

FTP - File Transfer Protocol

Secure way to transfer data extract files to a location accessible by VDC data analysts for processing

<ftp.vermontdata.org/<your su>>

<ftp.vermontdata.org/fnwsu>

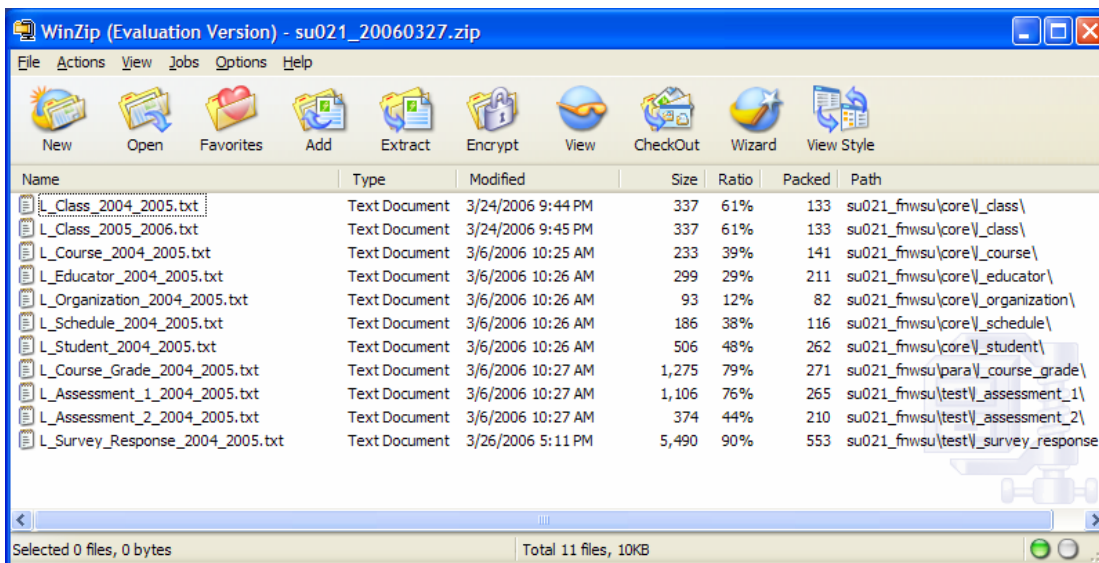
<ftp.vermontdata.org/rsd>

File compression software - Windows

We recommend using WinZip or the File compression built into Windows XP

To improve security your zip files should be encrypted and password protected

We have simplified the file transfer process. Use a file compression program to ZIP the entire directory (or individual or groups of folders) and transfer to your secure member directory



Click the Encrypt Icon



Enter and re-enter a password (to be supplied by VDC) and click OK

This file - SU021_2006_03_27.zip – is ready to be transferred to the VDC FTP site

