

# Teach with GIS

An Implementation Road Map  
for Districts

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<https://learn.arcgis.com/en/educators>

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# Welcome!

You are joining a budding community of school districts that are taking a top-down approach to GIS education. You are engaging in a process that will transform classes across your district by enabling students to discover, use, make, and share maps and apps built on a foundation of critical thinking and spatial analysis. While mapping and analysis skills are particularly relevant to STEM education, the art and science of GIS can be taught across almost any subject matter. Students as early as the fourth grade are making maps and discovering new things about their world using GIS. Offering ArcGIS® to all schools in your district provides a key to helping your students develop valuable critical thinking skills and pose more meaningful questions about their community and the world around them.

To help you get started, we have provided a simple guide for deploying ArcGIS from the top down across your entire district. This guide shows you how to set ArcGIS up, access hands-on lessons and resources, and enable your teachers to begin making maps with their students as soon as possible. If at any point you need [support](#) from Esri, we are here to help you along the way.

Congratulations on taking the first steps to introduce a geospatial program throughout your school district.

*GIS integrates data about everything—and, at the same time, it provides a platform for intuitively understanding this data as an integrated whole. This GIS nervous system is providing a framework for advancing scientific understanding, and integrating and analyzing all types of spatial knowledge.*



# Teacher Testimonials

*"A metaphor that I think of for the Geospatial Semester is we like to provide a solid floor beneath their feet, but we let them put the walls up as they're building their house."*

Bob Kolvoord,  
GSS Cofounder and Dean, College of Integrated  
Science and Engineering at James Madison University

*"It's a completely different environment. You go into the classroom, and there's a real sense of underlying energy in those classrooms because everybody is really engaged and involved in doing something meaningful. There's loads of action steps there and behind it is really deep thinking."*

Odette Scovel, Science Supervisor  
Loudoun County Public Schools, VA

Check out this [video](#) to learn more about Bob Kolvoord's research on the developmental benefits of geospatial education.

# Why do you need this guide?



This guide provides the steps to help you successfully introduce and deploy mapping technology across your entire district. We'll walk you through how to set up your organization, and how to get your teachers and students ready to work with ArcGIS Online. For information on a training plan for teachers, please see the [Implementation Guide for the Classroom](#).

If you have not yet explored ArcGIS Online, you are encouraged to try at least one lesson in the [Curriculum Builder](#) that does not require an account. This will give you an idea of how ArcGIS Online can help your teachers and students, and will get you familiar with how an organizational account works.

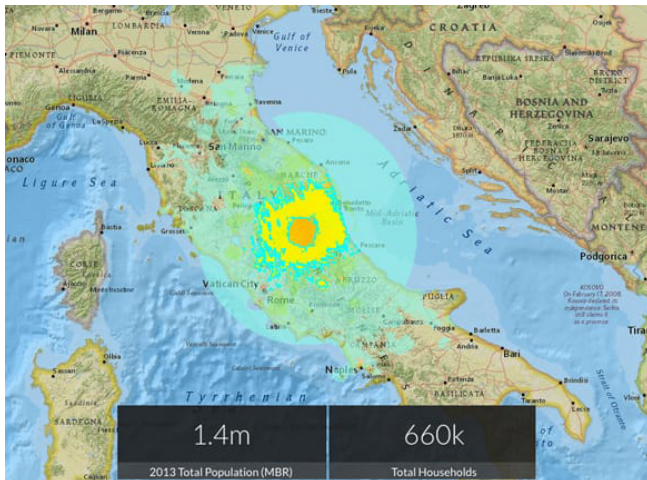
## Who is this guide for?

District administrators, technology leads, and/or content supervisors

# It's a Web GIS world

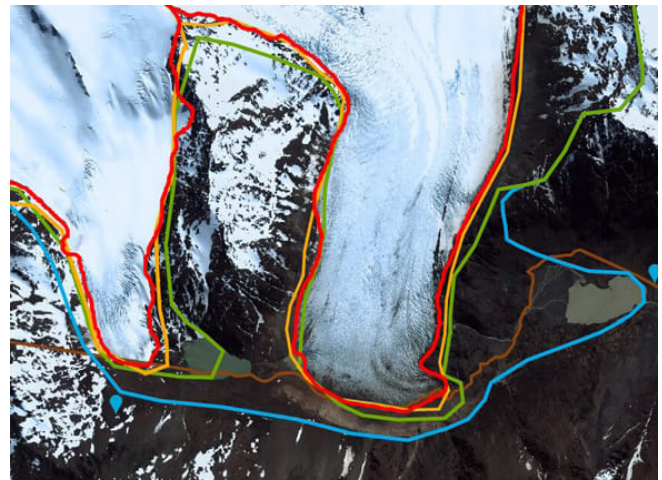
## Mapping and analytics connect everyone

GIS has the extraordinary potential to touch every web-connected being through a common visual language that unites people across organizations and throughout the world. Today, hundreds of thousands of organizations in virtually every field of human endeavor are using GIS to make maps that communicate, perform analysis, share information, and solve complex problems. This is literally changing the way the world works. The power of this shift in the ways that people think about maps and geographic data is evident in these compelling examples.



### GIS maps are uniquely of the moment

Published moments after the event, this shakemap portrays the extent of the area and people affected by the devastating 2016 earthquake in central Italy.



### GIS maps reveal rapid global change

If a picture tells a thousand words, a map tells a thousand pictures. This map starkly reveals the disheartening extent of glacier retreat in the Southern Hemisphere.

