

FTP Instructions for Syllabi

NOTE: To successfully transfer your files, you must make sure they're in HTML format and named in the following way:

- Example: ENG104-01.html (NO SPACES)

ENG	104	-	01	.	html
Course Description	Course Number	Dash (-)	Section Number	Dot (.)	html

1. **Open** the FTP program on your computer. ([image](#))

Start -- > Programs -- > Internet Services --> FTP

2. **Fill in** the FTP information to get to our syllabi website.

- Push "New" button (if there is a new button) ([image](#))
- Fill in:
 - Profile Name: **Syllabi**
 - Host Name/Address: **griffon.mwsc.edu**
 - Host Type: **Automatic Detect**
 - User ID: **efljdept**
 - Password: **(given to you in person)**
- Check "Save Password" if desired (especially if it is *your* computer and no one else regularly uses it)
- Push "Apply" button or "Save" button ([image](#))
- Push "OK"

3. **Double click** the **public_html** folder in the right frame. ([image](#))

4. **Double click** the **syllabi** folder in the right frame. ([image](#))

5. **Click** the **ChgDir** button near the right side of the left frame. ([image](#))

6. **Enter C:** if your syllabus is on your computer's hard drive, then click "OK." ([image](#))

7. **Enter A:** if your syllabus is on your floppy drive, then click "OK." ([image](#))

8. **Locate** and **click on** your HTML document (example: **test.html**) in the left screen. If you have images to upload, you can do them at the same time. ([image](#))

9. **Push** the "right arrow button" to transfer your file. ([image](#))

10. **Look** to see if your file has appeared in the right frame. You may have to scroll if there are a lot of files. ([image](#))

Congratulations! You've just transferred your syllabus to the index.

Sometimes during the file transfer process, the FTP program will log you out automatically (usually when there is a lull in activity). To remedy this, simply push close ([image](#)) then connect ([image](#)) to reconnect. If you successfully saved the FTP settings, you should only have to press "OK" on the screen that comes up (and possibly the password). If not, refer to step 2 above.

If you are having a lot of difficulty, we will do it for you. Leave your disk with Monica, Janice or Barb.

[Back to Syllabi Index](#)