

Transferring portfolio & coursework files to the student server using WS-FTP for Windows

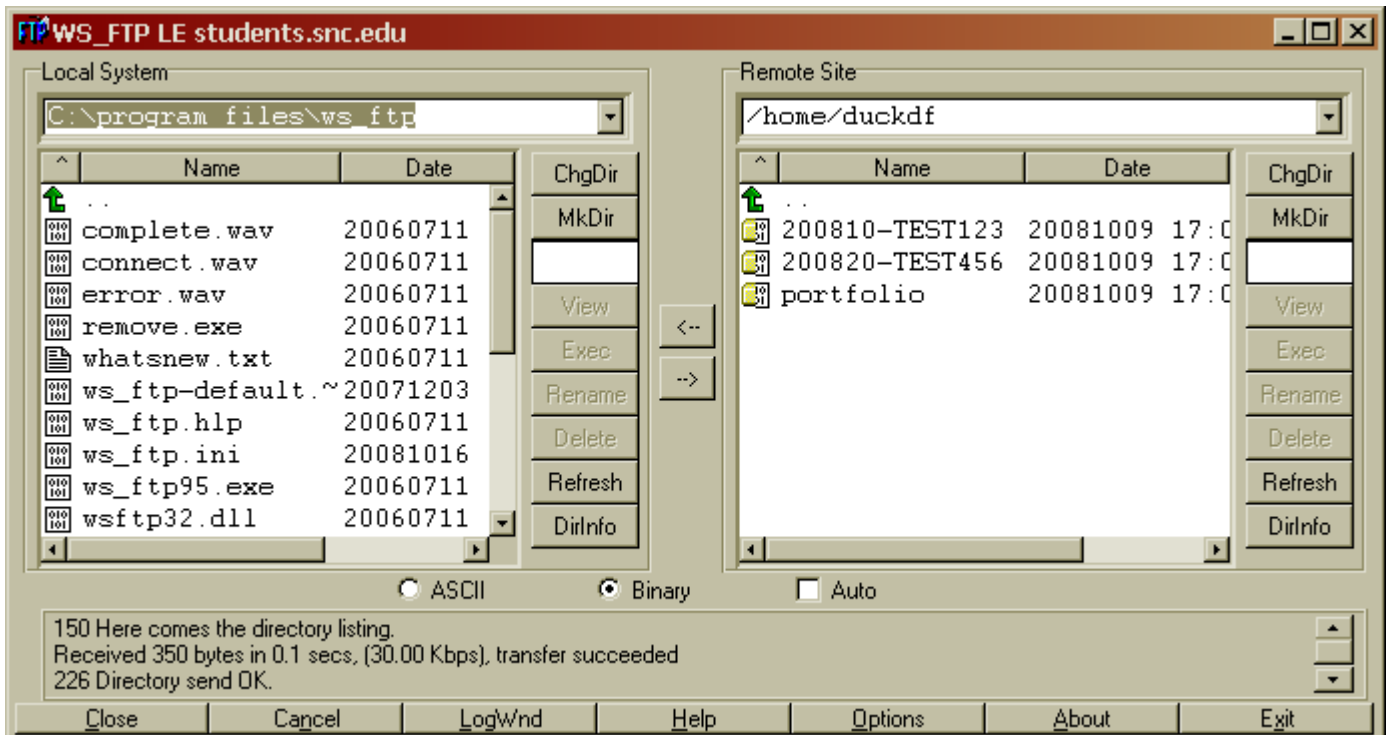
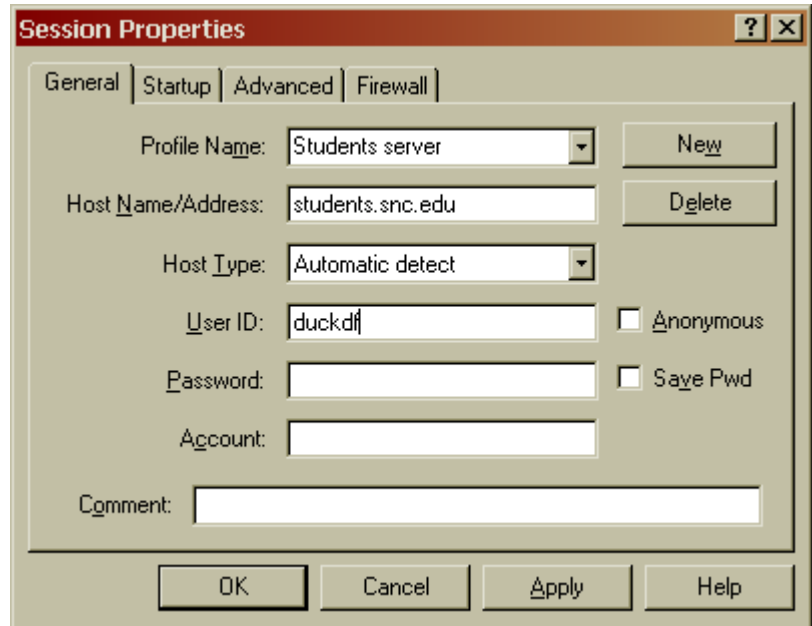
Accounts & passwords

