

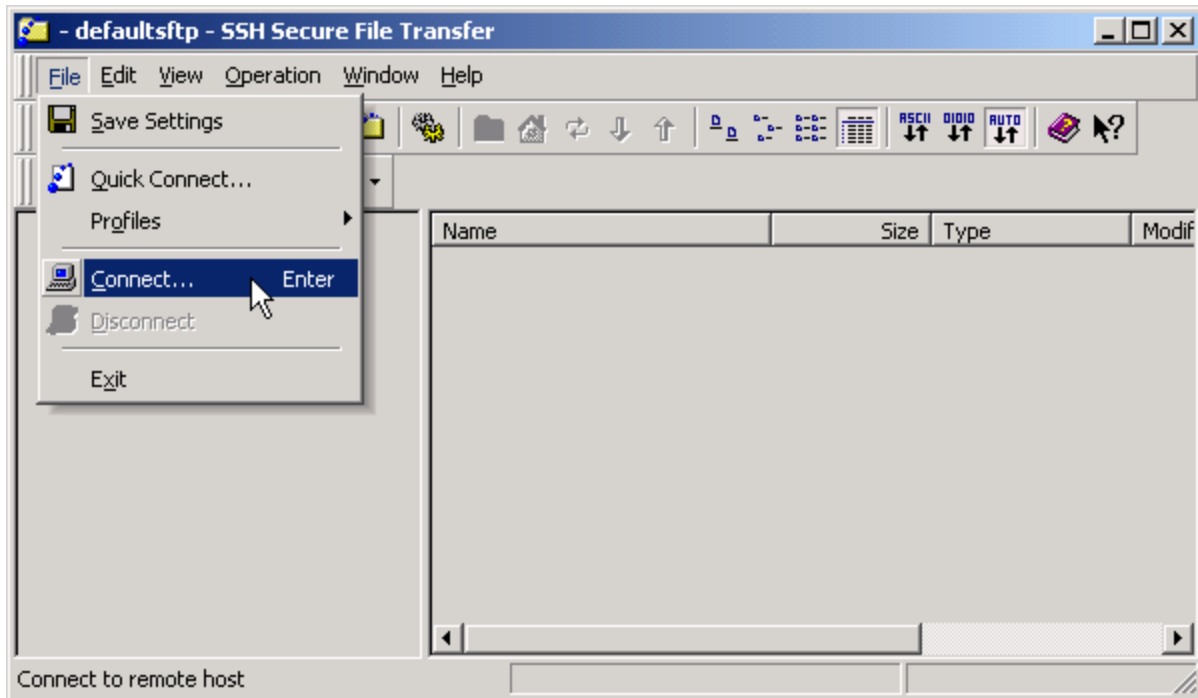
Connecting to the ILC File Server

Making the connection

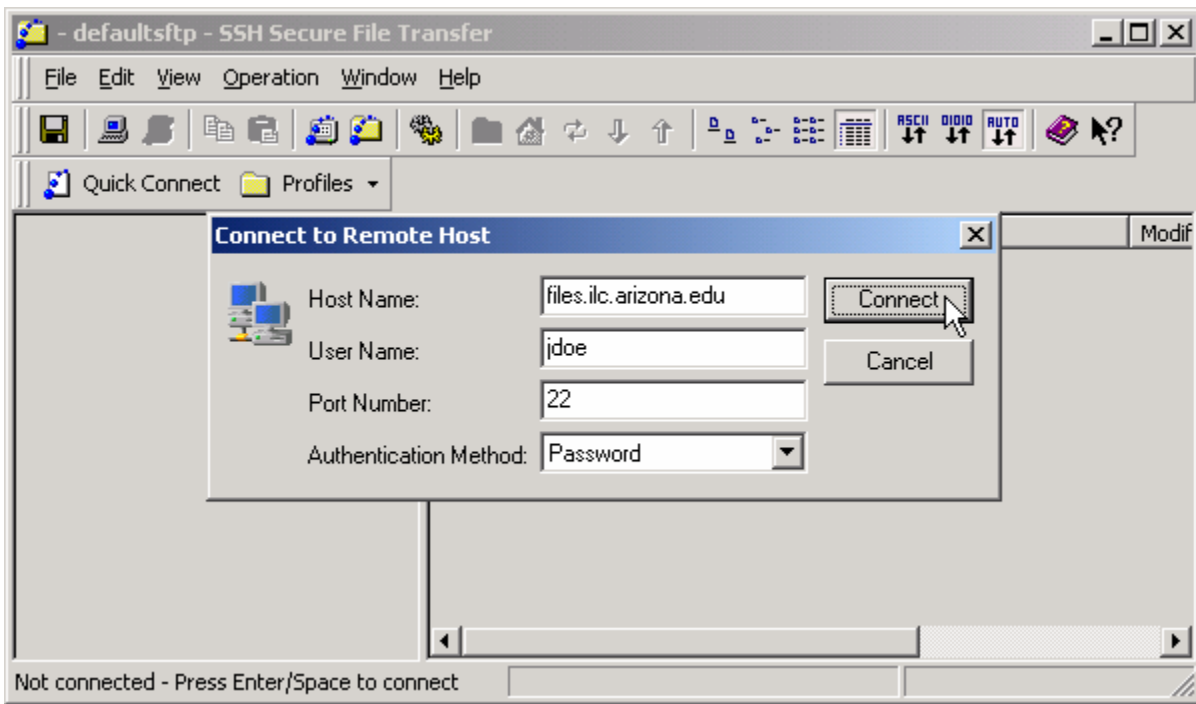
To connect the ILC File Server you will need to use a computer connected to the Internet and the SSH Secure Shell software. This program is available for download at the University of Arizona Sitelicense Website. Go to this URL to obtain the software:

