

STUDENT FILE MANAGER

Uploading Files

1. Logon to Student File Manager with the same username and password used for Fontbonne e-mail.
 - a. You can find a link to File Manager on Fontbonne's homepage under Shortcuts for..., Current Students and on the Information Technology department page sidebar.
2. Select the *Home Folder*.
3. Create a new folder in which to place your documents (e.g., CIS103)
 - a. Click on the Folder icon in the tool bar or click *File/New/Folder*.
 - i. You will get a rectangular box on the top left of your screen.
 - b. Type in the folder name and click Okay.
 - i. A new folder with the name you have given it should show up on the left side of the screen inside your Home Folder.
 - ii. You should also be able to see this same folder on the right side of the screen.
4. Open the new folder by clicking it.
5. Select *Upload* from the Upload/Download menu.
6. Click *Browse* and find the file you wish to upload.
 - a. Click the file to highlight it, and click *Open*.
 - b. Then click *Upload*.
 - c. Click the red X at the top of that window to close it.
 - d. The file should now show up inside the folder you chose before you began the upload.

The Current Directory noted near the top of the page shows the path to the folder you currently have chosen.

7. When your file(s) have been uploaded, logout **and** close the web browser.
 - a. Closing the browser page is especially important on a public computer. Even though you logged off, if you do not close the browser, someone else may be able to access your personal files by merely clicking the File Manager link.

Retrieving Files

1. Logon as you did to upload your file(s).
2. Choose the folder in File Manager that contains the file you want to retrieve.
3. **DO NOT OPEN** the file within File Manager. Instead, right click the file and select *Download*.
4. Then click *Save* and choose the location where the file should be placed (e.g., My Documents folder)
5. Once saved, you can choose *Close* or *Open* to edit the file.
6. The revised and saved file can then be uploaded again to File Manager.