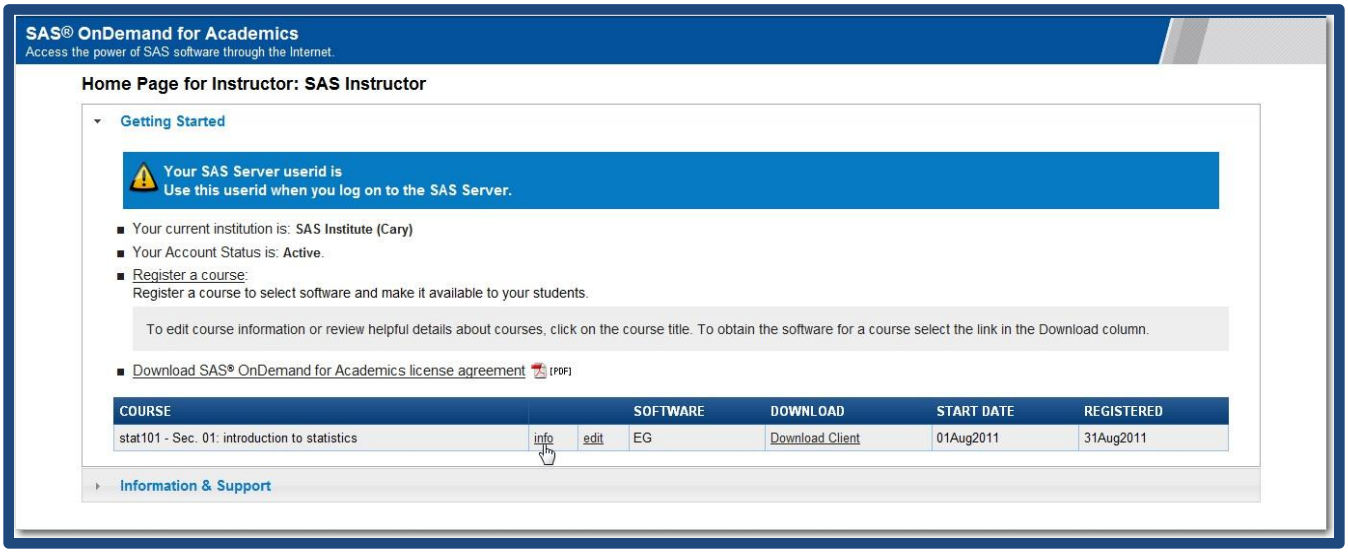
Storing and Accessing Non SAS Files on the SAS Server (Instructors Only)

