

Skill-Builder 2: Make a Web Map

Web maps are online maps created with ArcGIS that provide a way to work and interact with geographic content organized as layers. Your web maps can be shared across your organization and beyond on the web and across smartphones and tablets.

In this Skill Builder, you will learn how to:

- Sign in to ArcGIS Online
- Create a new web map
 - Add content to a map
 - Format map pop-ups
- Save and share a web map

Scenario: Your school's environmental club will host the final rounds of the National Environmental Olympics. Prior to the championship round, schools will be grouped by geographic region. You have been asked to make a map showing the location of schools in the northern region of the United States and share it with other members of the club's ArcGIS Online organization.

Open a new map and add content

There are numerous ways to add content to a map in ArcGIS Online. In this example, you'll add data to the map from a spreadsheet. You'll download the spreadsheet to your own computer first.

1. Sign in to ArcGIS Online

The first step to create a web map is signing in to your ArcGIS Online organization.

- In a web browser, type www.arcgis.com.
- Click Sign In.
- Type your user name and password and click Sign In.

Note: If necessary, review the directions on p. 4 for acquiring an ArcGIS Online organization.

2. Download the data

- In the search box (upper right corner), type Schools_North_Learn and Item Type Layers >> Layer Files. If necessary, turn off the option to Only Search in <your organization>.
- Open Schools_North_Learn.csv.
- Download the CSV file to your own computer.

This file contains data about the schools in the northern region that you will map.

Note: This spreadsheet of schools in the northern region was created in Excel, saved as a CSV (Comma Separated Values) file, and uploaded to ArcGIS Online. You can create your own data in the same way to add it to ArcGIS Online. Just be sure your file has location fields such as the address fields in this spreadsheet, place- names, ZIP Codes, or latitude/longitude coordinates. These are the fields that ArcGIS Online uses to map the data. You can learn more about creating map layers from csv files [here](#).

3. Open a new map

- Click Map at the top of the page to open a new map.

4. Add content to the map

- In the new map, click Add and choose Add Layer from File.
- On the Add Layer from File dialog box, browse to the Schools_North_Learn.csv file that you just downloaded to add it to your map.

- Click Import Layer.
- Click Add Layer.

5. Style the new layer

The Change Style pane opens when the layer is added. This is the same Change Style pane that you used to change the appearance of the State Boundaries in step 4.

- In the Change Style pane, choose Show location only.
- To select a drawing style, select OPTIONS.

The default setting displays the data points as black dots. Let's change that.

- Click the word Symbols.

ArcGIS Online offers many options for symbolizing the location of your points. Take a few minutes to explore the drop-down menu of symbol sets and select one that appeals to you. A good choice might be a simple dot from the Shapes or Basic group.

Note: Some styles have additional options, such as symbol size, color, line width, and transparency. If you are interested in learning more about style options, go to this [ArcGIS Online Help page](#) that provides steps for using style options.

- When you've selected a symbol, click OK twice, and click DONE.

6. Edit the map pop-up

Web maps are windows into a wealth of information. Click on a map location to pop up a report and explore the information behind it. Pop-ups help reach into the map for more detailed information that emerges on demand. A single window into a map can become a window into a world of related information, including charts, images, multimedia files, and analytics.

Clicking the symbols on this map opens the pop-up window displaying data about this school. The default pop-up often contains information that is not relevant to the audience. In this example, you should remove Id from the pop-up list since it means nothing to most users.

- Click the More Options icon (three dots) under the Schools_North_Learn layer name.
- Select Configure Pop-up.
- Click Configure Attributes.
- Uncheck Id under Display.
- Click OK and OK.

To see your edit, click on a symbol again to see that the Id field is no longer part of the pop-up.

7. Save the map

- At the top of the map, click Save > Save As.
- In the Save Map dialog box, enter a title, tags, and summary as follows and then click Save Map.
 - Title: 2018 Environmental Olympics: Northern Region Schools_(your initials)
 - Tags: environmental competition, northern region
 - Summary: Location of schools from the northern region participating in the 2018 Environmental Olympics

With just a few clicks, you have learned to

- Open an existing web map
- Select and change basemaps
- Style the appearance of data layers
- Sign in to ArcGIS Online
- Create a new web map
- Add data to a map from a spreadsheet
- Edit a layer pop-up
- Save a map