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SAS[®] OnDemand for Academics Usage Guide for Instructors



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Contents

Chapter 1 Introduction to SAS OnDemand for Academics 1

- Introduction 1
- Client Software 1
- Server Software - SAS Enterprise Guide 2
- Server Software - SAS Enterprise Miner 2
- Server Software - SAS Forecast Server (Beta) 2

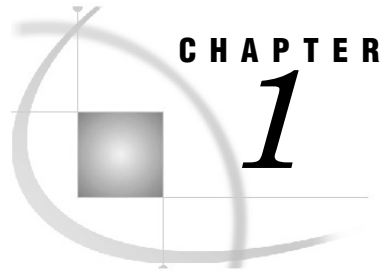
Chapter 2 SAS OnDemand for Academics: Enterprise Guide 6

- SAS OnDemand for Academics: Enterprise Guide 6
- Step 1. Confirm system requirements 6
 - Confirm requirements for full support 6
 - Verify network performance 7
- Step 2. Set up your SAS OnDemand for Academics account 8
 - About the SAS OnDemand for Academics Control Center 8
 - About your SAS Profile account 8
 - Important information before you begin 8
 - Register as an instructor 9
 - Register a course 9
- Step 3. Access and use the software 10
 - Access your SAS OnDemand for Academics account 10
 - Install SAS Enterprise Guide 10
 - About Software Order E-mails 10
 - Access the SAS Server 10
 - Avoid connection time-outs 11
 - SAS Server maintenance and availability 11
 - Requesting SAS Server availability notification 11
- Step 4. Prepare course data 12
 - Options for providing course data to students 12
 - Requesting assistance with custom course data on the SAS Server 13
 - Requirements for storing custom course data on the SAS Server 13
 - Uploading course files to the SAS Server 14
 - Accessing course files stored on the SAS Server 17
- Step 5. Review and test Course Materials 19
 - Importance of reviewing the software 19
 - Teaching materials provided by SAS 19
 - Practice exercises, statistics information, and sample SAS data sets 19
 - Books, training, and other reference materials 20
- Step 6. Share course information with students 20
 - Ask students to register for SAS OnDemand for Academics 20

Provide students with information about the system	21
Suggested information to share with students	21
Step 7. Review the basics for working with data and results	21
Working with data	22
Working with Results	27
Step 8. Finding Help for Common Problems	28
Where can instructors find help?	28
Where can students find help	29
Commonly Asked Questions: SAS OnDemand for Academics: Enterprise Guide	29
Chapter 3 SAS OnDemand for Academics: Enterprise Miner	37
SAS OnDemand for Academics: Enterprise Miner	38
Step 1. Confirm system requirements	38
Confirm requirements for full support	38
Verify network performance	39
Verify and install a Java Runtime Environment (JRE)	39
Step 2. Set up your SAS OnDemand for Academics account	41
About the SAS OnDemand for Academics Control Center	41
About your SAS Profile account	42
Important information before you begin	42
Register as an instructor	42
Register a course	43
Step 3. Access and use the software	43
Access your SAS OnDemand for Academics account	43
Access SAS Enterprise Miner	44
Access the SAS Server	45
SAS Server maintenance and availability	45
Requesting SAS Server availability notification	45
Step 4. Prepare course data	45
Options for providing course data to students	46
Requesting assistance with custom course data on the SAS Server	47
Requirements for storing custom course data on the SAS Server	47
Uploading course files to the SAS Server	48
Accessing uploaded course data on the SAS Server	51
Step 5. Review and test course materials	53
Importance of reviewing the software	53
Teaching materials provided by SAS	53
Accessing teaching material and data for SAS Enterprise Miner	54
Practice exercises, statistics information, and sample SAS data sets	54
Books, training, and other reference materials	54
Step 6. Share course information with students	55
Ask students to register for SAS OnDemand for Academics	55
Provide students with information about the system	56

Suggested information to share with students	56
Step 7. Review the basics for working with data, results, and projects	56
Working with data	56
Working with projects	58
Sharing homework assignments	60
Step 8. Finding Help for Common Problems	62
Where can instructors find help?	63
Where can students find help	63
Commonly Asked Questions: SAS OnDemand for Academics: Enterprise Miner	64
Chapter 4 SAS OnDemand for Academics: Forecast Server (beta)	69
SAS OnDemand for Academics: Forecast Server (beta)	70
Step 1. Confirm system requirements	70
Confirm requirements for full support.	70
Verify network performance	71
Verify and install a Java Runtime Environment (JRE)	71
Step 2. Set up your SAS® OnDemand for Academics account	73
About the SAS OnDemand for Academics Control Center	73
About your SAS Profile account	73
Important information before you begin	74
About SAS Forecast Server environments	74
Register as an instructor	74
Register a course	75
Step 3. Access and use the software	75
Access your SAS OnDemand for Academics account	75
Locate the name of your SAS Forecast Server environment	75
Access SAS Forecast Server	76
Access the SAS Server	76
SAS Server maintenance and availability	77
Requesting SAS Server availability notification	77
Step 4. Prepare course data	77
Step 5. Review and test Course Materials	77
Importance of reviewing course materials	78
Teaching materials provided by SAS	78
Books, training, and other reference materials	78
Step 6. Share course information with students	78
Ask students to register for SAS OnDemand for Academics	79
Provide students with information about the system	80
Suggested information to share with students	80
Step 7. Review the basics for working with data and results	80
About project storage	80
Working with forecasting project results	80
Step 8. Help for Common Problems	81

Where can instructors find help?	81
Where can students find help	82
Commonly Asked Questions for SAS OnDemand for Academics: Forecast Server	82
Appendix 1 Commonly Asked Questions for SAS OnDemand for Academics	85
Commonly Asked Questions for SAS OnDemand for Academics	85
General/Cost/License	85
Availability and Installation	86
General Usage	87
General Support	89
Appendix 2 Learning Resources for SAS OnDemand for Academics	93
Learning Resources for SAS OnDemand for Academics	93
Training and Usage Videos	93
e-Learning Courses	94
Teaching materials	94
Enterprise Guide resources	94
Tutorial	94
Online SAS Enterprise Guide Demonstration	95
Online Practice Exercises, Statistics Information, and Sample SAS Data Sets	95
Product Documentation	95
Books	95
White Papers	95
Enterprise Miner resources	96
Product Documentation	96
Books	96
Forecast Server resources	96
Product Documentation	96
Books	96
Appendix 3 SAS OnDemand for Academics with JMP Software	97
SAS OnDemand for Academics with JMP Software	97
Step One: Registering to use SAS OnDemand for Academics	97
Instructor registration	97
Student registration	98
Step Two: Downloading and installing the sas.rutil.jar file	98
Step Three: Creating a SAS Server Profile within JMP	98
Step Four: Connecting to the SAS Server using JMP	99



Introduction to SAS OnDemand for Academics

<i>Introduction</i>	1
<i>Client Software</i>	1
<i>Server Software - SAS Enterprise Guide</i>	2
<i>Server Software - SAS Enterprise Miner</i>	2
<i>Server Software - SAS Forecast Server (Beta)</i>	2

Introduction

SAS OnDemand for Academics provides an online delivery model for teaching and learning data management and analytics. By connecting to a SAS-hosted server over the Web, users access the analytical power of SAS software through a user-friendly, point-and-click interface.

The advantages of using SAS OnDemand for Academics include:

- ❑ Students and professors gain immediate online access to SAS software – with no configuration or support concerns.
- ❑ Students, including both onsite and distance learners, can use SAS whenever or wherever they please - no more waiting for a seat in a campus computer lab or having to buy and install software.
- ❑ SAS allows professors to teach data management and analytics, providing multiple software applications without maintenance or IT overhead.
- ❑ SAS has been used in colleges and universities for more than 30 years.
- ❑ With quick access to award-winning software for data management and analytics, students gain valuable SAS skills that are highly sought after in the job market.

The following sections list the SAS software available with SAS OnDemand for Academics.

Client Software

Instructors can choose to use one of the following software applications when they register a course with SAS OnDemand for Academics:

- ❑ SAS Enterprise Guide
- ❑ SAS Enterprise Miner
- ❑ SAS Forecast Server (Beta)

When students register for the course, they must select the same software application that their instructor has chosen to use.

Server Software - SAS Enterprise Guide

The following products are available on the hosted SAS server that supports SAS OnDemand for Academics: Enterprise Guide:

- Base SAS
- SAS/STAT software
- SAS/GRAPH software
- SAS/ETS software
- SAS/OR software, including OPT, PRS, IVS, and LSO
- SAS/IML software
- SAS/CONNECT software
- SAS High-Performance Forecasting
- SAS/ACCESS Interface to PC Files

Server Software - SAS Enterprise Miner

The following products are available on the hosted SAS server that supports SAS OnDemand for Academics: Enterprise Miner:

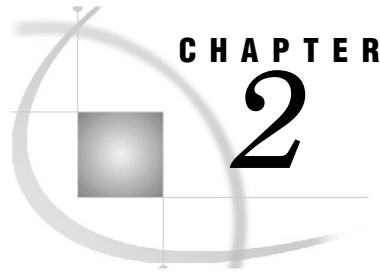
- Base SAS
- SAS/STAT software
- SAS/GRAPH[®] software
- SAS/ETS software
- SAS/OR software, including OPT, PRS, IVS, and LSO
- SAS/IML software
- SAS/CONNECT software
- SAS Enterprise Miner
- SAS Credit Scoring
- SAS Text Miner
- SAS High-Performance Forecasting
- SAS/ACCESS Interface to PC Files

Server Software - SAS Forecast Server (Beta)

The following products are available on the hosted SAS server that supports SAS OnDemand for Academics: Forecast Server:

- Base SAS
- SAS/STAT software
- SAS/GRAPH software
- SAS/ETS software
- SAS/OR software, including OPT, PRS, IVS, and LSO
- SAS/IML software
- SAS/CONNECT software
- SAS Enterprise Miner
- SAS Credit Scoring

- ❑ SAS Text Miner
- ❑ SAS High-Performance Forecasting
- ❑ SAS/ACCESS Interface to PC Files
- ❑ SAS/ACCESS Interface to MYSQL
- ❑ SAS Forecast Studio
- ❑ SAS/IML Studio



SAS OnDemand for Academics: Enterprise Guide

<i>SAS OnDemand for Academics: Enterprise Guide</i>	6
<i>Step 1. Confirm system requirements</i>	6
<i>Confirm requirements for full support</i>	6
<i>Verify network performance</i>	7
<i>Step 2. Set up your SAS OnDemand for Academics account</i>	8
<i>About the SAS OnDemand for Academics Control Center</i>	8
<i>About your SAS Profile account</i>	8
<i>Important information before you begin</i>	8
<i>Register as an instructor</i>	9
<i>Register a course</i>	9
<i>Step 3. Access and use the software</i>	10
<i>Access your SAS OnDemand for Academics account</i>	10
<i>Install SAS Enterprise Guide</i>	10
<i>Access the SAS Server</i>	10
<i>Avoid connection time-outs</i>	11
<i>SAS Server maintenance and availability</i>	11
<i>Requesting SAS Server availability notification</i>	11
<i>Step 4. Prepare course data</i>	12
<i>Options for providing course data to students</i>	12
<i>Requesting assistance with custom course data on the SAS Server</i>	13
<i>Requirements for storing custom course data on the SAS Server</i>	13
<i>File names and types</i>	13
<i>Third party data sources</i>	14
<i>Uploading course files to the SAS Server</i>	14
<i>Uploading SAS data sets for your course</i>	14
<i>Uploading other data formats on the SAS Server</i>	14
<i>Encountering permission denied errors while using FTP</i>	15
<i>Uploading and using directories</i>	15
<i>Storing SAS catalog files on the SAS Server</i>	15
<i>Accessing course files stored on the SAS Server</i>	17
<i>Accessing data with LIBNAME or FILENAME statements</i>	17
<i>Accessing data using SAS OnDemand for Academics: Enterprise Guide</i>	18
<i>Listing SAS data sets stored on the SAS Server</i>	18
<i>Deleting SAS data sets stored on the SAS Server</i>	18
<i>Step 5. Review and test Course Materials</i>	19
<i>Importance of reviewing the software</i>	19
<i>Teaching materials provided by SAS</i>	19
<i>Practice exercises, statistics information, and sample SAS data sets</i>	19
<i>Books, training, and other reference materials</i>	20
<i>Step 6. Share course information with students</i>	20
<i>Ask students to register for SAS OnDemand for Academics</i>	20
<i>Provide students with information about the system</i>	21
<i>Suggested information to share with students</i>	21
<i>Step 7. Review the basics for working with data and results</i>	21
<i>Working with data</i>	22
<i>Storing data</i>	22
<i>Uploading data files to the SAS Server</i>	22
<i>Downloading data files from the SAS Server</i>	23
<i>Accessing data using SAS OnDemand for Academics: Enterprise Guide</i>	24
<i>Accessing grayed-out SAS libraries from the SAS Server</i>	24
<i>Uploading data files to the SAS Server versus opening SAS data sets</i>	25

Working with data files other than SAS Data Sets	25
Working with compressed SAS Data Sets	25
Assigning LIBNAME and FILENAME statements	25
Working with INFILE statements.....	25
Working with INFILE statements and Microsoft Windows data files.....	26
Saving Data.....	26
Saving Work.....	27
Working with Results	27
Working with the PDF result format	27
Result formats and associated graph formats.....	28
Step 8. Finding Help for Common Problems.....	28
Where can instructors find help?.....	28
Where can students find help.....	29
Commonly Asked Questions: SAS OnDemand for Academics: Enterprise Guide	29

SAS OnDemand for Academics: Enterprise Guide

This manual guides instructors through recommended steps for registering for SAS OnDemand for Academics, preparing to teach courses, and supporting students while using SAS software.

Step 1. Confirm system requirements

Check these guidelines to ensure your students can access the software.

Confirm requirements for full support

Instructor and student systems must meet these requirements for SAS OnDemand for Academics: Enterprise Guide to be fully supported.

	Supported/Required	Notes
Operating systems	Microsoft Windows 7 Home Premium and above (32-bit or 64 bit)	Macintosh operating systems are not supported
	Microsoft Windows Vista Home Premium (32-bit or 64 bit)	Other versions of Microsoft Windows Vista might work but have not been fully tested and, therefore, are not supported by SAS.
	Microsoft Windows XP Professional	If missing, Microsoft .NET Framework version 3.5 Service Pack 1 will be installed for users of Microsoft Windows XP Professional. Depending on the files required, installation could take from 5 to 90 minutes.

	Supported/Required	Notes
Internet browser	Microsoft Internet Explorer 8 or earlier	Other internet browsers might work but have not been fully tested and are thus not supported by SAS.
Hard disk space	Approximately 80 MB of free hard disk space	You will be prompted to install Microsoft .NET if it is not on your machine. This will require additional disk space.
Internet connection	A high speed connection is required, which could be broadband (cable), DSL (phone), or wireless connections.	Your usage experience depends on the speed and reliability of your connection. A slower or unreliable connection can result in slow processing or dropped connections. Be aware that different wireless connections can provide different rates of speed and reliability. See <i>Verify Network Performance</i> for more information.

Verify network performance

If you plan to teach in a lab or a seminar setting in which many students will access and use SAS OnDemand for Academics software applications at the same time, then you should verify the performance of the network that you plan to use (Internet bandwidth, wireless router capacity, and so on).

If the network performance is not sufficient, then your students could experience slow or dropped connections to the hosted SAS Servers that are used to perform SAS processing.

You can contact the appropriate network or IT department personnel to request additional information. Share the following information with them to ensure they gather accurate data:

- Type of network connection you plan to use (Wireless, LAN, or other) In particular, wireless networks can be problematic as there are sometimes stricter limits to the capacity of concurrent users that they can support.
- Number of students that will use SAS OnDemand for Academics concurrently
- Location of the lab or seminar
- Location of the hosted SAS Servers (the answer is: Cary, North Carolina at SAS Institute)

There are also a number of tools available through the Internet that you or the appropriate network personnel can use to check network performance. SAS also offers a tool that might help. To access this tool, perform the following steps:

- 1 Go to the following Web site: <http://netcheck.sas.com/ookla>.
- 2 Select **Begin Test**.

Note: If you are not teaching in a lab or seminar setting, then each student must connect to the hosted SAS Servers to perform processing using their own high-speed

Internet connection. If individual students have network connection issues, they can try to use a computer on a different network or contact their Internet Service Provider.

Step 2. Set up your SAS OnDemand for Academics account

As an instructor, there are several important steps you must follow to set up a SAS OnDemand for Academics account, such as creating a SAS profile and registering yourself and your course. The online process uses a series of windows to guide you.

About the SAS OnDemand for Academics Control Center

Your starting point for accessing SAS OnDemand for Academics is the SAS OnDemand for Academics Control Center Web site:

(<http://support.sas.com/ctx3/sodareg/index.html>)

As an instructor you will use the Control Center to register your account, create courses, view course information, edit course information, and delete courses. Your students will use it to register, acquire a license, and view course information.

Your SAS OnDemand for Academics Home Page is created during the registration process and is part of the SAS OnDemand for Academics Control Center. You will be taken to your Instructor Home Page once you have set up an account. You access your home page to register, view, or edit information associated with courses.

About your SAS Profile account

A SAS Profile is an account that you can create to access specific information and resources from the SAS Web site. If you are a current SAS user, you might already have a SAS Profile. If you are a new SAS user, a SAS Profile is created for you when you register for SAS OnDemand for Academics.

An important part of your SAS Profile account is a SAS Profile password that you are prompted to enter each time you access the SAS OnDemand for Academics Control Center.

Note: Your SAS Profile password must be changed every 6 months for security purposes. You will receive an e-mail when your password is approaching expiration. To reset your SAS profile, visit My SAS Profile page at this location:

<https://www.sas.com/profile/user/login.htm>

Important information before you begin

As you begin setting up your account, it's helpful to keep the following in mind:

- ❑ You will need access to your e-mail account. When you begin registration, you will be prompted to enter an e-mail address. Enter the e-mail address of an account that you can access easily while completing your registration.
- ❑ You will receive an e-mail during the initial registration process that you must open and act upon to continue. The e-mail prompts you to click a link to verify your e-mail address. Its primary purpose is to confirm that you are using a valid e-mail address and that someone else is not attempting to register you without your knowledge.

- ❑ If you do not receive the e-mail, please check your junk e-mail folder.

Register as an instructor

Only instructor accounts have the ability to create, edit, or delete courses. If a teaching assistant is going to act as an instructor, then they must register as an instructor. A unique e-mail address must be used for the instructor account if the teaching assistant already has a student account.

There is no cost or obligation associated with registering as an instructor, and following these steps prepares you to use this offering and provide better guidance for your students:

- 1 Go to the SAS OnDemand for Academics Control Center
<http://support.sas.com/ctx3/sodareg/index.html>
- 2 Select **New User**.
- 3 Follow the online prompts to create your SAS profile.
- 4 Continue with your registration until you arrive at your Instructor Home Page.
- 5 Once on your Home Page, you can then register a course.

Register a course

You must register your course to:

- ❑ select and get access to the SAS software that you plan to use
- ❑ create course information that you can share with potential students
- ❑ create an area where you can store data for the course (should you choose to store data on SAS Servers).

Note: To avoid confusion and unnecessary support calls, it is important to complete this step before you invite students to register for SAS OnDemand for Academics. When students register, they must select a university, an instructor, and a course. If you invite students to register before you have registered a course, they won't be able to select your course.

- 1 Go to the SAS OnDemand for Academics Control Center
<http://support.sas.com/ctx3/sodareg/index.html>
- 2 Log on using your e-mail address and your SAS Profile password.
- 3 You will arrive at your Instructor Home Page.
- 4 Click **Register a Course** and then follow the instructions.

Step 3. Access and use the software

By accessing using the software ahead of time, you will be able to anticipate possible student issues, develop content that might be specific to using SAS OnDemand for Academics, and have an understanding of how long it should take students to access the software themselves.

Ideally, you should perform this step before you develop your course outline as SAS OnDemand for Academics software applications function slightly differently than their traditional SAS software counterparts. There are a number of resources available to help you.

Access your SAS OnDemand for Academics account

Your SAS OnDemand for Academics account enables you to view and/or edit information associated with courses. You will have access to this information after you have initially registered for SAS OnDemand for Academics.

To access an existing SAS OnDemand for Academics account:

- 1 Access the SAS OnDemand for Academics Control Center at the following Web site: <http://support.sas.com/ctx3/sodareg/index.html>
- 2 Enter your e-mail address and your SAS Profile password and then click **Enter**.

Install SAS Enterprise Guide

To use SAS Enterprise Guide from SAS OnDemand for Academics account, you must first install a copy of the software on your computer. Follow these steps to install SAS Enterprise Guide software:

- 1 Log on to your SAS OnDemand for Academics Control Center using your e-mail address and your SAS Profile password.
- 2 Scroll to the bottom of your Home Page to see a table that lists the courses that you have registered.
- 3 Click **Download Client** for the appropriate course.
- 4 After the software client is downloaded and installed, you can begin using the software and accessing the SAS Server.

For step-by-step guidance including graphics, you can download “SAS OnDemand for Academics: Enterprise Guide Instructor Registration Instructions” from http://www.sas.com/govedu/edu/programs/enterprise_guide_instructor.pdf or visit the SAS OnDemand for Academics Web site at <http://www.sas.com/academics>.

Access the SAS Server

You are prompted to connect to the SAS Server each time you start *SAS OnDemand for Academics: Enterprise Guide*. The server (which is hosted at SAS Institute Inc.) remotely processes any submitted SAS files or projects and returns results to your computer.

If you are unable to use a SAS OnDemand for Academics software application to perform processing, make sure that you have a working Internet connection.

If your Internet connection is working normally, you can check the SAS Server Status Web page (<https://www.ondemand.sas.com/status/oda/>) to determine if appropriate servers are available or temporarily down for maintenance.

Avoid connection time-outs

Avoid leaving open connections on the server. An open connection to the SAS Server will likely disconnect (time out) after one hour (or less) if the connection is idle (that is, you have not performed any processing). Many firewalls disconnect open sessions after an hour of idle time (or less). SAS recommends that you complete your work, save it, and then exit SAS OnDemand for Academics: Enterprise Guide before you leave the computer.

SAS Server maintenance and availability

SAS makes its best efforts to make the server available as much as possible and to keep unexpected downtime to a minimum. There could be limited times when the server is unavailable because SAS is performing maintenance, testing, or performance enhancement tasks.

- ❑ If server maintenance is needed, SAS will try to perform this work during nontraditional usage hours to lessen any impact to users.
- ❑ SAS uses the third Saturday of each month to perform scheduled maintenance on its systems (if needed). Therefore, the server might be unavailable for a portion of time on the third Saturday of each month.

To determine if SAS servers are available, visit the SAS Server status Web page: (<https://www.ondemand.sas.com/status/oda/>).

Requesting SAS Server availability notification

If you would like to be notified when the SAS Server is unavailable due to extended maintenance or due to unforeseen circumstances, please subscribe to the SASONDEMANDSERVER-L mailing list:

- 1 Send e-mail to `LISTSERV@LISTSERV.SAS.COM`.
- 2 In the body of the e-mail, type `subscribe SASONDEMANDSERVER-L`
- 3 Send the e-mail (no subject line is needed). Follow any instructions you receive via e-mail.

To unsubscribe from SASONDEMANDSERVER-L, perform the following steps:

- 1 Send e-mail to `LISTSERV@LISTSERV.SAS.COM`.
- 2 In the body of the e-mail, type `unsubscribe SASONDEMANDSERVER-L`
- 3 Send the e-mail (no subject line is needed)

Step 4. Prepare course data

The information below will help instructors determine the most suitable option for providing students with data and exercises that meet their course objectives and computing environment.

Options for providing course data to students

With SAS OnDemand for Academics: Enterprise Guide, instructors have three options for providing data for course exercises and teaching examples:

- Using SAS sample data on the hosted SAS Server
- Upload their own course data files to the SAS Server
- Providing course data on local file systems

Sample data on the SAS Server

The SAS Server includes various SAS libraries (and their corresponding SAS data sets). As an instructor, you might want to use one or more of the SAS data sets from SASHELP, MAPS or other SAS-provided libraries to ensure that all your students have access to the data.

