

Start by logging into our ArcGIS Online Organization with your account credentials

In the Featured Content Banner, download the following files from the our AGO Organization by clicking on the icons displayed in the banner

- Schools
- Schools_AddressOnly

These two files are .csv – Comma Separate Values file. You can open the files within Excel or even Notepad.

The Schools file contains a listing of the Schools that have participated in our training sessions. The schools are listed by their X,Y location as we might see from a GPS device.



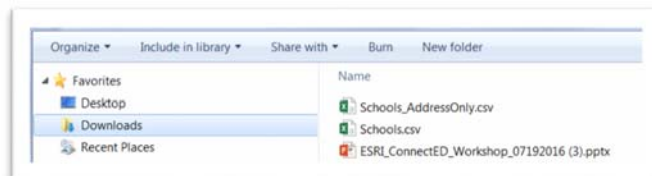
The Schools_AddressOnly file contains the same listing of schools, but with Addresses only, no X,Y information.

ArcGIS Online (AGO) makes it very easy to add this type of content to a map and your organization.

- In AGO click **Map** along the top of the window to open your map display.

Notice the map automatically zooms to Delaware. AGO allows you to set a starting map extent instead of always starting out at the view of the world.

- Open Windows Explorer and Navigate to your Downloads Folder so that you can see the two csv files you just downloaded.



- Simply click and drag the Schools.csv file from Windows Explorer onto your map. AGO will review the content using the X,Y data in the file, place point locations for each of the schools in the file.
- You will see the features drawn on the map. Click **Done** on the symbolization options. You can click on the schools and see the information that was in the csv file now present within the map display.
- To save the information as a Layer File within AGO, click the **More Options** (three little dots on the layer name). Then select **Save Layer**.
- Enter a Title for the Layer, and some tags, then click **Create Item**. This will create a new layer within your AGO Content.

You can repeat the above steps for the Schools_AddressOnly csv file.

- Using Windows Explorer, click and drag the Schools_AddressOnly.csv file from Windows Explorer onto your map.
- A new window will appear asking you a couple of questions
 - Locate Features using: **Address**
 - Country: **United States**
 - Review the fields
 - ID > Not Used
 - SchoolName > Not Used
 - Address > Street
 - City > City
 - State > State
- The Schools AddressOnly layer will be added to map display. Click **Done** on the symbolization options. You can click on the schools and see the information that was in the csv file now present within the map display.
- To save the information as a Layer File within AGO, click the **More Options** (three little dots on the layer name). Then select **Save Layer**.
- Enter a Title for the Layer, and some tags, then click **Create Item**. This will create a new layer within your AGO Content.

In this portion of the exercise you added some content from a table to the map display and created two new feature layers that can be shared across your organization or with the public.

In the next session, we will work together on performing some analysis using the location data you just imported.

At a high level we will

- Add School Districts from the FirstMap layers – features / Tile layers
- Classify the school districts by enrollment
- Aggregate the locations of the schools within each school district
- Enrich the school data – population – drive time or walking time