

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. ([image](#))

- Fill in:
 - Profile Name: www.missouriwestern.edu
 - Host Name/Address: www.missouriwestern.edu
 - Host Type: **Automatic Detect**
 - User ID: [eflj/syllabi](#)
 - Password: **(contact Barb for this)**
- Check "Save Password" if desired (especially if it is *your* computer and no one else regularly uses it)
- Push "Startup" button (if there is a "startup" tab) ([image](#))
- Fill in:
 - Initial Remote Site Folder: [/eflj/syllabi](#)
- Push "OK"

3. **Double click** the **2002** folder in the right frame. ([image](#))

4. **Double click** the **summer** 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,leave your syllabi on a disk with Barb.

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