Follow these steps to view sample data libraries on the SAS Server:

- Log on to SAS Enterprise Guide using your userid and password.
- Open or create a new project
- Navigate to the **Server List** on the lower left had side of the screen
- Select the '+' icon to expand the server list.
- Expand **SASApp**
- Expand **Libraries**
- Expand the library you would like to use to view the data set you are searching for.
- Double-click the SAS data set to open it.

Custom course data on the SAS Server

Instructors have the option of uploading data files customized specifically for their course to hosted SAS Servers. Detailed instructions are provided in this section for uploading SAS data sets, other data files, and other SAS files types.

Custom course data on local file systems

Instructors or students can store the data that they want to use on a data source that can connect to their PC. Sources could include a local file system, university space (such as AFS or NFS space), or even portable disk drives.

Note: For best performance, SAS recommends that both students and instructors upload SAS data sets for the course to the SAS Server. Uploading to the SAS Server will improve data transfer speed and ensure that the step is recorded as part of your

project. When uploading, instructors may save SAS data sets on the SAS server to be used for the duration of the course. Students may upload SAS data sets to the SAS Server for use during a work session. Data that is not stored on the SAS Server will be added to the temporary Work library, which is only available during that session. Data changes will not be saved after the project is closed and must be downloaded if you wish to save them for use in another session.

Requesting assistance with custom course data on the SAS Server

While storing custom course data on the SAS Server is available to all instructors, the process does require some familiarity with File Transfer Protocol (FTP) applications and a knowledge of working with SAS filenames. SAS OnDemand for Academics provides detailed instructions as well as hands-on support.

SAS is available to assist instructors who would like help with uploading their own data for use within their courses. To request assistance, please send e-mail to support@sas.com.

SAS will contact you as soon as possible. It might take up to three business days to upload your data. In your e-mail, please include the following information:

- Name
- College or University
- Course Name
- Phone Number
- Software application being used (for example, SAS Enterprise Guide)
- Type of data files that you would like to upload

Requirements for storing custom course data on the SAS Server

The SAS Server is Unix-based. You should be aware of naming conventions and how SAS OnDemand for Academics may handle files names. There are additional requirements if your course makes use of third-party data.

File names and types

Please note the following requirements for filenames and types:

- Only data files may be stored on the SAS Server (no program files, course notes, slides, and so on).
- Avoid using this space to store data files from individual students. This space is intended to store the data files that an instructor wants all students to be able to access to complete a course.
- Ensure that your data files are named using all lowercase letters. If you use mixed or uppercase letters, then our hosted servers (which use UNIX) might not detect the files. For example, `mydata.sas7bdat` is an acceptable name, but `MyData.sas7bdat` is unacceptable. By default, our system will automatically change the name of your uploaded files to lowercase to avoid any issues.
- Avoid using spaces in data file names. For example, `mydata.sas7bdat` is an acceptable name, but `my data.sas7bdat` is unacceptable. By default, our system will automatically replace spaces with underscores to avoid any issues.

- ❑ Avoid using special characters (such as parentheses or ampersands) in data file names.
- ❑ You should keep a master copy of your data files in another location.
- ❑ Instructors can store SAS data sets (file type extension of .sas7bdat) as well as SAS data set index files (file type extension of .sas7bndx) on the SAS Server.

Third party data sources

Some universities purchase third party data sources or use open source third party data sources. Often, these data sources are protected by specific license agreements or terms of use. Please review the license agreement or terms of use for the third party data sources in question prior to uploading this type of data to the SAS Server. It is your responsibility to:

- ❑ ensure that you have the right to upload third party data sources to the SAS Server
- ❑ verify that use of the third party data sources does not violate any third party rights or any applicable laws or regulations

Uploading course files to the SAS Server

Please follow the instructions in this section for uploading SAS data sets, other SAS files, and data files that are not SAS data sets onto the SAS Server.

Uploading SAS data sets for your course

To upload a SAS data set to the storage area for your course, you will need to work with a File Transfer Protocol (FTP) application. If you are unfamiliar with the process, SAS has provided step-by-step instructions with screen captures.

You are encouraged to print a copy of “SAS OnDemand for Academics: Storing and Accessing SAS Data Files on the SAS Server, Instructor Guide” at <http://support.sas.com/ondemand/pdf/StoringandAccessingSASFiles.pdf>.

Uploading other data formats on the SAS Server

Some SAS software applications, such as SAS OnDemand for Academics: Enterprise Guide, are designed to use data other than SAS data sets. The following types of data files can be stored on the SAS Server:

- ❑ .asc (text file)
- ❑ .csv (comma delimited)
- ❑ .dat (flat data file)
- ❑ .db (Paradox)
- ❑ .dbf (dBASE)
- ❑ .mdb (MS Access)
- ❑ .tab (text file)
- ❑ .txt (text file)
- ❑ .wk? (Lotus 123)

To upload other data formats to the storage area for your course, you will need to work with a File Transfer Protocol (FTP) application. If you are unfamiliar with the process, SAS has provided step-by-step instructions with screen captures.

You are encouraged to print a copy of “SAS OnDemand for Academics: Storing and Accessing Non SAS Files on the SAS Server” at <http://support.sas.com/ondemand/pdf/StoringandAccessingNonSASFiles.pdf>.

Encountering permission denied errors while using FTP

Your FTP client must be in passive mode to work properly. This is the default mode for most FTP clients. If you access a "permission denied" error while trying to use FTP, then your FTP client might not be in passive mode. Refer to the online help for your FTP client to determine how to set passive mode.

Note: If you use the Microsoft Windows Command Line as your FTP client, then you will likely have to turn passive mode on. To do so, enter the following command after you have logged on to an FTP site:

```
literal pasv
```

Uploading and using directories

You can upload directories to the SAS Server using your FTP client. This might be useful if you are trying to organize data files for specific purposes, such as grouping the data used in different course assignments.

If you upload directories to the SAS Server, then the predefined LIBNAME and FILENAME statements provided for your course will have to be modified to include the directory name.

For example, if you create and upload a directory called **examples**, then the name of this directory would have to be appended to the LIBNAME or FILENAME statement generated for your course.

If your original course LIBNAME statement had this format:

```
libname mydata "/courses/u_xxxx/i_xxxxx/c_xxx/saslib" access=readonly;
```

Your appended course LIBNAME statement would have this format (assuming that the subdirectory **examples** was uploaded under the /saslib directory):

```
libname mydata "/courses/u_xxxx/i_xxxxx/c_xxx/saslib/examples" access=readonly;
```

Note: Directory names (as well as LIBNAME and FILENAME statements) are case-sensitive. If you create and upload a directory named Examples, then you must append Examples (and not examples or EXAMPLES) to your LIBNAME or FILENAME statement.

Storing SAS catalog files on the SAS Server

Instructors can store SAS catalog files (file type extension of .sas7bcat or .sas7scat) on the SAS Server and then use them as needed. Since the SAS Server is Unix based, there are some unique steps that must be followed to use SAS catalog files. Additionally, you must have access to a local copy of SAS software in order to complete the steps.

The following steps provide an example of how you could create custom formats and a custom catalog and then upload and use them within SAS OnDemand for Academics.

- 1 Create custom formats and then store them in a local directory on your PC.** You must complete this step using a local installation of SAS software instead of SAS OnDemand for Academics software.

The following sample code creates a custom format and stores a SAS catalog on your local PC. You can copy and paste the code to try it out (the C:\TEMPFORMATS directory is used as an example, but could be replaced with a different directory name):

```
libname mydata 'C:\TEMPFORMATS';
proc format lib=work;
value custom_format
0='30'
1='31'
2='32'
;
run;
proc catalog cat=work.formats;
copy out=mydata.formats;
run;
contents cat=mydata.formats;
quit;
filename tranfile 'C:\TEMPFORMATS\transport.dat';
proc cport catalog=mydata.formats file=tranfile;
run;
```

- 2 Create a transport file from the SAS catalog that now exists on your PC.** If you have a pre-existing SAS catalog with SAS formats, then you can also use this step to create a transport file. Use the sample code below to create the transport file. You can copy and paste the code to try it out:

```
libname mydata 'C:\TEMPFORMATS';
filename tranfile 'C:\TEMPFORMATS\transport.dat';
proc cport catalog=mydata.formats file=tranfile;
run;
```

- 3 FTP the transport.dat file in to your SAS OnDemand for Academics course directory.** Use the procedures found in Storing Other Data Formats on the SAS Server.
- 4 Log on to SAS OnDemand for Academics: Enterprise Guide.** Open a Program Editor window and then run the following code. You can copy and paste the code if you wish to try it:

```
libname mydata "/courses/u_x/i_XXXXXX/c_XXX/saslib";
filename trans2 '/courses/u_x/i_XXXXXX/c_XXX/transport.dat';
proc cimport catalog=mydata.formats infile=trans2;
run;
```

Note: In the code above, replace the x characters with the numbers that correspond to your university, instructor, and course numbers. For more information, see Accessing Data Stored on the SAS Server.

- 5 Use your custom formats.** The formats will persist over multiple sessions. Be sure to use the FMTSEARCH option when you reference a format. See the following code example. You can copy and paste the code if you wish to try it:

```
data myformat;
input a;
cards;
0
1
2
3
4
5
```

```

;
run;
options fmtsearch=(mydata);
proc print data=myformat; format a custom_format.;
run;

```

Note: The Code presented above is intended to be used solely as part of a product ("Software") you currently have licensed from SAS Institute Inc. or one of its subsidiaries or authorized agents ("SAS"). The Code is designed to either correct an error in the Software or to add functionality to the Software, but has not necessarily been tested. Accordingly, SAS makes no representation or warranty that the Code will operate error-free. SAS is under no obligation to maintain or support the Code.

Neither SAS nor its licensors shall be liable to you or any third party for any general, special, direct, indirect, consequential, incidental or other damages whatsoever arising out of or related to your use or inability to use the Code, even if SAS has been advised of the possibility of such damages.

Except as otherwise provided above, the Code is governed by the same agreement that governs the Software. If you do not have an existing agreement with SAS governing the Software, you may not use the Code.

Accessing course files stored on the SAS Server

The following are instructions for accessing your custom course data once it has been uploaded.

Accessing data with LIBNAME or FILENAME statements

Once a SAS data set or a data file has been uploaded to the SAS Server, users can access the data using the appropriate LIBNAME or a FILENAME statement. The LIBNAME or FILENAME statement to use is provided to you during the course registration process. You can access this information at any time:

- 1 Log on to your SAS OnDemand for Academics Home Page.
- 2 From the Course table, locate the appropriate course.
- 3 Click **Info**.
- 4 Review the section called Working with SAS Data Sets (for the appropriate LIBNAME statement) or Working with Other Data Formats (for the appropriate FILENAME statement).
- 5 Start SAS OnDemand for Academics: Enterprise Guide.
- 6 Create or open a SAS program.
- 7 Assign the LIBNAME or FILENAME statement in your code in order to access your data. Remember LIBNAME and FILENAME statements are case-sensitive.
- 8 If appropriate, share the LIBNAME or FILENAME statement with your students so that they will know which statement to use to access your data.

Note: If you have created and uploaded a directory, then you must append the directory name to the generated LIBNAME or FILENAME statement for your course.

Accessing data using SAS OnDemand for Academics: Enterprise Guide

You can access SAS sample data sets using the procedure below. Once you have submitted a LIBNAME or FILENAME statement, you can access your uploaded course data using the same method.

Log on to SAS Enterprise Guide using your userid and password.

- 1 Open or create a new project
- 2 Navigate to the **Server List** on the lower left had side of the screen
- 3 Select the '+' icon to expand the server list.
- 4 Expand **SASApp**
- 5 Expand **Libraries**
- 6 Expand the appropriate library to list SAS data sets (such as MAPS or SASHELP or the library that you have assigned using a LIBNAME statement).
- 7 Double-click the SAS data set to open it.

Listing SAS data sets stored on the SAS Server

If you have uploaded SAS data sets to the SAS Server for a specific course and you want to see the names and information associated with those SAS data sets, do the following:

- 1 Identify the LIBNAME statement associated with the course for which you have uploaded data.
- 2 Start a SAS OnDemand for Academics: Enterprise Guide.
- 3 Open a Program Editor window from within the application.
- 4 Enter and run code similar to the example below. Replace the LIBNAME statement in the example with the LIBNAME statement that you identified in Step 1.

```
libname mydata "/courses/u_xxxx/i_xxxxx/c_xxx/saslib" access=readonly;
proc contents data = mydata._all_;
run;
```

- 5 Use the Output window to review the results. The results will identify the SAS data sets that you have uploaded.

Note: If you have created and uploaded a directory, then you must append the directory name to the generated LIBNAME statement for your course.

Deleting SAS data sets stored on the SAS Server

If you are an instructor and you have uploaded data that you no longer want to make available on the SAS Server (or you have exceeded your data storage quota), then you can delete the data using the following steps:

- 1 Identify the location of your course data.
- 2 Use SAS Enterprise Guide to access the SAS Program Editor.
- 3 Do not append the access = readonly option to the LIBNAME statement when you plan to delete files. If the LIBNAME statement is submitted as read-only, then you will be unable to delete the files.
- 4 Use the DELETE statement within DATASETS procedure to specify the files you'd like to remove from the SAS server.

Note: See online documentation for the DATASETS procedure in the Base SAS 9.2 Procedures Guide at <http://support.sas.com/documentation>. If you are unfamiliar with the DATASETS procedure, you can open a SAS Technical Support request by sending e-mail to support@sas.com. In your request, please specify your course as well as the data that you would like to have deleted from the SAS Server.

Step 5. Review and test Course Materials

Instructors will want to review the software and course materials before the course begins.

Importance of reviewing the software

In some cases, the steps needed to complete certain tasks might be different when using SAS OnDemand for Academics software applications (versus traditional SAS software applications). By reviewing and testing your course materials prior to class, you can prepare yourself and your students for any minor differences.

Note: While it might take 30 minutes or less to review available course information and test the information against SAS OnDemand for Academics, you might have to register for and/or request course materials from SAS (if applicable). This process could take a few days. Please plan accordingly.

Teaching materials provided by SAS

Instructors may choose to use training materials provided by SAS, or they may choose to refer to course materials from previous SAS courses.

SAS Education provides certain teaching materials free of charge to instructors at degree-granting academic institutions. These materials include an electronic copy of course notes, slides, and in some cases, code and data. The materials are not available for use by students. Visit Teaching materials from SAS at the Training & Bookstore for SAS Global Academic Program at <http://support.sas.com/learn>.

Note: Prior to downloading the course materials, an instructor must register for SAS OnDemand for Academics. Additionally, instructors will be required to accept a license agreement that specifies the terms and conditions of usage.

The training materials were developed for users who are running SAS locally. Certain SAS code examples might not work or might need to be modified for use with SAS OnDemand for Academics. For example, any referenced SAS data sets would need to be uploaded to the SAS Server and any LIBNAME statements would have to be modified to reflect the LIBNAME statement for an instructor's SAS OnDemand for Academics course.

Practice exercises, statistics information, and sample SAS data sets

For instructions about how to perform all of the basic statistics taught in an introductory statistics class, libraries of SAS data sets, and a library of practice exercises, visit the SAS Online Resources for Statistics Education Web site at this location: <http://support.sas.com/learn/statlibrary/>.

Books, training, and other reference materials

SAS Publications are available online at <http://support.sas.com/publishing/>. You can find books, review portions of each book, and place orders.

SAS Publishing offers products to qualified college faculty who are interested in teaching SAS. For more information, see the Academic Evaluation Copy Program.

For SAS OnDemand for Academics: Enterprise Guide, you may find this white paper useful in preparing for your course: “Implementing SAS and Enterprise Guide to Enhance a Graduate Biostatistics Curriculum” at this location: http://support.sas.com/ondemand/pdf/NESUG06_Implementing_EG_Biostats.pdf.

Step 6. Share course information with students

After you create your course, prepare your data, and become familiar with the software, you should:

- ❑ invite your students to register for your SAS OnDemand for Academics course
- ❑ provide important information on how to access the course software and data

We recommend that you ask your students to complete these steps prior to the beginning of your course (if possible) or during the first week of your course. Some instructors choose to use the first class of a course to review how to perform these steps.

Ask students to register for SAS OnDemand for Academics

When you create a course within SAS OnDemand for Academics, you are presented with text that you can copy and paste in to an e-mail to send to your students. This text provides the information that your students will need to register for SAS OnDemand for Academics and download the appropriate software application.

If you don't copy and paste the text when you initially create a course, you can access the information again at any time:

- 1 Log on to your SAS OnDemand for Academics Home Page at <https://support.sas.com/ctx3/sodareg/index.html>.
- 2 Under the Manage Courses area, click the **Info** link next to the appropriate course.
- 3 Select **View a sample message**.

A generic version of the e-mail text is provided below as an example. You can copy, paste, and customize this text if needed. For example, if you have a coupon code that students need to use, you can include that code in your e-mail.

Dear *student*:

I plan to use *SAS® OnDemand for Academics: Software Application Name* software to teach *course name*.

As a student in my class, you will need to register for SAS® OnDemand for Academics and then access *SAS® OnDemand for Academics: Software Application Name*.

Here's how to get started:

- 1 Access the SAS OnDemand for Academics Control Center at the following URL:
<http://support.sas.com/ctx3/sodareg/index.html>
- 2 Review the information and follow the steps at this site.
- 3 If you have additional questions, review the information about using SAS OnDemand for Academics at <http://support.sas.com/ondemand> or contact me.

Thank you.

Provide students with information about the system

While it is up to you to determine how you want to invite your students to participate, we recommend that you send e-mail to the students on your course roster. In the e-mail, it might be useful to:

- ❑ highlight system requirements, especially if you think the requirements could be an issue for some students. Please note that the SAS OnDemand for Academics products are not supported on Macintosh computers.
- ❑ include step-by-step installation instructions.

Suggested information to share with students

How to register for SAS OnDemand for Academics. A printable, step-by-step guide “SAS OnDemand for Academics: Enterprise Guide, Student Registration Instructions” is available from http://www.sas.com/govedu/edu/programs/enterprise_guide_student.pdf.

As an instructor, you might want to share copies of the guide or links to the appropriate guide with your students.

How to access course data on the SAS Server. If you choose to store data on the SAS Server, then you must share the LIBNAME or FILENAME statement associated with that data with your students. For example, you might include the information in course notes or through e-mail.

Connection Time-outs. An open connection to the SAS Server will likely expire after an hour of idle time (or less). Firewalls and other security measures often perform these types of time-outs after one hour (or less). Remind your students that they should save their work or exit *SAS OnDemand for Academics* or *both* before leaving their computers.

Software Order E-mails. Each instructor and each student receives a Software Order E-mail from SAS when they choose to download SAS OnDemand for Academics: Enterprise Guide. Each SOE contains a unique order number that is associated with only one user. The SOE includes the information necessary to download and install the software, which is done through the SAS Download Manager. *Note:* Users should not share their SOEs with other users.

Step 7. Review the basics for working with data and results

During the first week of class, we recommend that you review with your students the basics of working with SAS data sets and results in SAS OnDemand for Academics: Enterprise Guide.

Working with data

To ensure that students can access course data and that they do not lose their work, you should cover the basics of uploading and downloading files from the SAS Server.

Storing data

There are two ways to store data for use with SAS OnDemand for Academics:

- ❑ If you are an instructor, then you can store data on the SAS Server. After you have stored this data, students can access the data using a LIBNAME or FILENAME statement that you provide for them.
- ❑ Instructors or students can store the data that they want to use on a data source that can connect to their PC. Sources could include a local file system, university space (such as AFS or NFS space), or even portable disk drives.

Uploading data files to the SAS Server.

If the data that you want to use is not already available from the SAS Server, then you can use the Upload Data Files to Server task available within *SAS OnDemand for Academics: Enterprise Guide*.

The Upload Data Files to Server task enables you to select one or more SAS data sets (*.sas7bdat) from your local Microsoft Windows file system and copy them to the SAS Server (the SAS Cloud) for processing. You must perform this step in order to work with any local SAS data sets because the SAS Server cannot access any data on your local drives.

The task generates a log that summarizes the data files that were copied, the byte size, timings for each file and for all of the files as a group, and any errors that occurred during the transfer. By default, all data files are added as output data in your SAS Enterprise Guide project so that they can be used in the project.

Note: Since any modifications that you make to the data will not be saved once you end your session, you might want to download any data files that you have changed from the SAS Server to your local PC after you have finished your work.

To upload a data set:

- 1 Select SAS data sets to upload.
- 2 Specify the upload options.

To select the SAS data sets to upload:

- 1 Select Tasks ▶ Data ▶ Upload Data Files to Server. The Upload Data Files to Server window opens.
- 2 Select Add to select the SAS data sets that you want to copy. The Open dialog box opens.
- 3 Select the name of the file that you want to copy. To select more than one file, hold down the CTRL key while selecting the files that you want to add. Files must be SAS7BDAT files.
- 4 Select Open to add the files to the list of data sets that you want to copy. Note that all files that are copied are given lowercase names on the target server.

- 5 Select Next to specify the upload options. The Upload Data Files to Server window opens. This window specifies the name of the SAS server and the destination SAS library for your project. To specify the upload options:

If you want overwrite any existing files on the SAS server that have the same name as the files that you are copying, select the Overwrite existing files with the same name check box. By default, existing files are not overwritten.

If you do not want to add the data sets that you are copying to your current SAS Enterprise Guide project, clear the Add data files to your current project check box. By default, the copied data sets are added to the current project.

Note: The SAS Server for SAS OnDemand for Academics is selected by default, and cannot be changed.

Note: The WORK library is the destination SAS library by default and should not be changed. The WORK library is specified because it is the only location on the SAS Server that you have the ability to temporarily store data for processing. Selecting any library other than WORK will result in an error.

- 6 Select Finish to copy the data sets to the SAS Server. A log is created and appears in the SAS Enterprise Guide Project Explorer.

Downloading data files from the SAS Server

The Download Data Files to PC task enables you to select one or more SAS data sets (*.sas7bdat) from the SAS Server and copy them to your local Microsoft Windows file system. It is important to complete this step if you have modified any SAS data sets that you want to use again in the future.

The task generates a log that summarizes the data files that were copied, the byte size, timings for each file and for all of the files as a group, and any errors that occurred during the transfer.

To download a data set:

- 1 Select the SAS data sets to download.
- 2 Specify the download options.

To select the SAS data sets to download:

- 1 Select Tasks ► Data ► Download Data Files to PC. The Download Data Files to PC window opens.
- 2 Select Add to select the SAS data sets that you want to copy. The Open dialog box opens.
- 3 Select the name of the file that you want to copy. To select more than one file, hold down the CTRL key while selecting the files that you want to add. Files must be SAS7BDAT files. All files that are copied are given lowercase names in the target folder.
- 4 Select Open to add the files to the list of data sets that you want to copy.
- 5 Select Next. The Download Data Files to PC window opens. To specify the download options, follow these steps:
 - Type the path of the folder to which you want to copy the files or select Browse to select a folder. The default location is your My Documents folder.

- ❑ If you want to overwrite any existing files in your PC folder that have the same name as the files that you are copying, select the Overwrite existing files with the same name check box. By default, existing files are not overwritten.
- 6 Select **Finish** to copy the data sets. A log is created and appears in the SAS Enterprise Guide Project Explorer.

Accessing data using SAS OnDemand for Academics: Enterprise Guide

The SAS Server includes sample SAS data sets that you might choose to use. Additionally, if course files and SAS data sets have been uploaded to the SAS Server, then you can access these SAS data sets as well. To access the SAS data sets, do the following:

- 1 Start *SAS OnDemand for Academics: Enterprise Guide* and log on.
- 2 Select **File ▶ Open ▶ Data**.
- 3 Select **Servers**.
- 4 Double click on **SAS Apps**.
- 5 Double click on **Libraries**.
- 6 Double click on the appropriate library (such as MAPS or SASHELP or the library that you have assigned using a LIBNAME statement).
- 7 Double click on the SAS data set that you want to use.

Note: Remember that if you modify a SAS data set that exists on the SAS Server and you want to save that SAS data set, you must download the data set to a local drive. If you do not, your modifications will be lost when you end your session.

Additionally, some of the SAS data sets available from the SAS Server might be too large to download locally unless you have modified them to make them smaller. In this case, it is recommended that you work with the original SAS data sets only while connected to the SAS Server.

