

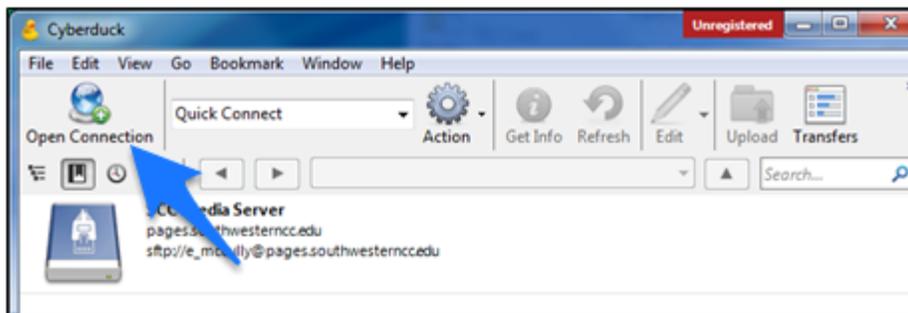
2. Setting Up, Managing, and Uploading Files to Cyberduck

In this tutorial, you will learn how to:

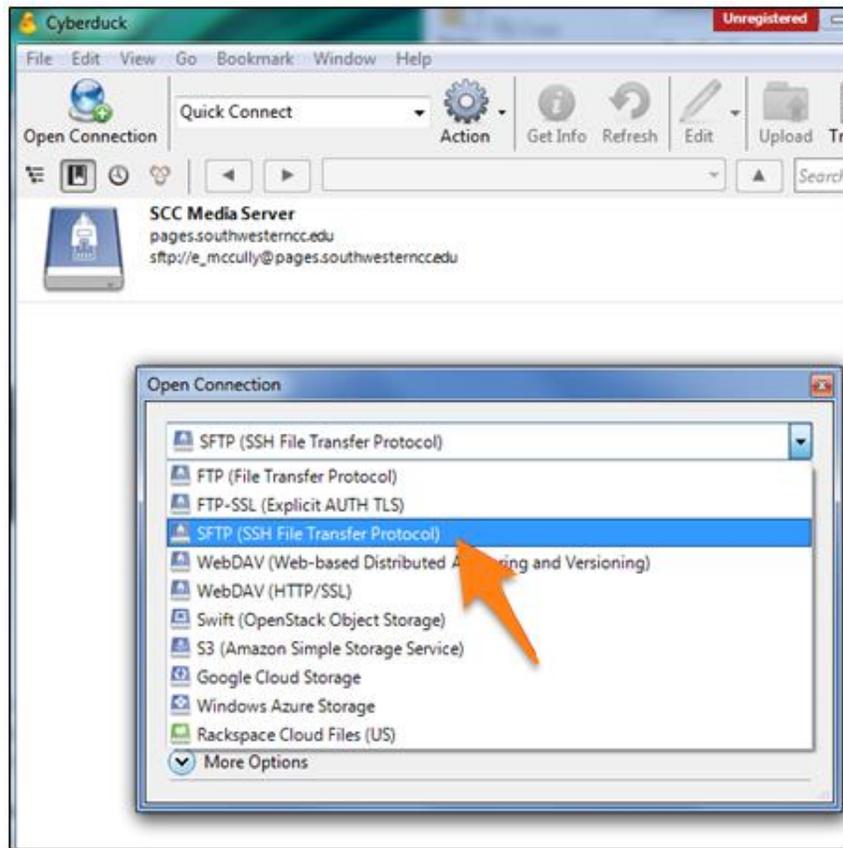
- Set up your Cyberduck account
- Create, edit, rename, and delete folders
- Move files and folders, and
- Upload files

Part 1: Setting Up Cyberduck

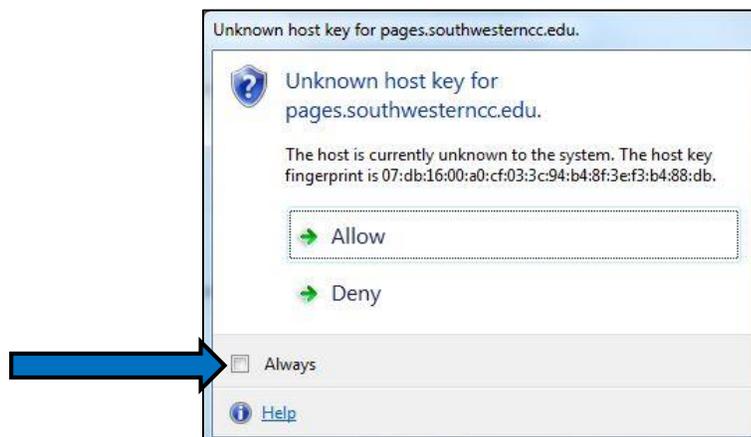
1. Open Cyberduck
2. Click “Open Connection”