1. Open the SAS OnDemand for Academics Control Center (http://support.sas.com/ctx3/sodareg/index.html).

2. Log on to your Instructor Home Page.

3. Select the **info** link to the right of your course for which you want to upload data.



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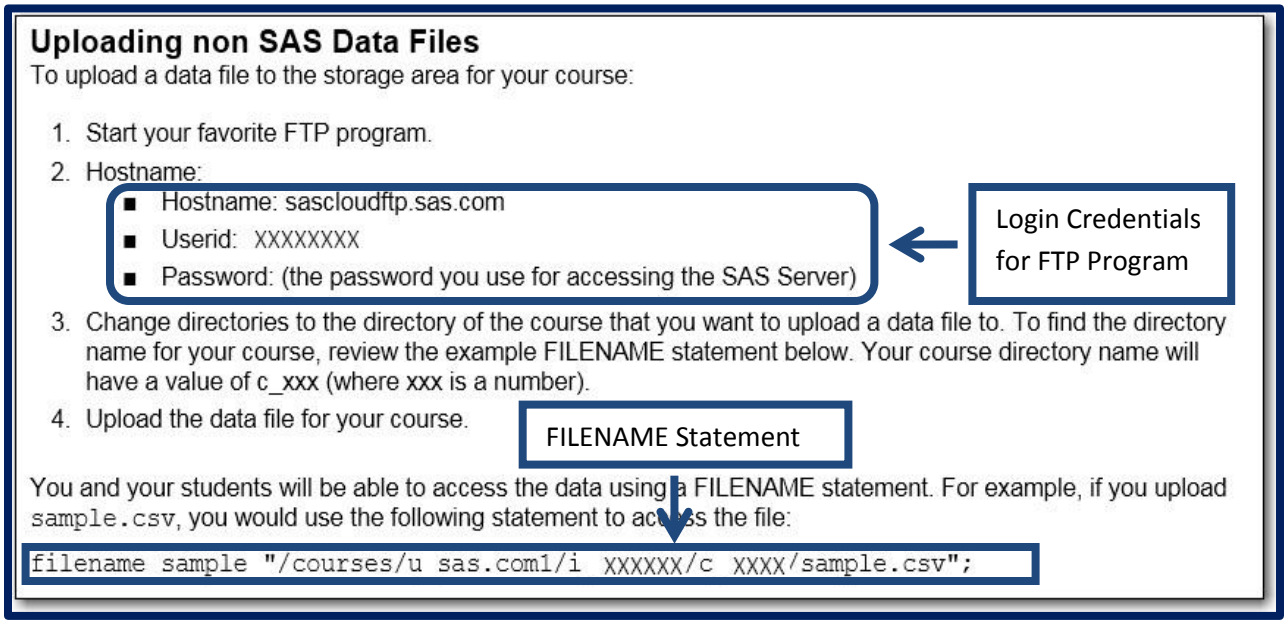
4. Review the information about *Uploading non SAS Data Files*.

   Identify the Hostname, Userid, and FILENAME statement to use with your FTP program. SAS OnDemand for Academics generates a custom FILENAME statement for you to use in your course

   You will need to reference this information later, so it might be helpful to keep this window open throughout the FTP Upload process.



Note: In the above example, 'X' is used to represent actual values, such as your Userid and unique numbers in your FILENAME statement. Refer to Step 3 to determine the values that you should use.

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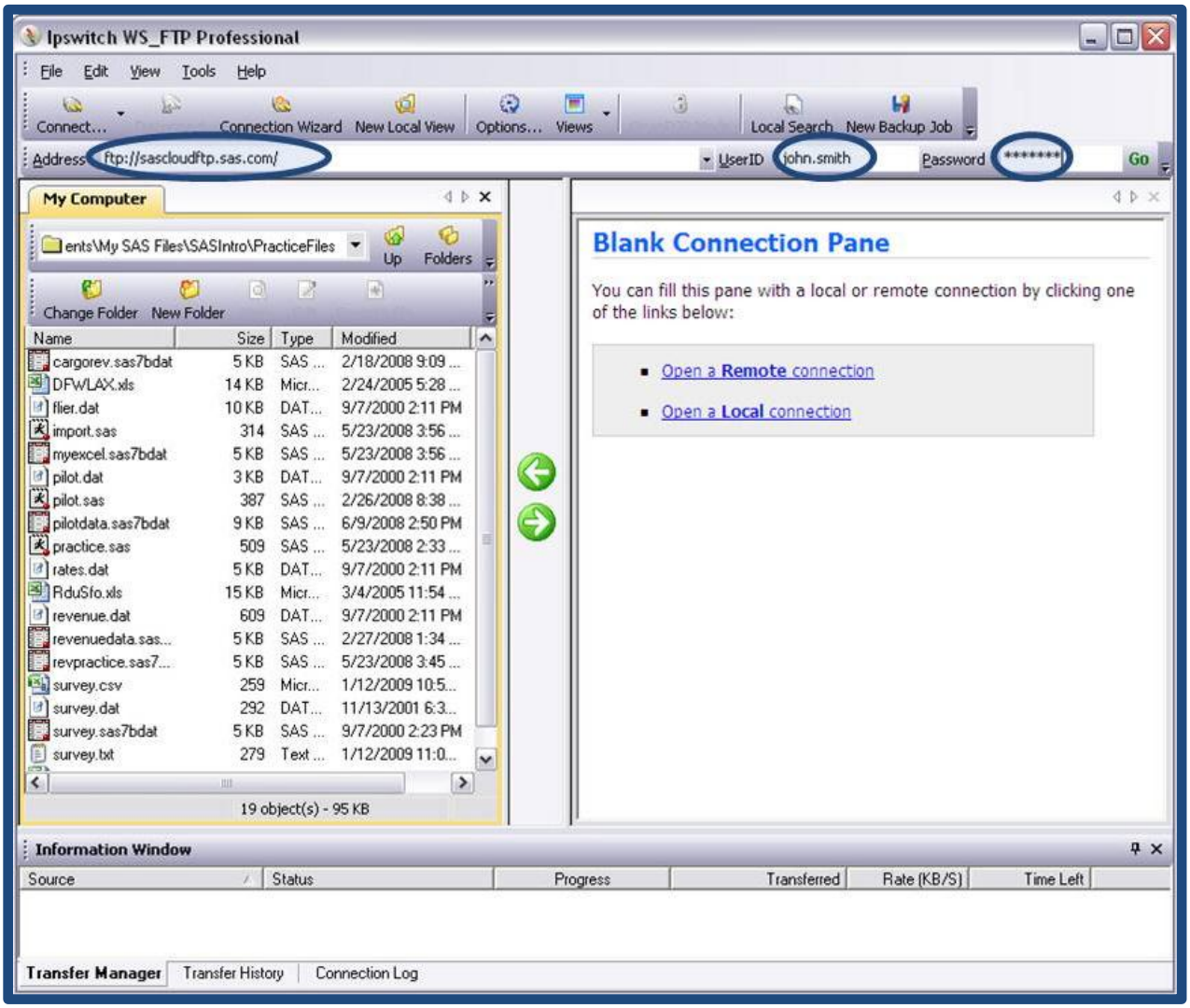
5. Open your desired FTP program and use your SAS® OnDemand for Academics userid and password to log on. In this example, we are using Ipswitch WS_FTP Professional by Ipswitch, Inc.



