

BIOL 342: Concept Mapping in 4 Steps

Step 1: Define the question

What question do you hope to answer with your concept map?

Step 2: Choose concepts

Identify the keywords that represent concepts needed to answer the question:

Step 3: Arrange the concepts

- Create a new map in CmapTools (under **File** choose **New Cmap**).
- To add your concepts, double click anywhere on the map.
- Move your concepts around on the map by clicking and dragging.
- Arrange concepts hierarchically, from general to specific, or in a logical order.

Step 4: Connect the concepts with linking words

- Click on the arrows that appear above a concept and drag the connection until another concept is highlighted.
- You will be prompted to enter the relationship to form a proposition.
- You can also connect the linking words to a concept in the same way.
- If you pick up the arrows from a concept and let it go in the blank space it will create a new concept joined by a linking phrase.
- You can connect two concepts **without a linking phrase** by holding the shift key down when you create a link.
- Look for opportunities to create crosslinks that connect concepts from different domains of the map.

Save your concept map in CmapTools

- Save your map early by selecting **File > Save Cmap As**. At the top of the window, the computer, cloud, and globe buttons give you the option of saving your Cmap locally, in your cloud folder, or saving it on one of the public servers.
 - It is a good idea to save your map locally (computer icon) before adding it to the cloud or a public server.
- When you save your Cmaps to a public server from IHMC, it will provide a URL that you can share. A bar will appear at the bottom of the Cmap indicating its web address.
 - You are welcome to use the **McGill Library** folder in **IHMC Public Cmaps**.
 - When you are saving your map, you can select the globe button and then **IHMC Public Cmaps**. However, it will take several minutes for the folders to appear. An alternative is to add the McGill Library folder to your favorites and then copy and paste the Cmap into the folder.
 - Open the **Views** window (**Window > Show Views**) and click on **Shared Cmaps in Places**.
 - Open **IHMC Public Cmaps**.
 - Scroll down and highlight the **McGill Library** folder. Right click over it and choose **Add to Favorites** or find the option under the **Edit** menu.
 - Copy maps from **Cmaps in My Computer** and paste them into the McGill Library folder in your favorites.

IHMC CmapTools extensive help page: <https://cmap.ihmc.us/docs/cmaptools-help>

McGill Library guide to concept mapping: <http://libraryguides.mcgill.ca/conceptmapping/home>

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