For more great examples of web maps and applications, visit [The ArcGIS Book](#).

# Do you have to follow the guide completely to be successful?

Your deployment of ArcGIS Online will vary based on your goals for the semester. This guide outlines some of the best practices for implementing ArcGIS. However, you may have your own methods that work for you or that you are required to follow. Use the guidelines outlined in this guide when and where applicable, and supplement the guide with your own ideas as needed.



# ROAD MAP

In the following pages you will find:

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# Top-Down Districtwide Implementation of a GIS Program

## **Tip 1: Find a district administrator that will champion the use of ArcGIS Online.**

In 2006, after a presentation by James Madison University, the Loudoun County Public Schools (LCPS) science supervisor decided to partner with James Madison University's Geospatial Semester to offer high school students a course in geospatial technology where they could earn college credit. The course used ArcGIS and focused on using geospatial technology to solve real-world problems through a project-based curriculum. As the course expanded in student numbers and participating high schools, a GIS lead teacher was hired part time to oversee the course and to provide training for teachers across the county who wanted to incorporate GIS into lessons.

In 2013, when Esri partnered with the White House ConnectEd Initiative to offer ArcGIS Online for free to schools, the GIS lead teacher, with approval from the science supervisor, applied for all 90 of the county's schools to receive ArcGIS Online accounts. The initial plan was to have technology resource teachers (TRTs) at each school serve as the administrators of each school's GIS organization. Over the course of the first year, the district's GIS lead teacher visited each school and helped the TRTs to activate the software, set up student and teacher accounts, demonstrate how to use ArcGIS Online, and show how it can be used by teachers in the classroom.

## **Tip 2: Make sure the district administrator is also configured as an administrator in the ArcGIS organization set up for each school. This ensures that if there are personnel changes, all school accounts can always be accessed.**

Over the next two years, TRT personnel changes at some of the schools locked the accounts. Working with Esri, the GIS lead teacher gained access to the accounts, but the process was not quick and easy. Throughout 2016, all organizational accounts were updated to include the GIS lead teacher as one of the administrators of the account.

**Tip 3: Start introducing ArcGIS Online to a small group of motivated, interested teachers and school administrators. Develop lessons and resources that will make it easier for other teachers to try ArcGIS Online and want to use it in their classroom.**

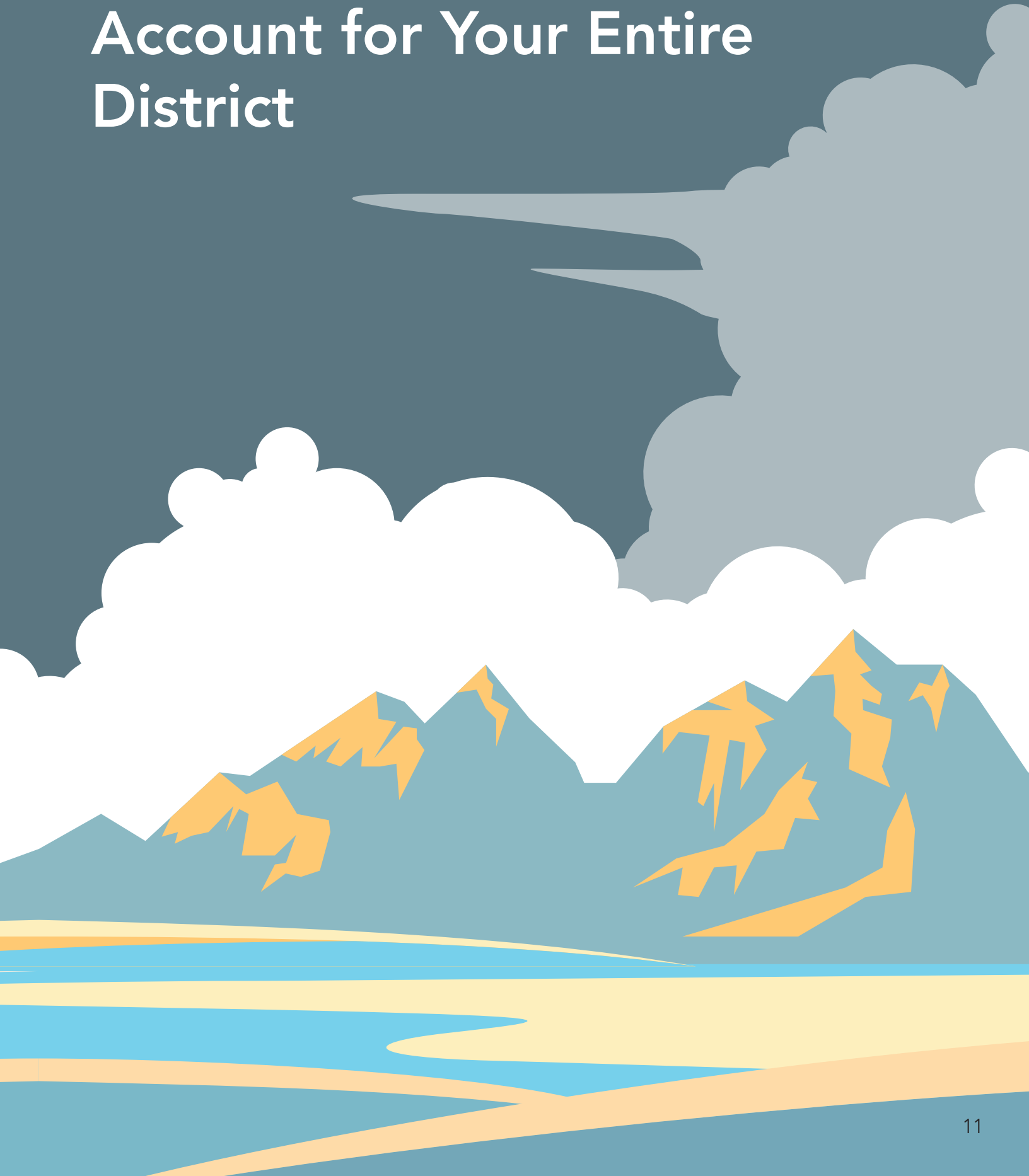
Within the first two years, the GIS lead teacher worked with small groups of teachers who were interested in learning more about ArcGIS Online and using it in the classroom. In addition, with the support of both the science supervisor and the science specialist, connections were made with the curriculum throughout K-12. Lessons and resources were developed by the GIS lead teacher with help from the science team and teachers who were early adopters. These lessons and resources provided the base on which other lessons and resources were developed to help teachers begin to use ArcGIS Online.

