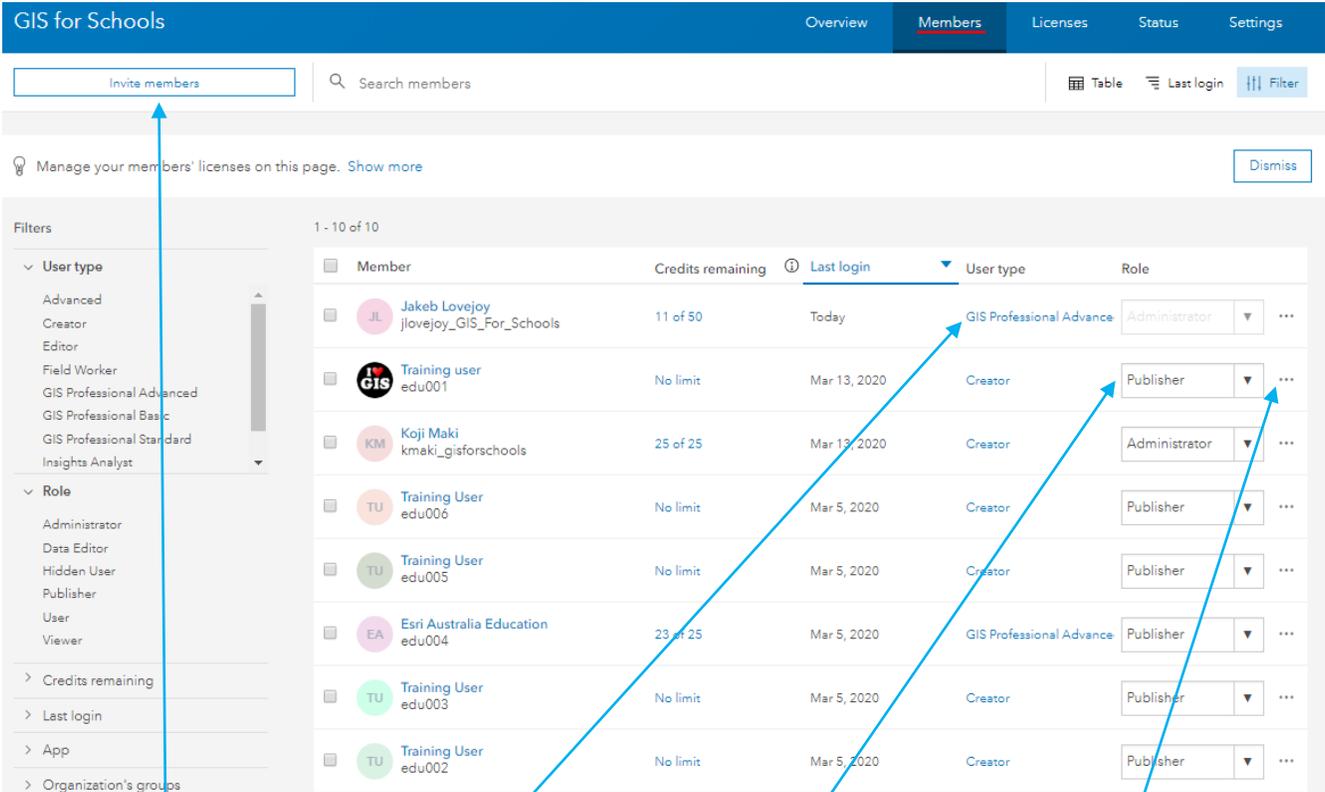


## Adding teachers and students

This document contains step-by-step instructions on how to invite teachers and students to ArcGIS Online.

1. Login to [arcgis.com](https://arcgis.com)
2. Click on **Organisation** and navigate to the **Members** tab. This is a place where you can invite and manage users.



The screenshot shows the 'Members' tab in the ArcGIS Online interface. At the top, there is a navigation bar with 'Overview', 'Members', 'Licenses', 'Status', and 'Settings'. Below this is a search bar with 'Search members' and a table view selector. A 'Dismiss' button is visible on the right. The main content area displays a table of members with columns for Member, Credits remaining, Last login, User type, and Role. A filter sidebar on the left allows filtering by User type and Role. Blue arrows point from text boxes below to specific elements in the interface: the 'Invite members' button, the 'GIS Professional Advance' user type, the 'Administrator' role dropdown, and the 'More Options' (three dots) button.

Member	Credits remaining	Last login	User type	Role
JL Jakeb Lovejoy jlovejoy_GIS_For_Schools	11 of 50	Today	GIS Professional Advance	Administrator
Training user edu001	No limit	Mar 13, 2020	Creator	Publisher
KM Koji Maki kmaki_gisforschools	25 of 25	Mar 13, 2020	Creator	Administrator
TU Training User edu006	No limit	Mar 5, 2020	Creator	Publisher
TU Training User edu005	No limit	Mar 5, 2020	Creator	Publisher
EA Esri Australia Education edu004	23 of 25	Mar 5, 2020	GIS Professional Advance	Publisher
TU Training User edu003	No limit	Mar 5, 2020	Creator	Publisher
TU Training User edu002	No limit	Mar 5, 2020	Creator	Publisher

This is where you can add teachers and students (referred to in this PDF).

