

# ArcGIS Online Administration Associate Practice Test (Sample)

## Study Guide



**Everything you need from our exam experts!**

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# Introduction

Preparing for a certification exam can feel overwhelming, but with the right tools, it becomes an opportunity to build confidence, sharpen your skills, and move one step closer to your goals. At Examzify, we believe that effective exam preparation isn't just about memorization, it's about understanding the material, identifying knowledge gaps, and building the test-taking strategies that lead to success.

This guide was designed to help you do exactly that.

Whether you're preparing for a licensing exam, professional certification, or entry-level qualification, this book offers structured practice to reinforce key concepts. You'll find a wide range of multiple-choice questions, each followed by clear explanations to help you understand not just the right answer, but why it's correct.

The content in this guide is based on real-world exam objectives and aligned with the types of questions and topics commonly found on official tests. It's ideal for learners who want to:

- Practice answering questions under realistic conditions,
- Improve accuracy and speed,
- Review explanations to strengthen weak areas, and
- Approach the exam with greater confidence.

We recommend using this book not as a stand-alone study tool, but alongside other resources like flashcards, textbooks, or hands-on training. For best results, we recommend working through each question, reflecting on the explanation provided, and revisiting the topics that challenge you most.

Remember: successful test preparation isn't about getting every question right the first time, it's about learning from your mistakes and improving over time. Stay focused, trust the process, and know that every page you turn brings you closer to success.

Let's begin.

# How to Use This Guide

**This guide is designed to help you study more effectively and approach your exam with confidence. Whether you're reviewing for the first time or doing a final refresh, here's how to get the most out of your Examzify study guide:**

## 1. Start with a Diagnostic Review

**Skim through the questions to get a sense of what you know and what you need to focus on. Your goal is to identify knowledge gaps early.**

## 2. Study in Short, Focused Sessions

**Break your study time into manageable blocks (e.g. 30 - 45 minutes). Review a handful of questions, reflect on the explanations.**

## 3. Learn from the Explanations

**After answering a question, always read the explanation, even if you got it right. It reinforces key points, corrects misunderstandings, and teaches subtle distinctions between similar answers.**

## 4. Track Your Progress

**Use bookmarks or notes (if reading digitally) to mark difficult questions. Revisit these regularly and track improvements over time.**

## 5. Simulate the Real Exam

**Once you're comfortable, try taking a full set of questions without pausing. Set a timer and simulate test-day conditions to build confidence and time management skills.**

## 6. Repeat and Review

**Don't just study once, repetition builds retention. Re-attempt questions after a few days and revisit explanations to reinforce learning. Pair this guide with other Examzify tools like flashcards, and digital practice tests to strengthen your preparation across formats.**

**There's no single right way to study, but consistent, thoughtful effort always wins. Use this guide flexibly, adapt the tips above to fit your pace and learning style. You've got this!**

## **Questions**

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**1. How can ArcGIS Online facilitate real-time data sharing?**

- A. By storing data in central databases**
- B. Through integrations with IoT devices and webhooks**
- C. By restricting data access to select users**
- D. Using traditional data transfer methods**

**2. What method is used to undo transactions in ArcGIS Online?**

- A. Reverting to the most recent backup**
- B. Restoring previous versions of feature layers**
- C. Archiving all changes made to layers**
- D. Manually deleting unwanted transactions**

**3. 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**

**4. Which procedure should be followed to transfer content ownership between members of an ArcGIS Online organization?**

- A. Select the items from the group that the items are shared to, and then transfer the items to the new item owner.**
- B. Select the item's owner, and then transfer item ownership to one or multiple members of the organization.**
- C. Sort items in the organization's content, select the items, and transfer the items to the new owner.**
- D. Run a report to see which items need to be transferred, select the new item owner, and then transfer the items.**

**5. What step must an ArcGIS Online administrator take to transfer group ownership from one member to another?**

- A. Share the group with the new group owner.**
- B. Create a copy of the group for the new owner to manage.**
- C. Select the group to transfer and assign a new owner.**
- D. Transfer items in the group to the new group owner.**

**6. What two item details should an administrator review for a feature layer that needs annual updates?**

- A. Settings that describe how the layer can be used**
- B. Data that describes the popularity of each trail**
- C. Usage information that shows views per day**
- D. Overview details, such as the date of the last update**

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

- A. General tab**
- B. Items tab**
- C. Groups tab**
- D. Collaborations tab**

**8. Which of the following best describes a characteristic of premium content in ArcGIS Online?**

- A. It does not require any Esri credits**
- B. It includes tools that are free to all users**
- C. It consumes Esri credits when accessed or utilized**
- D. It can only be viewed, not edited**

**9. Which user role in ArcGIS Online allows full control over all features?**

- A. Editor**
- B. Viewer**
- C. Administrator**
- D. Creator**

**10. In which Map and Scene settings section do you enable custom 2D symbols in symbol galleries?**

- A. Web Styles**
- B. Configurable Apps**
- C. Analysis Layers**
- D. Basemap Gallery for Maps and Scenes**

## **Answers**

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

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## **Explanations**

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## 1. How can ArcGIS Online facilitate real-time data sharing?