**Tip 4: Pay close attention to how user names are created for the district. When duplicate user names exist in ArcGIS Online, an extra digit is added to the user name.**

In 2017, after discussions with the information technology staff and with support of the science supervisor, the GIS lead teacher created standard user names for the entire county. The usernames included the abbreviation for county, the school ID, the student's year of graduation, and the student ID number. Now, each student's user name is lcps\_abc00\_xxxxxx, where lcps stands for Loudoun County Public Schools, abc stands for the school ID, 00 is the year a student is expected to graduate, and xxxxxx is the student ID number. This solved problems that had been identified over the years, which included user names that were duplicated when a student moved to a different school (solved by adding an extra digit to the user name), being able to easily identify students that no longer attended the school (graduation year), and making sure that the username was unique so that no duplication of user names could occur in the future.

As of the beginning of the 2018-2019 school year, all 80,000 - plus students in all 99 current schools in Loudoun County Public Schools will have an ArcGIS Online account, and training opportunities for all teachers are in the works. As you have seen in this example, with administrative support, your district (no matter how big or small) can be using ArcGIS Online as an everyday tool in the classroom. This guide was created to make the implementation of ArcGIS Online across a district or school and in the classroom as easy as possible.

# Set Up An Organizational Account for Your Entire District



# Your ArcGIS Online Organization

ArcGIS Online is a formidable yet easy-to-use tool that anyone can use to make maps and display data. However, its power expands exponentially when you combine it with membership in an ArcGIS Online organizational account. An organizational account enables you to save and share your work in many ways, and provides access to a multitude of additional mapping and analysis capabilities. Although there are a number of activities in this implementation guide that you can complete without being signed in to an organizational account, we recommend that you get one to experience the added difference it makes. You'll be glad you did!

If you do not have an organizational account already, there are two ways to obtain one:

- **Join the Learn ArcGIS organization**  
The Learn ArcGIS organization is available for students, teachers, and others just getting started with ArcGIS. Follow this link to the [Learn ArcGIS organization](#) to activate a 60-day membership. With this membership, you can immediately begin to use maps, explore data resources, and publish geographic information to the web. Getting a Learn account is a quick and easy way to experience web GIS, but content is deleted after 60 days.
- **Esri Schools Mapping Software Bundle**  
The ArcGIS for Schools Bundle is available at no cost for instructional use to individual U.S. K–12 classrooms, schools, libraries, and districts. Beyond the United States, the bundle is available to schools worldwide through Esri's network of international distributors. Every public, private, home school, and youth service club is eligible. The software bundle includes the following:
  - ArcGIS Online organizational and user accounts for teachers and students
  - Ready-to-use web and mobile apps
  - ArcGIS Community Analyst licenses
  - ArcGIS Desktop Advanced licenses
  - Option of 50, 500, 2000, or 10,000 named users (Class, School, District)

Sign up for your [Schools Mapping Software Bundle](#)

## What is an organizational account?

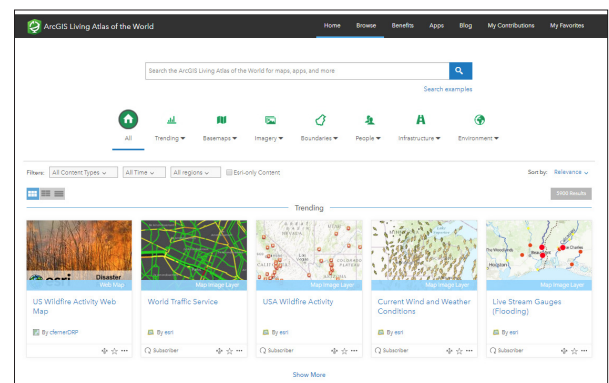
If you have not yet explored ArcGIS Online, go to the [Implementation Guide for Classrooms](#) and try the three Skill Builders. Before getting into how to manage your organizational account, we recommend that you make some maps; find, display, and create data; get familiar with different symbols and smart mapping; and create some web apps.

It's also helpful to learn how ArcGIS users share maps and apps with others. As you begin to gather some content items in your account, it's a good time to become acquainted with how to manage things in the context of your classroom.