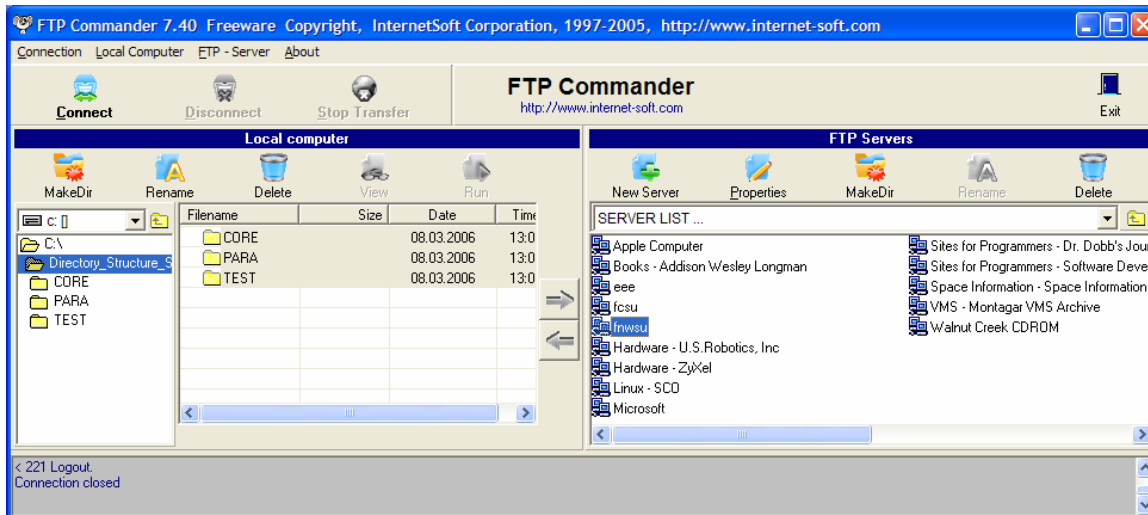
FTP Software

FTP Commander – Operating system: Windows XP

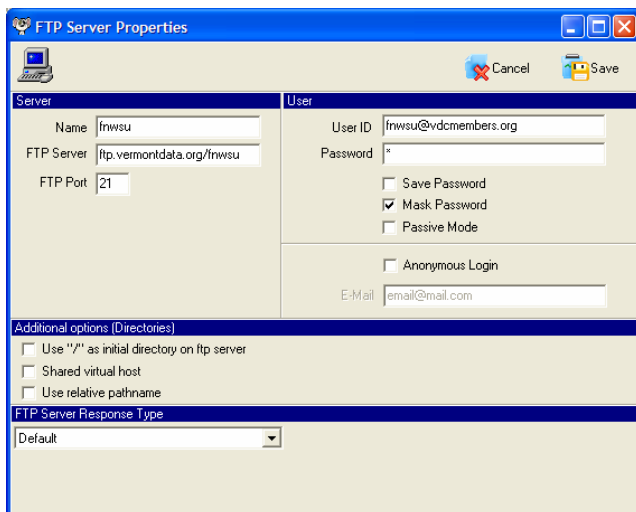
Use the install file provided on the CD - commanderftp.exe – to install FTP Commander

The left window shows your Local Computer Directory structure

The right window shows a list of FTP Servers



Click the New Server icon



In the Name text box type a short name for your connection – FNWSU

In the FTP Server text box type - ftp.vermontdata.org/<your su> - ftp.vermontdata.org/fnwsu

In the User ID box type your SU ID – such as fnwsu

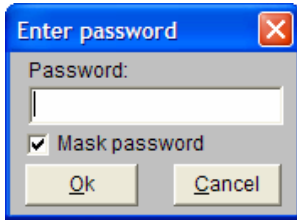
You can enter the password and the program will remember it and log you in automatically

Or uncheck the Save Password box and enter the password upon connection

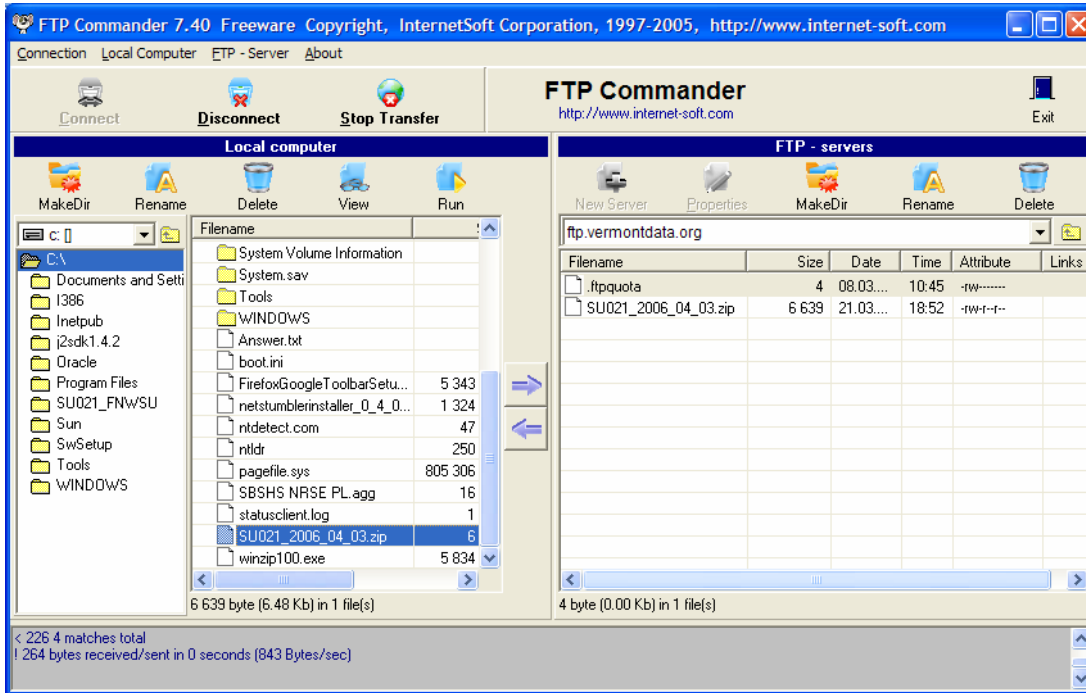
(NOT saving the password is more secure)

