

FTP Instructions for Posting Syllabi

NOTE: To successfully transfer your files, you must make sure you save your file as a webpage (HTML format) and name the file in the following manner:

- Example: ENG104-01.html (no spaces)

ENG	104	-	01	.	html
Course Description	Course Number	Dash (1)	Section Number	Dot (.)	html

To Post:

- **Open** the FTP program on your computer in one of two ways:
 - Click on the FTP icon on your desktop if it is located there, or
 - Go to -- > Start > All Programs > FTP (may say WS_FTP)

Once you have opened the FTP program a "Session Properties" screen will pop up.

- **Fill in** the necessary information on the Session Property screen to get to our syllabi website file (see instructions below).
 - **Fill in:**
 - Profile Name: Syllabi
 - Host Name/Address: www.missouriwestern.edu
 - Host Type: Automatic Detect
 - User ID: efljsyllabi
 - Password: get this from the Administrative Assistant
 - **Check** the "Save Password" box if desired (especially if it is your computer and no one else regularly uses it. This will save you from having to re-enter the information each time).
 - **Push** the "Apply" button or the "Save" button
 - **Push** "OK"
- **Double click** the 'eflj folder' in the right hand frame.
- **Double click** on the 'syllabi folder' in the right hand frame.
- **Double click** on the '2009 folder' (or whatever year it is) in the right hand frame.
- **Double click** on the 'Fall, Spring, or Summer folder" in the right hand frame (whichever semester is appropriate).

You are now ready to find your syllabi on the left hand frame.

- **Click on** the 'ChgDir' button near the right side of the left hand frame.
 - **Enter** "C:\" if your syllabus is on your computer's hard drive. Then Click "OK." If your file is on an external drive (thumb or other) then enter the appropriate drive name and click "OK."
 - **Locate** and click once on your syllabi file name.
 - **Push** the "right arrow button" located in the middle of the screen to transfer your file to the right hand frame.
 - **Look** to see if your file appears in the right hand frame. You may have to scroll down if there are a lot of files already posted. If you do not see it listed, you need to repeat the above steps.

Congratulations! You have transferred your syllabi.

- Please check the departmental website to make sure it shows up when you click on that link. If it does not, then check to see what step you might have overlooked. If you are unable to figure out why it's not showing up, please see the Administrative Assistant.
 - Go to the following two places to make sure it comes up when the link is clicked on:
 - Your personal webpage
 - The Syllabi index

Sometimes during the file transfer process, the FTP program will drop the 'l' on the file name. We are not certain why it does this. Because it can? If this should happen, let the Administrative Assistant know and she will put the 'l' back on and the file will show up at that time.

If you have a lot of difficulty, please contact the Administrative Assistant and she will help you.

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