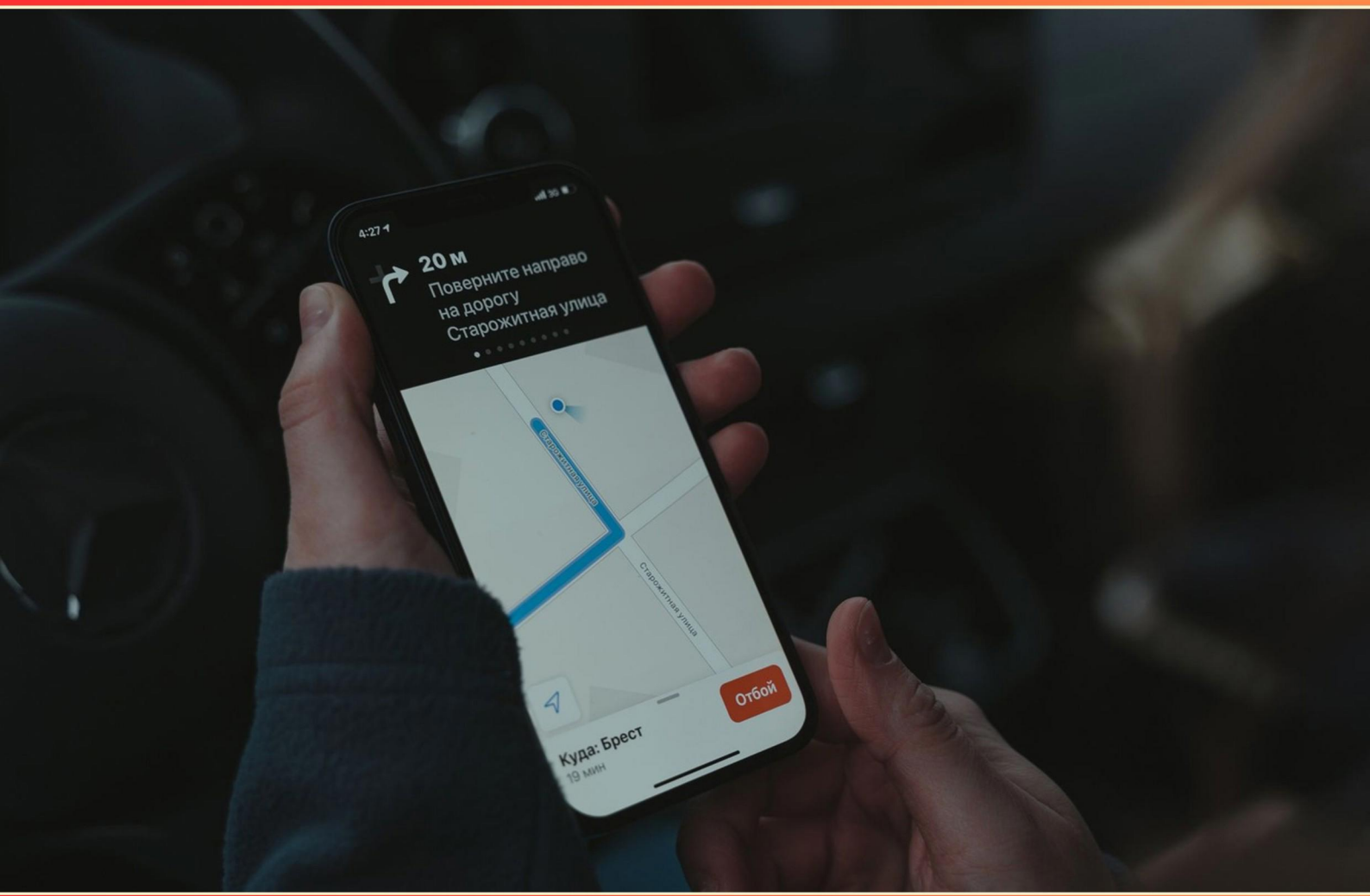
ARCGIS ONLINE ADMINISTRATION ASSOCIATE PRACTICE TEST (SAMPLE)

STUDY GUIDE



SAMPLE STUDY GUIDE WITH LIMITED QUESTIONS

VISIT US ONLINE FOR THE FULL VERSION STUDY GUIDE

https://arcgisonlineadminassoc.examzify.com

Copyright © 2026 by Examzify - A Kaluba Technologies Inc. product.

