



TEGRITY STUDENT TUTORIAL

How to FTP files to the WKU Distance Learning Video Server

Use this checklist before you begin, when the checklist is complete proceed to step 1.

- I have received access to the server from the administrator.
- I know my net ID and net password. If not click [here](#) to find your WKU net ID.
- I have downloaded the FTP program on my computer if not, click here to download the software from [WKU Information Technology](#)

1. Open the ftp client program and select connect

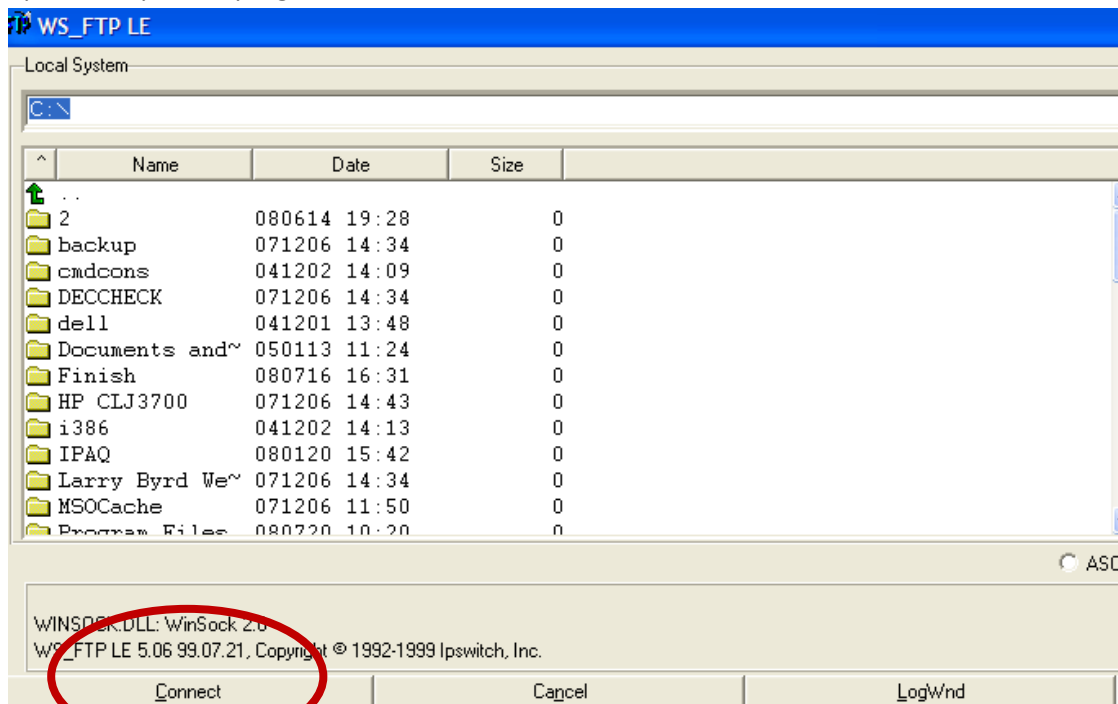


Figure 1: WS_FTP Interface

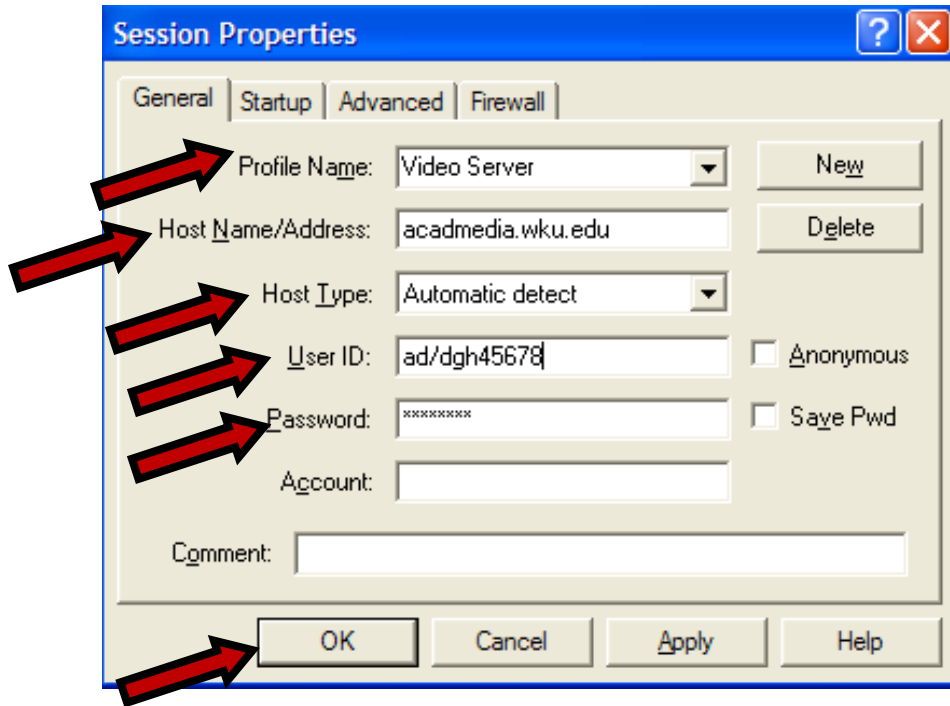


Figure 2: Login set-up

2. Enter **video server** as the profile name
3. Enter **acadmedia.wku.edu** as the host name/address
4. Select **automatic detect** as the host type
5. Enter username field your AD\<(your net id) example: AD\dgh45678
6. Enter into the password field your Portal\NetID password
7. Select **ok** to connect

If the connection is successful you will see **transfer complete**. See figure below for example.

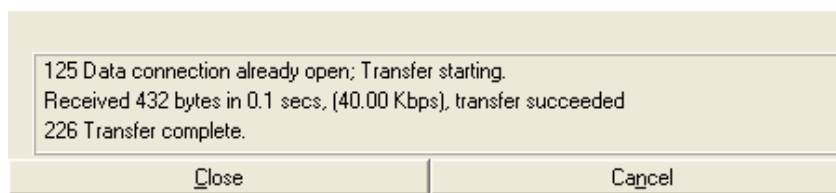


Figure 3: Login successful message

8. To FTP files from your computer to the server. Open the folder that is titled with your name located on the remote site. For example: **Kennina Porter** will need to open the **Porter** folder.

