ArcGIS Online Administration Associate Practice Test (Sample)

Study Guide

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Questions

1. **What property in ArcGIS Online controls the individual tasks that a member can perform in an organization?**

   A. Privilege

   B. License

   C. Role

   D. User type

2. **What is a crucial factor for admins when categorizing items in ArcGIS Online?**

   A. The type of content within the item

   B. The frequency of updates to the item

   C. The clarity of the category name

   D. The longevity of the category

3. **To define the standard color style for new information products with ArcGIS StoryMaps, which section of the General tab is needed?**

   A. Organization Extensions

   B. Shared Theme

   C. Navigation Bar

   D. Organization Defaults

4. **Which statement describes a reason why a group owner would configure a group to be viewable by group members only and require that new members be invited to the group?**

   A. The owner wants to restrict who can update existing content.

   B. The group needs to be open to all members of the organization.

   C. The items in the group are already shared with the organization.

   D. The group content for a specific project is confidential.

5. **A member of the organization shared a feature layer to the Education group. The feature layer's sharing option is set to the owner and the group. Who can view the feature layer shared to this group?**

   A. Group members and the general public

   B. The item owner and group members

   C. Organization members and group members

   D. The item owner and organization members

6. **Which two settings tabs manage user interaction with content in ArcGIS Online?**

   A. General tab

   B. Items tab

   C. Groups tab

   D. Collaborations tab

7. **What is the first step an administrator should take to create a new category for an organization?**

   A. Choose a category set, and then add tags.

   B. Choose a category set, and then add a category.

   C. Select a group and assign it a category.

   D. Select an item and assign it a category.

8. **What is one way an organization can enhance its security in ArcGIS Online?**

   A. By disabling user permissions

   B. Enabling two-factor authentication

   C. Removing privacy settings

   D. Limiting access to only public data

9. **Which of the following is a benefit of using ArcGIS Online for organizations?**

   A. High storage capacity for local devices

   B. User-friendly interface for collaboration

   C. Mandatory offline access for all users

   D. Restrictive sharing capabilities

10. **On which Settings page tab can you enable mobile workers to report their locations using the ArcGIS Field Maps mobile app?**

   A. Organization Extensions

   B. Credits

   C. Utility Services

   D. Security

Answers

1. C
2. D
3. B
4. D
5. B
6. B
7. B
8. B
9. B
10. A

Explanations

1. What property in ArcGIS Online controls the individual tasks that a member can perform in an organization?

A. Privilege

B. License

C. Role

D. User type

The correct answer is based on the understanding that roles in ArcGIS Online specifically define what members can do within an organization. Each role comes with a set of privileges, allowing users to perform specific tasks based on their responsibilities. For example, roles can include administrator, creator, or viewer, each granting different levels of access to capabilities such as creating content, sharing maps, or managing settings. While privileges dictate the specific tasks associated with a role, it is the role itself that categorizes members and assigns those privileges as a whole. Licenses refer to the type of subscription an organization has, whereas user types determine the broader category of access a member may have but do not encapsulate the specific tasks they can perform. Thus, role is the term that most accurately describes the overarching control of individual tasks in an organization.

2. What is a crucial factor for admins when categorizing items in ArcGIS Online?

A. The type of content within the item

B. The frequency of updates to the item

C. The clarity of the category name

D. The longevity of the category

The crucial factor for admins when categorizing items in ArcGIS Online is the type of content within the item. When categorizing items, understanding the content type is essential because it helps in organizing the data effectively and ensures that users can easily find and access the information they need. Categories should reflect the nature of the content, such as maps, layers, applications, or other resources, which aids in ensuring that users can browse items based on their specific interests or requirements. The frequency of updates to the item, while important in terms of managing and maintaining data, does not primarily influence categorization. Similarly, the clarity of the category name is significant for user navigation but does not directly pertain to the categorization process itself. Longevity of the category has less impact on how items are categorized, as this is more about the relevance and appropriateness of the category for the content at hand rather than how long the category has been established.

