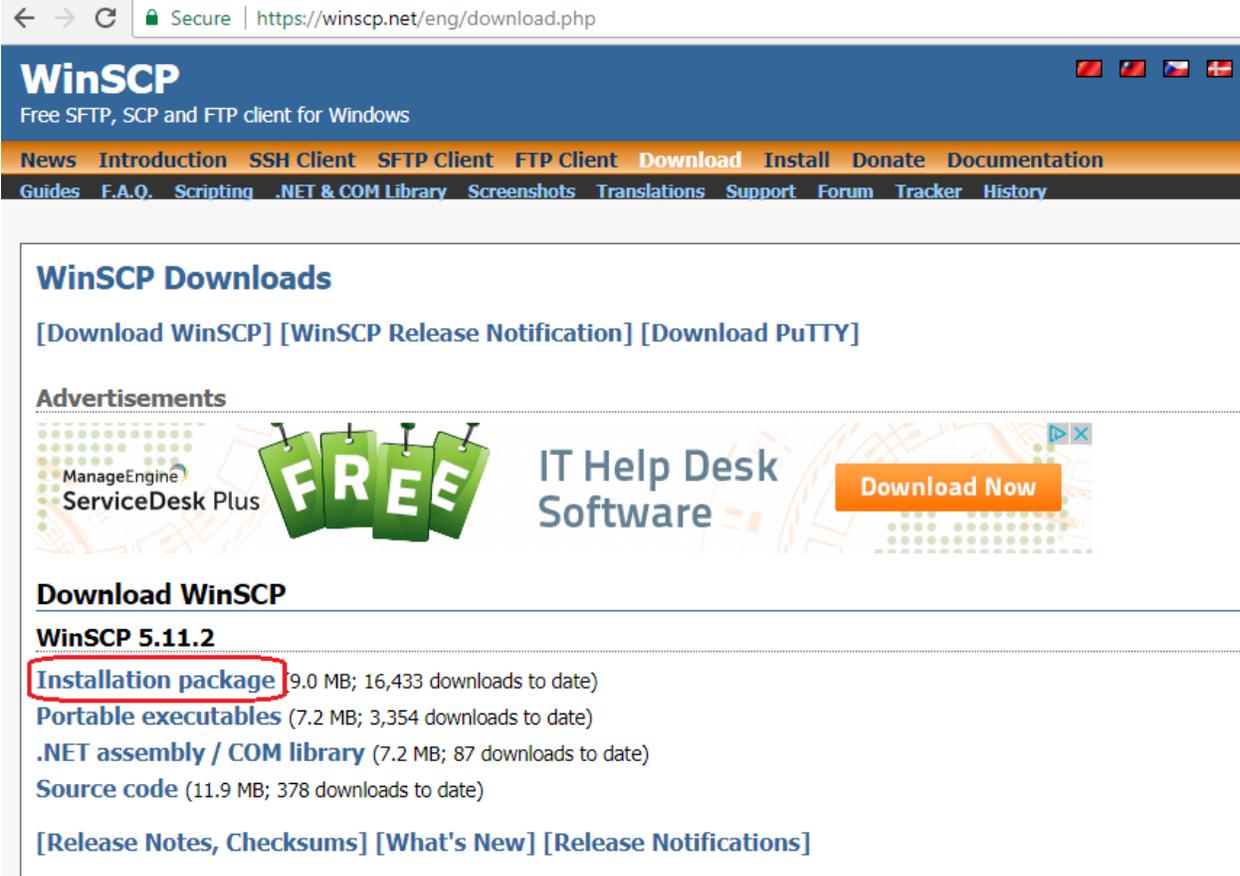


Downloading and Installing WinSCP

1. Download the WinSCP installation file from <https://winscp.net/eng/download.php>. Click on the “Installation package” download link. Note that most recent version available will likely be newer than the one shown here.



The screenshot shows the WinSCP website's download page. At the top, there is a navigation menu with links for News, Introduction, SSH Client, SFTP Client, FTP Client, Download, Install, Donate, and Documentation. Below the menu, the page title is "WinSCP Downloads". There are links for "[Download WinSCP]", "[WinSCP Release Notification]", and "[Download PuTTY]". An advertisement for "IT Help Desk Software" is displayed, featuring a "FREE" sign and a "Download Now" button. The main content area is titled "Download WinSCP" and lists the following options:

