ArcGIS Account and Student Set Up

Technology used in

Updated: 4/29/2021

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Requesting a Free ArcGIS for Schools Bundle

1. Navigate to https://www.esri.com/en-us/industries/education/schools/schools-mapping-software-bundle#%20
2. Scroll down to fill out the information needed in the "**Request a Free ArcGIS for Schools Bundle**" section and select the **Submit** button at the bottom of the webpage to submit a request for a free ArcGIS for Schools licensing bundle.
3. You will receive a notification email from ARCGIS indicating they are working to review your request**

****This initial request can take up to 1-10 business days to process, *please plan accordingly*.**

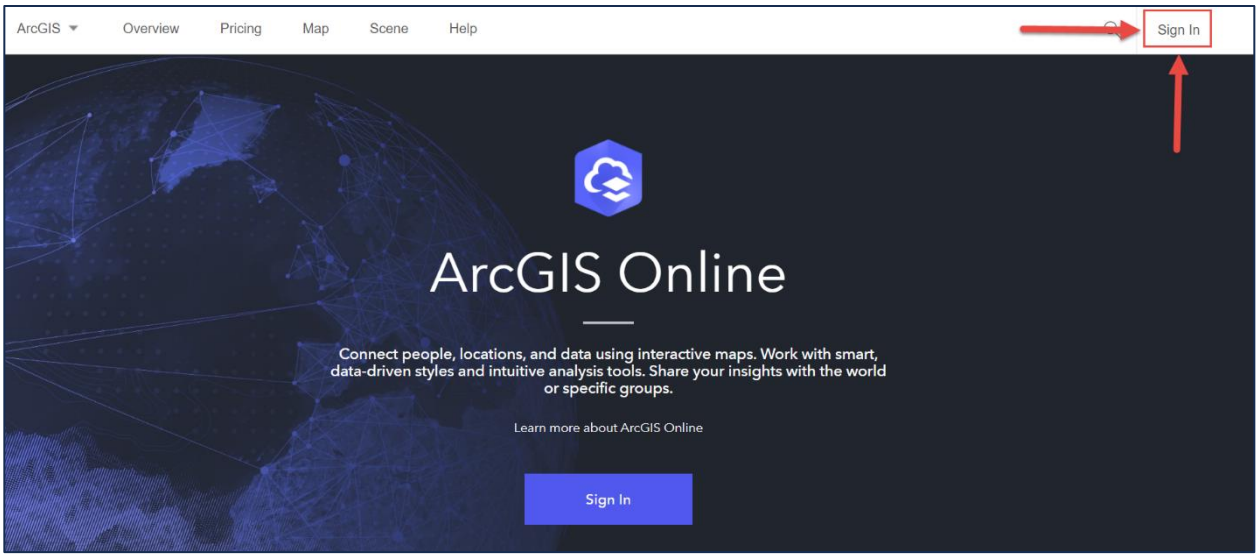
Understanding Student Data in ArcGIS School Organizations

This site provides guidance for K12 (primary and secondary) schools on the use of ArcGIS Online Organizations. It gives the basic info needed to understand what an Organization is and does and why schools and districts should use them. It presents guidance and suggestions, not hard and fast rules. These include the suggestions on how to exclude student PII. It also includes links for more information on key matters. It gets updated on an as-needed basis.

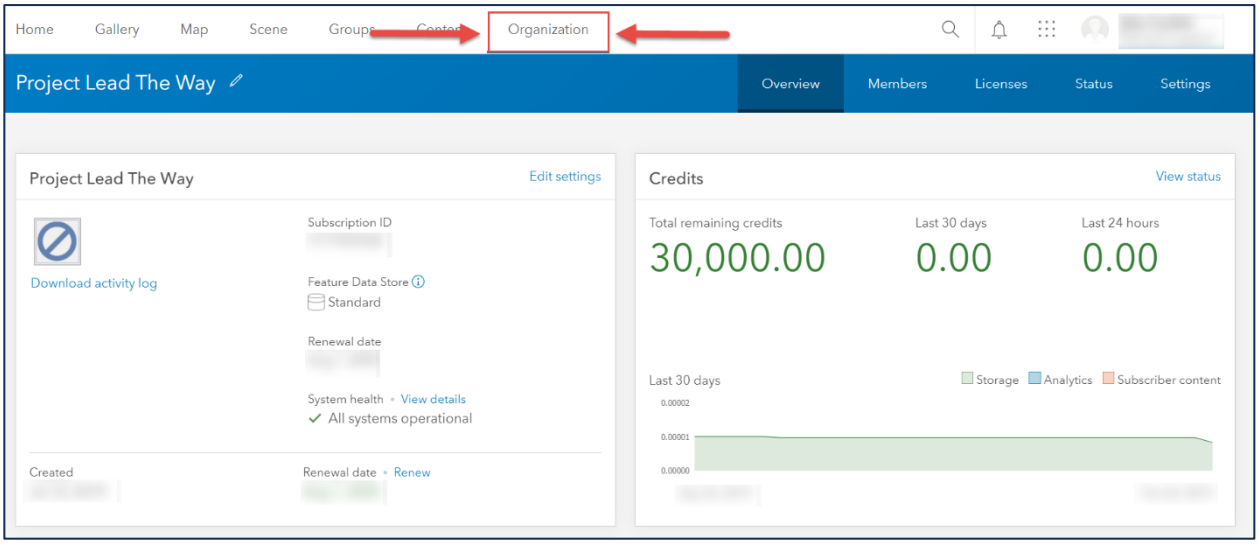
If you have more questions around school organizations, PII, and Student Data Adendums, feel free to reach out to schools@esri.com.

Edit Short Name URL for your Organization

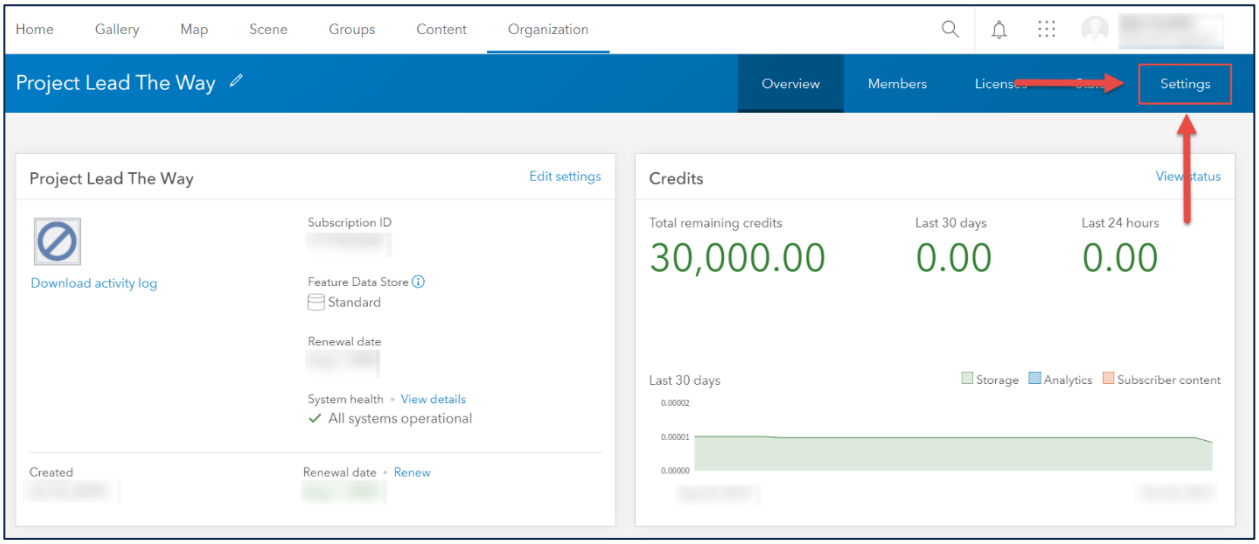
1. Once your ARCGIS account has been activated, navigate to https://www.arcgis.com/index.html and select Sign In at the top right of the screen.



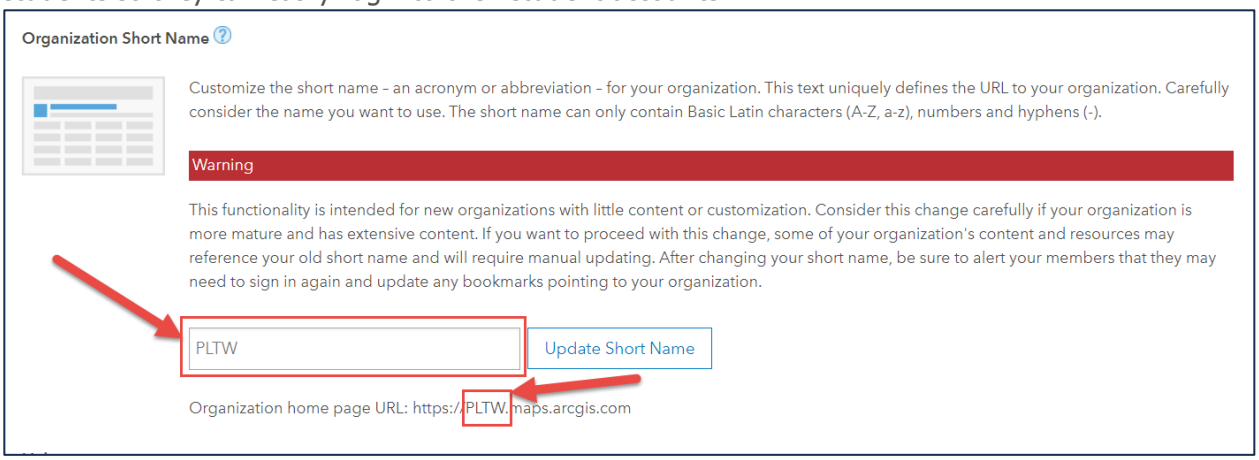
2. Once you have signed into your account, select the **Organization** tab at the top of the screen.



