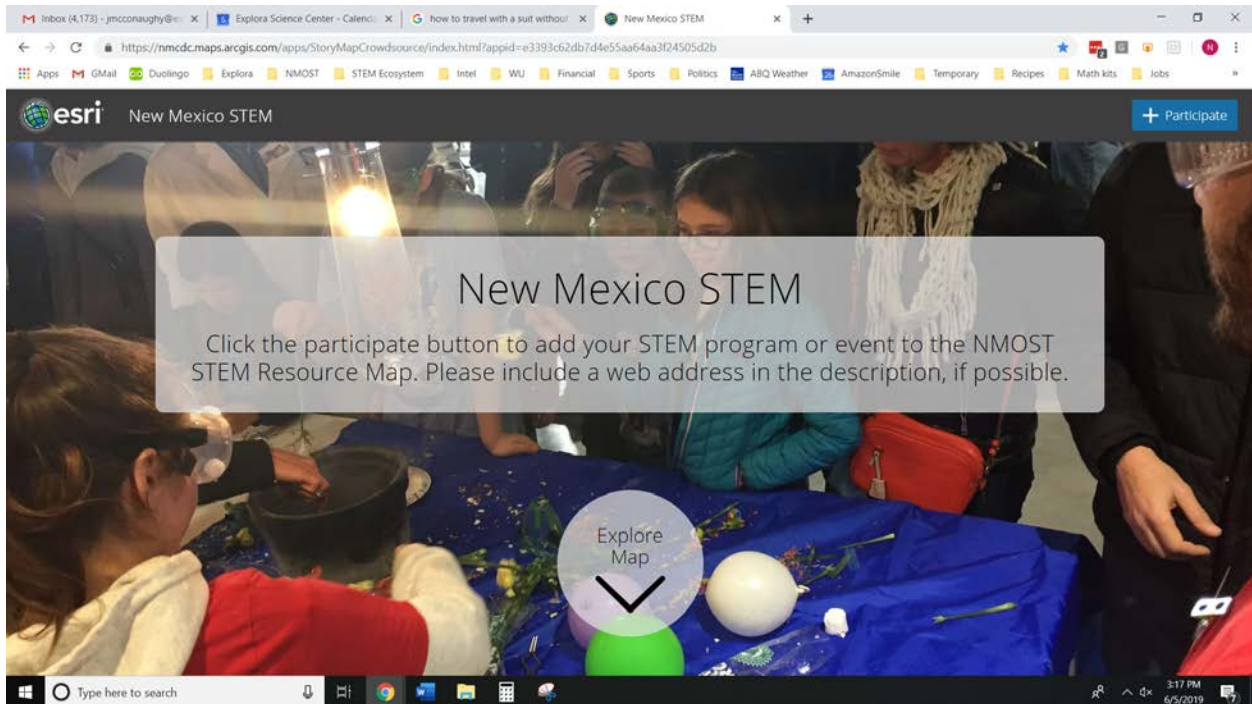
The mission of Explora is to create opportunities for inspirational discovery and the joy of lifelong learning through interactive experiences in science, technology, engineering, art, and math.