Accessing grayed-out SAS libraries from the SAS Server

The SAS Server includes sample SAS data sets that you might choose to use. Some of the sample SAS Libraries might appear to be grayed out, but they are still available for use.

Typically, grayed out SAS Libraries appear for users in Europe and were originally intended for use with another SAS software application, such as SAS Enterprise Miner.

- 1 Start *SAS OnDemand for Academics: Enterprise Guide* and log on.
- 2 Select **File ▶ Open ▶ Data**.
- 3 Select **Servers**.
- 4 Double click on **SAS Apps**.
- 5 Double click on **Libraries**.
- 6 Right click on the grayed out SAS Library that you would like to access and then click **Assign**.
- 7 Double click on the SAS data set that you want to use.

Uploading data files to the SAS Server versus opening SAS data sets

If you have access to a local SAS data set, you can choose **File ▶ Open ▶ Data** and select the appropriate SAS data set. However, this is not the preferred method. Instead, SAS recommends that you upload the SAS data set to the SAS Server. This will improve data transfer speed and it will ensure that the step is recorded as part of your project.

Working with data files other than SAS Data Sets

If you want to work with data other than SAS data sets (such as comma delimited files or text files), you can import the files in to *SAS OnDemand for Academics: Enterprise Guide*. To import files that are not SAS data sets, follow these steps:

- 1 Select File ▶ Import Data.
- 2 Select Local Computer.
- 3 Find and select the data file that you want to use.

Working with compressed SAS Data Sets

SAS does not recommend that you work with compressed SAS data sets when using *SAS OnDemand for Academics: Enterprise Guide*. If you have a compressed SAS data set, you can use the COMPRESS=NO option to remove compression.

Assigning LIBNAME and FILENAME statements

The SAS Server is unable to recognize or access the local drives of your PC. Therefore, if your SAS program includes a LIBNAME or FILENAME statement that refers to a local path (such as a location on your C: drive), then you will receive processing errors.

Instructors have the ability to store SAS data sets and other data files on the SAS Server. If your instructor has taken advantage of this feature, then you will receive either a LIBNAME statement or a FILENAME statement from your instructor that you can use to access the appropriate data.

Note: LIBNAME or FILENAME statements are case-sensitive. Please copy them or type them in exactly as they appear to avoid permissions errors.

If you do have local SAS data sets that you want to use, it is recommended that you upload them. You can then refer to the uploaded SAS data sets in your code or in your projects. Additionally, if you modify the SAS data sets that you upload and you want to use them again, you should download the SAS data sets from the SAS Server prior to exiting SAS OnDemand for Academics.

Working with INFILE statements

An INFILE statement identifies an external data file to read with an INPUT statement. If you plan to use an INFILE statement or are asked to use an INFILE statement to access data, then you must use a fully qualified path in your statement.

For example, if `country.dat` exists in a course directory called `/courses/u_0/i_123/c_105`, then the INFILE statement to access this data file would be:

```
infile '/courses/u_0/i_123/c_105/country.dat';
```

However, if you specified a path that is not fully qualified (such as the following), then an error would be produced:

```
infile 'country.dat';
```

If you are an instructor and you have uploaded data to the SAS Server for a specific class, then you can find the fully qualified path to your uploaded data by doing the following:

- 1 Log on to your SAS OnDemand for Academics Home Page.
- 2 Under the **Manage Courses** area, click the title of the appropriate course.
- 3 Scroll to the Course Data Directory area and then click **How to use this directory**.
- 4 Review the information to identify the LIBNAME or FILENAME statement for your course.

This information also identifies the fully qualified path for your course data. For example, a FILENAME statement for a specific course might look like the following:

```
filename sample "/courses/u_0/i_123/c_105/sample.csv";
```

From this FILENAME statement, we can determine that the fully qualified path is

```
courses/u_0/i_123/c_105
```

- 5 If appropriate, share the fully qualified path with your students so that they will know which path to use in their INFILE statement. Please note that INFILE statements are case-sensitive.

If you are a student, then you must use the INFILE statement (with the fully qualified path) that your instructor provides. Only instructors have the ability to upload data files to the SAS Server.

Working with INFILE statements and Microsoft Windows data files

If you import or upload a raw data file (such as a text file or a comma separated value file) from a PC using the Microsoft Windows operating system, the file might contain carriage-return characters. These carriage-return characters will cause errors when you attempt to read the file on the UNIX version of SAS used by SAS OnDemand for Academics servers.

For example, using the following INFILE statement could cause data processing or data display errors:

```
infile newemps dlm=',';
```

These errors can be avoided by using the following INFILE statement:

```
infile newemps dlm=', ' TERMSTR=CRLF;
```

For more information about the TERMSTR option, search for TERMSTR in SAS 9.1.3 Online Documentation at <http://support.sas.com/documentation>.

Saving Data

SAS OnDemand for Academics provides instructors with the ability to store data (if they choose to use this feature). This stored data can be used during subsequent sessions. However, if you created or modified a SAS data set that you want to be able to use in

future *SAS OnDemand for Academics: Enterprise Guide* sessions, then you must save that SAS data set locally before ending your session.

Saving Work

SAS OnDemand for Academics: Enterprise Guide is unable to store your work on the SAS Server (the SAS Cloud). Instead, you must save any work (SAS Enterprise Guide projects, SAS files, output files, and so on) to a hard disk drive that you can access prior to ending your session.

To save any work within *SAS OnDemand for Academics: Enterprise Guide*, start by selecting one of the following options:

- ❑ To save a file, choose File ▶ Save or File ▶ Save As
- ❑ To save a project, choose File ▶ Save Project or File ▶ Save Project As

Working with Results

With *SAS OnDemand for Academics: Enterprise Guide*, you have the ability to select the type of result format that you want to produce. By default, the result format is set to HTML.

Working with the PDF result format

If you choose to use the PDF result format, then certain graphics will appear distorted unless you also change the default graph format to GIF or JPEG.

Complete the following steps if you want to use the PDF result format and ensure that graphs render appropriately:

- 1 Open *SAS OnDemand for Academics: Enterprise Guide*.
- 2 Select **Tools ▶ Options**.
- 3 From the left side of the screen, select **Results General** from the tree.
- 4 Select **PDF**.
- 5 From the left side of the screen, select **Graph** from the tree.
- 6 From the **Graph Format** drop down menu, select **GIF** or **JPEG**.

Result formats and associated graph formats

The default graph format is ActiveX, which typically provides the best results for HTML and SAS Report result formats. If you need to use a result format such as PDF, which does not support interactive graphics types, you will also need to change the graph format to a static device type such as GIF or JPEG. The following table references result formats and the graph formats that each supports:

Result Format	Supported Graph Formats
HTML	ActiveX, Java, GIF, JPEG, SAS EMF
SAS Report	ActiveX, GIF, JPEG
PDF	GIF, JPEG, SAS EMF
RTF	ActiveX, GIF, JPEG, SAS EMF
Text (Listing)	None

Step 8. Finding Help for Common Problems

Please check the commonly asked questions about SAS OnDemand for Academics: Forecast Server in this section and follow the procedures below for additional help.

Where can instructors find help?

Please follow the steps below to resolve any technical issues.

Step 1: Review Commonly Asked Questions, SAS Notes, and SAS Documentation

Use the key word 'ondemand academics' to search for issues specific to SAS OnDemand for Academics from these sources:

- Commonly Asked Questions about SAS® OnDemand for Academics in this manual
- SAS Notes, a database of common technical issues found at <http://support.sas.com/notes/>
- SAS Product Documentation on <http://support.sas.com/documenation>

Step 2: Contact Your SAS Site Representative (if applicable)

If you are an instructor at a university that already uses SAS Software, then you might have a SAS Site Representative who can provide SAS support.

If you are unsure about whether you have a SAS Site Representative, contact the person or department that supports your university's software purchases and installation.

Step 3: Contact SAS Technical Support (Instructors)

SAS Technical Support is designed to assist you with technical issues such as installation or setup questions. They are not available for providing training or answering basic usage questions.

If the above steps have not resolved your issue, please contact SAS Technical Support:

- 1 Open the SAS Technical Support Problem Form found on <http://support.sas.com/techsup/>
- 2 Fill out and submit the form. When filling out the form, use the following values:
 - For **Company Name**, enter SAS OnDemand for Academics.
 - For **Site Number**, enter 00700315

Optionally, e-mail your support request to support@sas.com. Be sure to specify that you are using SAS OnDemand for Academics.

Where can students find help

Students should be asked to follow the steps below to resolve any support issues they encounter:

Step One: Review Commonly Asked Questions, SAS Notes, and SAS Documentation

Use the key word 'ondemand academics' to search for issues specific to SAS OnDemand for Academics from these sources:

- Commonly Asked Questions about SAS OnDemand for Academics in this manual
- SAS Notes, a database of common technical issues found at <http://support.sas.com/notes>
- SAS Product Documentation on <http://support.sas.com/documentation>

Step Two: Contact Your Instructor

If you are a student and you have questions about using SAS OnDemand for Academics, contact your instructor. Instructors can point students toward educational resources and help ensure that offerings are used correctly.

If further assistance is needed, then your instructor can contact SAS Technical Support.

Commonly Asked Questions: SAS OnDemand for Academics: Enterprise Guide

- Does *SAS OnDemand for Academics: Enterprise Guide* have all the same features as SAS Enterprise Guide?

Certain features of *SAS OnDemand for Academics: Enterprise Guide* have been disabled because they are not practical in this setting. For example, the ability to schedule projects is not available. Note that the online help system documents all SAS Enterprise Guide features, including those that might be unavailable in this offering.

- Can I download SAS OnDemand for Academics clients on to more than one machine?

Yes. For example, you might download a client on to a personal computer at home as well as a laptop if you use both machines to complete assignments.

- ❑ I'm using the keyboard to install SAS OnDemand for Academics: Enterprise Guide. How do I change focus on the initial installation window?
 - ❑ When the initial installation window appears, the focus is on Step 1: Verify System Requirements. To select this option, press **ENTER**.
 - ❑ After Step 1 has completed, you must press **TAB** to move focus to Step 2 (Install SAS Enterprise Guide).
 - ❑ After you have moved the focus to Step 2, press **ENTER** to begin the SAS Enterprise Guide installation process.
- ❑ I have installed SAS OnDemand for Academics: Enterprise Guide, but I am not getting prompted to log on to it when I start the application. What should I do?
Please make sure that you ran the System Requirements Wizard during installation. When you start the process of installing SAS OnDemand for Academics: Enterprise Guide, an initial installation window provides you with two choices:

1 Verify System Requirements

2 Install SAS Enterprise Guide

If you did not perform Step One (Verify System Requirements), then Microsoft .NET 1.1 will not be installed and will likely cause the error that you are experiencing.

To correct the situation, simply start the setup.exe file that you downloaded from the SAS Download Manager. When the installation window appears, choose Step One. After the System Requirements Wizard runs and installs Microsoft .NET 1.1 on your machine, then you should be able to use SAS OnDemand for Academics: Enterprise Guide.

Note: If Microsoft .NET 1.1 hangs during the installation process, then please follow the instructions in SAS Note 16884 at <http://support.sas.com/notes/>.

For more information and possible answers to your issue, please review the following SAS Usage Notes:

- ❑ SAS Note 34715
 - ❑ SAS Note 20939
 - ❑ SAS Note 20437
- ❑ I am getting an error when attempting to run SAS OnDemand for Academics: Enterprise Guide after installing it on Microsoft Windows Vista. What should I do?

Please make sure that you ran the System Requirements Wizard during installation. When you start the process of installing SAS OnDemand for Academics: Enterprise Guide, an initial installation window provides you with two choices:

❑ Verify System Requirements.

❑ Install SAS Enterprise Guide

If you did not perform Step One (Verify System Requirements), then Microsoft .NET 1.1 Vista might include a newer version of the Microsoft .NET Framework that is incompatible with SAS OnDemand for Academics: Enterprise Guide.

To correct the situation, simply start the setup.exe file that you downloaded from the SAS Download Manager. When the installation window appears, choose Step One. After the System Requirements Wizard runs and installs Microsoft .NET 1.1

on your machine, then you should be able to use SAS OnDemand for Academics: Enterprise Guide.

Note: If Microsoft .NET 1.1 hangs during the installation process, then please follow the instructions in SAS Usage Note 16884.

- ❑ I have installed SAS OnDemand for Academics: Enterprise Guide, but I receive the following error when I try to run the application: “The SAS workspace manager is not installed or registered on this machine....” What should I do?

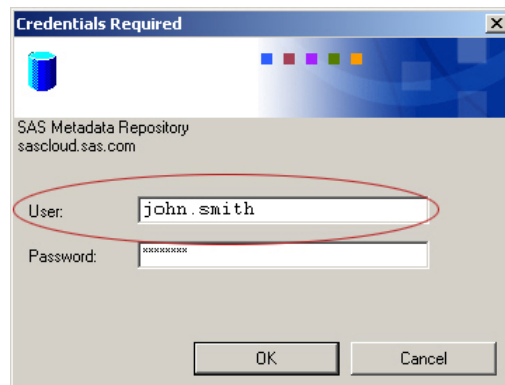
This issue is most prevalent with users who are running the Microsoft Windows Vista operating system. If you encounter this message, then download SAS Integration Technologies Client for Windows.

After you download the client, right click on the file and choose Run as Administrator (if possible). Otherwise, simply double-click on the file to install the client.

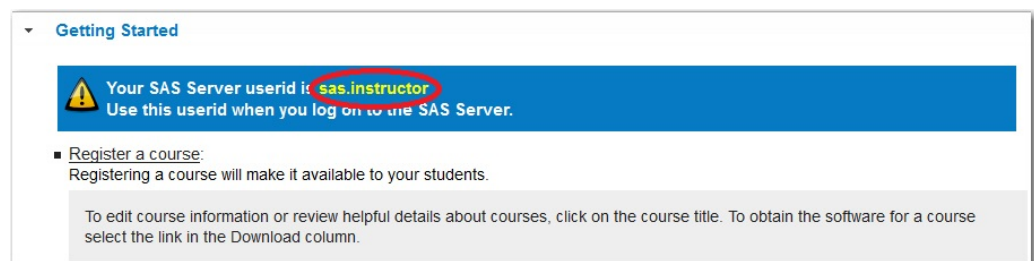
If the above task does not fix the issue, please verify that you have properly installed the Microsoft .NET 1.1 Framework. Click here for more information.

- ❑ How do I log on to SAS OnDemand for Academics: Enterprise Guide?

When you open SAS OnDemand for Academics: Enterprise Guide, The Credentials Required window appears:



You must use this window to log on to the SAS Server (the SAS Metadata Repository) so that you can perform SAS processing.



To log on, enter the following information:

- 1 In the **User** field, enter your SAS Server user ID. This user ID is also displayed on your SAS OnDemand for Academics Home Page:
- 2 In the **Password** field, enter your SAS Profile password. There are two times when you might have supplied a SAS Profile password: either when you originally created a SAS Profile or when you registered for SAS OnDemand for Academics.

- ❑ How do I find out more information about using *SAS OnDemand for Academics: Enterprise Guide*?

After you have downloaded and installed the client software application that you plan to use, you can refer to the options on its **Help** menu. You can also refer to the “Resources for SAS OnDemand for Academics” appendix in this manual.

- ❑ Can I access the Program Editor, Log, and Output windows using *SAS OnDemand for Academics: Enterprise Guide*?

Yes. You can access and use traditional SAS Programming windows. For example, select **File ▶ New ▶ Program** or **File ▶ Open ▶ Program** to access the Program Editor. After you run a SAS program, the Log and Output windows will display (if appropriate).

- ❑ Will *SAS OnDemand for Academics: Enterprise Guide* work if I already have SAS Enterprise Guide installed on my computer?

Yes. Both versions can be installed on the same computer and will work independently.

- ❑ How do I work with data in *SAS OnDemand for Academics: Enterprise Guide*?

SAS OnDemand for Academics: Enterprise Guide works in conjunction with the SAS Server. The easiest way to work with data is to ensure that the SAS Server has access to that data. You can do this by using existing sample data sets on the SAS Server, uploading data files to the SAS Server, or accessing data that an instructor has chosen to store on the SAS Server.

- ❑ How do I share data with other users who are using *SAS OnDemand for Academics: Enterprise Guide*?

If you have data that you want to share with other users, you must place it in a location that others can access, such as a shared network drive. Users can then access the data in one of two ways:

- ❑ Users can select **File ▶ Open**, and then choose **Project, Data, or Program**. A user can then select the Local Computer source and navigate to the drive and directory path that contains the data that you want them to use.
- ❑ Users can select **Tasks ▶ Data ▶ Upload Data Files to Server**. The user will be given the option of navigating to the appropriate drive and directory to find the SAS data set that you want them to use. This data will then be uploaded to the SAS Server and made available for processing.

Note: This is the preferred method for sharing SAS data sets because it is faster than opening a SAS data set.

Instructors also have the ability to store data on the SAS Server. Once the data is stored, instructors can share a LIBNAME or FILENAME statement with users so that they can access the data.

- ❑ How do I upload local Data Files from my PC to the SAS Server?

You can use *SAS OnDemand for Academics: Enterprise Guide* to upload local SAS data sets to the SAS Server for processing. From SAS Enterprise Guide, select

Tasks ▶ Data ▶ Upload Data Files to Server. Then follow the steps in the wizard that appears. Refer to “Uploading files to the SAS Server” for SAS OnDemand for Academics: Enterprise Guide.

- ❑ How do I download Data Files from the SAS Server to my PC?

You can use *SAS OnDemand for Academics: Enterprise Guide* to download SAS data sets from the SAS Server to your PC. From SAS Enterprise Guide, select **Tasks ▶ Data ▶ Download Data Files to PC.** Then follow the steps in the wizard that appears. Refer to “Downloading files to the SAS Server” for SAS OnDemand for Academics: Enterprise Guide.

- ❑ I am an instructor. I don't see the SAS data sets that I am storing on the SAS Server from within *SAS OnDemand for Academics: Enterprise Guide*. What's wrong?

If you uploaded SAS data sets to the SAS Server that have mixed case or uppercase names, then these SAS data sets might not be visible (even though you could still refer to them using SAS code). You can rename the appropriate SAS data sets and upload them to the SAS Server again to correct the issue.

- ❑ Can I use data other than SAS data sets?

Yes. If you want to work with data other than SAS data sets (such as comma delimited files or text files), you can import the files in to *SAS OnDemand for Academics: Enterprise Guide*. To import other data, follow these steps:

- 1 Select File ▶ Import Data.
- 2 Select Local Computer.
- 3 Find and select the data file that you want to use.

Additionally, if your instructor has stored data files other than SAS data sets on the SAS Server, then he or she will provide you with a FILENAME statement that you can use to access the data.

- ❑ I am an instructor. Can I store Microsoft Excel files (.xls) on the SAS Server?

No. If you need to store data that exists within a Microsoft Excel file (.xls) and then access it using a FILENAME statement, we suggest you first save the Microsoft Excel file as a comma separated value (.csv) file. You can then store the .csv file on the SAS Server. For more information, see the following topics: “Accessing data with FILENAME statements” and “Uploading other data formats on the SAS Server” for SAS on Demand for Academics: Enterprise Guide.

- ❑ I am trying to use an INFILE statement to access data, but it is causing errors. How should I use an INFILE statement?

You must use a fully qualified path when using an INFILE statement within *SAS OnDemand for Academics: Enterprise Guide*. Additionally, INFILE statements are case-sensitive. Please ensure that you are entering the INFILE statement appropriately. Refer to “Working with INFILE statements” for SAS OnDemand for Academics: Enterprise Guide.

- ❑ I uploaded a file and am referring to the file using an INFILE statement, but not all of the fields are being read correctly. What is happening?

This could be the result of uploading a text file or a comma separated value file from a PC that uses the Microsoft Windows operating system. Adding the TERMSTR option to your INFILE statement might correct the issue.

- ❑ I have copied code in to the code (Program) window, but I am getting errors when I try to run the code. What is happening?

This could be the result of hidden or special characters in the code that you copied in to the Code window. One way to resolve this issue is to simply type in the code instead of copying the code. If the amount of code is too much to type, then you could try saving the code as a text file to remove any special characters or formatting and then copying the code in to the Code window. For more information and options, search for SAS Note 16658 on <http://support.sas.com/notes>.

- ❑ How do I save my projects or files from within *SAS OnDemand for Academics: Enterprise Guide*?

You must save all your work to your local computer because any work you have completed (and any data that you have uploaded to the SAS Server, if applicable) will be lost when you end your SAS OnDemand for Academics session.

When you choose to save your work or if you are prompted to save your work, select **Local Computer** instead of **SAS Servers**, and then proceed to save your work to the appropriate local directory.

- ❑ I received an error message when trying to save work using SAS OnDemand for Academics: Enterprise Guide. What's wrong?

You may receive an error message such as this:

“An error occurred saving the file. Location must be configured as a WebDAV URI.”

In this case, it's likely that you were trying to save your work to the SAS Servers instead of to your local computer. To avoid this error when you save your work, select Local Computer instead of SAS Servers. You can then select the local directory to which you want to save your work.

- ❑ I'm using Output Delivery System (ODS) statements in *SAS OnDemand for Academics: Enterprise Guide* in order to write results files (PDF, RTF). How do I save these files locally?

With *SAS OnDemand for Academics: Enterprise Guide*, you are unable to write ODS statements that direct files to your local directories. All SAS statements will run on the SAS Server only. However, you can enable different output results formats:

- 1 Select **Tools ▶ Options**.
- 2 From the tree on the left side of the window, select **Results**.
- 3 Select the results format(s) that you want to produce, such as **PDF** or **RTF**.

Your SAS code will now produce the output results that you selected and download them from the SAS Server. To save these results permanently, right click on each results file and then select **Export**.

Note: Due to graph device restrictions on the SAS Server, if your PDF output contains any charts, then you will need to specify GIF or JPG as the graph device format.

- ❑ Can I convert the HTML or SAS Report output that I produce with *SAS OnDemand for Academics: Enterprise Guide* into PDF files?

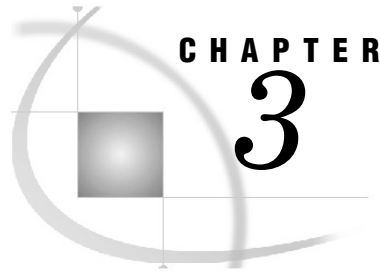
There is no way to accomplish this from within *SAS OnDemand for Academics: Enterprise Guide*. However, you could export the output files and then use a

freeware PDF printer driver to accomplish this goal. To export your output, right click on the appropriate file and then select **Export**.

- How do I view or print multiple output files at the same time using SAS *OnDemand for Academics: Enterprise Guide*?

There are two ways to combine results to make one “viewable/printable” document:

- Select **Tools ▶ Create HTML Document**. This option lets you take the HTML output files you've created in your project and combine them into a single HTML document, which you can save and print.
- Select **File ▶ New ▶ Report**. This option works only when you use SAS Report instead of HTML as your output format. SAS Report output looks like HTML on the screen, but prints like a PDF (page-oriented). The report builder interface enables you to combine output from various tasks, arrange the output the way you like, add headers and footers and images, and control aspects of page layout and margins.