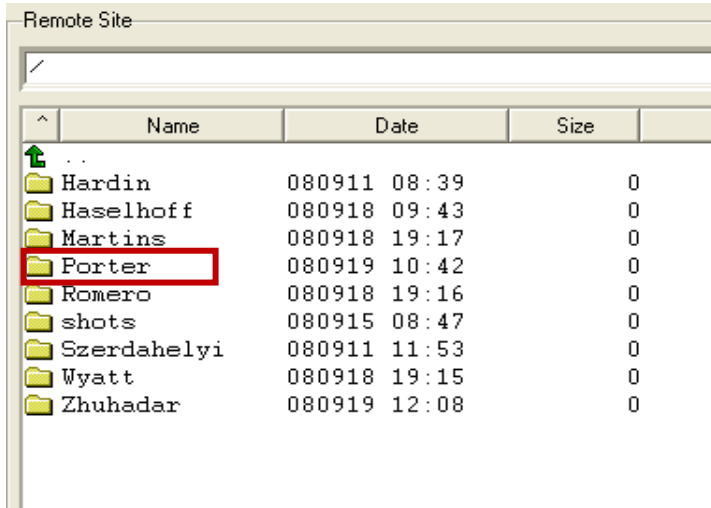


Figure 4: Remote site view

9. After your personal folder is open. Locate the location of