explora.us

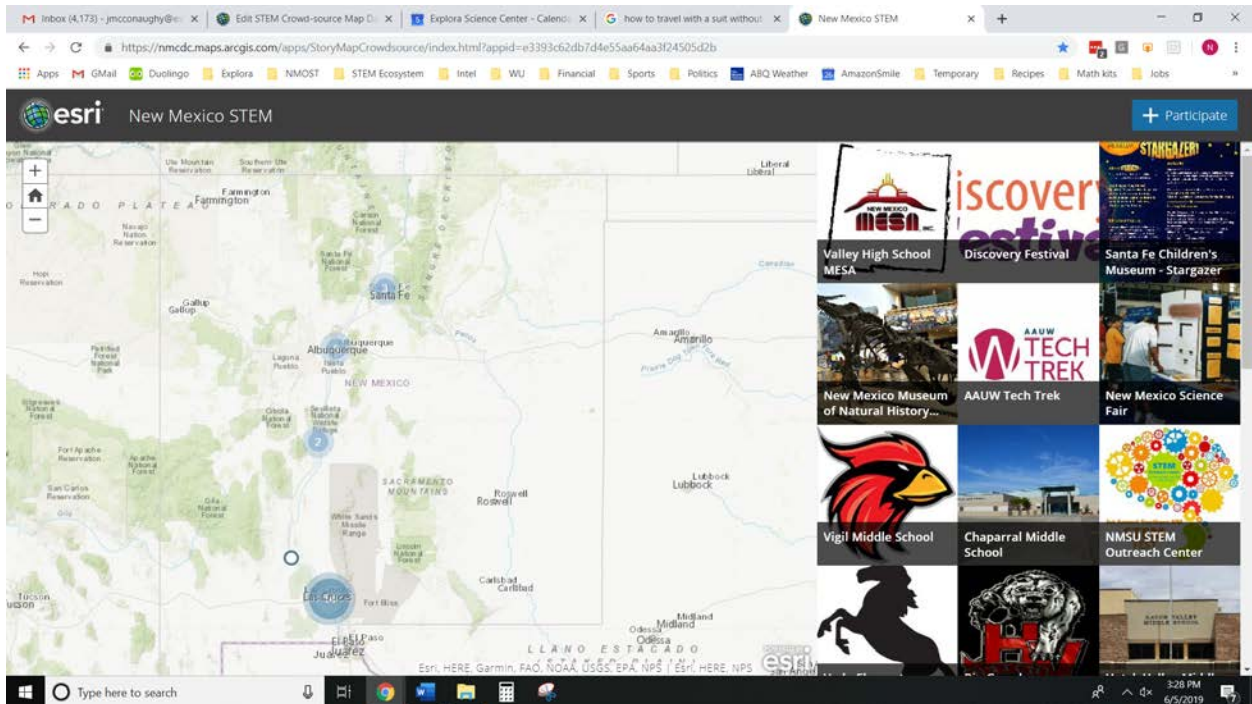
Note that by choosing the place name for the location, that’s what’s displayed rather than the address. If you prefer to have the actual street address displayed, it is better to input the address rather than a place’s name.

Instructions for use:

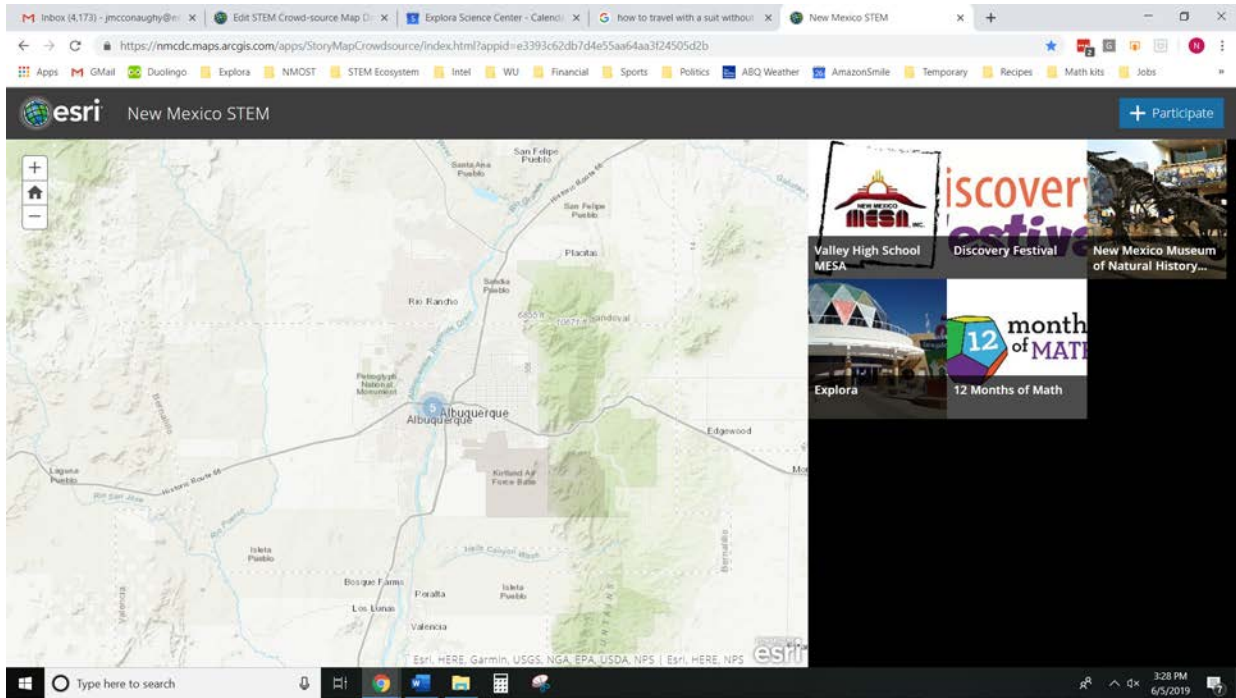
1. When initially loading the map, the following will be displayed. From here, there are two options: Explore Map or Participate.