3. Select the **Settings** button to the top right of the screen.

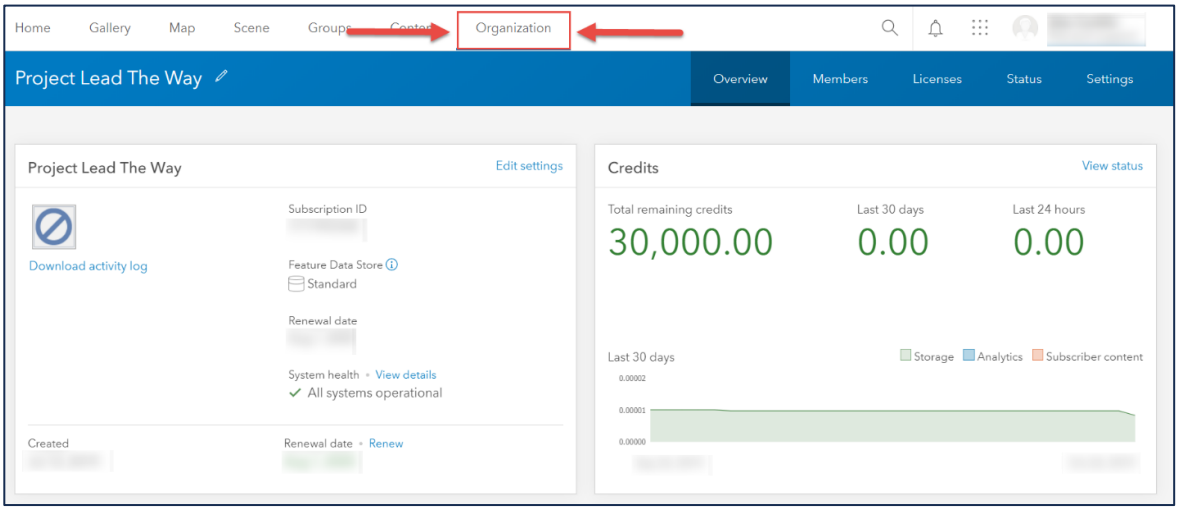


4. Scroll down to the "**Organization Short Name**" section. Type in a short version of your organization name such as an acronym for your school and select the "**Update Short Name**" button. This will provide a shorter URL that you will later provide to students so they can easily log into their student accounts.

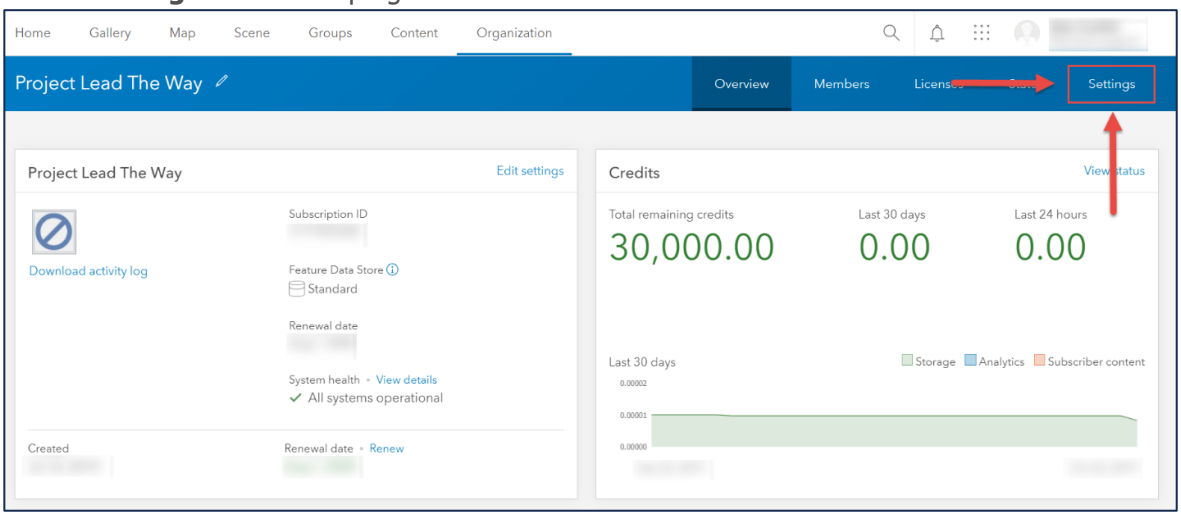


Setting Security Settings

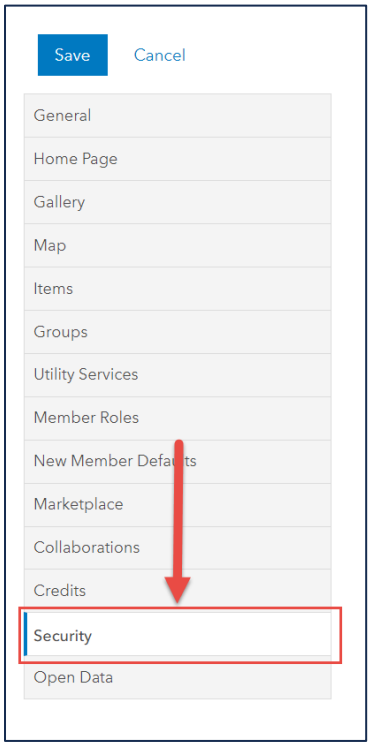
1. Once you have signed into your account, select the **Organization** tab at the top of the screen.



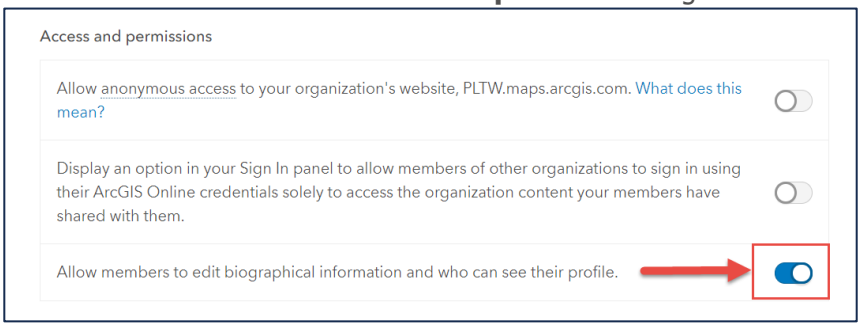
2. Select **Settings** near the top right of the screen.



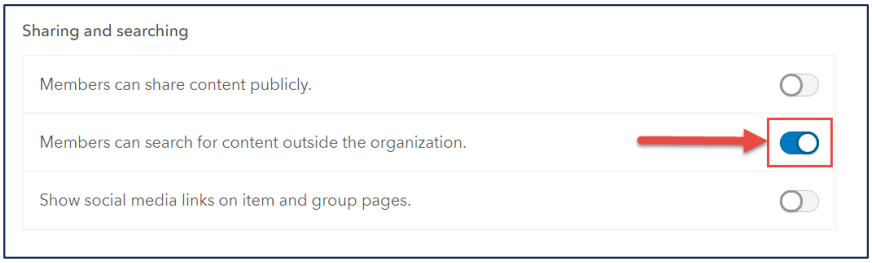
3. Select **Security** from the list of settings to the left of the screen.



4. In the **Policies** section: Ensure only the "**Allow members to edit biographical information and who can see their profile.**" setting is selected with a checkmark.



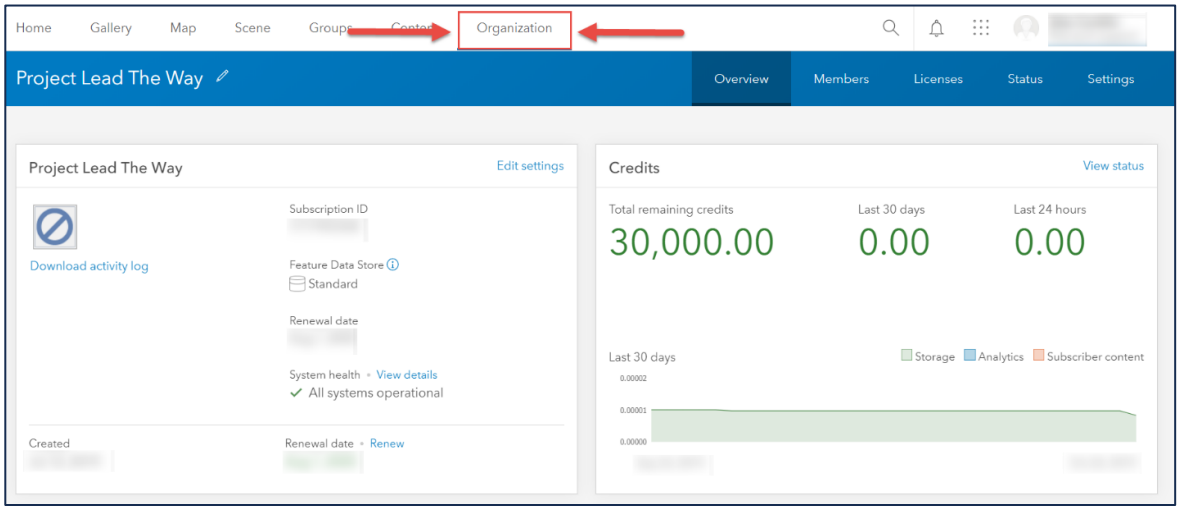
5. In the **Sharing and Searching** section: Ensure only the "**Members can search for content outside the organization.**" setting is selected with a checkmark.



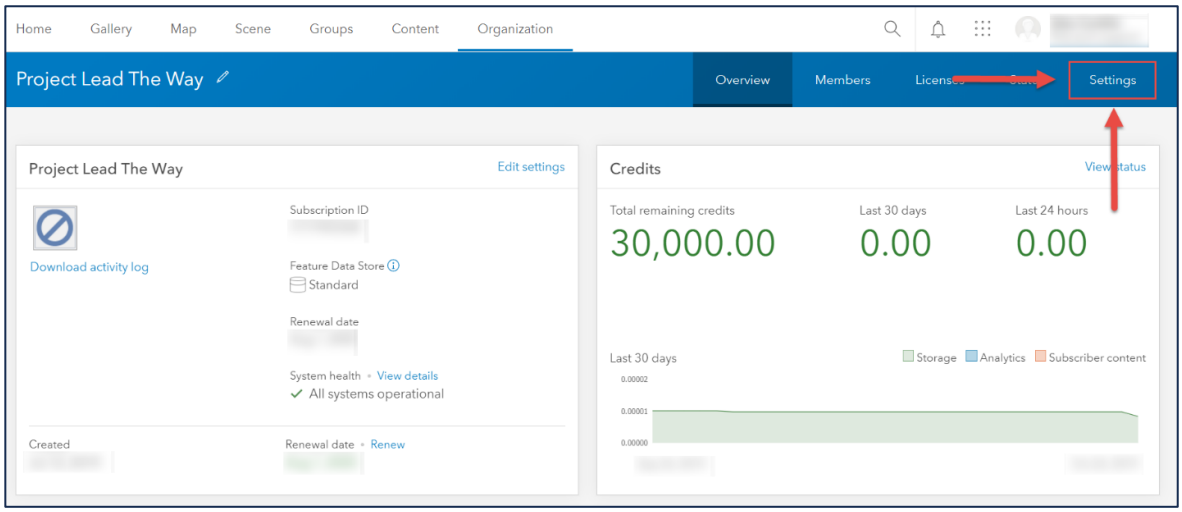
Creating a Student Specific Role for your Organization

Here we will create the Student role for your organization. This role will be used when adding your students to the organization to ensure students all have the correct privileges and access.

