

# Uploading Your Files to the IMS Web Server

## Acquire an Account

1. Your instructor will provide IMS User Agreement Forms to you. Prior to receiving an account, you are required to read the conditions and terms and sign a document stating (this can be done electronically as well) that you understand and will abide by the terms set forth in the agreement.
2. You will receive a username and password.

Don't forget to write down your (keep this information in a safe and secure spot):

**Username:** \_\_\_\_\_

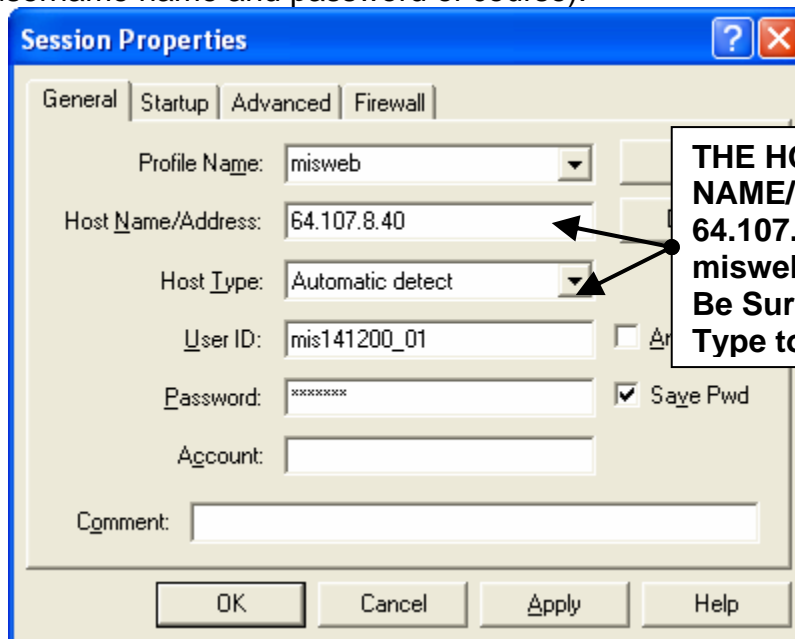
**Password:** \_\_\_\_\_

## Download and Install WS\_FTP LE

- WS\_FTP LE is one of the best and possibly the most widely used FTP clients around. The computers in the labs at Moraine Valley have WS\_FTP LE installed on them. If you want to use this program at home you must download and install it on your home machine.
- WS\_FTP LE is very easy to setup and use. You can download the **Free** software from the IMS Web Server website <http://misweb.morainevalley.edu>.

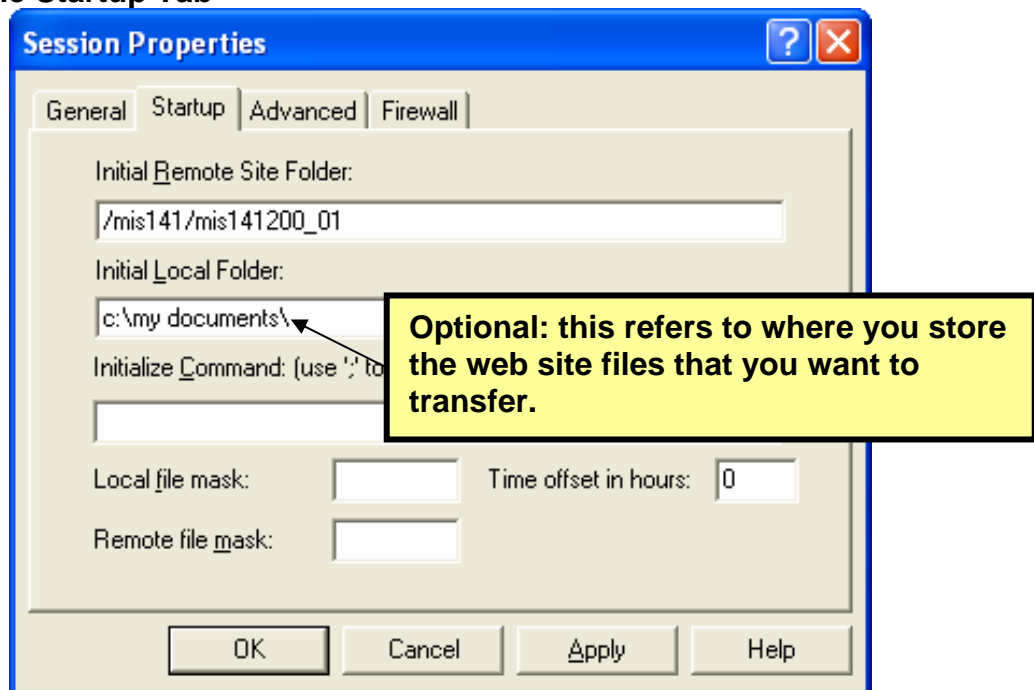
## Using WS\_FTP LE To Upload Your Files