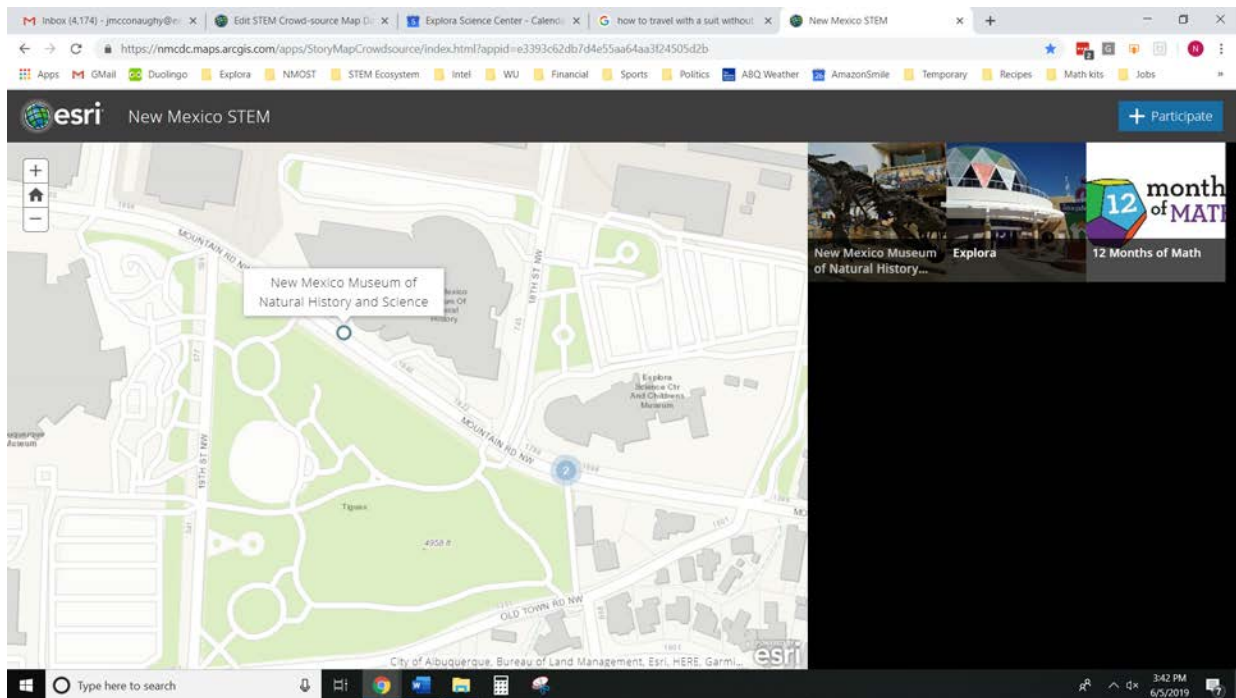
2. Clicking on Explore Map brings up a map of New Mexico on the left side of the display and a cluster of thumbnail photos of STEM programs, events and locations on the right side.