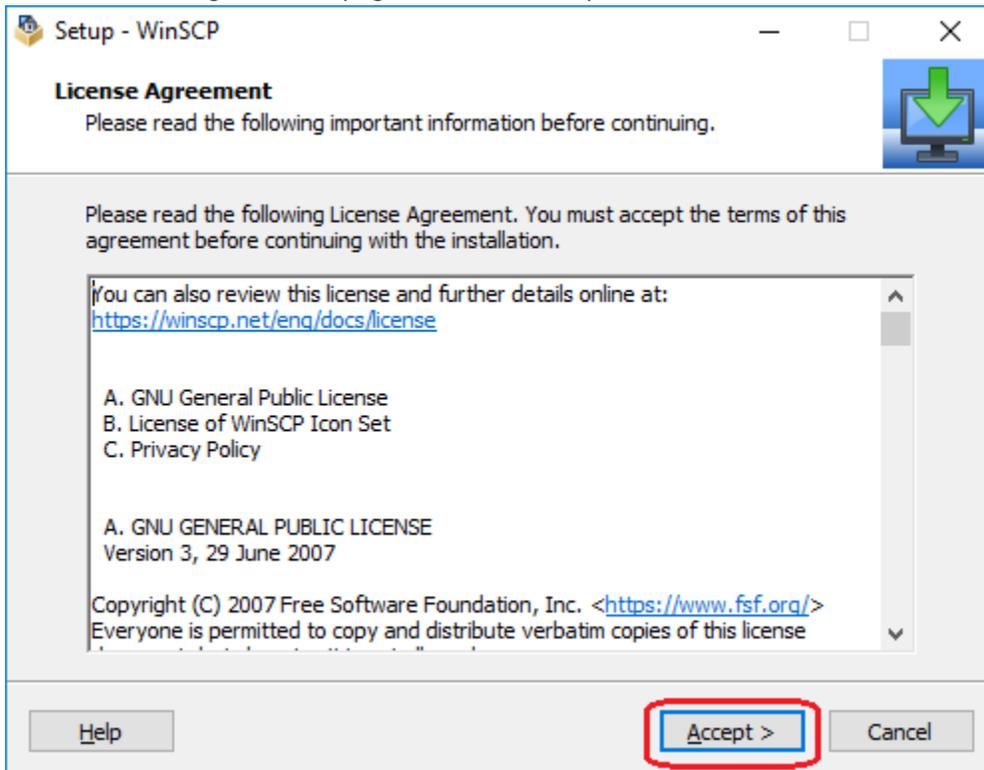
- Installation package** (9.0 MB; 16,433 downloads to date)
- Portable executables** (7.2 MB; 3,354 downloads to date)
- .NET assembly / COM library** (7.2 MB; 87 downloads to date)
- Source code** (11.9 MB; 378 downloads to date)

At the bottom of the list, there are links for "[Release Notes, Checksums]", "[What's New]", and "[Release Notifications]".

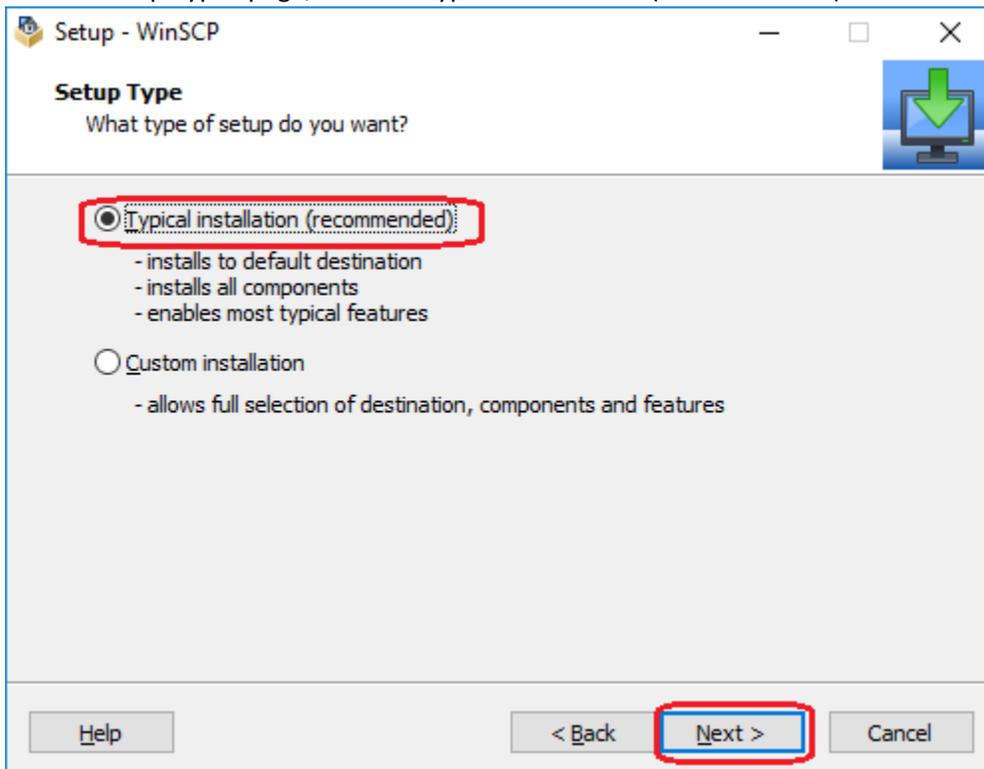
2. Double-click the file you downloaded to start the installation process.