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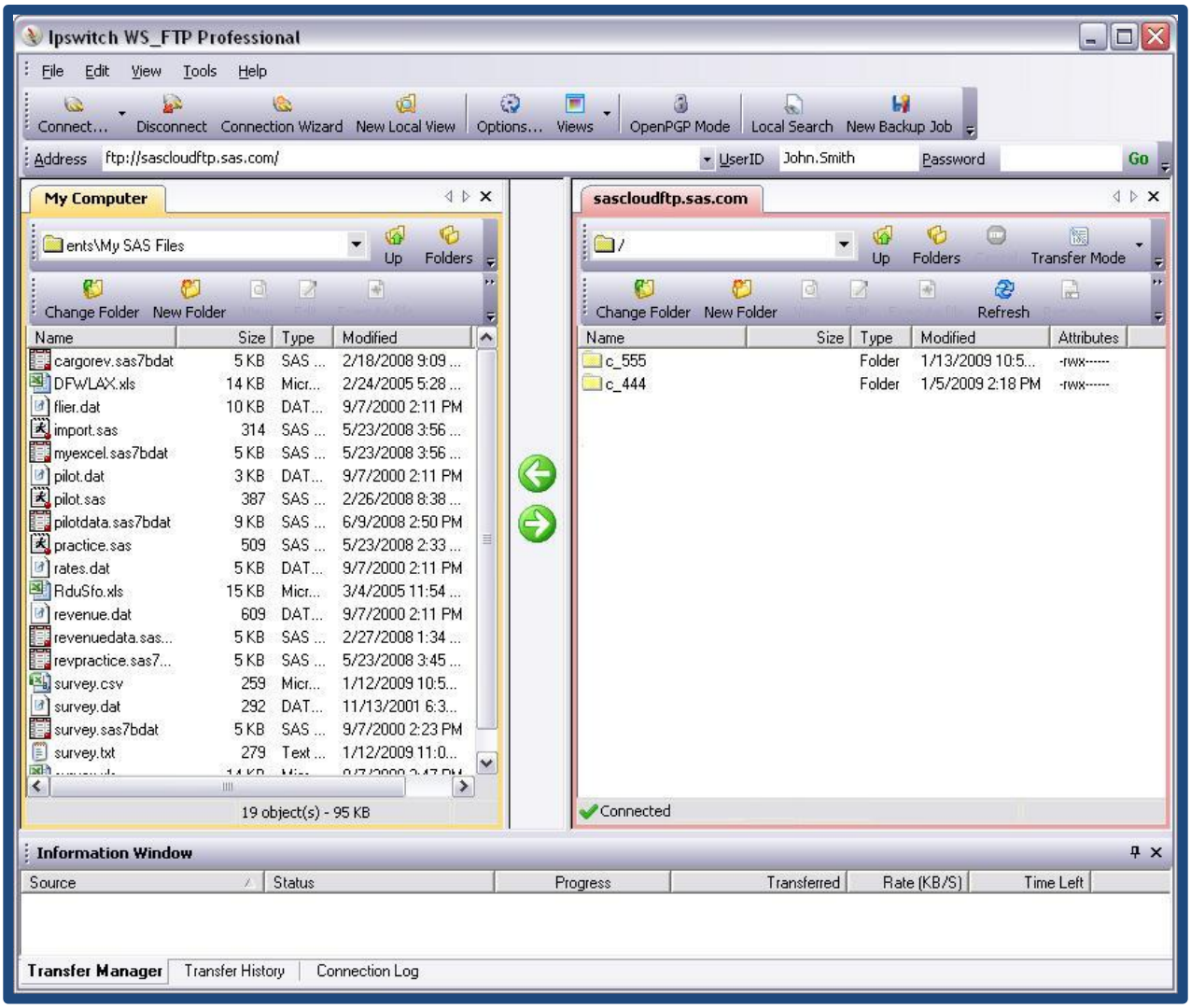
6. After you have used your FTP program to connect to the SAS Server (sascloudftp.sas.com), change the directory to your course folder. The course folder can be found by reviewing the FILENAME statement that was generated for your course:

```
filename sample "/courses/u_2/i_999999/c_555/sample.csv";
```