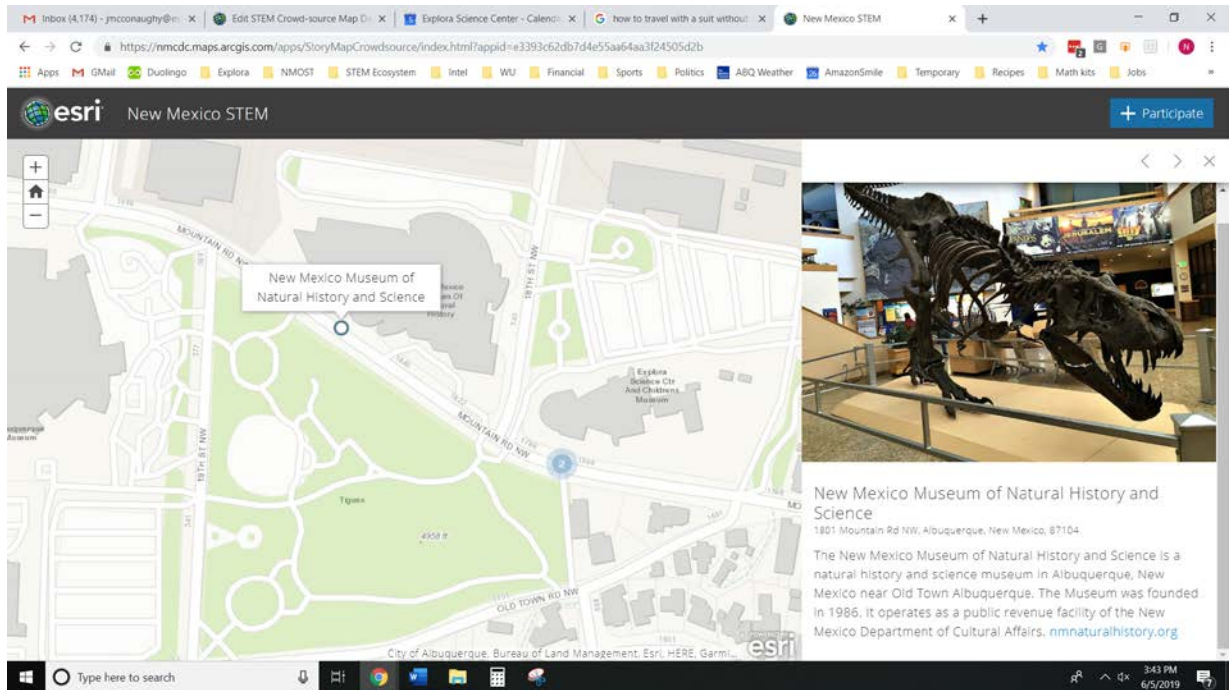
3. Zooming in on a particular portion of the map will reduce the thumbnail display to those items located within the displayed portion of the map.