- Below, I will show you how to configure this program to transfer files to and from your IMS Web Server.
- Set up the **Session Properties** screen exactly as it is shown in the picture below. (Using YOUR username name and password of course).



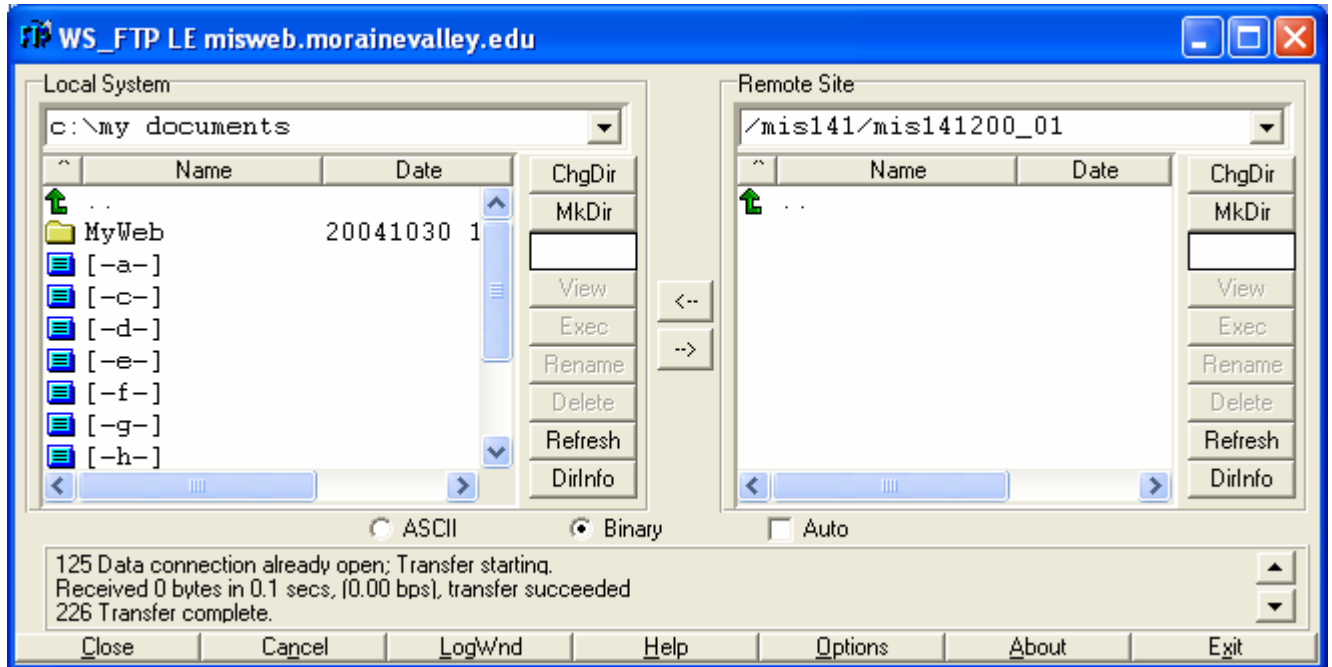
- **Next, click on the Startup Tab** (to the right of the General Tab)

## Configuring the Startup Tab



- The **Initial Remote Site Folder** is the folder that has been designated to your account on the web server. It is the folder in which all your web files will be transferred to and reside on the 'live' web server. You will need to use the directory that has been set up for your class and username. The syntax for this field is as follows (your class #, do not include the section, followed by your username) /classnumber/username/.  
**An example:** /mis141/mis141200\_01.
- The **Initial Local Folder** (*optional*) refers to where you store the web site files that you want to transfer. This is not a required field but can help you locate all of your files as you FTP your files. By default, WS\_FTP lists the files in its own folder. If you place all your web files in your My Documents folder, you might type the following c:\my documents\. This will automatically list files within that directory in the local system column when you connect to your web server.
- Click on the OK button and the program will log you into the IMS Web Server and should display your web site directory in the File Manager Dialog box.

