



Geographic Information Systems (GIS)

Creating a GeoForm

Name:

Section:

Directions: Follow the instructions below to build and configure a GeoForm WebApp of your own. Plan and create a GeoForm of your own with a partner then get at least 20 students or teachers (not in the class) to complete your form.

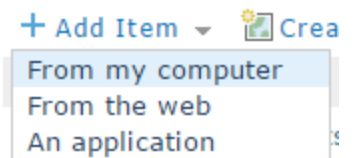
Step 1: Prepping your Application

1. Build your Survey Questions

- a. Think about what questions or fields you actually want to have included in your **GeoForm**
 - Think of this type of process as a backwards process because you must know your end product you are trying to create before you can start building your application
- b. Open up a blank **Microsoft Excel Spreadsheet**
- c. Along the top bars create the fields that you would like to be included in the survey
 - Only enter in the titles for each field, do not fill out anything else for now
- d. Save the file as a **.csv** file in a place where you can easily find it again

2. Upload your Excel Spreadsheet

- a. Sign in to **ArcGIS** as normal and navigate to My Content
- b. Along the top bar left click on Add+ and then select From My Computer
- c. Choose the file that you created as an **Excel Spreadsheet**. It should autofill in the **Title**, but you can change it as needed.
- d. Once you are done select **Add Item**
- e. If you would like to be able to add attachments (files, pictures, pdfs, etc.) Then navigate down to **Layers** and click the arrow to the right of your file and click Enable Attachments
- f. Once finished navigate back to **My Content**

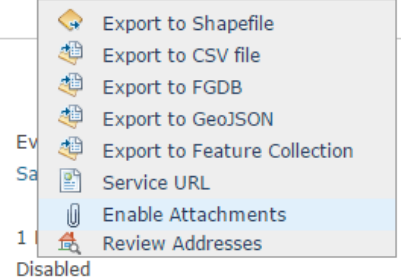


Layers

GIS_Students_GeoForm

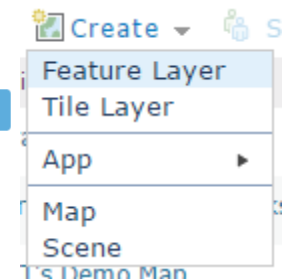
Properties

Shared with
Tags
Credits
Size
Delete Protection



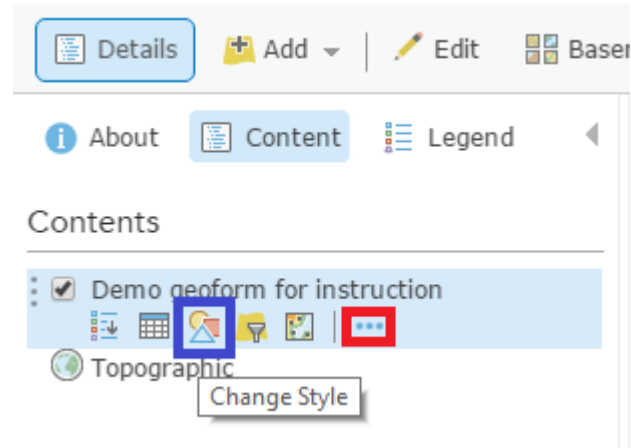
3. Create your Feature Layer

- a. Along the top bar left click on **Create** and select **Feature Layer**
- b. You will be able to select **From Existing Layer** and choose the layer you created in part 2 (above)
- c. Select your layer and then scroll down to hit **CREATE**
- d. Make sure your layer is selected and hit **Next**
- e. Make sure the Scale of your map is ok and hit **Next** again
- f. In the final frame give your feature layer a unique name that you can easily remember is your feature layer (Example <New Data Feature Layer for GeoForm>, add whatever tags and summaries you need and hit **Done**.
- g. In Feature layer menu that pops up make sure you go through the same process as in part 2E if you would like to allow **Attachments**.
- h. If you would like to share your survey with people who do not have ArcGIS accounts you will need to **share** this layer with everyone so they will actually be able to fill out the survey




4. Creating your Map

- a. Navigate back to the **My Content** section
- b. Once you are there find your newly created **Feature Layer** and mouse over it, click on the arrow in the middle of the screen to bring up a drop-down menu, on the menu select the option to **Add layer to a new map with full editing control**
- c. This will bring up the Map window and you can now configure the map where the data will show up. You probably do not want to configure too much right now, but you can configure the style of your points by clicking on the **Change Style** button in the **Contents Bar** on the left or you can **Configure Pop-Ups** by clicking the **More Options** selection in the same bar.
- d. Change your **Basemap** to whichever one best meets the data you will be displaying
- e. Your final step will be to **Save** your map. Choose a name that you will easily know that it is the map you will be using to create your app.
- f. Once you have saved navigate back to **My Content**