An ArcGIS organizational account consists of the following components:

- **Home Page:** Typically includes 8-12 premier items (maps and apps) that are most important for a visitor to discover and use, including a few apps showing curated content of different types. Create your item list so that the top items appear first.

- **Gallery:** includes a larger set of items (more than 100 maps, apps, story maps, and data layers) that are categorized in meaningful ways that users can explore.
- **Groups:** As your item list grows, you can organize content into groups. Each group can represent a specific thematic category or provide a way to share information with a specific team, workgroup, or community. For example, you can see the group implementation in the [Living Atlas](#):

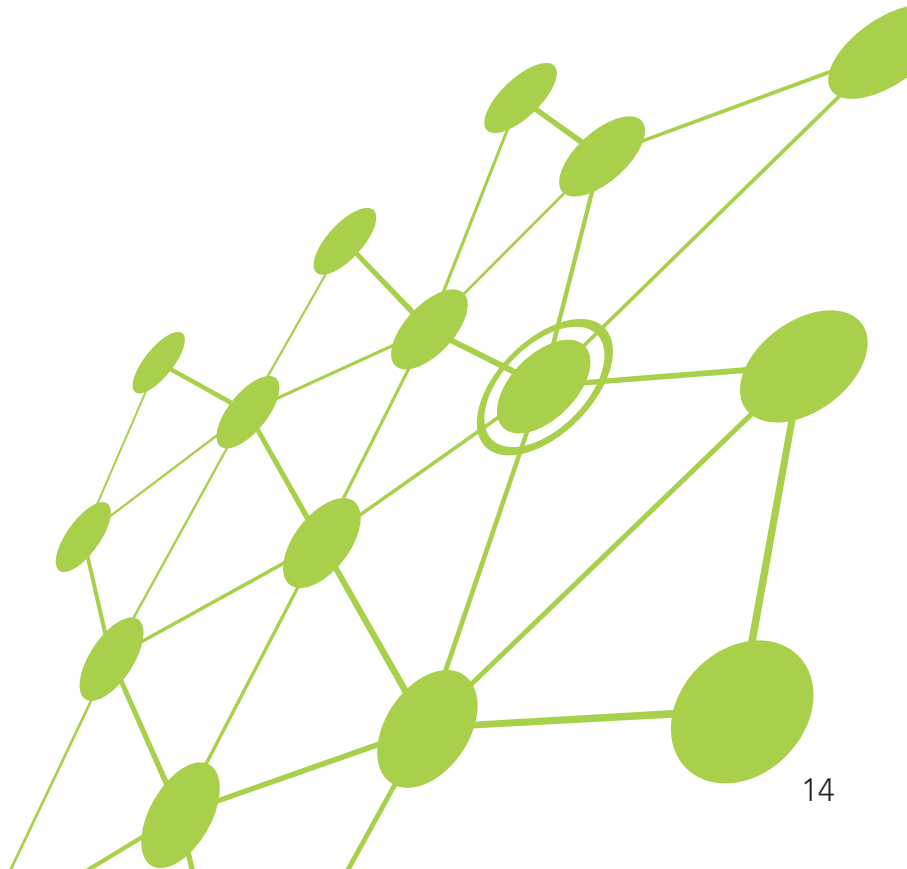


- **Users:** All of your students can be added to the account for you to share data, collaborate and create maps, and assess their work.

# Personally Identifiable Information

It is strongly recommended to minimize the sharing of students personally identifiable information (PII). You can avoid issues (legal or otherwise) with sharing student information with the following considerations:

- **Use a generic admin email when creating logins**  
An email is required when creating accounts for your students, so you will want to use either the teacher's email address or a generic admin email account. If one of your students forgets their password, this will allow you to reset it for them. If you decide to use your teacher email and you are creating batch accounts, we recommend you select the do not send notification email option to avoid being overwhelmed with notifications.
- **Create anonymous logins**  
Use a combination of sequential numbers, school, or class name for each account to generate the most unique user names. See [Bulk Creating Student Accounts](#) for more guidance on creating anonymous student accounts.



# Set Up Your Organization

Congratulations on obtaining an ArcGIS Online organizational account for your students! Here are three things you'll need to decide when you first receive your organization and begin to go through the set-up process:

- **Pick a name for your organizational account**  
The organization name is what will appear in the banner on the home page and will also be in the URL for your ArcGIS Online website (org-name.maps.arcgis.com). It should be a clear and complete name, since the home page can be public facing and has the capability to display student and teacher work.
- **Pick a short name for your organization**  
This is the way your organization will appear in the URL link to your home page. Pay close attention to the warning associated with the input of the short name.
- **Identify an administrative contact**  
Administrative contacts are those individuals whom Esri can notify with information about new updates to the system and whom you've authorized to speak with customer service for any technical issues. The designated administrator will oversee the organizational account. You may want to have your building IT person as another administrator in times where technical issues arise so they, too, can speak with customer service.

For questions about the Schools Mapping Software Bundle, contact [k12schools@esri.com](mailto:k12schools@esri.com)

For questions about ArcGIS software, visit [Esri Technical Support](#)

For questions about software orders, downloads, and account and license management, contact [Esri Customer Support](#)



# Set Up the Administrator's Account

## Creating the login

You may have already created a username when you first received the organization. If not, create a username that is unique to you and your school. Note the following:

If you ever delete the account, the username you created will not be able to be used again

If your school or your district decide to use ArcGIS Online, there may be a need to create systematic usernames that may require you to receive a new username. No worries, though - you can transfer materials between accounts at any time.