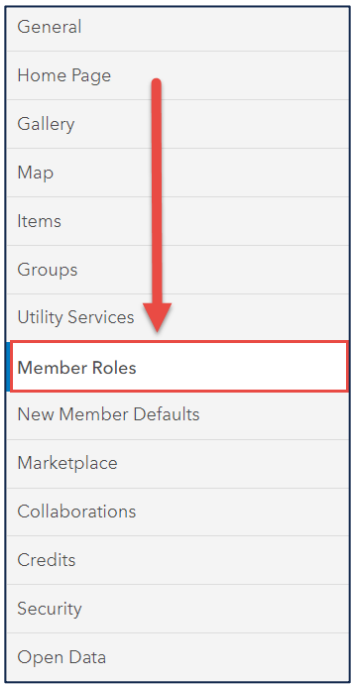
1. Once you have signed into your account, select the **Organization** tab at the top of the screen.



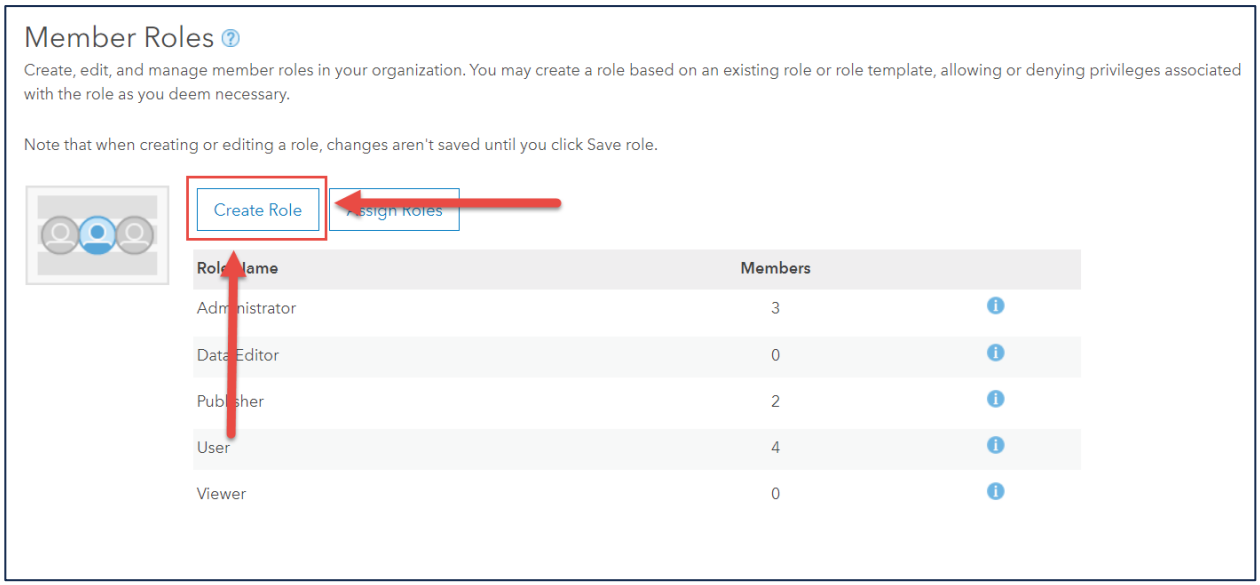
2. Select **Settings** near the top right of the screen.



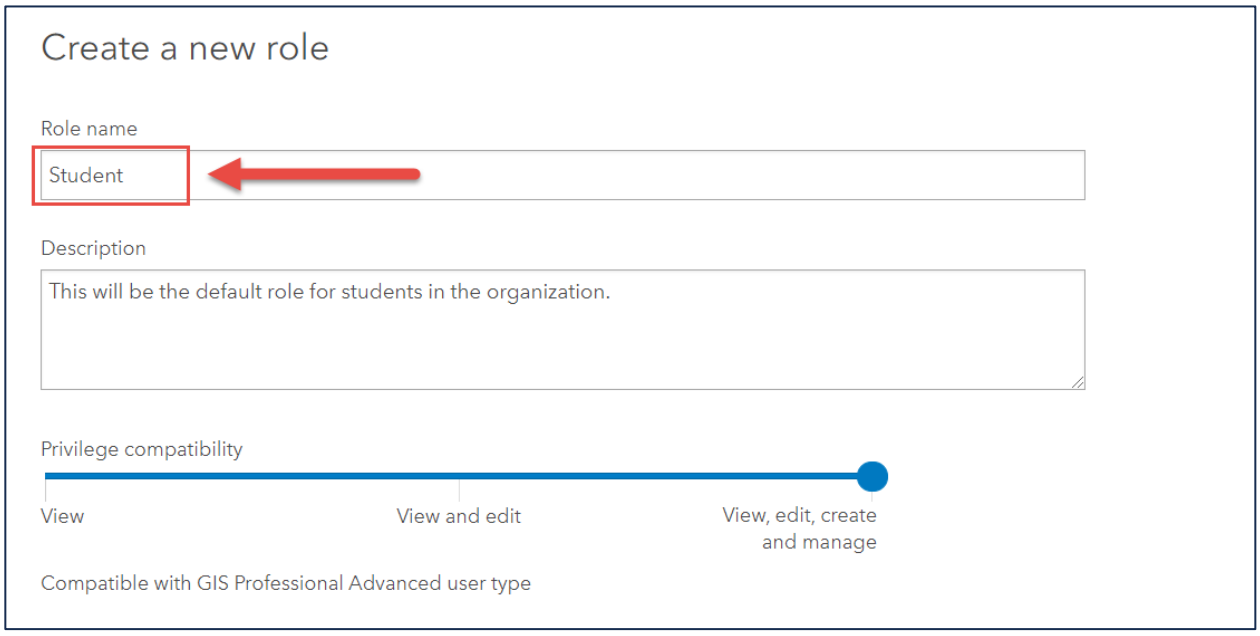
3. Select **Member Roles** from the list of settings to the left of the screen.



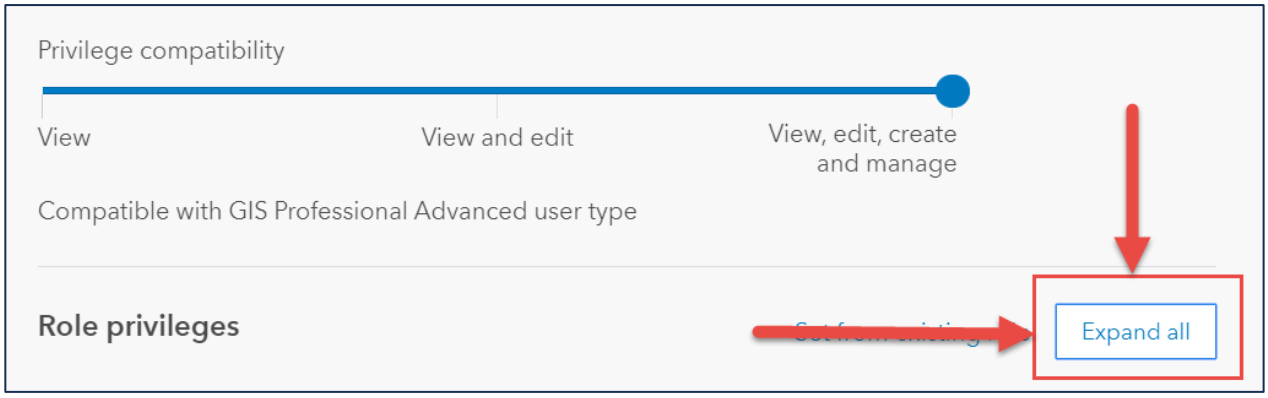
4. Select **Create Role**



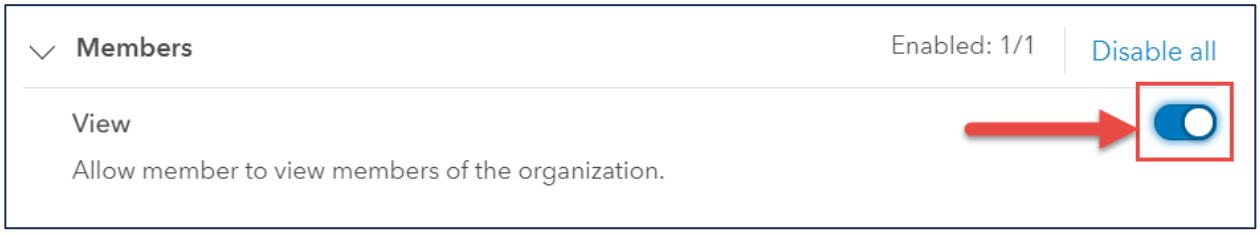
5. Type in **Student** as the **Role name**.

