

University resources

This document contains instructions for accessing course resources, downloading course rosters, saving without a disk, FTPing, creating Web protected folders, setting up turn in folders, creating course newsgroups, and setting up a home drive on your home computer.

Accessing course resources

These directions will walk you through setting up your class listserv, your email students link, and the email instructor link.

1. Go to <http://ics.purdue.edu/index.asp> (or click on the “My Career Account” icon on your desktop at any ITaP machine)
2. Click on “Access Course Resources
3. Login using your Purdue Career Account login and password (if you haven’t already done so). Your unofficial ITaP schedule will appear.
4. Highlight the first course you are teaching. After a few moments, a button that reads “[Course Name and Number] Options” will appear. For example, if you are teaching ENGL 101, a button that reads “ENGL 101 Options” will appear.
5. Click on the “[Course Name and Number] Options” button.
6. Enter your class Web page URL (if you have a class Web page).
7. Check all three boxes.
8. Click “Submit.”
9. Click “Back to course resources page.”
10. Repeat steps 4-9 for any additional courses you are teaching.

Downloading your course roster

These directions will enable you to download your course roster(s).

1. Go to <http://www.purdue.edu/trax/>
2. Click on “SIS on the Web.”
3. Click on “Course Management” (under “Help Resources”).
4. Click on “Course Rosters” (under “Course Management”).
5. Select “My PUID or Purdue Coordinated Login (alias)”
6. Login using your Purdue Career Account login and password.
7. Read any “Important Messages.”
8. Click “Ok, continue.”
9. Select the appropriate session. For example, “Spring 2003.”
10. Check the box next to the class/es you are teaching.
11. Click “download.”
12. Select the format of your file. You will most likely want to pick RTF (for MS Word) or SLK (for MS Excel)
13. Select how you would like your roster sorted (either alphabetically or by social security number)
14. Click on the “Generate Rosters” button.
15. Click on the “Course Roster File...” link to retrieve your file.

Saving on an ITaP machine without a disk

The “My Documents” folder on an ITaP machine is localized; that is, it is a folder on the individual machine you are logged into. Its contents will not show up when you move to another ITaP machine.

The My Computer icon links you to your home directory. Your home directory is your space on the University’s server(s). You can access the documents you save into your home directory from *any* ITaP machine. I recommend that you save all of your documents to your home directory so that you’ll always be able to access them later from any ITaP machine *without* a disk.

Finding your home directory from the start menu of an ITaP machine

1. My Computer → Network Drives
2. Network Drives → Home Directory

FTPing into your home directory from off campus

You can use File Transfer Protocol to access and/or add materials to your home directory from off campus.

- The address for transferring non-Web files into your home directory is:
ftp.ics.purdue.edu
- The address for FTPing Web materials into your www folder in your home directory is: webpublish.cc.purdue.edu

Creating web protected and turn in folders

These directions will walk you through setting up your web protected and turn in folders.

1. Go to <http://ics.purdue.edu/index.asp> (or click on the “My Career Account” icon on your desktop at any ITaP machine).
2. Click on “Access Course Resources.”
3. Login using your Purdue Career Account login and password (if you haven’t already done so). Your unofficial ITaP schedule will appear.
4. Click on “Tools.”
5. Click on “Resource Request.”
6. Select the appropriate semester, subject, course, and section. Press “Submit.”
7. Check the appropriate course and click “Request Resources.”
8. Fill in Instructor Information.
9. Request appropriate folders, software, access privileges, etc.
10. Click “Continue.”
11. Check your request.
12. Click “Submit.”
13. Click “Submit another ICRR” to request resources for other classes.

Creating a newsgroup

Email Amy Haston engl-mgr@purdue.edu and request a newsgroup for your course. Include your name and course and section numbers. When the newsgroup has been created you will receive an email from Amy.

Creating a “Home” Directory on your non-ITaP machine

Creating this directory on your home machine gives you access to all of the files in your Purdue University Home Directory even when you are not in an ITaP lab without using FTP.

Accessing your home directory from a PC running Windows:

1. Right click the **Start** menu.
2. Click **Explore**.
3. On the **Tools** menu, click **Map Network Drive**.
4. In **Drive**, select a drive letter.
5. In **Folder**, copy and paste this string:
`\\128.210.10.81\userid`
6. When prompted, enter your Purdue Career Account login and password.