Click the Save icon

To connect to the VDC FTP Server, double-click your server name in the list



Enter your password to complete the connection – NOTE: passwords will be distributed at the Summit

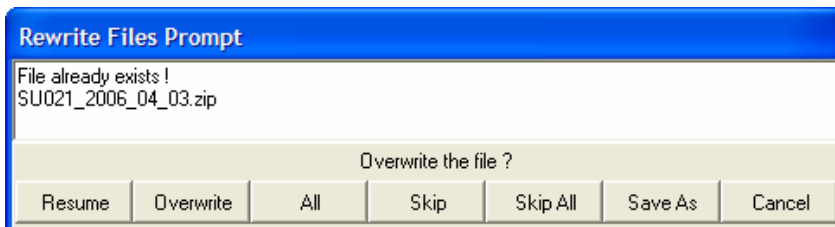


To transfer files select (highlight) the zip file in the Local Computer window
Click the Right Arrow to upload the files to the VDC server
All ZIP files will be transferred to the root directory in the FTP Server window

In the screen shot above the SU021_2006_04_03.zip file is selected
Clicking the Right blue arrow uploads the file to your FTP server directory

Click the Disconnect icon when you are done uploading

Generally your file would be removed by a VDC analyst before you upload another, but in case you need to upload a corrected file when a previous file is there, you will see a warning box. Click Overwrite to replace the existing file. Alternatively you could delete the file on the FTP server before uploading.



File Versions

It is recommended that you keep multiple versions of work files as you extract, clean and combine data files for final upload

Create variations of file names based on the recommended file structure. Add individual school names and dates of modification.

An example might be

L_Student_2004_2005.txt for Swanton Elementary School extracted on March 8th could be versioned as L_Student_2004_2005_Swanton_03_08.txt

This would be a working file from one school. After the final version of this file was completed from each school the files would be combined to make the SU L_Student_2004_2005.txt file

Each upload file should have the versioned name

SU021_FNWSU_2006_03_27.zip

NOTE: The folders and files enclosed in the zip document should always be the standard file structure names SU021_FNWSU - <SU ID_SU name>

Upon file submission – emailing or ftping an confirmation email should be sent to data@vdcmembers.org

General and specific technical and data support will be sent to support@vdcmembers.org

Macintosh File Preparation ZIP and File Transfer Protocol FTP

Pure Mac is a good site to find listings for Mac software including Freeware and Shareware

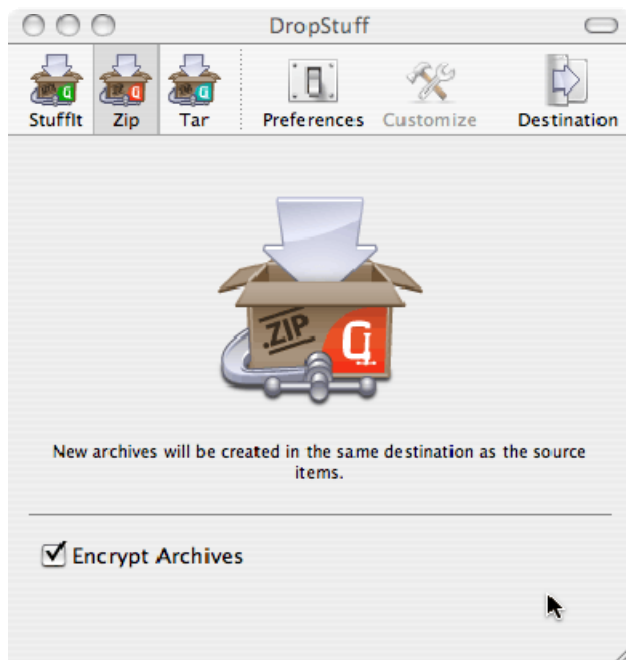
<http://www.pure-mac.com/compen.html> - Compression software