# File Manager



- On the left side of this screen are the files on the hard drive of your computer. You will easily be able to figure out how to navigate through your files. On the right side of the screen is the IMS Web Server.
- You will need to locate the course folder that you are using the server for double click on that folder and find your folder (the same as your username).
- In the center (between the windows) you see two buttons with arrows. These are used to transfer files back and forth.
- At the bottom of the windows there are two radio buttons, ASCII and Binary. It is important to have the ASCII button checked when transferring html or text files. Use the Binary button for transferring images and other files.

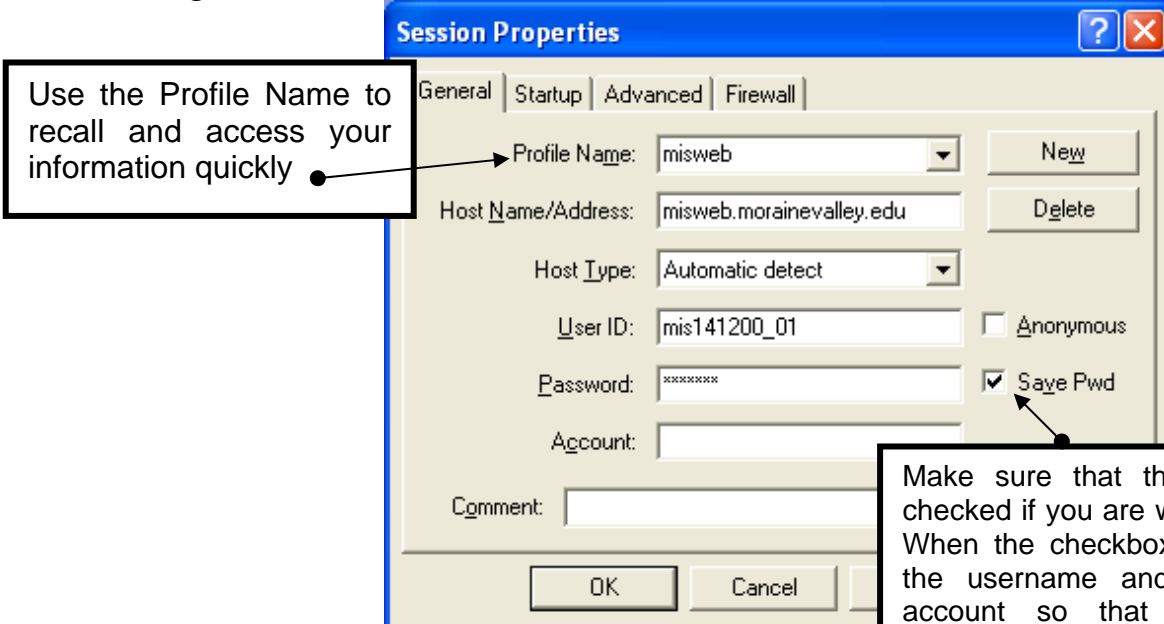
## To upload a file to your IMS Web Server Folder:

1. Locate the file on your hard drive (or floppy drive) in the left window.
2. Highlight the file name.
3. Click on the button with the arrow pointing to folder.
4. That's it. The file will be uploaded.
  - Reverse this procedure to download files from your IMS Web Server folder to your hard drive. You can also delete unwanted files from your IMS Web Server folder using the Delete button on the right side.