SAS OnDemand for Academics: Enterprise Miner

<i>SAS OnDemand for Academics: Enterprise Miner</i>	38
<i>Step 1. Confirm system requirements</i>	38
<i>Confirm requirements for full support</i>	38
<i>Verify network performance</i>	39
<i>Verify and install a Java Runtime Environment (JRE)</i>	39
<i>Step One: Verify whether a JRE (and Java Web Start) is installed</i>	40
<i>Step Two: Ensure that you are using only the recommended Java Runtime Environment</i>	40
<i>Step Three: Install the recommended Java Runtime Environment and Java Web Start</i>	41
<i>Step 2. Set up your SAS OnDemand for Academics account</i>	41
<i>About the SAS OnDemand for Academics Control Center</i>	41
<i>About your SAS Profile account</i>	42
<i>Important information before you begin</i>	42
<i>Register as an instructor</i>	42
<i>Register a course</i>	43
<i>Step 3. Access and use the software</i>	43
<i>Access your SAS OnDemand for Academics account</i>	43
<i>Access SAS Enterprise Miner</i>	44
<i>Access the SAS Server</i>	45
<i>SAS Server maintenance and availability</i>	45
<i>Requesting SAS Server availability notification</i>	45
<i>Step 4. Prepare course data</i>	45
<i>Options for providing course data to students</i>	46
<i>Requesting assistance with custom course data on the SAS Server</i>	47
<i>Requirements for storing custom course data on the SAS Server</i>	47
<i>File names and types</i>	47
<i>Third party data sources</i>	48
<i>Uploading course files to the SAS Server</i>	48
<i>Uploading SAS data sets for your course</i>	48
<i>Uploading other data formats on the SAS Server</i>	48
<i>Encountering permission denied errors while using FTP</i>	49
<i>Uploading and using directories</i>	49
<i>Storing SAS catalog files on the SAS Server</i>	49
<i>Accessing uploaded course data on the SAS Server</i>	51
<i>Assigning a SAS library to a project</i>	51
<i>Using project start code</i>	51
<i>Listing SAS data sets stored on the SAS Server</i>	52
<i>Deleting SAS data sets stored on the SAS Server</i>	52
<i>Step 5. Review and test course materials</i>	53
<i>Importance of reviewing the software</i>	53
<i>Teaching materials provided by SAS</i>	53
<i>Accessing teaching material and data for SAS Enterprise Miner</i>	54
<i>Practice exercises, statistics information, and sample SAS data sets</i>	54
<i>Books, training, and other reference materials</i>	54
<i>Step 6. Share course information with students</i>	55
<i>Ask students to register for SAS OnDemand for Academics</i>	55
<i>Provide students with information about the system</i>	56
<i>Suggested information to share with students</i>	56
<i>Step 7. Review the basics for working with data, results, and projects</i>	56
<i>Working with data</i>	56
<i>Assigning a SAS Library to a project using Start Code</i>	56
<i>Assigning a SAS Library using LIBNAME statements</i>	57

Accessing data using SAS OnDemand for Academics: Enterprise Miner	57
Accessing SAS Enterprise Miner course data on the SAS Server	58
Accessing grayed-out SAS libraries from the SAS Server	58
Working with projects.....	58
Understanding Project Storage Quotas	58
Creating New Projects.....	59
Opening Existing Projects.....	59
Creating model packages.....	59
Differences between project model packages and exported project diagrams.....	60
Sharing homework assignments.....	60
Submitting homework assignments.....	60
Accessing submitted homework assignments.....	61
Collaborating.....	61
Step 8. Finding Help for Common Problems	62
Where can instructors find help?	63
Where can students find help.....	63
Commonly Asked Questions: SAS OnDemand for Academics: Enterprise Miner.....	64

SAS OnDemand for Academics: Enterprise Miner

This manual guides instructors through recommended steps for registering for SAS OnDemand for Academics, preparing to teach courses, and supporting students while using SAS software.

Step 1. Confirm system requirements

Check these guidelines to ensure your students can access the software.

Confirm requirements for full support

Instructor and student systems must meet these requirements for SAS OnDemand for Academics: Enterprise Miner to be fully supported.

	Supported	Not Supported
Operating systems	Any system that supports the Sun Microsystems (Oracle) Java Runtime Environment (JRE). Typically, this includes Unix, Linux, and various Microsoft Windows operating systems, such as Microsoft Windows XP and Microsoft Windows Vista.	Macintosh operating systems <i>Note:</i> Virtualized environments might not work. It is recommended that supported operating systems run on a physical CPU.
Java Runtime Environment	Java Runtime Environment (JRE) Version 1.6.0_18. <i>Note:</i> You will be prompted to check for this JRE and install it when you access SAS Enterprise Miner.	JRE 1.6.0_20 is not compatible. <i>Note:</i> Other JREs from the 1.6 series might series might work.
Hard disk space	At least 50 MB of free hard disk space	
Internet browser	Any browser that supports JRE 1.6.0_18	
Internet	High speed, including broadband (cable),	

	Supported	Not Supported
connection	DSL (phone), and wireless connections. <i>Note:</i> Individual usage experience depends on speed and reliability of connection.	
Network bandwidth	For best performance, at least 1000 Kbit/sec is recommended.	

Verify network performance

If you plan to teach in a lab or a seminar setting in which many students will access and use SAS OnDemand for Academics software applications at the same time, then you should verify the performance of the network that you plan to use (Internet bandwidth, wireless router capacity, and so on). If the network performance is not sufficient, then your students could experience slow or dropped connections to the hosted SAS Servers that are used to perform SAS processing.

You can contact the appropriate network or IT department personnel to request additional information. Share the following information with them to ensure they gather accurate data:

- Type of network connection you plan to use (Wireless, LAN, or other) In particular, wireless networks can be problematic as there are sometimes stricter limits to the capacity of concurrent users that they can support.
- Number of students that will use SAS OnDemand for Academics concurrently
- Location of the lab or seminar
- Location of the hosted SAS Servers (the answer is: Cary, North Carolina at SAS Institute)

There are also a number of tools available through the Internet that you or the appropriate network personnel can use to check network performance. SAS also offers a tool that might help. To access this tool, perform the following steps:

- 1 Go to the following Web site: <http://netcheck.sas.com/ookla>.
- 2 Select **Test 3**.

To run SAS OnDemand for Academics: Enterprise Miner, SAS recommends that your bandwidth is close to 1000 Kbit/sec or more. If you have less than 1000 Kbit/sec, then the software should still work, but will likely run slowly.

Note: If you are not teaching in a lab or seminar setting, then each student must connect to the hosted SAS Servers to perform processing using their own high-speed Internet connection. If individual students have network connection issues, they can try to use a computer on a different network or contact their Internet Service Provider.

Verify and install a Java Runtime Environment (JRE)

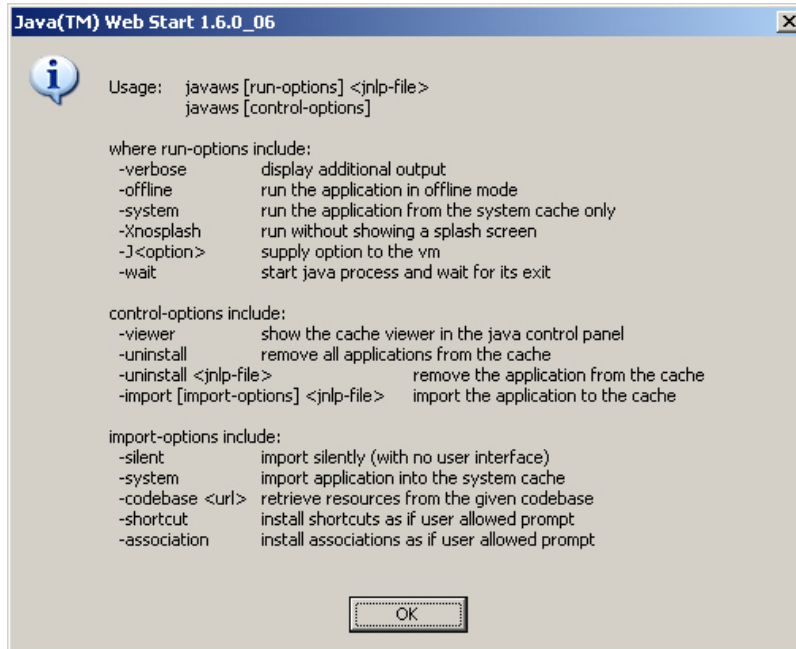
After you have created a course (if you are an instructor) or registered for a course (if you are a student) that uses SAS OnDemand for Academics: Enterprise Miner, you must verify that you have an appropriate Java Runtime Environment (JRE) installed or install an appropriate JRE. This process needs to be completed only once.

Note: Consider printing these instructions before you begin as some of the steps might require you to move to other Web sites.

Step One: Verify whether a JRE (and Java Web Start) is installed

To verify whether you have a JRE installed, try the following:

- 1 Open a Command Prompt window. Select **Start ▶ Run**.
- 2 Type CMD in the Run window.
- 3 On the Command Prompt window, type start javaws.
- 4 If the above command opens a Java Web Start window similar to the following, then you have a JRE (and Java Web Start) installed.



If you have a JRE installed, then continue to Step Two.

If the above command did not work, then you likely do not have a JRE installed. Continue to Step Three.

Step Two: Ensure that you are using only the recommended Java Runtime Environment

We recommend that you use Java Runtime Environment (JRE) 1.6.0_18 to run SAS OnDemand for Academics: Enterprise Miner. Only JREs with U.S. Export Control Classification Numbers of 5D992 are approved for use with SAS products.

Note: Other JREs from the 1.6 series might also work (excluding JRE 1.6.0_20, which is incompatible).

- 1 From a Command Prompt window, start Java Web Start. Type start javaws -viewer and then press ENTER.
- 2 If the Java Cache Viewer window appears, close it so that you can see the Java Control Panel window. The Java Control Panel window often opens behind the Java Cache Viewer window.
- 3 From the Java Control Panel window, select the **Java** tab.

- 4 From the **Java Application Runtime Settings** area (the bottom half of the window), click **View** (the second “View” button on the window).
- 5 In the **Enabled** column, check only one JRE (uncheck any other JREs that are checked). We recommend that you check JRE 1.6.0_18.

If JRE 1.6.0_18 is unavailable, then you can test SAS OnDemand for Academics: Enterprise Miner with your current JRE. To do so, you can start from your SAS OnDemand for Academics Home Page.

If your current JRE does not work or if you want to install the recommended JRE, continue to Step Three. Otherwise, configuration is complete.

Step Three: Install the recommended Java Runtime Environment and Java Web Start

Installing the recommended JRE will also install Java Web Start on your system.

Note: If you completed Step Two above, repeat this step to ensure that only JRE 1.6.0_18 is selected.

- 1 Access the Java SE Downloads Web Site.

<http://www.oracle.com/technetwork/java/javasebusiness/downloads/java-archive-downloads-javase6-419409.html#jre-6u18-oth-JPR>

Alternatively, you can access the Java SE 6 Downloads archive page at

<http://www.oracle.com/technetwork/java/archive-139210.html>, then click Java SE 6. On the Java SE 6 Downloads page, select Java SE Development Kit SE 6u18 from the list.

- 2 Click the radio button to Accept License Agreement.
- 3 Select **jre-6u18-windows-i586.exe** under **Download** column.
- 4 You will be prompted to sign in to your Oracle Web account. If you do not have an account, you will be prompted to create one.
- 5 After you are signed in, launch the download and select **Run** to begin the installation process.
- 6 (Optional) If you completed Step Two above, repeat this step to ensure that only JRE 1.6.0_18 is selected.

Step 2. Set up your SAS OnDemand for Academics account

As an instructor, there are several important steps you must follow to set up a SAS OnDemand for Academics account, such as creating a SAS Profile account and registering yourself and your course. The online process uses a series of windows to guide you.

About the SAS OnDemand for Academics Control Center

Your starting point for accessing SAS OnDemand for Academics is the SAS OnDemand for Academics Control Center Web site: <http://support.sas.com/ctx3/sodareg/index.html>

As an instructor you will use the Control Center to register your account, create courses, view course information, edit course information, and delete courses. Your students will use it to register, acquire a license, and view course information.

Your SAS OnDemand for Academics Home Page is created during the registration process and is part of the SAS OnDemand for Academics Control Center. You will be taken to your Instructor Home Page once you have set up an account. You access your home page to register, view, or edit information associated with courses.

About your SAS Profile account

A SAS Profile is an account that you can create to access specific information and resources from the SAS Web site. If you are a current SAS user, you might already have a SAS Profile account. If you are a new SAS user, a SAS Profile is created for you when you register for SAS OnDemand for Academics.

An important part of your SAS Profile account is a SAS Profile password that you are prompted to enter each time you access the SAS OnDemand for Academics Control Center.

Note: Your SAS Profile password must be changed every 6 months for security purposes. You will receive an e-mail when your password is approaching expiration. To reset your SAS profile, visit My SAS Profile page at this location: <https://www.sas.com/profile/user/login.htm>.

Important information before you begin

As you begin setting up your account, it's helpful to keep the following in mind:

- You will need access to your e-mail account. When you begin registration, you will be prompted to enter an e-mail address. Enter the e-mail address of an account that you can access easily while completing your registration.
- You will receive an e-mail during the initial registration process that you must open and act upon to continue. The e-mail prompts you to click a link to verify your e-mail address. Its primary purpose is to confirm that you are using a valid e-mail address and that someone else is not attempting to register you without your knowledge.
- If you do not receive the e-mail, please check your junk e-mail folder.

Register as an instructor

Only instructor accounts have the ability to create, edit, or delete courses. If a teaching assistant is going to act as an instructor, then they must register as an instructor. A unique e-mail address must be used for the instructor account if the teaching assistant already has a student account.

There is no cost or obligation associated with registering as an instructor, and following these steps prepares you to use this offering and provide better guidance for your students:

- 1 Go to the SAS OnDemand for Academics Control Center <http://support.sas.com/ctx3/sodareg/index.html>
- 2 Enter **New User**.
- 3 Follow the online prompts to create your SAS profile.
- 4 Continue with your registration until you arrive at your Instructor Home Page.
- 5 Once on your Home Page, you can then register a course.

Register a course

You must register your course to:

- select and get access to the SAS software that you plan to use
- create course information that you can share with potential students
- create a SAS Forecast Server environment, or collaborative area, for use during the course.

Note: To avoid confusion and unnecessary support calls, it is important to complete this step before you invite students to register for SAS OnDemand for Academics. When students register, they must select a university, an instructor, and a course. If you invite students to register before you have registered a course, they won't be able to select your course.

- 1 Go to the SAS OnDemand for Academics Control Center
<http://support.sas.com/ctx3/sodareg/index.html>
- 2 Log on using your e-mail address and your SAS Profile password.
- 3 You will arrive at your Instructor Home Page.
- 4 Click **Register a Course** and then follow the instructions.

Step 3. Access and use the software

By accessing using the software ahead of time, you will be able to anticipate possible student issues, develop content that might be specific to using SAS OnDemand for Academics, and have an understanding of how long it should take students to access the software themselves.

Ideally, you should perform this step before you develop your course outline as SAS OnDemand for Academics software applications function slightly differently than their traditional SAS software counterparts. There are a number of resources available to help you.

Access your SAS OnDemand for Academics account

Your SAS OnDemand for Academics account enables you to view and/or edit information associated with courses. You will have access to this information after you have initially registered for SAS OnDemand for Academics.

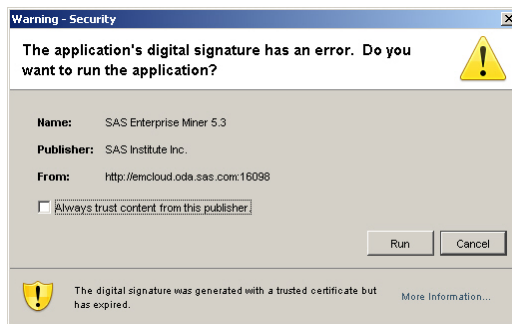
To access an existing SAS OnDemand for Academics account:

- 1 Access the SAS OnDemand for Academics Control Center at the following Web site: <http://support.sas.com/ctx3/sodareg/index.html>
- 2 Enter your e-mail address and your SAS Profile password and then click **Enter**.

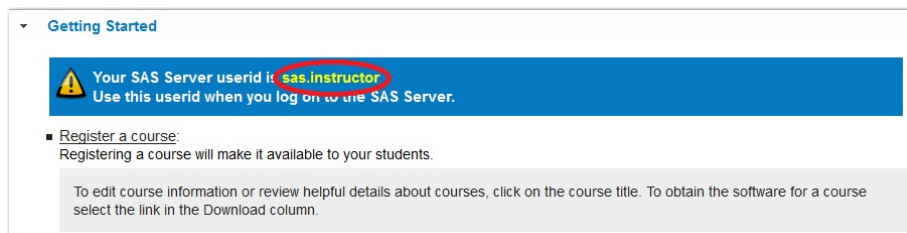
Access SAS Enterprise Miner

After you have configured your system to support SAS OnDemand for Academics: Enterprise Miner, you can start the application by following these steps:

- 1 Log on to your SAS OnDemand for Academics Home page.
- 2 From the **Manage Courses** area, select **Get Software** next to the appropriate course. Selecting this link will open a window that includes information about how to configure your system as well as how to start the application.
- 3 Click the link that is used to start *SAS OnDemand for Academics: Enterprise Miner* (<http://emcloud.oda.sas.com:16098/EnterpriseMiner/main.jnlp>) .
- 4 If you are presented with a security warning such as the following, select **Run**.



- 5 In the **User Name** field, enter your SAS Server user ID. This user ID is also displayed on your SAS OnDemand for Academics home page:



Note: Your SAS Server user ID is case sensitive and should be entered in all lowercase. If you enter your SAS Server user ID using uppercase or mixed case letters, you might be able to log on, but certain tasks might not perform properly.

- 6 In the **Password** field, enter your SAS Profile password. There are two times when you might have supplied a SAS Profile password: either when you originally created a SAS Profile or when you registered for SAS OnDemand for Academics.
- 7 Click **Log On**.

To start *SAS OnDemand for Academics: Enterprise Miner* in the future, you can perform the previous steps or simply save the following URL as a bookmark and use it:

<http://emcloud.oda.sas.com:16098/EnterpriseMiner/main.jnlp>.

Access the SAS Server

You are prompted to connect to the SAS Server each time you start *SAS OnDemand for Academics: Enterprise Miner*. The server (which is hosted at SAS Institute Inc.) remotely processes any submitted SAS files or projects and returns results to your computer.

Make sure that you have a working Internet connection if you are unable to use a SAS OnDemand for Academics software application to perform processing. If your internet connection is working normally, it is likely that the SAS Server is temporarily unavailable. Please try to use the server again later. You can also log on to the SAS OnDemand for Academics Control Center. The SAS OnDemand for Academics Control Center typically provides a message if the SAS Server is unavailable or expected to be unavailable in the near future.

SAS Server maintenance and availability

SAS makes its best efforts to make the server available as much as possible and to keep unexpected downtime to a minimum. There could be limited times when the server is unavailable because SAS is performing maintenance, testing, or performance enhancement tasks.

- ❑ If server maintenance is needed, SAS will try to perform this work during nontraditional usage hours to lessen any impact to users.
- ❑ SAS uses the third Saturday of each month to perform scheduled maintenance on its systems (if needed). Therefore, the server might be unavailable for a portion of time on the third Saturday of each month.

To determine if SAS servers are available, visit the SAS Server status Web page: (<https://www.ondemand.sas.com/status/oda/>).

Requesting SAS Server availability notification

If you would like to be notified when the SAS Server is unavailable due to extended maintenance or due to unforeseen circumstances, please subscribe to the SASONDEMANDSERVER-L mailing list:

- 1 Send e-mail to `LISTSERV@LISTSERV.SAS.COM`.
- 2 In the body of the e-mail, type `subscribe SASONDEMANDSERVER-L`
- 3 Send the e-mail (no subject line is needed). Follow any instructions you receive via e-mail.

To unsubscribe from SASONDEMANDSERVER-L, perform the following steps:

- 1 Send e-mail to `LISTSERV@LISTSERV.SAS.COM`.
- 2 In the body of the e-mail, type `unsubscribe SASONDEMANDSERVER-L`
- 3 Send the e-mail (no subject line is needed)

Step 4. Prepare course data

The information below will help instructors determine the most suitable option for providing students with data and exercises that meet their course objectives and computing environment.

Options for providing course data to students

With SAS OnDemand for Academics: Enterprise Guide, instructors have three options for providing data for course exercises and teaching examples:

- Using SAS sample data on the hosted SAS Server
- Using SAS data sets from publically offered SAS Enterprise Miner courses
- Uploading your own course data to the SAS Server

Sample data on the SAS Server

The SAS Server includes various SAS libraries (and their corresponding SAS data sets). As an instructor, you might want to use one or more of the SAS data sets from SASHELP, MAPS or other SAS-provided libraries to ensure that all your students have access to the data. To access sample data sets on the SAS Server:

- 1 Start SAS OnDemand for Academics: Enterprise Miner.
- 2 Create a new project or open an existing project.
- 3 In the tree on the left, right-click on **Data Source** and then select **Create Data Source**.
- 4 The **Source** drop down box defaults to **SAS Table**. Click **Next** to accept the default value and move to the next step in the wizard.
- 5 Next to the **Table** field (which will be blank), click **Browse**.
- 6 Use the **Library** drop down to select the appropriate library.
- 7 Select the SAS data set that you want to use and then continue with the wizard.

SAS data sets from the SAS Enterprise Miner courses

Additionally, SAS OnDemand for Academics stores SAS data sets associated with the teaching materials from SAS Enterprise Miner courses on the SAS Server. To view these:

- 1 Start SAS OnDemand for Academics: Enterprise Miner.
- 2 Create a new project or open an existing project.
- 3 In the tree on the left, right-click on **Data Source** and then select **Create Data Source**.
- 4 From the **Source** drop down, select **Metadata Repository** and then click **Next**.
- 5 Next to the **Table** field, click **Browse**.
- 6 Use the **Library** drop down to select the appropriate library.
- 7 Select the SAS data set that you want to use and then continue with the wizard.

Custom course data on the SAS Server

Instructors have the option of uploading data files customized specifically for their course to hosted SAS Servers. Detailed instructions are provided in this section for uploading SAS data sets, other data files, and other SAS files types.

Requesting assistance with custom course data on the SAS Server

While storing custom course data on the SAS Server is available to all instructors, the process does require some familiarity with File Transfer Protocol (FTP) applications and a knowledge of working with SAS filenames. SAS OnDemand for Academics provides detailed instructions as well as hands-on support.

SAS is available to assist instructors who would like help with uploading their own data for use within their courses. To request assistance, please send e-mail to support@sas.com.

SAS will contact you as soon as possible. It might take up to three business days to upload your data. In your e-mail, please include the following information:

- Name
- College or University
- Course Name
- Phone Number
- Software application being used (for example, SAS Enterprise Guide)
- Type of data files that you would like to upload

Requirements for storing custom course data on the SAS Server

The SAS Server for is Unix-based. You should be aware of naming conventions and how SAS OnDemand for Academics may handle files names. There are additional requirements if your course makes use of third-party data.

File names and types

Please note the following requirements for filenames and types:

- Only data files may be stored on the SAS Server (no program files, course notes, slides, and so on).
- Avoid using this space to store data files from individual students. This space is intended to store the data files that an instructor wants all students to be able to access to complete a course.
- Ensure that your data files are named using all lowercase letters. If you use mixed or uppercase letters, then our hosted servers (which use Unix) might not detect the files. For example, `mydata.sas7bdat` is an acceptable name, but `MyData.sas7bdat` is unacceptable. By default, our system will automatically change the name of your uploaded files to lowercase to avoid any issues.
- Avoid using spaces in data file names. For example, `mydata.sas7bdat` is an acceptable name, but `my data.sas7bdat` is unacceptable. By default, our system will automatically replace spaces with underscores to avoid any issues.
- Avoid using special characters (such as parentheses or ampersands) in data file names.
- You should keep a master copy of your data files in another location.
- Instructors can store SAS data sets (file type extension of `.sas7bdat`) as well as SAS data set index files (file type extension of `.sas7bndx`) on the SAS Server.

Third party data sources

Some universities purchase third party data sources or use open source third party data sources. Often, these data sources are protected by specific license agreements or terms of use. Please review the license agreement or terms of use for the third party data sources in question prior to uploading this type of data to the SAS Server. It is your responsibility to:

- ❑ ensure that you have the right to upload third party data sources to the SAS Server
- ❑ verify that use of the third party data sources does not violate any third party rights or any applicable laws or regulations.

Uploading course files to the SAS Server

Please follow the instructions in this section for uploading SAS data sets, other SAS files, and data files that are not SAS data sets onto the SAS Server.

Uploading SAS data sets for your course

To upload a SAS data set to the storage area for your course, you will need to work with a File Transfer Protocol (FTP) application. If you are unfamiliar with the process, SAS has provided step-by-step instructions with screen captures.

You are encouraged to print a copy of “SAS OnDemand for Academics: Storing and Accessing SAS Data Files on the SAS Server, Instructor Guide” at <http://support.sas.com/ondemand/pdf/StoringandAccessingSASFiles.pdf>.

