

Creating and Sharing in an ORG

9:20-10:00am

Go to: <https://www.arcgis.com/home/signin.html>

Log into your Delaware GeoEducation Org account.

Gallery – contains all of your own content as well as content shared to the organization.

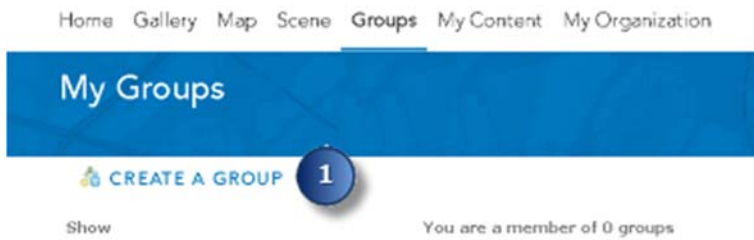
Groups – contains any groups you own or are a part of.

My Content – contains all of your own content.

My Organization – contains a list of all members in the Org (only publisher and administrator can see this).

To create a group and invite people to it, complete the following steps:

1. Click the **Groups** tab and click **Create a Group**.



2. Give your group a name (for example, History Class) and a tag and save it. For this assignment please name your group “*your name’s* Group”. For instance, my name is Kym, so my group will be named “Kym’s Group”.

You can optionally provide a summary, description, and 65x65 thumbnail image. While it's good practice to properly describe and take care of the look and feel of a group, it's not necessary for this exercise. All items you create in ArcGIS have tags. Maps, layers, and groups have tags. Tags are important because they help you find things later. I typically assign tags that represent a specific class or a specific assignment so it's easy to find later.

Pay close attention to the “Status” and “Contributors” options and select accordingly.

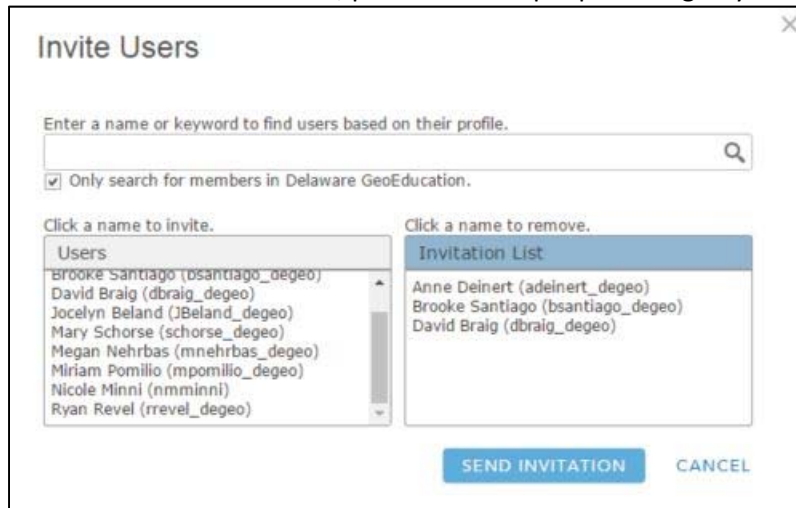
Click **Save**.

Now that your group is created, you can invite people to it.

3. In your group, click **Invite Users**. If you are not already in your group, click **Groups**, then double click your group name.



4. Select Organization members to add to your group. The left selection box lists all member names. Click a member name to move them to the Invitation List on the right. When your list is complete, click **Send Invitation**. For this exercise, please add the people sitting to your right and your left.



Now that you have a group and people in it, you're ready to create, publish, and share maps.

**At this point, you will need to check your email to accept invitation to the group.

Resource: <https://doc.arcgis.com/en/arcgis-online/share-maps/groups.htm>

To create a map and save it to an organization, complete the following steps:

1. Click **Map**.
2. Click **Add < Search for Layers**.

Notice the **In:** menu now defaults to “My Organization”. This allows you to search for data layers that are shared to the organization. Select the drop-down menu notice the groups you are a member of. Pick “Workshop Group Exercise Group”.



3. You will see the Delaware Basemap by FirstMap in the search results. Add it to your map.
4. Now select the drop-down menu and pick “ArcGIS Online” to search for public data.
5. **Find:** “FirstMap School”



Add the School Districts feature layer to your map.
Add the Public Schools feature layer to your map.
Add the Private Schools feature layer to your map.
Click **Done Adding Layers**.

6. Now it's time to save your map. Select “Save As”.
Name the map “*your name* DE Schools”. For instance, my name is Kym so my map will be named “Kym DE Schools”.
Tag the map “ConnectED Workshop 2016”.

Click **Save Map**.

7. Now click the Share button.



Select the checkbox next to “Delaware GeoEducation” to share with the organization.
Select the checkbox next to your group to share with your personal group and any other group you've been added to.

8. Go to the organization Gallery and notice everyone's map added.
9. Go to your group and see the maps added to your group.

To share data to a group:

1. Click **Map**.

2. Click **Add < Search for Layers**.

Select the drop-down menu and pick "ArcGIS Online" to search for public data.

Search

3. **Find:** "FirstMap Census"

4. Select "Census Tracts 2010" to get the pop-up description, then select **Item Details**.

5. On the Overview page, select the "Share" button. Select your personal group to share the data with.

6. Go back to the map and search for layers within your group to see the Census Tracts 2010 layer.