<https://sitelicense.arizona.edu/ssh/ssh.shtml>

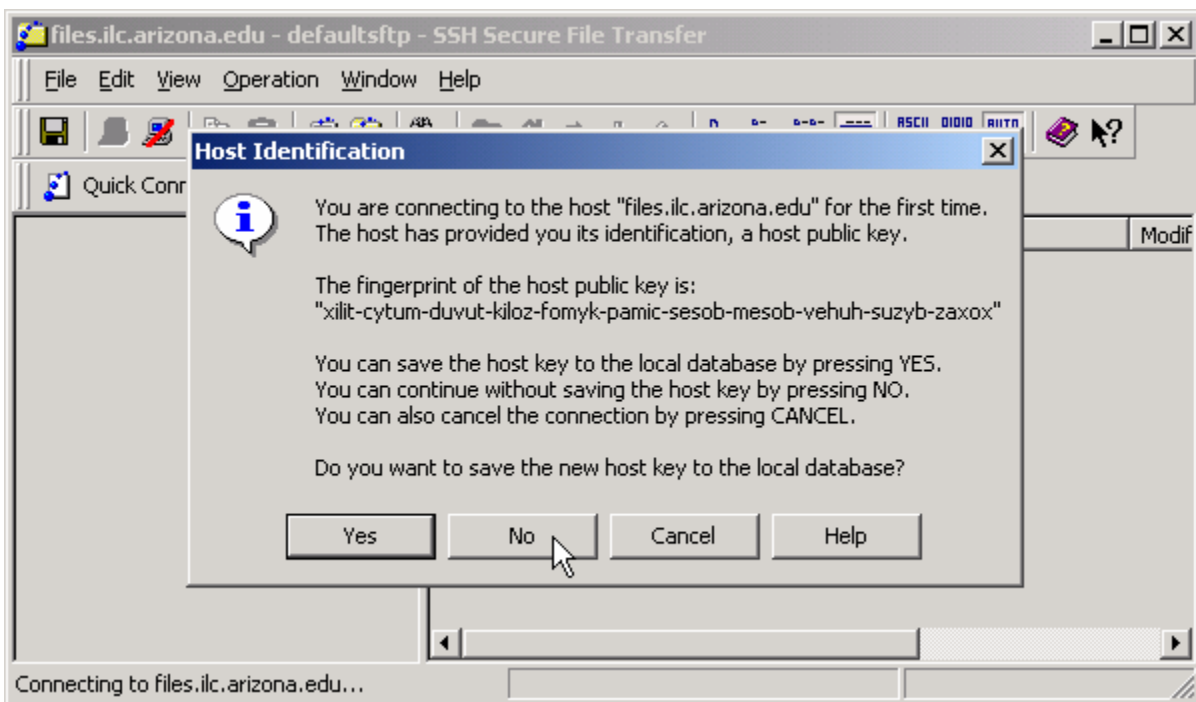
Click on [Start] > [Programs] > [SSH Secure Shell] > [Secure File Transfer Client] to start SSH Secure File Transfer Client.



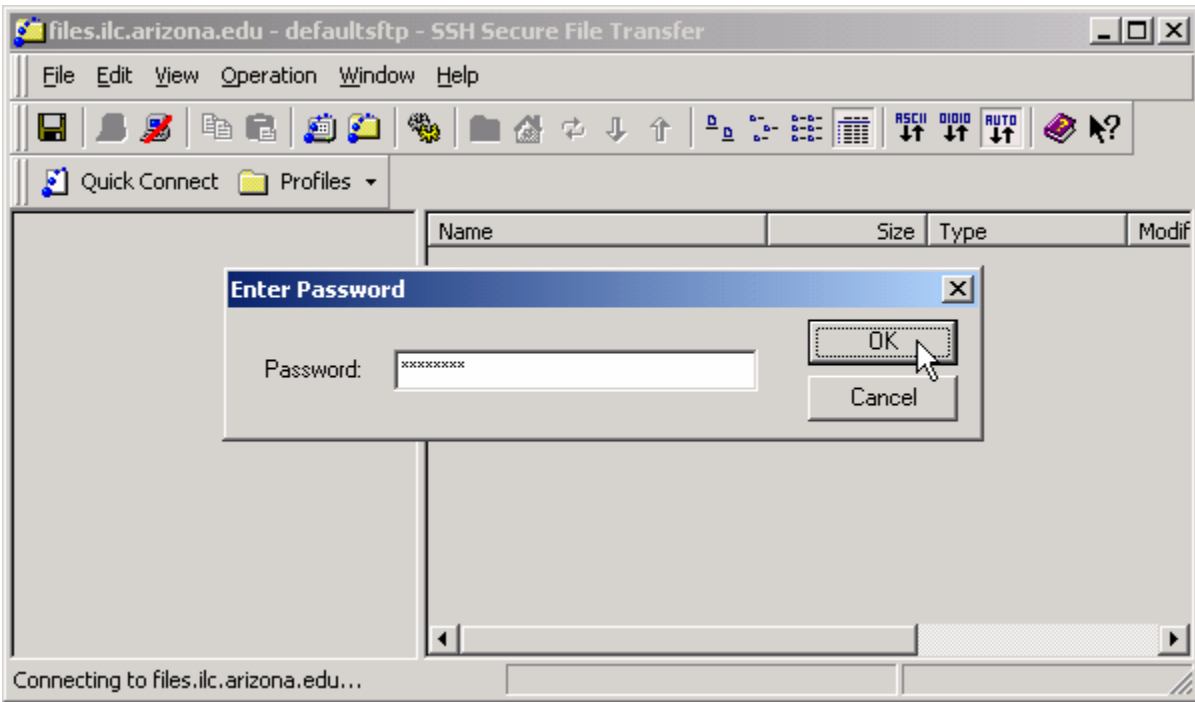
Click on [File] > [Connect] to begin the connection process.