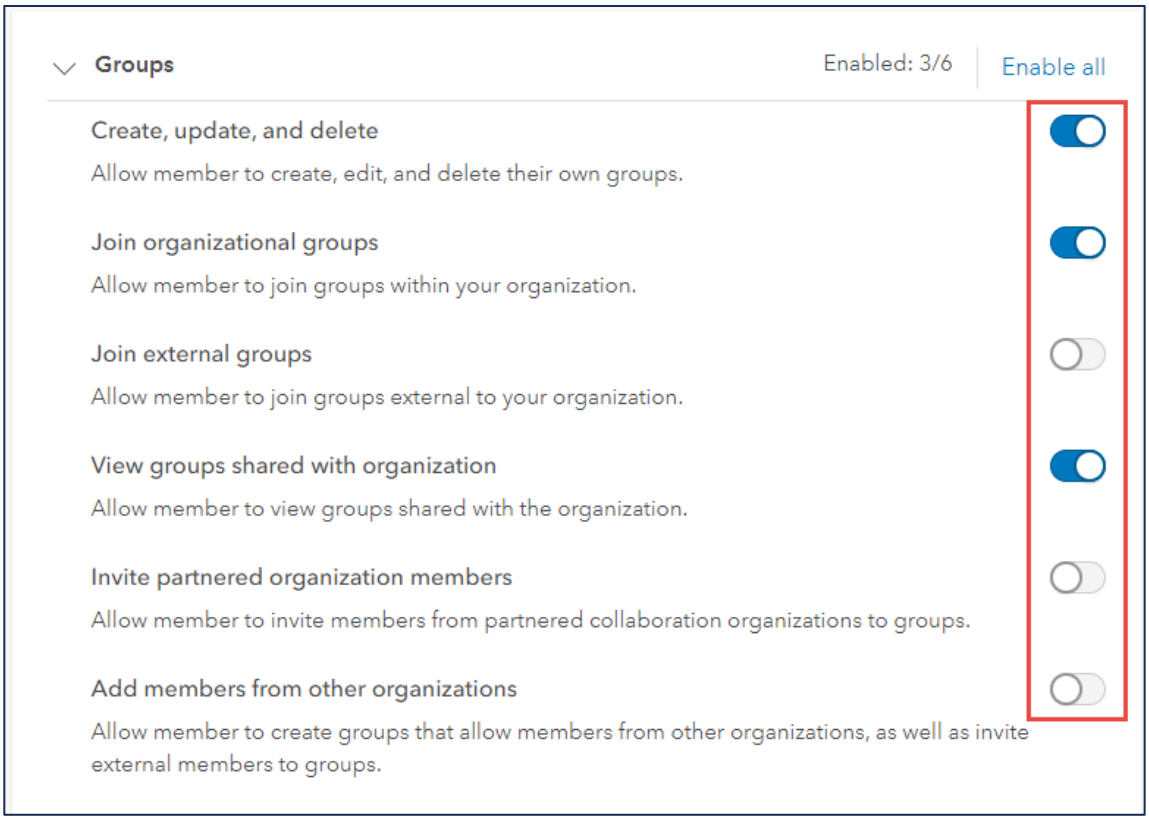


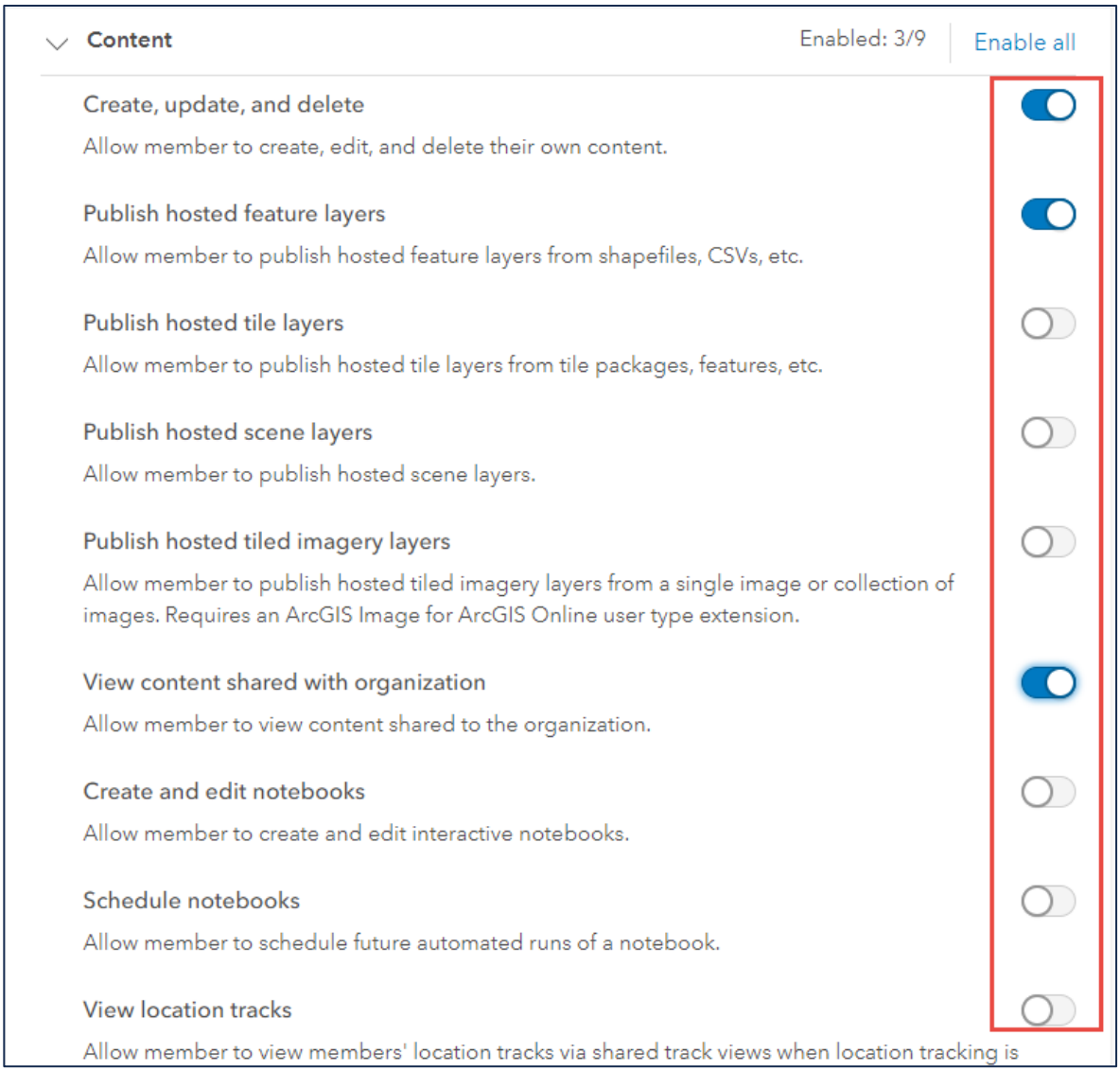
6. Select **Expand All** button to show a drop down of assignable privileges for the role.

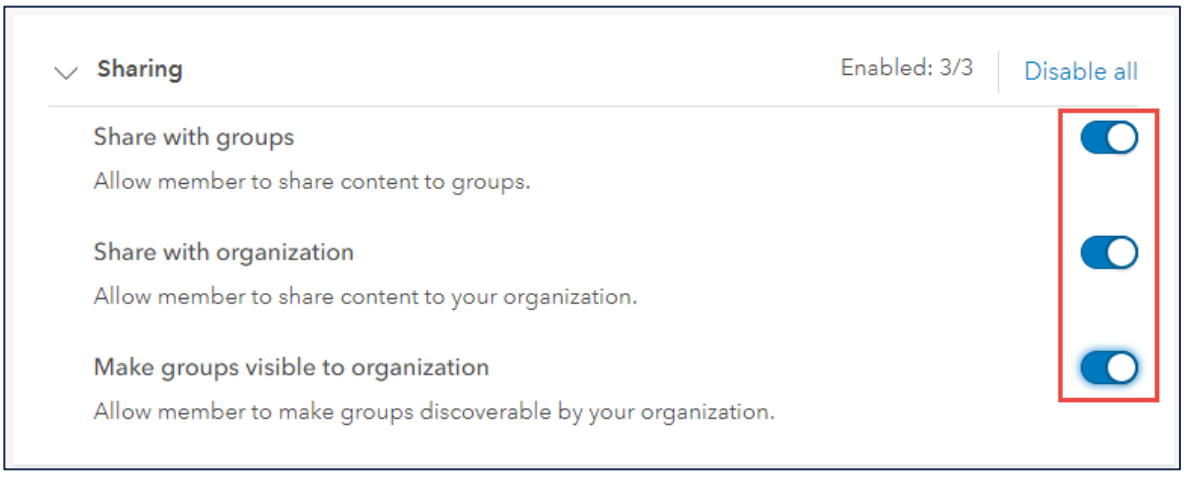


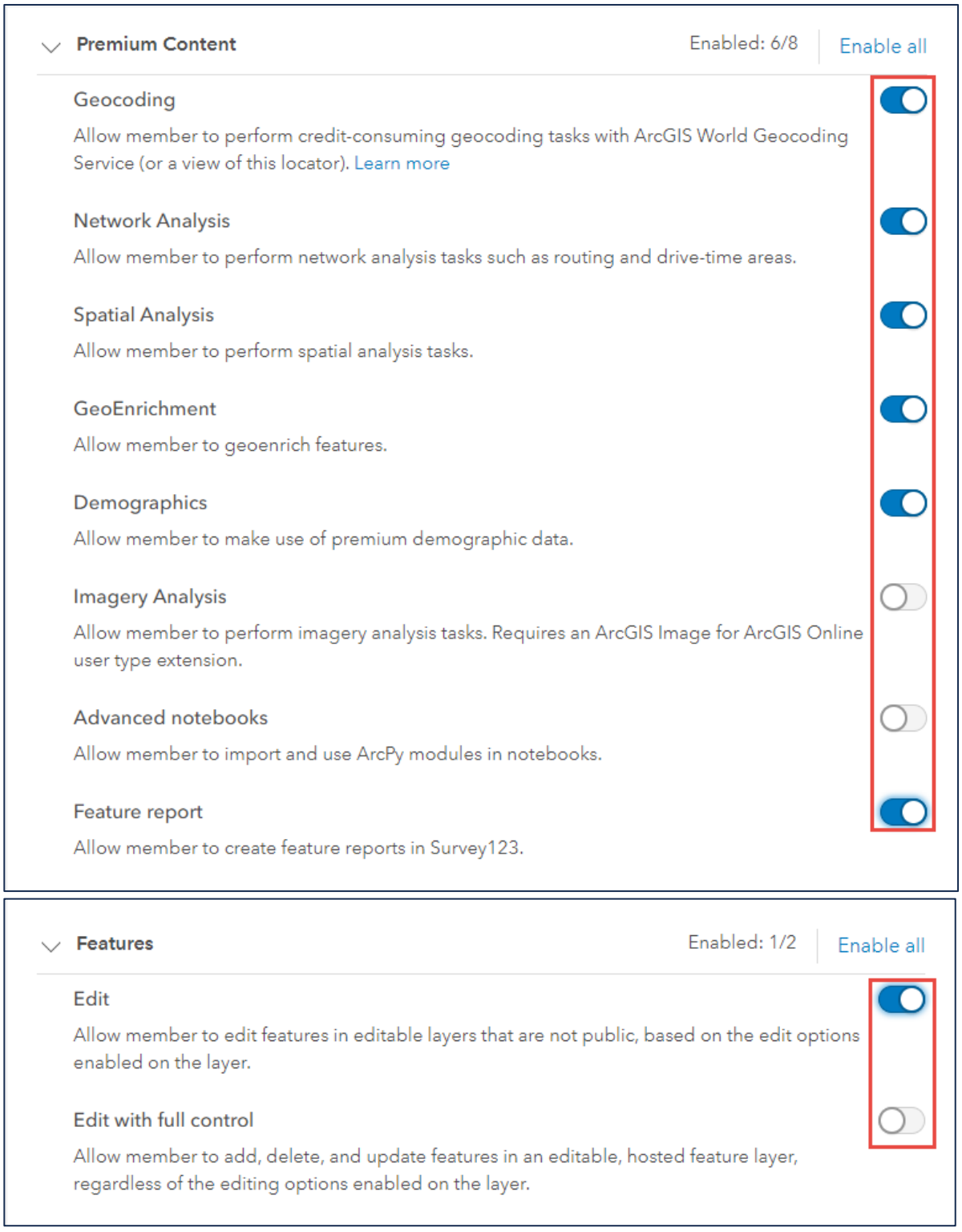
7. Select the **General Privileges** as seen in the screenshots below. There will be no **Administrative Privileges** assigned to this role.



