

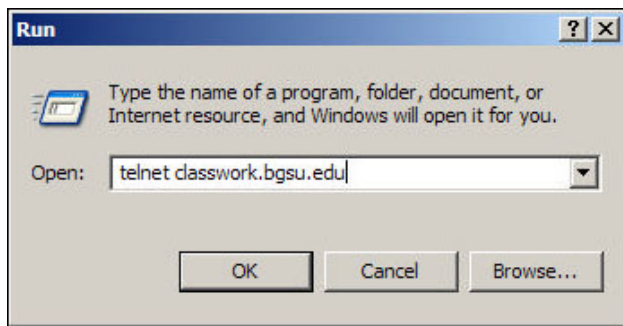
Introduction to the Classwork Server

The Classwork server is available for an instructor to reserve temporary Web space for his or her students' Web-based work. After an instructor has requested an account for his or her class, an individual account will be created for each student in the class, i.e. if there are twenty-five students in the class, twenty-five Classwork accounts will be created. The instructor is responsible for assigning the accounts to his or her students and supplying each student with the login name and initial password for the student's account.

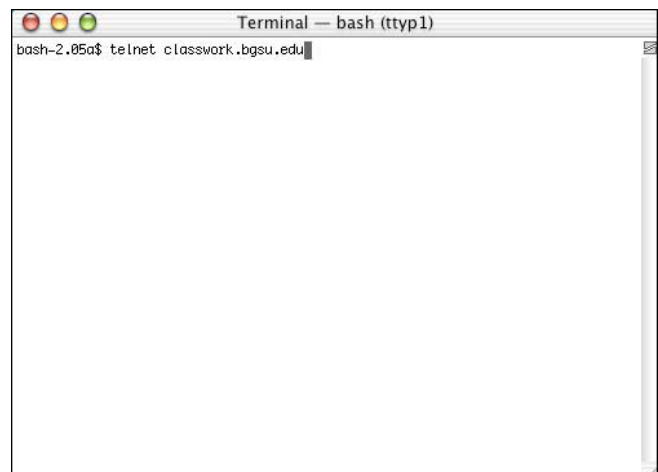
Before students may begin uploading files to their Classwork accounts, they must change the initial password to a different password of their choosing. This prevents students from inadvertently uploading to the wrong directory or accidentally deleting another student's files. To change the initial password on a Classwork account, follow these steps:

Configuring a Classwork Server Account

1. Launch the application that will give you a telnet connection.
Windows: For all Windows systems (95 and later), you can use the built-in command-line telnet by going to the Start Menu and selecting 'Run'.
Macintosh: For Mac OS X, from the GO menu select Applications, then Utilities, then Terminal. For older Macs, Nifty Telnet is available on-campus under the Apple Menu --> Internet Apps folder and on the Anti-Virus Internet CD available at Jerome Library Circulation Desk, the Math/ Science Library, or the Firelands Library.
2. In the connection window, type classwork.bgsu.edu as the name of the host computer.



Windows Command-Line Telnet

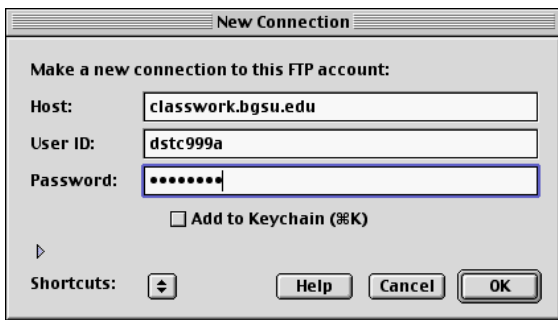


Mac OS X Terminal Window

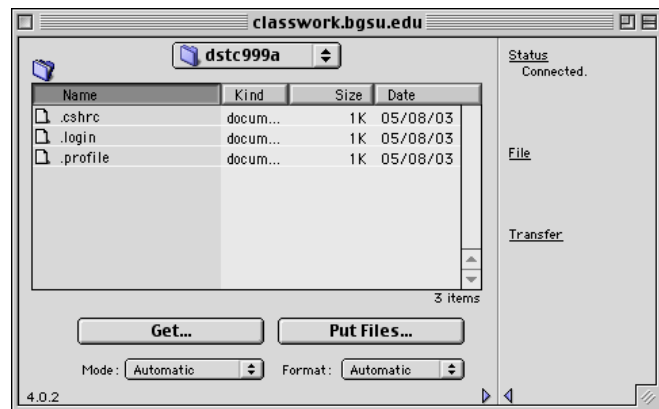
3. A login prompt will appear. Type the login name of the account given to you by your instructor.
4. A password prompt will appear. Type in the initial password given to you by your instructor.
5. A message will now appear saying:
UX: login: ERROR: Your password has expired.
UX: login: TO FIX: Choose a new one.
Old password:
6. You will now be prompted to enter a new password. Your new password must be at least 6 characters, and must contain at least two alphabetic characters and at least one numeric or special character. For example, "One4all" would work, but "14all" would not because it is too short. Once you have determined what you would like your new password to be, type it in and hit return.
7. You should then see a "classwork 1%" prompt, which indicates that you have successfully changed passwords and logged into the Classwork server. From there, logout of Telnet (cntrl/D) and quit the program. You are now ready to upload files to the Classwork server.