- A. By storing data in central databases
- B. Through integrations with IoT devices and webhooks**
- C. By restricting data access to select users
- D. Using traditional data transfer methods

ArcGIS Online facilitates real-time data sharing primarily through integrations with IoT devices and webhooks. This capability enables users to connect various IoT endpoints, such as sensors and devices that collect data in real time, directly to their ArcGIS Online environment. The use of webhooks allows for automatic notifications and data pushes whenever certain triggers or events occur, ensuring that the most current data is available to users in their web maps and applications instantly. Real-time data sharing is crucial for applications like monitoring environmental conditions, tracking assets, or managing crisis responses, where timely information is essential for decision-making. By leveraging these integrations, organizations can guarantee that their applications reflect the latest updates without manual intervention, thus increasing efficiency and enhancing situational awareness. In contrast, using central databases or restricting data access may help with data management but does not inherently provide real-time sharing capabilities. Traditional data transfer methods typically involve scheduled updates or batch processes that cannot accommodate the immediacy of real-time data. Thus, the integrative and automated nature of IoT and webhooks positions them as the most effective means of enabling real-time data sharing in ArcGIS Online.

## 2. What method is used to undo transactions in ArcGIS Online?

- A. Reverting to the most recent backup
- B. Restoring previous versions of feature layers**
- C. Archiving all changes made to layers
- D. Manually deleting unwanted transactions

The method used to undo transactions in ArcGIS Online is restoring previous versions of feature layers. This approach leverages the versioning capabilities inherent in feature layers, allowing users to effectively revert to a prior state of the data. When changes are made to feature layers, these changes are tracked, and users can access earlier versions of the data. This feature is particularly useful when an unintentional modification or error occurs, enabling admins to quickly return to a stable version without losing data integrity or having to manage the complexities of backups or manual deletions. This versioning capability is essential in maintaining the accuracy of data presented in mapping applications and for ensuring collaboration among multiple users working on the same features, as it allows for a record of changes over time. By accessing previous versions, administrators can confidently reverse unwanted changes while maintaining a clear audit trail.

### 3. 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.

### 4. Which procedure should be followed to transfer content ownership between members of an ArcGIS Online organization?

- A. Select the items from the group that the items are shared to, and then transfer the items to the new item owner.
- B. Select the item's owner, and then transfer item ownership to one or multiple members of the organization.**
- C. Sort items in the organization's content, select the items, and transfer the items to the new owner.
- D. Run a report to see which items need to be transferred, select the new item owner, and then transfer the items.

Transferring content ownership within an ArcGIS Online organization involves designating which member will take over ownership of specific items. The procedure that allows for this transfer is centered on selecting the current item's owner and appropriately assigning ownership to one or multiple members. This is a key administrative function because it ensures that items remain managed and maintained by the relevant users. The correct answer provides a clear and structured approach to transferring ownership, enabling the administrator to focus on the items tied to a specific owner, which helps in efficient management, particularly in situations where ownership needs to be consolidated or reassigned due to personnel changes, project shifts, or other organizational needs. Using a method that directly involves the item's ownership ensures that all associated items are accurately transitioned to the new owner, preserving data integrity and continuity in work. The other options suggest various mechanics that either misinterpret the direct ownership transfer process or add unnecessary steps that do not align with the standard procedure for ownership changes in ArcGIS Online. For example, selecting items from groups or sorting items in content doesn't address the ownership directly, which could lead to confusion or errors in the transfer process.

**5. What step must an ArcGIS Online administrator take to transfer group ownership from one member to another?**

- A. Share the group with the new group owner.**
- B. Create a copy of the group for the new owner to manage.**
- C. Select the group to transfer and assign a new owner.**
- D. Transfer items in the group to the new group owner.**

To transfer group ownership in ArcGIS Online, the administrator must select the specific group and then assign a new owner. This process is designed to ensure that the designated individual is granted the responsibilities and privileges associated with group management, which include modifying group settings, adding or removing members, and controlling shared content. Assigning a new owner is a formal and direct method of transferring control, avoiding potential confusion that could arise from either sharing the group with someone else or attempting to create a duplicate group for the new owner. Unlike simply sharing the group, which does not change the owner and only provides access, or creating a copy that essentially starts a new group rather than transferring existing content and management responsibility, this method effectively maintains continuity and allows for a streamlined transition of ownership. Thus, selecting the group and assigning a new owner is the most straightforward way to ensure that group authority is properly vested in the new individual, aligning with the administrative protocols of ArcGIS Online.

