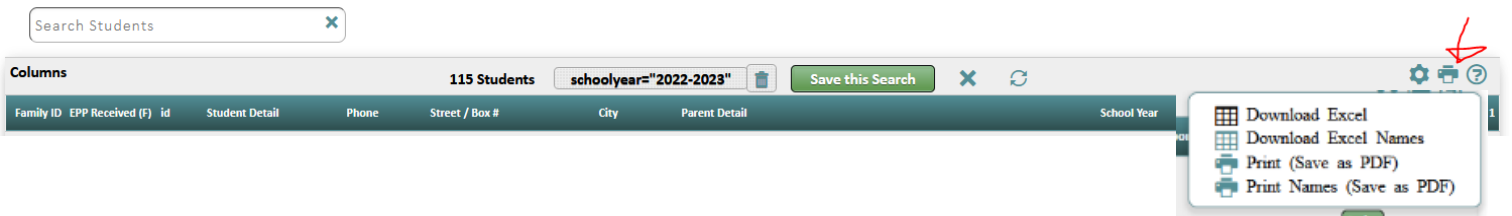# How to make a CSV file for Importing your Contacts as well as Google MyMaps

Step 1 – Download your database file from SchoolCloud

To do this simply mouse over the printer near the top of your table:

Select Download Excel to obtain a complete database list of your students and families.

{Please note it will take some time to manipulate your columns so that you have the ONLY information that you need}

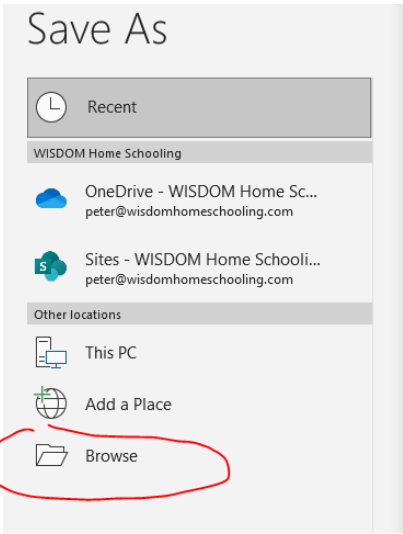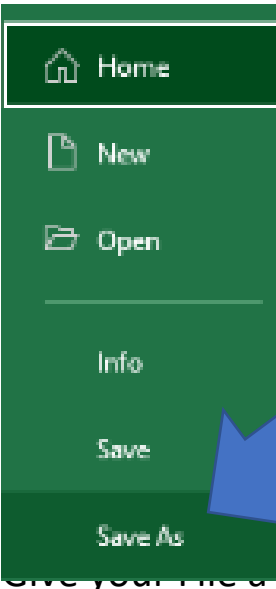In the end, you need to have the First Row with proper labels such as the following:

I am going to create a fake set of people to import as a set of contacts for Gmail and MyMaps. I have purposely created one that will cause an issue.

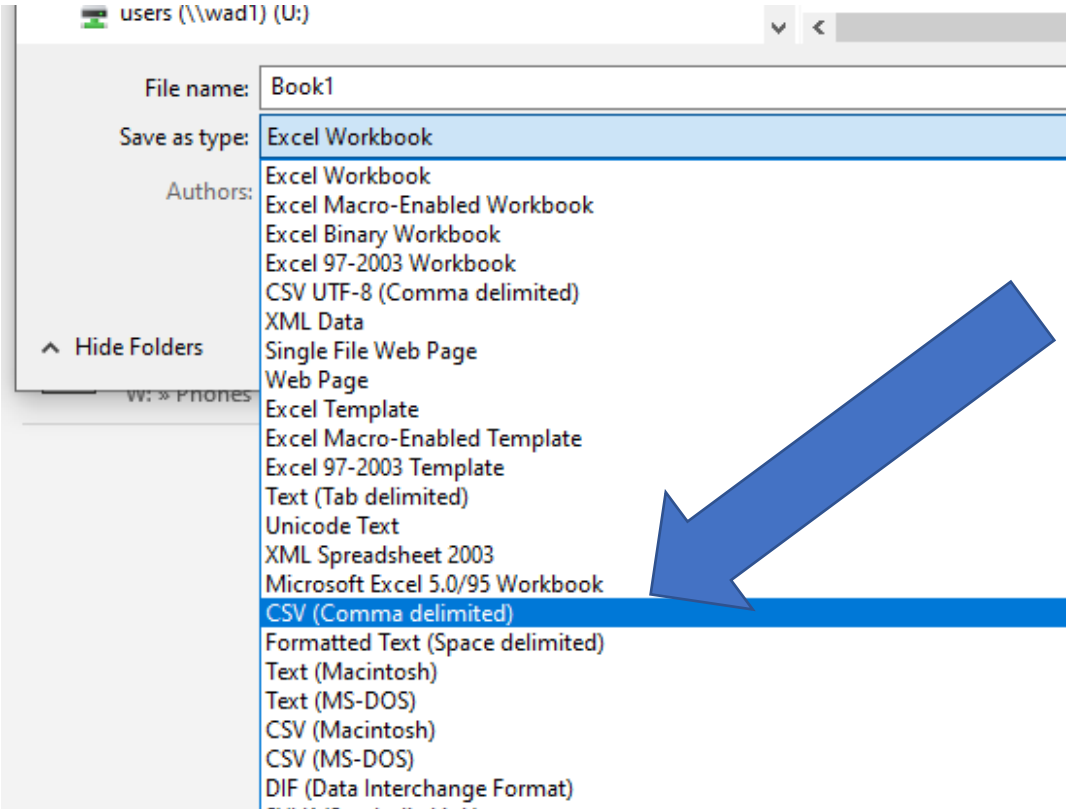You are going to need to find a Google Based Template that has all the proper fields to input:

Select File >Save As

Save As

Recent

WISDOM Home Schooling

OneDrive - WISDOM Home Sc...
peter@wisdomhomeschooling.com

Sites - WISDOM Home Schooli...
peter@wisdomhomeschooling.com

Other locations

This PC

Add a Place

Browse

Home

New

Open

Info

Save

Save As

Give your File a name, and Save as Type CSV (Comma delimited)

users (\\wad1) (U:)

File name: Book1

Save as type: Excel Workbook

Authors:

Excel Workbook
Excel Macro-Enabled Workbook
Excel Binary Workbook
Excel 97-2003 Workbook
CSV UTF-8 (Comma delimited)
XML Data
Single File Web Page
Web Page
Excel Template
Excel Macro-Enabled Template
Excel 97-2003 Template
Text (Tab delimited)
Unicode Text
XML Spreadsheet 2003
Microsoft Excel 5.0/95 Workbook
CSV (Comma delimited)
Formatted Text (Space delimited)
Text (Macintosh)
Text (MS-DOS)
CSV (Macintosh)
CSV (MS-DOS)
DIF (Data Interchange Format)

Hide Folders

W: » Phones

Now for importing into Google Contacts. It is easy to do this in Google Chrome. Make sure you sign in to your **@gilbertineinstitute.com** account as this is a Google account.

In the upper right corner of your Browser click on the Google Apps
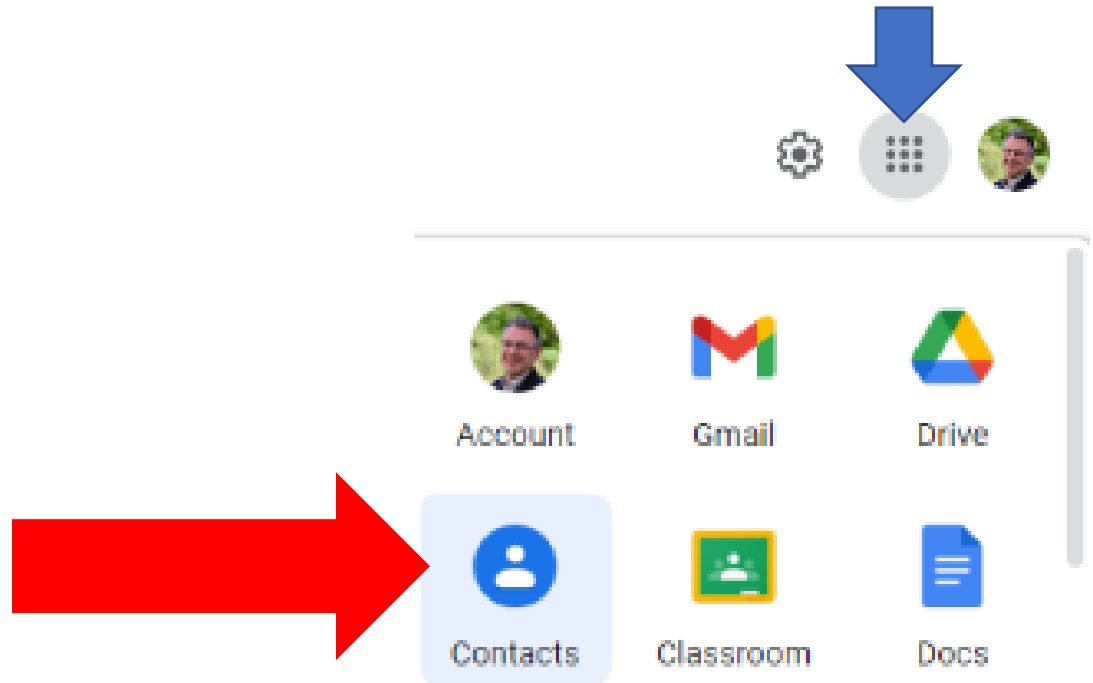
Now select Create contact >Multiple Contacts