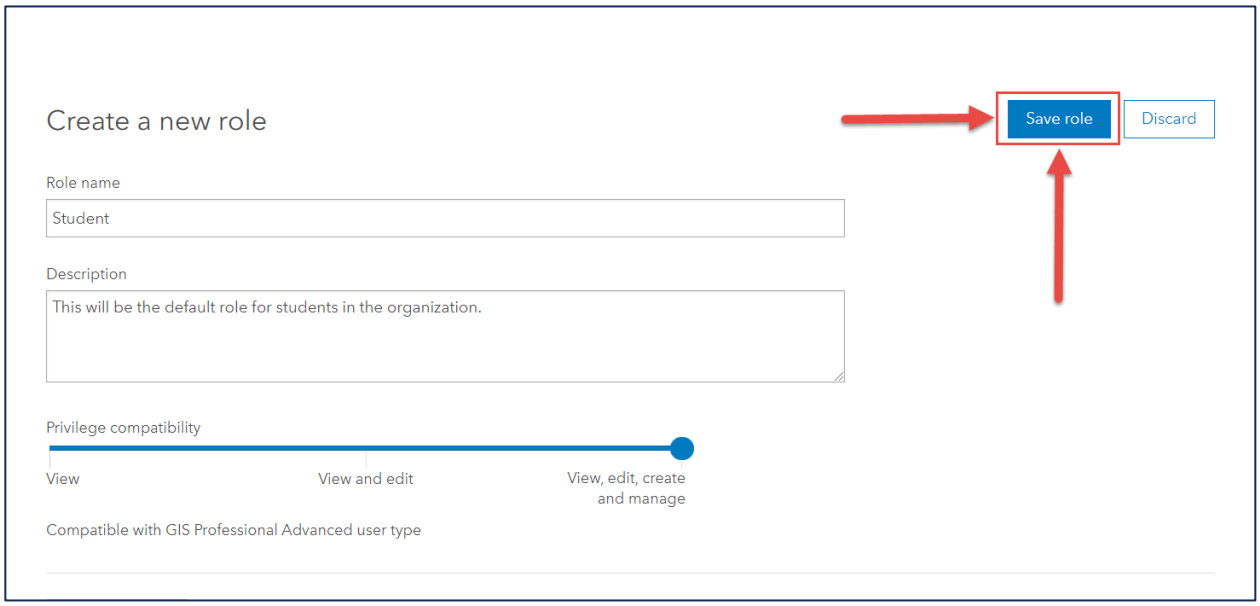

Groups
Enabled: 3/6
Enable all
Create, update, and delete
Allow member to create, edit, and delete their own groups.
Join organizational groups
Allow member to join groups within your organization.
Join external groups
Allow member to join groups external to your organization.
View groups shared with organization
Allow member to view groups shared with the organization.
Invite partnered organization members
Allow member to invite members from partnered collaboration organizations to groups.
Add members from other organizations
Allow member to create groups that allow members from other organizations, as well as invite external members to groups.


Content
Enabled: 3/9
Enable all
Create, update, and delete
Allow member to create, edit, and delete their own content.
Publish hosted feature layers
Allow member to publish hosted feature layers from shapefiles, CSVs, etc.
Publish hosted tile layers
Allow member to publish hosted tile layers from tile packages, features, etc.
Publish hosted scene layers
Allow member to publish hosted scene layers.
Publish hosted tiled imagery layers
Allow member to publish hosted tiled imagery layers from a single image or collection of images. Requires an ArcGIS Image for ArcGIS Online user type extension.
View content shared with organization
Allow member to view content shared to the organization.
Create and edit notebooks
Allow member to create and edit interactive notebooks.
Schedule notebooks
Allow member to schedule future automated runs of a notebook.
View location tracks
Allow member to view members' location tracks via shared track views when location tracking is


Sharing
Enabled: 3/3
Disable all
Share with groups
Allow member to share content to groups.
Share with organization
Allow member to share content to your organization.
Make groups visible to organization
Allow member to make groups discoverable by your organization.

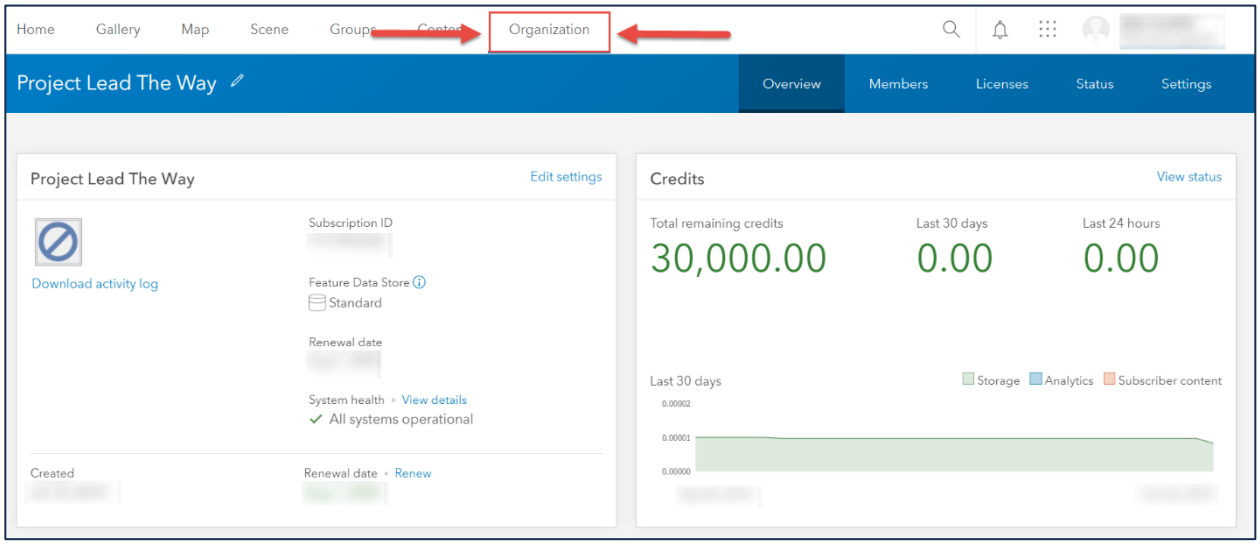

Premium Content
Enabled: 6/8
Enable all
Geocoding
Allow member to perform credit-consuming geocoding tasks with ArcGIS World Geocoding Service (or a view of this locator). Learn more
Network Analysis
Allow member to perform network analysis tasks such as routing and drive-time areas.
Spatial Analysis
Allow member to perform spatial analysis tasks.
GeoEnrichment
Allow member to geoenrich features.
Demographics
Allow member to make use of premium demographic data.
Imagery Analysis
Allow member to perform imagery analysis tasks. Requires an ArcGIS Image for ArcGIS Online user type extension.
Advanced notebooks
Allow member to import and use ArcPy modules in notebooks.
Feature report
Allow member to create feature reports in Survey123.
Features
Enabled: 1/2
Enable all
Edit
Allow member to edit features in editable layers that are not public, based on the edit options enabled on the layer.
Edit with full control
Allow member to add, delete, and update features in an editable, hosted feature layer, regardless of the editing options enabled on the layer.

8. Select **Save Role** near the top right of the screen.

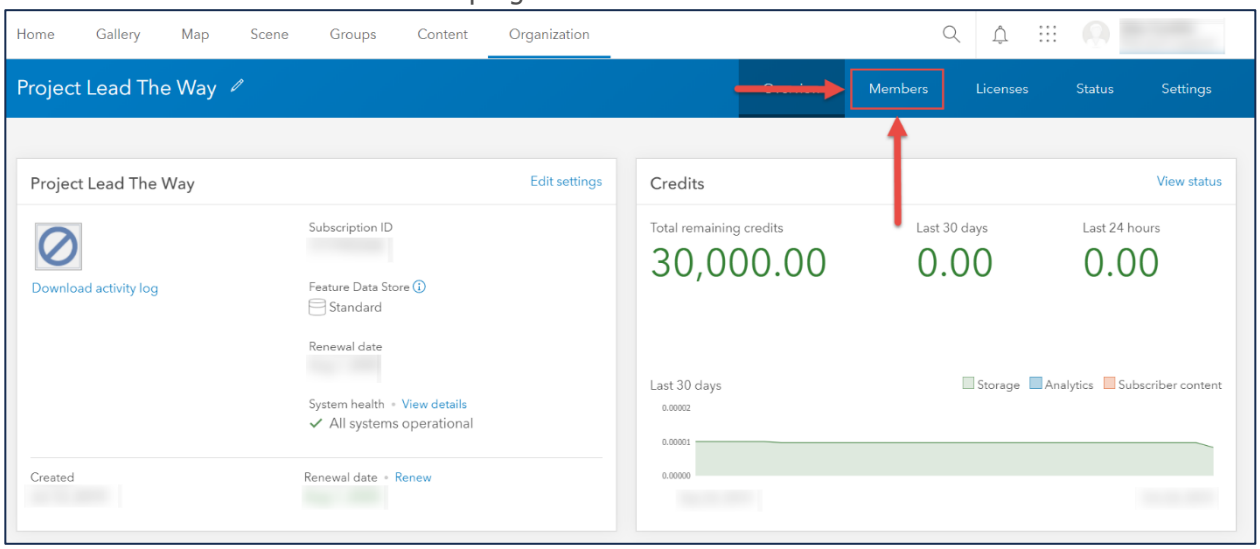


Adding Members (students) To Your Organization

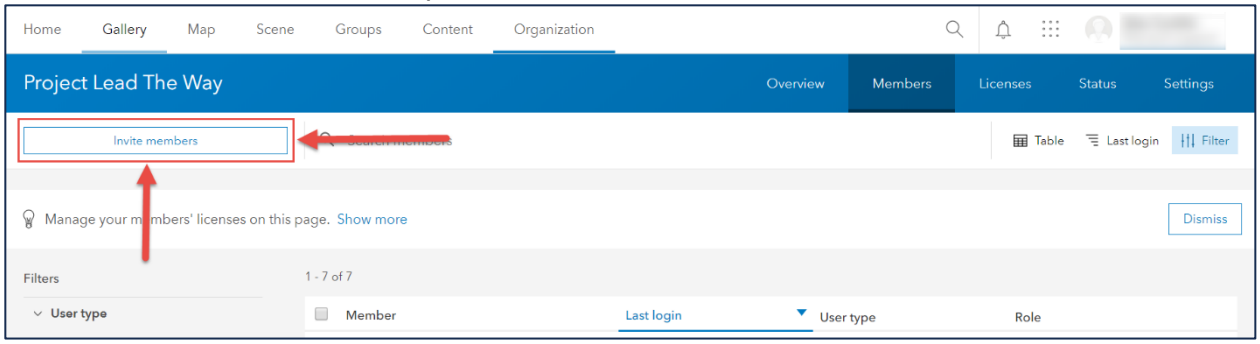
1. Once you have signed into your account, select the **Organization** tab at the top of the screen.