## Try a lesson using your new account

Students have access to a wide variety of data and mapping tools without ever signing in to ArcGIS Online. However, to give you a sense of the breadth of analytical tools available with a login, try this [lesson](#). Learning more about the tools will help you decide when you want your students to have access to more tools through their own account.

If you determine that your students do not need accounts yet, you can proceed to the Managing Content section.

## Setting up groups

Groups can be a huge benefit to a school administrator's perspective. Depending on the structure of the school and teacher teams, you may wish to set up groups for teachers to share work with each other. This could be done by subject area, grade level, or teacher teams. It is important to note that even though a teacher can share materials with other teachers in a group, the original item can only be edited by the owner until the user saves the work into their own account. The user can then edit the work.

It's also a good idea that when you enroll students into the organization, you first set up groups for each grade level. The most common way of setting up groups is by graduation year. This provides an easier way to delete accounts, and materials associated with those accounts, once those students have left the school.

Whether you choose to create a group for a set of teachers (for example, subject area) or you are creating student groups (by grade level/graduation year), all the individuals you will enroll can be automatically added to the group when you create their accounts. This is the easiest option to add individuals to a group and will save you time later. You can add individuals to a group after accounts have been created either by searching for and adding individuals manually or by creating a unique tag that individuals can search for and request to be added to the group. In the case of the latter, you will need to accept each of the individuals requests.

If you wish to give teachers instructions on how to create groups for their individual classes, please direct them to the Org Management for Teachers Guide.



# Create Groups

**1. Sign in to ArcGIS Online and click on the Groups tab.**

**2. Click on Create New Group.**

**3. Name your group and provide a description.**

The description is optional and more for your reference to keep track of the purpose of the group.

**4. Create a tag.**

A tag in ArcGIS Online is a searchable keyword or phrase that is like a Twitter hashtag without the hashtag symbol. You will want to make the tag unique to the group so students and colleagues can search as needed for the group.

**5. Answer the following questions pertaining to the access you will allow to the group:**

– Who can view this group?

- Only group members – If you want all content to stay within this group and not be seen by anyone else
- People in the organization – This allows everyone who has a login to the school's organization to potentially view the contents of the group.
- Everyone (public) – This is useful if you want anyone without a login to be able to view the contents of the folder.

– Who can join this group?

- Your answer here is based on the way in which you intend to enroll teachers in the group. Note: If you select Anyone, this gives access to anyone who may stumble upon the group to potentially join the group.

– Who can contribute to the group?

- Your answer here is dependent on whether teachers will be contributing to the group, or if you as the administrator are using this group for content delivery only.

– What items in the group can its members update?

- You may allow members to edit other members' content (may be good for group projects); however, most choose to allow teachers to only edit their own items.

**6. Choose the way the content is sorted and displayed in the group.**

**7. Click Create Group.**

# Search for and Add Teachers to the Group

1. On the group page, click the **Invite Members** button in the upper right corner.

If the teachers you are adding have an account in the district administrator's organization, keep the box checked for only search for members in <your organization>. If teachers have an account in another organization in your district or elsewhere, uncheck this box.

2. Type the teacher username in the search box. A successful search will yield results in the left panel of the dialog box.
3. Click once on the user's name. The user will appear on the right side of the dialog box under Invitation List.
4. If you want the users to be added automatically to the group, you must check the box at the bottom of the form. Otherwise, the user must choose to accept an invitation to join the group.

# One District, One Organization versus Multiple Organizational Accounts within a District

To create logins in ArcGIS Online, the following information about users is needed: email address, first and last name, and password. Since materials in ArcGIS Online can be made public, there are likely policies across the district restricting what information can be public facing with regard to students. Therefore, careful consideration must be made as to how logins are established. If your district uses a single sign-on system, where students and teachers sign in to a network and have access to all programs, then you will want to see the documentation on [configuring single sign-on accounts](#).

If a single sign in is not possible because users are split into different organizations, the Bulk Creating Accounts method is the best method to use. Pay attention to the notes that discuss usernames, as your district may be better served with a combination of district ID, school ID, and student ID that make logins unique to the district. As an example, student 123 in school DEF in district ABC may have a username of ABC\_DEF\_123.

# Create Student and Teacher Accounts

There are three options available for creating student and teacher accounts:

1. If you wish to create accounts for your students in bulk (the easiest way to enroll all students in the school), first download the [ArcGIS Online login template](#). This Excel spreadsheet will allow you to bulk upload your students 200 at a time and will minimize data entry errors associated with account creation. Then go to the Create Accounts in Bulk section.
2. If you wish to create accounts individually, see Create Individual Accounts.
3. There is an option to Invite members to join using an account of their choice. This sends an invitation to the user to join the organization using any email address, username, and password they would like. **This is not recommended** for the purposes of protecting personally identifiable information. Use a generic district admin account and select the do not send a notification email option to avoid getting hundreds of notification emails.



# Create Accounts in Bulk

Creating accounts in bulk can be a quick and easy way to manage students access to ArcGIS Online. The first step is populating the [ArcGIS login Excel template](#).

- If you do not have Excel, or the Excel spreadsheet is not compatible with the spreadsheet program you are running, use the column headers explained below.

## Explanation of Fields

**Email** – Esri requires that all users have a valid email address. The main purpose of the email address is for instances when a password needs to be reset. If students have school-provided email addresses, use those.

Tip: If students do not have school-provided email addresses, use your school-assigned email address and choose the option to not notify by email. This will avoid hundreds of notification emails being sent to your account. Then share the username and password you created with the student directly.

