CREATING A CONCEPT MAP
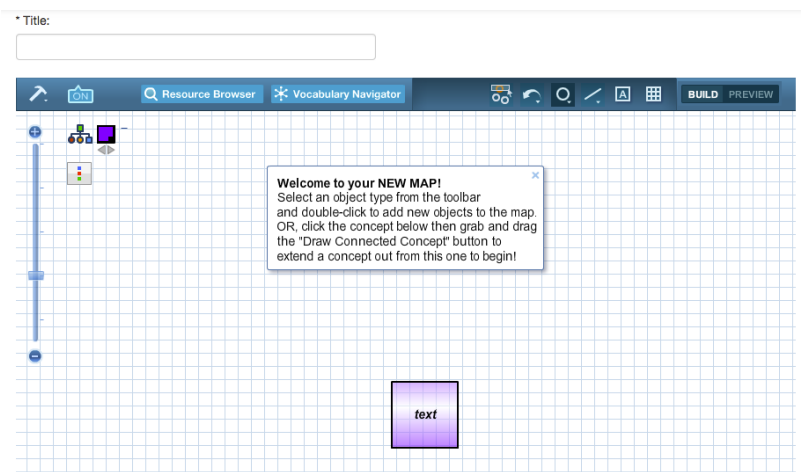## USING THE OOI OCEAN EDUCATION PORTAL

To create a concept map in the OOI Ocean Education Portal you must be registered for an account on http://education.oceanobservatories.org. You can create and save concept maps when you are logged in to the website.
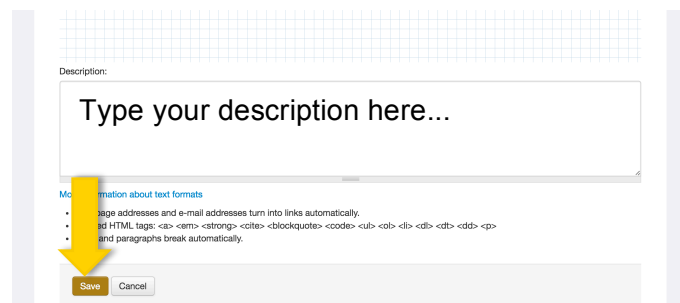
IMPORTANT: YOU CAN ONLY CREATE MAPS USING DESKTOP AND LAPTOP COMPUTERS. TABLETS AND MOBILE DEVICES CANNOT BE USED WITH THIS TOOL.

Create a New Concept Map

- Click on the *Concept Maps* link on the OOI home page menu bar and select *Create a Concept Map.* The Concept Map Builder will open with a new workspace (shown below).

- Enter a title in the field above the workspace
- You may add an optional description by typing into the field below the workspace.

- Click the gold "Save" button below the workspace to save your concept map.

Concept Tool

Create New Map Objects

- o **Concepts**
    - ▪ Click the "Concept Tool" select a shape, and then double-click on the workspace to create a concept.
    - ▪ Click and drag the concept to relocate it on the workspace.
    - ▪ Click and drag the arrow at the top right of the concept to increase or decrease its size.
    - ▪ Click once on the concept to select it. To edit the concept title, select and replace the default 'text' inside the concept.
    - ▪ When the concept is selected, a menu with concept editing options will open (color, text, opacity, line thickness).
    - ▪ When you have finished editing the concept, click anywhere on the workspace to de-select the concept.

