Electromeet Remote Labs
Uploading and Downloading Files

Software Instructions

Electromeet Remote Labs
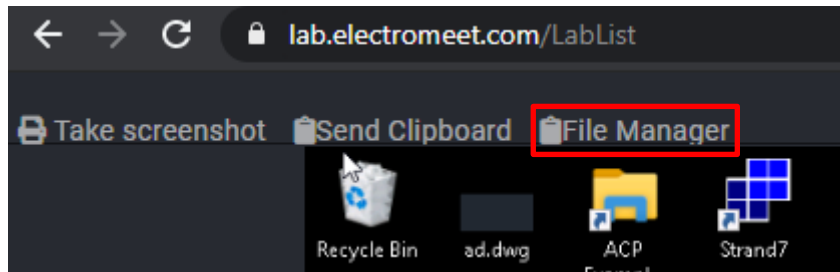# Uploading and Downloading Files Instructions

Getting Started

To download files to or upload files from the Electromeet remote labs, for the completion of projects and assessments, the "File Manager" function is provided once a scheduled lab is active.
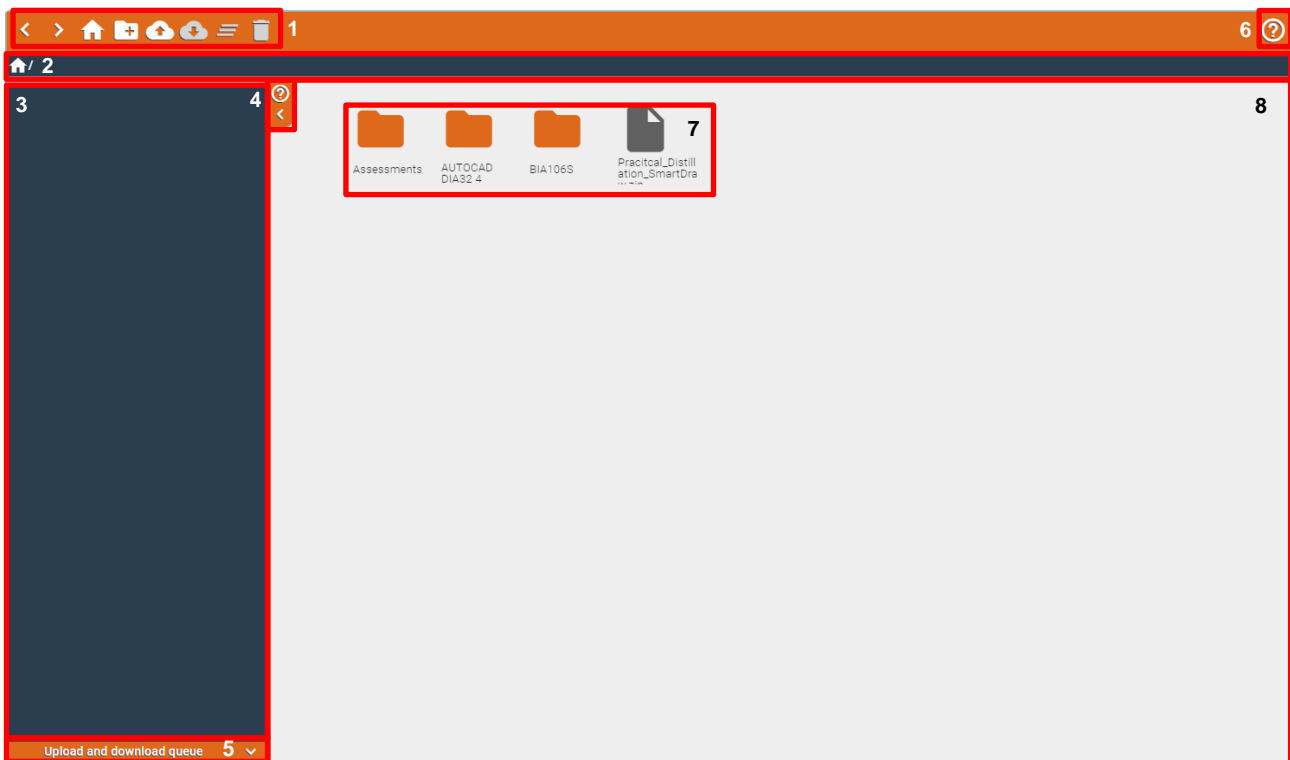
It is available from the Book and Access Labs menu:

Or from the link in the menu bar at the top of the window once connected to a lab:

Clicking the corresponding buttom opens a new dialog frame with the file manager:

Navigation

The components of the file manager correspond with the number in the above image:

1. File transfer menu buttons, from left-to-right:
   - Backwards button; navigate backwards through the previous directories
   - Forwards button; navigate forwards through the previous directories
   - Home button; navigate to the highest-level student file transfer directory
   - Create new folder button; create a new empty folder in the current directory
   - Upload button; select and upload files from your computer to the current directory
   - Download button; download selected files or folders (zip) from the lab to your computer
   - Clear selection button; de-select and selected
   - Delete button; delete selected files or folders from the lab
2. File path with home as the top student file transfer directory; shortcut on the lab desktop
3. Quick-access help-tab
4. Expand or collapse help-tab
5. Upload or download file queue
6. Link to downloadable instructions
7. Files and folders in the current directory
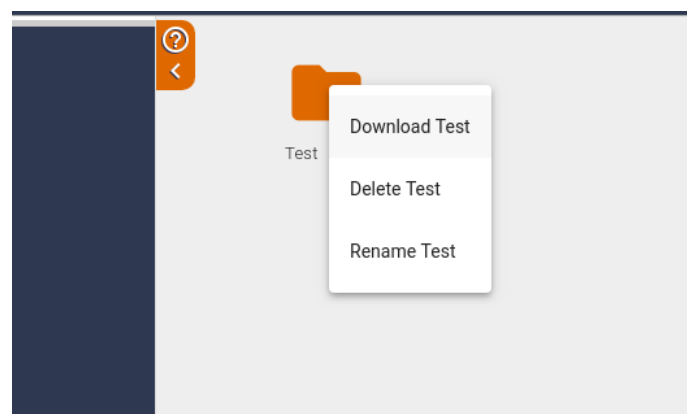8. The window displaying files and folders in the current directory

Functionality

You will only be able to directly transfer files or folders from an external computer to the student file transfer directory on a lab; once it is in this directory, you may then transfer it elsewhere on the lab (i.e. the desktop) if required but this is not advised.
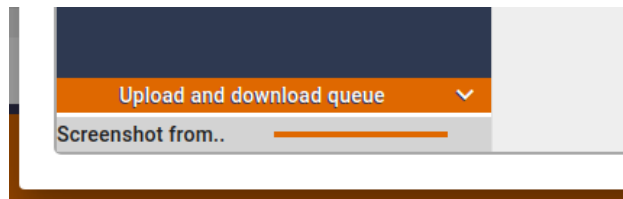
Folders and files selectable with a single click. Click outside the selection to de-select or click the clear-selection button. Select multiple files or folders by holding ctrl and clicking each in the current directory. Double-click a folder to open it and change the file path. The file path is also clickable for navigation through the directories.

To close the File Manager, click outside of the file manager dialog frame.

You can also delete, download or rename files and folders by right clicking on them and selecting the corresponding option:

While uploading or downloading files, you will be able to see the progress indicator in the bottom left corner of the frame:
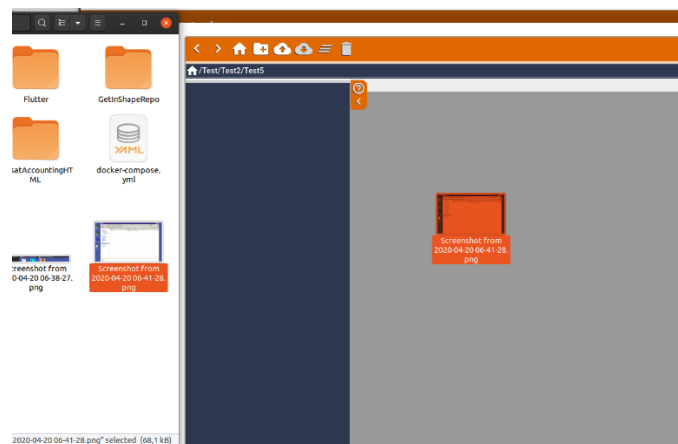

Using the tool bar, you can go navigate back and forth in your directory access history using the left and right arrows. You may also jump into any folder above the current one by clicking on its name in the file path:

The grey icons are only activate once a file or folder is selected.

The File Manager also supports drag and drop for uploads; simply drag a folder from your computer into the window showing the contents of the current directory to begin the upload:

The home student file transfer directory and all sub directories, folders, and files may be accessed on a lab using a shortcut found on the desktop:

From an external software package, to select a file within, you may navigated to the corresponding file path by opening the Student File Transfer shortcut on the desktop; then copy the file path of this directory for opening the files required for you assessment or project in other software:

You are required to clean up any files added to the labs upon completion; or back them up locally on their computers as EIT cannot guarantee they will remain on the lab for the next session.

END OF DOCUMENT