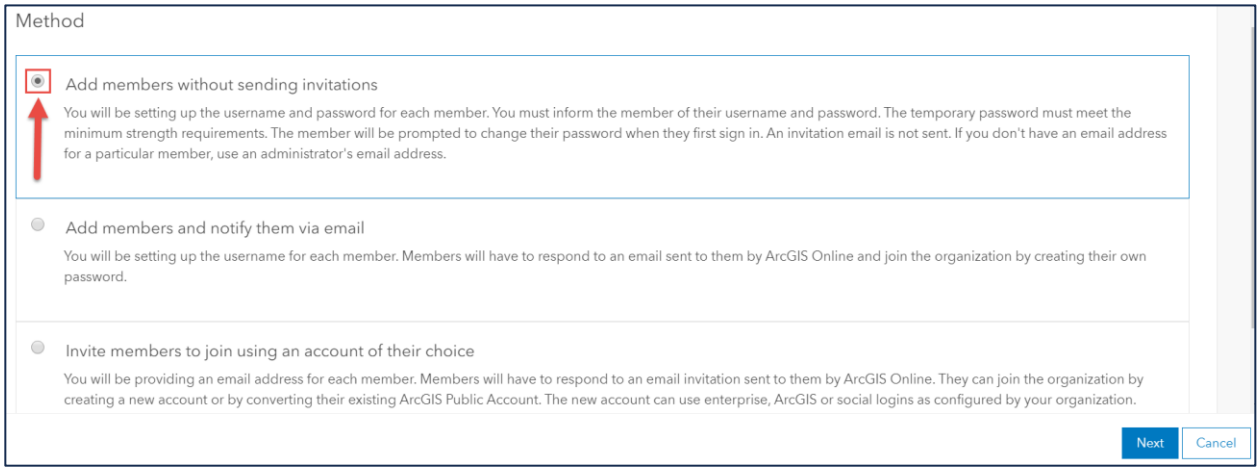
2. Select the **Members** button to the top right of the screen.



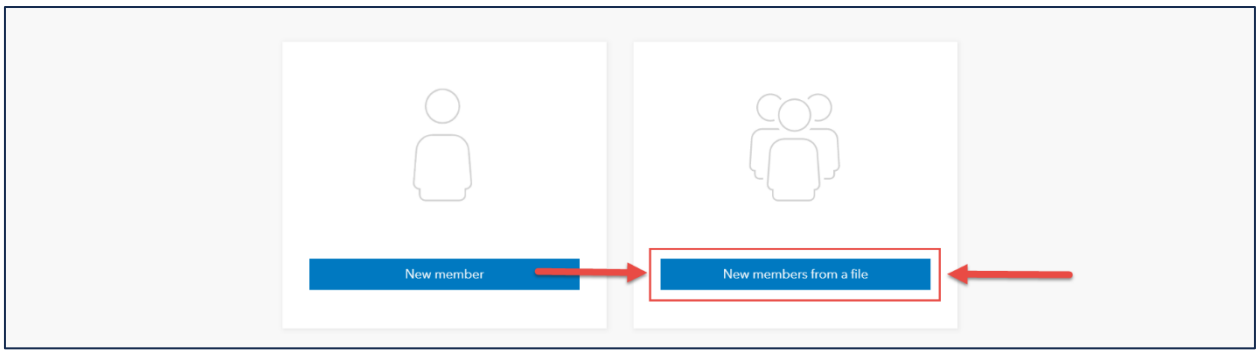
3. Select **Invite Members** to the top left of the screen.



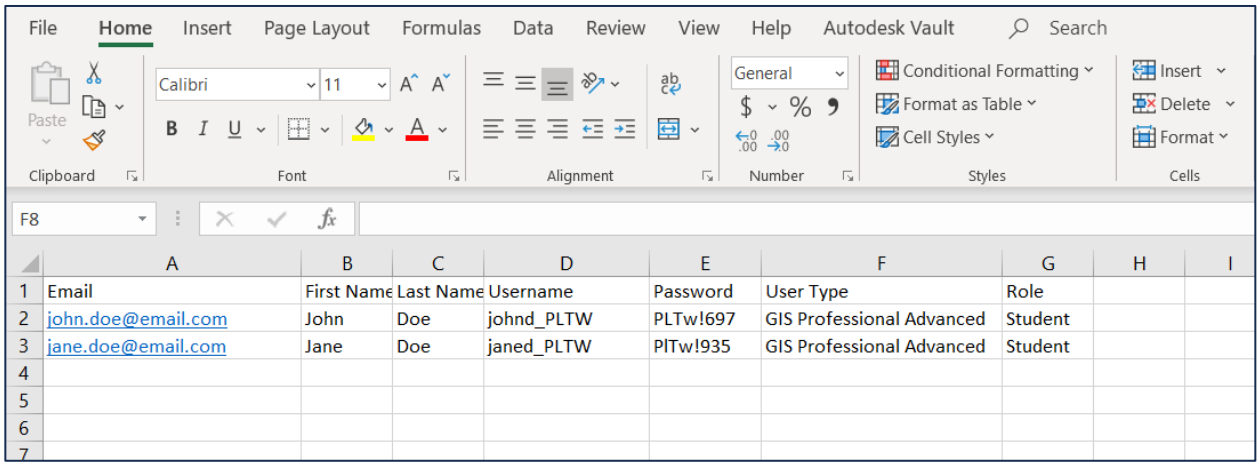
4. Select the, "**Add members without sending invitations**" method and select the "**Next**" button in the bottom right corner.



5. Select **New Members from a File**



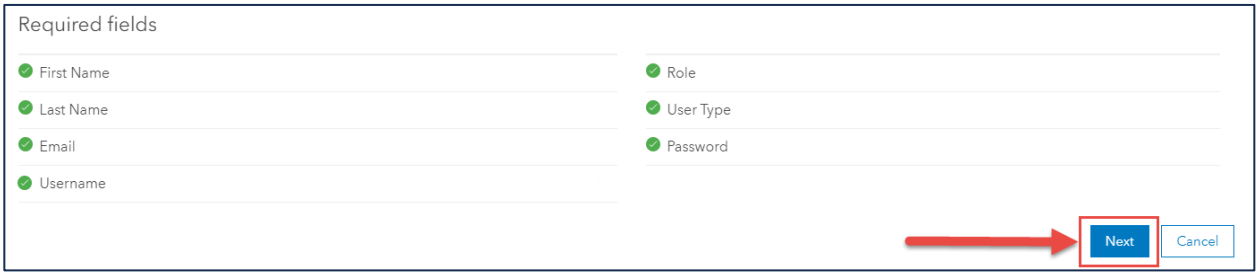
6. Fill out THIS .csv file to invite all of your students in bulk. Enter in one student per line on the file. Start with your fist student's information on line 2. Do not edit line 1 in any way as these headers are needed by ARCGIS to properly invite your members in bulk.
    - Enter "**GIS Professional Advanced**" in the User Type field. (see screenshot below)
    - Enter your created "**Student**" role for the Role field (see screenshot below)
    - **IMPORTANT NOTE**: Do not enter information past line 200. If you have more students than one upload will allow, please upload two separate files to avoid any errors.



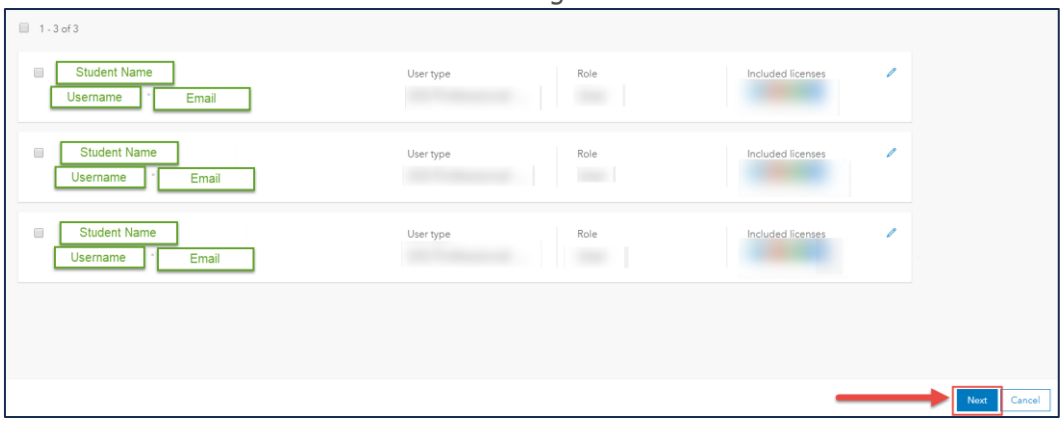
	A	B	C	D	E	F	G	H	I
1	Email	First Name	Last Name	Username	Password	User Type	Role		
2	john.doe@email.com	John	Doe	johnd_PLTW	PLTw!697	GIS Professional Advanced	Student		
3	jane.doe@email.com	Jane	Doe	janed_PLTW	PlTw!935	GIS Professional Advanced	Student		
4									
5									
6									
7									

7. Upload the filled-out template by clicking the **Browse** button and selecting the file from your computer.

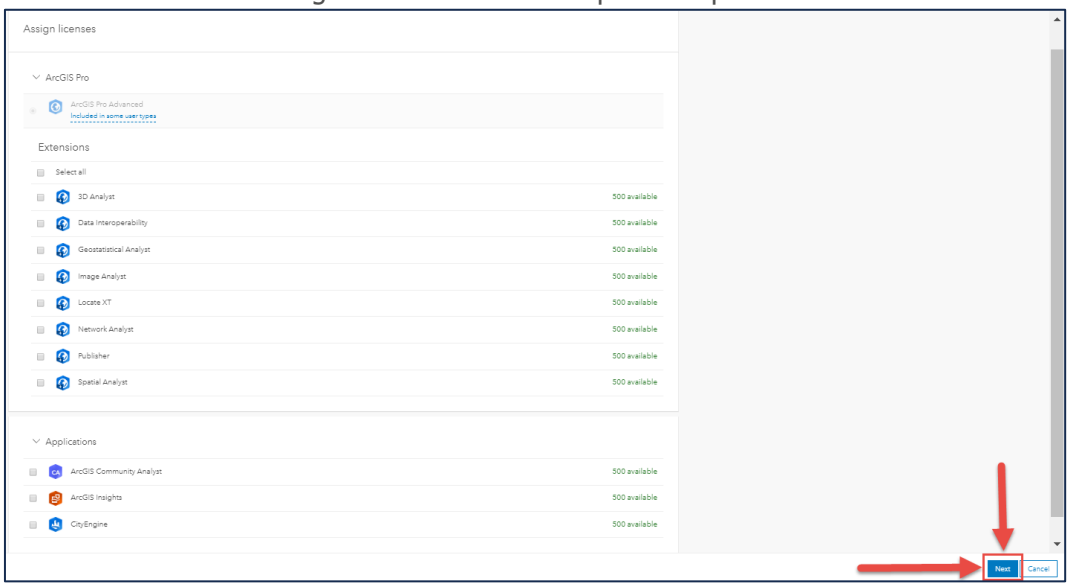
8. Once you have uploaded the template, and all required fields show a green check mark, select **Next**.