<http://www.pure-mac.com/ftp.html> - FTP Software

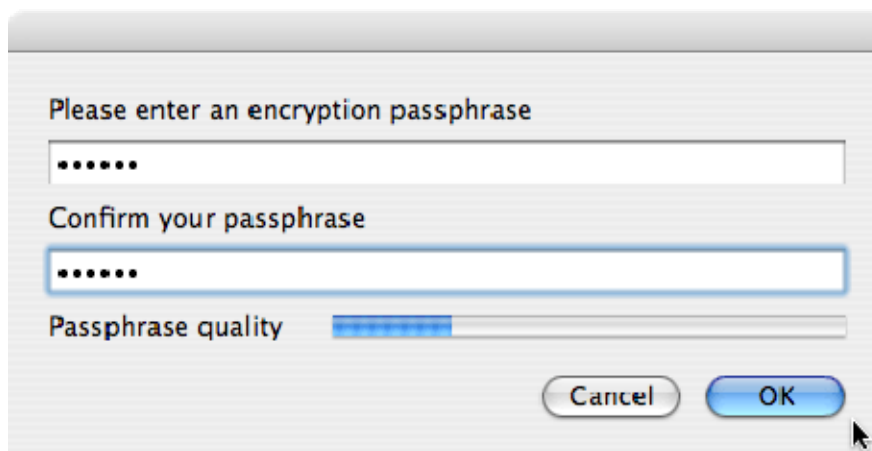
One of the key requirements of a zipping program for use in VDC file transfer is that the local data is encrypted and password protected. Below are two Mac programs that offer those features.

Stuffit Standard 10 - \$50

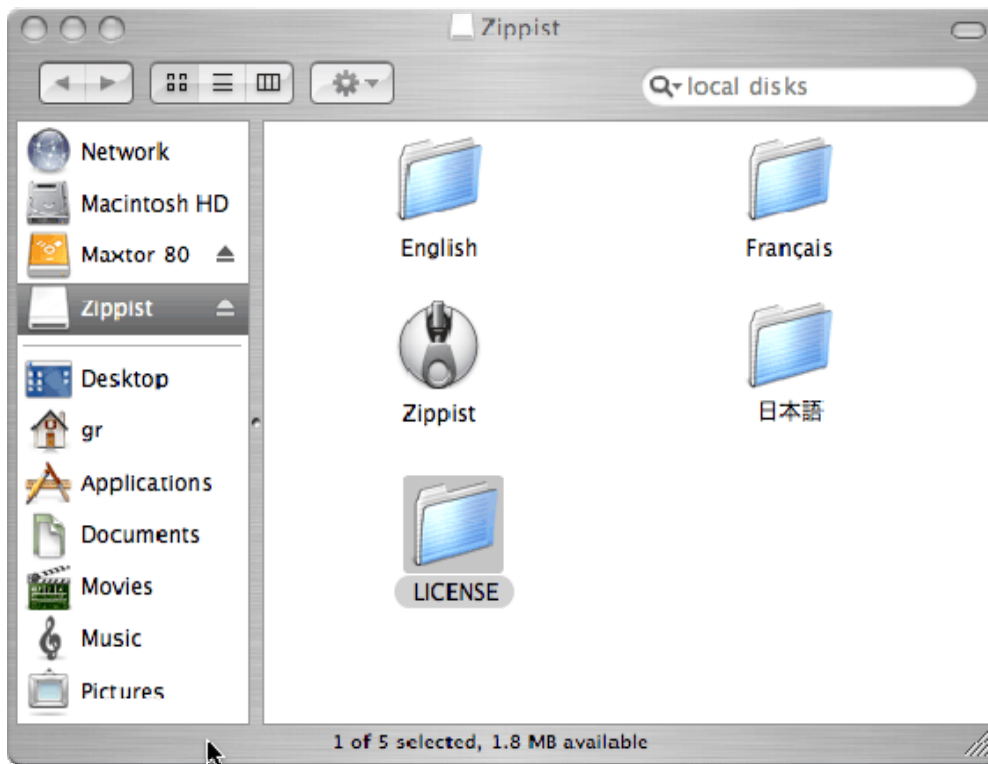
One option is to download Stuffit version 10. There is a 30 day free trial and the license price is \$50