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 in the lab

On lab computers, we use a program called WS-FTP to transfer files to and from the servers. A profile for the students server has already been set up on the lab computers.

1. Go to Start – Programs – WS_FTP – WS_FTP95 LE.
2. In the Profile Name box, choose Students server. If this profile doesn't exist on your computer, click New and configure it as shown at right.
3. In the User ID box, type your SNC network login ID (e.g., *duckdf*).
4. Leave everything else blank and click the OK button to connect.
5. When prompted for your password, type your SNC network password in the box and click OK.
6. When you first connect, the “Remote System” (right) side will show you the folders you have access to and the “Local System” (left) side will probably default to the WS_FTP program folder (shown below).



7. Now you need to get to the correct location – the folders where your files are and where you intend to put them – on both sides. On each side, navigate to the folder that contains or will contain the file(s) you want to work with. To change drives on the Local (left) side, scroll down & double-click on one of the drive letters in brackets (like [-m-]). To open folders, double-click on them. To go back up a level, double-click on the green arrow at the top of the column (see picture on previous page).

***Caution:** If you double-click on a *folder*, WS-FTP will just open it, but if you double-click on a *file*, WS-FTP will automatically transfer it. If there's a file with the same name in the destination folder on the other side, it will be overwritten **without asking you**.

8. Click *once* on the file you wish to transfer to highlight it. Again, if you *double-click* on a file, it will be automatically transferred to the current folder on the other side and will overwrite any file there with the same name, without warning you. You do not need to highlight anything on the other side.
9. To transfer more than one file at a time, you can highlight them by holding down the Ctrl key while clicking once on each one. To highlight a whole list of files, click once on the first one, scroll down until you can see the last one, then hold down the Shift key and click once on the last one.
10. Between the two sides of the WS-FTP window, there are arrows pointing left and right.
 - To copy the selected file from your computer or M drive to the portfolio or coursework server, highlight it on the *left* and click once on the arrow pointing *right*.
 - To copy the selected file from the portfolio or coursework server to your computer or M drive, highlight it on the *right* and click once on the arrow pointing *left*.

You do not need to highlight the file you're replacing on the destination side, only the file you're transferring.

11. After transferring the file, 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 <http://students.snc.edu/year/loginid> (Replace “year” with your graduation year and “loginid” with your login ID.) Older portfolios are just <http://portfolios.snc.edu/loginid>.

Coursework <http://students.snc.edu/instructor/term-course/loginid> (Replace “instructor,” “term-course,” and “loginid” with your course information. Your instructor should give you this information.)

12. If you modify the file and transfer it again, remember to click the Reload or Refresh button in your browser to see the updated page.
13. When you are finished transferring files, close WS-FTP either with the Exit button in the lower right corner or the “X” button in the upper right corner.

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. The Help Desk is for St. Norbert College students and employees only.