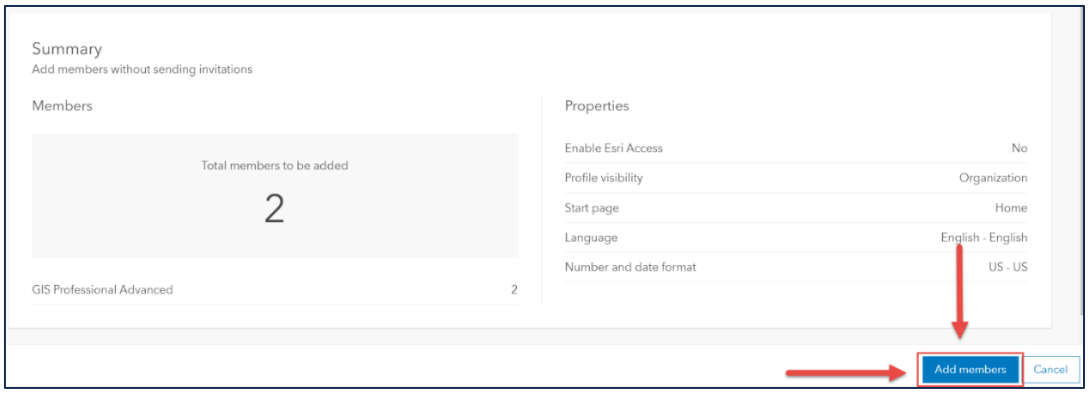
9. You will now be presented with a list of the students you have created accounts for as seen below. Select **Next** in the bottom right of the screen.



10. You will then be asked if you would like to add on any additional licenses. Simply select **Next** at the bottom right of the screen to skip this step.



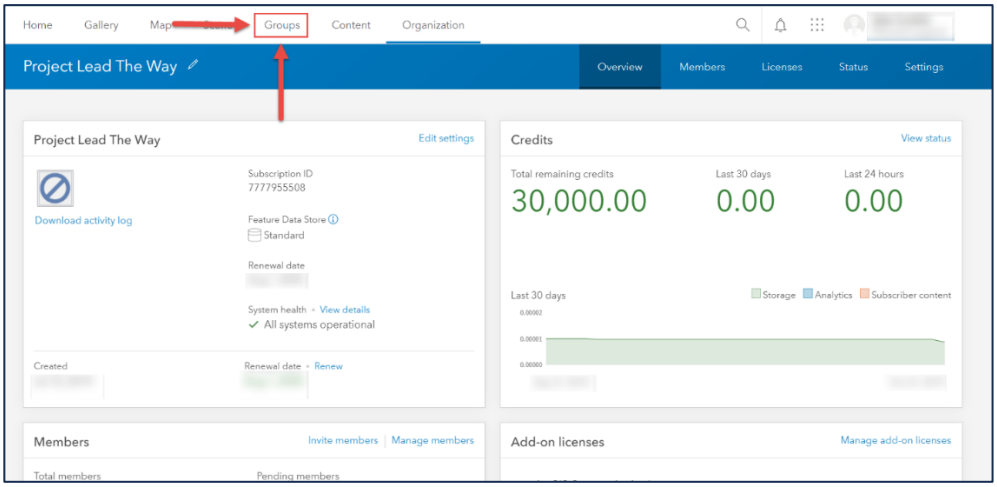
11. You will now have a summary page of the number of students you are adding. Select **Add Members** to finalize.



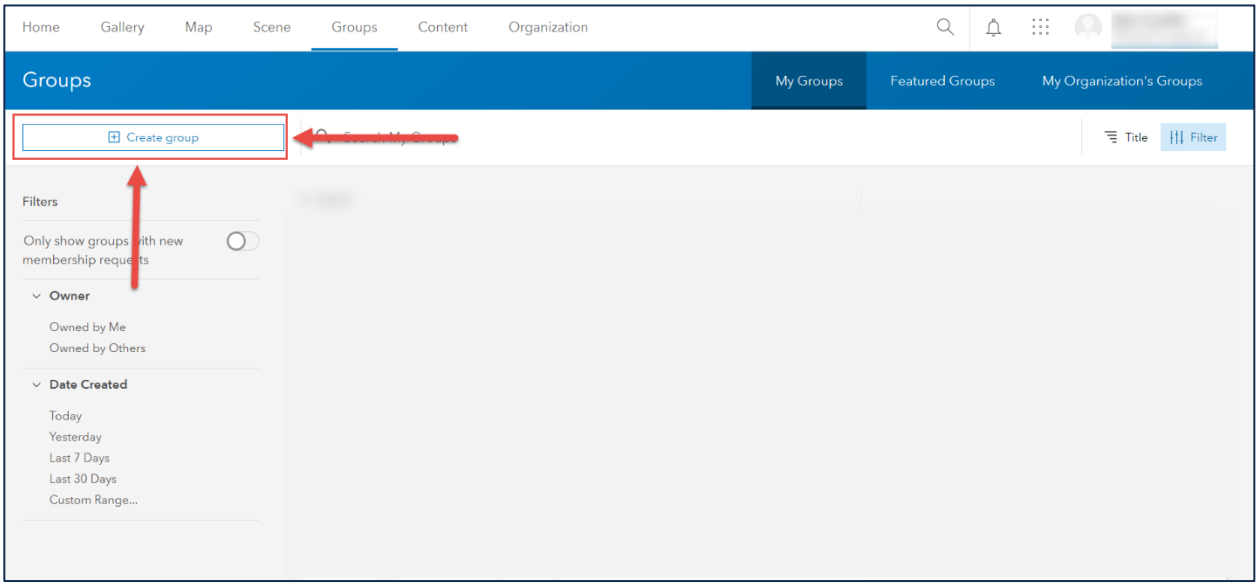
Setting Up a Group

Once your Organization members have been added to the Organization, you can create groups for them to work in.

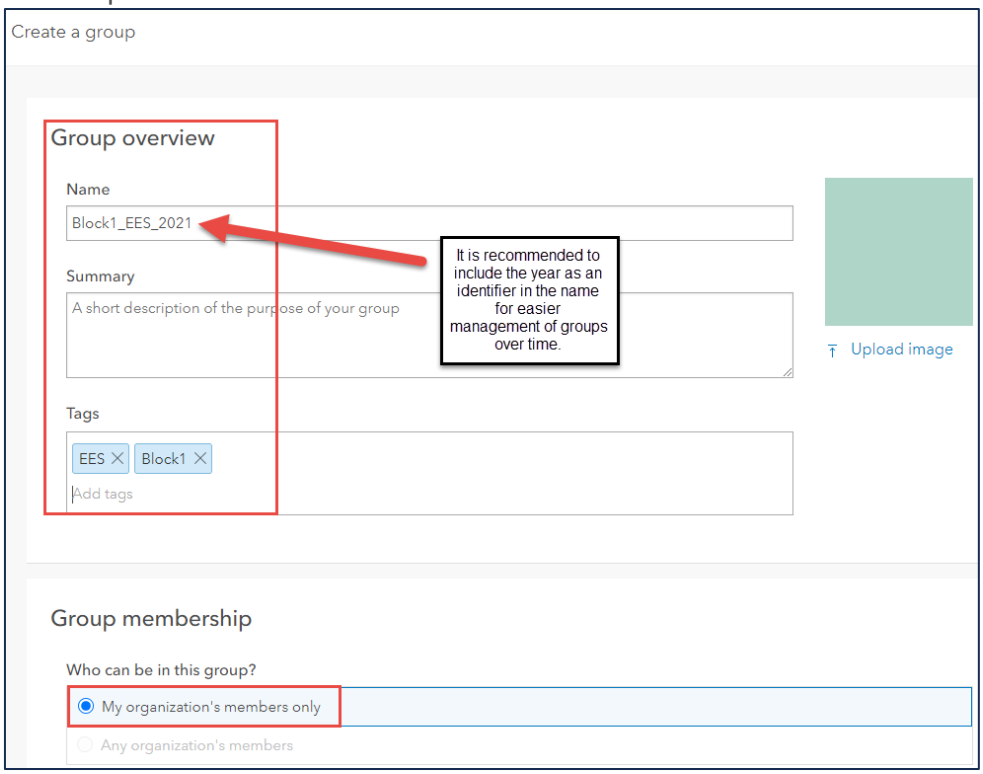
1. Once you have signed into your account, select the **Groups** tab at the top of the screen.