Make all users **GIS Professional Advanced**.

Change privileges of each user by clicking the drop-down arrow. Teachers should be **Administrators** and students should be **Publishers**.

Click the **More Options** button to reset a student's password or delete them.

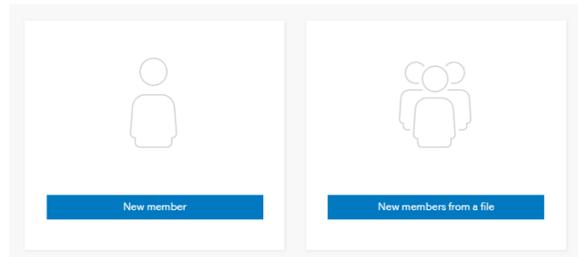
## Adding Teachers and Students

ArcGIS Online uses different User Types and Roles to control the scope of privileges that can be assigned to members.

There are many different types of User Types. It is recommended that both teachers and students are assigned as 'GIS Professional Advanced' so they have full access to all capabilities.

There are also five different roles. These include: Viewer, Data editor, User, Publisher, and Administrator. It is recommended that students are assigned as Publishers and teachers are assigned as Administrators. This will allow other teachers to invite their own classes or students.

You can add students individually or you can invite multiple users – like students in a particular class – at once with the use of a spreadsheet. Instructions for populating an Excel spreadsheet will be provided below.



## Adding students with an Excel Spreadsheet

1. In order to add members from an Excel spreadsheet, you must first prepare and populate the spreadsheet. In order to successfully import the spreadsheet you will need the following required fields: Email, First name, Last name, Username, Password, User Type, Role. Some students have been added in the image below as an example:

	A	B	C	D	E	F	G
1	Email	First Name	Last Name	Username	Password	User Type	Role
2	jlove204@eq.edu.au	Jake	Lovejoy	jake.lovejoy	Geography_Rules1	GIS Professional Advanced	Publisher
3	jsmit12@eq.edu.au	Joanne	Smith	joanne.smith	Geography_Rules1	GIS Professional Advanced	Publisher
4	bbrow3@eq.edu.au	Bobby	Brown	bobby.brown	Geography_Rules1	GIS Professional Advanced	Publisher
5	mgree145@eq.edu.au	Maddison	Green	maddison.green	Geography_Rules1	GIS Professional Advanced	Publisher
6					Geography_Rules1	GIS Professional Advanced	Publisher
7					Geography_Rules1	GIS Professional Advanced	Publisher

Using this as a template, which is available on our professional development webpage, fill in the first four columns. Students will be asked to reset their password when they sign in, so the one that is used now is only temporary.

Remember to always check with your IT department about what student details you can disclose, as you might not be able to disclose any. You can use generic student accounts to avoid releasing student information. See example below:

	A	B	C	D	E	F	G
1	Email	First Name	Last Name	Username	Password	User Type	Role
2	<a href="mailto:softwarelicensing@madeupschool.com">softwarelicensing@madeupschool.com</a>	Student		1 student001	Geography_Rules1	Creator	Publisher
3	<a href="mailto:softwarelicensing@madeupschool.com">softwarelicensing@madeupschool.com</a>	Student		2 student002	Geography_Rules1	Creator	Publisher
4	<a href="mailto:softwarelicensing@madeupschool.com">softwarelicensing@madeupschool.com</a>	Student		3 student003	Geography_Rules1	Creator	Publisher

The spreadsheet, once populated, will need to be saved as a csv file. To do so, press 'Save As' and change the file type to 'CSV UTF-8 (Comma delimited)'.



2. Once your spreadsheet is ready, login to ArcGIS Online.
3. Go to the **Organisation** tab and then choose the **Members** sub-tab.
4. Click **Invite members**.
5. You will be asked which method you would like to use to add your members. To use the Excel document, you will need to choose the first option: 'Add members without sending invitations'.
6. Select 'New Members from a File'.
7. Once you have imported student or teacher details, you can assign them particular extensions available to you.
8. Review the list and press Okay.
9. Remember to change teachers to 'Administrators' on the members page.

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## Next Steps:

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### *Request a free ArcGIS Online Account for your school:*

Australian schools can request a free ArcGIS Online account as part of Esri Australia's Classroom GIS Initiative. A school subscription provides additional map layers, content, features and privacy. Learn more about ArcGIS Online, and apply for your ArcGIS Online School subscription at <http://esriaustralia.com.au/education>

### *Speak to Esri Australia's Education Program Manager:*

Australian schools can seek additional support or speak to our Education Program Manager by emailing [education@esriaustralia.com.au](mailto:education@esriaustralia.com.au).