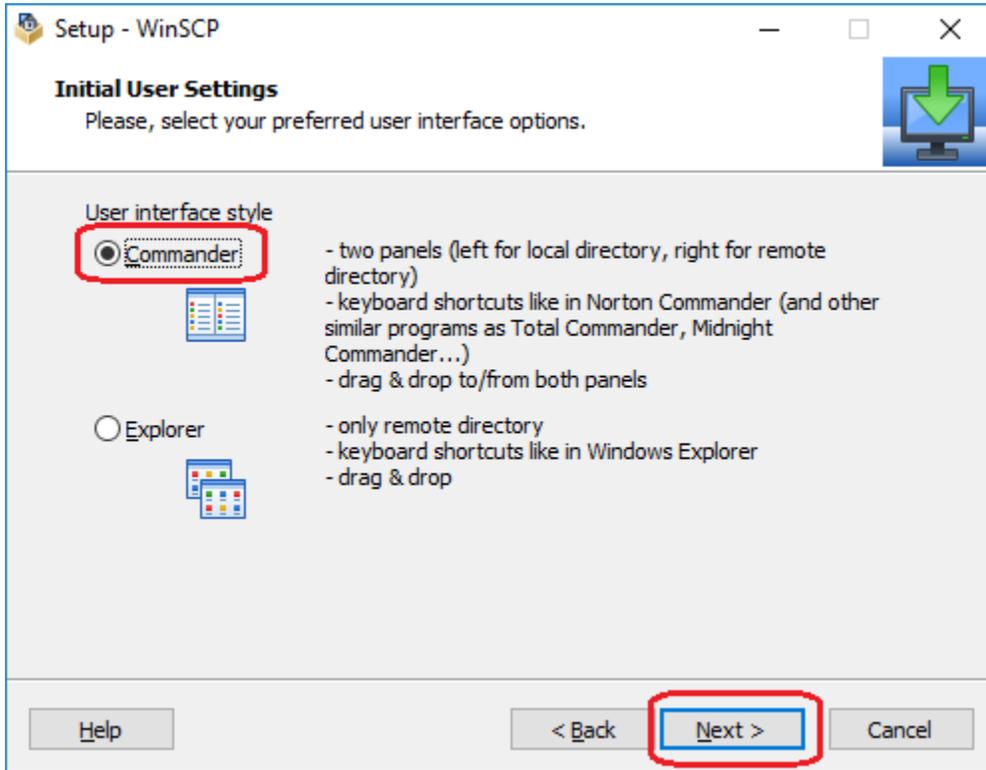
3. At the “License Agreement” page, click the “Accept >” button.



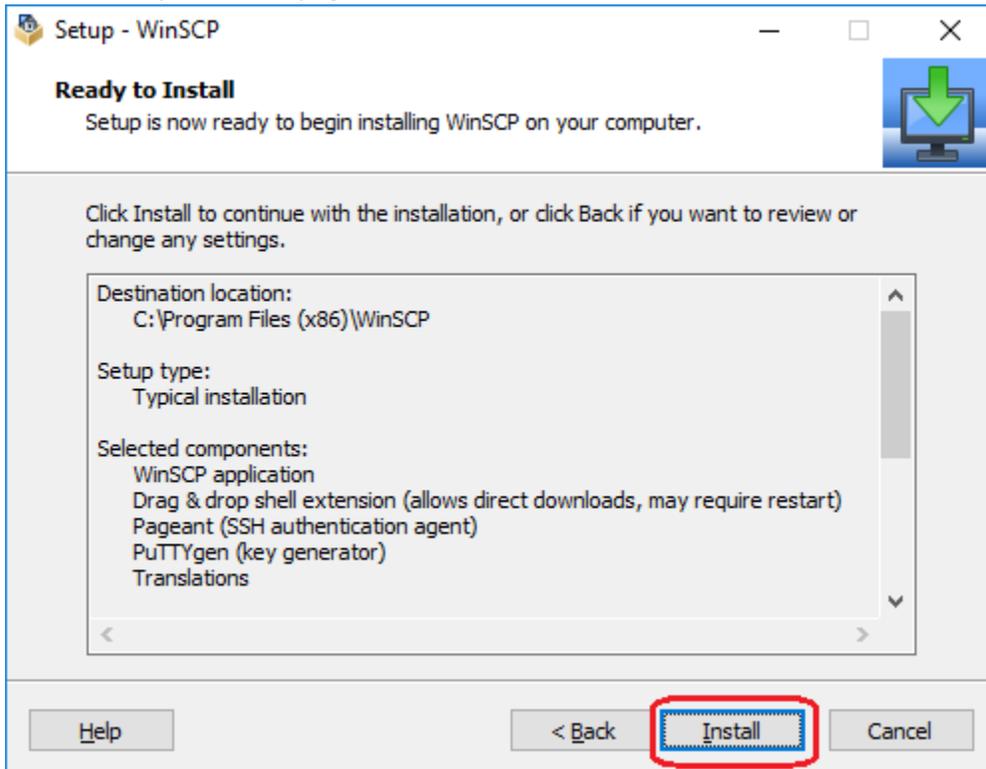
4. At the “Setup Type” page, choose “Typical installation (recommended)” and click the “Next >” button.