**First Name/Last Name** – Please refer to your school/district policies regarding the sharing of student personal information. You can share student work within ArcGIS Online with the public, which in most cases does not allow you to share students first and last names with the public.

Tip: An example of alternative first and last name combinations is to use an abbreviated code for the school as the first name and a student ID number as the last name. In the case of Alpha Beta School and a student ID of 999999, the first name could be ABS, last name 999999.

**Username** – Create a user name that is unique to the school, student, district, and so on. Consider the following:

- If the account is ever deleted, the username you created will not be able to be used again.
- If it is a simple or common username, a given username may already be in use in the Esri network. In this case, the system automatically attaches a number to the end of the username based on the number of times that username has been used.
- It may be a good idea to use an underscore ( \_ ) to separate items in the username to avoid duplicates in the network.
- For easier account management from year to year, consider adding in the current school year (18 = 2018) or the student's year of graduation. See Admin Tools for ArcGIS Online for how you can search for and bulk delete accounts after the school year is over.

**Password** – The password you assign to all students is temporary and is only used to sign in for the first time. The students will then be prompted to change their password. An example of a password is gis123456.

Note: For elementary students, consider having all students in your class set the same password. This eliminates the possibility of students forgetting the password they set and you as the teacher having to constantly reset passwords.

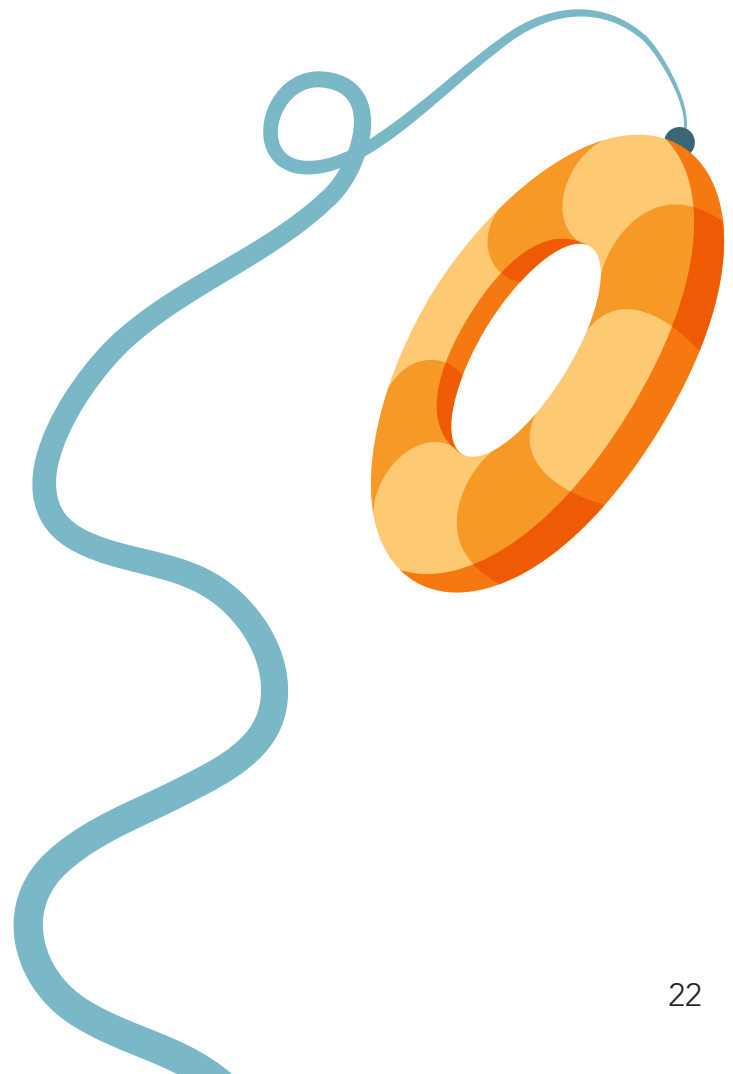
**Role** – there are four roles that can be assigned to any member of the organization. In this column, you must type the name of the role and have the correct spelling. The roles are as follows:

- Viewer: This level of user can only view and explore the maps and data in the organization. They cannot create content.
- User: This level is able to create maps and content and share the content, but they cannot do any analysis on the data.
- Publisher: This level is able to create, analyze, manipulate, and share maps and data. **This is the recommended level for students and teachers.**
- Administrator: This is for those who will manage the user accounts and content. These are the only individuals who can add or delete users from the organization.

**Level** – There are two levels of engagement for your members, Level 1 and Level 2. When entering the level into the column on the spreadsheet, use only a single digit, 1 or 2.

- Level 1 member: Can view content, but cannot create, own, or share content.
- Level 2 member: Can view, create, and share content. **This is the recommended level for students and teachers.**

**Esri Access** – by checking this box, you allow the user to sign in to Esri's website. Students do not need access to Esri, unless you would like them to be able to access training classes, videos, and modules.



# Add or Invite a Batch of Members in Five Steps

**Step 1:** Once you have filled out the [ArcGIS Online Login Template](#) with the users you want to enroll, save the spreadsheet as a .csv file (comma delimited).

**Step 2:** On the Organization page, click the Invite Members button.

**Step 3:** You will be asked which way you would like to invite members. For bulk upload, select Add members without sending invitations.

**Step 4:** Click on the From a File tab. Browse for the CSV file you just created. Once selected, click the Upload File and Review button.

