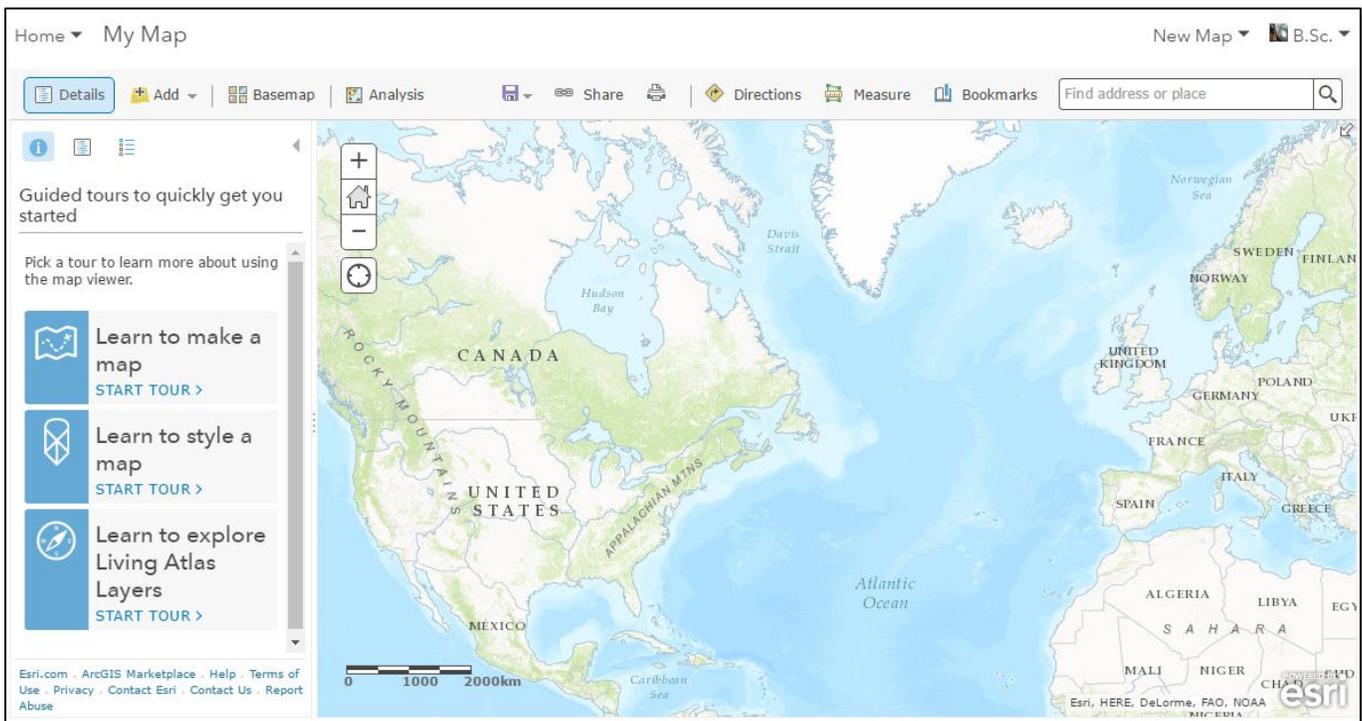


## Introduction to ArcGIS Online (AGOL)

This tutorial offers an introduction to using ArcGIS Online for the Brock Organization. This tutorial was written for the Chrome Internet Browser. Some steps will appear differently when using Microsoft Internet Explorer.

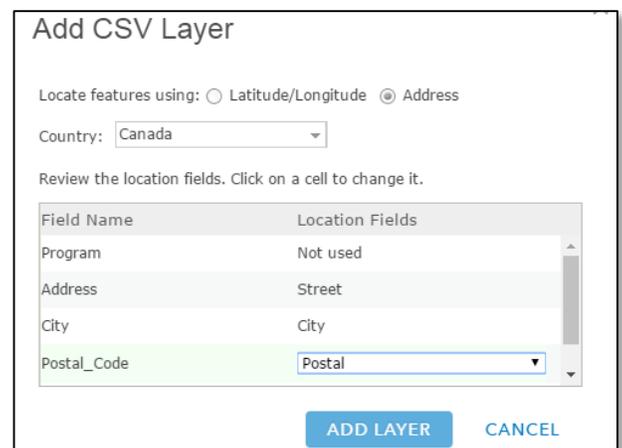
1. Submit a request to [maplib@brocku.ca](mailto:maplib@brocku.ca) to join the Brock University Organizational account for AGOL.
2. Go to <https://www.arcgis.com/home/signin.html> and sign in with your organizational login.
3. From the links across the top, click “Map”.



