	Geographic Information Systems (GIS)	Name:
	Becoming Familiar with ArcGIS	Section:

Directions: Follow the directions to log it and create a feature map using ArcGIS online

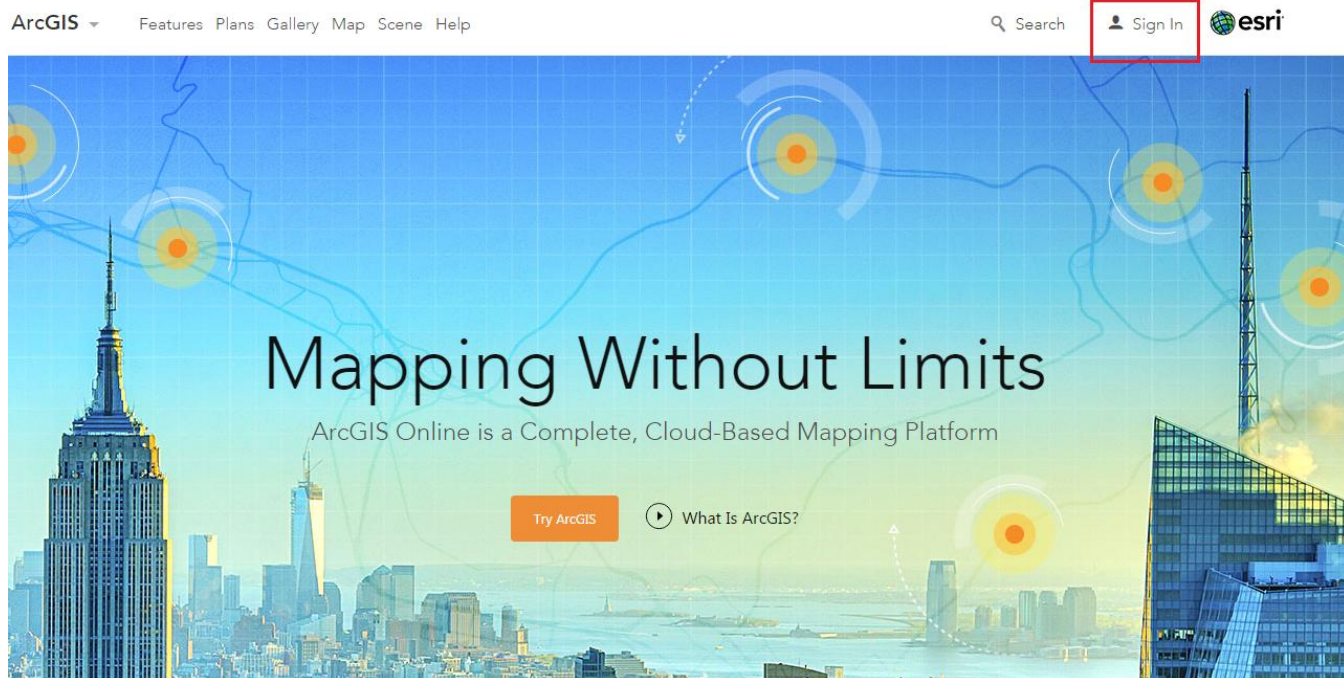Please clearly write your e-mail address here: _____

Step 1: Logging in to your account

1. Your teacher will assign you an ArcGIS user name and password. The password you will change, but do not forget your **User Name**.

    User Name: _____

    Password: _____

2. Navigate to arcgis.com and in the top right   ▲ Sign In   click on the button to begin logging in

3. On the next window you will be prompted to change your password. Type in the Old Password (the one given to you by the teacher) and then create a password of your own. Make it on you can easily remember, and it must have the following features.
    -   Be at least 8 character(s) long.
    -   Contain at least 1 lower case letter(s) (a-z).
    -   Contain at least 1 letter(s) (A-Za-z).
    -   Contain at least 1 number(s) (0-9).

It's time to change your password. Follow these rules.