Now choose **Import contacts**
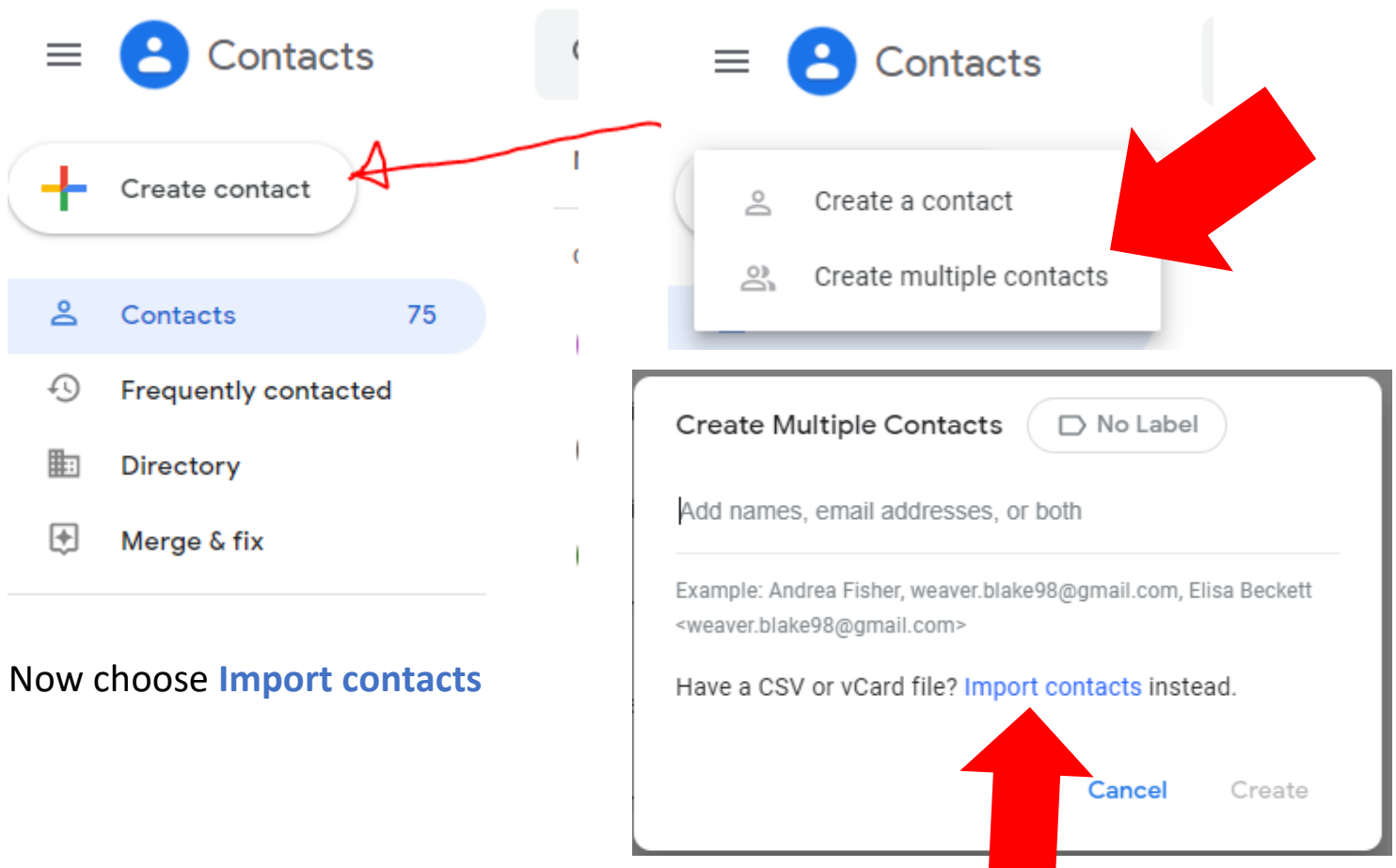
Now select the file which you saved as a CSV file:
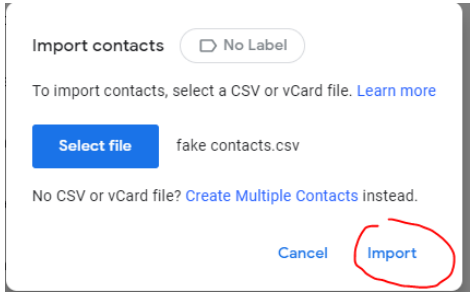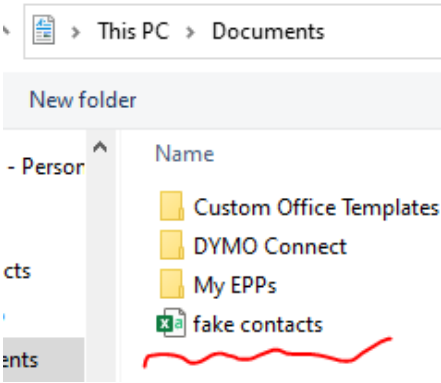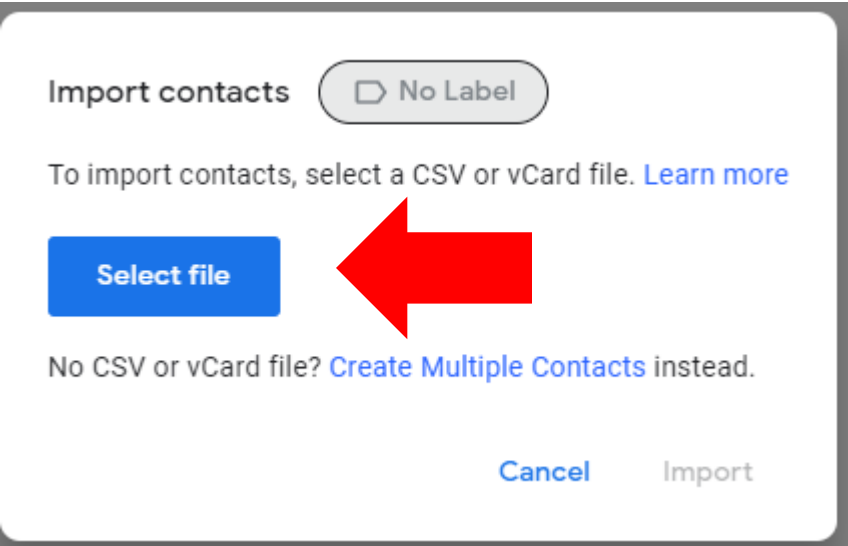
You should now see all your new contacts:

Name	Email	Phone number
IMPORTED ON 10/18 (3)		
☐ Barney Rubble	barneyrubble@hotmail.com	780-123-4567
☐ Fred Flintstone	fredflinstone@gmail.com	890-781-1344
☐ George Jetson	george.jetson@gmail.com	+17804561234

These will all be synced to your phone if you use your @gilbertine.institute.com
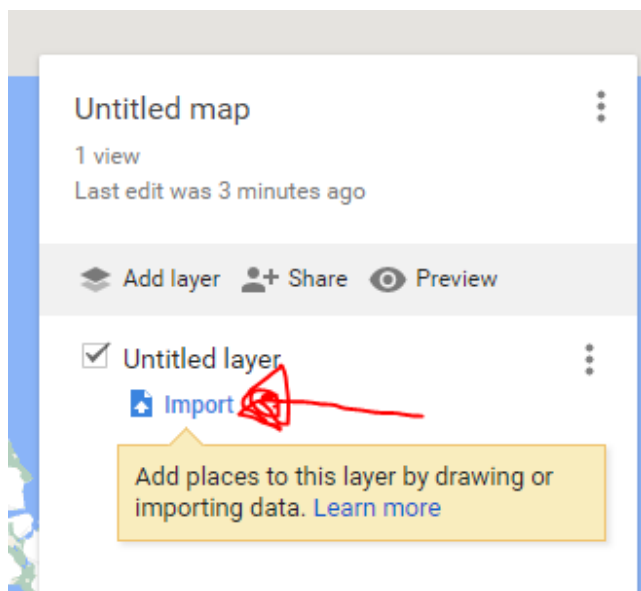
Now to import a section of contacts into My Maps:
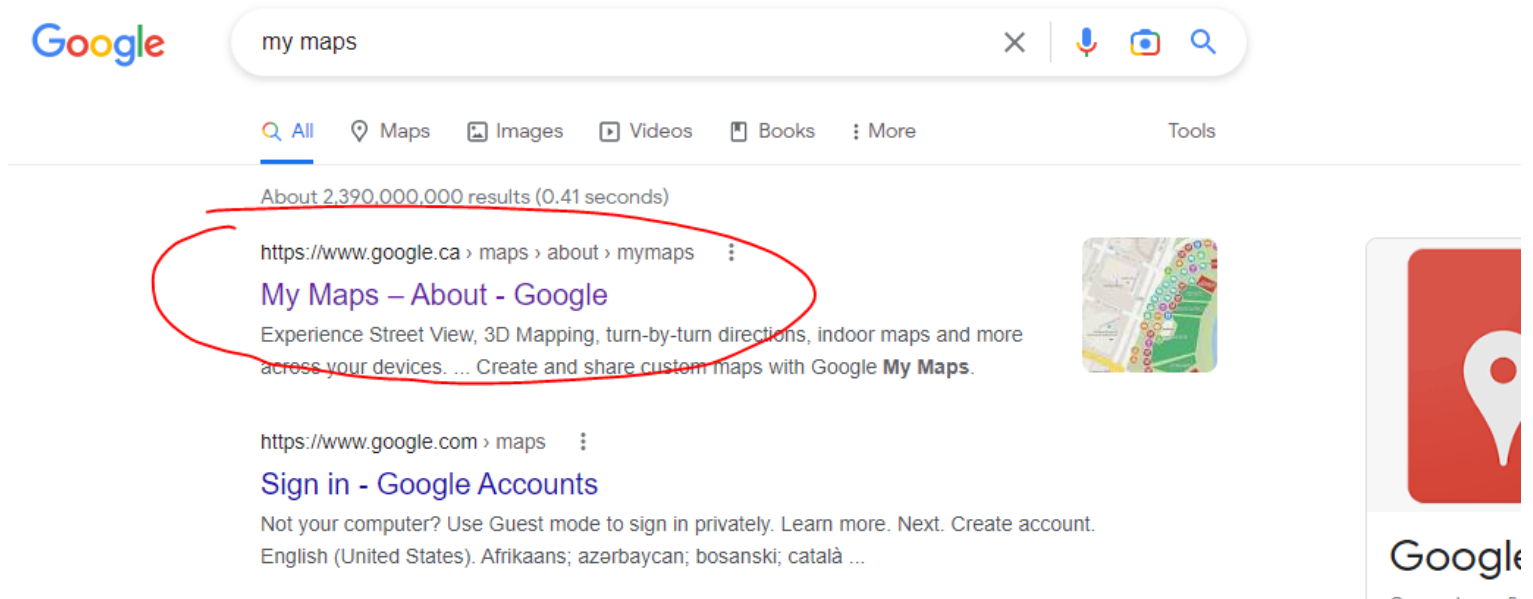
Click Get Started and +CREATE A NEW MAP
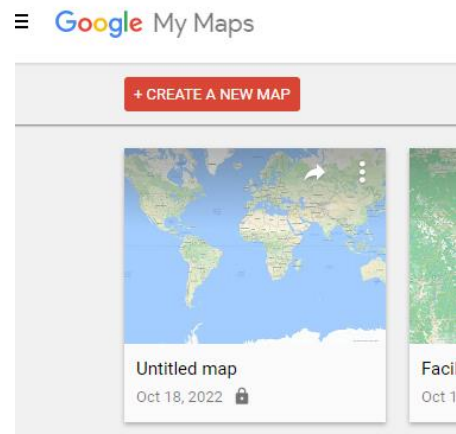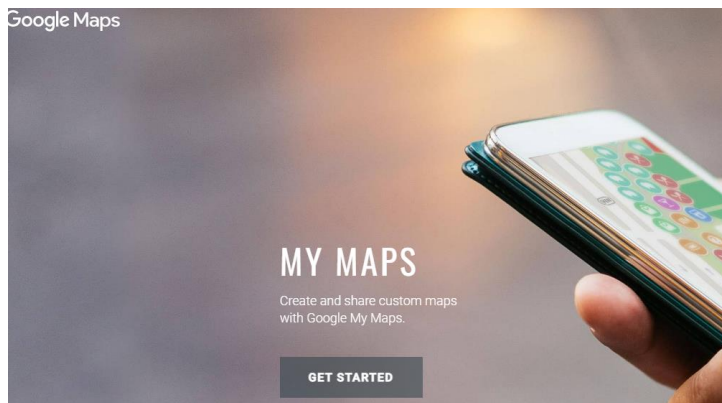
Start by clicking on Import:

Drag or upload your CSV with all your contacts

Choose a file to import   ×

Upload   Google Drive   Photo albums

Drag a CSV, XLSX, KML or GPX file here

Or, if you prefer...

Select a file from your device

Now you can select the Information from the CSV values that you would need to get the information.

It helps if you make the complete address in one cell.

It will prompt you to tell it which heading has the addresses to pin. (It will also accept latitude and longitudinal values in the Google format)

Choose columns to position your placemarks

Select the columns from your file that tell us where to put placemarks on the map, such as addresses or latitude-longitude pairs. All columns will be imported.

☐ Name ?
☐ Email ?
☐ Phone Number ?
☐ Address ?

Continue   Back   Cancel

Now what do you want to call each pin? (I suggest that you use the Name of the person) Click Finish
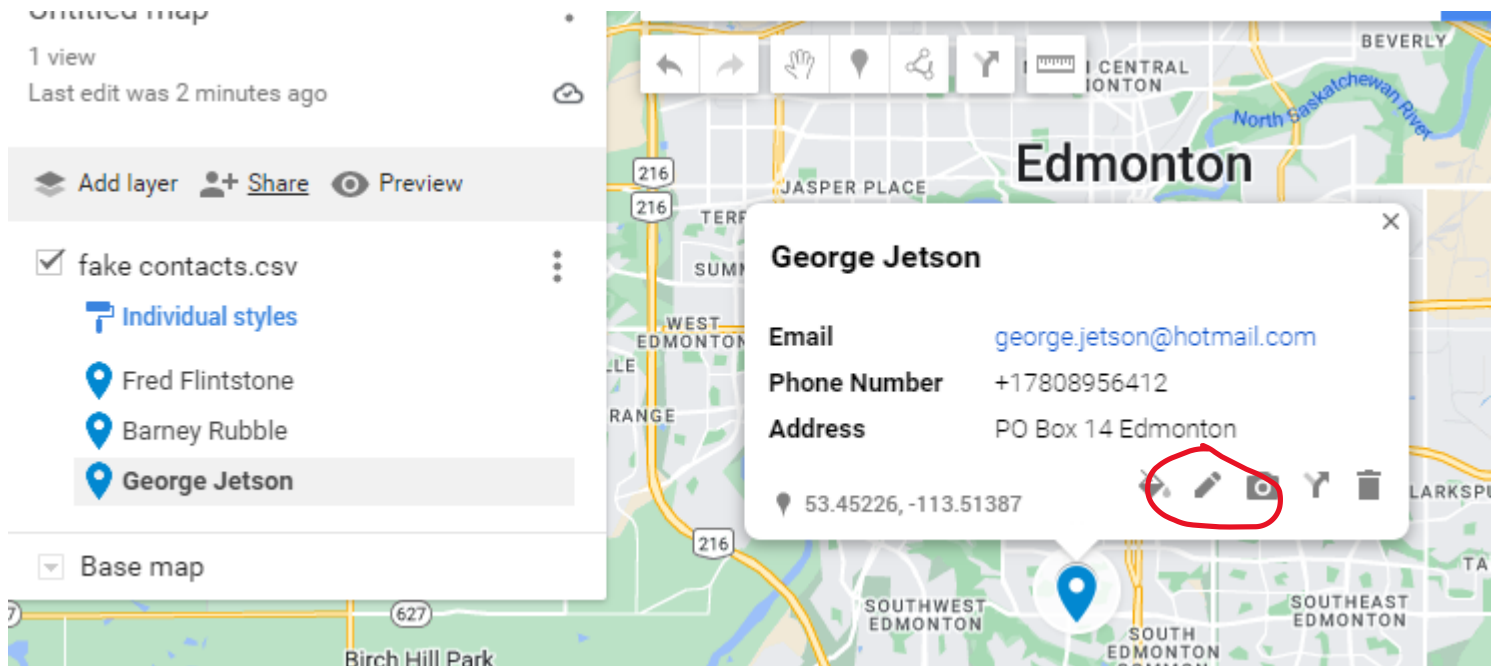