5. At the “Initial User Settings” page, choose “Commander” and click the “Next >” button.



6. At the “Ready to Install” page, click the “Install” button.



7. Wait for the installation to complete.

Configuring WinSCP for a Class

1. To start WinSCP, click the WinSCP icon on the desktop.

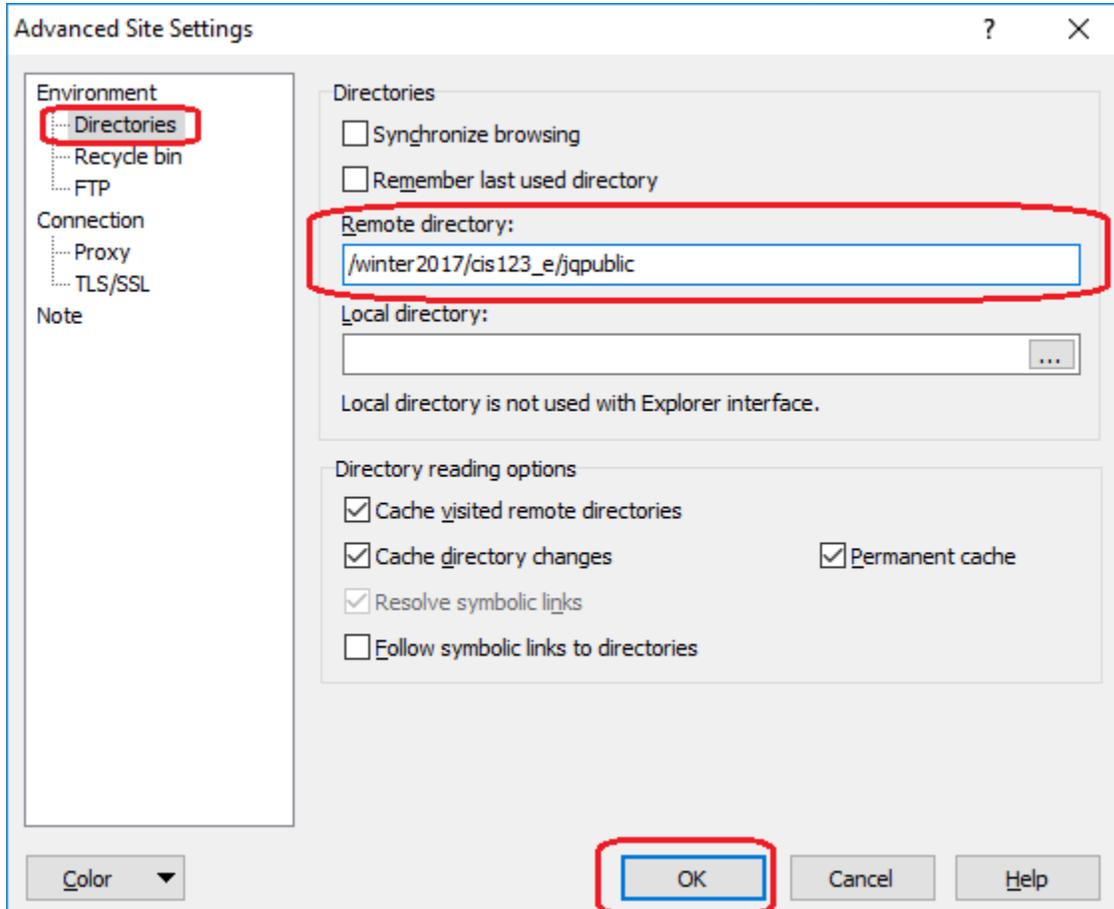


2. When WinSCP is started for the first time, it asks you to configure a site connection. At the "Login" page, enter the following information, then click the Advanced button:

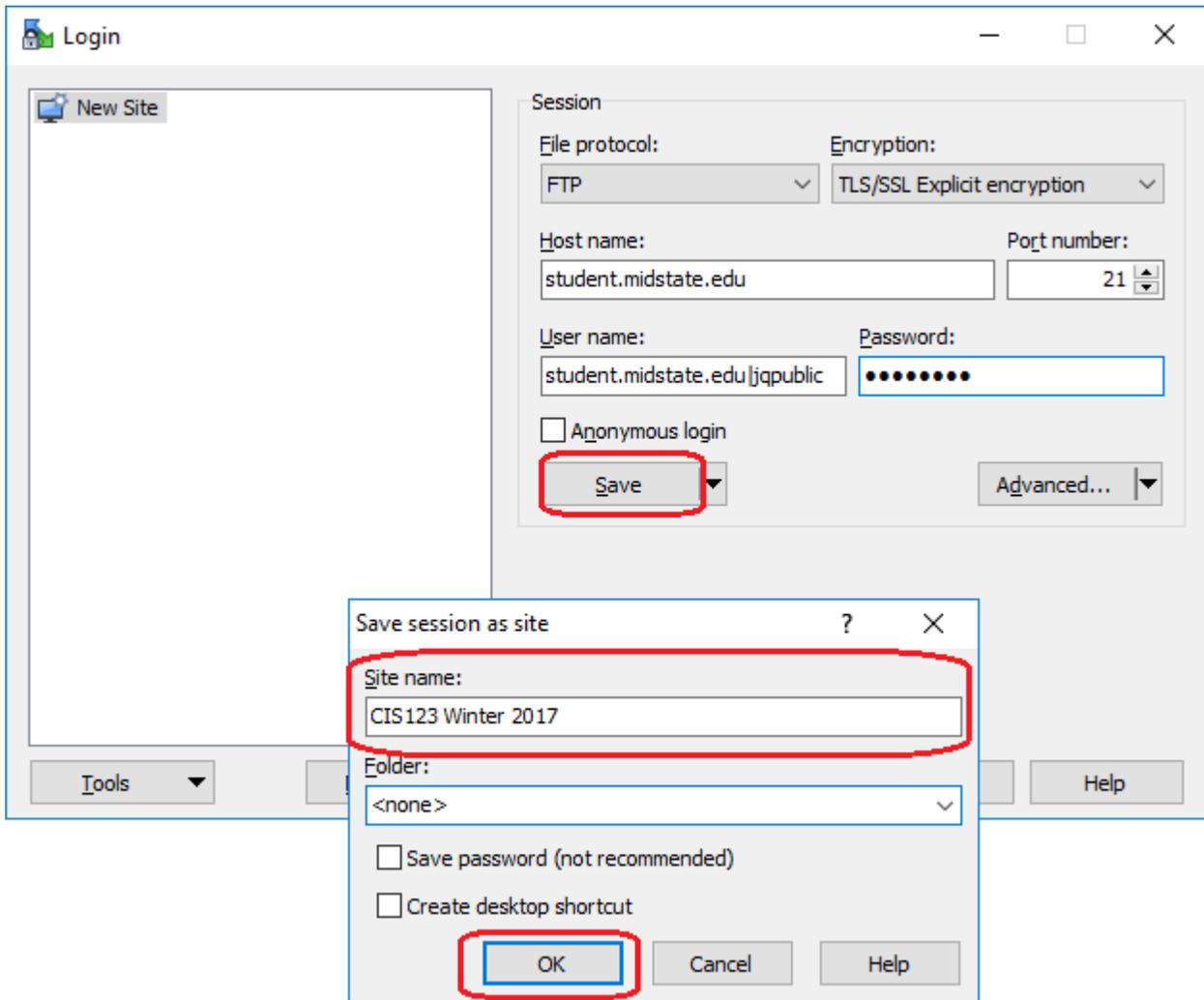
Field	Value	Notes
File protocol:	FTP	
Encryption:	TLS/SSL Explicit encryption	
Host name:	student.midstate.edu	
Port number:	21	
User name:	student.midstate.edu <username>	<ul style="list-style-type: none">• The is the pipe character (hold down SHIFT and hit the backslash)• Replace <username> with your username• Example: student.midstate.edu jqpublic
Password:	*****	(this is the same password you use to check your email or log into a computer on campus)
Anonymous login:	(leave unchecked)	

The image shows the WinSCP "Login" dialog box. On the left is a "New Site" list. On the right is the "Session" configuration area. A red box highlights the "File protocol" (FTP), "Encryption" (TLS/SSL Explicit encryption), "Host name" (student.midstate.edu), "Port number" (21), "User name" (student.midstate.edu|jqpublic), "Password" (*****), and "Anonymous login" (unchecked) fields. Another red box highlights the "Advanced..." button. At the bottom, there are "Tools", "Manage", "Login", "Close", and "Help" buttons.

3. At the “Advanced Site Settings” page, navigate to the “Directories” leaf.
4. The Remote directory should contain the following (there are no spaces anywhere, and the path is lower case):
/term/class_section/username
For example, if your username is jqstudent and you are taking CIS215 Section DF in the fall term of 2018, the Remote directory would look like this: */fall2018/cis215_df/jqstudent*
You may also set a default local directory if you wish.
5. Click the “OK” button when finished with the “Advanced Site Settings” page.



6. At the "Login" page, click the "Save" button
7. In the "Site name" field, enter a descriptive name that you will remember.
8. Click the "OK" button to save the session.