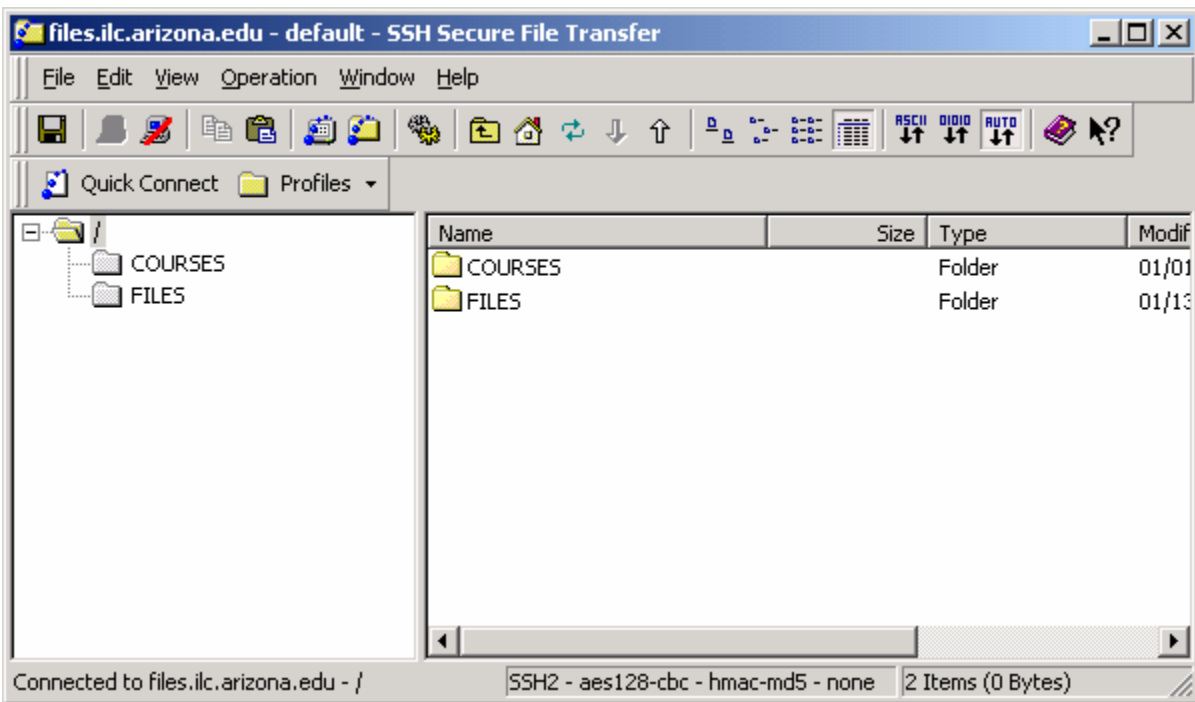
Enter the following information and click on [Connect]:
Host Name: **files.ilc.arizona.edu**
User Name: your ILC instructor account's username (example: jdoe)
Port Number: 22
Authentication Method: Password



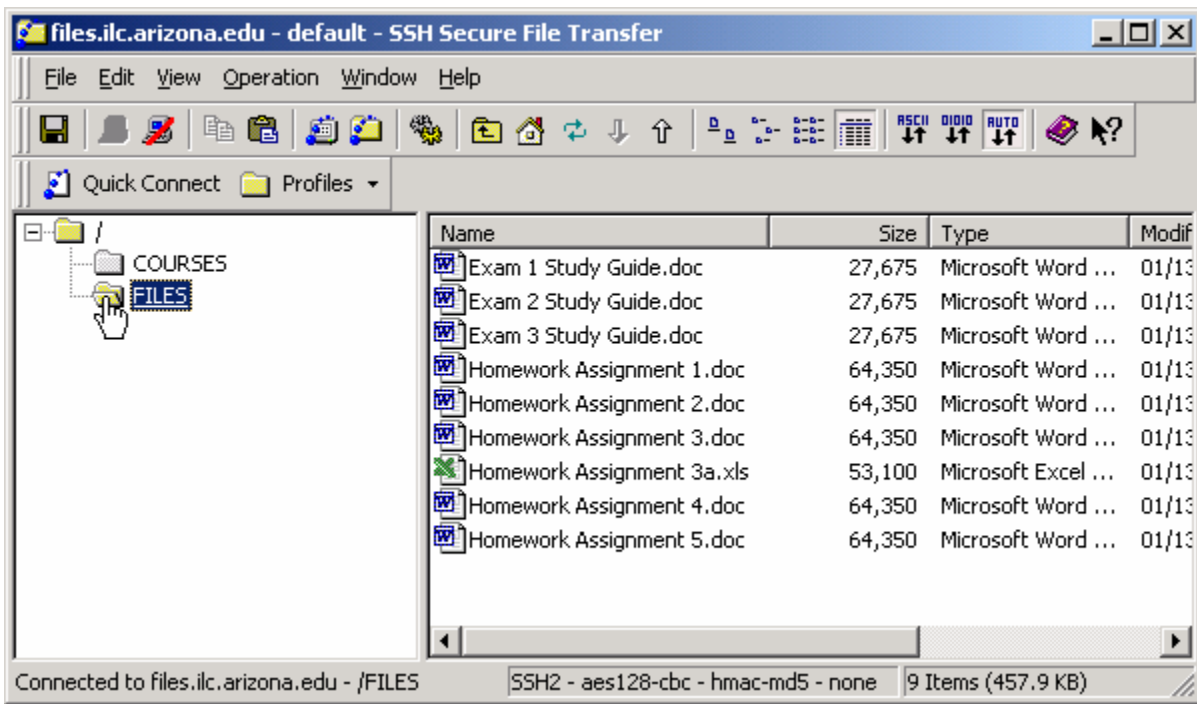
If you are connecting from a public computer such as the computers in the Information Commons, click on [No] to the Host Identification dialog box. If you are connecting from your home or office computer however, click on [Yes] to save the new host key locally.



Enter your ILC instructor account's password and click on [OK].