Title of your course folder



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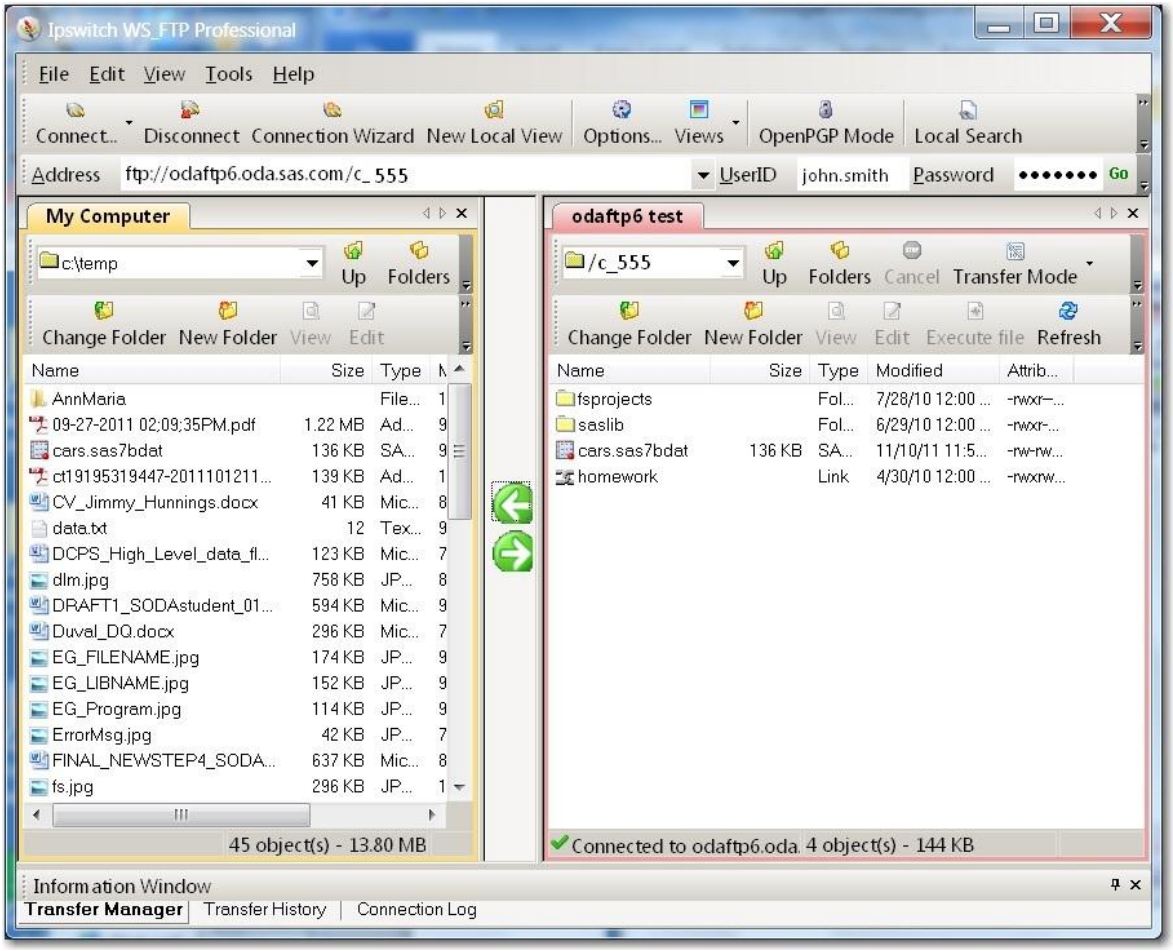
7. After you select the correct course folder, you can upload your file(s) to that folder. You can also create a new folder or select a different, existing folder in which to upload your file(s). Information about creating a new folder is explained in the next section.