Uploading other data formats on the SAS Server

Some SAS software applications, such as SAS OnDemand for Academics: Enterprise Guide, are designed to use data other than SAS data sets. The following types of data files can be stored on the SAS Server:

- ❑ .asc (text file)
- ❑ .csv (comma delimited)
- ❑ .dat (flat data file)
- ❑ .db (Paradox)
- ❑ .dbf (dBASE)
- ❑ .mdb (MS Access)
- ❑ .tab (text file)
- ❑ .txt (text file)
- ❑ .wk? (Lotus 123)

To upload other data formats to the storage area for your course, you will need to work with a File Transfer Protocol (FTP) application. If you are unfamiliar with the process, SAS has provided step-by-step instructions with screen captures.

You are encouraged to print a copy of “SAS OnDemand for Academics: Storing and Accessing Non SAS Files on the SAS Server” at <http://support.sas.com/ondemand/pdf/StoringandAccessingNonSASFiles.pdf>.

Encountering permission denied errors while using FTP

Your FTP client must be in passive mode to work properly. This is the default mode for most FTP clients. If you access a “permission denied” error while trying to use FTP, then your FTP client might not be in passive mode. Refer to the online help for your FTP client to determine how to set passive mode.

Note: If you use the Microsoft Windows Command Line as your FTP client, then you will likely have to turn passive mode on. To do so, enter the following command after you have logged on to an FTP site:

```
literal pasv
```

Uploading and using directories

You can upload directories to the SAS Server using your FTP client. This might be useful if you are trying to organize data files for specific purposes, such as grouping the data used in different course assignments.

If you upload directories to the SAS Server, then the predefined LIBNAME and FILENAME statements provided for your course will have to be modified to include the directory name.

For example, if you create and upload a directory called **examples**, then the name of this directory would have to be appended to the LIBNAME or FILENAME statement generated for your course.

If your original course LIBNAME statement had this format:

```
libname mydata "/courses/u_xxxx/i_xxxxx/c_xxx/saslib" access=readonly;
```

Your appended course LIBNAME statement would have this format (assuming that the subdirectory **examples** was uploaded under the /saslib directory):

```
libname mydata "/courses/u_xxxx/i_xxxxx/c_xxx/saslib/examples"
access=readonly;
```

Note: Directory names (as well as LIBNAME and FILENAME statements) are case-sensitive. If you create and upload a directory named Examples, then you must append Examples (and not examples or EXAMPLES) to your LIBNAME or FILENAME statement.

Storing SAS catalog files on the SAS Server

Instructors can store SAS catalog files (file type extension of .sas7bcat or .sas7scat) on the SAS Server and then use them as needed. Since the SAS Server is Unix based, there are some unique steps that must be followed to use SAS catalog files. Additionally, you must have access to a local copy of SAS software in order to complete the steps.

The following steps provide an example of how you could create custom formats and a custom catalog and then upload and use them within SAS OnDemand for Academics.

- 1 Create custom formats and then store them in a local directory on your PC.** You must complete this step using a local installation of SAS software instead of SAS OnDemand for Academics software.

The following sample code creates a custom format and stores a SAS catalog on your local PC. You can copy and paste the code to try it out (the C:\TEMPFORMATS directory is used as an example, but could be replaced with a different directory name):

```
libname mydata 'C:\TEMPFORMATS';
proc format lib=work;
value custom_format
0='30'
1='31'
2='32'
;
run;
proc catalog cat=work.formats;
copy out=mydata.formats;
run;
contents cat=mydata.formats;
quit;
filename tranfile 'C:\TEMPFORMATS\transport.dat';
proc cport catalog=mydata.formats file=tranfile;
run;
```

2 Create a transport file from the SAS catalog that now exists on your PC.

If you have a pre-existing SAS catalog with SAS formats, then you can also use this step to create a transport file. Use the sample code below to create the transport file. You can copy and paste the code to try it out:

```
libname mydata 'C:\TEMPFORMATS';
filename tranfile 'C:\TEMPFORMATS\transport.dat';
proc cport catalog=mydata.formats file=tranfile;
run;
```

3 FTP the transport.dat file in to your SAS OnDemand for Academics course directory. Use the procedures found in Storing Other Data Formats on the SAS Server.

4 Log on to SAS OnDemand for Academics: Enterprise Guide. Open a Program Editor window and then run the following code. You can copy and paste the code if you wish to try it:

```
libname mydata "/courses/u_x/i_XXXXXX/c_XXX/saslib";
filename trans2 '/courses/u_x/i_XXXXX/c_XXX/transport.dat';
proc cimport catalog=mydata.formats infile=trans2;
run;
```

Note: In the code above, replace the x characters with the numbers that correspond to your university, instructor, and course numbers. For more information, see Accessing Data Stored on the SAS Server.

5 Use your custom formats. The formats will persist over multiple sessions. Be sure to use the FMTSEARCH option when you reference a format. See the following code example. You can copy and paste the code if you wish to try it:

```
data myformat;
input a;
cards;
0
1
2
3
4
5
;
run;
options fmtsearch=(mydata);
```

```
proc print data=myformat; format a custom_format.;
run;
```

Note: The Code presented above is intended to be used solely as part of a product (“Software”) you currently have licensed from SAS Institute Inc. or one of its subsidiaries or authorized agents (“SAS”). The Code is designed to either correct an error in the Software or to add functionality to the Software, but has not necessarily been tested. Accordingly, SAS makes no representation or warranty that the Code will operate error-free. SAS is under no obligation to maintain or support the Code.

Neither SAS nor its licensors shall be liable to you or any third party for any general, special, direct, indirect, consequential, incidental or other damages whatsoever arising out of or related to your use or inability to use the Code, even if SAS has been advised of the possibility of such damages.

Except as otherwise provided above, the Code is governed by the same agreement that governs the Software. If you do not have an existing agreement with SAS governing the Software, you may not use the Code.

Accessing uploaded course data on the SAS Server

The following are instructions for accessing your custom course data once it has been uploaded.

Assigning a SAS library to a project

To assign a SAS library to a project, use one of the following methods:

- Use project start code.
- Use the Program Editor window to assign a LIBNAME statement. You can access the Program Editor by selecting **View ▶ Program Editor** from within *SAS OnDemand for Academics: Enterprise Miner*.

Using project start code

SAS OnDemand for Academics: Enterprise Miner enables you to include Start Code for your projects. After you have specified this code, it will be run any time that the project is started and can save you time and effort. For example, you might want to assign a LIBNAME statement through Start Code so that a project can always access specific SAS data sets.

To use project Start Code with a new project:

- 1 Start *SAS OnDemand for Academics: Enterprise Miner*.
- 2 Select **New Project**. From the New Project wizard, select a name for your project, select the default values on the remaining wizard screens, and then select **Finish**.
- 3 From the Property tree on the left, locate the Project Start Code property.
- 4 Click the ellipsis ... button.
- 5 Enter the appropriate Start Code and then click either **Run Now** or **OK**.

Note: If you want to use project Start Code to access SAS data sets that use a format file, then you must also specify the FMTSEARCH option in your start code. For more information on this option, search for FMTSEARCH in the SAS 9.1.3 Online Documentation at <http://support.sas.com/documentation>.

To use project Start Code with an existing project:

- 1 Start *SAS OnDemand for Academics: Enterprise Miner*.
- 2 Open the appropriate project.
- 3 From the Property tree on the left, locate the Property Code property.
- 4 Click the ellipsis ... button.
- 5 Enter the appropriate Start Code and then click either **Run Now** or **OK**.

Note: If you want to use project Start Code to access SAS data sets that use a format file, then you must also specify the FMTSEARCH option in your start code. For more information on this option, search for FMTSEARCH in the SAS 9.1.3 Online Documentation at <http://support.sas.com/documentation>.

Listing SAS data sets stored on the SAS Server

If you have uploaded SAS data sets to the SAS Server for a specific course and you want to see the names and information associated with those SAS data sets, do the following:

- 1 Identify the LIBNAME statement associated with the course for which you have uploaded data.
- 2 Start a SAS OnDemand for Academics: Enterprise Miner.
- 3 Open a Program Editor window from within the application.
- 4 Enter and run code similar to the example below. Replace the LIBNAME statement in the example with the LIBNAME statement that you identified in Step 1.

```
libname mydata "/courses/u_xxxx/i_xxxxx/c_xxx/saslib" access=readonly;
proc contents data = mydata._all_;
run;
```

- 5 Use the Output window to review the results. The results will identify the SAS data sets that you have uploaded.

Note: If you have created and uploaded a directory, then you must append the directory name to the generated LIBNAME statement for your course.

Deleting SAS data sets stored on the SAS Server

If you are an instructor and you have uploaded data that you no longer want to make available on the SAS Server (or you have exceeded your data storage quota), then you can delete the data using the following steps:

- 1 Identify the location of your course data.
- 2 Use SAS Enterprise Miner to access the SAS Program Editor.
- 3 Do not append the access = readonly option to the LIBNAME statement when you plan to delete files. If the LIBNAME statement is submitted as read-only, then you will be unable to delete the files.
- 4 Use the DELETE statement within DATASETS procedure to specify the files you'd like to remove from the SAS server.

Note: See online documentation for the DATASETS procedure in the Base SAS 9.2 Procedures Guide on <http://support.sas.com/documentation>. If you are unfamiliar with the DATASETS procedure, you can open a SAS Technical Support request by sending e-mail to support@sas.com. In your request, please specify your course as well as the data that you would like to have deleted from the SAS Server.

Step 5. Review and test course materials

Instructors may choose to use course materials provided by SAS provides course materials, or they may choose to refer to course materials from previous SAS courses.

Importance of reviewing the software

In some cases, the steps needed to complete certain tasks might be different when using SAS OnDemand for Academics software applications (versus traditional SAS software applications). By reviewing and testing your course materials prior to class, you can prepare yourself and your students for any minor differences.

Note: While it might take 30 minutes or less to review available course information and test the information against SAS OnDemand for Academics, you might have to register for and/or request course materials from SAS (if applicable). This process could take a few days. Please plan accordingly.

There are a few differences between traditional SAS Enterprise Miner Version 6.2 and SAS OnDemand for Academics: Enterprise Miner Version 6.2:

- ❑ You must accept the default project storage location when creating new projects. See “Creating New Projects.”
- ❑ Your projects are stored within the **My Folder** folder. See “Opening Existing Projects” for more information.
- ❑ Certain nodes are unavailable, might not function properly, or are experimental. For example, the File Import node is unavailable.
- ❑ SAS Text Miner 4.2 nodes are available, but are considered experimental. See SAS Text Miner 4.2 documentation at <http://support.sas.com/documentation/onlinedoc/txtminer/> for more information.

Teaching materials provided by SAS

Instructors may choose to use training materials provided by SAS, or they may choose to refer to course materials from previous SAS courses.

SAS Education provides certain teaching materials free of charge to instructors at degree-granting academic institutions. These materials include an electronic copy of course notes, slides, and in some cases, code and data. The materials are not available for use by students. Visit Teaching materials from SAS at the Training & Bookstore for SAS Global Academic Program at <http://support.sas.com/learn>.

Note: Prior to downloading the course materials, an instructor must register for SAS OnDemand for Academics. Additionally, instructors will be required to accept a license agreement that specifies the terms and conditions of usage.

The training materials were developed for users who are running SAS locally. Certain SAS code examples might not work or might need to be modified for use with SAS OnDemand for Academics. For example, any referenced SAS data sets would need to be uploaded to the SAS Server and any LIBNAME statements would have to be modified to reflect the LIBNAME statement for an instructor's SAS OnDemand for Academics course.

Accessing teaching material and data for SAS Enterprise Miner

In some cases, we have already uploaded the SAS data sets used by popular teaching materials. To use SAS data sets associated with the teaching materials from specific SAS Enterprise Miner courses, do the following:

- 1 Start SAS OnDemand for Academics: Enterprise Miner.
- 2 Create a new project or open an existing project.
- 3 In the tree on the left, right-click on **Data Source** and then select **Create Data Source**.
- 4 From the **Source** drop down, select **Metadata Repository** and then click **Next**.
- 5 Next to the **Table** field, click **Browse**.
- 6 Use the **Library** drop down to select the appropriate library.
- 7 Select the SAS data set that you want to use and then continue with the wizard.

Alternatively, assign one or more of the following LIBNAME statements using SAS Enterprise Miner project start-up code:

- libname aaem "/tutorials/em/data/aaem";
- libname aaemspel "/tutorials/em/data/aaem_spel";
- libname air "/tutorials/em/data/air";
- libname dmdt5 "/tutorials/em/data/dmdt53";
- libname lwemi "/tutorials/em/data/lwemi";
- libname lwemi2 "/tutorials/em/data/lwemi/Instructor_only";
- libname pmadv "/tutorials/em/data/pmad53";

Note: The LIBNAME `aaemspel` is compatible with SAS Enterprise Miner 5.2 and for use with the SAS Enterprise Miner Self Paced E-Learning course.

Practice exercises, statistics information, and sample SAS data sets

For instructions about how to perform all of the basic statistics taught in an introductory statistics class, libraries of SAS data sets, and a library of practice exercises, visit the SAS Online Resources for Statistics Education Web site on <http://support.sas.com/learn/statlibrary>.

Books, training, and other reference materials

SAS Publications are available online at <http://support.sas.com/publishing>. You can find books, review portions of each book, and place orders.

SAS Publishing offers products to qualified college faculty who are interested in teaching SAS. For more information, see the Academic Evaluation Copy Program.

Other publications are available for download from the SAS OnDemand for Academics Web site on <http://support.sas.com/ondemand>.

Step 6. Share course information with students

After you create your course, prepare your data, and become familiar with the software, you should:

- ❑ invite your students to register for your SAS OnDemand for Academics course
- ❑ provide important information on how to access the course software and data.

We recommend that you ask your students to complete these steps prior to the beginning of your course (if possible) or during the first week of your course. Some instructors choose to use the first class of a course to review how to perform these steps.

Ask students to register for SAS OnDemand for Academics

When you create a course within SAS OnDemand for Academics, you are presented with text that you can copy and paste in to an e-mail to send to your students. This text provides the information that your students will need to register for SAS OnDemand for Academics and download the appropriate software application.

If you don't copy and paste the text when you initially create a course, you can access the information again at any time:

- 1 Log on to your SAS OnDemand for Academics Home Page.
- 2 Under the Manage Courses area, click the **Info** link next to the appropriate course.
- 3 Select **View a sample message**.

A generic version of the e-mail text is provided below as an example. You can copy, paste, and customize this text if needed. For example, if you have a coupon code that students need to use, you can include that code in your e-mail.

Dear *student*:

I plan to use *SAS OnDemand for Academics: Software Application Name* software to teach *course name*.

As a student in my class, you will need to register for SAS OnDemand for Academics and then access *SAS OnDemand for Academics: Software Application Name*.

Here's how to get started:

1. Access the SAS OnDemand for Academics Control Center at the following URL:
<http://support.sas.com/ctx3/sodareg/index.html>
2. Review the information and follow the steps at this site.
3. If you have additional questions, review the information about using SAS OnDemand for Academics at <http://support.sas.com/ondemand> or contact me.

Thank you.

Provide students with information about the system

While it is up to you to determine how you want to invite your students to participate, we recommend that you send e-mail to the students on your course roster. In the e-mail, it might be useful to:

- ❑ highlight system requirements, especially if you think the requirements could be an issue for some students. Please note that the SAS OnDemand for Academics products are not supported on Macintosh computers.
- ❑ include step-by-step installation instructions.

Suggested information to share with students

How to register for SAS OnDemand for Academics. A printable, step-by-step guide “SAS OnDemand for Academics: Enterprise Miner, Student Registration Instructions” is available from http://www.sas.com/govedu/edu/programs/enterprise_miner_student.pdf.

As an instructor, you might want to share copies of the guide or links to the appropriate guide with your students.

How to access course data on the SAS Server. If you choose to store data on the SAS Server, then you must share the LIBNAME statement associated with that data with your students. For example, you might include the information in course notes or through e-mail.

How to start SAS Enterprise Miner. After registering for SAS OnDemand for Academics, students just click a link from their SAS OnDemand for Academics Home Page to start SAS Enterprise Miner.

Step 7. Review the basics for working with data, results, and projects

During the first week of class, we recommend that you review with your students the basics of working with SAS data sets, models, and results in SAS OnDemand for Academics: Enterprise Miner.

Working with data

To ensure that students can access course data and that they do not lose their work, you should cover the basics of accessing and using data from the SAS Server.

SAS OnDemand for Academics: Enterprise Miner uses the SEMMA project model to organize work and options for accessing data are specific to this product.

Before you access the appropriate data sets for your exercises, you must assign a SAS library to your projects using one of the following methods using a project using Start Code or submitting a LIBNAME statement.

Assigning a SAS Library to a project using Start Code

SAS OnDemand for Academics: Enterprise Miner enables you to include Start Code for your projects. After you have specified this code, it will be run any time that the project is started and can save you time and effort. For example, you might want to assign a LIBNAME statement through Start Code so that a project can always access specific SAS data sets.

Using Start Code with a new project:

- 1 Start SAS OnDemand for Academics: Enterprise Miner.
- 2 Select **New Project**. From the New Project wizard, select a name for your project, select the default values on the remaining wizard screens, and then select **Finish**.
- 3 From the Property tree on the left, locate the Project Start Code property.
- 4 Click the ellipsis ... button.
- 5 Enter the appropriate Start Code and then click either **Run Now** or **OK**.

Note: If you want to use project Start Code to access SAS data sets that use a format file, then you must also specify the FMTSEARCH option in your start code.

Using Start Code with an existing project:

- 1 Start SAS OnDemand for Academics: Enterprise Miner.
- 2 Open the appropriate project.
- 3 From the Property tree on the left, locate the Property Code property.
- 4 Click the ellipsis ... button.
- 5 Enter the appropriate Start Code and then click either **Run Now** or **OK**.

Note: If you want to use project Start Code to access SAS data sets that use a format file, then you must also specify the FMTSEARCH option in your start-up code.

Assigning a SAS Library using LIBNAME statements

You can access the Program Editor by selecting **View ▶ Program Editor** from within SAS OnDemand for Academics: Enterprise Miner.

Instructors have the ability to store SAS data sets on the SAS Server. If your instructor has taken advantage of this feature, then you must use the appropriate LIBNAME statement for your course to access that data. You must also share this LIBNAME statement with your students for them to access the data. The LIBNAME value for the course will be assigned when you register the course. To find the LIBNAME value, select the Info link next to the corresponding course listed on your SAS OnDemand for Academics Home Page.

Note: LIBNAME statements are case-sensitive. Please copy them or type them in exactly as they appear to avoid permissions errors.

Accessing data using SAS OnDemand for Academics: Enterprise Miner

The SAS Server includes various SAS libraries (and their corresponding SAS data sets). As an instructor, you might want to use one or more of the SAS data sets from SASHELP, MAPS or other SAS-provided libraries to ensure that all your students have access to the data. To access sample data sets on the SAS Server:

- 1 Start SAS OnDemand for Academics: Enterprise Miner.
- 2 Create a new project or open an existing project.
- 3 In the tree on the left, right-click on **Data Source** and then select **Create Data Source**.
- 4 The **Source** drop down box defaults to **SAS Table**. Click **Next** to accept the default value and move to the next step in the wizard.
- 5 Next to the **Table** field (which will be blank), click **Browse**.

- 6 Use the **Library** drop down to select the appropriate library.
- 7 Select the SAS data set that you want to use and then continue with the wizard.

Accessing SAS Enterprise Miner course data on the SAS Server

Additionally, SAS OnDemand for Academics stores SAS data sets associated with the teaching materials from SAS Enterprise Miner courses on the SAS Server. To view these:

- 1 Start SAS OnDemand for Academics: Enterprise Miner.
- 2 Create a new project or open an existing project.
- 3 In the tree on the left, right-click on **Data Source** and then select **Create Data Source**.
- 4 From the **Source** drop down, select **Metadata Repository** and then click **Next**.
- 5 Next to the **Table** field, click **Browse**.
- 6 Use the **Library** drop down to select the appropriate library.
- 7 Select the SAS data set that you want to use and then continue with the wizard or data files to the SAS Server for use in specific courses.

Accessing grayed-out SAS libraries from the SAS Server

The SAS Server includes sample SAS data sets that you might choose to use. Some of the sample SAS Libraries might appear to be grayed out, but they are still available for use.

Typically, grayed out SAS Libraries appear for users in Europe and were originally intended for use with SAS Enterprise Miner.

- 1 Start *SAS OnDemand for Academics: Enterprise Miner* and log on.
- 2 Select **File** ▶ **Open** ▶ **Data**.
- 3 Select **Servers**.
- 4 Double click on **SAS Apps**.
- 5 Double click on **Libraries**.
- 6 Right click on the grayed out SAS Library that you would like to access and then click **Assign**.
- 7 Double click on the SAS data set that you want to use.

Working with projects

SAS OnDemand for Academics: Enterprise Miner uses the SEMMA model to organize data mining projects. SAS recommends that you share the following information with your students so they can use the interface most effectively.

Understanding Project Storage Quotas

Each *SAS OnDemand for Academics: Enterprise Miner* user has a large project storage quota. An e-mail message is sent to any user who has used 75% of their storage quota.

If the project storage quota is reached, then *SAS OnDemand for Academics: Enterprise Miner* will stop functioning properly. To avoid this, consider deleting any unnecessary

projects prior to reaching your quota to ensure that *SAS OnDemand for Academics: Enterprise Miner* continues to work properly.

If you do reach your quota and then delete unnecessary projects to create more project storage space, then the last project that you were working with could be impacted. If the project runs incorrectly after removing unnecessary projects, then you might need to rebuild the diagrams for this project.

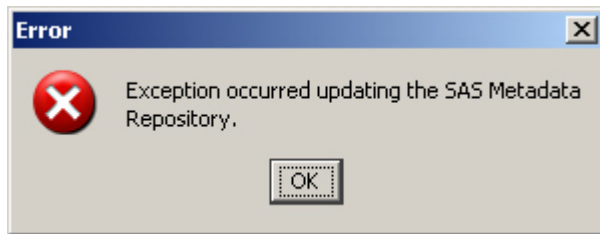
Creating New Projects

When you create a new project, you will use the **Create New Project** wizard. Step Three of this wizard enables you to select a SAS folder in which to store your project. Even though you have the ability to browse in this step, please accept the default project storage location:

```
/Users/your-user-id/My Folder
```

Accepting the default project storage location will ensure that your projects can be accessed appropriately by SAS OnDemand for Academics servers.

If you select **Browse** and attempt to store your project in a location other than the default, the following error will result:



To correct this error, change the location where your project will be stored back to the default location: `/Users/your-user-id/My Folder`

Opening Existing Projects

To find and open an existing project, perform the following steps:

- 1 Start *SAS OnDemand for Academics: Enterprise Miner*.
- 2 Click **Open Project**.
- 3 From the Open Project window, open the **My Folder** folder.
- 4 Select the project that you want to open.
- 5 Click **OK**.

Creating model packages

With *SAS OnDemand for Academics: Enterprise Miner*, users can create model packages (also known as SAS Package Files or .spk files). Model packages can be created from any node in a diagram. Typically, you create a model package when you are satisfied with your model and you want to preserve it or share it with someone else.

In most cases, you create the model package from the last node of a process in a diagram. This ensures that the model package will include the entire process flow.

Differences between project model packages and exported project diagrams

With *SAS OnDemand for Academics: Enterprise Miner*, a user can create a model package and send it as a SAS Package File (.spk), or export a diagram as an XML file (.xml). If a specific project takes a long time to run, having the model package (with the associated results) can be advantageous.

Exported diagrams contain no results. After a project's diagram has been exported as an XML file, it can be shared as an attachment in an e-mail message or by placing the file on a shared network directory. To use the shared file, it must be imported in to *SAS OnDemand for Academics: Enterprise Miner* and then the appropriate path of the diagram would have to be run to produce results.

Note that neither model packages nor exported diagrams include the actual data that is referenced. To rerun the project, you must have access to the original data or use the LIBNAME statement that points to the original data if that data is stored on the SAS Server.

Sharing homework assignments

There are three ways that you can share homework assignments: either by creating and registering a project model package, by sharing a project model package, or by sharing a project diagram. As an instructor, you will want to review these methods, decide which method aligns with course objectives, and be able to answer any questions your students may have about the process.

Submitting homework assignments

With *SAS OnDemand for Academics: Enterprise Miner*, students can create and submit an entire project model package, or export a project diagram and share the exported file.

