National Education Nature Park and Climate Action Awards

How to create your site boundary

This guide provides step by step instructions on how to draw the boundary of your educational setting's site on the Nature Park map, and how to associate that boundary with your educational setting's details.
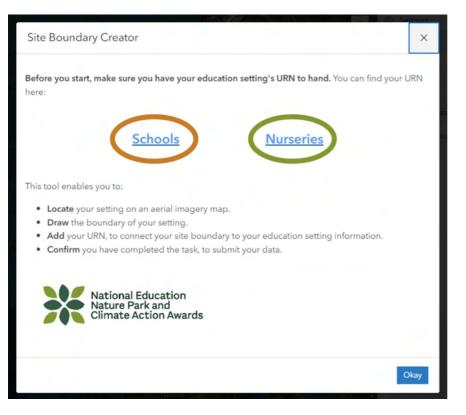
Step by step

1. Access the site boundary creator tool
From the *Create your site boundary* activity, click the button to start the activity - this will open up the tool. You may be asked to login using your Nature Park username and password.

2. Write down your URN
When you first arrive at the site boundary creator tool a pop-up screen will appear providing you with a link for schools and colleges (see orange oval in Fig. 1), and a link for nurseries (see green oval in Fig. 1), so that you can find your URN and write it down as you will need to input it later.

Figure 1.

3. Find your location on the map
When you open the site boundary creator tool, the map will zoom to your setting location based on the information you provided when you registered. It may take you to a location a bit further down the road, so make sure you are in the right place before you get started.

If the map did not zoom to your location, you can type an address or postcode into the address search bar in the top right-hand side of the map (see orange box on Fig. 2 below). Once you have typed your details into this bar, press the return key on your keyboard, or the magnifying glass symbol to the right of the bar, and the map will zoom you to that location.

In order to pinpoint your precise location you can move around the map like you would in google maps, zooming in and out with the + and - buttons in the top left-hand corner (see red box on Fig. 2 below) and dragging the screen around with your cursor.
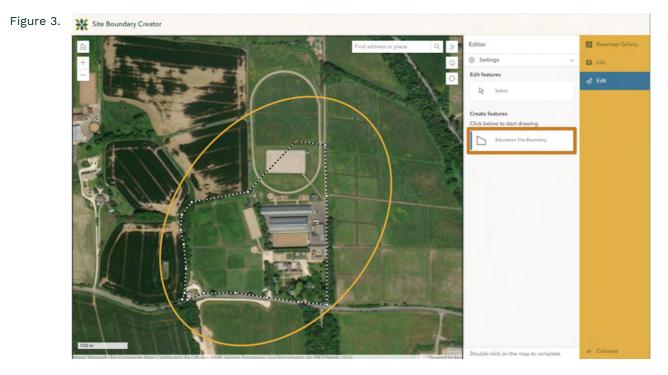
Figure 2.

4. Draw a line around the outside boundary of your educational setting's site
Once you have located your site on the map, it's time to draw your site's boundary.

In the white column to the right-hand side of the map, under the 'Create features' heading, click the 'Education Site Boundary' button (see orange box on Fig. 3 below). Once you have selected this button, when you pass your cursor over the map, instead of a little arrow you will see a white + sign.

This + sign is your boundary drawer and each time you click on the map it will produce a white dot. Each time you add another dot the tool will automatically join the dots together with a black and white striped line. In order to draw the shape of your boundary on the map, simply place dots along the edge of your site, and the tool will draw the shape for you (see yellow oval on Fig. 3 below).
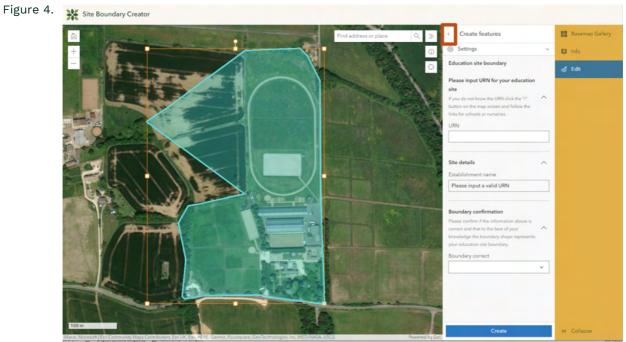
Figure 3.

If you make a mistake when placing dots on the map, don't worry as you can edit these in the next step. Continue adding dots on the map until you have marked around the entirety of your site boundary.

Once you have finished drawing the boundary, double-click and the boundary will change to a blue colour (as in Fig. 4 & 5).

If you have made a big mistake and would prefer to start again, you can delete the shape you have been working on. Please note you cannot undo this action. To delete the shape, double-click so that the boundary line and shape turns blue (see Fig. 4), and then click the < symbol to the left of the 'Create features' heading in the white column (see red box in Fig. 4).

Figure 4.

You will then be asked if you would like to discard edits (see red box in Fig. 5). Click 'Discard edits' and the shape you were drawing will completely disappear, so that you can start again.
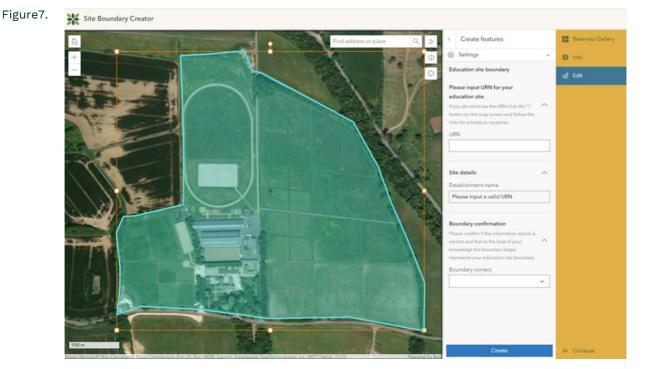
Figure 5.