Now on my map it shows up with my contacts and their locations (which you can edit or add more layers)
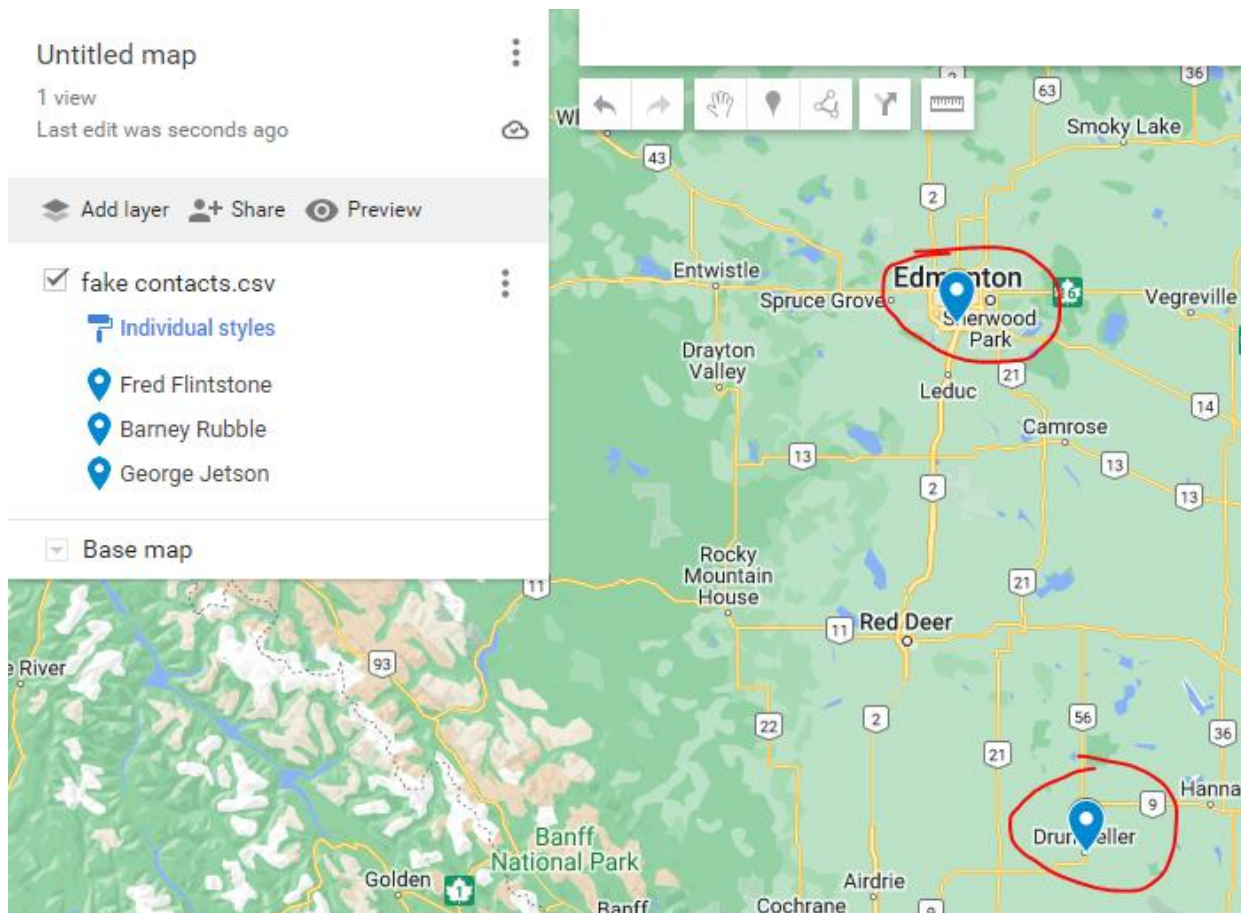
Now for the first ERROR- George Jetson just has a PO BOX and clearly that's not where he lives. How do I edit that?