Ultimately, the choice is up to the instructor. The decision might be made based on whether or not the instructor needs access to project results or diagram files.

To submit a project model package to an instructor:

- 1 Create a project or open an existing project within *SAS OnDemand for Academics: Enterprise Miner*.
- 2 Highlight the appropriate node within a diagram.
- 3 Select **Actions** --> **Create Model Package**.
- 4 In the Input dialog box, enter a name for the model package. To ensure that you choose a unique file name, you might want to include your name or initials as part of the file name. This will ensure that an instructor can distinguish one submitted model package from another.
- 5 From the Project Panel on the left side of *SAS OnDemand for Academics: Enterprise Miner*, expand the Model Packages folder.
- 6 Right click on the appropriate model and then click **Save As**. You will be prompted to save the model as a SAS Package File (.spk).
- 7 Share the appropriate .spk file with your instructor (through e-mail or through a shared network directory).

To submit an exported project diagram to an instructor:

- 1 Create a project or open an existing project within *SAS OnDemand for Academics: Enterprise Miner*. Ensure that your project includes a diagram.

- 2 From the Project Panel on the left side of *SAS OnDemand for Academics: Enterprise Miner*, expand the Diagrams folder.
- 3 Right click on the appropriate diagram and then select **Save As**. Save the diagram as a .XML file. To ensure that you choose a unique file name, you might want to include your name or initials as part of the file name. This will ensure that an instructor can distinguish one submitted diagram from another.
- 4 Share the .XML file with your instructor (through e-mail or through a shared network directory).

Accessing submitted homework assignments

After students have submitted homework assignments, instructors can access them. The access method is dependent on how the homework was submitted.

To use a project model package file that a student has shared:

- 1 Open *SAS OnDemand for Academics: Enterprise Miner*.
- 2 Select **File ▶ Open Model Package**.
- 3 Navigate to the location where the student's model package has been saved and select it.

Note: You will be unable to make any changes or rerun the diagram nodes. However, you can choose **Action ▶ Recreate Diagram** to recreate a diagram within the current project. Once a diagram is recreated, you will have a working copy of the diagram, just as if you imported the appropriate diagram.xml. You must run a diagram path to produce any results.

To use a project diagram file that a student has shared:

- 1 Open *SAS OnDemand for Academics: Enterprise Miner*.
- 2 Create a new project or open an existing project.
- 3 Select **File ▶ Import Diagram from XML**.
- 4 Import the diagram XML file from the student.

Collaborating

Students can collaborate with each other while using *SAS OnDemand for Academics: Enterprise Miner* in one of two ways:

- by saving an entire project as a model package and then sharing the model package
- by exporting project diagrams as XML files and then sharing those files with each other.

The choice might be determined by whether or not the students need to share the results of a project. Exported diagrams do not contain results while model packages do.

Note: Neither model packages nor exported diagrams include the actual data that is referenced. To rerun the project, you must have access to the original data or have the LIBNAME that points to the original data if that data is stored on the SAS Server.

To share a project model package:

- 1 Create a project or open an existing project within *SAS OnDemand for Academics: Enterprise Miner*.
- 2 Highlight the appropriate node within a diagram.

- 3 Select **Actions ▶ Create Model Package**.
- 4 In the Input dialog box, enter a name for the model package. To ensure that you choose a unique file name, you might want to include your name or initials as part of the file name. This will ensure that your peers can distinguish one model package from another.
- 5 From the Project Panel on the left side of *SAS OnDemand for Academics: Enterprise Miner*, expand the Model Packages folder.
- 6 Right click on the appropriate model package and then select **Save As**. Save the model package as an .spk file.
- 7 Share the .spk file as needed (through e-mail or through a shared network directory).

Note: The user who receives the model package can start *SAS OnDemand for Academics: Enterprise Miner* and choose **File ▶ Open Model Package** to open the package and view the diagram and results. The user will be unable to make any changes or rerun the diagram nodes. However, the user can choose **Action ▶ Recreate Diagram** to recreate the diagram within the current project. Once the diagram is recreated, the user will have a working copy of the diagram, just as if they imported the appropriate diagram.xml. The user must run a diagram path to produce any results.

To share a project diagram:

- 1 Create a project or open an existing project within *SAS OnDemand for Academics: Enterprise Miner*. Ensure that your project includes a diagram.
- 2 From the Project Panel on the left side of *SAS OnDemand for Academics: Enterprise Miner*, expand the Diagrams folder.
- 3 Right click on the appropriate diagram and then select **Save As**. Save the diagram as a .XML file. To ensure that you choose a unique file name, you might want to include your name or initials as part of the file name. This will ensure that your peers can distinguish one diagram from another.
- 4 Share the .XML file as needed (through e-mail or through a shared network directory).

To use a shared project diagram:

- 1 Start *SAS OnDemand for Academics: Enterprise Miner*.
- 2 Create a new project or open an existing project.
- 3 Select **File ▶ Import Diagram from XML**.
- 4 Import the appropriate diagram XML file.

Step 8. Finding Help for Common Problems

Please check the commonly asked questions about *SAS OnDemand for Academics: Enterprise Miner* in this section and follow the procedures below for additional help.

Where can instructors find help?

Please follow the steps below to resolve any technical issues.

Step 1: Review Commonly Asked Questions, SAS Notes, and SAS Documentation

Use the key word 'ondemand academics' to search for issues specific to SAS OnDemand for Academics from these sources:

- Commonly Asked Questions about SAS OnDemand for Academics in this manual
- SAS Notes, a database of common technical issues found on <http://support.sas.com/notes>
- SAS Product Documentation on <http://support.sas.com/documentation>

Step 2: Contact Your SAS Site Representative (if applicable)

If you are an instructor at a university that already uses SAS Software, then you might have a SAS Site Representative who can provide SAS support.

If you are unsure about whether you have a SAS Site Representative, contact the person or department that supports your university's software purchases and installation.

Step 3: Contact SAS Technical Support (Instructors)

SAS Technical Support is designed to assist you with technical issues such as installation or setup questions. They are not available for providing training or answering basic usage questions.

If the above steps have not resolved your issue, please contact SAS Technical Support:

- 1 Open the SAS Technical Support Problem Form found on <http://support.sas.com/techsup/>.
- 2 Fill out and submit the form. When filling out the form, use the following values:
 - For **Company Name**, enter SAS OnDemand for Academics.
 - For **Site Number**, enter 00700315

Optionally, e-mail your support request to support@sas.com. Be sure to specify that you are using SAS OnDemand for Academics.

Where can students find help

Students should be asked to follow the steps below to resolve any support issues they encounter:

Step One: Review Commonly Asked Questions, SAS Notes, and SAS Documentation

Use the key word 'ondemand academics' to search for issues specific to SAS OnDemand for Academics from these sources:

- Commonly Asked Questions about SAS OnDemand for Academics in this manual
- SAS Notes, a database of common technical issues found on <http://support.sas.com/notes>
- SAS Product Documentation on <http://support.sas.com/documentation>

Step Two: Contact Your Instructor

If you are a student and you have questions about using SAS OnDemand for Academics, contact your instructor. Instructors can point students toward educational resources and help ensure that offerings are used correctly.

If further assistance is needed, then your instructor can contact SAS Technical Support.

Commonly Asked Questions: *SAS OnDemand for Academics: Enterprise Miner*

- ❑ Does *SAS OnDemand for Academics: Enterprise Miner* have all the same features as SAS Enterprise Miner?

The version of SAS Enterprise Miner available through *SAS OnDemand for Academics* does have a few differences.

- ❑ You must accept the default project storage location when creating new projects.
- ❑ Your projects are stored within the **My Folder** folder.
- ❑ Certain nodes are unavailable, might not function properly, or are experimental. For example, the File Import node is unavailable.
- ❑ SAS Text Miner 4.2 nodes are available, but are considered experimental.
- ❑ Can I use *SAS OnDemand for Academics: Enterprise Miner* if I already have SAS Enterprise Miner on my PC?

Yes. *SAS OnDemand for Academics: Enterprise Miner* is mutually exclusive from any other version of SAS Enterprise Miner and should not cause any conflicts or reset any file type associations.

Please note that the projects that you create with each version of SAS Enterprise Miner are also mutually exclusive. If necessary, you can save a project diagram xml file created in one version of SAS Enterprise Miner and import it in to another version. However, for this to work, you must have access to the necessary data on the appropriate PC as well.

- ❑ How do I configure my PC to use *SAS OnDemand for Academics: Enterprise Miner*?

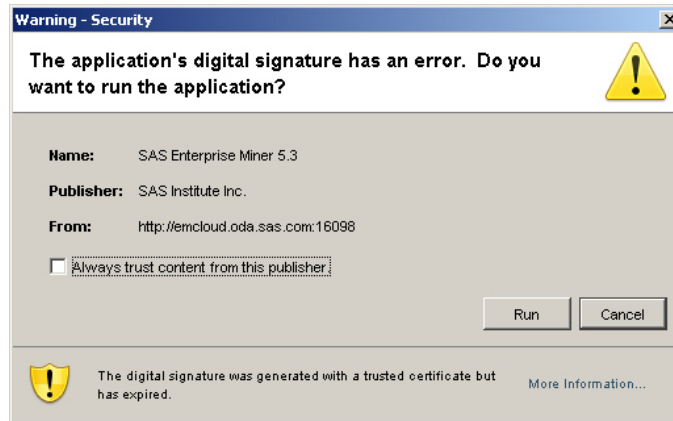
In order to use *SAS OnDemand for Academics: Enterprise Miner*, you must first ensure that your PC is properly configured. It is especially important that the appropriate version of the Java Runtime Environment is installed on your machine. Refer to “Verify and install Java Runtime Environment (JRE)” for SAS OnDemand for Academics: Enterprise Miner.

- ❑ How do I start *SAS OnDemand for Academics: Enterprise Miner*?

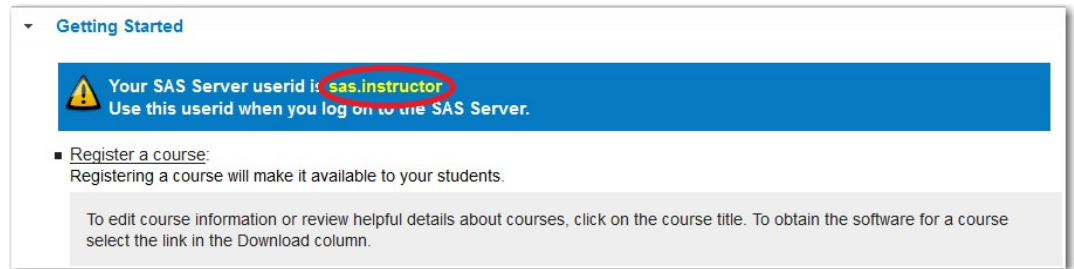
After you have configured your system to support *SAS OnDemand for Academics: Enterprise Miner*, you can start the application by following these steps:

- 1 Log on to your SAS OnDemand for Academics Home page.
- 2 From the **Manage Courses** area, select **Get Software** next to the appropriate course. Selecting this link will open a window that includes information about how to configure your system as well as how to start the application.
- 3 Click the link that is used to start *SAS OnDemand for Academics: Enterprise Miner* (<http://emcloud.oda.sas.com:16098/EnterpriseMiner/main.jnlp>).

- 4 If you are presented with a security warning such as the following, select **Run**.



- 5 In the **User Name** field, enter your SAS Server user ID. This user ID is also displayed on your SAS OnDemand for Academics home page:



Note: Your SAS Server user ID is case sensitive and should be entered in all lowercase. If you enter your SAS Server user ID using uppercase or mixed case letters, you might be able to log on, but certain tasks might not perform properly.

- 6 In the **Password** field, enter your SAS Profile password. There are two times when you might have supplied a SAS Profile password: either when you originally created a SAS Profile or when you registered for SAS OnDemand for Academics.
- 7 Click **Log On**.

To start *SAS OnDemand for Academics: Enterprise Miner* in the future, you can perform the previous steps or simply use the following URL:

<http://emcloud.oda.sas.com:16098/EnterpriseMiner/main.jnlp>.

- ❑ I receive the following error when trying to log on to *SAS OnDemand for Academics: Enterprise Miner*: “An RMI registry could not be found... “. What should I do?

This error message typically indicates that you did not complete some or all of the configuration steps necessary. You should review or complete the configuration steps and then try to log on again. You only have to complete the configuration steps once in order to use *SAS OnDemand for Academics: Enterprise Miner*.

- ❑ I receive the following error when trying to log on to *SAS OnDemand for Academics: Enterprise Miner*: “Could not log on. Contact your administrator for the correct username and password.” What should I do?

If Microsoft Windows Vista prompted you to block `javaw.exe` when attempting to start *SAS OnDemand for Academics: Enterprise Miner* and you chose to block the file, then this error message occurs.

To correct this situation, you must open Windows Firewall and unblock the `javaw.exe` file. For example, on Microsoft Windows Vista Home Premium Edition, the following steps might work:

- ❑ Select Start ► Control Panel ► Windows Firewall.
- ❑ Click the Change Settings link.
- ❑ Select the Exceptions tab.
- ❑ Find `javaw.exe` and make sure it is unchecked.

For more information, refer to Microsoft Windows Vista help or contact your system administrator.

- ❑ I receive the following error when trying to log on to *SAS OnDemand for Academics: Enterprise Miner*: "Network Error. The connection to the Analytics Platform has been lost. This client session must be terminated." What should I do? This error message typically occurs if you have left *SAS OnDemand for Academics: Enterprise Miner* open, but have left it idle for a period of time. Close *SAS OnDemand for Academics: Enterprise Miner* and restart it to try and resolve the issue.
- ❑ I receive the following error in my SAS log when trying to use a SAS catalog file that I have uploaded to the SAS Server: "ERROR: File *LIBRARY NAME.CATALOG NAME.CATALOG* was created for a different operating system." What is wrong? This error message typically occurs if you have tried to use a SAS catalog file that was created using an operating system other than Unix. To resolve the issue, refer to "Storing SAS catalog Files on the SAS Server" for *SAS OnDemand for Academics: Enterprise Miner*. This topic includes usage information and sample code.
- ❑ How do I save my work in *SAS OnDemand for Academics: Enterprise Miner*? There is no Save button in this application. Your project is automatically saved for you while you work. When you are done working, select **File --> Close this Project** to ensure that your project saves properly.
- ❑ How do I submit homework using *SAS OnDemand for Academics: Enterprise Miner*? There are three ways that you can share homework assignments: either by creating and registering a project model package, by sharing a project model package, or by sharing a project diagram. Your instructor will tell you the method that he or she would like you to use.
- ❑ How do I collaborate using *SAS OnDemand for Academics: Enterprise Miner*? You can collaborate by sharing an entire project model package or a project diagram. For more information, see these topics: "Differences between Project model packages and exported project diagrams" and "Collaborating" for *SAS OnDemand for Academics: Enterprise Miner*.
- ❑ Can I use a project model package or project diagram from older versions of *SAS Enterprise Miner*? Some project model packages and project diagrams created in older versions of *SAS Enterprise Miner* work fine while others do not. If you try to use a project or diagram created with an older version of *SAS Enterprise Miner* and the

application becomes unresponsive, close the application and avoid using the project model package or project diagram in the future.

- ❑ My project or diagram is unresponsive or no longer opens. What's wrong?

If you have lost a connection to the SAS Server while working on your project or diagram or if you did not properly close *SAS OnDemand for Academics: Enterprise Miner*, then a lock file might have been created. This lock file could cause your diagram or project to appear unresponsive or it could prevent your diagram or project from opening at all. Try the following to correct the issue:

- ❑ If the lock has just happened, try waiting about five minutes. In many cases, locked files correct themselves.
- ❑ If you are unsure of when the lock occurred or if it has been longer than five minutes, close the project, log out of *SAS OnDemand for Academics: Enterprise Miner*, and then log back in.
- ❑ If the problem persists, please contact SAS Technical Support. Send e-mail to support@sas.com. Specify that you are using *SAS OnDemand for Academics: Enterprise Miner*.

Notes:

- ❑ SAS recommends that you close your diagrams and/or projects before exiting *SAS OnDemand for Academics: Enterprise Miner* or before disconnecting from your Internet connection.
- ❑ An open connection to the SAS Server will likely disconnect (time out) after one hour if the connection is idle (that is, you have not performed any processing). Many firewalls disconnect open sessions after an hour of idle time, and this could lead to locked files. SAS recommends that you complete your work, save it, and then exit *SAS OnDemand for Academics: Enterprise Miner* before you leave the computer.
- ❑ When I open *SAS OnDemand for Academics: Enterprise Miner*, I no longer see my projects. What is wrong?
This behavior can occur if you log on to *SAS OnDemand for Academics: Enterprise Miner* using a mixed case or upper case SAS Server user ID. Please close *SAS OnDemand for Academics: Enterprise Miner* and log on again. Make sure that you use all lowercase letters for your SAS Server user ID.
- ❑ Can I create a SAS Library using *SAS OnDemand for Academics: Enterprise Miner*?
No. However, you can work with available SAS Libraries or assign LIBNAME statements.
- ❑ I have been provided with a LIBNAME statement for my course. How do I assign it?
If you have a LIBNAME statement for your course (either because you are an instructor and you have uploaded data to the SAS Server or because you are a student and your instructor has provided you with a LIBNAME statement to use), you can assign it in one of two ways:
 - ❑ Assign the LIBNAME statement as part of your project Start Code to ensure that the SAS Library is available throughout your project; this LIBNAME statement will also execute each time that you start your project.
 - ❑ Assign the LIBNAME statement within a project using the *SAS OnDemand for Academics: Enterprise Miner* Program Editor window.

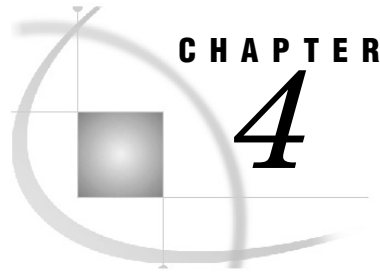
- I am using a SAS data set that requires a format file. How do I define the path to the format file?

You can define a path to a format file using project Start Code.

- I either have or might reach my project storage quota. What do I do?

If you exceed your project storage space quota, then *SAS OnDemand for Academics: Enterprise Miner* will stop processing nodes properly. To resolve this situation, delete existing projects that you no longer need in order to free up project storage space.

The last project that you created or were working with when you met your project storage space quota could be impacted (even after you delete existing projects to create more space). If such a project appears to run incorrectly, then you might need to rebuild the diagrams for this project.



SAS OnDemand for Academics: Forecast Server (beta)

<i>SAS On Demand for Academics: Forecast Server (beta)</i>	70
<i>Step 1. Confirm system requirements</i>	70
<i>Confirm requirements for full support</i>	70
<i>Verify network performance</i>	71
<i>Verify and install a Java Runtime Environment (JRE)</i>	71
<i>Step One: Verify whether a JRE (and Java Web Start) is installed</i>	71
<i>Step Two: Ensure that you are using only the recommended Java Runtime Environment</i>	72
<i>Step Three: Install the recommended Java Runtime Environment and Java Web Start</i>	73
<i>Step 2. Set up your SAS® OnDemand for Academics account</i>	73
<i>About the SAS OnDemand for Academics Control Center</i>	73
<i>About your SAS Profile account</i>	73
<i>Important information before you begin</i>	74
<i>About SAS Forecast Server environments</i>	74
<i>Register as an instructor</i>	74
<i>Register a course</i>	75
<i>Step 3. Access and use the software</i>	75
<i>Access your SAS OnDemand for Academics account</i>	75
<i>Locate the name of your SAS Forecast Server environment</i>	75
<i>Access SAS Forecast Server</i>	76
<i>Access the SAS Server</i>	76
<i>SAS Server maintenance and availability</i>	77
<i>Requesting SAS Server availability notification</i>	77
<i>Step 4. Prepare course data</i>	77
<i>Step 5. Review and test Course Materials</i>	77
<i>Importance of reviewing course materials</i>	78
<i>Teaching materials provided by SAS</i>	78
<i>Books, training, and other reference materials</i>	78
<i>Step 6. Share course information with students</i>	78
<i>Ask students to register for SAS OnDemand for Academics</i>	79
<i>Provide students with information about the system</i>	80
<i>Suggested information to share with students</i>	80
<i>Step 7. Review the basics for working with data and results</i>	80
<i>About project storage</i>	80
<i>Working with forecasting project results</i>	80
<i>Step 8. Help for Common Problems</i>	81
<i>Where can instructors find help?</i>	81
<i>Step 1: Review Commonly Asked Questions, SAS Notes, and SAS Documentation</i>	81
<i>Step 2: Contact Your SAS Site Representative (if applicable)</i>	81
<i>Step 3: Contact SAS Technical Support (Instructors)</i>	81
<i>Where can students find help</i>	82
<i>Step One: Review Commonly Asked Questions, SAS Notes, and SAS Documentation</i>	82
<i>Step Two: Contact Your Instructor</i>	82
<i>Commonly Asked Questions for SAS OnDemand for Academics: Forecast Server</i>	82
<i>Notes:</i>	83

SAS OnDemand for Academics: Forecast Server (beta)

This manual guides instructors through recommended steps for registering for SAS OnDemand for Academics, preparing to teach courses, and supporting students while using SAS software.

Step 1. Confirm system requirements

Check these guidelines to ensure your students can access the software.

Confirm requirements for full support.

Instructor and student systems must meet these requirements for SAS OnDemand for Academics: Forecast Server to be fully supported.

	Supported	Not Supported
Operating systems	Any system that supports the Sun Microsystems (Oracle) Java Runtime Environment (JRE). Typically, this includes Unix, Linux, and various Microsoft Windows operating systems, such as Microsoft Windows XP and Microsoft Windows Vista.	Macintosh operating systems <i>Note:</i> Virtualized environments might not work. It is recommended that supported operating systems run on a physical CPU.
Java Runtime Environment	Java Runtime Environment (JRE) Version 1.6.0_18. <i>Note:</i> You will be prompted to check for this JRE and install it when you install SAS Forecast Server.	JRE 1.6.0_20 is not compatible. <i>Note:</i> Other JREs from the 1.6 series might series might work.
Hard disk space	At least 50 MB of free hard disk space	
Internet browser	Any browser that supports JRE 1.6.0_18	
Internet connection	High speed, including broadband (cable), DSL (phone), and wireless connections. <i>Note:</i> Individual usage experience depends on speed and reliability of connection.	
Network bandwidth	For best performance, at least 1000 Kbit/sec is recommended.	

Verify network performance

If you plan to teach in a lab or a seminar setting in which many students will access and use SAS OnDemand for Academics software applications at the same time, then you should verify the performance of the network that you plan to use (Internet bandwidth, wireless router capacity, and so on).

If the network performance is not sufficient, then your students could experience slow or dropped connections to the hosted SAS Servers that are used to perform SAS processing.

You can contact the appropriate network or IT department personnel to request additional information. Share the following information with them to ensure they gather accurate data:

- Type of network connection you plan to use (Wireless, LAN, or other) In particular, wireless networks can be problematic as there are sometimes stricter limits to the capacity of concurrent users that they can support.
- Number of students that will use SAS OnDemand for Academics concurrently
- Location of the lab or seminar
- Location of the hosted SAS Servers (the answer is: Cary, North Carolina at SAS Institute)

There are also a number of tools available through the Internet that you or the appropriate network personnel can use to check network performance. SAS also offers a tool that might help. To access this tool, perform the following steps:

- 1 Go to the following Web site: <http://netcheck.sas.com/ookla>.
- 2 Select **Test 3**.

Note: If you are not teaching in a lab or seminar setting, then each student must connect to the hosted SAS Servers to perform processing using their own high-speed Internet connection. If individual students have network connection issues, they can try to use a computer on a different network or contact their Internet Service Provider.

Verify and install a Java Runtime Environment (JRE)

After you have created a course (if you are an instructor) or registered for a course (if you are a student) that uses SAS OnDemand for Academics: Enterprise Miner, you must verify that you have an appropriate Java Runtime Environment (JRE) installed or install an appropriate JRE. This process needs to be completed only once.

