

# Instructions for Using AGO

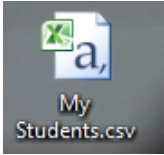
## Adding A Layer To Your Map

### Data Formats that can be uploaded to ArcGIS Online:

**Comma Separated Value (.csv)** – This data format is usually formatted as a table with coordinate data (data that signifies the specific location) and attribute data (non-location based characteristics). The GIS software will be able to automatically plot properly formatted .csv files.

.csv files can be made using microsoft excel as long as they include columns that include latitude and longitude (example 1) or address data (example 2)

**Note:** Latitude and Longitude data does need to be in decimal degrees format (conversion calculators can easily be found online if needed)



	A	B	C	D
1	School Name	Type	Latitude	Longitude
2	Central High School	Secondary	41.260713	-95.943705
3	Metropolitan Community College	Post-Secondary	41.310389	-95.957855

.csv Example 1 – A .csv file formatted with Latitude and Longitude tags

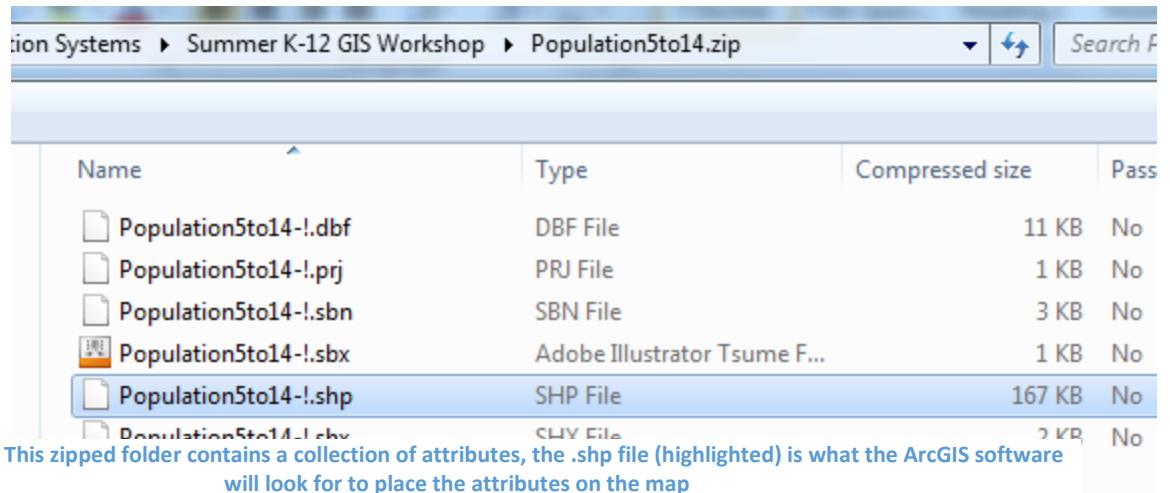
	A	B	C	D	E	F
1	Year	Draft Round	Name	City	State	Country
2	2000 Entry	1	Marian Gaborik	Trencin		Slovakia
3	2000 Entry	2	Nick Schultz	Strasbourg	Saskatchewan	Canada

.csv Example 2 – A .csv file formatted with address tags

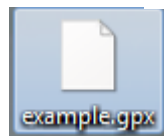


**Shapefile (.shp)** – Data files can be packages together and zipped to be downloaded from the internet as shapefiles. This format of data will often include many different types of features and more complex shapes (referred to as polygons). Shapefiles are made using specialized programs, and are the preferred method for adding area based files to maps.

**Note:** You do not need to unzip downloaded shapefiles. ArcGIS online is designed to automatically pick out the data and place it on the map for you.



.shp Example – This zipped folder contains a collection of attributes, the .shp file (highlighted) is what the ArcGIS software will look for to place the attributes on the map



**GPS Exchange (.gpx)** – Data collected by a GPS unit or similar devices is normally then saved as a GPS Exchange file that can then be uploaded to ArcGIS Online. Data collected in this format will be displayed as a tightly knit track of points (referred to as a track), or as a solid line (referred to as a route).

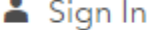
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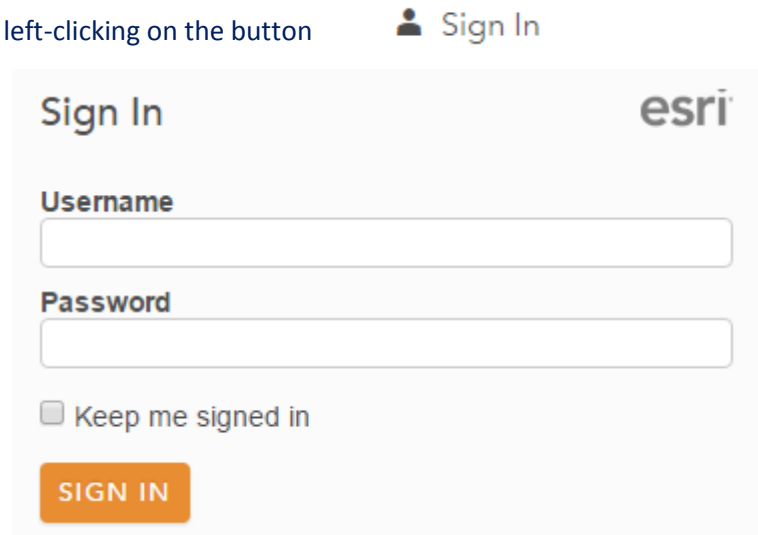
## Adding A Layer To Your Map

### Adding Files to ArcGIS Online:

The program is designed to automatically place the information from your files on the map and can be done fairly easily.