   Note: The following are the types of non SAS data files that 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)



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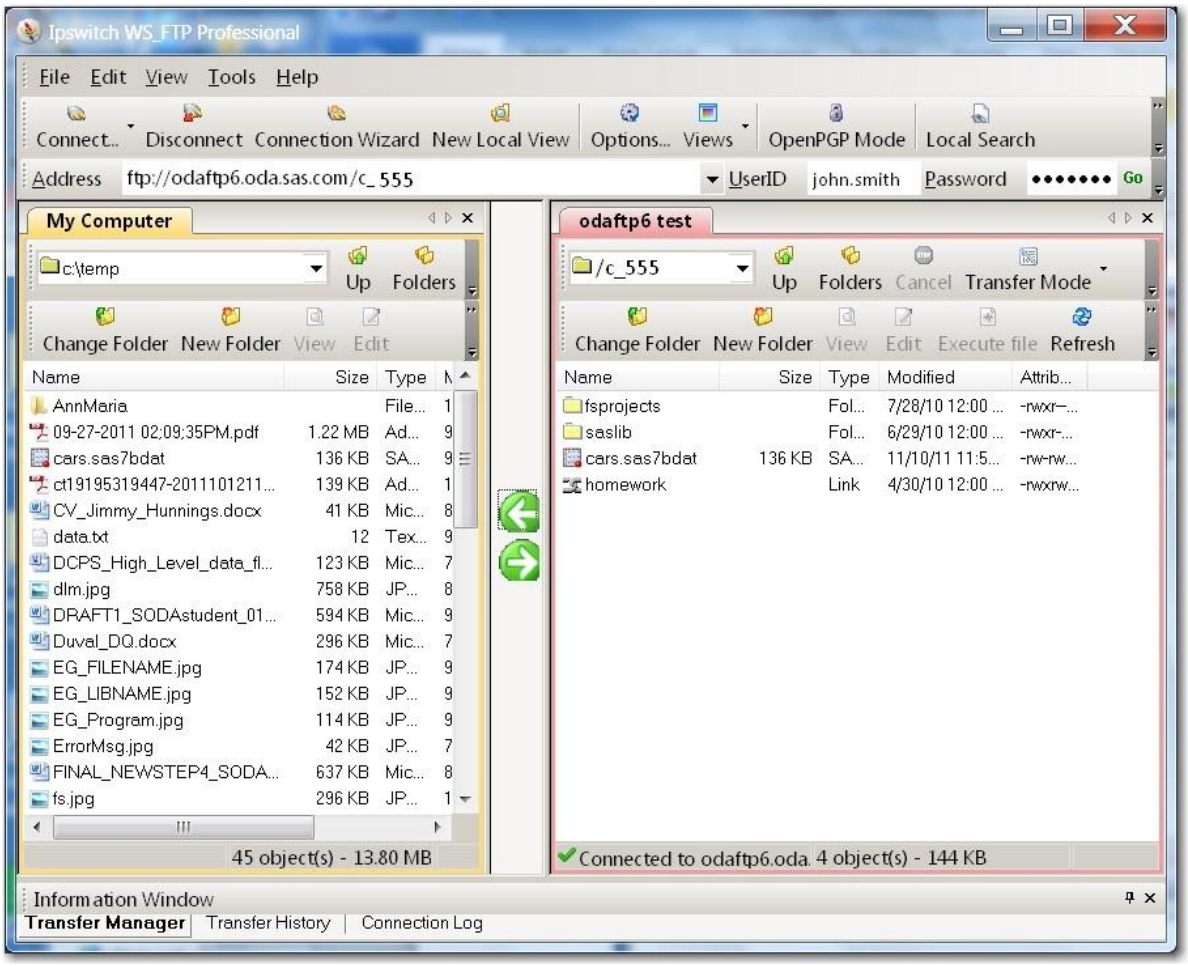
8. Upload the appropriate file(s). This process will vary depending on your FTP Program.