You are now connected to the ILC File Server. Notice the root folder and the two subfolders on the left pane. The COURSES folder contains a list of the courses that are being taught in the ILC this semester. The FILES folder contains your instructor files.



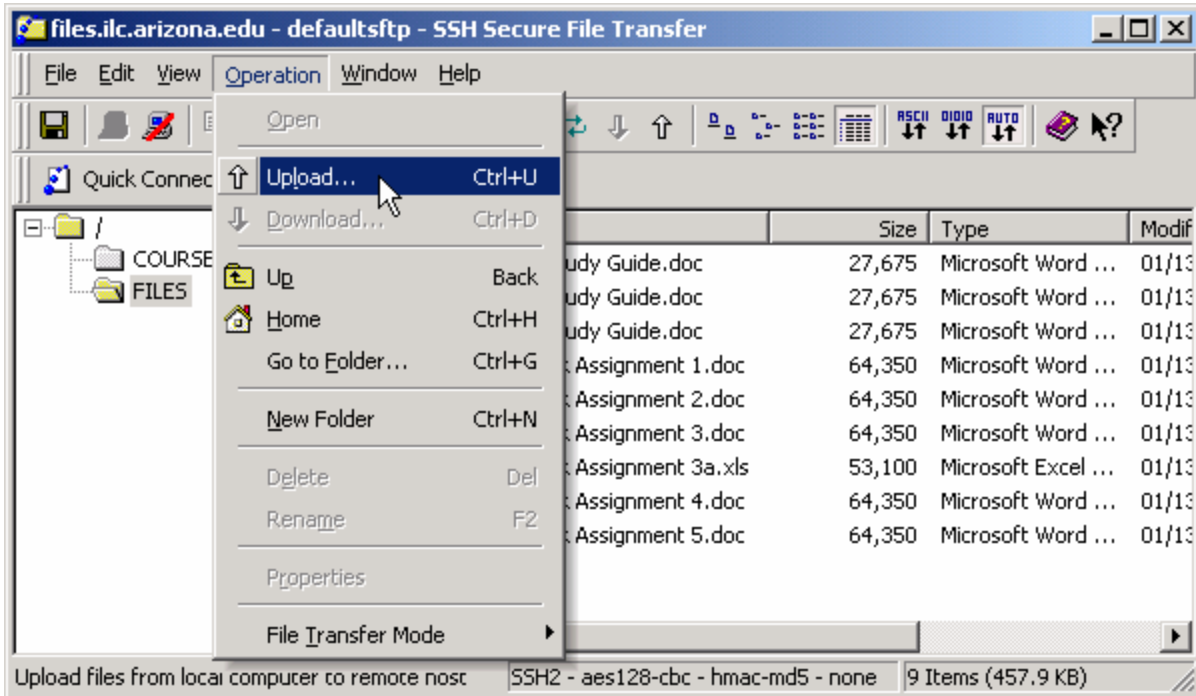
Click on the FILES folder to see your instructor files on the right pane.

This completes the connection process.

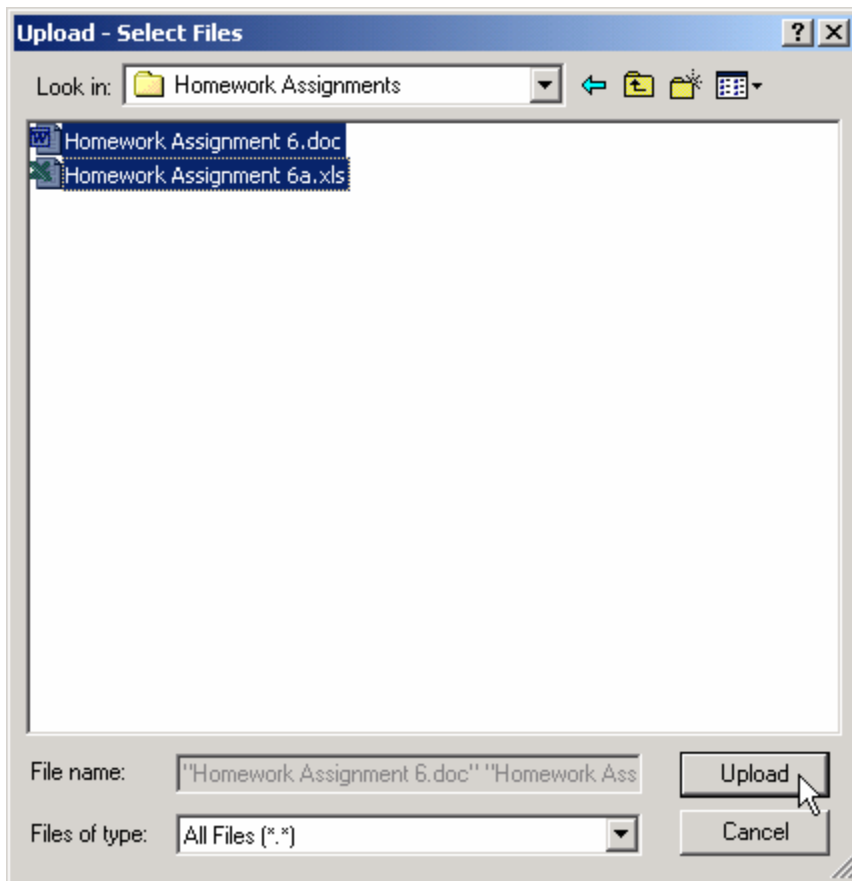
Uploading files to the ILC File Server

Uploading files

Once you are connected to the ILC File Server, you are able to upload and download files. To upload files, make sure that you have selected the FILES folder on the left pane.



Click on [Operation] > [Upload] to begin the upload process.