Windows Notes:

If you are running Windows XP/2000/NT, you may need to use the option on the Map Network Drive window *Connect using different user name* and enter your Purdue Career Account login and password. With Windows 98, your local User name must match your Purdue Career Account login.

Accessing your home directory from a MAC:

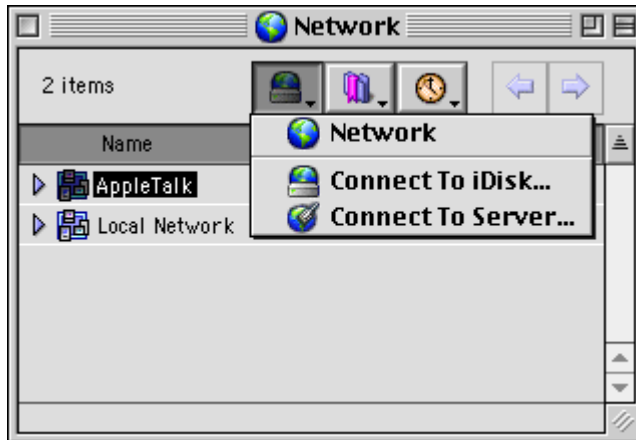
From Mac OS X

1. From Finder, open the Go menu. Click **Connect to Server**.
2. Type *offcampus.cc.purdue.edu* and click **Connect**.
3. Log in with your Purdue Career Account login and password.
4. Click on your login and then click **Connect**.
5. Once connected to your home directory or course disk resource, an icon will appear the desktop.

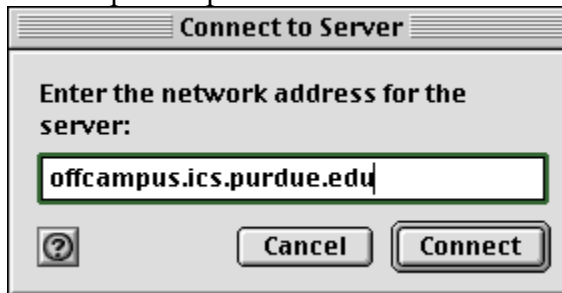
From Mac OS 8.5, 8.6, or 9.x

1. From the Apple menu, click **Network Browser**.
2. Click the globe or finger-shaped icon that provides access to Network Services.

3. Click **Connect to Server**.



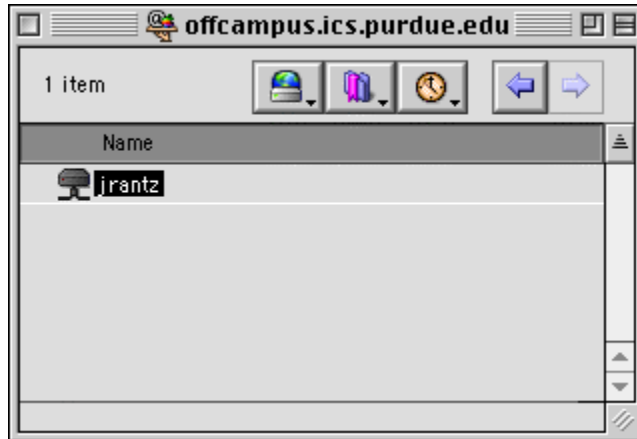
4. To access your home directory, enter the network server name "offcampus.ics.purdue.edu".



5. In the "Connect to the file server . . ." window,
- Select the option **Registered User**.
 - In **Name**, enter your Purdue Career Account login.
 - In **Password**, enter your Purdue Career Account password.
 - Click **Connect**.



6. An icon with your Purdue Career Account login should appear in the Network Browser window. Click on this icon to access your home directory, or drag this icon to the desktop.



From Mac OS 8.1

1. From the Apple menu, click **Chooser**.
2. Click **AppleShare**.
3. Click **Server IP Address**.
4. Type *offcampus.cc.purdue.edu* and click **Connect**.
5. Log in with your Purdue Career Account login and password.
6. Click on your login and click **Connect**.
7. Once connected to your home directory or course disk resource, an icon will appear the desktop.

MAC Notes:

- Do not mount your home directory or course disk resources using smb; any files you upload via smb will not be accessible in the ITaP labs. By following these directions, you will be mounting with afp.
- Those who are running Mac OS 8.x may have an older version of the AppleShare software that does not support transmitting an encrypted password. You may have to download an updated version of AppleShare in order to connect to a disk resource.