#### Step 1: Preparing your Map

1. Sign-in to ArcGIS by going to [arcgis.com](http://arcgis.com) and left-clicking on the button  along the top of the page
2. Enter your Sign In information in the box that appears on the righthand side of the page to enter your account
  - a. If you need you can sign up for a free public account on this page that will offer you a more limited license to access the ArcGIS Online program
  - b. If you are associated with a k-12 institution you can sign up for a school account by visiting [www.esri.com/connected](http://www.esri.com/connected) and requesting a free school account at the bottom of that page. It is best to sign up with a school or organizational e-mail to more easily verify your connection with a school. To view if your school or district already has an esri account visit <http://www.arcgis.com/apps/MapSeries/index.html?appid=c369c6d9bb6d4232bb3ad066cd5b9280>
3. Use the top menu to navigate to the Map
  - a. If you already have the map open with information on it then click on the **New Map** option in the top right of the Map screen and left click **Create New Map**. This will open a new map without any added features and the default basemap
4. Saving your map
  - a. On the **Map** page you should already have a blank map, take a moment to save your new project by by left-clicking the **Save** -> **Save as** option along the top bar.
  - b. Give your project a title related to what your map will be showing. You will need to provide at least one tag (ex. School Locations). The summary is not required but recommended

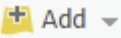



The screenshot shows the ArcGIS Online sign-in interface. At the top right, there is a 'Sign In' button with a user icon. Below it, the 'Sign In' form is displayed with the 'esri' logo. The form includes fields for 'Username' and 'Password', a checkbox for 'Keep me signed in', and a prominent orange 'SIGN IN' button.

**Hint:** Save early and Save Often!

#### Adding Layers from a File

Follow these steps to upload a .csv, zipped .shp, or .gpx file from your computer. Most of these files can actually just be dragged and dropped onto a map.

1. Selecting your file
  - a. Left-click on the  button along the top bar to open up the drop down menu and select **Add Layer From File**
  - b. Select the **Choose File** option and navigate through your computer to find the file you wish to upload. Once you have found the appropriate file left-click 

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## Adding A Layer To Your Map

2. If uploading a .csv
  - a. On the next window it will be different for each file, but you want to select whether the location data is formatted as an address, or as latitude and longitude coordinates
  - b. If it is formatted as an address you can select the appropriate locations for ArcGIS to find your location data.
  - c. If your data was organized with column headings like ZIP, State, Country, City, etc... then ArcGIS will auto-recognize these categories and select them for you, it is only if the program does not recognize your headings that you will have to select them.
    - i. If your data's location data columns is easily recognized by the program it will auto-populate your map, otherwise you might have to go through a similar process as you did with address to select your latitude and longitude columns.
  - d. Make sure that you select the appropriate address format for the program to plot the data. If your data is all within one country then signify that country, if it is in multiple countries select **World**.
  - e. Once you have selected the appropriate categories left-click **ADD LAYER** and your points will populate on the map
    - i. If you get a **Warning** message saying that a number of points could not be added to your map then that means the program was not able to recognize the address for those points. Check for spelling errors or remove special characters from the names of your locations (ArcGIS does not do well with non-english letters). ArcGIS will not tell you which points did not populate so you will have to search to find which points are missing.
  - f. From there you can styleize your map as desired in the **Change Style** side menu, but if you want to just plot the points select **Show Location Only** from the drop down menu and select **DONE**
3. If uploading a zipped shapefile
  - a. Repeat Step 1 to open up your **Add** menu and choose the appropriate zipped file  
**Note:** For a shapefile you select the entire folder, not just to .shp file
  - b. Most likely you will want to **Generalize the features for Web display** so they do not take up as many credits or processing time. Once you have done that select **IMPORT LAYER**
  - c. The Shapefile will now be populated on your map. You can styleize them as you need in the **Change Style** side menu based on which attributes you want to show.

### Add CSV Layer

Locate features using:

Latitude/Longitude 
  Address 
  None, add as table

Country:

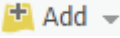

Review the location fields. Click on a cell to change it.

Field Name	Location Fields
City	City
State	State
Country	<div style="border: 1px solid black; padding: 2px;">           Country            Not used            Street            City            State            ZIP            ZIP4  <b>Country</b> </div>
Image	

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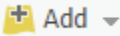

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**Note:** Shapefiles are formatted by many different types of organizations and may be very confusing. It might take some experimenting with to figure out what types of information the shapefile actually shows

4. If uploading a .gpx
  - a. Left-click on the  button along the top bar to open up the drop down menu and select **Add Layer From File**
  - b. Select the **Choose File** option and navigate through your computer to find the file you wish to upload. Once you have found the appropriate file left-click 

**Note:** GPS Exchange files are pre-made and formatted and cannot really be manipulated too much using ArcGIS Online

### Searching for Premade Layers

1. Finding a layer
  - a. Left-click on the  button along the top bar to open up the drop down menu and select **Search for Layers**
  - b. In the **Search for Layers** side menu that comes up type the keywords for the type of layer you would like to search for in the **Find:** category
  - c. For the In: drop down menu you will most likely want to search for a layer in the **Living Atlas Layers** selection, or the **ArcGIS Online** selection
    - i. These are libraries of layers by esri and ArcGIS users that have been made public for you to freely add to your own maps. As with any internet search it is best to check the layer's information to establish the credibility of the source of the information.
  - d. Once you have found the layer you wish to add simply left-click the **Add** option next to the layer to populate the information on your own map
  - e. Once you are done adding all the layers you wish to include left-click the  button at the bottom of the **Search for Layers** side menu

