

Accessing Your Z Drive From Home

Rather than e-mailing documents back and forth or using unreliable floppy disks, students can use the Secure File Transfer Protocol (SFTP) to connect to their Z drives from home. High speed Internet access (cable modem or DSL) is highly recommended, however dial-up will work. Please note that with dial-up it could take a substantial amount of time to copy larger files back and forth and you must wait for the file to finish copying before disconnecting.

Install WinSCP (FREE SFTP Client) From this CD

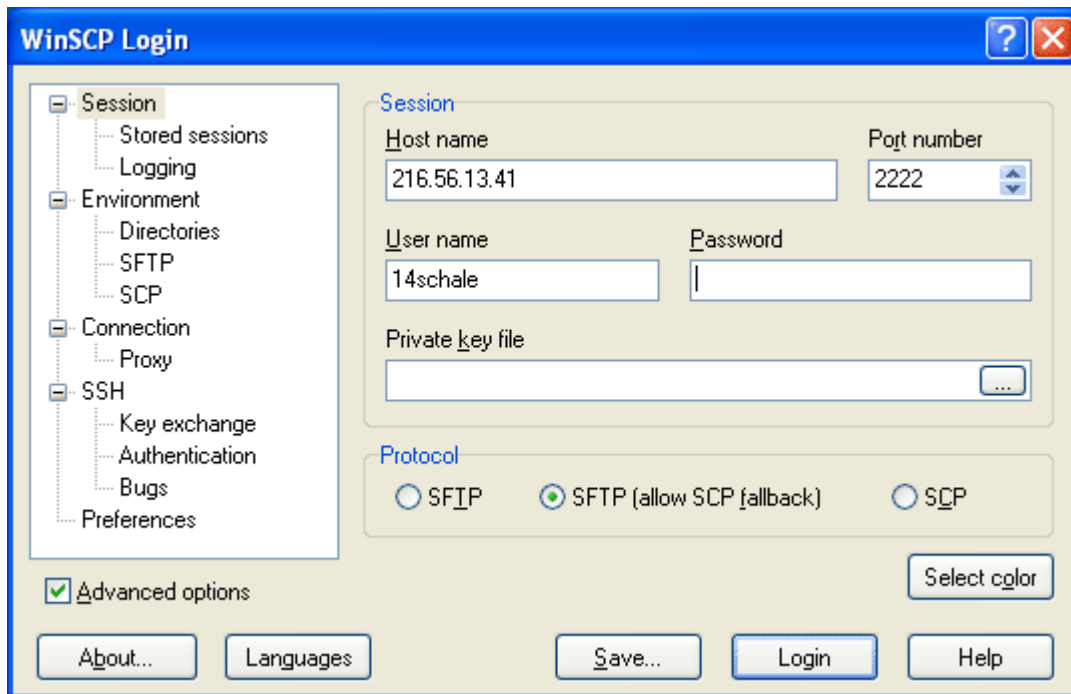
1. Double click the winscp382.exe file on this CD to install the SFTP client
2. Click next and then read the license agreement and choose "I accept the agreement" before clicking next.
3. Accept all the default settings and keep clicking next until you are given the option to finish the install. Make sure the "Launch WinSCP" button is checked and click "Finish"

Download the WinSCP (FREE SFTP Client) from our website

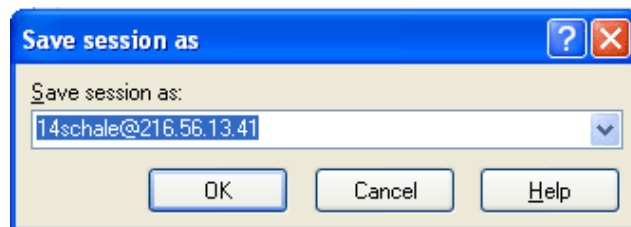
1. Go to <http://www.altoona.k12.wi.us/technology/hdi/vshell/vshellclient.zip>
2. Click the Save button on the file download dialog box.
3. Save the download to your desktop.
4. Close your browser and right click on the VShellClient.zip folder and select Extract All
5. Click next and then browse to your desktop and extract the VShellClient.zip folder.
6. After extracting the folder, open the VShellClient Folder and drag the VShellClient.exe program to your desktop.
7. After completing step 6 the VShellClient.zip folder the VShellClient.zip folder and the VShellClient folder can be deleted.
8. Double click on the VShellClient.exe file and click run.

Setup WinSCP To Connect To Your Z Drive

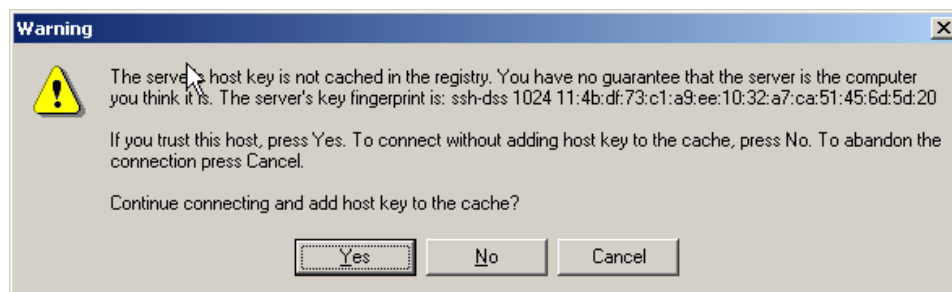
1. Fill in the “Host name” and “Port number” according the illustration below.
2. Enter your username, but do not enter your password. Put a check in the Advanced Options box if it is not checked.



