

Data Management Class – Exercise 3:

Exercise: Create feature service in ArcGIS Online (AGOL) and create metadata using AGOL metadata tool.

Learning Objectives

1. Upload a zip shapefile to ArcGIS Online
2. Use the ArcGIS Online metadata tool to create metadata
3. Explain the importance of using metadata.
4. If time permits, we will discuss important information that should be included in metadata.

You are working around McCall Idaho and you have acquired some wetlands data for the surrounding area. Upload this record into ArcGIS Online and create a feature service (sometimes called a feature layer). To ensure that your data is used correctly, metadata must be created to give important information about the dataset.

To Start:

Open up AGOL in the chrome browser. <http://fws.maps.arcgis.com/home/index.html>

Sign into your AGOL Organization Account by clicking on **Sign In** on the top right.

Click **My Content** then add a **new folder** on the left hand side of the screen. Call the folder **NCTC_DM_Class**. Click on the folder you just created.

Click **Add Item**  **From Computer**, navigate to **the student** folder and select **Wetlands.zip**

Ensure that Shapefile is selected from the Contents menu

Ensure the **Publish this file as a hosted layer** is checked. Fill out a title **Wetlands Near McCall Idaho YOUR INITIALS**. Add tags **Wetlands,McCall, Idaho** then Click **Add Item**.

The feature service is now being created. You should see a spinning circle on the left side of the screen over the thumbnail. Please don't touch anything while the service is being created.

Once the service is created you will see a bunch of polygons in the thumbnail picture and you will notice the description is not filled in.

Now it is time to create metadata...

Click the **Metadata** button. The ArcGIS Online metadata editor will appear. Spend 1 or 2 minutes, click around and see some of the fields that are available.

Notice that the title of your feature service is the Title in your metadata record on the Resources -  Citation -  Titles & Dates tab..

On the "Titles & Dates" tab click **Now** to the right of the publication date box.

In your student folder, please open "WetlandsItemDetails.txt".
Copy and paste the **summary, description, access and use constraints** and **credits** into the metadata record where you think they should go.

Once all 4 entries have been copied and pasted into the metadata tool, click **save and close**. Go to my contents and open the details page (click on the feature layer) of **Wetlands Near McCall Idaho**. Notice that the information you copied and pasted in the metadata record is now in the details page.

Click on **metadata** and click **edit** from the drop down. Click **Validate**.

Validate checks your records to ensure that you have all the required ArcGIS metadata included in your record.

You will notice many messages pop up with a yellow dot next to them. These entries are required fields that have not been filled out yet. Click on the notification and the metadata tool will take you directly to the spot in the tool that needs information.

Go through all of the different notifications and fill out the form with information.

Notes: Just because you have no yellow notifications does **not** mean the record is FGDC compliant. It means the record is validated against the ArcGIS metadata requirements. The best practice you should use when using this form is to fill out as much information as you possibly can.

The better the information in a dataset metadata, the more valuable that dataset will ultimately be.