**Step 5:** You will be asked to verify the information is correct for all members you are trying to add. If you would like to add these individuals to a group, click the Specify Groups button, and select the appropriate group. Note: Groups must be created first before you enroll students into a group. See Setting Up Groups for directions on how to create groups. When finished verifying the information and selecting a group, click the Add Members button.

# Creating Individual Accounts

If you are creating a small number of student or teacher accounts, or you prefer to create each account one by one, begin by clicking the Invite Members button while on the Organization tab.

In Step 1, you will be asked which way you would like to invite members. For creating individual accounts where no email is sent to create the account, select Add members without sending invitations. If students have an email address, and you would like them to receive an invitation to join the organization through email, select Add Members and Notify Them Via Email.

In Step 2, regardless of the option you choose in Step 1, the default should be to choose the One At a Time tab. Complete each field in the form. Once selected, click the Upload File and Review button.

After completing the first individual user, you may add more by clicking the Add Another button.

In Step 3, you will be asked to verify that the information is correct for all members you are trying to add. If you would like to add these individuals to a group, click the Specify Groups button, and select the appropriate group. Note: Groups must be created first before you enroll students into the group. See [Create Groups](#) for directions on how to create groups. When finished verifying the information and selecting a group, click the Add Members button.

For an explanation of the account fields, refer to [Explanation of Fields](#).



# Managing Licenses for Your Organization

With every ArcGIS Online organizational account, users have access to Esri's ArcGIS Pro and many other useful products. To access certain ArcGIS tools and products, you as the administrator need to assign a license to the user. A description of these additional products can be found [here](#).

## **1. To issue a license for these products, under the Organization tab, click on Manage Licenses.**

You will see a list of products across the top with the number of licenses available and how many are still available (have not been assigned to a user). These products are associated with ArcGIS Pro, as indicated by the ArcGIS Pro tab being highlighted above the list of products. If you select the Additional Products tab, you will see a list of products that are available within ArcGIS Online.

## **2. Below the list of products, you will see a list of users in the organization. To assign a license or set of licenses to all members, simply use the Select All link and select the license or licenses you would like to assign. For assigning licenses to individual users, use the Configure licenses link next to the individual member's name.**

# Managing Content Within the Organization

When content is created by a user, the content item is stored within the Content tab in ArcGIS Online. To help organize the content, the user can create folders in which to place content items with a common purpose. The folders appear along the left side of the Content tab. Note that when a user is given a license for some apps, like Community Analyst, the app will create its own set of folders to store content created within the app. When saving content, the user can select where the content is to be stored.

As content is created, it is assigned a type based on how the content was produced. For example, when a map is created and saved, it appears in the content as a web map.

A feature layer is a thematic collection of similar geographic features - for example, buildings, parcels, cities, roads, and earthquake epicenters are feature layers. When a feature layer is created, a service definition layer is also created.

The service definition layer holds

The service definition layer holds the properties for feature layers—such as [style](#), [transparency](#), [visible range](#), [refresh interval](#), and [labels](#)—that control how the layer appears in the map. Using a feature layer, you can view, edit, analyze, and execute queries against features and their attributes. Therefore, both items need to remain together in your content. If you delete the service definition file and try to use the feature layer, the feature layer will not draw.

For frequently used layers, you can click on the star to the right of the item's name, and the item will appear under the My Favorites tab.

# Use of Credits

For most institutions beyond schools, ArcGIS Online is a paid subscription service. Esri assigns each organization a set of credits that act as currency based on the use of some apps, analytical functions, and data storage that require services hosted in the cloud. As users run processes or as data is stored in the system, credits are used. For education, Esri makes these credits free. However, schools are asked to be mindful of the credits being consumed, and an Esri Customer Service representative will instruct on the use of credits as needed.

For a more in-depth description of the use of credits and credit usage by transaction, go to [Understanding Credits](#).



# Featured Content

As an administrator of the organization, you can choose to display teacher or student work on the home page of your organization. As a public-facing site, this could be a great way to show student work to the community. The featured content accesses a group in which to display; therefore, you must create a group first to populate with work. To access the feature content options:

- 1. On the Organization tab, select Edit Settings.**
- 2. Click on the Home Page tab.**
- 3. Choose the group you would like displayed.**

Tip: If you have a district administration organization, and you wish to have teachers or school administrators share work to display on the district page, make the group a public group and have users share work to the group.