3. To define the standard color style for new information products with ArcGIS StoryMaps, which section of the General tab is needed?

A. Organization Extensions

B. Shared Theme

C. Navigation Bar

D. Organization Defaults

To define the standard color style for new information products created using ArcGIS StoryMaps, one should focus on the "Shared Theme" section of the General tab. This section allows administrators to set up a consistent visual identity for the content produced by their organization, including elements such as colors, fonts, and logos. By configuring the "Shared Theme," any new StoryMaps created will automatically adopt the established color scheme, ensuring uniformity across all products and enhancing brand recognition. Selecting this option is crucial for maintaining a cohesive look and feel in storytelling and informational narratives presented through StoryMaps. It streamlines the design process by allowing users to focus on content creation rather than repeatedly adjusting visual elements for each individual project. Other sections, such as "Organization Extensions," "Navigation Bar," and "Organization Defaults," focus on other aspects of organization settings or user interface customization, but they do not specifically target the color styles associated with storytelling products like StoryMaps. Therefore, "Shared Theme" is the correct and relevant choice for establishing a standard color style.

4. Which statement describes a reason why a group owner would configure a group to be viewable by group members only and require that new members be invited to the group?

A. The owner wants to restrict who can update existing content.

B. The group needs to be open to all members of the organization.

C. The items in the group are already shared with the organization.

D. The group content for a specific project is confidential.

The reason for configuring a group to be viewable by group members only and requiring new members to be invited is primarily rooted in the confidentiality of the group's content. When a group is set up with these restrictions, it ensures that sensitive information, particularly related to a specific project, is accessible only to those who have been vetted and are deemed trustworthy participants in that project. This setup prevents unauthorized access, protects intellectual property, and maintains the integrity of the data being shared within the group. It encourages a controlled environment where only invited members can contribute to discussions or access documents, thus enhancing security and ensuring compliance with any necessary regulations related to data privacy and management. The other options do not align with the need for such a restricted and controlled access setup. For instance, if the group needed to be open to all organizational members or if the content was already shared broadly, the owner wouldn't need to impose these limitations. Similarly, while controlling updates to existing content is important, it does not directly correlate with the confidentiality aspect that necessitates member invitations and restricted visibility.

5. A member of the organization shared a feature layer to the Education group. The feature layer's sharing option is set to the owner and the group. Who can view the feature layer shared to this group?

A. Group members and the general public

B. The item owner and group members

C. Organization members and group members

D. The item owner and organization members

The correct answer is that the item owner and group members can view the feature layer shared to the group. When a feature layer's sharing option is configured to limit access to the owner and a specific group, it restricts visibility to only those individuals. In this case, the owner retains access regardless of the sharing settings, while the layer is explicitly shared with the group. This means that only the members of that group can view the feature layer, alongside the owner of the item. Individuals outside of the group or those who don't belong to the organization are not granted access. Understanding how sharing works in ArcGIS Online is crucial, as it allows administrators to effectively manage who can access and use data within their organization, ensuring that sensitive or important information is kept secure and within the intended audience.

6. Which two settings tabs manage user interaction with content in ArcGIS Online?

A. General tab

B. Items tab

C. Groups tab

D. Collaborations tab

The Items tab is focused on the content available within ArcGIS Online and plays a crucial role in how users interact with that content. It allows administrators to view and manage the various items, such as maps, layers, scenes, and other resources that users can access and utilize. Through the Items tab, administrators can set permissions on items, which determines who can view, edit, or share certain pieces of content. Additionally, while the Groups tab also influences user interaction with content by allowing items to be shared among group members, the specific management of individual content interactions falls primarily under the Items tab. This emphasizes the direct control users have over specific resources they create or access in the system. The General tab deals with account settings and configurations, while the Collaborations tab focuses on sharing content across different ArcGIS Online organizations, which do not directly manage user interaction at the content level.

