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Uploading files onto the server

Along with the TWSAA form, usernames and passwords were provided to upload files to the server. Instructions on how to create and upload the team webpage can be found in the e-syllabus under the link named “Team Web Master”. For help with the team web pages, please:

a) Post questions in the Google Group,

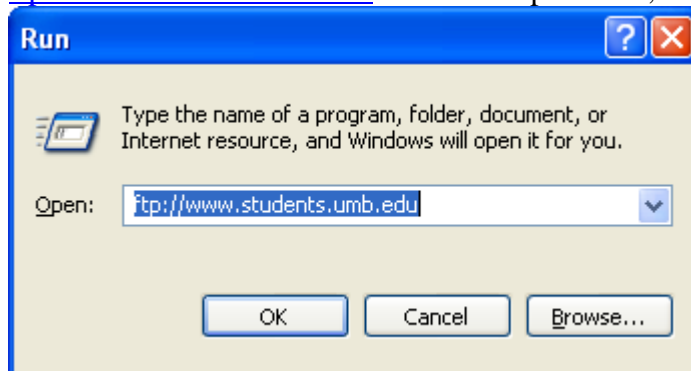
Section	Access Google Group	Post question by sending an email to
1 (9:30 AM)	http://groups.google.com/group/e103f11_1	e103f11_1@googlegroups.com
2 (2:00 PM)	http://groups.google.com/group/e103f11_2	e103f11_2@googlegroups.com

b) Come to the office hours: Mondays 12:00-4:00PM and Wednesdays 9:00AM-1:00PM

c) Or contact the TA: Pinze Yu (pinze.yu001@umb.edu) or Zhiqin Huang (zhiqinhuang@gmail.com) and Shilpa (shilpaumass@gmail.com)

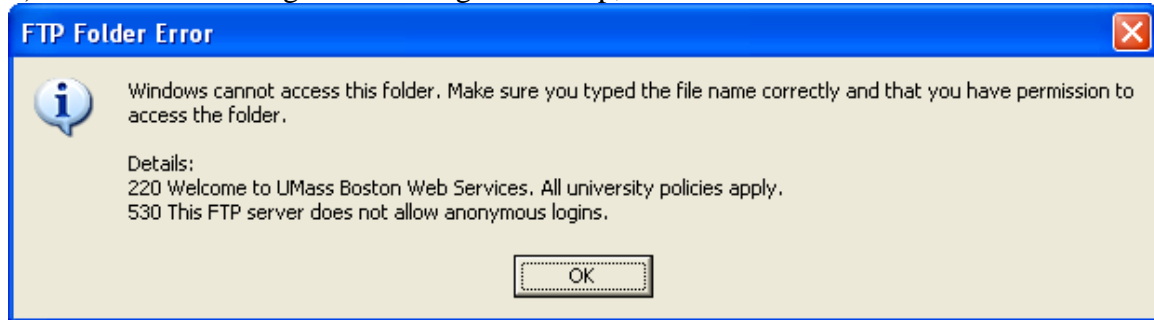
All students will need to upload files onto the server during the course, either the team web page on a project you are leading, in-class activities, or your individual assignments in electronic format for credit.

1) Depending on the version of Windows you are using, if after typing <ftp://www.students.umb.edu> into a browser window you get a blank window (if an ‘FTP Folder Error’ message is shown, you are O.K., jump to step 3), click on “Start”, then select “Run” to get a window similar to the one shown below, then type <ftp://www.students.umb.edu> into the “Open” box, and hit OK.

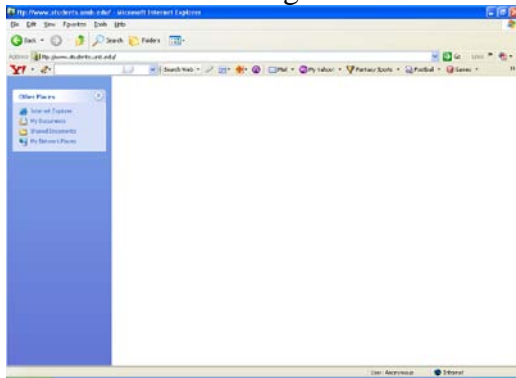


2) If you are using Windows Vista, after typing <ftp://www.students.umb.edu> into a browser window you will get a blank page, within this blank page click on the “Page” tab on the upper right side of the browser window, then select “Open FTP Site in Windows Explorer”.