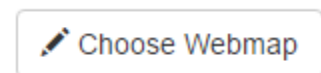
Step 2: Creating your GeoForm

1. Setting up your Form

- a. On the top bar select the  **Create** button → **App** → **Using a Template**
- b. On the **Create a New Web App** menu scroll down and select that you would like to create a **GeoForm** and then select **Create App**
- c. In the next screen give your web app a **Title**, a couple **Tags**, and a short **summary** of your App
- d. Hit **Done** to go to the **GeoForm Builder**


2. Using the GeoForm Builder

- a. The GeoForm Builder will carry you step by step through the process of creating your Web App
- b. In **Start** just read the introduction and click **Next**
- c. In window **2. Webmap** click on the **Choose Webmap** button to bring up a window with the selectable maps from which you can choose to make your Web App. Select the map that you made in step 4 of part and hit **Ok**
- d. Your map is now selected and you can hit **Next** to move on to the next step
- e. In **3. Layers** click the drop down menu to select your layer that should be attached to the map you selected.
TIP: If it is not there then you either did not select the correct feature layer, forgot to configure it as a feature layer, or forgot to share it. Most likely navigating back to your map or feature map and hitting the share button again should fix it.
- f. Once your layer is selected click **Next** to move on to the next step



3. Configuring your Form

- a. In the Details section this is where you can change what it says at the top of the form.
 - i. Give your form a **Title** that connects back to the data you are asking for
 - ii. Most likely you will not be using a logo so click the button to **disable logo**
 - If you are using a logo enter in the url of the standalone picture of your logo
 - ii. Write out the instructions to users on how to fill out the form or give users an idea for why you are collecting the data. Any information you feel the user should know should be put in the **Form Instructions and Details** box
 - iii. Once that is completed hit **Next** to configure your **layers**

- b. In the **Field** section the different sections of your spreadsheet should already be populated. You can click on the  button next to each field to configure them and add specific instructions on needed data
 - c. Underneath the fields there will be options to configure your attachments if you are including them
 - You can make attachments required by selecting the **Attachments Required** box
 - The **attachments button label** should be something simple like “Submit Attachment” or “Attach Picture”
 - In the Attachment Description you can write down exactly what the user needs to include with their attachment
 - d. Once finished configuring your fields click the **Next** button
4. *Designing your Form*
- a. **Select Form Theme** allows you to choose the coloring and format of the form that users will actually see
 - For more advanced configuring you can click on the preview of the theme to change formats of the buttons, fonts, font sizes, etc...
 - b. Once you are happy with the theme click the **Next** button to configure the Viewer
 - c. The **Options** menu has a couple last step details for you to view before making your Form live
 - The Social Media button will allow users to easily post their submissions on applications like Twitter or Facebook
 - The Locate on Load will automatically track the users location and makes it easier for them to post location sensitive data
 - The other options are described and you can select or deselect which ever ones meet the needs of your GeoForm
 - d. When you are finished with configuring the options click **Next to Preview** your Form
 - e. If you are satisfied got to step 10 to publish or go back and fix whatever needs to be
 - f. Save your WebApp and it will give you a link that you can either give to people as a standalone link for them to fill out. Or you can choose to share it through e-mail or social media. The link can also be posted on a website to direct people to your GeoForm
 - g. Once finished click **Save & Close** to direct you to the newly made GeoForm’s details page

Step 3: Making your WebApp go live

1. Make your App Public
 - a. If you want to make it so people without ArcGIS accounts can fill out your form you will need to Share your map by clicking on the Share button in the details page
 - b. In the pop-up that comes up click if you would like **Everyone** to be able to see and fill out the form, or just members of your organization.
 - c. Hit Update Sharing and your GeoForm should now be fully live



Step 4: Viewing your Form Submissions

1. To view your form submissions you will have to navigate to **My Content** and view the map that you made in Step 1 Part 4. Clicking on the actual WebApp you created will allow you to reconfigure or view the form you created
 - a. Make any changes (change pop-ups, basemaps, symbols, etc..) to your map through your basemap to configure it to best show your data



Geographic Information Systems (GIS)

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Name: _____

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Score: ____/10

Directions: Follow the instructions below to build and configure a GeoForm WebApp of your own. Plan and create a GeoForm of your own with a partner then get at least 20 students or teachers (not in the class) to complete your form.

Activity Instructions

You will be working with a partner to create a GeoForm that you can use to collect data. Plan out and create your GeoForm, and then get at least 20 people to fill out the form. Remember these maps will be live and open to the public so do not have people include personal information. (Don't have users submit full names, addresses, or financial information)

Possible GeoForms

- Peoples favorite places to eat
- Favorite vacation spots
- Locations of their favorite places in the cities
- Which cities the riders of a bus are from
- The areas of the city that patrons of a coffee shop come from
- Think of something!!

Scoring

Format GeoForm _____/2

- Ideas need to be approved by the teacher
- Needs to have at least 4 questions
 - An attachment counts as one question

GeoForm Correctly Made and Configured _____/5

Assignment completed on time _____/1

At Least 20 people used your GeoForm _____/2