# Use WS\_FTP LE to set up your account (Example using mis141200\_01)

## 1. Setting up the Session Properties Window:

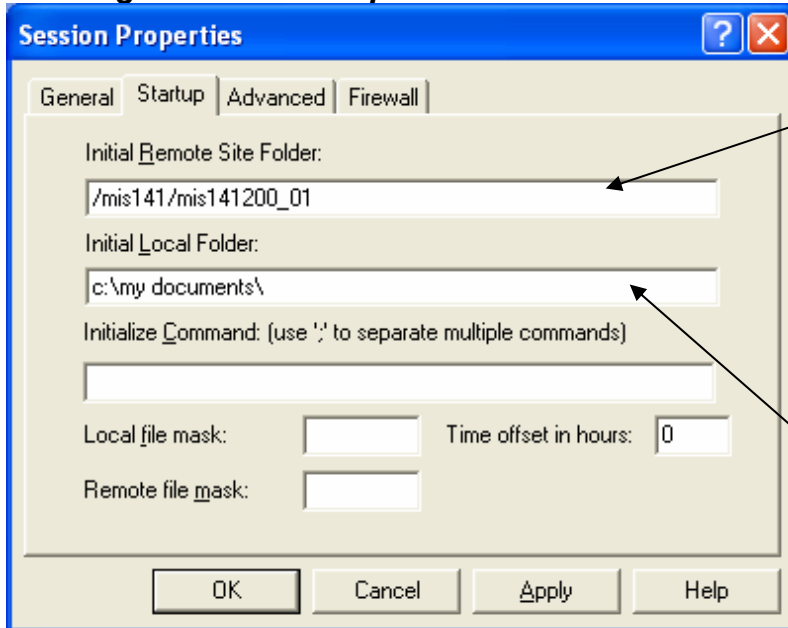
### Working with the General Tab



Make sure that the Save Pwd is **not** checked if you are working in a public lab. When the checkbox is checked it stores the username and password for your account so that anyone using that computer can login to your account. Remember that you are responsible for anything that happens to your account.

- Use 64.107.8.40 As Your Host Address
- Keep the Host Type as Automatic Detect
- Use the UserID and Password that your Instructor gave you
- Leave Account and Comment Empty

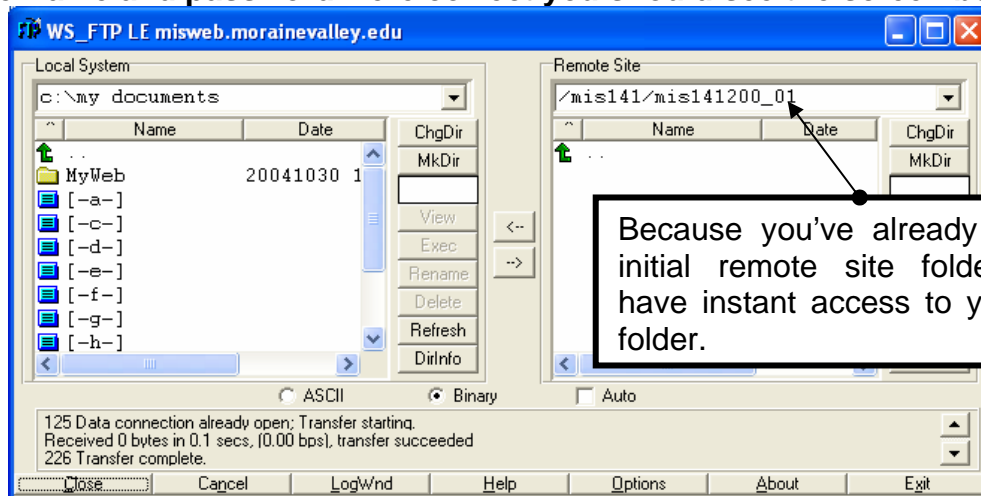
### Working with the StartUp Tab



You will need to use the directory that has been set up for your class and username. The syntax for this field is as follows (your class #, do not include the section, followed by your username) /classnumber/username/. **An example:** /mis141/mis141200\_01.

This is an optional field, it is not required. Use this property as a way to locate the majority of your web files. Use this property if you've set up a folder on your hard drive to store all of your class files.