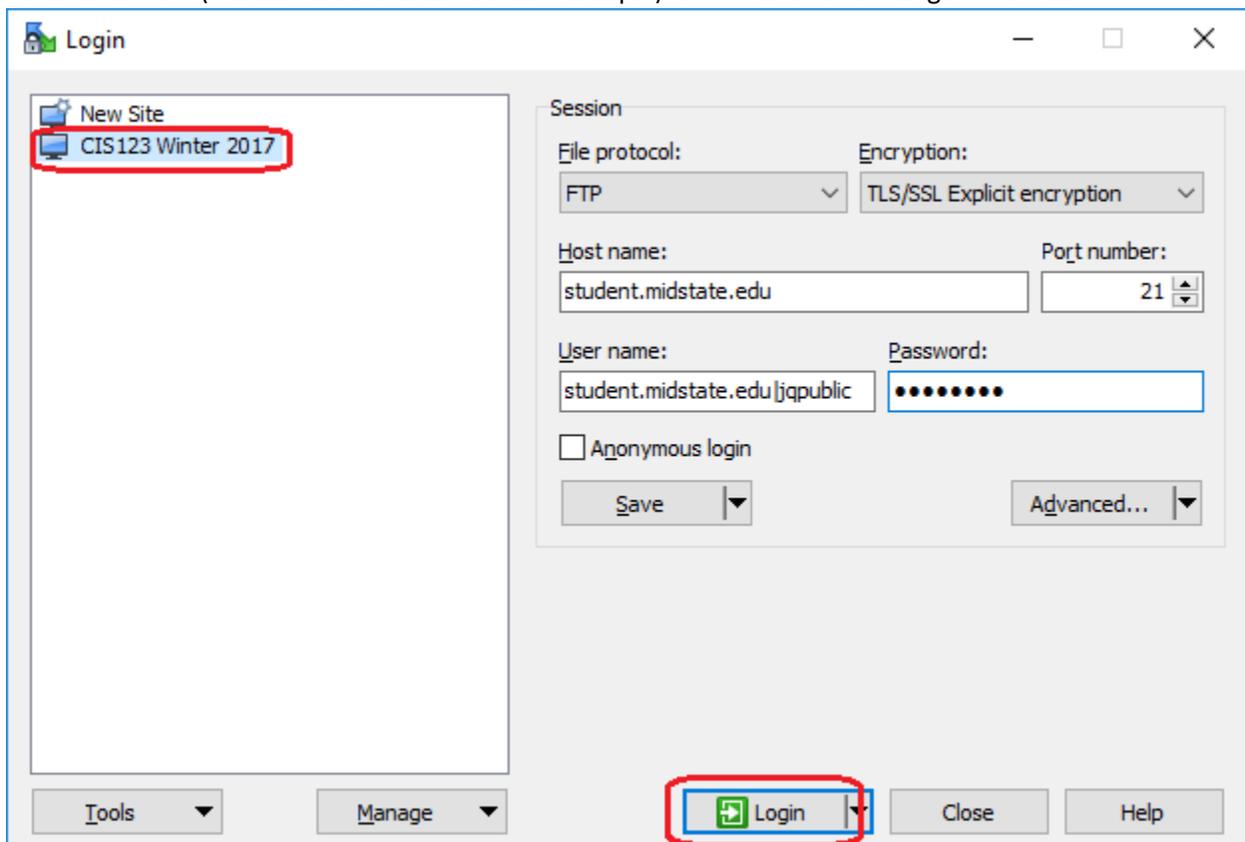


Uploading Files with WinSCP

1. To start WinSCP, click the WinSCP icon on the desktop.



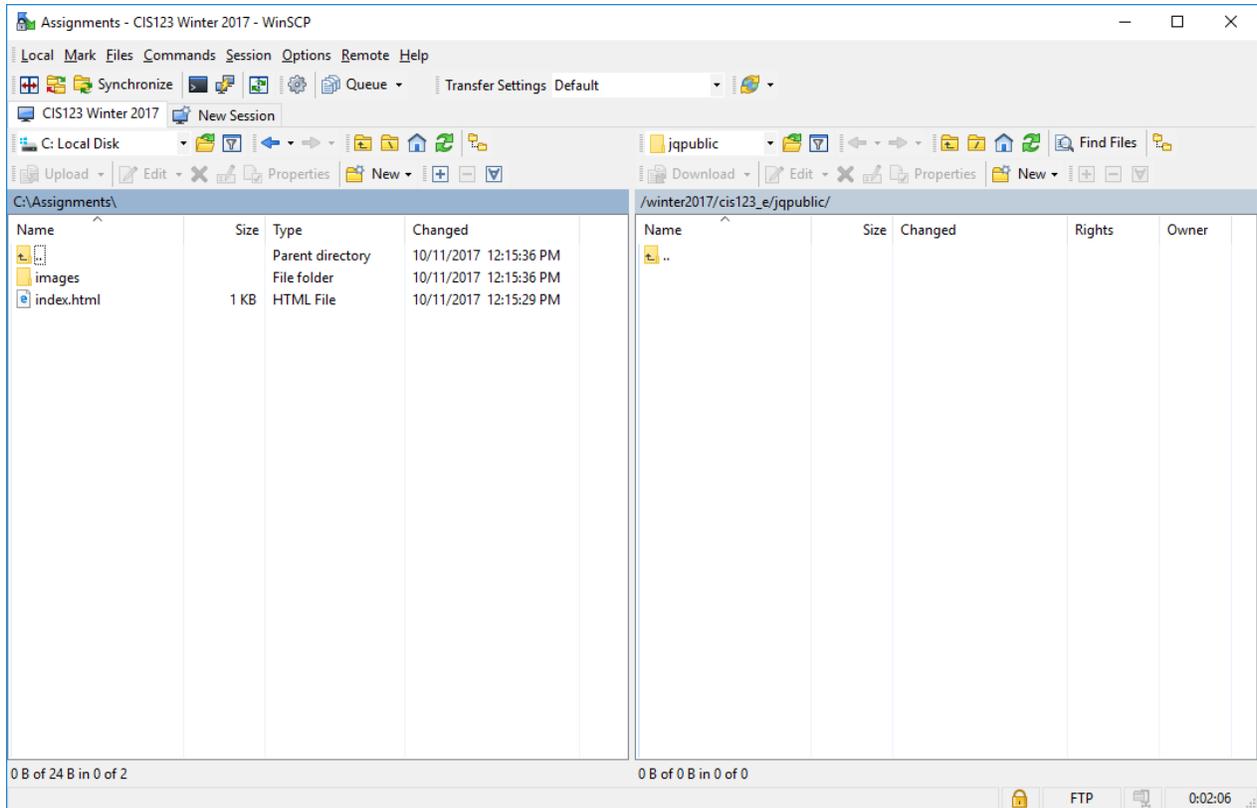
2. When WinSCP starts up, it will present you with your saved site settings.
3. Click on the site ("CIS123 Winter 2017" in this example) and then click the "Login" button.