Old Password

New Password

Confirm New Password

CHANGE PASSWORD

4. On the next window that comes up after you have set up your password you can customize your user profile. Fill out a short biography that includes who you are, where you are from, and why you are using ArcGIS
   a. Make a **security question** for you so you can reset your password if you forget it
   b. Make sure your profile remains set so that only members of the **organization** can see it
   c. Keep the language as **English** and the Units as **US Standard**
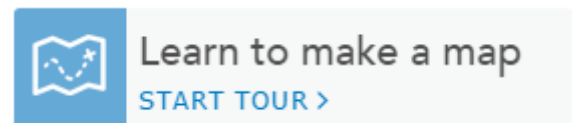
Step 2: Familiarizing Yourself with ArcGIS

1. Take a moment to navigate through the different windows of ArcGIS using the top bar

Home Gallery Map Scene Groups My Content My Organization   User ▼ Q

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- **Gallery** allows you to see other maps that people have created and published
- **Map** takes you to the actual world map where you can navigate around. Here is where you will be doing most of your work
- **Scene** opens a globe view of the earth that can be moved around and interacted with similar to **Google Earth**
  o **ArcGIS Scene** also allows for the adding of **layers**, changing of **basemaps**, and the ability to customize and publish maps more easily than Google Earth.
- **My Content** is where you will find all of your created layers, maps, and apps. Right now it should be empty, but you will add to it as the semester goes along
- **My Organization** allows you to see the maps and features that have been created by other members of your organization
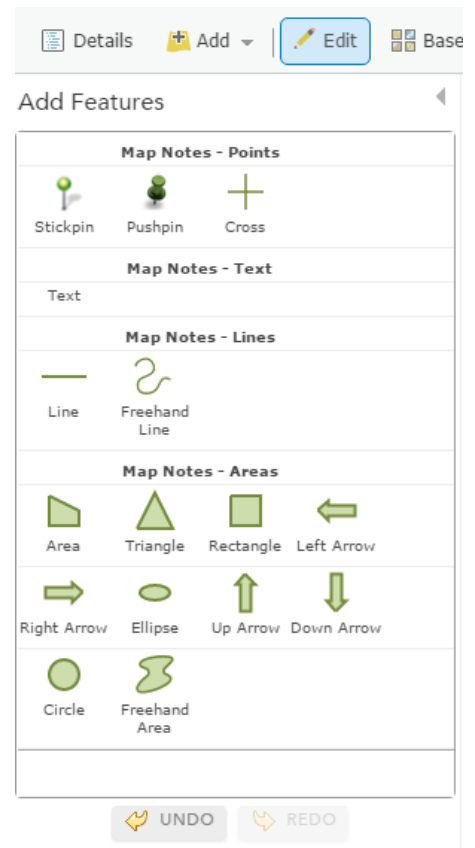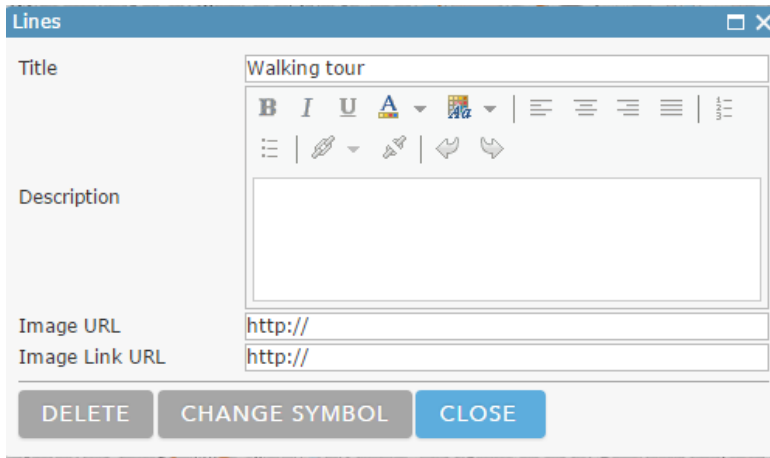
Step 3: Exploring the ArcGIS Map