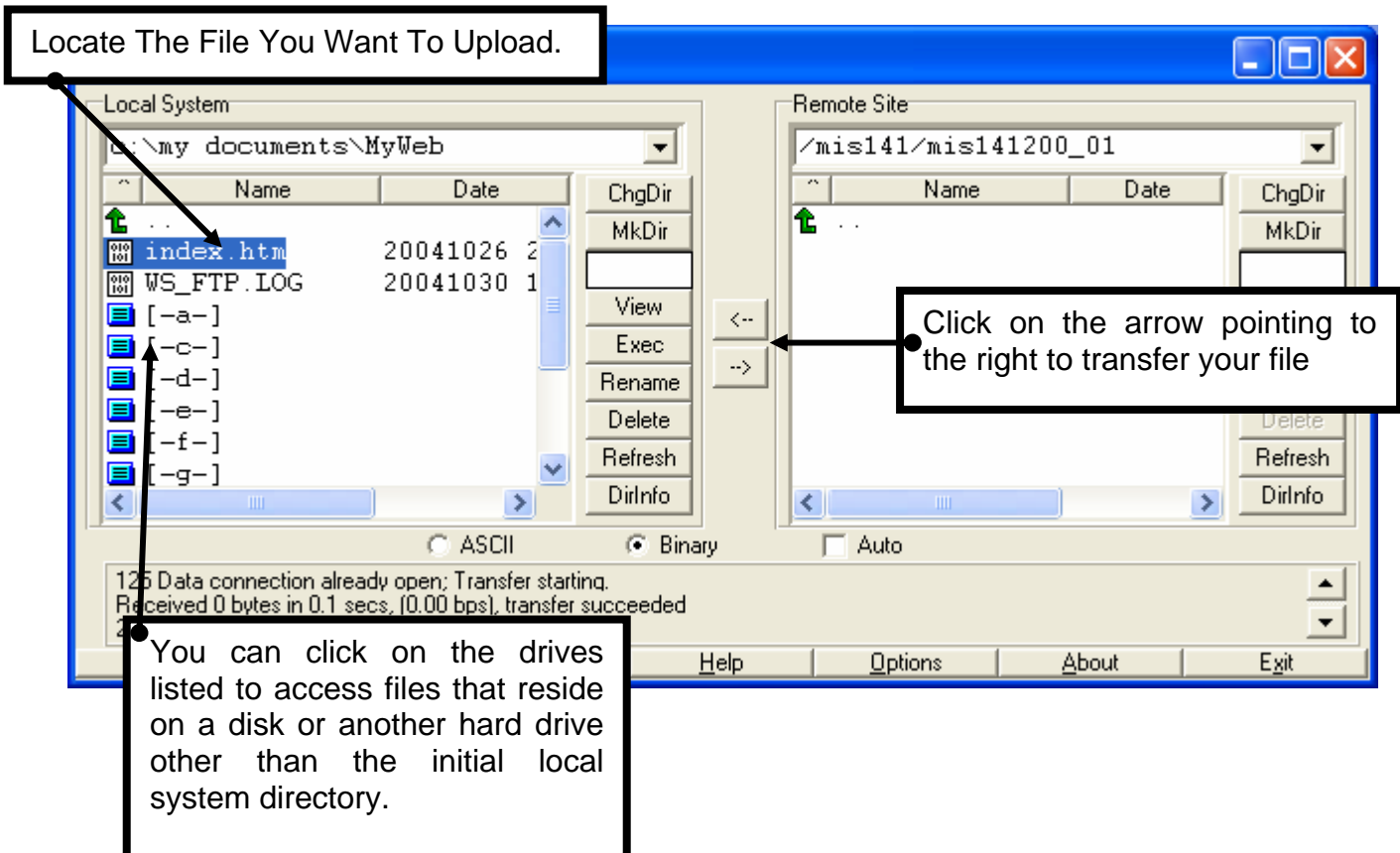
2. If your username and password were correct you should see the screen below:



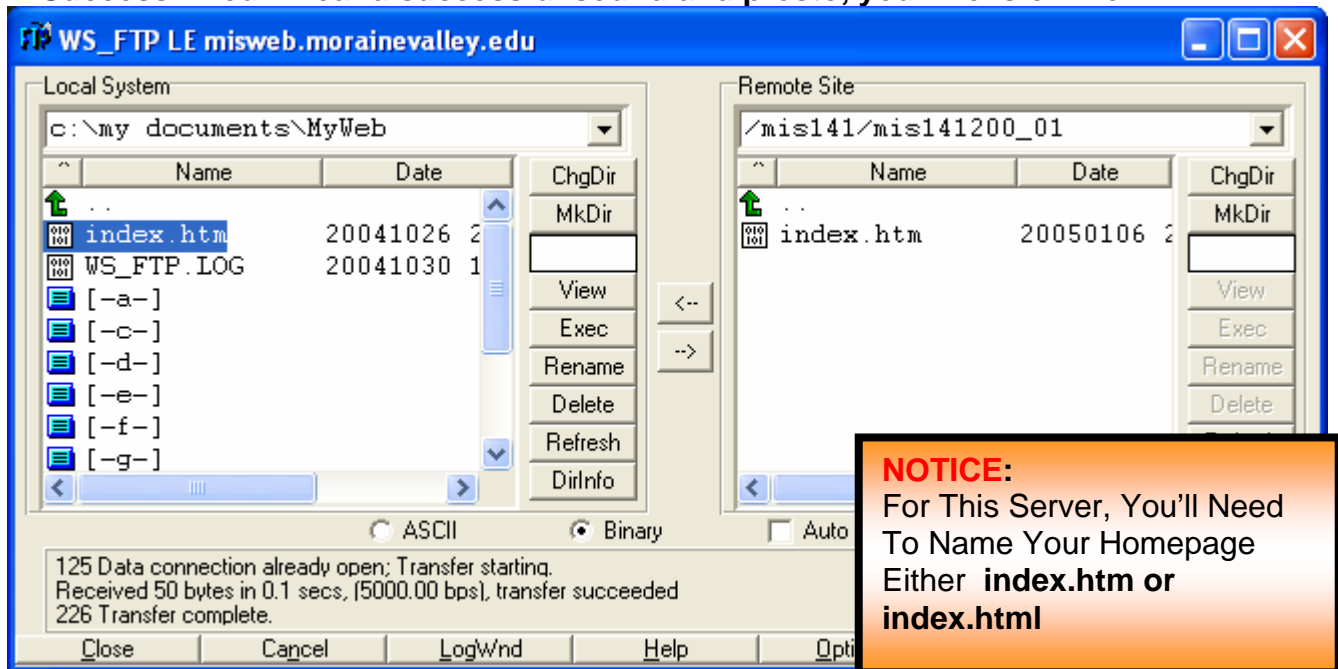
3. Once logged into your web folder you can start transferring files. Your folder will be the same name as your username.

**To upload files to your account you'll need to complete the following steps**

- Locate the file on your hard drive (or floppy drive) in the left window.
- Highlight the file name by selecting it (clicking on it).
- Click on the button with the arrow pointing to your folder (the arrow pointing to the right).
- That's it. The file will be uploaded.
- **To download files** from your File Manager to your hard drive you would reverse this process. You can also delete unwanted files from your File Manager using the Delete button on the right side.



#### 4. Success! You'll hear a successful sound and presto, your file is online!



#### 5. Viewing Your Page Online

- To view your file, type in the address for the IMS Web Server:  
<http://misweb.morainevalley.edu/>
- Next, add your class folder name to the URL(for example, mis111 or mis141).  
[mis141/](http://misweb.morainevalley.edu/mis141/)
- Finally, add the name of your folder (the same as your username).  
[mis141200\\_01](http://misweb.morainevalley.edu/mis141/mis141200_01/)
- When you combine all three sections, you should have the URL to your homepage:

For example: [http://misweb.morainevalley.edu/mis141/mis141200\\_01](http://misweb.morainevalley.edu/mis141/mis141200_01/)

- If you want to view additional pages other than your homepage you will need to include the folder and/or filename after your folder. For example, if you wanted to view [hw1.htm](http://misweb.morainevalley.edu/mis141/mis141200_01/hw1.htm) (located in the mis141200\_01 folder), you would need to use the following URL to view it the page:  
[http://misweb.morainevalley.edu/mis141/mis141200\\_01/hw1.htm](http://misweb.morainevalley.edu/mis141/mis141200_01/hw1.htm)

**Good Luck FTPing!**