

Placing Documents Online

1. Connecting to your home directory

➤ **If you use MAC ([online directions with images](#))**

- Switch to Finder.
- Click GO > Connect to Server.
- Type the following in the server address field:
 - afp://akbar.marlboro.edu
- Click Connect.
- Enter your username and password (same as webmail).
- Select the “home” volume and click Ok.
- Your home directory now appears in the finder.
- Click once on the home directory.
- Move on to Step 2.

➤ **If you use Windows ([online directions with images](#))**

- Right-click on the My Computer icon.
- Select Map Network Drive.
- In the Drive: pull-down menu, select a letter that appeals to you (in the computer lab, the letter N: is used.) This will become the drive letter for your home drive, like C: is for your computer's primary hard disk.
- In the Folder: menu, type: \\akbar\home
- If you'd like to avoid doing this again the next time you start up, put a check in the box next to Reconnect at logon and your home drive will be automatically restored when you start up.
- Click Finish.
- Enter your username and password (same as webmail); check the box next to Remember my password.
- A new window will open; your drive will be listed under the Network Drives section.
- Double click the drive, double click home.
- Move on to step 2.


2. Placing files online

- You should now see a folder called html. Anything you place in this folder will be available online at <http://marlboro.edu/~username> (replace username with your webmail username)
- Right-click inside the window (basically the same for Windows and Mac) and choose New Folder. Name the new folder the title of your course.
- Repeat this process for each course.

➤ Simple Solution




- Drag and drop from your documents into each folder your syllabus and any other files you wish to make available to your students.

Web view looks like:

	ART12/	13-Sep-2007 15:03
	ART34/	13-Sep-2007 15:03
	ART612/	13-Sep-2007 15:03

- Clicking the link next to any folder will open the folder, displaying any files inside. Ignore the :2eDS_Store file – that is a Mac generated file.

Index of /~tobiasg/ART12

<u>Name</u>	<u>Last modified</u>	<u>Size</u>
 Parent Directory		-
 :2eDS_Store	13-Sep-2007 15:09	6.0K
 art12_syllabus.doc	07-Sep-2007 10:47	33K

➤ Fancy Solution

- Attend my workshops or schedule a time to learn some basic web design skills that will allow you to transform your html directory into a thing of beauty.