Just click on Edit, and change the address. (I put in an address that happens to be in Edmonton and it moved the pin)
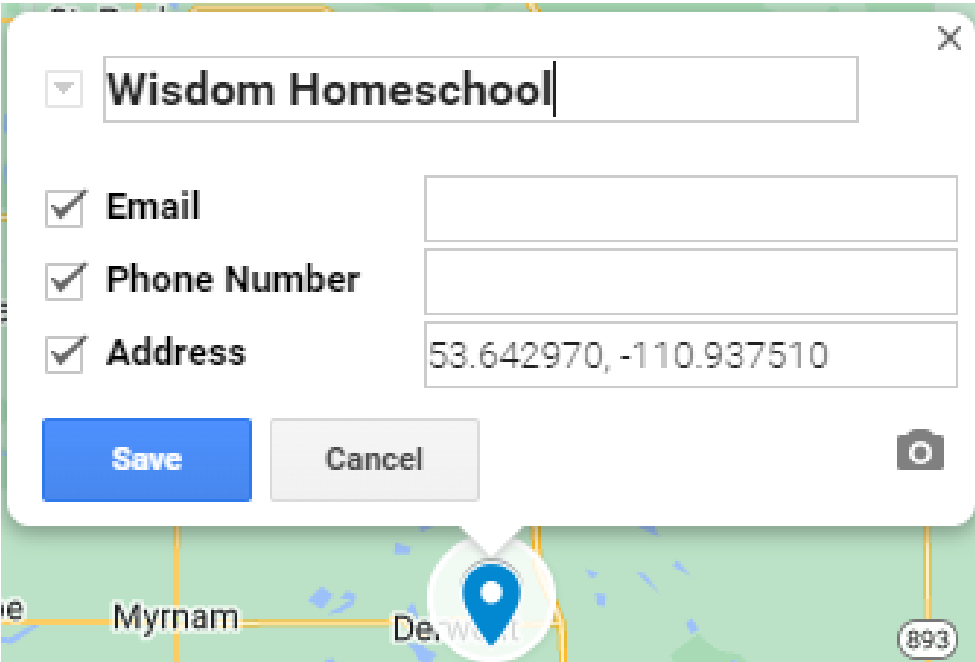

Let's add a new Marker for a person to add who wasn't on the list. Easy!
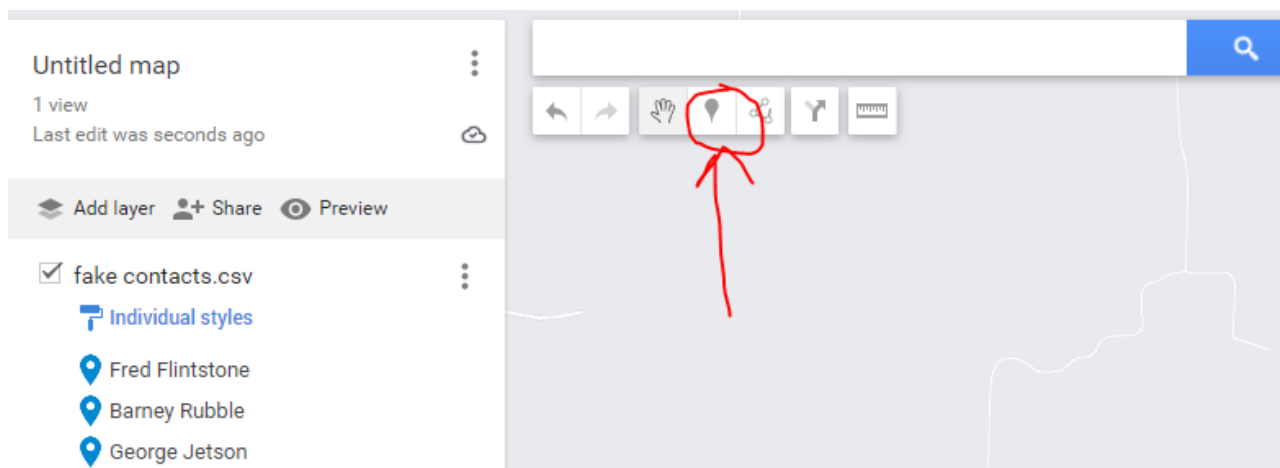
I am just going to place the Marker ANYWHERE on the Map and copy & paste a latitude and longitudinal co-ordinate.
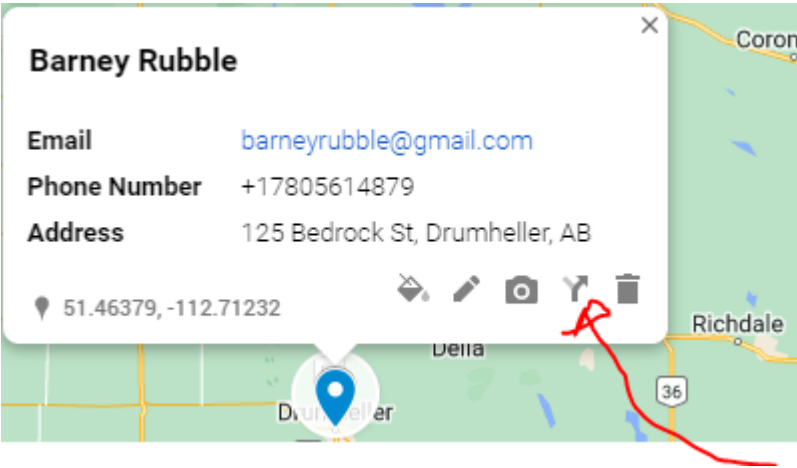

Click Save.