ALL RIGHTS RESERVED.

No part of this book may be reproduced or transferred in any form or by any means, graphic, electronic, or mechanical, including photocopying, recording, web distribution, taping, or by any information storage retrieval system, without the written permission of the author.

Notice: Examzify makes every reasonable effort to obtain accurate, complete, and timely information about this product from reliable sources.

SAMPLE

Table of Contents

Copyright 1

Table of Contents 2

Introduction 3

How to Use This Guide 4

Questions 5

Answers 8

Explanations 10

Next Steps 16

SAMPLE

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.

SAMPLE

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!

SAMPLE

Questions

SAMPLE

1. Where can users track activity in ArcGIS Online?

A. Through a mobile app only

B. On the organization's activity dashboard

C. In the individual user profile section

D. Within external reporting tools only

2. Which of the following methods can users employ to ensure content quality in ArcGIS Online?

A. Using random sampling for data accuracy

B. Maintaining proper metadata and consistent symbology

C. Restricting access to all users

D. Only using pre-defined applications

3. How can layers be configured in ArcGIS Online?

A. By adjusting visibility ranges, symbology, and pop-ups

B. By creating links to external databases only

C. By layering only raster data on top

D. By standardizing all attributes to one format

4. What role does user types play in credit allocation for ArcGIS Online?

A. User types determine available data storage limits

B. User types dictate the number of maps an organization can create

C. User types influence the total credits allocated to an organization

D. User types affect the visibility of shared content

5. What functionality does a group provide in ArcGIS Online?

A. Host third-party applications

B. Enable sharing and collaboration among users

C. Increase storage space for files

D. Enhance user account visibility

SAMPLE

6. 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

7. Which tab on the item page should an analyst use to prevent a web map from being deleted by others?

A. Overview

B. Data

C. Settings

D. Usage

8. What is one key consideration for an ArcGIS Online administrator when managing credits?

A. The time of day credits are consumed

B. The type of credit being consumed

C. The geographic region of the organization

D. The frequency of user logins

9. In which way are the number of credits in an ArcGIS Online subscription determined?

A. By number of members in an organization

B. By apps created by an organization

C. By transactions performed by organization members

D. By user types selected for the organization

10. Which role is typically required for an administrator to manage credits and members in an ArcGIS Online organization?

A. Viewer

B. Editor

C. Administrator

D. Member

SAMPLE

Answers

SAMPLE

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

SAMPLE

Explanations

SAMPLE

1. Where can users track activity in ArcGIS Online?

A. Through a mobile app only

B. On the organization's activity dashboard

C. In the individual user profile section

D. Within external reporting tools only

Tracking activity in ArcGIS Online is efficiently accomplished through the organization's activity dashboard. This dashboard provides administrators with a comprehensive view of user activity, including app usage, map views, and other relevant metrics. The activity dashboard serves as a centralized resource where users can visualize and monitor various activities and engagement levels within the organization. It allows administrators to analyze data trends, track resource utilization, and make informed decisions based on user interaction with the organization's resources. This capability is vital for effective administration and can help in identifying areas for improvement or additional training needs. While other options may suggest tracking in different contexts, they do not provide the centralized approach and depth of insights offered by the organization's activity dashboard.