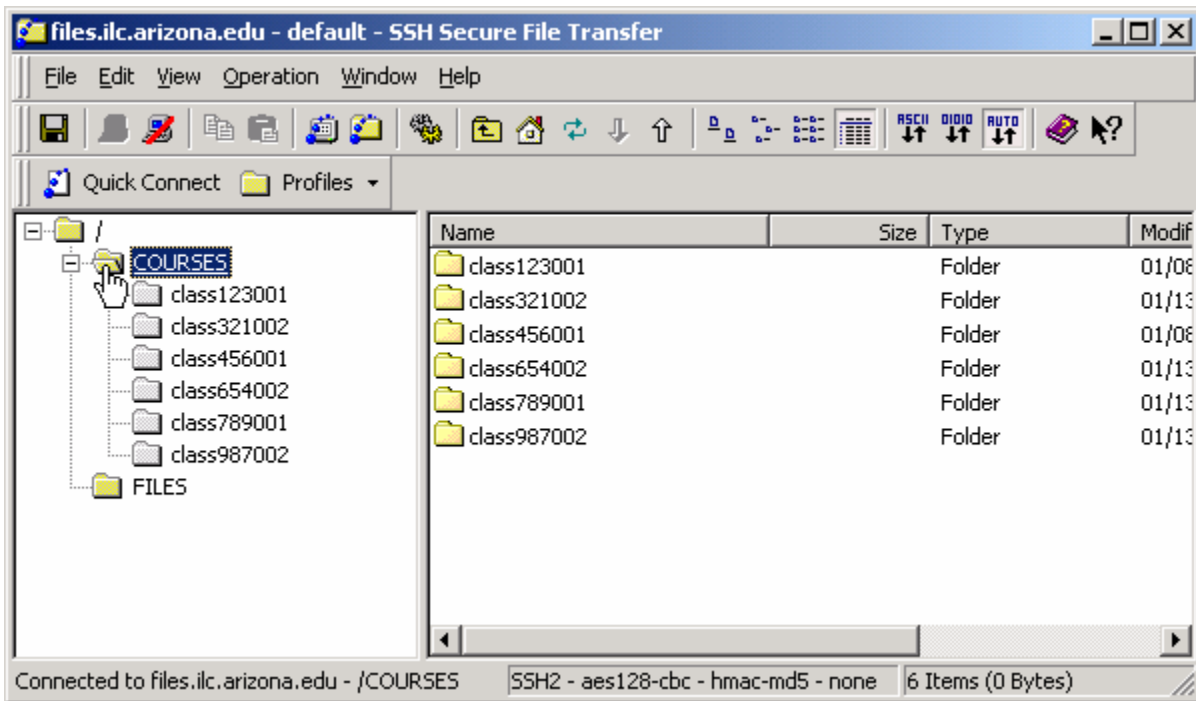
Locate the file(s) that you want to upload and click on [Upload]. A window will temporarily appear during the upload process showing you the files being uploaded. When the upload process is complete you should see the uploaded files listed in the FILES folder.

This completes the upload process.