the files you wish to FTP from the local site

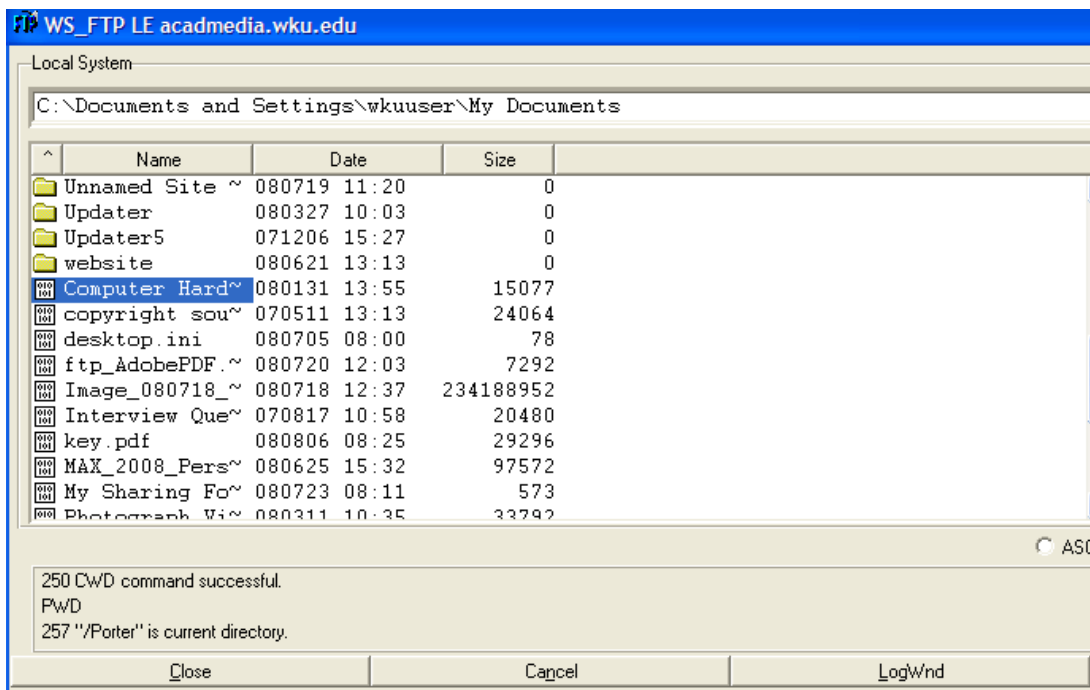
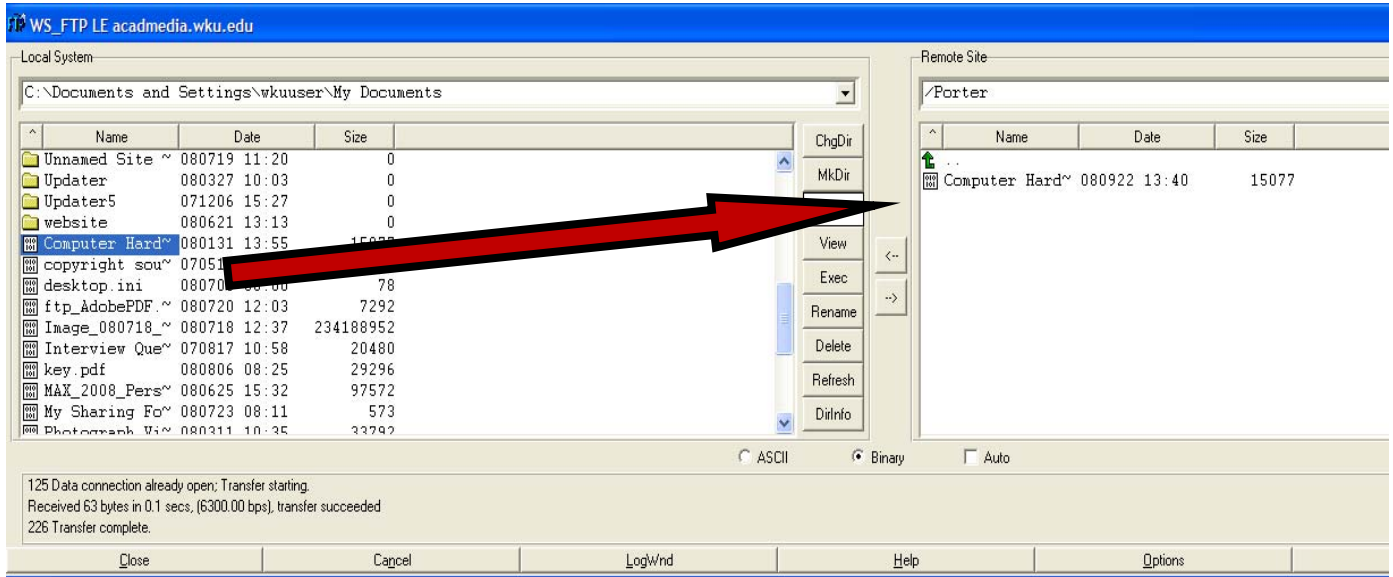