Notes:

- Avoid using spaces in the names of your data files
- Use lowercase text for the names of your data file names
- Your course folder might contain other files, folders, or other SAS data sets or data files that you have uploaded.



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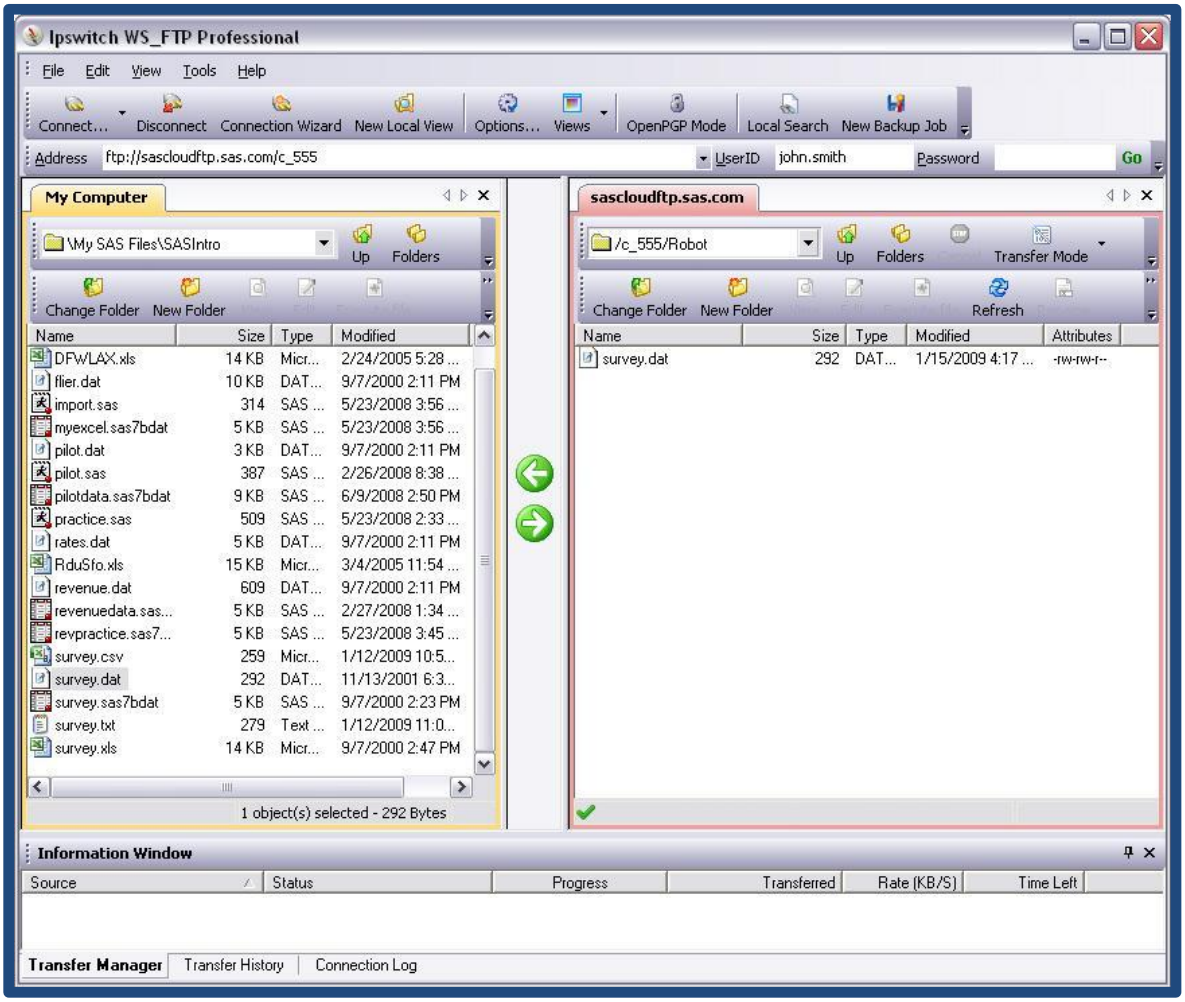
Creating and Using a New Folder

