

Medway Grid for Learning

Policies and Guidance



HOW-TO Upload a Web Site to the Web Servers

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Introduction

This document is intended to provide general information and guidance related to connecting school LANs to the broadband Grid for Learning network, and running school systems and servers effectively to deliver a reliable, high performance service. It also provides specific policies adherence to which is necessary for the smooth and effective running of the whole network.

1 Preparation

In order to upload your Internet or intranet site to the appropriate web server you will need some details specific to you, and a copy of your website accessible from your PC.

Before you start make sure you know the address of the site you want to upload to, this is known as the "Host Address". In this case the address of the Medway Internet server is <ftp.medway.org.uk> and the intranet server is <ftpi.medway.org.uk>.

You will also need to know your username and password which will have been supplied by your ICT contact, or if you are the ICT contact for your school, by Atomwide.

Finally you will need some FTP software, this can be downloaded from the Internet, but note that if you run RM Windowbox or other security software you will need the appropriate priviledges to install it.

For all these operations you need to be connected to the Internet first. Open your web browser and check you can browse the World Wide Web, this is a good indication that you are connected to the Internet.

2 Download and install the FileZilla FTP software.

This software is free. Click on the link below to go to the homepage of the FileZilla project.

<http://sourceforge.net/projects/filezilla/>

When the file has downloaded use **Start – Run** – and browse or type in the path of the file you just downloaded, then click OK to run it.

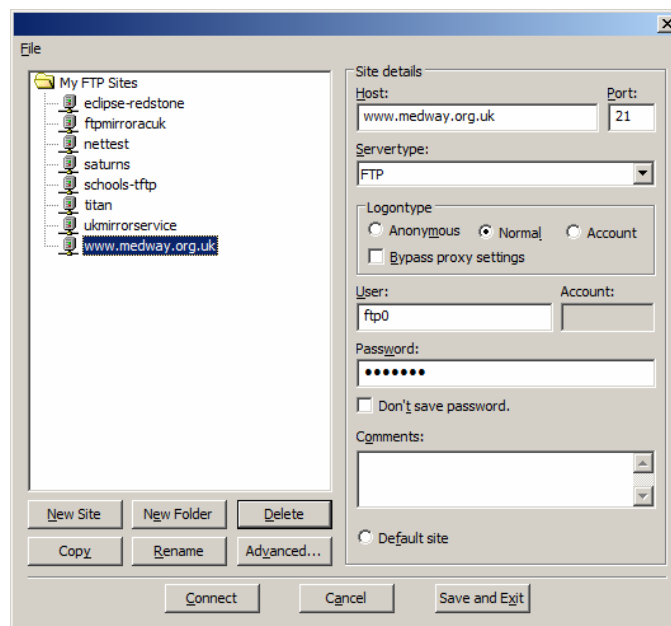
Follow all the default options and select “next” and finally “close” where required to complete the installation.

3 Configure the FileZilla FTP software

Click File / Site Manager

Click “New Site”

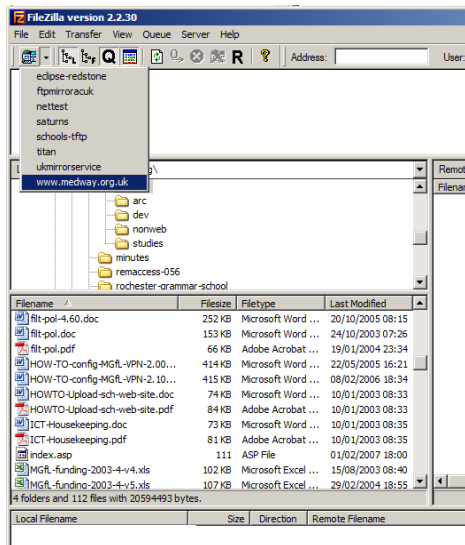
Fill in the details similar to those below, using the username and password you have for your web site. Ensure you click on the “Normal” radio button in the “Logontype” area.



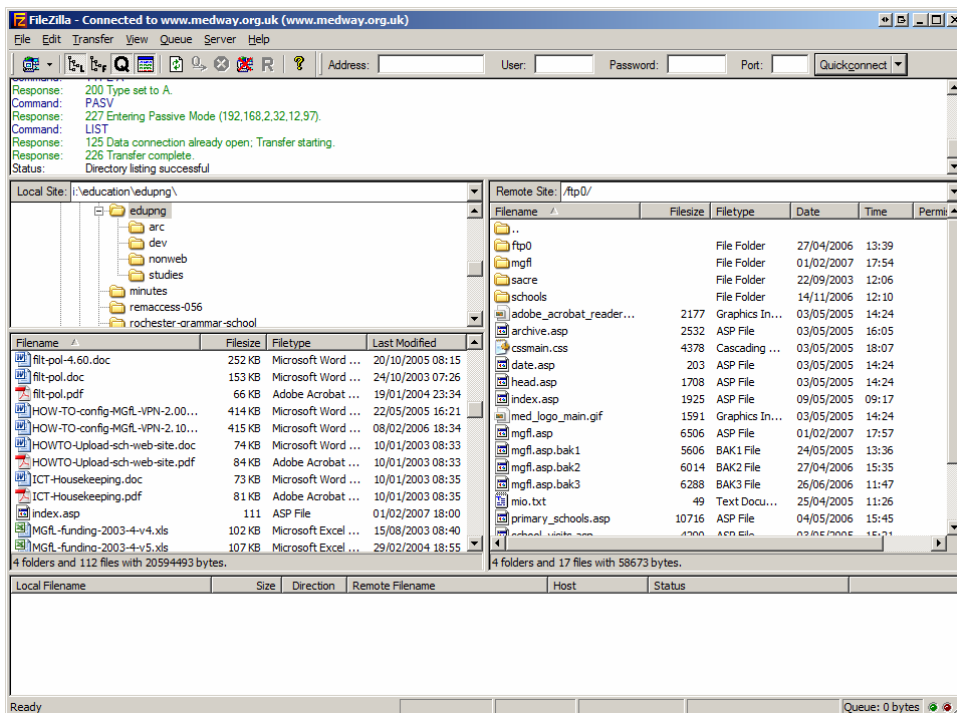
Finally click the “Save and Exit” button

4 Uploading your web site to the Medway Internet Server

Start FileZilla and pull down the dropdown box from the top left icon and select the entry you created previously



You should now see a window similar to the one below



Now select all the files and folders you wish to copy across. To select multiple folders and files click on the first item you require, hold down Shift and click on the last item you require in the list, or hold down Ctrl and select files at random.

When you have selected files to copy up to the server in the left hand pane, drag them to the right hand pane. This procedure can be used to transfer files in both directions and to copy whole directories.