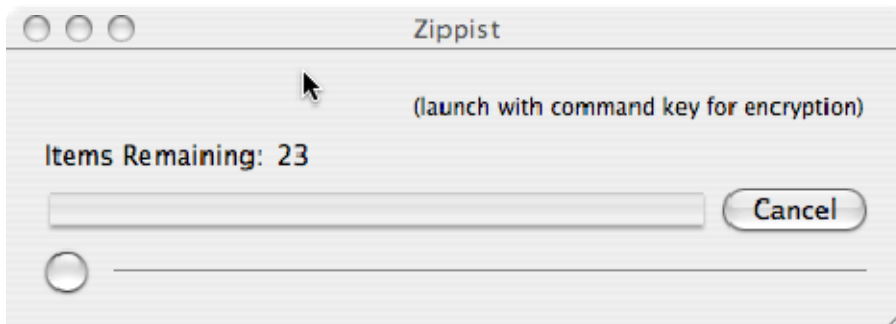
Stuffit has a zip function. Simply check the Encrypt Archives box, and drag your local data folder onto the window. You will be prompted for a password – passphrase.



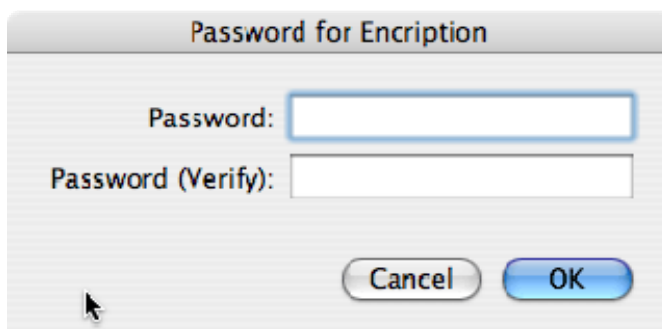
A free program that has encryption and password protection is Zippist. It can also be found on the Pure Mac site. It will create a .zip file with the same name as your uncompressed file in the same location.



To apply encryption in Zippist, hold down the command key  as you drag your data folder onto the Zippist program icon.



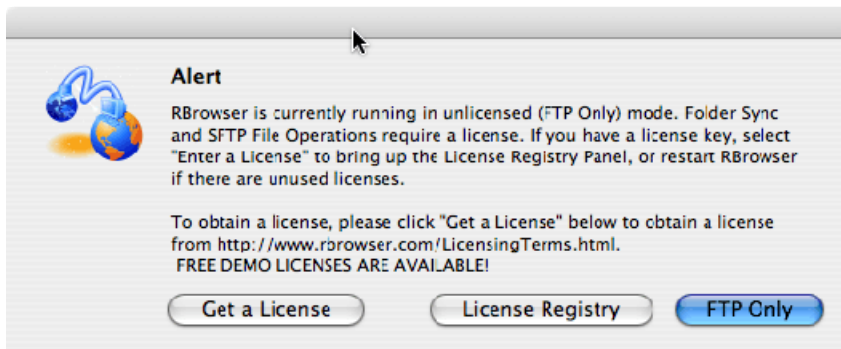
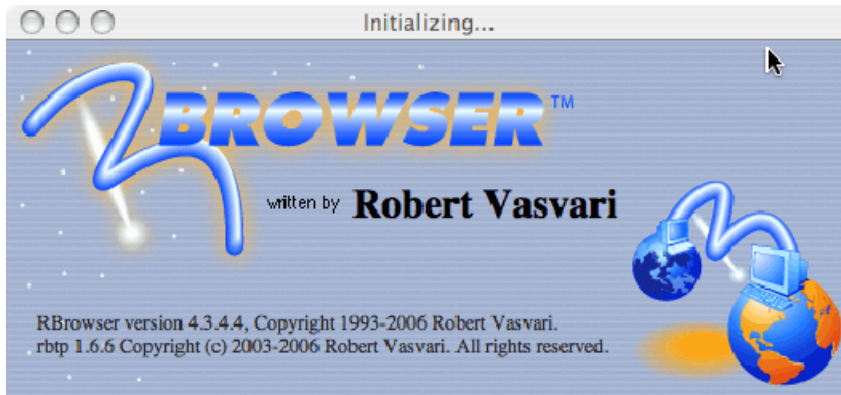
Enter your password on this screen (yes, encryption is misspelled – what do you want for free?)