2. Which of the following methods can users employ to ensure content quality in ArcGIS Online?

A. Using random sampling for data accuracy

B. Maintaining proper metadata and consistent symbology

C. Restricting access to all users

D. Only using pre-defined applications

Maintaining proper metadata and consistent symbology is essential for ensuring content quality in ArcGIS Online. Metadata provides crucial information about the dataset, including its source, purpose, and how it should be used, which enhances its reliability and usability. Proper metadata helps users to understand the data context, making informed decisions based on the information provided. Consistent symbology improves the interpretability of the visual data representation. When users apply similar symbols across maps or layers, it helps in creating an intuitive experience, facilitating easier understanding and comparison of information. Overall, when both metadata and symbology are well-managed, it ensures that the data can be accurately interpreted and effectively utilized by others. Employing random sampling for data accuracy, while useful in some contexts, does not directly enforce or enhance content quality on a general basis for all users. Restricting access can limit usability and sharing, which may hinder collaboration and data sharing. Only using pre-defined applications could restrict innovation and customization, which are essential for many users who have specific needs or workflows. Therefore, maintaining proper metadata and consistent symbology stands out as the most effective method for ensuring high-quality content in ArcGIS Online.

SAMPLE

3. How can layers be configured in ArcGIS Online?

A. By adjusting visibility ranges, symbology, and pop-ups

B. By creating links to external databases only

C. By layering only raster data on top

D. By standardizing all attributes to one format

Configuring layers in ArcGIS Online involves various customizable features that enhance the visualization and interactivity of geospatial data. Adjusting visibility ranges allows users to control which layers are displayed based on zoom levels, ensuring that the map is not cluttered with unnecessary information at certain scales. Symbology can be modified to represent different data categories or to emphasize specific attributes visually, making it easier for users to interpret the information. Additionally, pop-ups can be configured to provide relevant data and context when users click on a feature on the map, improving the user experience and data interaction. The other options focus on limited or inaccurate aspects of layer configuration. Creating links to external databases is a specific action that may complement layer use but does not define configuration. Layering only raster data is overly restrictive, as ArcGIS Online supports both vector and raster data formats for comprehensive mapping solutions. Standardizing all attributes to one format is not a necessary condition for configuring layers, as different attributes can coexist and be represented without needing to conform to a single format.

4. What role does user types play in credit allocation for ArcGIS Online?

A. User types determine available data storage limits

B. User types dictate the number of maps an organization can create

C. User types influence the total credits allocated to an organization

D. User types affect the visibility of shared content

User types are fundamental in determining how credits are allocated and consumed in an ArcGIS Online environment. Each user type, whether it's a Viewer, Editor, or Creator, has different capabilities and access to resources that directly impact credit usage. For instance, Creator users have access to advanced tools and features, which could lead to higher credit consumption due to their ability to perform more extensive analyses, create complex visualizations, and publish a greater volume of content. The credits in ArcGIS Online are associated with various resources, such as hosting services, storage, and computing power needed for analysis. Therefore, the role of user types is significant, as it not only influences what services are used but also how quickly credits are consumed based on the activities performed by those users. Understanding this relationship is crucial for organizations that want to manage their credit allocation efficiently and predict their costs based on user roles. In contrast, while user types may affect data storage limits, the ability to create maps, or the visibility of shared content, these aspects do not play a direct role in how credits are allocated to an organization. Instead, the focus must be placed on the credit consumption based on the functionalities afforded by different user types, making this aspect of user types critically important for organizations using Arc

SAMPLE

5. What functionality does a group provide in ArcGIS Online?

A. Host third-party applications

B. Enable sharing and collaboration among users

C. Increase storage space for files

D. Enhance user account visibility

A group in ArcGIS Online primarily serves to enable sharing and collaboration among users. When users join a group, they can access shared content, which fosters collaborative work on projects and tasks relevant to the group's objectives. Groups can be tailored for various purposes, such as project teams or specific community interests, making it easier to manage and distribute resources, like maps and data layers, among members. This ability to share resources is essential for effective teamwork and project collaboration, allowing members to view, edit, and contribute content in a unified space. Through settings that control group visibility and access, administrators can ensure that only designated users can participate, streamlining workflows and enhancing cooperation on shared initiatives. The other options address functionalities that are not central to the specific role of groups within ArcGIS Online. While third-party applications can be hosted in ArcGIS for various purposes, this is unrelated to the group functionality. Storage space is generally managed at the account level rather than through group membership, and while user account visibility may be impacted by group membership settings, it is not a primary function of the group itself. Thus, the collaborative aspect of groups is accurately highlighted as the core feature that enhances teamwork within the ArcGIS Online environment.