Now I just copied and pasted the URL and emailed it to myself so that I could open all the features on my phone.
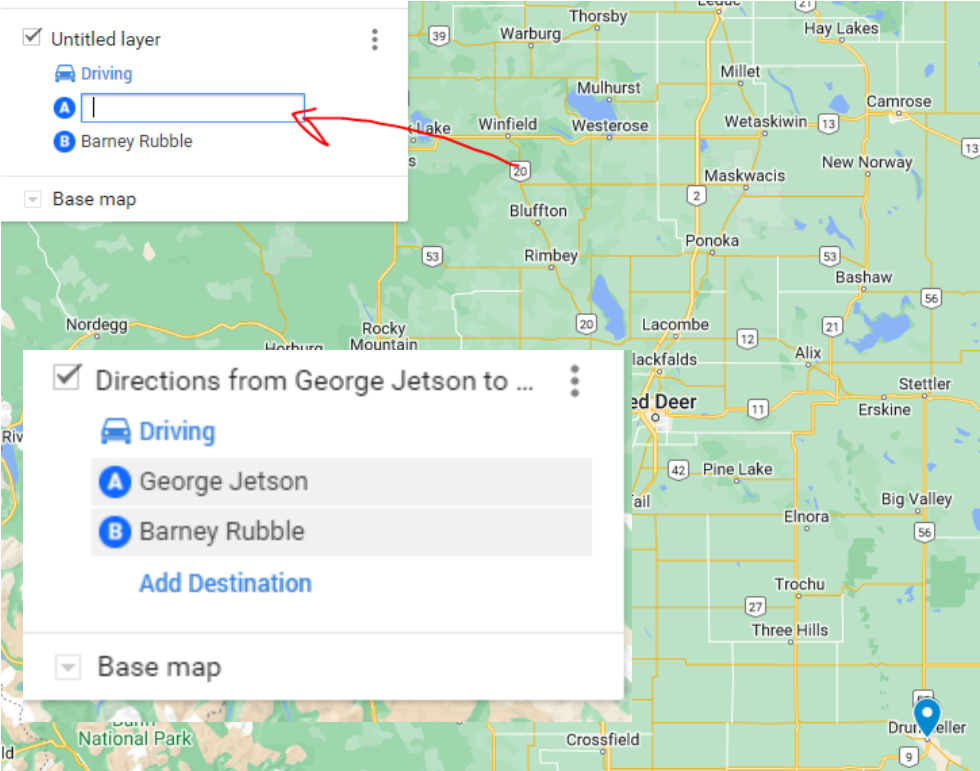
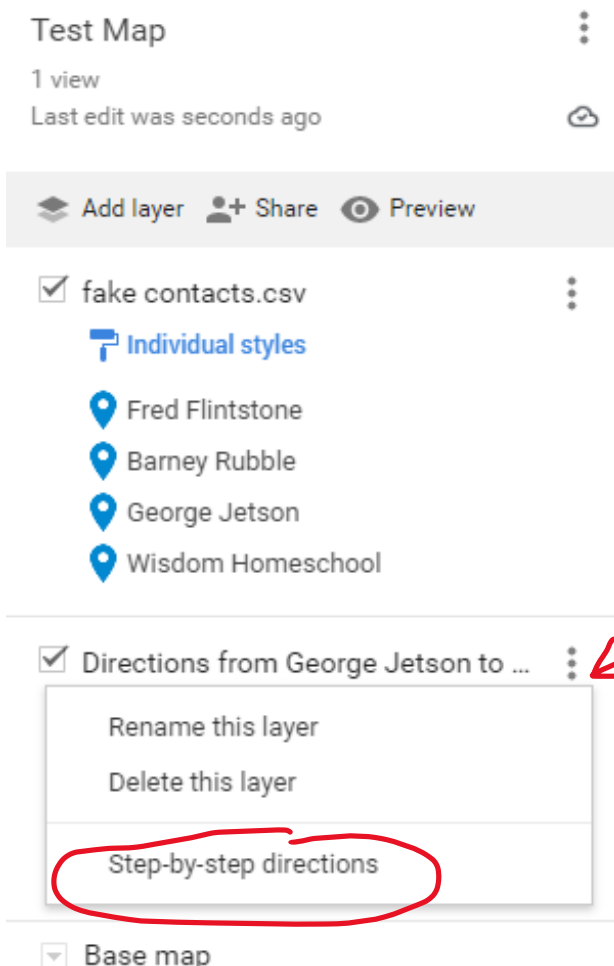I starred the Email so it is easy to open.

Appendix 1 – Helpful Planning Features

Ok, so here is a NEAT feature about this Map. It is automatically saved. Not very neat.

But pick a point on the marker and select directions.

You can pick any other marker or type in an address and it will keep a saved route for you to plan how far to the next trip and it will KEEP IT SAVED!

Test Map

1 view

Last edit was seconds ago

📚 Add layer   👤+ Share   👁 Preview

☑ fake contacts.csv   ⋮

🎨 Individual styles

📍 Fred Flintstone
📍 Barney Rubble
📍 George Jetson
📍 Wisdom Homeschool

☑ Directions from George Jetson to ...   ⋮

Rename this layer

Delete this layer

Step-by-step directions

▽ Base map

Select the options for this layer and you can see the Step-by-step directions

This will tell you how much TIME it will take to get from Point A to Point B

These directions will also be synced on your phone as a layer on the map and they can directly import into your navigation by clicking on the directions if you wish!

I was using this to see how far certain pins were from other ones, so I knew how to plan out the space between visits accordingly.

If you can use this, I hope it helps.

God Bless.