

Using LCC's media web server to store files

Information Technology

What is it?

Lane's media server is a web repository for instructors to make electronic materials available via the web. Although it's called a media server, it is actually a file repository—you can store audio and video files, PDF documents, PowerPoint presentations, or any documents you may want to use in your classes. Once files are uploaded to the server, your students can access them with a standard web browser.

The server is a more efficient way to get your materials on the web and available to Moodle. The login process is simple—just use your L-number and the first six characters of your PIN, like you do with Moodle; you don't need to remember a different account and password like you did with the old teach server.

Please note that this server does not provide streaming media services. When a user accesses a file on this server with a web browser, that file is downloaded to the user's desktop. It is therefore not appropriate for any files that cannot be freely distributed. Once uploaded to the server, all files are accessible to anyone with a web browser.

Files on the media server are backed up every night.

Getting an account

To use the media server, you'll need to request an account from the Academic Technology Center (ATC)—email atc@lanecc.edu, or call 463-3377. In your request, please include the following information:

- Your L-number (just your L-number, not your PIN)
- Your LCC Groupwise email address, if you have one
- Whether or not you have an existing account on the teach server

The ATC will contact you when your account has been enabled, and will give you the URL where your files can be accessed once they're uploaded. To upload files to the server, you will connect with an SFTP client (secure FTP), and log in using your L-number as your username and the first six characters of your ExpressLane PIN as your password.

URLs on the media server

Although you log in to the media server using your L-number, the files you upload are accessed using a different username that you're assigned when your account is

set up. Typically this will be your last name and first initial. Thus Alfred E. Neuman might access his files at the following URL:

<http://media.lanecc.edu/users/neumana>

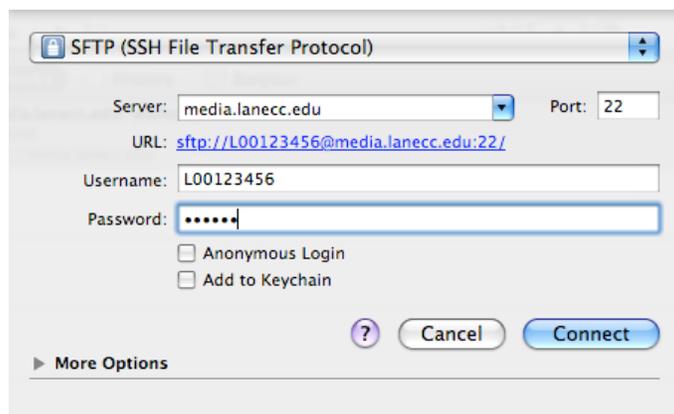
The ATC will tell you the URL to use for the files you upload to the media server when they first set up your account.

Uploading files from a Macintosh – Cyberduck

The ATC recommends CyberDuck for uploading your files to the Media Server. You can download it at <http://cyberduck.ch/>.

1. Configure the connection to media.lanecc.edu

In Cyberduck, open a new browser window and click the “Open Connection” button. Enter the requested information as below, substituting your L-number and entering *the first six characters* of your ExpressLane PIN as your password:



2. Accept the host key for media.lanecc.edu

If this is your first time connecting to the media server, you’ll get a message that the host key for the system is unknown (see below). **Don’t worry: this is normal.** Click the “Always” button to accept the host key; in the future, Cyberduck will remember this key so you won’t be asked about it again.



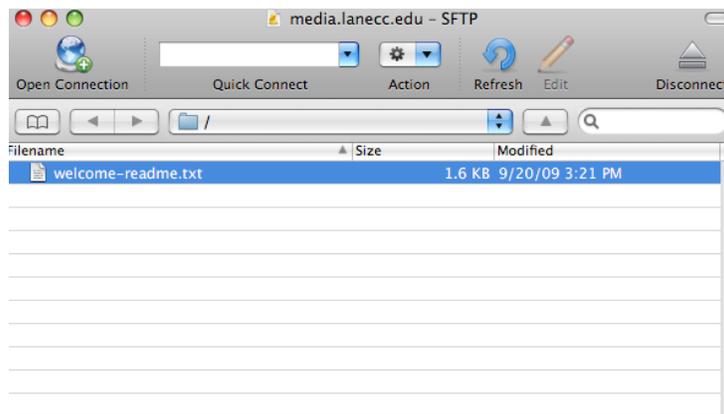
If you have a problem logging in (e.g., “I/O Error: Connection failed”), verify that you entered your L-number and PIN correctly:

- Your L-number is eight digits long—always include the leading zeroes (L00009876, not L9876).
- Enter only the first six characters of your ExpressLane PIN.

If you are still unable to log in, contact the ATC for assistance.

3. Upload files

Once you’ve successfully logged in, you should see a window like the one below. You can drag files from your desktop to that window to upload them (or choose “Upload” from the Action menu), and you can drag files from that window to your desktop to download them.



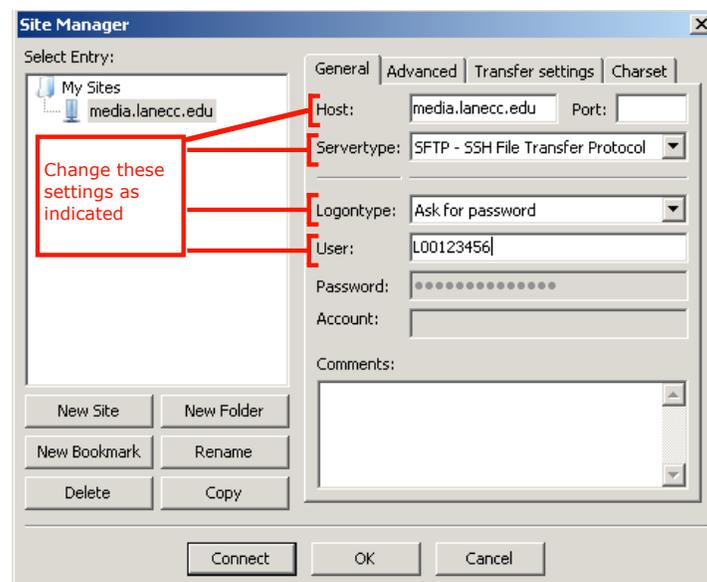
The “welcome-readme.txt” file is placed in your directory the first time you log in. It provides a few tips on using the media server, and suggests where you can go if you need assistance. If you no longer need that file, you can delete it at any time.

