

# Guide to uploading onto the student server (via FTP)

This is a guide on how to upload files and/or projects onto the ilearn student sever using a FTP client (such as FileZilla). Please follow these instructions.

### 1.

Download and install 'Filezilla FTP Client' from the following link.

https://filezilla-project.org/download.php?show\_all=1

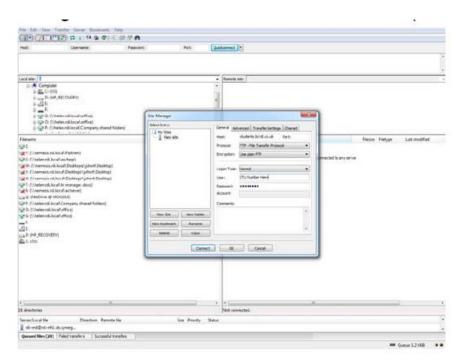
If you are using Windows please ensure you <u>click</u> the <u>.zip</u> link. (Not the .exe link 'recommended' by Filezilla)



You will then be prompted to 'save file' and it will download. Upon completion, double click the .exe file, click 'I Agree' to the license agreement and continue to follow the instructions to install.

### 2.

Now you have **FileZilla** installed. Load the program. Click > **File** (in the top left corner) > **Site Manager**. Now click '*New Site*' and fill in the details (as shown below)



Host: students.bl.rdi.co.uk

Logon Type: Change to 'Normal'

**User:** Your STU Number

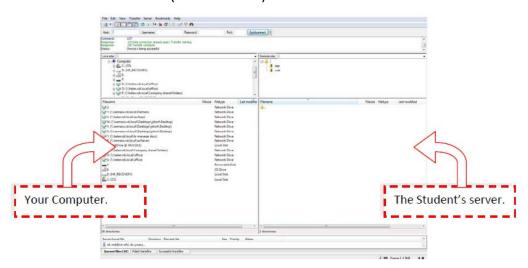
Password: colour and number combination provided to you by to student support

coordinator.

If you have not received your username and password or have difficulties connecting to the server the please contact <a href="help@rdi.co.uk">help@rdi.co.uk</a>

#### Now click 'Connect'

You will now see a screen (shown below).



### 3.

Locate the file(s) that you wish you upload/move onto the student server. Now, simply select the files in question, click and drag from 'Your Computer' on the left hand side to 'The Students Server' on the right hand side.

Your files will now be on the server.

## 4.

Finally, test your files are successfully there and notify your student coordinator and/or tutor.

To test the files, open your web browser (for example Firefox, Internet Explorer). Now using the following url: <a href="http://students.bl.rdi.co.uk/">http://students.bl.rdi.co.uk/</a> Your\_STU\_Number/File\_Name

The file you test will now appear within the web browser or be downloaded to your computer.

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Anymore tips or pointers regarding this or some technical advice please do not hesitate to contact us: <a href="https://example.co.uk">help@rdi.co.uk</a>