Uploading and Downloading Files To and From a Classwork Account

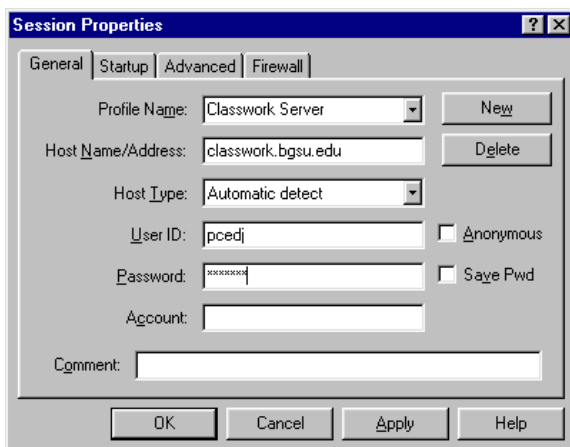
1. Launch a File Transfer Protocol (FTP) client program such as Fetch, WS_FTP LE, or a similar program. On-campus Macs have Fetch under the Go Menu --> Applications -> Internet Apps folder. PCs have WS_FTP LE under the Start Menu --> Programs --> Internet.
2. Open a new connection. For Host, type in "classwork.bgsu.edu". For User ID, type in your user ID. For password, type in the new password you entered earlier. Click the OK button. You will automatically be sent to your directory on the Classwork server.
3. Now use the FTP client to upload or download the files you wish to place on or take from the server.
 - If you are uploading using Fetch, just drag the files you want from the folder on your hard drive or disk to the Fetch window and drop them – they will upload to the server.
 - If you are uploading using WS_FTP LE, use the local system window on the left side of the display to choose the directory you wish to upload files from. Select the files you wish to upload and then click the upload arrow – the right-facing arrow between the local system window and the remote system window – and your files will be uploaded to the Classwork server.
 - If you are downloading using Fetch, drag the files you wish to download from the Fetch window to your desktop or the folder you choose and drop them - the files will download to your computer.
 - If you are downloading using WS_FTP LE, use the local system window to choose the directory you wish to download files to. Select the files you wish to download from the remote system window and click the download arrow – the left-facing arrow between the local system window and the remote system window – and the files will download to your computer.
4. Exit the FTP client program you were using. If you were uploading files, your files are now on the Classwork server.



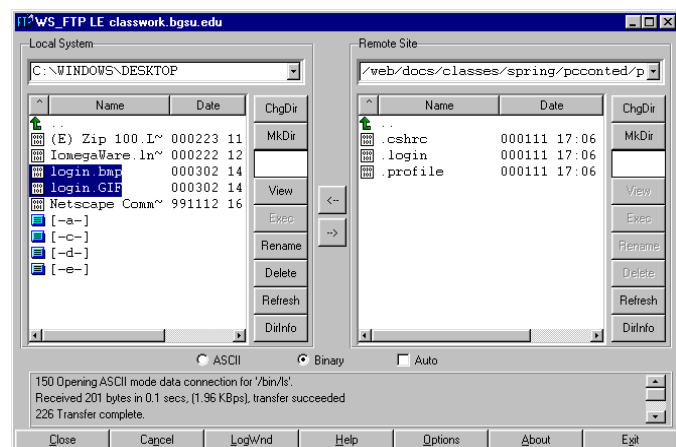
Connection Window for Fetch (Mac)



Dragging Files into the Fetch Window for download (Mac)



Connection screen for WS_FTP LE (PC)



Upload/Download screen for WS_FTP LE (PC)

Viewing Files on the Classwork Server

1. Launch a Web browser such as Internet Explorer or Netscape Navigator.
2. Type in the URL (address) of the files you wish to view. This may be done in one of two ways: typing in the base URL for the Classwork server and clicking through to your class and your directory or by typing in the full URL (address) for your directory on the server and clicking the file.
 - The base URL (address) for the Classwork server is <http://classwork.bgsu.edu> . Typing this into the address bar will take you to a page where all the classes with accounts on the server are listed by course number and instructor. Click on the link for your class, e.g. VCT 203 Smith. This will take you to a page where the individual accounts for that class is listed by login name. Click on your login name, e.g. vct203ab. This will take you to an index of the files you have uploaded. Click on the file you wish to view, e.g. homework.html. The file you clicked on will now display.
 - The URL (address) for your directory on the Classwork server is determined by semester, class name, and login name. For example, if you are in VCT 203 with Professor Smith in spring semester and your login name is vct203ab, you directory would be <http://classwork.bgsu.edu/classes/spring/smvct203/vct203ab/> . To figure out this address for the first time, use the method described above to locate your directory and write down or bookmark the full URL of your directory for later use.
3. Quit the Web browser when you are done viewing your files.

Notes

- Classwork accounts are accessible from most Internet accounts.
- Accounts on the Classwork server are temporary; accounts are purged between semesters. Students are encouraged to backup their files and save to disk any files they wish to keep at the end of the semester.
- For questions concerning Classwork accounts, please contact the Technology Support Center at: 419-372-0999, or complete the online form at: <http://www.bgsu.edu/its/tsc/page9500.html>