Line Tool

Create New Lines/Connections:

- o **Lines**
    - ▪ Click on the "Line Tool", choose a straight, curved or forked line.
    - ▪ Double-click on the workspace to create the first end of the line.
    - ▪ Click once more on the workspace to complete the line.
    - ▪ Once created, the line can be lengthened or repositioned (using the square handles) or moved in its entirety by clicking and dragging the line itself.
    - ▪ Click once on the line to select it. When the line is selected, a menu with editing options will open (opacity, thickness, color, shape and arrow head options).
    - ▪ Connecting phrases can be edited by selecting and replacing the default 'text' written on the line.
    - ▪ Curved lines can be adjusted by selecting the small circle outside of the selected line and dragging it to increase/decrease the arc of the curved line.
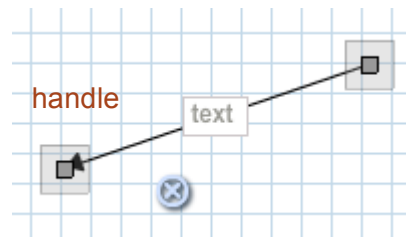
- o **Text Boxes**
  - ▪ Click on the "Textbox Tool" and then double-click on the map workspace to create a text box.
  - ▪ Click once on the text box to select it. When the text box is selected, a menu with editing options will open (text formatting, background color, and outline).
  - ▪ Text boxes can be edited by selecting and replacing the default 'text' written on the line.
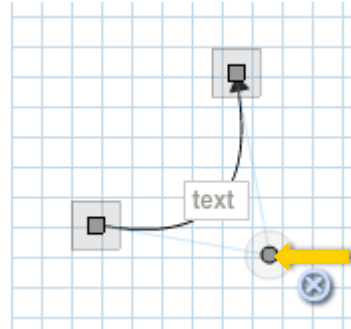
Editing and Interacting With Existing Map Objects

- o **Moving Objects**
  - ▪ Once objects are created, they can be moved around the workspace. Click and drag objects to reposition them.
  - ▪ To adjust your view of the entire map, click and drag your mouse around the workspace (anywhere on the gridded background).
  - ▪ To move a concept or text box, click and drag it to the desired location.

- o **Working With Straight Lines**
  - ▪ Select the line you wish to edit by clicking on it.
  - ▪ To lengthen or shorten the line, click and drag the square "handle" located at the end of the line to drag the line to its desired length.
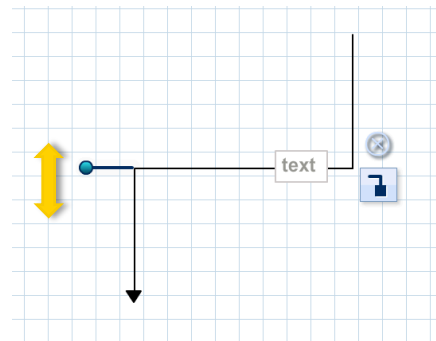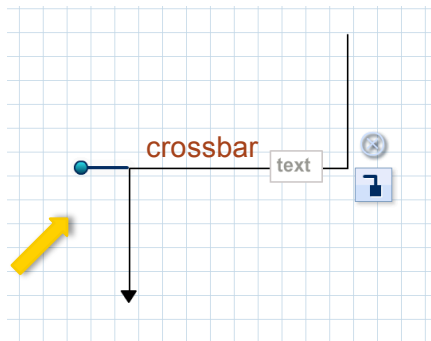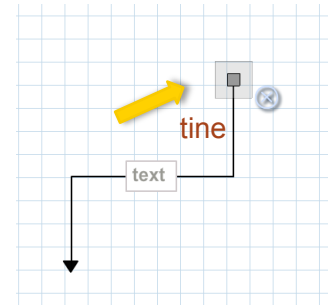
handle

text

- o **Working With curved lines**
  - Select the line you wish to edit by clicking on it.
  - To lengthen or shorten the line, click and drag the square handle located at the end of the line to drag the line to its desired length.
  - A round handle will appear away from the body of the curve, attached by faint lines.
  - Drag this handle to adjust the curvature of the line.
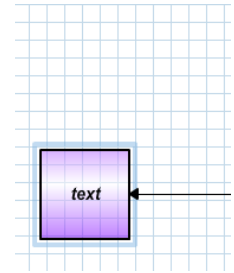
- o **Working With Forks**
  - Select the fork you wish to edit by clicking on it.
  - Click on an individual "tine" of the fork to adjust its position and formatting. The handle can be dragged to any position (see image at right).
  - Click on the blue circle attached to the "crossbar" of the fork ⚬— to adjust its position vertically (see below).