## Gallery

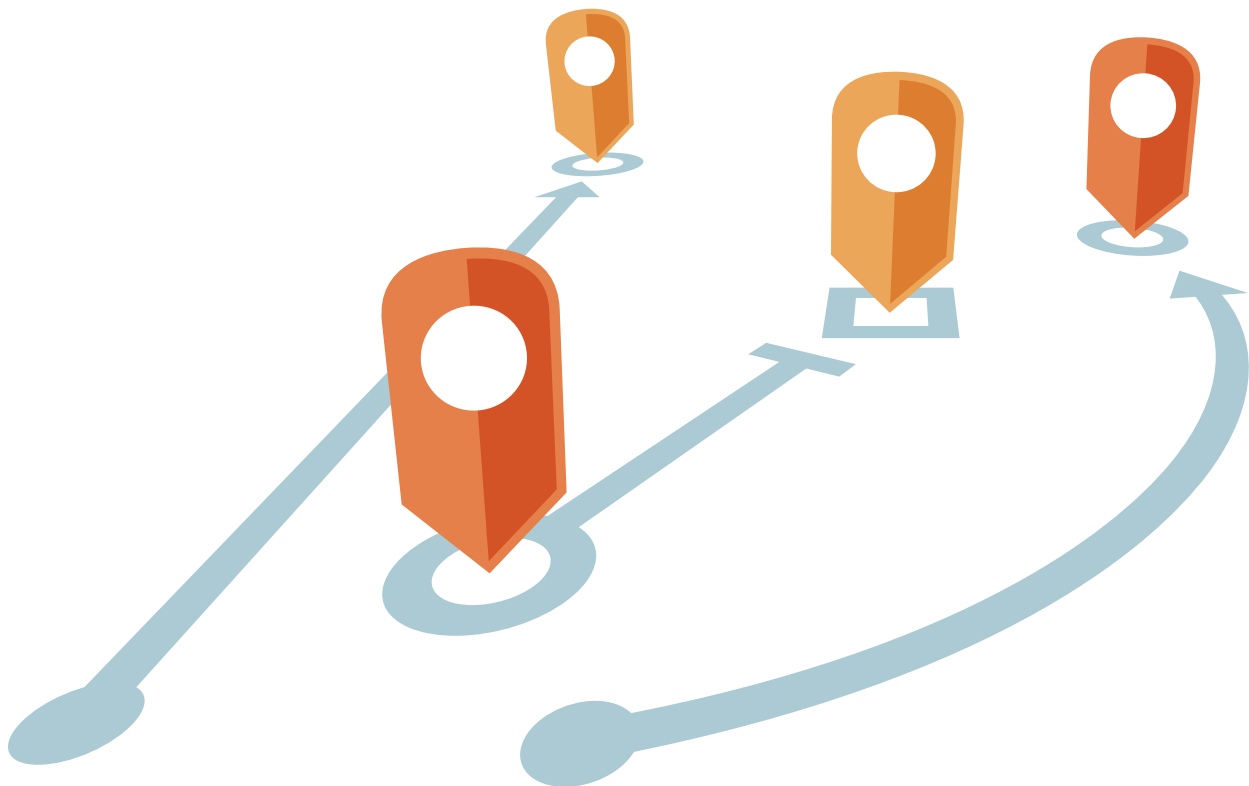
Another way to show off student work is by using a gallery. As with the featured content on the home page, a gallery pulls work from a group. You can set up a group specifically to add content that you want featured in the gallery, or you can point the gallery to a group that already exists. A gallery is a great way to feature a class after they finish a project, and rotate the group featured in the gallery among different classes.

Tip: Think of the featured content as a sample of all the work being done in your school, and the gallery as a way to feature all students in a class, subject, or grade level.

# Admin Tools for ArcGIS Online

Esri has partnered with GEO Jobe to offer an app that you can add to your ArcGIS Online organization called Admin Tools for ArcGIS Online. You can find this tool either by visiting (<http://www.geo-jobe.com/admin-tools/>) or clicking on the waffle (series of 9 dots) at the top of the ArcGIS Online website next to your username and navigating to the Marketplace.

Admin Tools for ArcGIS Online gives you the ability to clean out your organization at the end of the school year by batch deleting content and accounts, removing or clearing groups, or simply changing the tag on groups of content at one time.



# Frequently Asked Questions

Q: A student has forgotten their password. How do I change the email address and reset the account password?

A: On the organization tab, find the student who needs their account password reset. Click once on the name and select Profile. Click the Edit Profile button and enter the desired email address. Save the profile and return to the Organization. Search for the student, and then under Action, select Reset Password in the drop-down list.

Q: What apps come with the education bundle?

A: Refer to the ArcGIS for Schools Bundle webpage for a description of all products included.

Q: How is ArcGIS Pro different from ArcGIS Online?

A: ArcGIS Pro is a more robust desktop GIS application from Esri. With ArcGIS Pro, you can visualize, edit, and analyze your geographic data in both 2D and 3D. You also have access to a much bigger toolbox for a wide range of advanced analyses and personal or team-oriented GIS projects.

Q: I only requested 50 users for my organization. Can I add more later if our program grows?

A: No problem. Contact [Esri Customer Support](#) and request more named users.

# Frequently Asked Questions

Q: We'd like to start our own geospatial program, but our district is on a tight budget, how do we make the program financially sustainable?

A: The Geospatial Semester in Virginia is financially self-supporting (and has been for more than a decade). Students pay a tuition of \$300 for 3 credit hours for dual-enrollment credit, and this tuition pays for teacher-mentors' salaries and travel, as well as some admin support in Continuing Education to keep track of everything. This fee is competitive in the dual enrollment marketplace. In some cases, the students pay the tuition, in other cases the school districts pay, and sometimes it's split.

For a university that wants to try this 'adopt a school district' approach, you should assign a faculty member's time to initially support the classes, and then hire some adjunct help to backfill. This is quite inexpensive and allows the university to get their feet wet. It may take a couple of years to get enough dual enrollment students to break even, however with the right support and awareness this can happen fairly quickly. The Virginia GSS program broke even in the 2nd year. As the program and the income grows, the university can either use more faculty time or hire additional help. By the way, many universities already have the infrastructure to run dual enrollment through the Outreach or Continuing Education units. Two examples of schools that have started dual-enrollment programs for a GSS program in their area are Pacific University in Oregon and City Colleges of Chicago.

<https://learn.arcgis.com/en/educators/>



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