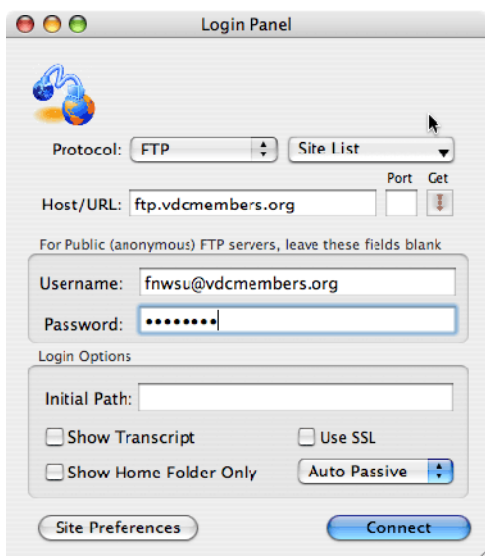
Mac FTP Software

If you already have a good Mac FTP program such as Fetch, use that to transfer your zipped file.

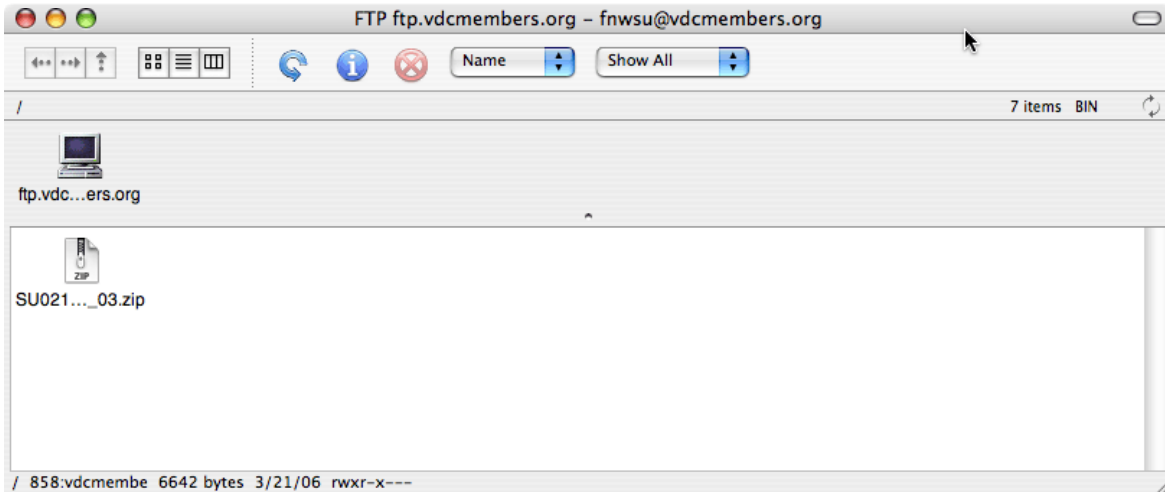
A good free FTP client program is RBrowser. It can be downloaded from Pure Mac. There is a shareware fee if you want to use the server functionality, but we only need the free client file transfer program.



Click FTP Only



RBrowser has drag and drop capabilities – you can drag your SU021_FNWSU_2006_03_27.zip file directly to the FTP window



Host = <ftp.vdcmembers.org>

Username = fnwsu@vdcmembers.org Use your SU Name - <SU_NAME>@vdcmembers.org

Password = SU name + 123 + initials

If your ftp program requires an initial path it is your SU name – such as /fnwsu