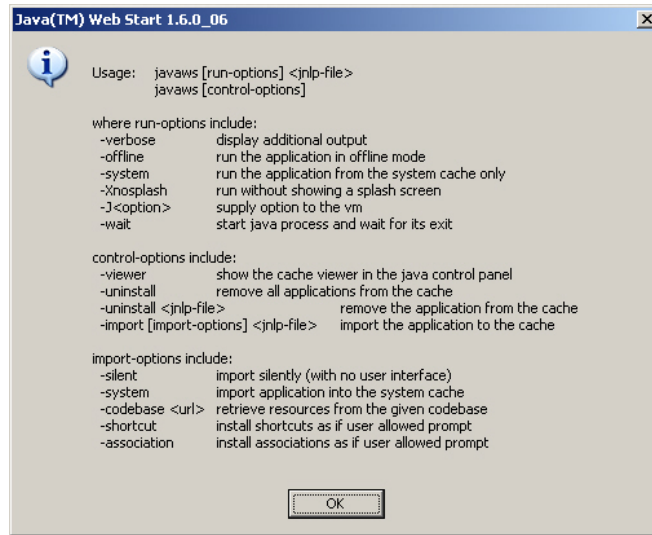
Note: Consider printing these instructions before you begin as some of the steps might require you to move to other Web sites.

Step One: Verify whether a JRE (and Java Web Start) is installed

To verify whether you have a JRE installed, try the following:

- 1 Open a Command Prompt window. Select **Start ▶ Run**.
- 2 Type CMD in the Run window.
- 3 On the Command Prompt window, type start javaws.

- 4 If the above command opens a Java Web Start window similar to the following, then you have a JRE (and Java Web Start) installed.



If you have a JRE installed, then continue to Step Two. If the above command did not work, then you likely do not have a JRE installed. Continue to Step Three.

Step Two: Ensure that you are using only the recommended Java Runtime Environment

We recommend that you use Java Runtime Environment (JRE) 1.6.0_18 to run SAS OnDemand for Academics: Forecast Server. Only JREs with U.S. Export Control Classification Numbers of 5D992 are approved for use with SAS products.

Note: Other JREs from the 1.6 series might also work (excluding JRE 1.6.0_20, which is incompatible).

- 1 From a Command Prompt window, start Java Web Start. Type `start javaws -viewer` and then press ENTER.
- 2 If the Java Cache Viewer window appears, close it so that you can see the Java Control Panel window. The Java Control Panel window often opens behind the Java Cache Viewer window.
- 3 From the Java Control Panel window, select the **Java** tab.
- 4 From the **Java Application Runtime Settings** area (the bottom half of the window), click **View** (the second "View" button on the window).
- 5 In the **Enabled** column, check only one JRE (uncheck any other JREs that are checked). We recommend that you check JRE 1.6.0_18.

If JRE 1.6.0_18 is unavailable, then you can test SAS OnDemand for Academics: Forecast Server with your current JRE. To do so, you can start from your SAS OnDemand for Academics Home Page.

If your current JRE does not work or if you want to install the recommended JRE, continue to Step Three. Otherwise, configuration is complete.

Step Three: Install the recommended Java Runtime Environment and Java Web Start

Installing the recommended JRE will also install Java Web Start on your system.

Note: If you completed Step Two above, repeat this step to ensure that only JRE 1.6.0_18 is selected.

- 1 Access the Java SE Downloads Web Site.
<http://www.oracle.com/technetwork/java/javasebusiness/downloads/java-archive-downloads-javase6-419409.html#jre-6u18-oth-JPR>
 Alternatively, you can access the Java SE 6 Downloads archive page at <http://www.oracle.com/technetwork/java/archive-139210.html>, then click Java SE 6. On the Java SE 6 Downloads page, select Java SE Development Kit SE 6u18 from the list.
- 2 Click the radio button to Accept License Agreement.
- 3 Select **jre-6u18-windows-i586.exe** under **Download** column.
- 4 You will be prompted to sign in to your Oracle Web account. If you do not have an account, you will be prompted to create one.
- 5 After you are signed in, launch the download and select **Run** to begin the installation process.
- 6 (Optional) If you completed Step Two above, repeat this step to ensure that only JRE 1.6.0_18 is selected.

Step 2. Set up your SAS® OnDemand for Academics account

As an instructor, there are several important steps you must follow to set up a SAS OnDemand for Academics account, such as creating a SAS profile and registering yourself and your course. The online process uses a series of windows to guide you.

About the SAS OnDemand for Academics Control Center

Your starting point for accessing SAS OnDemand for Academics is the SAS OnDemand for Academics Control Center Web site: <http://support.sas.com/ctx3/sodareg/index.html>

As an instructor you will use the Control Center to register your account, create courses, view course information, edit course information, and delete courses. Your students will use it to register, acquire a license, and view course information.

Your SAS OnDemand for Academics Home Page is created during the registration process and is part of the SAS OnDemand for Academics Control Center. You will be taken to your Instructor Home Page once you have set up an account. You access your home page to register, view, or edit information associated with courses.

About your SAS Profile account

A SAS Profile is an account that you can create to access specific information and resources from the SAS Web site. If you are a current SAS user, you might already have

a SAS Profile. If you are a new SAS user, a SAS Profile is created for you when you register for SAS OnDemand for Academics.

An important part of your SAS Profile account is a SAS Profile password that you are prompted to enter each time you access the SAS OnDemand for Academics Control Center.

Note: Your SAS Profile password must be changed every 6 months for security purposes. You will receive an e-mail when your password is approaching expiration. To reset your SAS profile, visit My SAS Profile page at this location:
<https://www.sas.com/profile/user/login.htm>.

Important information before you begin

As you begin setting up your account, it's helpful to keep the following in mind:

- ❑ You will need access to your e-mail account. When you begin registration, you will be prompted to enter an e-mail address. Enter the e-mail address of an account that you can access easily while completing your registration.
- ❑ You will receive an e-mail during the initial registration process that you must open and act upon to continue. The e-mail prompts you to click a link to verify your e-mail address. Its primary purpose is to confirm that you are using a valid e-mail address and that someone else is not attempting to register you without your knowledge.
- ❑ If you do not receive the e-mail, please check your junk e-mail folder.

About SAS Forecast Server environments

SAS Forecast Server requires that an environment be established and that projects exist within an environment. With SAS OnDemand for Academics: Forecast Server, each course is set up to be its own environment by default. Any user within that course is automatically a part of that environment and can create and work with projects within that environment.

SAS Forecast Server is also a collaborative tool. This means that all users within a specific course can view and work with the projects in that course's environment.

Register as an instructor

Only instructor accounts have the ability to create, edit, or delete courses. If a teaching assistant is going to act as an instructor, then they must register as an instructor. A unique e-mail address must be used for the instructor account if the teaching assistant already has a student account. There is no cost or obligation associated with registering as an instructor, and following these steps prepares you to use this offering and provide better guidance for your students:

- 1 Go to the SAS OnDemand for Academics Control Center (<http://support.sas.com/ctx3/sodareg/>)
- 2 Enter **New User**.
- 3 Follow the online prompts to create your SAS profile.
- 4 Continue with your registration until you arrive at your Instructor Home Page.
- 5 Once on your Home Page, you can then register a course.

Register a course

The SAS OnDemand for Academics team creates a custom environment for each course using SAS Forecast Server. Please allow up to one business day for the environment to be created.

Note: To avoid confusion and unnecessary support calls, it is important to complete this step before you invite students to register for SAS OnDemand for Academics. When students register, they must select a university, an instructor, and a course. If you invite students to register before you have registered a course, they won't be able to select your course.

- 1 Go to the SAS OnDemand for Academics Control Center
<http://support.sas.com/ctx3/sodareg/index.html>
- 2 Log on using your e-mail address and your SAS Profile password.
- 3 You will arrive at your Instructor Home Page.
- 4 Click **Register a Course** and then follow the instructions.
- 5 Once your course is registered, SAS will set up the course environment on the SAS Server and send instructors an email with the appropriate identifier for use during the course.

Step 3. Access and use the software

By accessing using the software ahead of time, you will be able to anticipate possible student issues, develop content that might be specific to using SAS OnDemand for Academics, and have an understanding of how long it should take students to access the software themselves.

Ideally, you should perform this step before you develop your course outline as SAS OnDemand for Academics software applications function slightly differently than their traditional SAS software counterparts. There are a number of resources available to help you.

Access your SAS OnDemand for Academics account

Your SAS OnDemand for Academics account enables you to view and/or edit information associated with courses. You will have access to this information after you have initially registered for SAS OnDemand for Academics.

To access an existing SAS OnDemand for Academics account:

- 1 Access the SAS OnDemand for Academics Control Center at the following Web site: <http://support.sas.com/ctx3/sodareg/index.html>
- 2 Enter your e-mail address and your SAS Profile password and then click **Enter**.

Locate the name of your SAS Forecast Server environment

Each course registered using SAS Forecast Server will have a unique course environment. Instructors can locate the name of their course environment by following these steps:

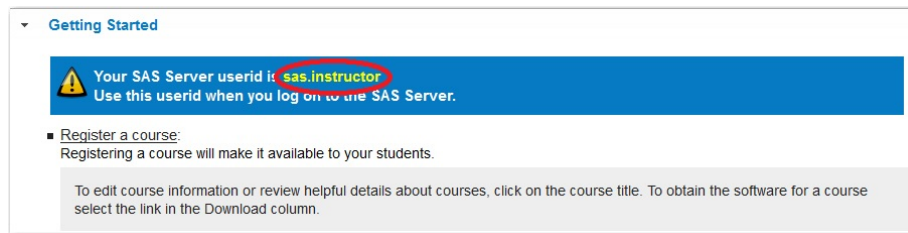
- 1 Log on to your SAS OnDemand for Academics Home page.

- 2 From the Course table, locate the appropriate course.
- 3 Click Get Software.
- 4 Review the section called Starting SAS OnDemand for Academics: Forecast Server. The environment for your course will be listed in step 3.

Access SAS Forecast Server

After you have reconfigured your system to support SAS OnDemand for Academics: Forecast Server and registered your course, you can start the application by following these steps:

- 1 Log on to your SAS OnDemand for Academics Home page.
- 2 From the **Manage Courses** area, select **Get Software** next to the appropriate course. Selecting this link will open a window that includes information about how to configure your system as well as how to start the application.
- 3 Click the link that is used to start *SAS OnDemand for Academics: Forecast Server* (<http://emcloud.oda.sas.com:16401/Forecasting/main.jnlp>).
- 4 If you are presented with a security warning, select **Run**.
- 5 In the **User Name** field, enter your SAS Server user ID. This user ID is also displayed on your SAS OnDemand for Academics home page:



Note: Your SAS Server user ID is case sensitive and should be entered in all lowercase. If you enter your SAS Server user ID using uppercase or mixed case letters, you might be able to log on, but certain tasks might not perform properly.

- 6 In the **Password** field, enter your SAS Profile password. There are two times when you might have supplied a SAS Profile password: either when you originally created a SAS Profile or when you registered for SAS OnDemand for Academics.
- 7 Click **Log On**.

To start *SAS OnDemand for Academics: Forecast Server* in the future, you can perform the previous steps or simply save the following URL as a bookmark and use it:
<http://emcloud.oda.sas.com:16401/Forecasting/main.jnlp>

Access the SAS Server

You are prompted to connect to the SAS Server each time you start *SAS OnDemand for Academics: Forecast Server*. The server (which is hosted at SAS Institute Inc.) remotely processes any submitted SAS files or projects and returns results to your computer.

Make sure that you have a working Internet connection if you are unable to use a SAS OnDemand for Academics software application to perform processing. If your internet connection is working normally, it is likely that the SAS Server is temporarily unavailable. Please try to use the server again later. You can also log on to the SAS

OnDemand for Academics Control Center. The SAS OnDemand for Academics Control Center typically provides a message if the SAS Server is unavailable or expected to be unavailable in the near future.

SAS Server maintenance and availability

SAS makes its best efforts to make the server available as much as possible and to keep unexpected downtime to a minimum. There could be limited times when the server is unavailable because SAS is performing maintenance, testing, or performance enhancement tasks.

- ❑ If server maintenance is needed, SAS will try to perform this work during nontraditional usage hours to lessen any impact to users.
- ❑ SAS uses the third Saturday of each month to perform scheduled maintenance on its systems (if needed). Therefore, the server might be unavailable for a portion of time on the third Saturday of each month.

To determine if SAS servers are available, visit the SAS Server status Web page: (<https://www.ondemand.sas.com/status/oda/>).

Requesting SAS Server availability notification

If you would like to be notified when the SAS Server is unavailable due to extended maintenance or due to unforeseen circumstances, please subscribe to the SASONDEMANDSERVER-L mailing list:

- 1 Send e-mail to `LISTSERV@LISTSERV.SAS.COM`.
- 2 In the body of the e-mail, type `subscribe SASONDEMANDSERVER-L`
- 3 Send the e-mail (no subject line is needed). Follow any instructions you receive via e-mail.

To unsubscribe from SASONDEMANDSERVER-L, perform the following steps:

- 1 Send e-mail to `LISTSERV@LISTSERV.SAS.COM`.
- 2 In the body of the e-mail, type `unsubscribe SASONDEMANDSERVER-L`
- 3 Send the e-mail (no subject line is needed)

Step 4. Prepare course data

Due to its architecture, both local data and data uploaded by instructors are unavailable for use with SAS OnDemand for Academics: Forecast Server. Please use the default SAS data sets provided on the SAS server when using this offering.

To view the available SAS libraries, use the appropriate method to browse data within SAS OnDemand for Academics: Forecast Server.

Step 5. Review and test Course Materials

This offering is designed for teaching purposes only. Although SAS Forecast Server is capable of generating forecasts and reconciling estimates across very large SAS data sets with deep hierarchical structures, for the purpose of teaching we have limited the

number of levels of a hierarchy to three (for example: state, store, product). Three levels are sufficient to demonstrate top-down, middle-out, and bottom-up reconciliation of forecasts for students.

Instructors are further cautioned that SAS data sets with a significant number of categories within a hierarchy might require processing time longer than what is appropriate for the typical live classroom setting.

Importance of reviewing course materials

In some cases, the steps needed to complete certain tasks might be different when using SAS OnDemand for Academics software applications (versus traditional SAS software applications). By reviewing and testing your course materials prior to class, you can prepare yourself and your students for any minor differences.

Note: While it might take 30 minutes or less to review available course information and test the information against SAS OnDemand for Academics, you might have to register for and/or request course materials from SAS (if applicable). This process could take a few days. Please plan accordingly.

Teaching materials provided by SAS

SAS Education provides certain teaching materials free of charge to instructors at degree-granting academic institutions. These materials include an electronic copy of course notes, slides, and in some cases, code and data. The materials are not available for use by students. Visit Teaching materials from SAS at the Training & Bookstore for SAS Global Academic Program at <http://support.sas.com/learn>. In some cases, we have already uploaded the SAS data sets used by popular teaching materials.

Note: Prior to downloading the course materials, an instructor must register for SAS OnDemand for Academics. Additionally, instructors will be required to accept a license agreement that specifies the terms and conditions of usage.

The materials were developed for users who are running SAS locally. Certain SAS code examples might not work or might need to be modified.

Books, training, and other reference materials

SAS Publications are available online at <http://support.sas.com/publishing>. You can find books, review portions of each book, and place orders.

SAS Publishing offers products to qualified college faculty who are interested in teaching SAS. For more information, see the Academic Evaluation Copy Program.

Other publications are available for download from the SAS OnDemand for Academics Web site on <http://support.sas.com/ondemand>.

Step 6. Share course information with students

After you create your course, prepare your data, and become familiar with the software, you should:

- invite your students to register for your SAS OnDemand for Academics course
- provide important information on how to access the course software and data

We recommend that you ask your students to complete these steps prior to the beginning of your course (if possible) or during the first week of your course. Some instructors choose to use the first class of a course to review how to perform these steps.

Ask students to register for SAS OnDemand for Academics

When you create a course within SAS OnDemand for Academics, you are presented with text that you can copy and paste in to an e-mail to send to your students. This text provides the information that your students will need to register for SAS OnDemand for Academics and download the appropriate software application.

If you don't copy and paste the text when you initially create a course, you can access the information again at any time:

- 1 Log on to your SAS OnDemand for Academics Home Page.
- 2 Under the Manage Courses area, click the **Info** link next to the appropriate course.
- 3 Select **View a sample message**.

A generic version of the e-mail text is provided below as an example. You can copy, paste, and customize this text if needed. For example, if you have a coupon code that students need to use, you can include that code in your e-mail.

Dear *student*:

I plan to use *SAS OnDemand for Academics: Software Application Name* software to teach *course name*.

As a student in my class, you will need to register for SAS OnDemand for Academics and then access *SAS OnDemand for Academics: Software Application Name*.

Here's how to get started:

1. Access the SAS OnDemand for Academics Control Center at the following URL:
<http://support.sas.com/ctx3/sodareg/index.html>
2. Review the information and follow the steps at this site.
3. If you have additional questions, review the information about using SAS OnDemand for Academics at <http://support.sas.com/ondemand> or contact me.

Thank you.

Provide students with information about the system

While it is up to you to determine how you want to invite your students to participate, we recommend that you send e-mail to the students on your course roster. In the e-mail, it might be useful to:

- ❑ highlight system requirements, especially if you think the requirements could be an issue for some students. Please note that the SAS OnDemand for Academics products are not supported on Macintosh computers.
- ❑ include step-by-step installation instructions.

Suggested information to share with students

How to register for SAS OnDemand for Academics. A printable, step-by-step guide “SAS OnDemand for Academics: Forecast Server, Student Registration Instructions” is available from http://www.sas.com/govedu/edu/programs/forecastserver_student.pdf.

As an instructor, you might want to share copies of the guide or links to the appropriate guide with your students.

How to start SAS Forecast Server. After registering for SAS OnDemand for Academics, students just click the link from their SAS OnDemand for Academics Home Page to start SAS Forecast Server

(<http://emcloud.oda.sas.com:16401/Forecasting/main.jnlp>).

Step 7. Review the basics for working with data and results

During the first week of class, we recommend that you review with your students the basics of working with SAS data sets and results in SAS OnDemand for Academics: Forecast Server.

About project storage

By default, all SAS OnDemand for Academics: Forecast Server projects are stored on the SAS server. Due to the architecture of this offering, there is no way to save your projects locally.

The large size of projects and their forecasts might also prove to be problematic to save locally. In a teaching setting, sharing the results of your forecasting projects should be sufficient.

Working with forecasting project results

Students can share their results (graphs) with instructors should that be necessary to support course assignments. Instructors can also save or share the results of their forecasting project work. To do so:

Start SAS OnDemand for Academics: Forecast Server.

- 1 Open the appropriate project.
- 2 Rerun the project (if necessary) to produce the appropriate graph.
- 3 Select **Tools --> Reports and Stored Processes**.

- 4 From the Output Options, select a report format and then click **Run**.
- 5 Save the report or export the report data to another program. For example, if you choose HTML as the report format, you can generate the report, right click on the report, and then export the data to Microsoft Excel. If you choose CSV as the report format, then the report will generate within Microsoft Excel (provided that you have the application) by default.
- 6 Share the report as needed.

Step 8. Help for Common Problems

Please check the commonly asked questions about SAS OnDemand for Academics: Enterprise Miner in this section and follow the procedures below for additional help.

Where can instructors find help?

Please follow the steps below to resolve any technical issues.

Step 1: Review Commonly Asked Questions, SAS Notes, and SAS Documentation

Use the key word 'ondemand academics' to search for issues specific to SAS OnDemand for Academics from these sources:

- Commonly Asked Questions about SAS® OnDemand for Academics in this manual
- SAS Notes, a database of common technical issues found on <http://support.sas.com/notes>
- SAS Product Documentation on <http://support.sas.com/documentation>

Step 2: Contact Your SAS Site Representative (if applicable)

If you are an instructor at a university that already uses SAS Software, then you might have a SAS Site Representative who can provide SAS support.

If you are unsure about whether you have a SAS Site Representative, contact the person or department that supports your university's software purchases and installation.

Step 3: Contact SAS Technical Support (Instructors)

SAS Technical Support is designed to assist you with technical issues such as installation or setup questions. They are not available for providing training or answering basic usage questions.

If the above steps have not resolved your issue, please contact SAS Technical Support:

- 1 Open the SAS Technical Support Problem Form found on <http://support.sas.com/techsup>.
- 2 Fill out and submit the form. When filling out the form, use the following values:
 - For **Company Name**, enter SAS OnDemand for Academics.
 - For **Site Number**, enter 00700315

Optionally, e-mail your support request to support@sas.com. Be sure to specify that you are using SAS OnDemand for Academics.

Where can students find help

Students should be asked to follow the steps below to resolve any support issues they encounter:

Step One: Review Commonly Asked Questions, SAS Notes, and SAS Documentation

Use the key word 'ondemand academics' to search for issues specific to SAS OnDemand for Academics from these sources:

- ❑ Commonly Asked Questions about SAS OnDemand for Academics in this manual
- ❑ SAS Notes, a database of common technical issues found on <http://support.sas.com/notes>
- ❑ SAS Product Documentation on <http://support.sas.com/documentation>

Step Two: Contact Your Instructor

If you are a student and you have questions about using SAS OnDemand for Academics, contact your instructor. Instructors can point students toward educational resources and help ensure that offerings are used correctly.

If further assistance is needed, then your instructor can contact SAS Technical Support.

Commonly Asked Questions for SAS OnDemand for Academics: Forecast Server

- ❑ How do I configure my PC to use SAS OnDemand for Academics: Forecast Server?
In order to use SAS OnDemand for Academics: Forecast Server, you must first ensure that your PC is properly configured and that you have the appropriate Java Runtime Environment installed. For step-by-step instructions, see “Step 1: Confirm system requirements” for SAS OnDemand for Academics: Forecast Server
- ❑ How do I start SAS OnDemand for Academics: Forecast Server?
After you have configured your system to support SAS OnDemand for Academics: Forecast Server, you can start the application:
 - 1 Log on to your SAS OnDemand for Academics Home page.
 - 2 From the Manage Courses area, select **Get Software** next to the appropriate course. Selecting this link will open a window that includes information about how to configure your system as well as how to start the application.
 - 3 Click the link that is used to start SAS OnDemand for Academics: Forecast Server (<http://emcloud.oda.sas.com:16401/Forecasting/main.jnlp>) .
 - 4 If you are presented with a security warning when you attempt to start SAS OnDemand for Academics: Forecast Server, select **Run**.
 - 5 In the User Name field, enter your SAS Server user ID. This user ID is also displayed on your SAS OnDemand for Academics home page:

Note: Your SAS Server user ID is case sensitive and should be entered in all lowercase. If you enter your SAS Server user ID using uppercase or mixed case letters, you might be able to log on, but certain tasks might not perform properly.

- 6** In the Password field, enter your SAS Profile password. There are two times when you might have supplied a SAS Profile password: either when you originally created a SAS Profile or when you registered for SAS OnDemand for Academics.

7 Click **Log On**.

To start SAS OnDemand for Academics: Forecast Server in the future, you can perform the previous steps or simply use the following URL:

<http://emcloud.oda.sas.com:16401/Forecasting/main.jnlp>.

- I am an instructor. Can I upload data files to use with SAS Forecast Server?

Unlike some of the other software applications available through SAS OnDemand for Academics, the data that an instructor uploads for their course(s) is unavailable for use with SAS Forecast Server. Instead, both instructors and students must make use of the default SAS data sets provided with SAS OnDemand for Academics.

- When I start SAS OnDemand for Academics: Forecast Server, the software application appears to be named SAS Forecast Studio. Am I using the correct software?

Yes. SAS Forecast Server is the name of the software offering. However, SAS Forecast Studio is the name of the graphical user interface that is used to access SAS Forecast Server functionality.

- What is the name of my SAS Forecast Server Environment?

Each course registered using SAS Forecast Server will have a unique course environment. Instructors can locate the name of their course environment by following these steps:

- 8** Log on to your SAS OnDemand for Academics home page.

- 9** From the Course table, locate the appropriate course.

- 10** Click Get Software.

- 11** Review the section called Starting SAS OnDemand for Academics: Forecast Server. The environment for your course will be listed in step 3

Note: Students will need to contact their instructor if they do not know which environment to select.

- How do I select a SAS Forecast Server Environment?

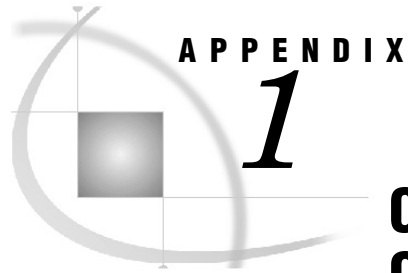
Instructors and students can select their course environments by doing the following:

- 1** Log on to SAS Forecast Server.