- If you create a new folder, you must append the folder name to the FILENAME statement that was generated for your course. The folder name is case sensitive and this should be reflected in your FILENAME statement as well.
- In this example, we create the folder 'Robot' and upload 'survey.dat' to this folder.



- Our FILENAME statement changes from:

  filename sample **"/courses/u_2/i_999999/c_555/survey.dat";**

  To:

  filename sample **"/courses/u_2/i_999999/c_555/Robot/survey.dat";**

  *Note that 'Robot' is capitalized in both our Folder Name and FILENAME statement.

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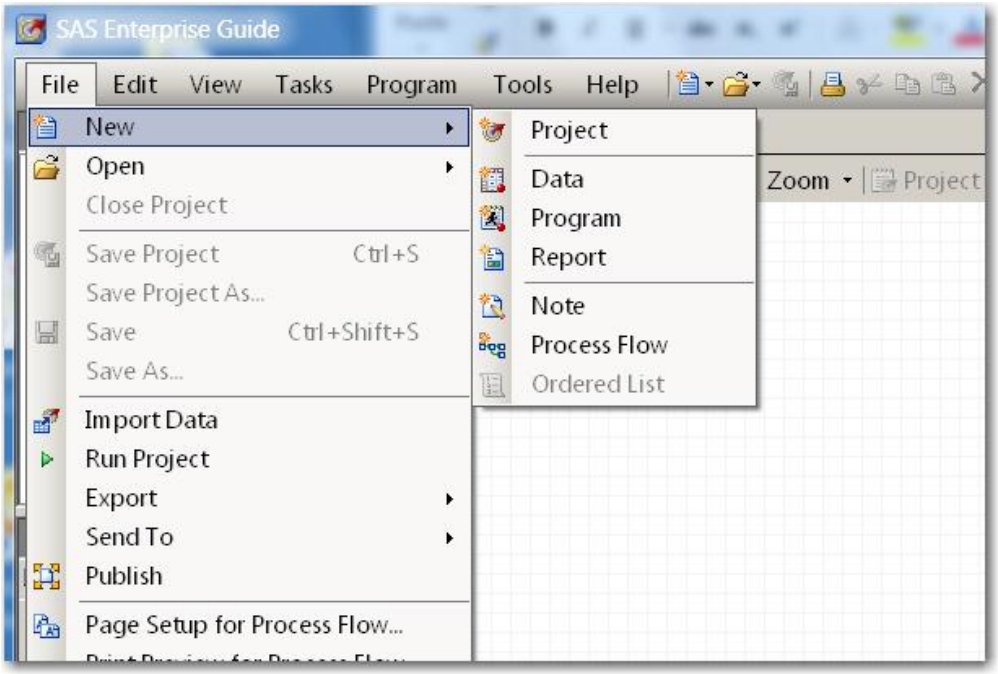
9. You can now assign your FILENAME statement to access your data.