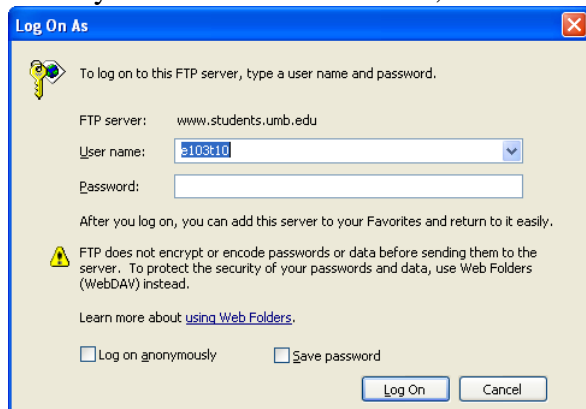
3) When the following error message shows up, click OK.



Then you will see a blank window similar to the one shown below, right click on the mouse and select “Login as”



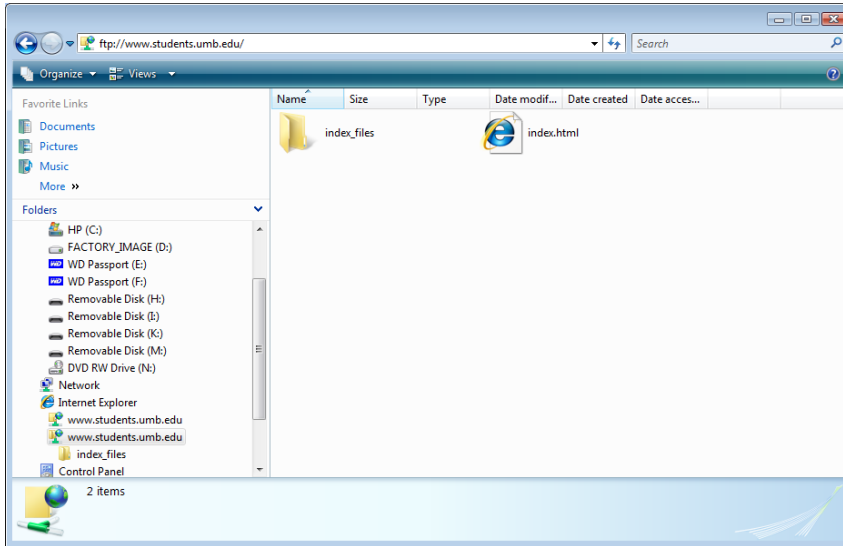
When you see the window below, enter the username and password



4) Now you are logged into the server. Please create a folder named ‘files’ (all letters in lower case!) where all files except for the team home page (which will be named ‘index.html’) will be uploaded.

5) **Creating and uploading the team homepage:** Use Word to create the team home page, then do Save as a Webpage (*.htm, *.html) using this exact name “index.html” (all letters in lower case, **include the extension ‘.html’!**). If there is a folder named “index_files” in the flash/hard drive where you saved your “index.html file”, you will

need to upload that folder along with the file.



There is an example of a team home page in the instructions for the Team Web master in the e-syllabus. You should also follow the instructions in there to create a link to the Project page. The project page will be named “project0.html” or “project1.html”, etc. You will need to upload the “project0_files”, or “project1_files” folder to the “files” folder in the server along with the project page, if you see them.[back](#)

LOGBOOK: [example of a logbook page](#)

- Use a quadrille notebook; number all pages; date all entries**
- Write your notes for all activities, thoughts, problems and solutions, and learning conclusions related to Engin 103. You should write down progress, outcomes, and conclusions on projects and teamwork; conclusions from class work (including LabVIEW) and homework.**
- In addition you should answer in the logbook all questions listed in these notes in blue, as shown below:**

9) What are FE, PE? Why are they important? What is engineering school accreditation? Why is it important?

10) Mention at least three engineering professional association in their acronyms and full names, and their web address. Why membership in a professional association is important for an engineer?

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