

Uploading Assignments

(On-Campus or Off-Campus – You need Internet connection)

1. Close ALL open windows on the Desktop.
2. Open a **Computer/My Computer/File Explorer** window.
3. Reduce the size of the window and drag it to the ***right-side*** of your screen.
4. Enter the following in the Address Bar (***exactly as shown***):

ftp://ycflores.dyndns.org **<Press Enter>**

(It might take anywhere from a few seconds to a couple of minutes to connect to the FTP server).

- Enter User name: **OA109-01**
- Enter Password: **leave blank**
- Click the **Log On button** or **<<Press Enter>>**. *(It might take anywhere from a few seconds to a couple of minutes to connect to the FTP server).*

5. **FIND** and **OPEN YOUR** folder by **double-clicking** on the folder. Open the **Destination Chapter** folder.
6. Go to your folder on the Desktop, **OPEN** the folder.
7. Reduce the size of the window and drag it to the ***left-side*** of your screen.
8. Locate the file or files you want to upload. You cannot upload FOLDERS only FILES.
9. **Drag** and **Drop** the file or files inside the appropriate ***Chapter*** folder.
10. When you are done Uploading, **Drag** the folder you downloaded to the **Recycle Bin**. **Right-click** on Recycle Bin, and **Empty Recycle Bin**.