6. 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.

SAMPLE

7. Which tab on the item page should an analyst use to prevent a web map from being deleted by others?

A. Overview

B. Data

C. Settings

D. Usage

The correct choice is to use the Settings tab on the item page to prevent a web map from being deleted by others. Within the Settings tab, an analyst can configure various permissions and sharing options for the web map. One of the key features available in the Settings tab is the ability to manage item ownership and control editing capabilities. By setting the appropriate permissions, an analyst can designate who has the ability to delete the web map, ensuring that only certain trusted users or groups can perform critical actions such as deletion. For instance, if the map is shared within an organization, the owner can restrict delete permissions to only themselves or designated administrators, thus safeguarding the resource against accidental or unauthorized deletion. The other tabs—Overview, Data, and Usage—serve different purposes. The Overview tab provides general information and descriptions about the web map. The Data tab focuses on the underlying data layers and their configurations. The Usage tab presents statistics regarding how the web map is being utilized, such as view counts and interactions, but none of these tabs offer the control needed to prevent deletion. Therefore, the Settings tab is the appropriate choice for managing deletion permissions.

8. What is one key consideration for an ArcGIS Online administrator when managing credits?

A. The time of day credits are consumed

B. The type of credit being consumed

C. The geographic region of the organization

D. The frequency of user logins

In the context of managing credits in ArcGIS Online, understanding the type of credit being consumed is crucial for administrators. Different actions within ArcGIS Online consume different types of credits. For instance, creating and sharing web maps or performing analyses each have their own associated credit costs. As an administrator, being aware of how many credits each action requires allows for effective budget management and ensures that the organization's credit supply aligns with user needs and expectations. Moreover, knowing the types of credits is essential for making informed decisions about optimizing resource usage, planning for future projects, and educating users on the impact of their actions. This knowledge helps prevent unexpected depletion of credits and allows for more strategic allocation of available resources, ensuring smoother operation and satisfaction among users. The other considerations mentioned, such as the time of day credits are consumed, the geographic region of the organization, and the frequency of user logins, generally do not have as significant an impact on credit management as understanding the specific types of credit transactions.

SAMPLE

9. In which way are the number of credits in an ArcGIS Online subscription determined?

A. By number of members in an organization

B. By apps created by an organization

C. By transactions performed by organization members

D. By user types selected for the organization

The number of credits in an ArcGIS Online subscription is determined by the user types selected for the organization. Each user type in ArcGIS Online has a specific set of capabilities as well as defined credit consumption rates based on the functionalities they utilize. For instance, users who have higher access rights may consume more credits for tasks such as storing data, performing analysis, and creating or sharing web maps and apps. User types can range from basic levels that incur fewer credits to advanced levels that allow for extensive use of features, leading to higher credit consumption. The organization's choice of user types directly affects the overall spending in terms of credits, making it a key factor in credit determination. Other factors, such as the number of members or apps created, do not directly affect the credits allocation in the same way; instead, they reflect the organization's structure and output but not the specific credit consumption profile dictated by user roles. Transactions performed by members could indicate activity but do not establish the foundational credit limits for the subscription.

10. Which role is typically required for an administrator to manage credits and members in an ArcGIS Online organization?

A. Viewer

B. Editor

C. Administrator

D. Member

An administrator role is essential for managing credits and members within an ArcGIS Online organization because this role includes specific permissions that empower individuals to oversee the various operational aspects of the organization. Administrators have the authority to monitor resource usage, allocate credits effectively, add or remove members, assign user roles, and manage subscription plans. This role is designed to ensure that organizations can maintain their data, applications, and services seamlessly by having the ability to control access and resources. Only someone with administrator privileges can perform tasks related to financial management and user organization, which are crucial for keeping the organization running efficiently and within budget. Other roles such as Viewer, Editor, or Member do not have the necessary permissions to carry out these administrative functions.

SAMPLE

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.

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!

SAMPLE