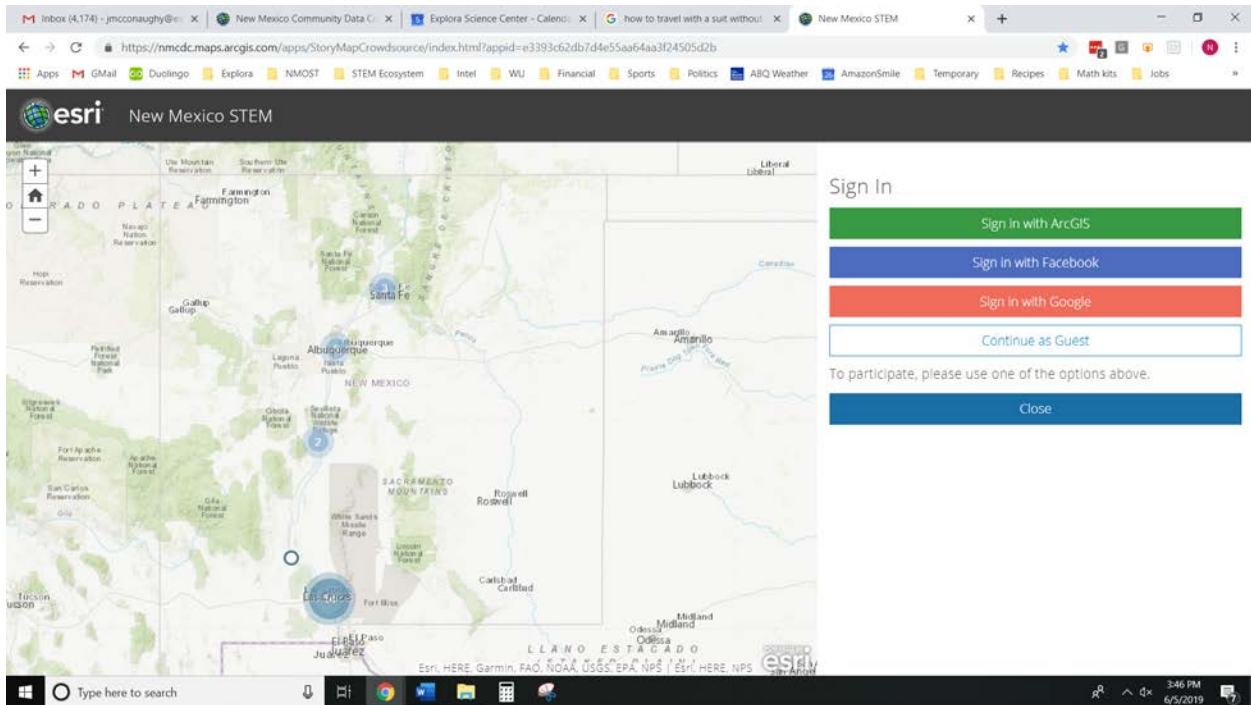
4. The tighter the zoom, the more limited the view and the fewer items show in the thumbnail listing.