**6. What two item details should an administrator review for a feature layer that needs annual updates?**

- A. Settings that describe how the layer can be used**
- B. Data that describes the popularity of each trail**
- C. Usage information that shows views per day**
- D. Overview details, such as the date of the last update**

When considering the management of a feature layer that requires annual updates, it is essential to monitor usage information that indicates views per day. This metric directly reflects the engagement and reliance users have on the layer, informing the administrator about its relevance and the frequency with which it is accessed.

Understanding usage patterns can help prioritize updates, ensuring that critical or heavily utilized data is maintained in a timely manner. While other factors, such as the settings for how the layer can be used and the overview details like the last update date, contribute to layer management, usage statistics specifically indicate user demand and can drive decisions on when and how often to update the data. Thus, analyzing views per day provides actionable insights pertinent to maintaining the layer's value and ensuring it meets user needs effectively.

**7. 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.

**8. Which of the following best describes a characteristic of premium content in ArcGIS Online?**

- A. It does not require any Esri credits**
- B. It includes tools that are free to all users**
- C. It consumes Esri credits when accessed or utilized**
- D. It can only be viewed, not edited**

Premium content in ArcGIS Online is characterized by its requirement of Esri credits when accessed or utilized. This means that users need to allocate their credits to access data and services classified as premium. This model supports high-value content, such as advanced analytical tools, special datasets, or detailed basemaps, which provide enhanced capabilities or information beyond the basic offerings available to all users. Accessing premium content often necessitates payment via these credits because it reflects the additional operational costs associated with maintaining and providing high-quality data and services. As a result, users must be aware of their credit balance and the implications of using premium features in their projects.

**9. Which user role in ArcGIS Online allows full control over all features?**

- A. Editor**
- B. Viewer**
- C. Administrator**
- D. Creator**

The Administrator role in ArcGIS Online is designed to provide full control over all features and settings within the organization. This role allows users to manage users, assign roles, configure organization settings, and handle content administration, such as managing groups and items. Administrators have the ability to create and delete users, as well as manage access permissions for all resources, making it essential for overseeing the overall functionality and compliance of the organization's GIS activities. This comprehensive level of authority ensures that administrators can effectively oversee the strategic and operational aspects of the organization's GIS usage, addressing both security and workflow needs. Their control also extends to monitoring license assignments and usage, enhancing the organization's ability to manage its resources efficiently. In contrast, roles like Editor, Viewer, and Creator have more limited capabilities. Editors can modify existing content but lack the administrative controls associated with user management and organizational settings. Viewers can only access and visualize content without the ability to edit, while Creators have more capabilities than Editors but still do not possess the full administrative powers that come with the Administrator role. Therefore, the Administrator's extensive privileges uniquely position this role as the one that enables full control over all features in ArcGIS Online.

**10. In which Map and Scene settings section do you enable custom 2D symbols in symbol galleries?**

- A. Web Styles**
- B. Configurable Apps**
- C. Analysis Layers**
- D. Basemap Gallery for Maps and Scenes**

Enabling custom 2D symbols in symbol galleries is accomplished within the Web Styles section of Map and Scene settings. By utilizing Web Styles, users can create and manage custom symbols, which can then be included in symbol galleries for easy access and application in various maps and scenes. Web Styles serve as a repository for these custom symbols, allowing for flexibility in visualization and ensuring that users can tailor their maps to specific project needs or branding requirements. This feature is particularly useful for organizations that require a consistent look and feel across different maps or for representing unique datasets that may not be covered by standard symbols. The other sections, such as Configurable Apps, Analysis Layers, and Basemap Gallery for Maps and Scenes, focus on different functionalities and settings. Configurable Apps help in setting up user interfaces for web applications; Analysis Layers pertain to the data and tools available for geographic analysis; and Basemap Gallery relates to the selection of pre-defined base maps rather than custom symbols. Therefore, the Web Styles section is specifically designed for the management and use of custom symbol galleries in 2D mapping.

# Next Steps

**Congratulations on reaching the final section of this guide. You've taken a meaningful step toward passing your certification exam and advancing your career.**

**As you continue preparing, remember that consistent practice, review, and self-reflection are key to success. Make time to revisit difficult topics, simulate exam conditions, and track your progress along the way.**

**If you need help, have suggestions, or want to share feedback, we'd love to hear from you. Reach out to our team at [hello@examzify.com](mailto:hello@examzify.com).**

**Or visit your dedicated course page for more study tools and resources:**

**<https://arcgisonlineadminassoc.examzify.com>**

**We wish you the very best on your exam journey. You've got this!**

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