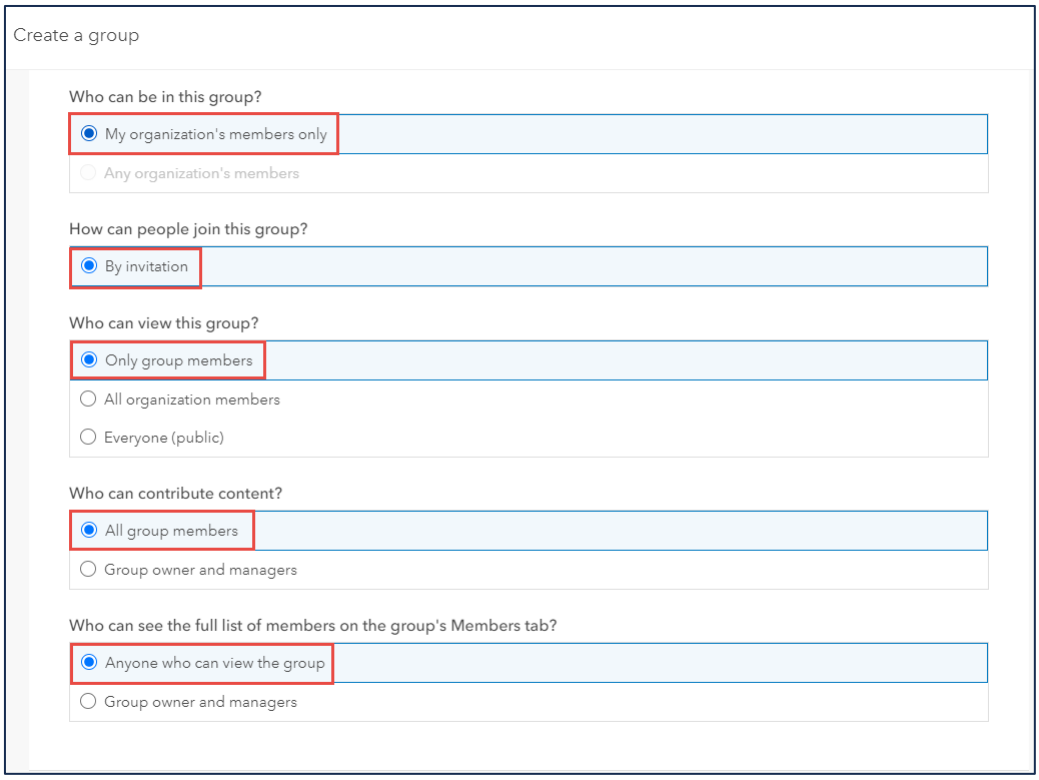


2. Select **Create Group** from the top left of the screen.

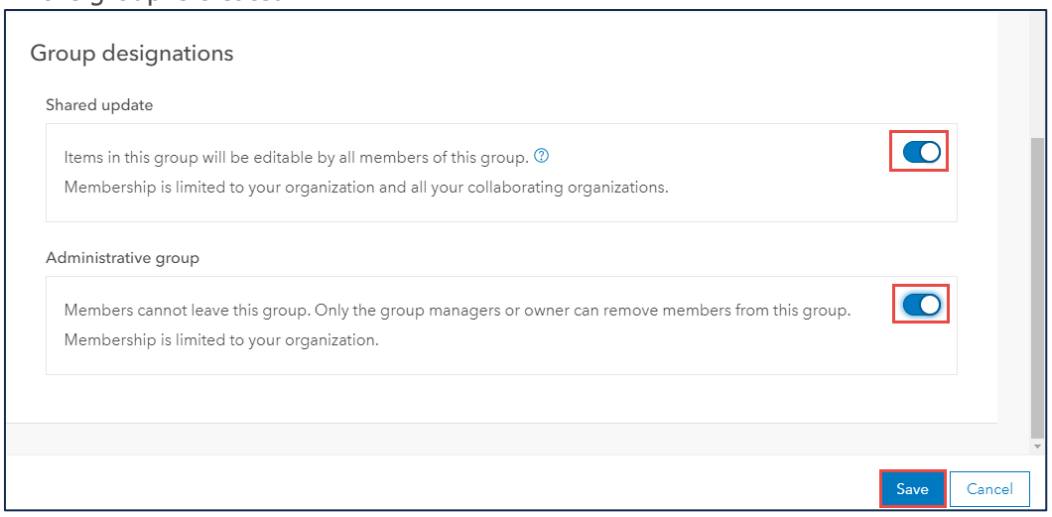


3. Fill out the information necessary to create the group as seen in the screenshot example below and select **Save**.

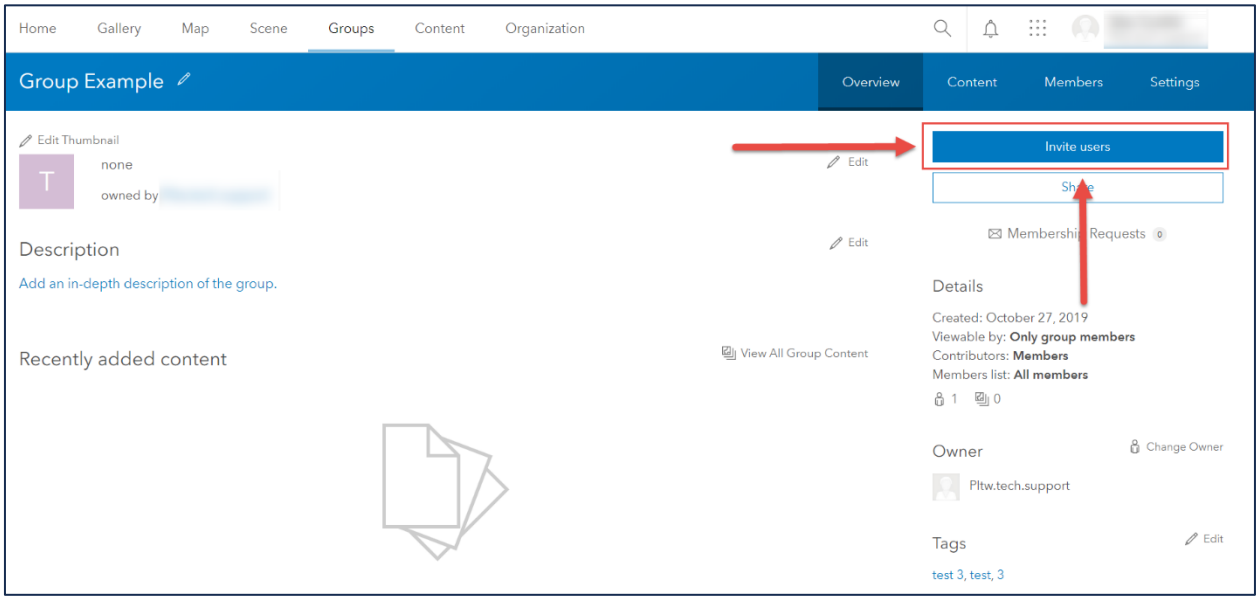




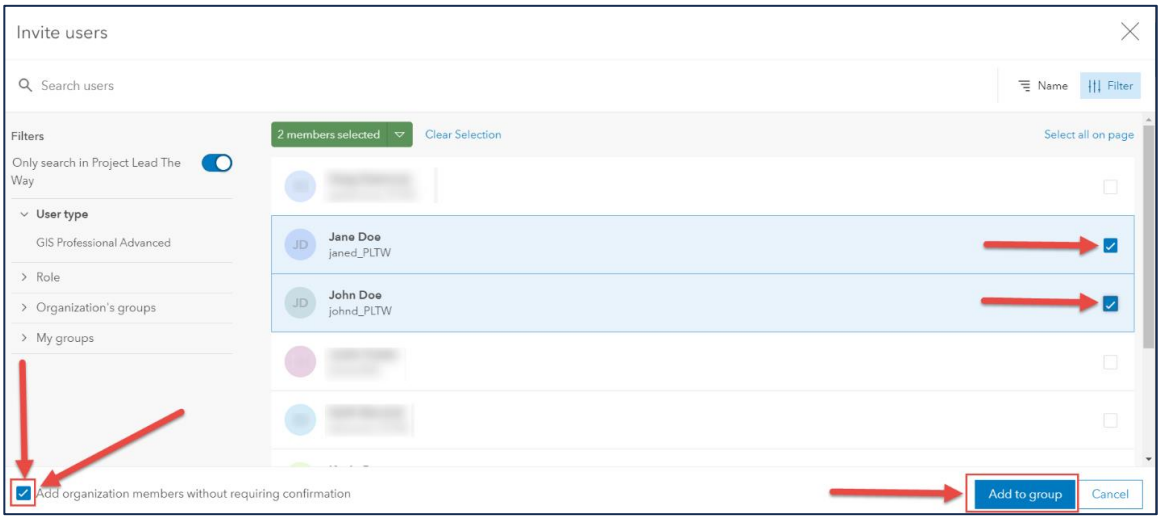
Please Note: When setting up sharing for Classroom groups, Sharing should be turned off. If you are setting up smaller project groups for a classroom, sharing can be turned on for group collaboration. This setting **cannot** be changed for the group after the group is created.



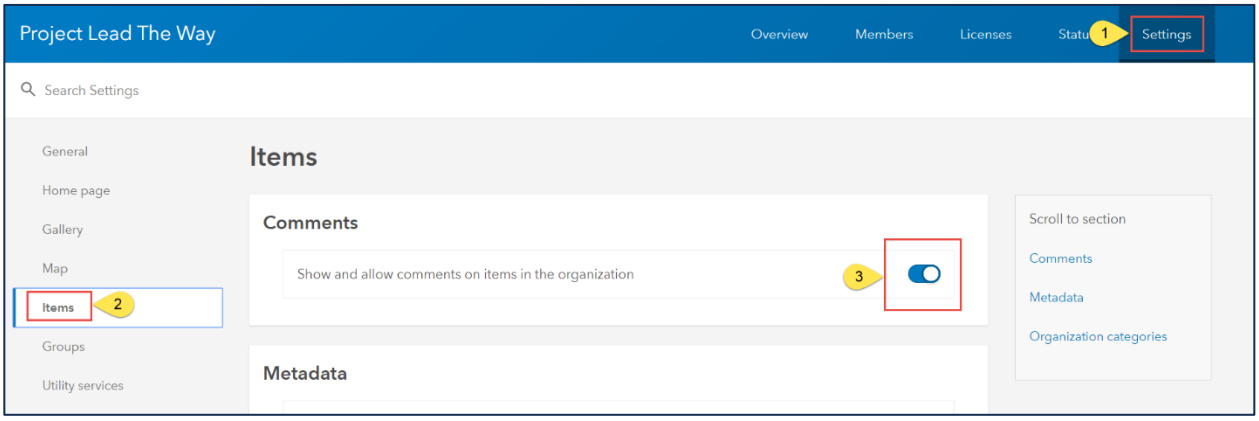
4. You will now be presented with the group's page. To invite users from your organization into this selected group, select **Invite Users** near the top right of the screen.



5. Select the users you would like to invite via the check box on the same line as their name to the far right of the pop up and select the **Add to group** button near the bottom right of the pop up.
    - Ensure there is a check mark next to the "**Add organization members without requiring confirmation**" option before selecting Add to Group button as shown below.



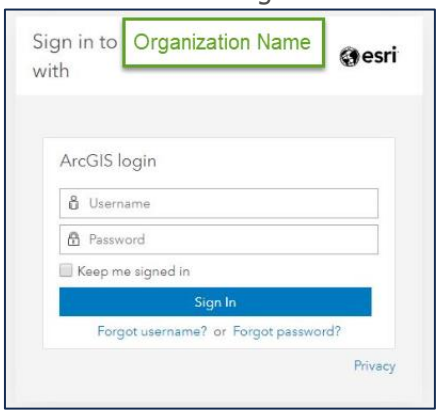
6. Navigate back to **Settings,** select **Items** to the right, and enable **Comments** for your organization.



How Students Log In

1. Provide students with your Organization's short name URL established in **step 4** of the "**Edit Short Name URL for your Organization**" section of this document.
    - It may be helpful to have students bookmark this URL for future use.

2. Students will navigate to the URL and be presented with the log in screen below.



3. Provide the students with the username and password you assigned them in the "**Inviting Members To Your Organization**" section of this document. They will now use this information to log into their accounts.