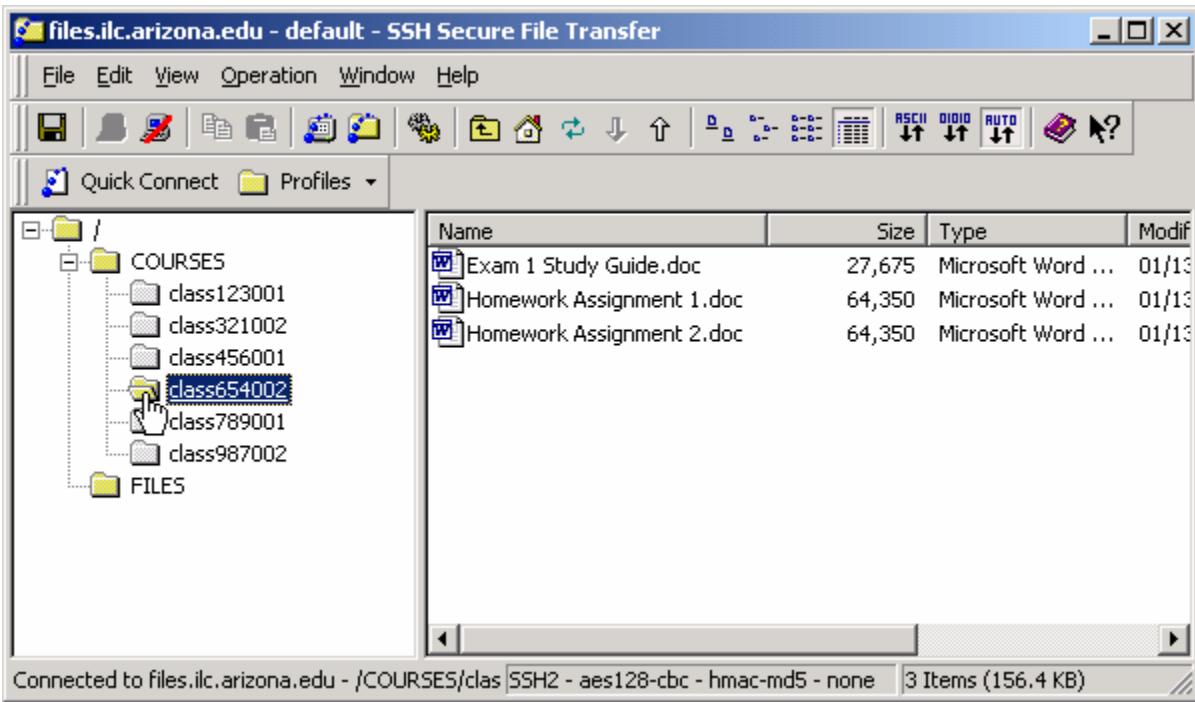
Accessing your course files

Accessing your course files

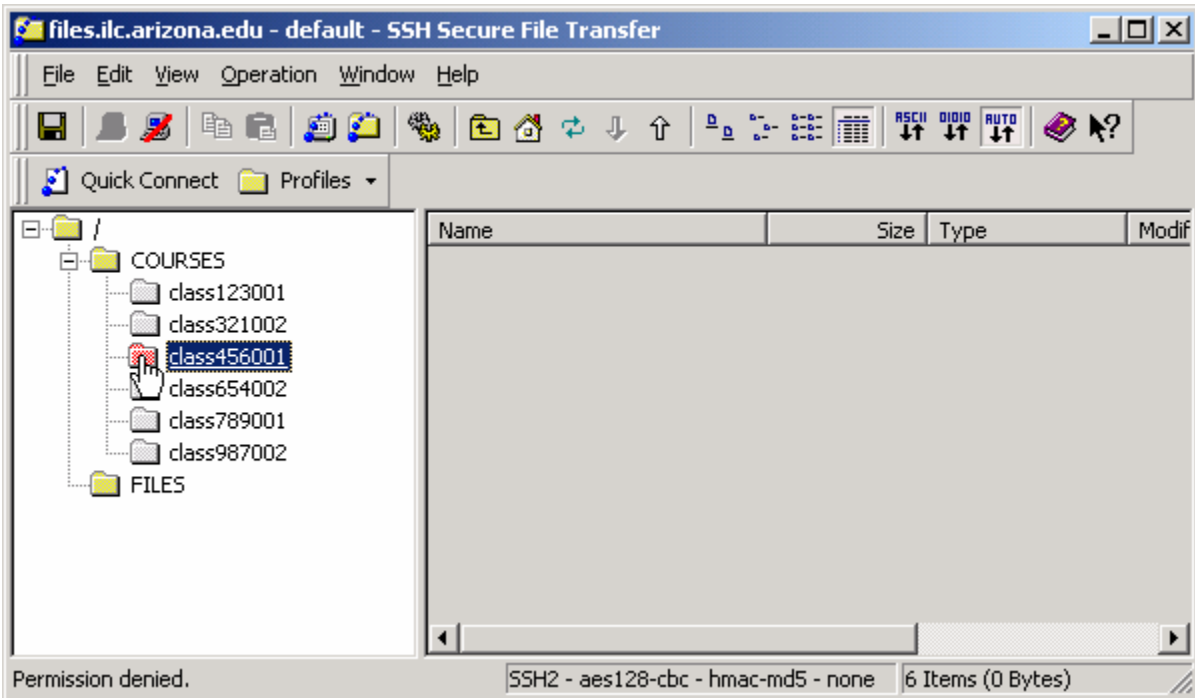
As an instructor in the ILC you can request an optional student account to give your students access to course materials. While connected to the ILC File Server you can upload files to your course folder. Simply follow the instructions on the document titled Uploading files to the ILC File Server with one exception. Make sure that you have selected the COURSES folder on the left pane instead of the FILES folder.



By selecting the COURSES folder on the left pane you will see a list of courses that are being taught in the ILC this semester.



Click on your course folder and upload the files that you want to make available to your students. Note that your students will have full access to these files. Therefore, it is highly recommended that you keep original copies in your instructor files.

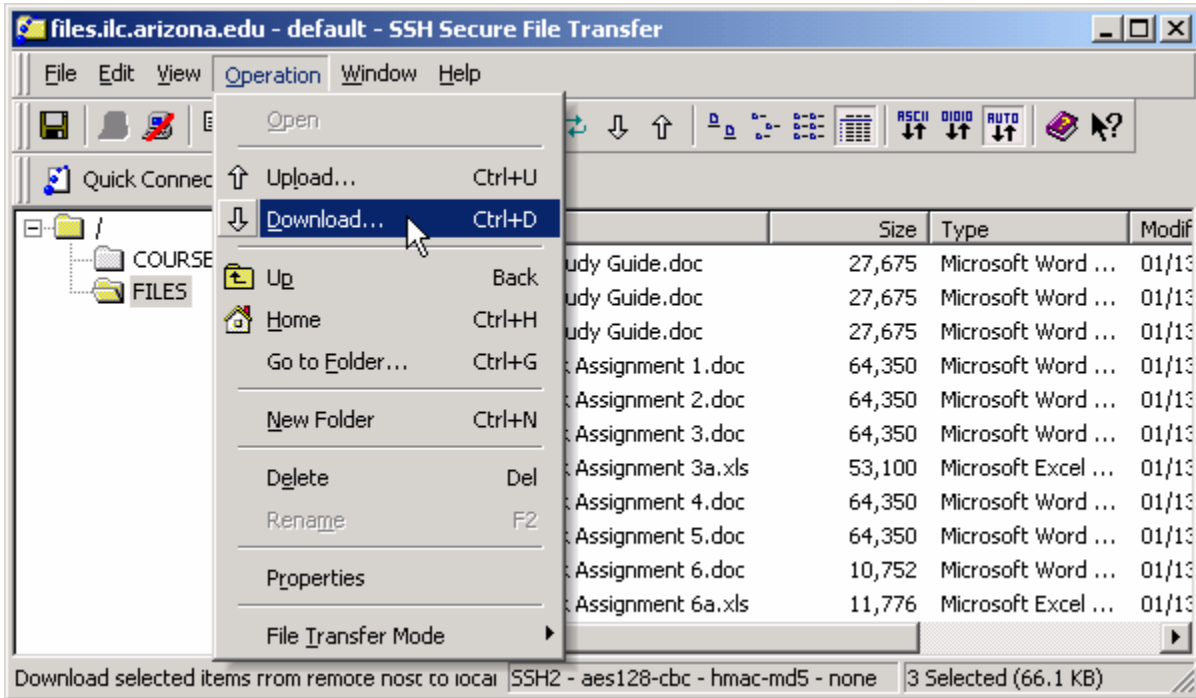


If you attempt to connect to other class folders you will not be able to obtain access. This is because your instructor account only has access to your class folder.