3. In “Step #1,” you will see FTP (*File Transfer Protocol*). Click the drop-down menu and select SFTP.

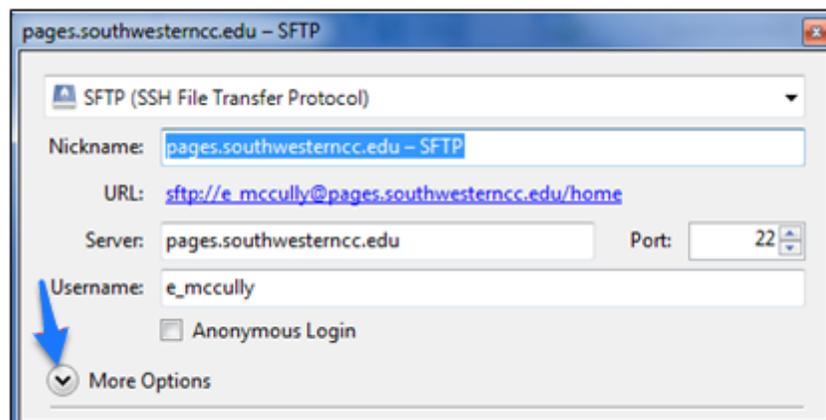


4. Next to the word "Server," type the server name: **pages.southwesterncc.edu**
5. For "Username" and "Password", type your SCC username and password.
6. Click "Connect."
7. Next you will get a window that says "Unknown host key for pages.southwesterncc.edu." Check the Always box then click the Allow button. If you do not check Always, you will encounter this box every time you log in.

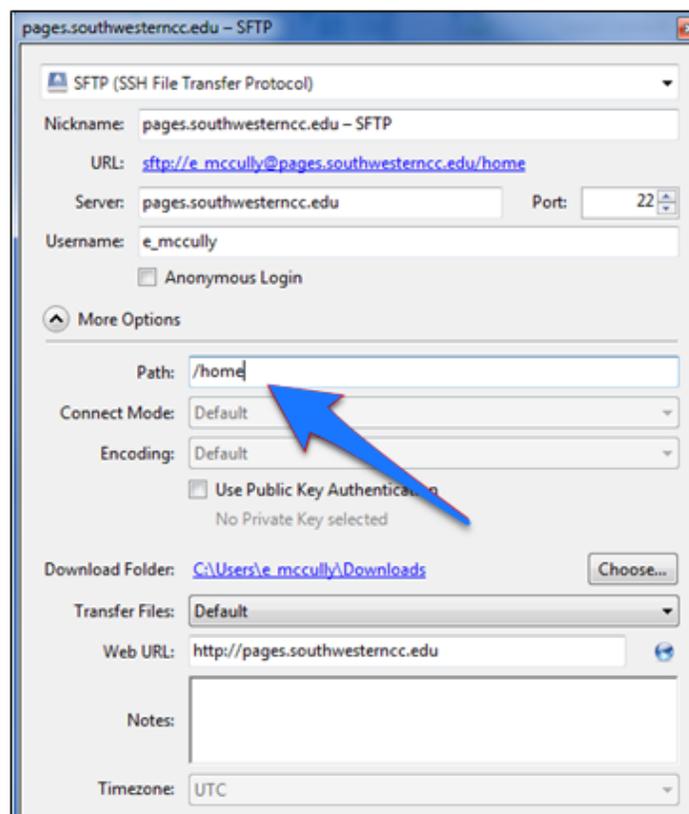


Part 2: Creating a Bookmark - *This step is vital to properly generate the links to your materials that you will use in your Blackboard course.*

1. On the top menu, click "Bookmark," and select "New Bookmark."
2. In the pop-up box, click "More Options."



3. In the box next to "Path," it should be blank. If **home/your_username** is listed, delete your username. (See image below for how the Path should look.)



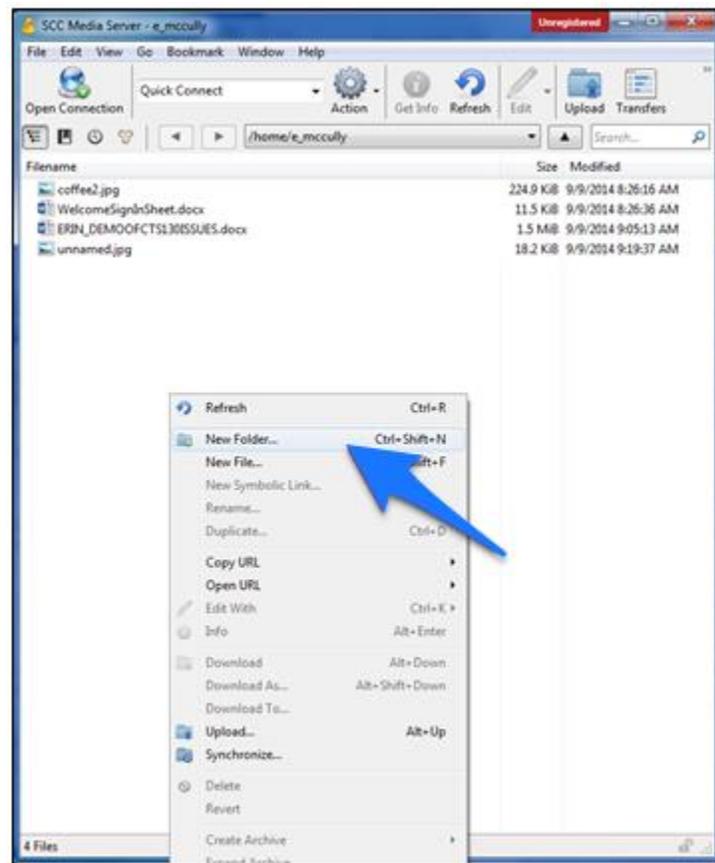
4. This step saves automatically. Simply click the X in the upper right corner to remove that screen.
5. Your bookmark will now be listed in the opening page when you log into Cyberduck, and you will be able to access SCC's media server.

