

# Transferring Portfolio & Coursework Files to the server using Cyberduck for Macintosh OS X

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## Accounts & passwords

Portfolio and coursework files reside on the students server. You log in to the students server using your network login ID and password. Your instructor will give you access to the appropriate folders on the server. Student portfolios have a quota (limit) of 50MB. Student coursework folders have a quota (limit) of 10MB.

## Transferring files to the students server

On Macs, we use a program called Cyberduck to transfer files to and from the servers.

1. In the Applications folder, click on Cyberduck. If a login screen appears, click Cancel.
2. Go to the Cyberduck menu and choose Preferences. Under Transfers – Permissions, uncheck both of the “Change permissions” boxes. Be sure to make this change before doing anything else or your files will get messed up when they’re transferred to the server!
3. Click on Open Connection at the top.
4. In the “Server” box, type **students.snc.edu**.
5. In the “Username” box, enter your 6-character SNC login ID (e.g., *duckdf*).
6. In the “Password” box, enter your password.
7. Click the Connect button.
8. When you first connect, you should see you the folders you have access to.
9. To change to your portfolio or coursework folder, from the Go menu, choose Go to Folder.
10. Double-click on your portfolio or coursework folder to open it. Change folders if necessary to get to the correct location – the folders where you want to put your files.
11. To copy a file from your computer to the server, go to the File menu and choose Upload.
12. Browse to the file(s) you wish to upload.
13. Click on the file(s) you wish to upload to highlight them. To highlight more than one file at a time, hold down the Command key while clicking once on each one. To highlight a whole list of files, click once on the first one, then hold down the Shift key while clicking once on the last one.
14. Click the Upload button. A “Transfers” window will open showing the upload progress. When the upload is complete, you can close the Transfers window.
15. To copy a file from the portfolio or coursework server to your computer, from the File menu, choose Download To, browse to the location where you want to save the file, then click the Download To button.
16. After transferring the file(s), you’ll want to view your web page in a web browser – preferably more than one – to make sure that it looks okay. To get to your files on the web, go to:  

Portfolios	<a href="http://students.snc.edu/year/loginid">http://students.snc.edu/year/loginid</a> (Replace “year” with your graduation year and “loginid” with your login ID.) Older portfolios are just <a href="http://portfolios.snc.edu/loginid">http://portfolios.snc.edu/loginid</a> .
Coursework	<a href="http://students.snc.edu/instructor/term-course/loginid">http://students.snc.edu/instructor/term-course/loginid</a> (replace “instructor,” “term-course,” and “loginid” with the appropriate information your course)
17. If you need modify the file and transfer it again, remember to click the Reload or Refresh button in your browser to see the updated page.
18. When finished uploading files, go to the Go menu and choose Disconnect.

## Assistance and questions

If you have any questions or need more information, contact the Help Desk at (920) 403-HELP (4357) or [helpdesk@snc.edu](mailto:helpdesk@snc.edu). The Help Desk is for St. Norbert College students and employees only.