5. Check and edit your boundary

Once your boundary has been drawn, check that you are happy it represents your setting's site.

If you would like to make some changes to the shape of the boundary, click the blue shape once or twice, until it shows orange and white dots under the blue boundary line (see Fig. 6). You can click on any of the orange or white dots and drag them to change the shape of the boundary.

Figure 6.

If you would like to move your whole shape across the map, click in the middle of the blue shape and drag it across the map to your preferred location.

If you would like to make the shape bigger or smaller, click the shape once or twice, until the shape is surrounded by an orange rectangle with white square at the corners and along the sides (see Fig. 7). Click on any of the white squares and drag across the screen to make the shape bigger or smaller, narrower or wider.
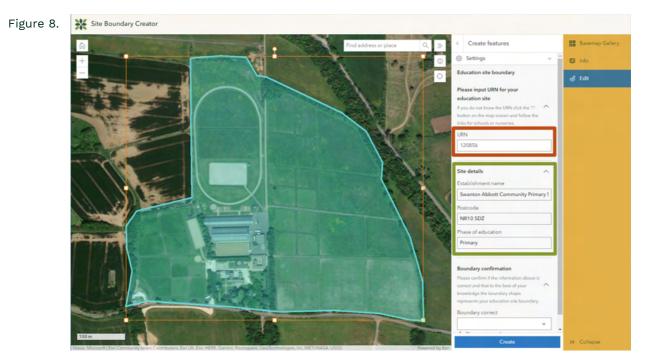
Figure7.

6. Add your educational setting's URN

Once you are happy with the shape, it's time to add your educational setting's details.

When the shape of your site boundary is blue in colour, the white column to the right of the map shows a set of fields related to your setting's details (see Fig. 7 above).
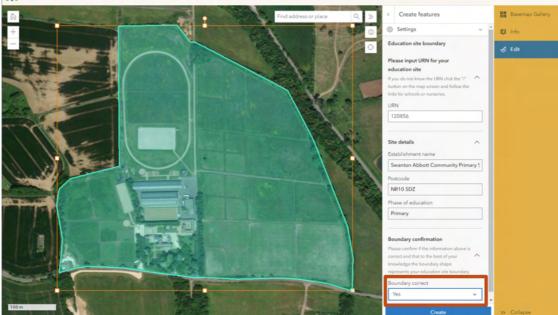
Type your setting's URN in the first text box (see red box in Fig. 8) and the rest of your site's details will be automatically populated under 'Site details' (see green box in Fig. 8).
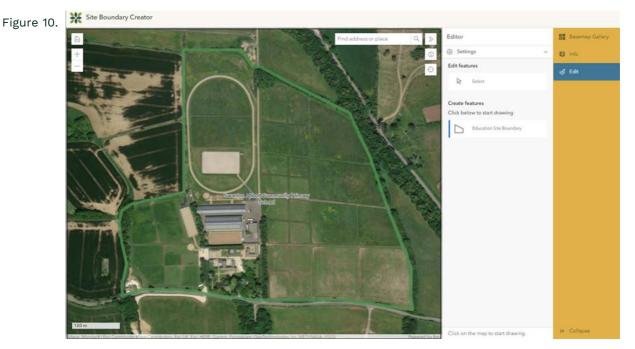
Figure 8.

7. Confirm that you are happy with the boundary you have drawn.

At the bottom of the white column, you will find a boundary confirmation heading (see red box in Fig. 9). If you are happy that everything is correct, select 'yes' from the drop-down menu, and then click the blue 'Create' button (see Fig. 9). After a few seconds your data will be submitted and your setting's boundary will turn green, with the name of your setting appearing in the middle of the shape (see Fig. 10).
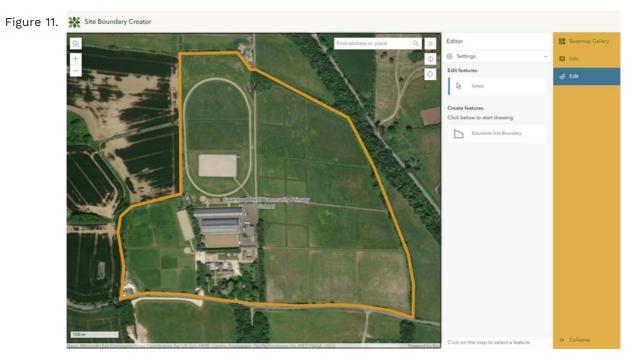
Figure 9.

Figure 10.

If you are not ready to finalise your boundary but would like to save what you have created so far, you can select 'No' in the drop-down menu (see red box in Fig. 9) and then click the blue 'Create' button (see Fig. 9).

Please note: you cannot select the 'Create' button until you have provided a valid URN. When you select 'No' in the drop-down menu your boundary will be submitted and saved, but will appear orange in colour, not green (see Fig. 11). This way your work is saved, but we know you still have some changes you want to make.

Figure 11.

Once your site boundary has changed to orange or green your information is saved and you can close your browser window.

8. Add another boundary
If your site is divided across more than one location, you can draw a separate shape for each area of land. Make sure you have clicked 'Create' for your first boundary, and then repeat steps 3-6 for each additional space. Be sure to use the same URN for each boundary, in order to link the data from all your sites together.

9. Mark this activity as complete on the Nature Park website
Last but not least, head back to the Nature Park website and track your progress by marking the *Create your site boundary* activity as complete.

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