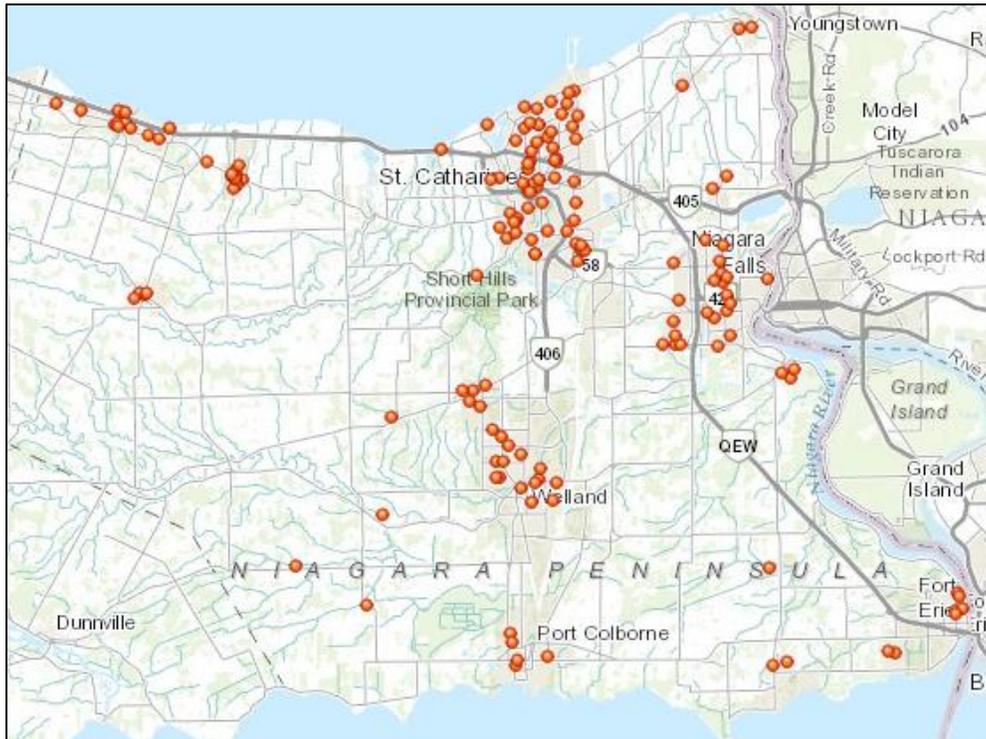
### Adding a table of addresses to the map

The data prepared for this tutorial is in Microsoft Excel Comma Separated Values (CSV) format. Click [HERE](#) to view the data, then right-click the view and select Save as. Note the location where you save the file.

1. Click **Add > Add Layer from File**
2. Click **Choose File** and browse to the location of the file (“LicensedChildCare\_2015.csv”). Click **Open**.
3. Click **Import Layer**.
4. Review the location fields to be used in mapping the addresses. The file includes postal code data so click ‘Not used’ beside Postal\_Code and select POSTAL.



5. Click **Add Layer**. You are immediately prompted to select a *drawing style* option. Select the “Location (Single symbol)” style.
6. Click **Options** and explore the variety of symbols available as well as transparency and other options.
7. Click OK then click Done to finish the process.