- 2** From the Project window, select your course environment from the Environment drop down menu.

Notes:

- The SAS OnDemand for Academics team creates a custom environment for each course using SAS Forecast Server . Please allow up to one business day for the environment to be created.
- Students must contact their instructors if they do not know which environment to select.



Commonly Asked Questions for SAS OnDemand for Academics

<i>Commonly Asked Questions for SAS OnDemand for Academics</i>	85
<i>General / Cost / License</i>	85
<i>Availability and Installation</i>	86
<i>General Usage</i>	87
<i>General Support</i>	89

Commonly Asked Questions for SAS OnDemand for Academics

This appendix answers questions that apply to all SAS OnDemand for Academics software products. For help with specific products, see “Commonly Asked Questions” for the SAS OnDemand for Academics software that you are using.

General/Cost/License

- ❑ How long is my license period?
The license period lasts six months.
- ❑ What is the cost?
It is free for professors and free to students in registered classes.
- ❑ What is the difference between the EAS license and the SAS OnDemand for Academics license for students and professors?
Your SAS account representative can help you decide what is the best option for you to use to teach with SAS software. Contact your SAS academic account representative by calling 800-727-0025 and select option two.
- ❑ Is SAS OnDemand for Academics accessible to users with disabilities?
SAS is aware that academic and other institutions are required to satisfy the accessibility standards contained in Sections 504 and 508 of the Rehabilitation Act (29 U.S.C. 794d) with respect to their use of electronic and information technology. SAS has tested SAS OnDemand for Academics and SAS OnDemand for Academics: Enterprise Guide against relevant standards with the assistance of students who use assistive technologies.

Availability and Installation

- ❑ Who can use SAS OnDemand for Academics?

SAS OnDemand for Academics is available only to college instructors and their students. It is not intended for use by researchers.

SAS OnDemand for Academics is available for international usage in English only. We recommend that instructors test the use of this offering before including it in a course to ensure performance is acceptable.

- ❑ What can I expect during the registration process?

Whether you are an instructor or a student, there are several parts to the registration process, so it's helpful to keep the following in mind:

- ❑ The registration process uses a series of windows to guide you.
- ❑ You will need access to your e-mail account during the registration process. When you begin registration, you will be prompted to enter an e-mail address. Enter the e-mail address of an account that you can access easily while completing your registration.
- ❑ You will receive an e-mail during the initial registration process that you must open and act upon to continue. The e-mail prompts you to click a link to verify your e-mail address. Its primary purpose is to confirm that you are using a valid e-mail address and that someone else is not attempting to register you without your knowledge.

- ❑ Which Internet browsers can I use with SAS OnDemand for Academics?

An Internet browser is required to use the SAS OnDemand for Academics Control Center (registration, course selection, and so on) as well as to download SAS OnDemand for Academics software. We recommend Microsoft Internet Explorer 7 (or earlier) for Microsoft Windows systems. Safari and Mozilla Firefox might be appropriate for Macintosh systems. While other browsers might work with the offering, they have not been fully tested.

- ❑ What is a SAS Profile?

A SAS Profile is an account that you can create to access specific information and resources from the SAS Web site. If you are a current SAS user, you might already have a SAS Profile. If you are a new SAS user, a SAS Profile will be created for you when you register for SAS OnDemand for Academics.

- ❑ Can SAS OnDemand for Academics software be installed on university lab machines?

An employee of a university can download SAS OnDemand for Academics software with the intent of installing it on university lab machines (per the legal click license that must be accepted when registering for SAS OnDemand for Academics).

After the software is installed on the lab machines, only registered users of SAS OnDemand for Academics have the right to use it; these users must log on to the SAS Server using the credentials that were provided to them when they registered for the service.

General Usage

- ❑ How do I log on to my SAS OnDemand for Academics Home Page?
Your SAS OnDemand for Academics Home Page is part of the SAS OnDemand for Academics Control Center. The Control Center is used by students to register, purchase courses, and view course information. The Control Center is used by instructors to register, create courses, view course information, edit course information, and delete courses.
To log on to your SAS OnDemand for Academics Home Page, see “Access your SAS OnDemand for Academics account” for the SAS OnDemand for Academics software that you are using.
- ❑ I've used the correct log on values and I still can't connect to the SAS Server to perform processing. What's wrong?
There are a few common reasons why you might not be able to connect:
 - ❑ You might have a brand new account. Your account will be activated within 15 minutes of registration, and then you'll gain access to the SAS Server.
 - ❑ The SAS Server might be temporarily down for maintenance.
 - ❑ Your account status might be Pending.
 - ❑ Your SAS Profile password might have expired. This password must be reset after 180 days (approximately six months). For more information, see [Resetting your SAS Profile Password](#).
 - ❑ Your SAS Profile password might be too weak. See “What is a SAS Profile?” for the SAS OnDemand for Academics software that you are using.
 - ❑ Your account might have expired. Student accounts are valid for the duration of the registered course (plus a grace period to ensure that assignments can be completed).
 - ❑ The SAS Server might be down at certain times for maintenance, testing, or enhancements. If you are unable to connect, make sure that you have a working Internet connection. If you do and you still cannot connect, please try again at a later time. For more details, see “SAS Server maintenance and availability” for the SAS OnDemand for Academics software that you are using.
- ❑ My connection to the SAS Server failed after I left my machine. What happened?
An open connection to the SAS Server will likely disconnect (time out) after one hour (or less) if the connection is idle (that is, you have not performed any processing). Many firewalls disconnect open sessions after an hour of idle time (or less). SAS recommends that you complete your work, save it, and then exit SAS OnDemand for Academics before you leave the computer.
- ❑ How do I define a course?
Only instructors can define courses. To define a course, log on to the SAS OnDemand for Academics Control Center. Next, select Register a Course from your home page to begin. For information about editing or deleting existing courses, see [How do I edit or delete a course?](#)
- ❑ How do I edit a course?
Instructors have the ability to edit a course until a student registers for the course. To edit a course, log on to the SAS OnDemand for Academics Control

Center to access your home page. From the Manage Courses area, find the course that you want to update then select edit. Update the course information as needed and then select Submit to save the changes.

- ❑ Can I collaborate with other users?

Currently, there are a few ways that you can collaborate:

- ❑ You can share files through network storage space that both parties can access (such as AFS or NFS mounted drives).
- ❑ If an instructor chooses to store data on the SAS Server for a course, then the students in that course can all share the same data by using the LIBNAME or FILENAME statement that the instructor provides.
- ❑ You could consider using third party tools, such as www.blackboard.com.

- ❑ I'm a professor. Can I add students to my class from other countries?

When you create a course, that course (as well as any data that you upload for your students) is connected to the set of hosted academic servers that are in your geographical region (for example, Europe or the United States).

When a user registers for SAS OnDemand for Academics, they are automatically associated with the set of hosted academic servers that are in their geographic region. If an instructor and a student are not associated with the same hosted academic servers, then the student can still use the offering, but they will not have access to any data that the professor has uploaded for the class.

For example, if a professor in France has a student in the United States, then that student won't have access to any data that the professor has uploaded. The student could still use all of the other features of the offering.

- ❑ I'm an instructor and I am receiving a "permission denied" error when trying to use FTP to store data on the SAS Server. What's wrong?

Your FTP client could be in passive mode. For more information, see “Encountering permission denied errors while using FTP” for the SAS OnDemand for Academics software you are using.

- ❑ Can I point to local SAS data sets or files using a LIBNAME or a FILENAME statement?

No. The SAS Server is unable to access or recognize the local drives of your PC. If you write a LIBNAME statement or a FILENAME statement that references a local directory path, you will receive processing errors. To determine which data storage option is available for your course, see “Options for providing course data to students” for the SAS OnDemand for Academics software that you are using.

- ❑ Can I store files on the SAS Server?

Instructors have the ability to store data files on the SAS Server. Other types of files (such as program files, course notes, or directories) are not allowed. Once a data file has been stored on the SAS Server, students and instructors can access it using an appropriate LIBNAME or FILENAME statement. Instructors are provided with a unique LIBNAME and FILENAME statement for each course that they teach in case they decide to use the SAS Server to store data files.

- ❑ I have uploaded a SAS data set, but I can't see or access it. What is wrong?

Please be sure that the SAS data set that you uploaded is named using all lowercase letters. Our hosted servers use Unix; they do not recognize mixed or uppercase letters. If you have uploaded a SAS data set that uses mixed or

uppercase letters, simply rename the SAS data set to use all lowercase letters (with no spaces in the name) and then upload the SAS data set again.

- ❑ I am an instructor. Can I upload data from third party sources to the SAS Server?
Some universities purchase third party data sources or use open source third party data sources. Often times, these data sources are protected by specific license agreements or terms of use. It is your responsibility to do the following:
 - ❑ ensure that you have the right to upload third party data sources to the SAS Server
 - ❑ verify that usage of the third party data sources does not violate any third party rights or any applicable laws or regulations
 - ❑ review the license agreement or terms of use for the third party data sources in question prior to uploading this type of data to the SAS Server

- ❑ Is there a limit to the number of times I can submit SAS jobs to the SAS Server?
No. There is no limit.

- ❑ Can I use the SAS Server with other SAS software that I have licensed?
No. The SAS Server has been configured to support only software client applications associated with SAS OnDemand for Academics.

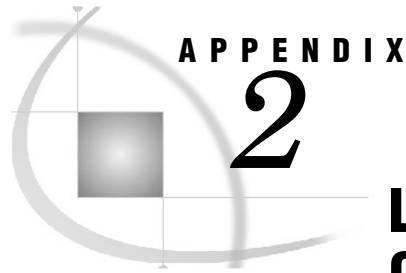
- ❑ I received an error message when trying to create a folder on the SAS Server. What's wrong?
You may receive an error message such as this:
“A call to the metadata repository failed. See details for more information.”
In this case, it's likely that you were trying to create a folder on the SAS Server. This behavior is not currently supported because it is not possible to save your work on the SAS Server. Instead, please save any work to a local folder. When prompted to save your work, select Local Computer instead of SAS Servers and then select the appropriate local directory.

General Support

- ❑ What should I do if I forget my password?
You need to use a password to log on to SAS OnDemand for Academics or to connect to the SAS Server (SAS Cloud) when prompted by SAS OnDemand for Academics: Enterprise Guide. In all cases, your password is the same as your SAS Profile password. If you have forgotten your SAS Profile password, then follow these steps:
 - 1 Use the My Profile page to update your SAS Profile password:
(<https://www.sas.com/profile/user/login.htm>) .
Note: Your password must meet the following criteria:
 - a. It cannot be the name that you used to register or exceed two consecutive characters from that name. For example, if you registered as ‘Jonathan Smith’, you could not use either ‘Jonathan’ or ‘Smith’ and you could not include three consecutive characters such as ‘jon’ or ‘ith’.
 - b. It must be at least eight characters in length.

- c. It must contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)
- 2 Access SAS OnDemand for Academics.
 - 3 Enter your e-mail address and use your updated SAS Profile password when you are prompted to enter a password.
 - 4 When appropriate, use your updated SAS Profile password (along with your SAS Server User ID) to log on to a SAS OnDemand for Academics software application.
 - If I have trouble with my software, how do I get support?
 - Please refer to the information in this manual under “Step 8. Help for Common Problems” for the software being used in your course. If you are an instructor, you can send your request to this email address: `support@sas.com`. Be sure to specify that you are using SAS OnDemand for Academics.
 - How will students find out about SAS OnDemand for Academics?
 - Instructors are responsible for communicating their intent to use SAS OnDemand for Academics with their students. When an instructor registers a course with SAS OnDemand for Academics, a confirmation window appears that includes optional “student message” text. This text can be copied and pasted in to an e-mail message that can then be sent to students. Additionally, the optional “student message” text can also be accessed again if the instructor edits one of their registered courses. Instructors can also choose to compose their own student message, if desired.
 - When will my SAS OnDemand for Academics license expire?
 - SAS OnDemand for Academics student licenses are good for the duration of the registered course (plus a short grace period to ensure that students can complete assignments). While instructor licenses have no expiration date, an instructor might have to re-register in the future to receive updates. Information will be provided through e-mail as needed.
 - How can I check my account status?
 - To determine the status of your SAS OnDemand for Academics account, do the following:
 - 5 Access SAS OnDemand for Academics Control Center (<http://support.sas.com/ctx3/sodareg/index.html>)
 - 6 Enter your e-mail address and your SAS Profile password and then click **Enter**.
 - 7 Review the **Status Indicator** at the top of your SAS OnDemand for Academics home page. Your status will be one of the following values:
 - Active** - You are a current user and your account is working properly.
 - Pending** - You have a user ID, but it is not yet active. If you are a student, your status will change to Active after you registered for a course license. If you have completed registration steps (including creating a course if you are an instructor or registering for a course license if you are a student) and you still see a status of **Pending**, then log out of the SAS OnDemand for Academics Control Center and then log back in. Repeat this step until your status changes to **Active**.

- ❑ **Password Expired** - Your SAS Profile password has expired.
- ❑ **Disabled** - Your account has expired or the SAS Administrator has turned off your license in accordance with the terms of the legal agreement. If your account has expired, you can enable your account again by registering for another SAS OnDemand for Academics course (if your instructor chooses to teach a course with SAS OnDemand for Academics).



Learning Resources for SAS OnDemand for Academics

<i>Learning Resources for SAS OnDemand for Academics</i>	93
<i>Training and Usage Videos</i>	93
<i>e-Learning Courses</i>	94
<i>Teaching materials</i>	94
<i>Enterprise Guide resources</i>	94
<i>Tutorial</i>	94
<i>Online SAS Enterprise Guide Demonstration</i>	95
<i>Online Practice Exercises, Statistics Information, and Sample SAS Data Sets</i>	95
<i>Product Documentation</i>	95
<i>Books</i>	95
<i>White Papers</i>	95
<i>Enterprise Miner resources</i>	96
<i>Product Documentation</i>	96
<i>Books</i>	96
<i>Forecast Server resources</i>	96
<i>Product Documentation</i>	96
<i>Books</i>	96

Learning Resources for SAS OnDemand for Academics

This appendix lists resources that are available for instructors and students on <http://support.sas.com>. Some resources are offered at no cost; others are available for purchase only.

Note: If any of the supporting materials identified in this appendix are not inherently accessible and you require an accessible format, please send e-mail to ondemandacademics@sas.com. SAS will work with you to provide an accessible format.

Training and Usage Videos

SAS has designed following videos have been designed to help you learn more about SAS OnDemand for Academics or to help you learn how to perform tasks quickly. The titles listed below are available at no cost at <http://support.sas.com/ondemand/videos.html>.

Professors

- Registering for SAS OnDemand for Academics: For Professors
- Creating a course for SAS OnDemand for Academics: For Professors
- Uploading SAS Data Sets to the SAS Servers using FTP: For Professors
- Using a LIBNAME Statement: For Professors

Students

- Registering for SAS OnDemand for Academics: For Students
- Using a LIBNAME Statement: For Students
- Using a FILENAME Statement: For Students

e-Learning Courses

SAS provides many e-Learning courses (e-Courses) to help you learn how to use our software. The following e-Courses have been specifically designed to work with SAS OnDemand for Academics:

- SAS Programming 1: Essentials
- SAS Programming 2: Data Manipulation Techniques
- SAS Programming 3: Advanced Techniques and Efficiencies
- SAS Macro Language 1: Essentials
- SAS SQL 1: Essentials
- SAS Enterprise Guide 1: Querying and Reporting
- SAS Enterprise Guide: ANOVA, Regression, and Logistic Regression
- Applied Analytics Using SAS Enterprise Miner

If you are a student, review the Academic Discounts site for promotional information or ask your customer representative for details. Students are eligible to receive 50% off any of the e-Courses that have been designed to work with SAS OnDemand for Academics software.

To purchase any of the e-Learning courses mentioned, you can:

- order online from SAS e-Learning
(<http://support.sas.com/training/elearn/index.html>)
- call toll free at 1-800-333-7660
- access the training registration form
(<http://support.sas.com/training/us/regform.pdf>)

Teaching materials

For a list of available teaching materials from SAS, visit SAS Global Academics Web site at the following location: <http://support.sas.com/learn/ap/prof/index.html>.

Enterprise Guide resources

The following training and reference materials for SAS OnDemand for Academics: Enterprise Guide are available at no cost:

Tutorial

If you are new to SAS Enterprise Guide or want to learn more about using SAS Enterprise Guide, you will find the free Getting Started tutorial helpful. As you

complete the topics in this tutorial, you will learn to use the main features of SAS Enterprise Guide.

After you have completed your registration and downloaded the software, you can access this online tutorial by doing the following:

- 1 Select **Start ▶ Programs ▶ SAS ▶ Enterprise Guide 4.2 OnDemand**. The Credentials Required window opens.
- 2 Enter your SAS Server user ID. You can find this user ID on your SAS OnDemand for Academics home page.
- 3 Enter the password associated with your SAS Profile account.
- 4 Select **OK**. The SAS Enterprise Guide window opens. You are now logged on to the SAS Server.
- 5 Select **Tutorial: Getting Started with SAS Enterprise Guide** from the Welcome to SAS Enterprise Guide window.

Online SAS Enterprise Guide Demonstration

To see SAS Enterprise Guide in action, visit the following Web site:

http://www.sas.com/govedu/edu/egdemo/itour_flash.html

Online Practice Exercises, Statistics Information, and Sample SAS Data Sets

For instructions about how to perform all of the basic statistics taught in an introductory statistics class, a library of SAS data sets and a library of practice exercises, visit the SAS Online Resources for Statistics Education site at <http://support.sas.com/learn/statlibrary/>.

Product Documentation

SAS Enterprise Guide online documentation is available from the Product Documentation area on <http://support.sas.com/documentation/>.

Books

A number of books from SAS Publishing are available for SAS Enterprise Guide. You can use the SAS Bookstore Web site (<http://support.sas.com/publishing/>) to find the books, review portions of each book, and place orders. You use the site's search feature to locate topics or products of interest such as for Enterprise Guide or Base SAS.

White Papers

You can access the following titles by visiting the locations provided below:

- ❑ A SAS Programmer's Guide to SAS Enterprise Guide
http://supportexp.unx.sas.com/ondemand/pdf/SGF07_EG_for_Programmers.pdf
- ❑ Dynamic Projects in SAS Enterprise Guide - How to Create and Use Parameters
http://supportexp.unx.sas.com/ondemand/pdf/SGF07_Parameters_in_EG.pdf
- ❑ Introduction to SAS Enterprise Guide 4.1 for Statistical Analysis
http://supportexp.unx.sas.com/ondemand/pdf/SUGI31_EGuide4-1Overview.pdf

Enterprise Miner resources

Product Documentation

To access product documentation, sample data, and more, go to SAS Enterprise Miner from the Product Documentation area at <http://support.sas.com/documentation/>.

Books

A number of books from SAS Publishing are available for SAS Enterprise Miner. You can use the SAS Bookstore Web site (<http://support.sas.com/publishing/>) to find the books, review portions of each book, and place orders. You use the site's search feature to locate topics or products of interest such as for Enterprise Miner or data mining.

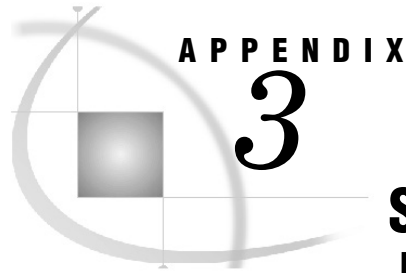
Forecast Server resources

Product Documentation

To access product documentation, sample data, and more, go to SAS Forecast Server on the Product Documentation area at <http://support.sas.com/documentation/>.

Books

A number of books from SAS Publishing are available for SAS Forecast Server. You can use the SAS Bookstore Web site (<http://support.sas.com/publishing/>) to find the books, review portions of each book, and place orders. You use the site's search feature to locate topics or products of interest such as for Forecast Server or forecasting.



SAS OnDemand for Academics with JMP Software

<i>SAS OnDemand for Academics with JMP Software</i>	97
<i>Step One: Registering to use SAS OnDemand for Academics</i>	97
<i>Instructor registration</i>	97
<i>Student registration</i>	98
<i>Step Two: Downloading and installing the sas.rutil.jar file</i>	98
<i>Step Three: Creating a SAS Server Profile within JMP</i>	98
<i>Step Four: Connecting to the SAS Server using JMP</i>	99

SAS OnDemand for Academics with JMP Software

If you have purchased and installed JMP software (Version 8 or 9) in the United States, then you can use JMP to connect to the hosted SAS servers that are used by SAS OnDemand for Academics. This will enable you to integrate JMP and SAS together.

To integrate with SAS using this method, you must:

- register to use SAS OnDemand for Academics
- download sas.rutil.jar file and place it in the appropriate directory
- create a SAS server profile within JMP
- connect to the SAS server from JMP.

Step One: Registering to use SAS OnDemand for Academics

This step needs to be performed only once.

Instructor registration

If you are an instructor, perform the following steps:

- 1 Access SAS OnDemand for Academics.
<http://support.sas.com/ctx3/sodareg/index.html>
- 2 Register as an instructor. During the registration process, a user ID and password will be created for you.
- 3 After you have registered, log on to your SAS OnDemand for Academics home page using your e-mail address and SAS profile password.
- 4 Create a course. When prompted to select a client, choose **SAS Server Access for JMP**. During this process, the information that you need to create a SAS server profile will be identified.
- 5 Invite your students to register for your course. Share the SAS server profile information with them.

Student registration

If you are a student, perform the following steps. Note that your instructor must have registered a course before you can register.

- 1 Access SAS OnDemand for Academics.
- 2 Register as a student. Select the appropriate university and the course that is associated with your instructor.

During the registration process, a user ID and password will be created for you.

Step Two: Downloading and installing the sas.rutil.jar file

For JMP to work properly with the SAS OnDemand for Academics hosted servers, you must have the sas.rutil.jar file. This file is export controlled. It can only be used within the United States by United States citizens or legal residents of the United States. The file may not be shared with any party to whom the United States prohibits access to the file.

- 1 Download the file from the Jar File Download Page at this location:
http://support.sas.com/demosdownloads/sysdep_t1.jsp?packageID=000747
- 2 Place the file in the appropriate location.
 - If you are using a PC with the Microsoft Windows operating system, place the jar file in the following location:

```
C:\Program Files\SAS\JMP\9\jmptojava\9.2
```

(If your computer's hard drive is not labeled as 'C', then replace C with the appropriate letter)

- If you are using a Macintosh PC, then do the following:
 - 1 Navigate to the **Applications** folder.
 - 2 Press **Control** and then click on JMP 8 or JMP 9.
 - 3 Select **Show Package Contents** ▶ **Contents** ▶ **Frameworks** ▶ **jmptojava** ▶ **9.2** ▶ **jars**. Place the jar file in this location.

Step Three: Creating a SAS Server Profile within JMP

This step needs to be performed only once.

- 1 Start JMP.
- 2 Select **File** ▶ **SAS** ▶ **Server Connections**.
- 3 In the SAS Server Connections window, select **9.2** from the **SAS Server Version** drop down field.
- 4 In the SAS Server Connections window, click **Metadata Server Profiles** to open the Manage Metadata Server Profiles window.
- 5 Click **Add**. Enter a profile name and description.
- 6 In the **Machine** field, enter **sas92cloud.sas.com**

- 7 In the **Port** field, enter **18561**
- 8 In the **User name** field, enter your SAS Server user ID. This user ID is also displayed on your SAS OnDemand for Academics home page.
- 9 In the **Password** field, enter your SAS Profile password.
- 10 In the **Authentication Domain** field, enter **DefaultAuth**.
- 11 Click **Save**.

Step Four: Connecting to the SAS Server using JMP

This step should be performed any time that you want to connect to hosted SAS servers.

- 1 Start JMP.
- 2 Select **File** ▶ **SAS** ▶ **Server Connections**.
- 3 In the SAS Server Connections window, click **Metadata Server Profiles** to open the Manage Metadata Server Profiles window.
- 4 Click the name of the profile that you created for the SAS server.
- 5 Click **Connect**.

Note: To disconnect from the SAS Server, return to the Manage Metadata Server Profiles window and click **Disconnect**.