Figure 5: Local Site view

10. Once the file or files are selected use your mouse to drag and drop the files into the folder on the remote site.



LOCAL SITE
 (files located on your computer)

REMOTE SITE
 (files located on the server)

Figure 6: Drag and Drop

11. To view the FTP files from the server go to: <http://acadmedia.wku.edu> Open your folder and select the file to open.

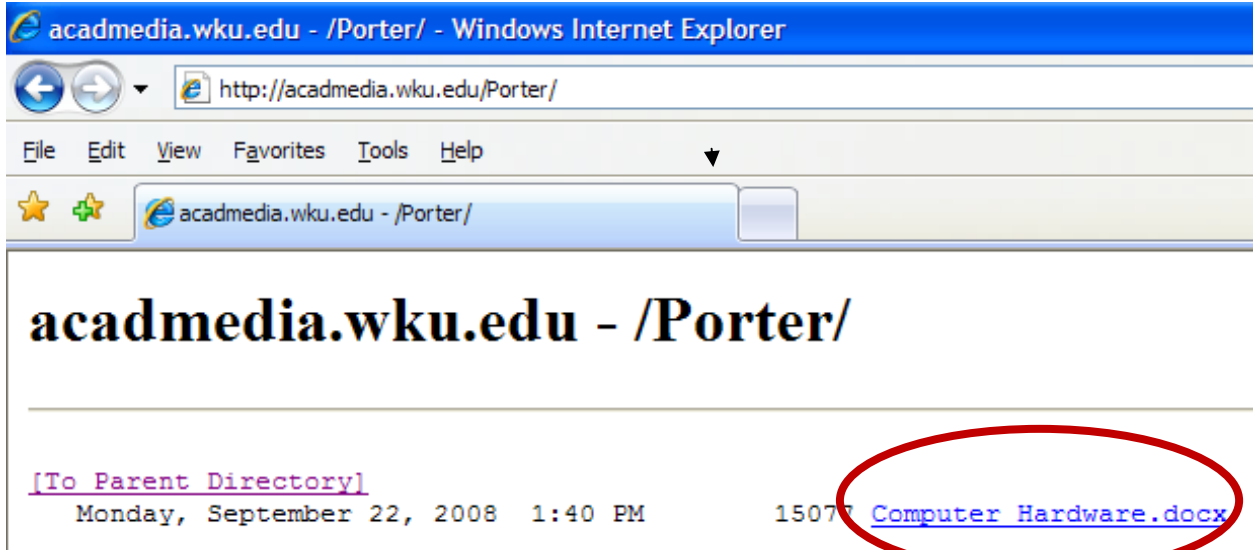


Figure 7: Server view of files

Tips for adding multimedia files to the server:

- Remove spaces from the file name. (Example: My Family Video.wmv) Rename title to myfamilyvideo.wmv
- Use lowercase letters just in case the server is case sensitive.
- Also try to name multimedia files using as few characters as possible. Example: My Family Vacation Video March 2006.wmv) Rename title to myfamilyvideomarch06.wmv)
- Uploading large videos files may take longer to ftp to the server. If you receive a timed out message try to re-ftp the file.