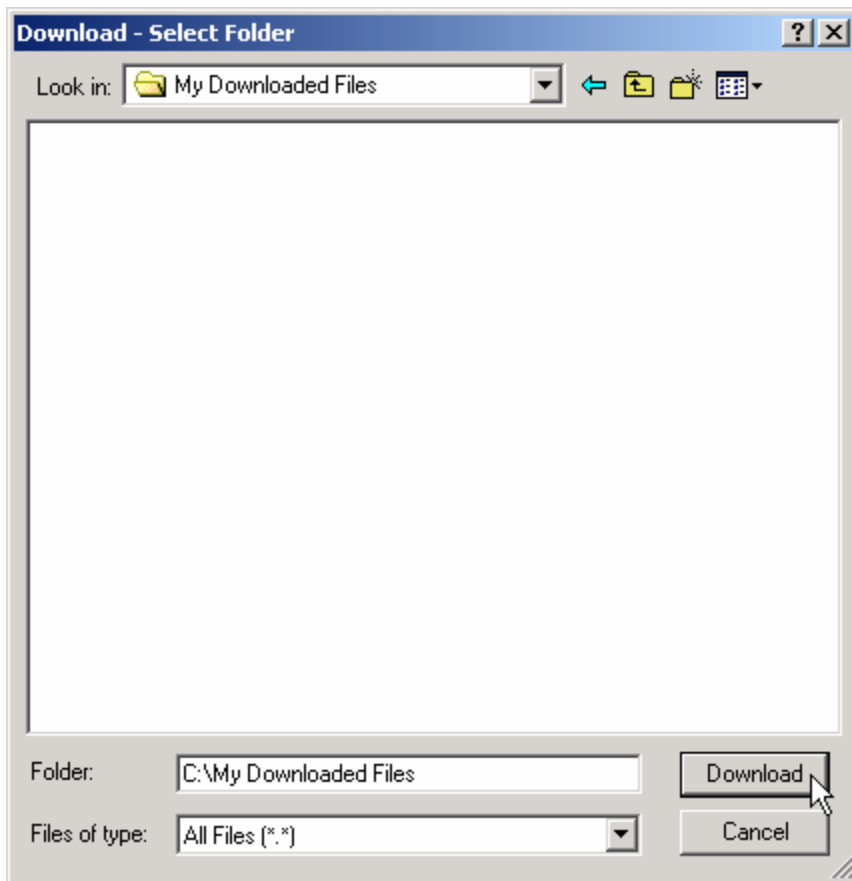
Downloading files from the ILC File Server

Downloading files

Once you are connected to the ILC File Server, you are able to upload and download files. To download files make sure that you have selected the FILES folder on the left pane and that you have selected the files that you want to download from the list on the right pane.



Click on [Operation] > [Download] to begin the download process.



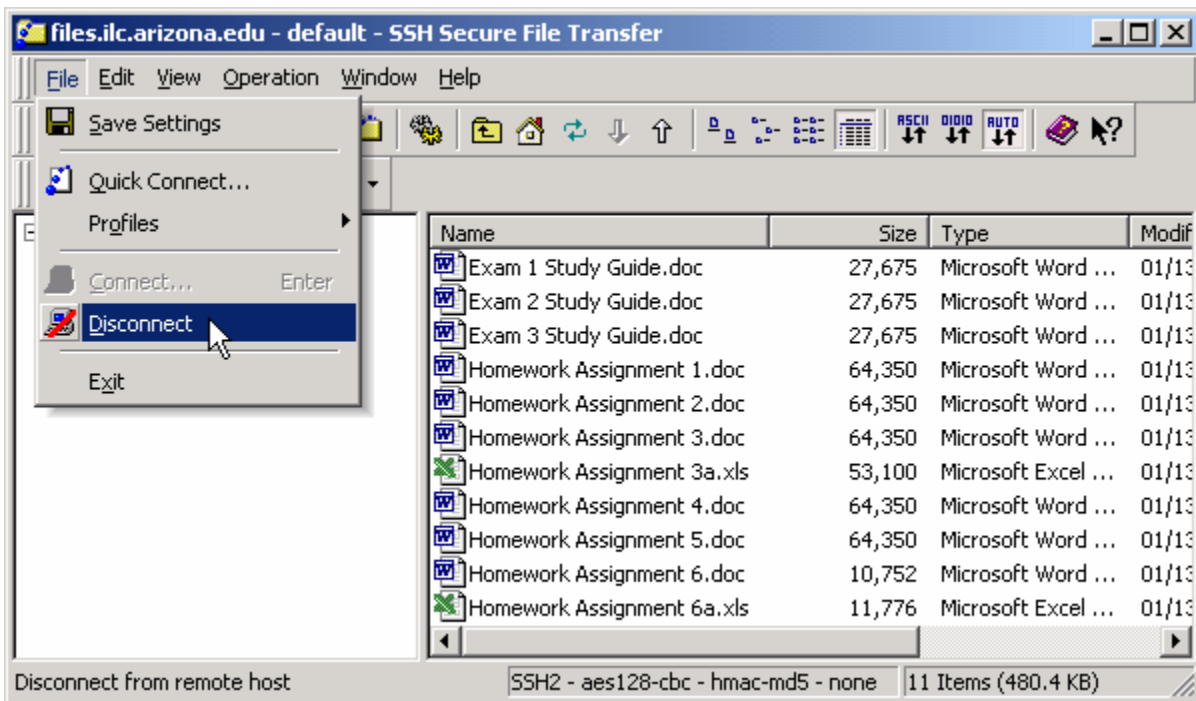
Select the local folder where you want to place the downloaded files and click on [Download]. A window will temporarily appear during the download process showing you the files being downloaded to your computer. When the download process is complete you should see the downloaded files listed in the local folder you selected.

This completes the download process.