1. Navigate to the map using the top bar
2. In the about section that pops up right at the beginning select the option that is titled "Learn to make a map" and work through the 14 steps to create your first map
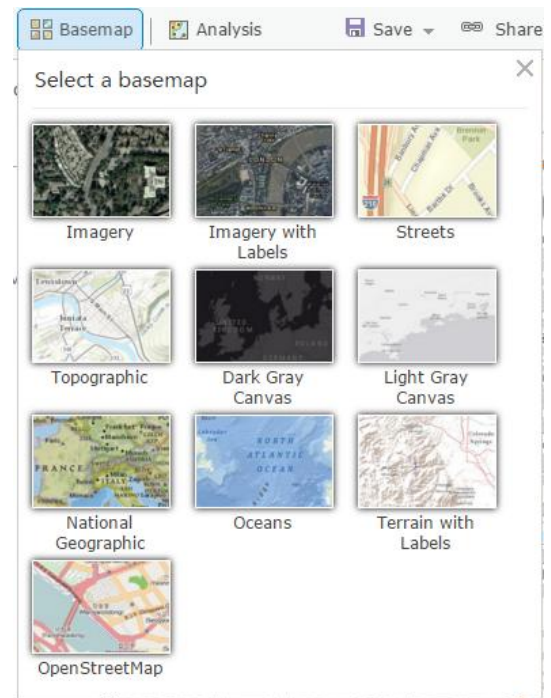
   Learn to make a map
   START TOUR >

   - The tutorial will walk you through the process of creating a simple feature map
   - **DO NOT** publish this map to Everyone, only publish it to the organization
3. Map a feature map of your own
   a. Navigate to your home city and create a tour of your neighborhood/city with at least five different features. Try to add at least one point, one line, and one area feature.
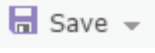
b. Once you are done you will be publishing your map to the organization. Be prepared to present and share your map with the class.

c. For each feature make sure you add a title, write a description, and try adding an image if you can!

Lines ☐ ✕

Title	Walking tour

B *I* U A ▾ 🖍 ▾ | ≡ ≡ ≡ ≡ | ⅓≡
≣ | ✎ ▾ ✂ | ↩ ↪

Description

Image URL   http://
Image Link URL   http://

[DELETE] [CHANGE SYMBOL] [CLOSE]

4. How to add an image from the internet
   a. Find which ever image you want to use by searching for it on the internet (google works best)
   b. When you have found an image that you would like to include in your map right click on the image and select **Copy Image Address**.
   c. Paste the image address into the Image URL
   d. If you would like you can also paste the Image Address into the category that says **Image Link URL** to enable the image to be clicked on which will open a new internet window with a full size image.

5. Change the basemap
   a. Along the top bar left click on the Basemap button to open the basemap menu
   b. Select a basemap that works best with the information you are trying to show
   c. For this map a **Imagery with Labels Map**, a **Street Map**, or an **Open StreetMap** will probably be your best option.
   d. Experiment with the different basemaps to see the benefits of each one

6. Save your map

   a. Left click the 🖫 Save ▾ button along the top bar and select **Save As**.
   b. In the pop-up save menu give your map a **title** that includes you name.
   c. Add a short description of what you map shows in the **summary** area
   d. Add a few **tags** that include key words of what your map is displaying
   e. Make sure the map is saving to the folder for your username
   f. Once you are finished select [SAVE MAP]

   Note: As with any type of project make sure that you save your map frequently to avoid losing your work if the connection is lost or you accidentally close a window

📄 Details   ⊞ Add ▾ | ✏ Edit   ⊞ Base

Add Features ◀

Map Notes – Points
Stickpin   Pushpin   Cross

Map Notes – Text
Text

Map Notes – Lines
Line   Freehand Line

Map Notes – Areas
Area   Triangle   Rectangle   Left Arrow
Right Arrow   Ellipse   Up Arrow   Down Arrow
Circle   Freehand Area

↩ UNDO   ↪ REDO

⊞ Basemap | 🖼 Analysis   🖫 Save ▾   ⊗ Share

Select a basemap   ✕

Imagery   Imagery with Labels   Streets

Topographic   Dark Gray Canvas   Light Gray Canvas

National Geographic   Oceans   Terrain with Labels

OpenStreetMap

7. Publish your map
    a. Click the **Share** button along the top bar
    b. Make sure the button is selected that allows you to share with members of your organization
    c. You can copy and paste the link to a website to direct people to your map
        Note: People without an ArcGIS account will only be able to view your map if it is published to **Everyone.**
    d. Congrats you have made your first map!