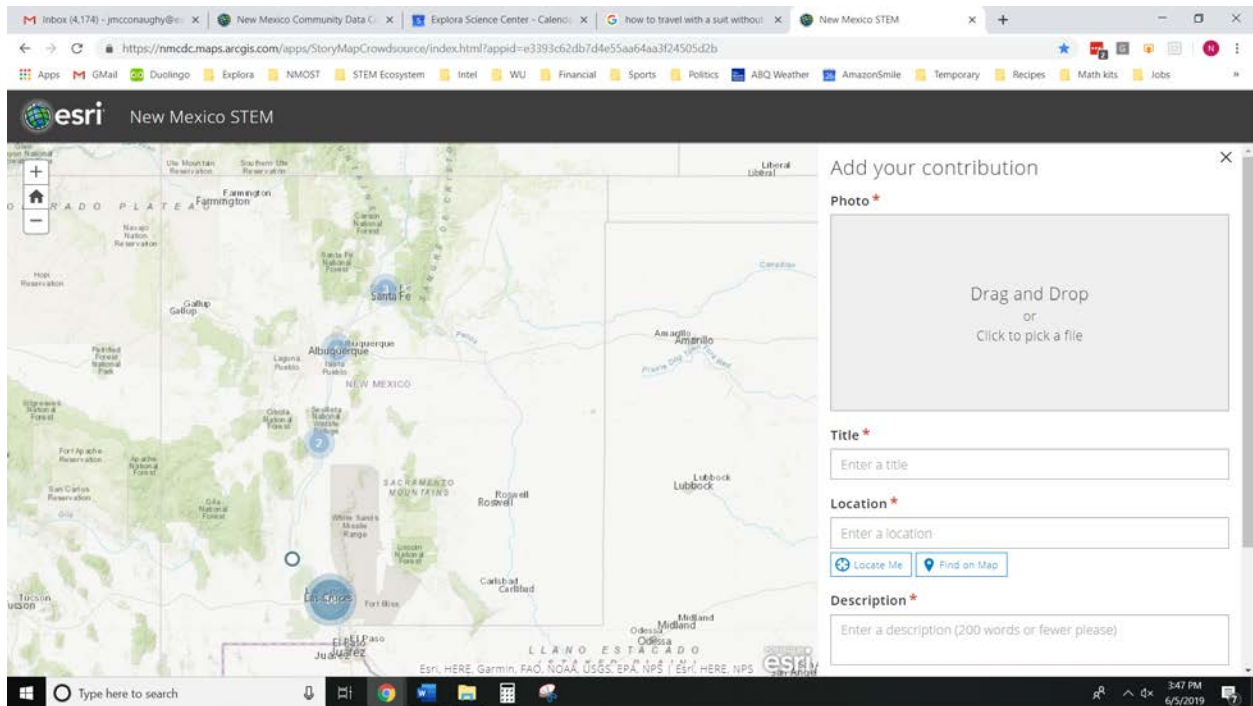
- Clicking on either the circle on the map or the thumbnail picture for a particular item will display the item detail on the right side of the screen. (shown below: New Mexico Museum of Natural History and Science.)



- By clicking the Participate button, you will reach the screen below. NMOST recommends that you choose "Continue as Guest" to enter information for a site, event or program.



7. The next screen requires a photo, a title for the map item, a location, and a description as shown below.



8. Use a **Picture** that represents your event, location or program. The program requires an image of at least *700 pixels* (this is fairly large, comparatively).

- If you have difficulty in finding a large enough image, one option is to open the desired photo in Paint and use the “Enlarge” feature on the toolbar to increase the size of the photo. One drawback to this is that enlarging the picture can significantly reduce the resolution (ie. increase blurriness). Additional instructions for using Paint (Windows specific... Apple instructions would be welcome to share):
 - i. Right click on the image and choose “Open With” from the pop up menu.
 - ii. From the secondary menu, choose “Paint.”
 - iii. Choose “Resize” from the toolbar.
 - iv. Select “Pixels” from the pop up.
 - v. Change the smaller number to 720 to boost the image size above the threshold. Make sure the “Maintain aspect ratio” box is checked.
 - vi. Save the picture (you may want to use “Save as” to create a copy rather than overwriting the original.)

9. The **Title** should be the place or event name, or something that adequately describes the program. For an organization-led program at a school, it is recommended that you use the school name, plus a short reference or acronym of the organization (e.g. Van Buren Middle School MESA.)

10. For the **Location**, you have two options:

- Begin typing the place name or address into the text box. A drop down should appear which will try to match the information being typed. Selecting the correct address or place name from the list will ensure accurate mapping, but typing in the full address,

including the street address, city, state, and zip code should also work (e.g. 290 E Lisa Dr, Chaparral, New Mexico, 88081)

- You can click on the map and drag the circle to the exact location you wish to mark for your map item. Be sure to zoom in on the map to a view reasonably close to the desired location before starting this process to avoid having to drag the circle across the entire state.
11. For the description, you have a generous 200-word limit, which should allow for a brief, but informative description of the event, location or program. Be sure that you have spaces between periods and the first word of the next sentence, as the program may try to create a web address out of any two words separated by a “.” If your item has a web site associated to it, please add that to the end of the description to give map users a way to get more information about your item.
 12. Click the “Accept Terms and Submit” button at the bottom of the input screen to submit your map entry.