Part 3: Creating, Editing, and Moving Folders

If you have just downloaded Cyberduck, follow these two steps (only need to be done one time):

- ❖ Double Click on the Pages Bookmark you created.
- ❖ Find your username and double click on it. It may be towards the bottom of the list.

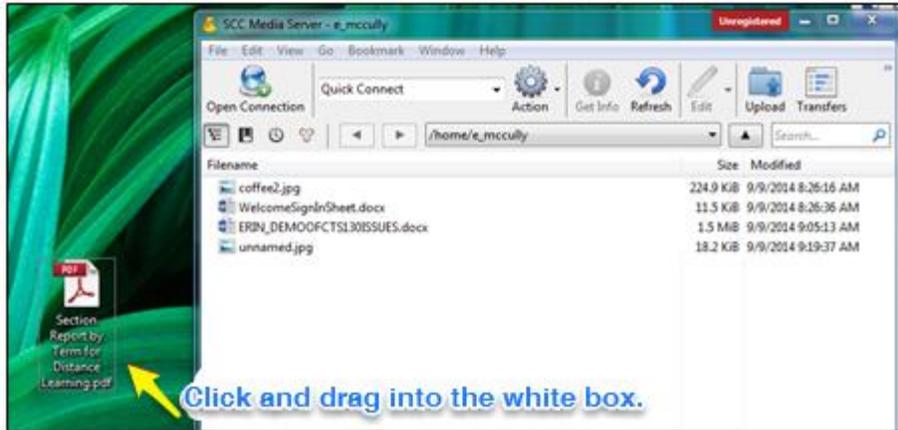
1. Right-click on the Cyberduck screen (anywhere within the white box).
2. Select "New Folder" from the menu that appears.



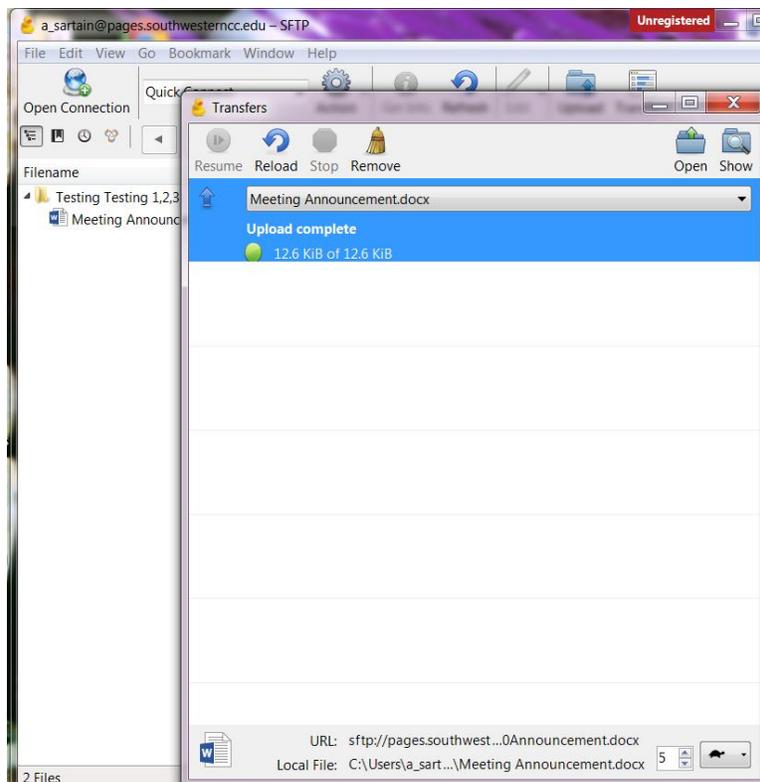
3. Name your folder and click Create. Use right-click to rename folders and files, to add sub-folders, and to edit or delete folders and files.
4. Folders can be moved by simply clicking and dragging the folder or file to a new location within Cyberduck. (This is known as "drag-and-drop.")

Part 4: Uploading Files to the Media Server via Cyberduck

1. Locate a file on your hard drive (e.g., your Desktop, flash drive, share drive, etc.).



2. Drag this file to a folder in Cyberduck to copy it to Cyberduck. A transfer pop-up box will appear.



Note: You can do this in reverse as well! Click on a file in Cyberduck and drag it to your computer Desktop or another location.

3. If you do not see your changes, click on the “Refresh” button on the Cyberduck menu.

Next: 3. Transferring Files in Bulk from Blackboard to the Media Server.

If you have further questions, please submit a ticket to SCC E-Learning [here](#).