7. What is the first step an administrator should take to create a new category for an organization?

A. Choose a category set, and then add tags.

B. Choose a category set, and then add a category.

C. Select a group and assign it a category.

D. Select an item and assign it a category.

The first step an administrator should take to create a new category for an organization is to choose a category set and then add a category. This process is essential because category sets serve as the overarching framework within which specific categories can be defined. By first identifying the appropriate category set, the administrator ensures that the new category aligns with the existing organizational structure and helps maintain consistency in data organization. Once a category set is selected, the administrator can then proceed to add a specific category that fits within that framework, thereby facilitating better data management and discovery for users within the ArcGIS Online environment. The focus on category sets emphasizes the hierarchical nature of categorization in ArcGIS Online, which enhances the usability and effectiveness of the categorization system overall. Other steps mentioned, such as selecting groups or items, pertain to applying existing categories rather than creating new ones, which clarifies why adding the category after choosing a category set is the logical first step in establishing new organizational structures.

8. What is one way an organization can enhance its security in ArcGIS Online?

A. By disabling user permissions

B. Enabling two-factor authentication

C. Removing privacy settings

D. Limiting access to only public data

Enabling two-factor authentication (2FA) is a robust method for enhancing an organization's security in ArcGIS Online. This measure adds an additional layer of protection beyond just a username and password. With 2FA, even if user credentials are compromised, unauthorized access can be prevented since an additional verification step is required. When implemented, 2FA typically involves sending a unique code to an already established mobile device or email account when logging in. This approach significantly reduces the risk of unauthorized access due to phishing attacks or password breaches, thus safeguarding sensitive data and maintaining the integrity of the organization's resources. In contrast, the other options — such as disabling user permissions or removing privacy settings — may inadvertently lead to a reduction in security rather than an enhancement. Limiting access to only public data does not address security for private information and could hinder collaboration within the organization. Therefore, two-factor authentication stands out as a proactive and effective strategy for improving security measures in ArcGIS Online.

9. Which of the following is a benefit of using ArcGIS Online for organizations?

A. High storage capacity for local devices

B. User-friendly interface for collaboration

C. Mandatory offline access for all users

D. Restrictive sharing capabilities

Using ArcGIS Online provides a user-friendly interface specifically designed to facilitate collaboration among users. This platform allows multiple stakeholders within an organization to work together seamlessly on mapping and data projects, enabling them to share insights, make real-time updates, and communicate effectively. The accessibility of the web-based platform means users can easily navigate through various tools and functionalities, fostering an environment where collaboration is straightforward and efficient. ArcGIS Online also supports various features that enhance collaborative efforts, such as real-time editing, shared workspaces, and the ability to share maps and data with ease. This not only helps in breaking down silos within organizations but also encourages teams to leverage spatial data more effectively across departments. Other options suggest attributes that do not align with the core advantages ArcGIS Online offers. For example, high storage capacity for local devices and mandatory offline access could hinder collaboration and flexibility, which are key benefits of cloud-based platforms. Restrictive sharing capabilities would similarly limit the potential for collaboration rather than facilitate it. Thus, the emphasis on a user-friendly interface for collaboration captures one of the primary advantages organizations experience when using ArcGIS Online.

10. On which Settings page tab can you enable mobile workers to report their locations using the ArcGIS Field Maps mobile app?

A. Organization Extensions

B. Credits

C. Utility Services

D. Security

The Settings page tab that allows you to enable mobile workers to report their locations using the ArcGIS Field Maps mobile app is found under Organization Extensions. This tab specifically includes settings related to advanced features and functionalities that enhance the capabilities of the ArcGIS apps for users, including field operations. By enabling location reporting, organizations can streamline data collection processes for mobile workers. This feature is crucial for ensuring that field data is accurate and timely, allowing businesses or agencies to better manage their resources and respond to changes in real-time. The other options do not pertain to the feature of allowing location reporting through the mobile app. For instance, the Credits tab deals with managing usage and cost of services within ArcGIS, like storage and computation resources. Utility Services focuses on enabling and managing connections to various services for data interaction, and the Security tab governs access and authentication methods within the organization. None of these functions relate directly to the capabilities offered to mobile workers in Field Maps, making Organization Extensions the correct choice.