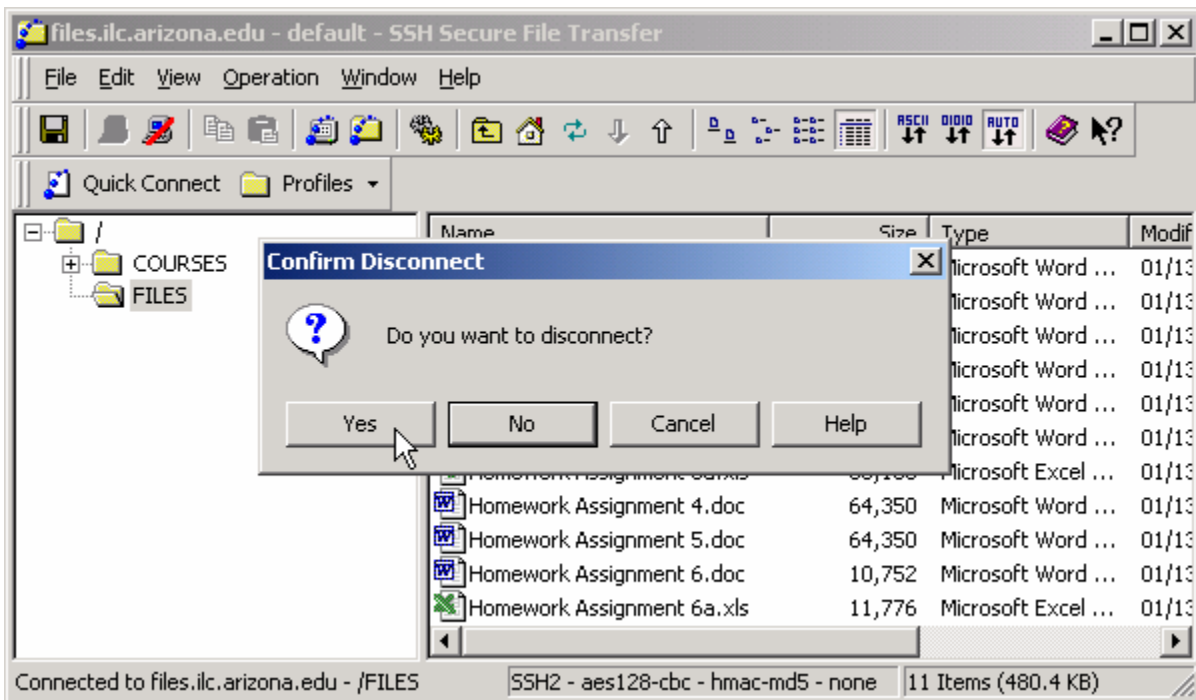
Disconnecting from the ILC File Server

Disconnecting

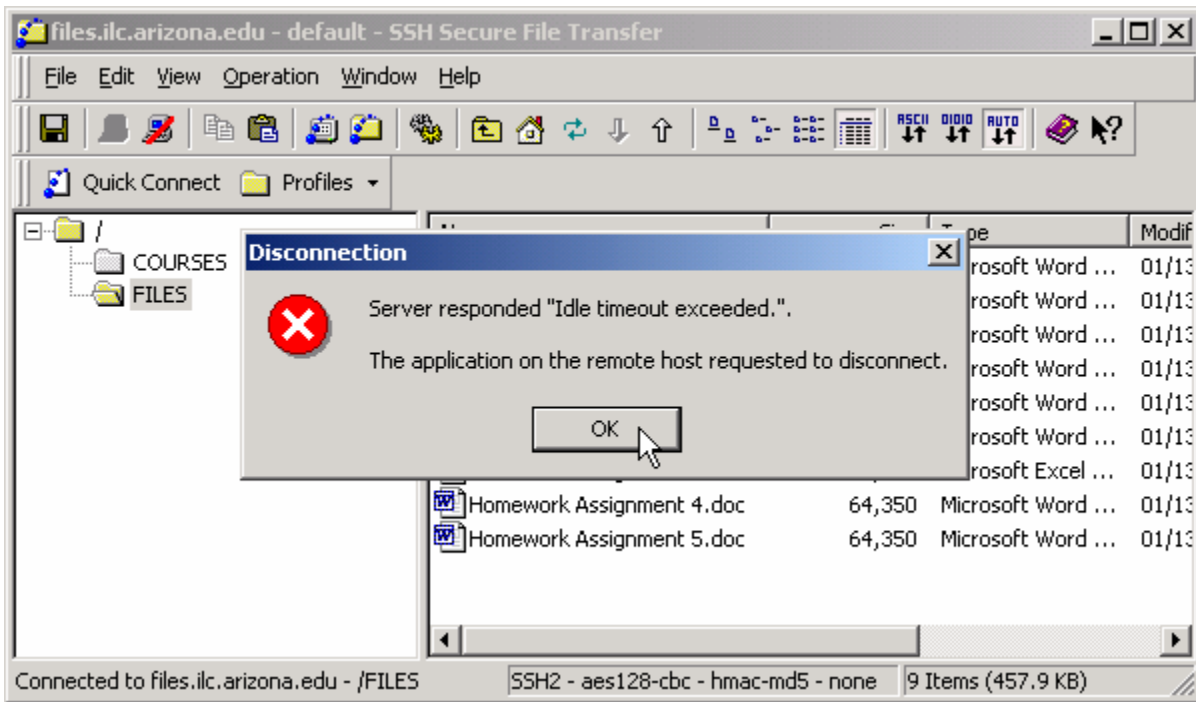
When you have finished managing your instructor files disconnect from the ILC File Server as follows:



Click on [File] > [Disconnect] to end your connection to the ILC File Server.



Click on [Yes] to the Confirm Disconnect dialog box. This will end your session and exit SSH Secure File Transfer. Note that your session is automatically disconnected if it is idle for more than 5 minutes.



If you are automatically disconnected, click on [OK] to the Disconnection dialog box. You can reconnect by following the instructions on the document titled [Connecting to the ILC File Server](#).
