This document demonstrates how to upload files to cs-class.uis.georgetown.edu using FileZilla's SSH File Transfer Protocol. FileZilla is free software available for Windows, Linux, and Mac OS X.

1. If you do not have FileZilla on your computer, check the Other Utilities folder within Server Help on the Blackboard site for this class.

2. Once the software is installed on your PC, click the FileZilla Client icon identified by the yellow arrow below.

3. When the main FileZilla window opens click Site Manager... from the File menu.
4. This will launch the **Site Manager** dialog box. Click the **New Site** button to define settings to connect to the class server:
   a. Give the site a name of your choice (Class.UIS is shown below)
   b. **Host**: cs-class.uis.georgetown.edu
   c. **Port**: 22 (or leave blank)
   d. **Server Type**: SFTP – SSH File Transfer Protocol
   e. **Logon Type**: Normal
   f. **User**: `<your netID>`
      (replace `<your netID>` with your actual netID)
   g. **Password**: Enter your password
   h. Click **OK** to save and close the **Site Manager** window, click **Connect** to save and connect to the server
5. If all settings are correct, an SFTP connection will be established to the class server.

6. Now you are ready to move files between the server and your PC. Local site files in the left window are files on your PC. Remote site files in the right window are files on the server. Simply locate the file you wish to copy and drag-and-drop the file from one location to the other.

7. When you are finished click **Disconnect** from the **Server** menu.