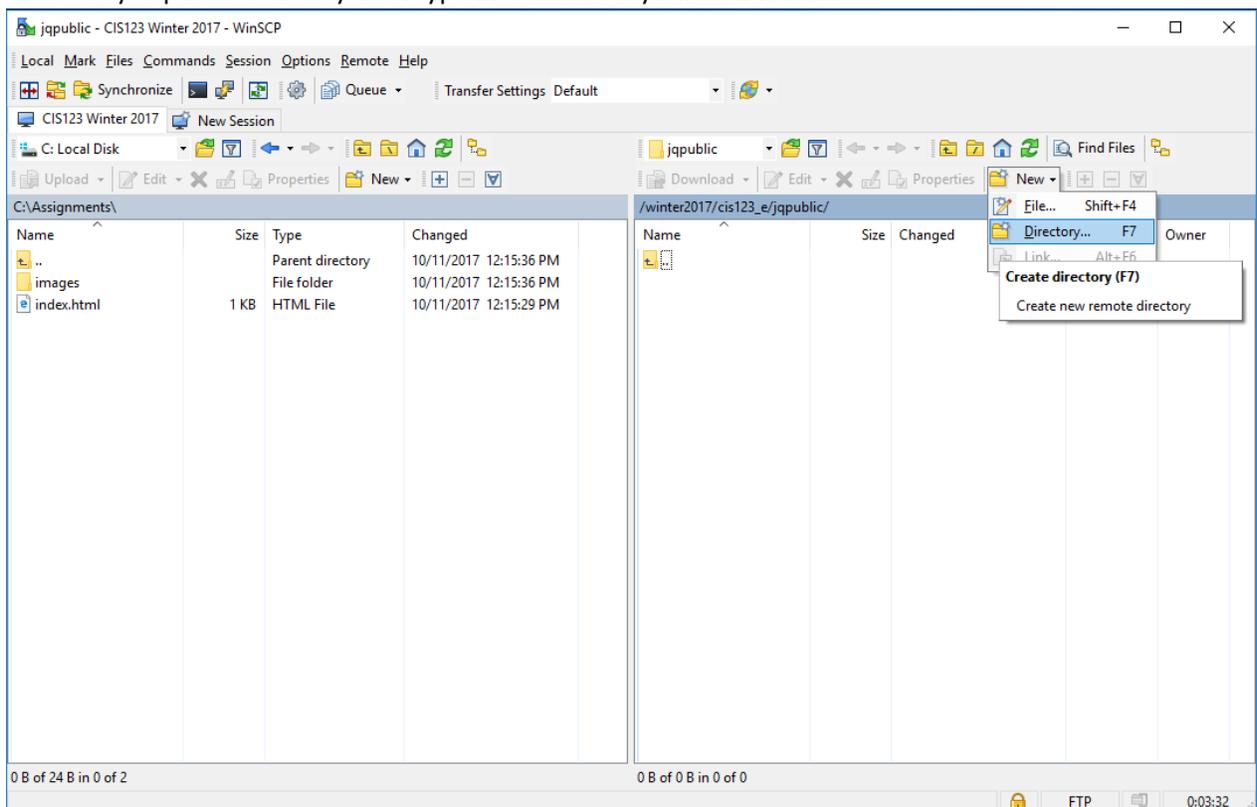
4. If the login process completes successfully, you may continue to step 5. If you receive an error, try going back to the "Configuring WinSCP" section above and make sure that all information is entered correctly. If you still can't log in successfully, please contact Technical support by one of the methods shown on this page:

<http://support.midstate.edu>

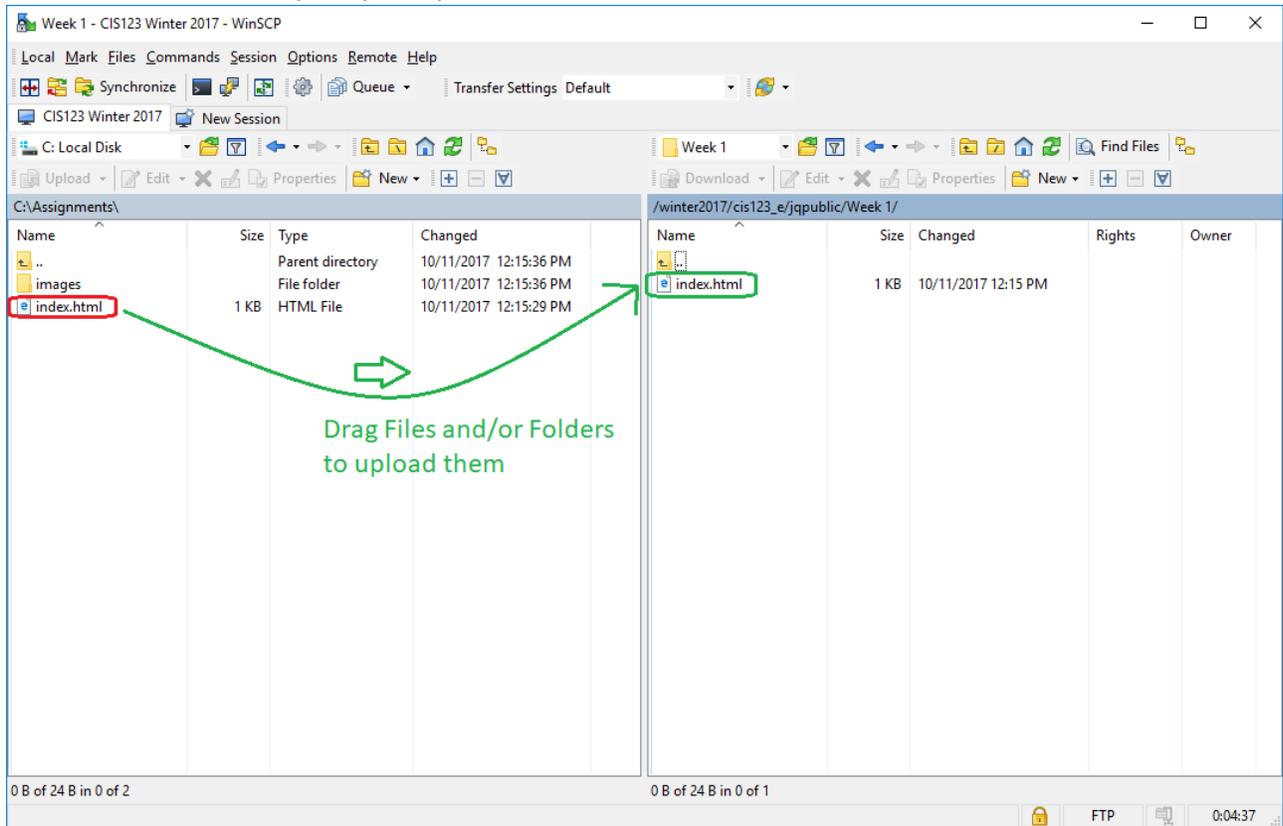
5. After you log in, you will see the file transfer window. The left-hand pane shows files on your computer, while the right-hand pane shows files on the server.



6. Within your space on the server, you may create folders as needed. Your instructor might give you a specific folder structure to use. To create a folder, click on the “New” button in the right-hand pane and choose the “Directory” option. You may then type in a name for your new folder.



7. To upload a file or folder to the server, drag it from the left-hand pane to the right-hand pane. You may repeat this as often as necessary to upload your work.



Viewing Uploaded Work with a Web Browser

1. In your web browser, go to the following URL: <https://student.midstate.edu>
2. When prompted, use your standard Midstate username and password.
3. Choose your class from the list.
4. At this point, you can click on your username to enter your folder and view your uploaded work.