Steps for Creating a Home Visit Map With Google Maps

Directions for creating a home visit map:
1. Open your school's information system page (for example, PowerSchool [https://powerschool.com], Aspen Institute [https://aspeninstitute.org/programs/education-and-society-program], and so on). + Select all students as a group and export a report. Select a report that includes student addresses and parent phone numbers, such as a transportation list. + The list may download in an unformatted file type. If it does, select all and copy the data. Open a new spreadsheet using Google Sheets (https://google.com/sheets/about) and paste in the data. + Delete any unnecessary columns. Keep name, address, parent names, phone numbers, and any other information that would help staff contact a parent before visiting the student's home.
2. Open Google Maps (https://google.com/maps). + Click on the Menu tab (top left corner), and scroll down and click Your Places. + Select Maps on the tab and then click Create Map. + Click import to import the Google Sheet you created in step 1 directly into Google Maps. + Select all the address columns to set as placemarks, and then click Next. + Select First Name to title your placemarks, and then click Finish.
3. You now have a Google Map with all your students' addresses loaded. You can share the map with other staff doing home visits with you. You can even download the map in Google Maps on your phone to quickly navigate neighborhoods for home visits.