  - To add another tine to a fork, click and drag the button. A concept will automatically appear attached to the new tine.

- o **Snapping Lines and Concepts**
    - ▪ Select a line, and click and drag the line handle over the desired concept and release it.
    - ▪ The edges around the concept will flash light blue to indicate that the line has been successfully snapped to the concept.
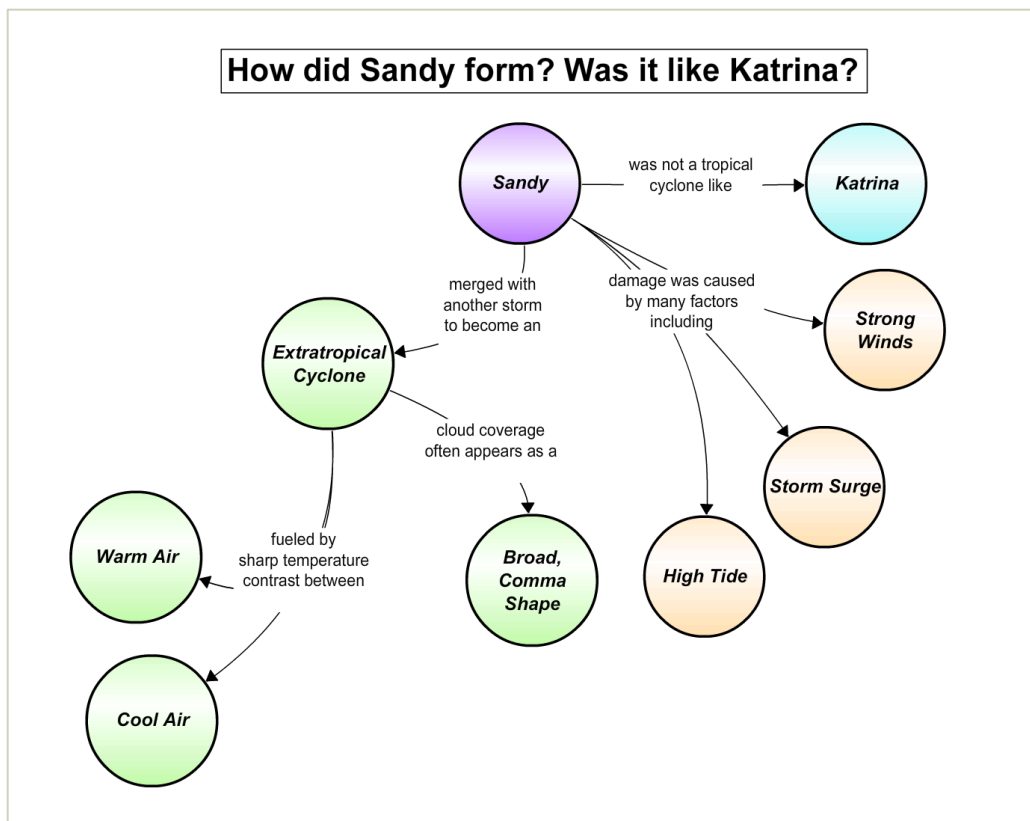   - ▪ The point of the line will automatically move to the edge of the concept.

- o **Unsnapping Lines and Concepts**
    - ▪ Click and drag the line handle away from the concept.
    - ▪ A message will pop up letting you know that the handle is no longer snapped to the concept.

- o **Deleting Objects**
    - ▪ To delete a concept, line, or text box, click once on it. A small 'x' will appear.
    - ▪ Click on the 'x' to delete it from the workspace.

A concept map created in the OOI Ocean Education Portal comparing hurricanes Katrina and Sandy.