Uploading files from Windows – FileZilla

The ATC recommends FileZilla for uploading your files to the media server. You can download it at <<http://filezilla-project.org/download.php>>. In the past, we have recommended CoreFTP for transferring files to teach, but the present CoreFTP version does not work with the media server.

1. Configure the connection to media.lanecc.edu

Launch the FileZilla client, and after it starts up bring up the Site Manager window by selecting "Site Manager" from the File menu. Change the settings as indicated below, substituting your L-number where requested:



Once you've changed all of these settings, click "OK" to save the site. That will allow you to select it from a list of servers when you want to open a connection, rather than re-entering all of the parameters each time.

2. Open the connection and enter your PIN

Select "Site Manager" from the File menu again. Click on the site you just created, and click "Connect" to open a connection to the media server. You will be prompted to enter your password: remember to enter only the first six characters of your ExpressLane PIN.

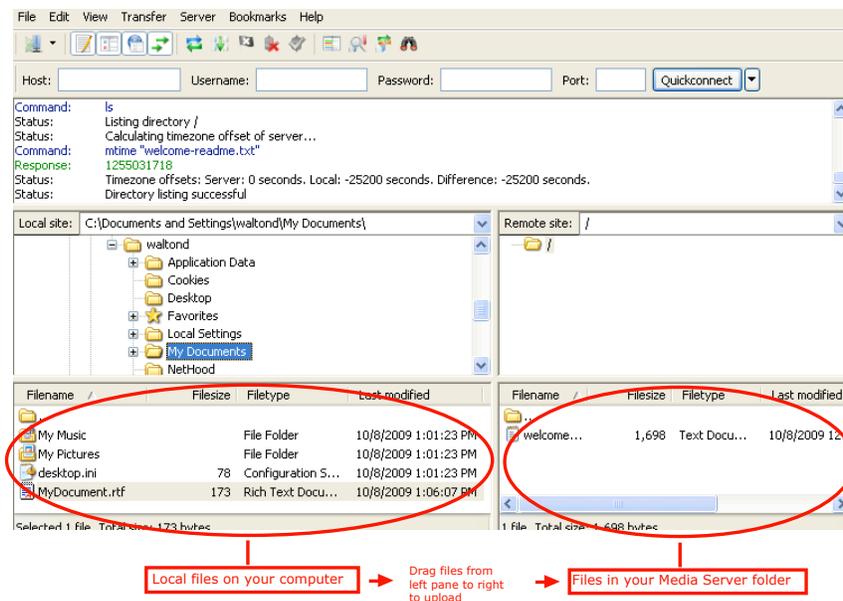
3. Accept the host key for media.lanecc.edu

If this is your first time connecting to the media server, you'll get a message that the server's host key is unknown (see below). The phrasing of the message is alarming ("you have no guarantee that this is the computer you think it is"), but **don't worry: this message is expected, and is perfectly normal**. Click "Always trust this host" and then click the "OK" button; in the future, FileZilla will remember this key so you won't be asked about it again.



4. Upload files

Once you've successfully logged in, you should see a window like the one below. To upload files from your computer to the media server, navigate to the disk or folder that contains those files in the left-hand pane in the middle, and then drag them from the left-hand bottom pane to the corresponding pane on the right-hand side.



The "welcome-readme.txt" file is placed in your directory the first time you log in. It provides a few tips on using the media server, and suggests where you can go if you need assistance. If you no longer need that file, you can delete it at any time.

Frequently asked questions

Q: What kinds of files can be uploaded to the media server?

A: Any document can be uploaded. Whether a user can properly view the document may depend on whether she has the correct software installed (users downloading PowerPoint documents will require either the Microsoft Office suite or a copy of the free PowerPoint viewer, for example). Standard media files like MPEG-3 and 4, Windows Media Player, and Flash (.swf) movies can be uploaded and downloaded without difficulty.

Note that by default, PHP scripts cannot be run on the media server; you will need to request permission to run PHP scripts from the ATC (see the next question, below).

Q: Are files on the media server backed up?

A: Yes. Files on the media server are backed up every night.

Q: Can I restrict access to my files on the media server?

A: By default, access to all files that you upload is unrestricted. It is possible to impose limited restrictions, however: you can have a username and password set up to protect certain content; you can also set things up so that only students enrolled in particular CRNs are allowed access. For more information, please contact the ATC, describe what you need, and we will work with you to set up the appropriate restrictions.

Q: Can I run PHP scripts for advanced web development on the media server?

A: By default, no. If you need to run PHP scripts from your media server directory, you will need to contact the ATC to request permission to do that. Include a description of what you plan to do with your scripts when you submit your request.

Until your request is processed, files with a .php extension will be treated strictly as text—they will be downloaded to users' desktops as text files.

Need further assistance?

The Academic Technology Center (ATC) is available to help you with questions about the media server. You may be able to find the help you need at their web site—<http://www.lanecc.edu/atc/>—but you can also contact them with questions, either by email at ATC@lanecc.edu, or by telephone at 463-3377.