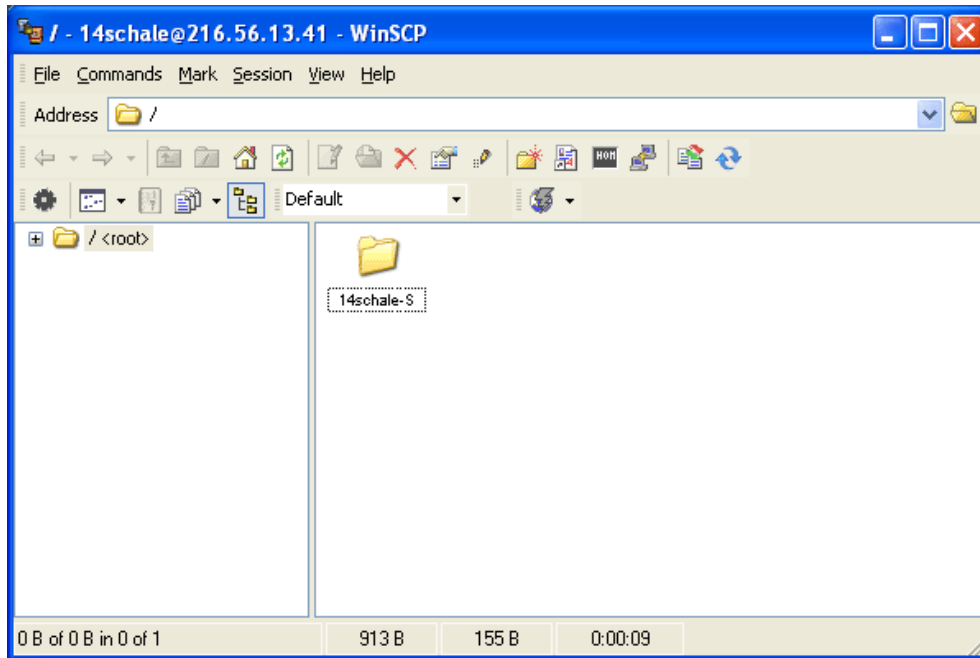
3. Click the “Save” button to save these setting for future use. Click “Ok” to accept the default session name. Permit always if asked about high risk security.



4. After saving your settings, click the “Login” button after which you will be prompted for a password. Enter the same password you use to login at school.
5. You may receive a warning dialog box about trusting the host. Click “Yes” on this dialog box.



6. If everything is setup correctly, you should see a window similar to the one below. Your local computer's hard drive is on the left side and your Z drive is on the right. You can copy files back and forth by simply dragging and dropping them from one side to the other.



Notes

- If your home computer does not have Microsoft Office or Microsoft Word installed, you may encounter problems when you bring your documents to school (whether with a floppy disk, through e-mail or through SFTP). The School District of Altoona only supports Microsoft Word for word processing, so you must be sure to save your document in a format that will open in Microsoft Word. Listed below are methods you can use to save your document so that it will work at school. They are listed from most preferred to least preferred.
 1. Use Microsoft Word – If you have Microsoft Word, use it. You will not have any problems bringing documents back and forth from school, regardless of the version.
 2. Save in Word format – If you do not have Microsoft Word, you can see if your word processor (for example, Microsoft Works or WordPerfect) will save in Microsoft Word format. To attempt this, select “Save as..” from the File menu in your word processor and see if Microsoft Word or .doc is an option in the “Save as type” drop down list.
 3. Save in RTF format – Almost every word processor will save in RTF or Rich Text Format. RTF format will retain most of your formatting when opened in another application, however some formatting could be lost.
 4. Use WordPad – Every version of Microsoft Windows comes with a simple word processor called “WordPad”. It doesn’t have the extensive feature set as Microsoft Word and other word processors,

but it allows basic word processing, formatting and you can save in RTF format.

5. Save as a text document- As a last resort, you can save your document as a text document or copy and paste the document into an e-mail and mail it to yourself. Please note that this method will cause your document to lose all formatting.
- When using WinSCP you must copy the file to your local computer before you can work on it; you can't open it directly from your Z drive. When you are finished, you must copy the modified file back to your Z drive or it will not be available when you return to school.
 - You will only have access to your Z drive.
 - The same restrictions apply to your Z drive at home as when you are at school.
 - WinSCP is just one SFTP client. You may use any client you want, however WinSCP is the only client that has been tested. Mac and Linux users will have to obtain a different SFTP client.
 - The School District of Altoona will not be responsible for any damage caused to your computer as a result of installing any of the software required to access your Z drive.
 - If you need help with SFTP, please use the Help included with the application or visit this website: <http://winscp.net> or watch the instructional video on our website at <http://www.altoona.k12.wi.us/training/vshell/index.htm>
 - All SFTP activity to your Z drive can be monitored for security reasons.