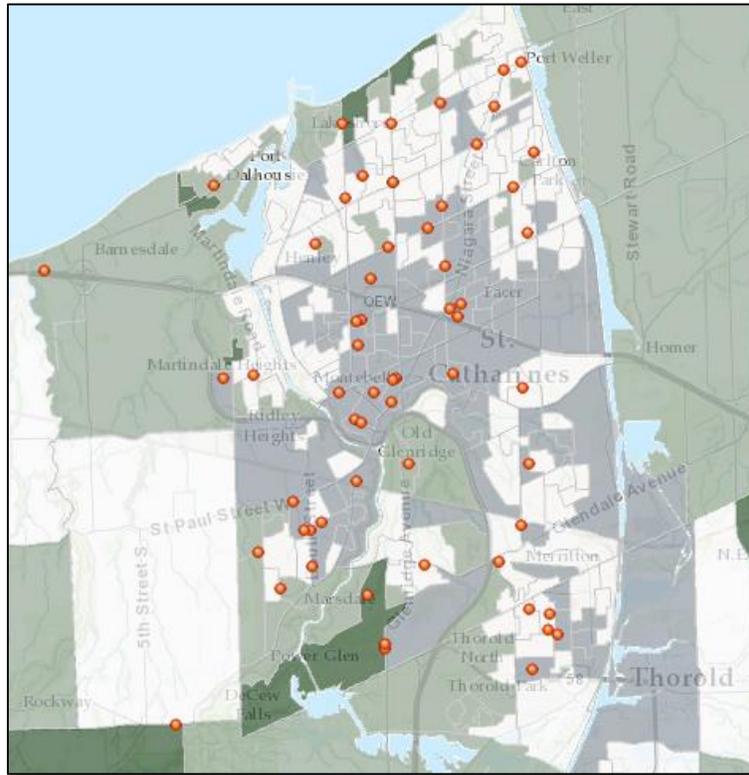
### Adding census data

To enhance the map we will add a layer of census data available through AGOL.

1. Click **Add > Search for Layers**
2. Click the drop down that defaults to “My Organization” and select “ArcGIS Online”.
3. In the find search box, enter a keyword; in this case search for “Canada census”. Click GO or hit return on keyboard.

There are a few layers made available by Esri that include ready-made census mapping.

4. Click **Add** beside “2015 Canada Median Household Income”.
5. Click **Done Adding Layers**.
6. Zoom in until you see the geography change to dissemination areas (a more granular display of the data). Depending on the variable, data could be represented by census division, census subdivision or dissemination area.



### Saving a map

A map is saved in the 'cloud' under your user sign in.

1. Click **Save > Save as**
2. In the Save Map dialogue box, enter a **title, tags, summary** and notice where the map is saved (the root folder of your AGOL account).
3. Click **Save Map**.

### Sharing a Map

The map is saved in the 'cloud' and needs to be 'shared' so others can view it.

1. Click  **Share** .
2. Click the box beside Everyone (public). A pop up appears describing the Share options. Click OK.
3. To share the map with others, copy the "Link to this Map" and paste it in an email, document, Tweet, etc.
4. Click Done.

✕

### Save Map

Title:

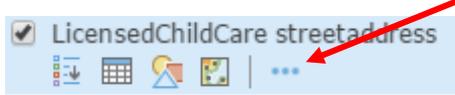
Tags:   [Add tag\(s\)](#)

Summary:

Save in folder:

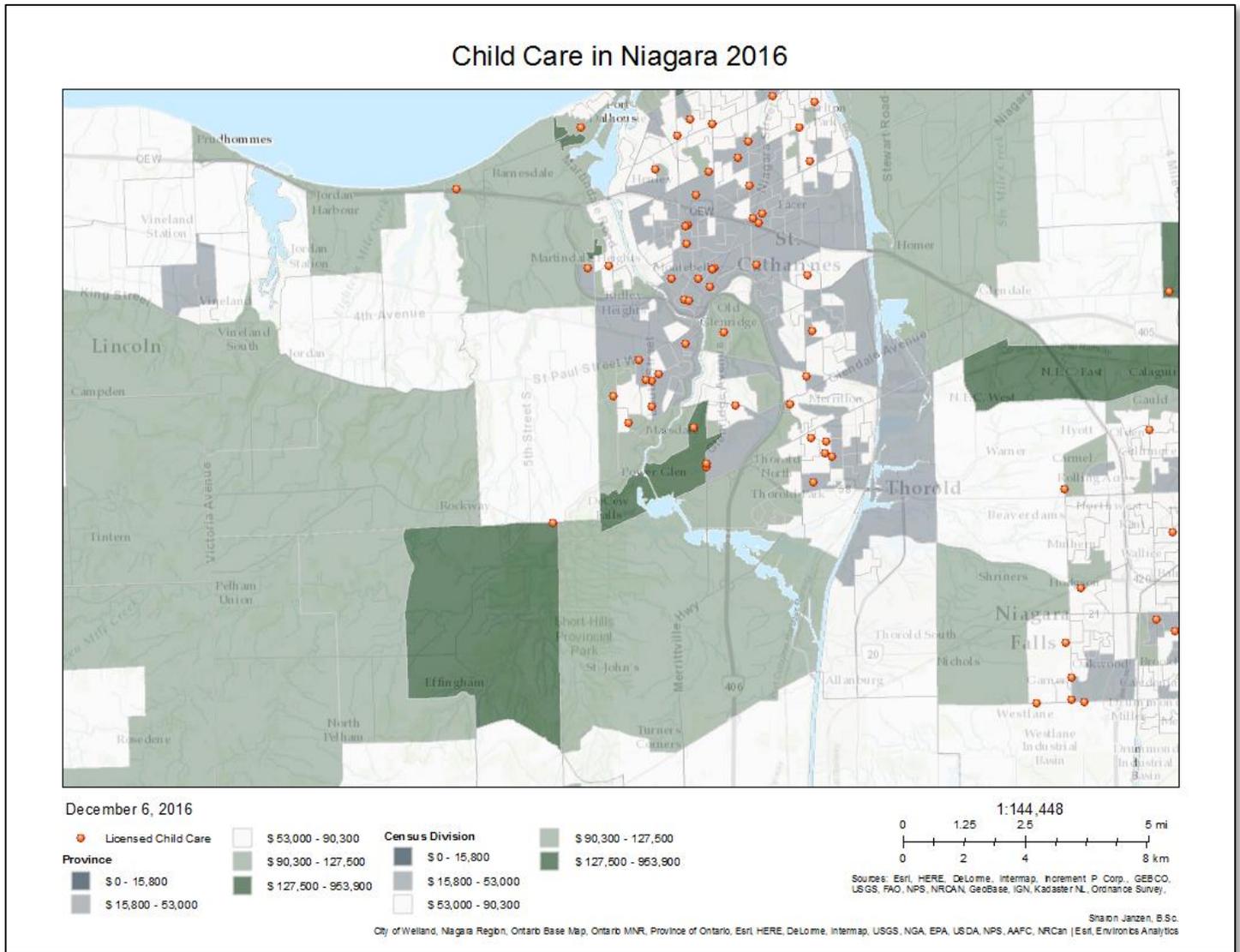
**Printing a Map**

1. To change a layer name, click the **More Options** symbol from the CONTENTS panel and select **Rename**.



2. Enter an appropriate name and click OK.
3. Click **Legend** to view a clean complete legend of the map.
4. Click **Print** and select *Landscape Letter PDF* layout option. It may take a minute to load. Be patient!

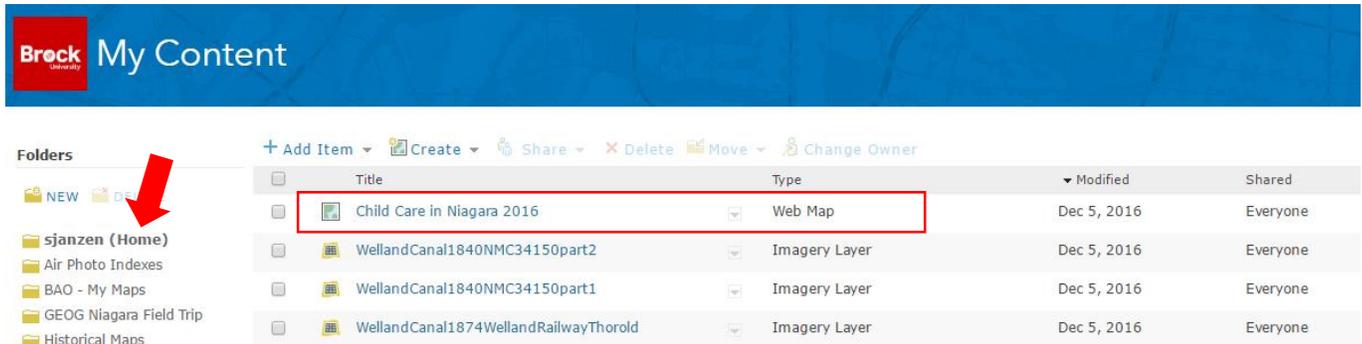
The PDF/IMAGE output can be saved or printed.



## Accessing a Map Created in a Previous Session

Assuming you have left AGOL...

1. Go to <https://www.arcgis.com/home/signin.html> and sign in with your organizational login.
2. Click on My Content. The view defaults to your “home” directory where the map was saved in the previous steps. You should see the map listed by title in the folder contents on the right.



The screenshot shows the 'My Content' interface in ArcGIS Online. On the left, there is a 'Folders' list with 'NEW' highlighted by a red arrow. The main area displays a table of content items:

Title	Type	Modified	Shared
Child Care in Niagara 2016	Web Map	Dec 5, 2016	Everyone
WellandCanal1840NMC34150part2	Imagery Layer	Dec 5, 2016	Everyone
WellandCanal1840NMC34150part1	Imagery Layer	Dec 5, 2016	Everyone
WellandCanal1874WellandRailwayThorold	Imagery Layer	Dec 5, 2016	Everyone

3. Click the Title of the map to view the map DETAILS page.
4. Click the thumbnail image to open the map in the Map Viewer.