   For example, open the SAS software application that you will be using to teach your course. In this example, we are using SAS® Enterprise Guide. Open a new Program window in which to insert your FILENAME statement (select **File → New → Program**).



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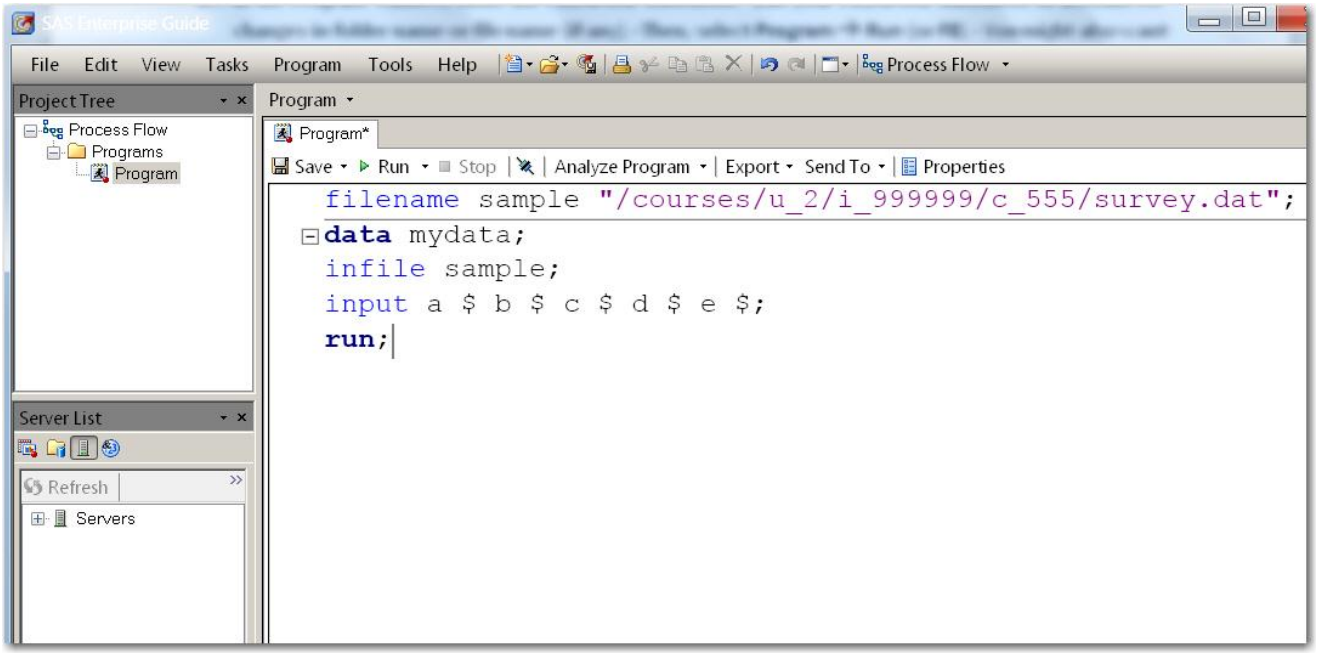
10. In the Program window, enter the FILENAME statement. Edit your FILENAME statement to account for changes in folder name or file name (if any). Then, select **Program → Run** (or **F8**).

    You might also want to include other SAS statements in this step. In this example, we inserted an additional SAS DATA step.



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Anatomy of a FILENAME statement

This is the name of the file that you have uploaded onto the SAS Server.

```
filename sample "/courses/u_2/i_999999/c_555/sample.csv";
```

This is the name of the local library that is being created to store your files.

This is the location on the SAS Server where your files are being stored.

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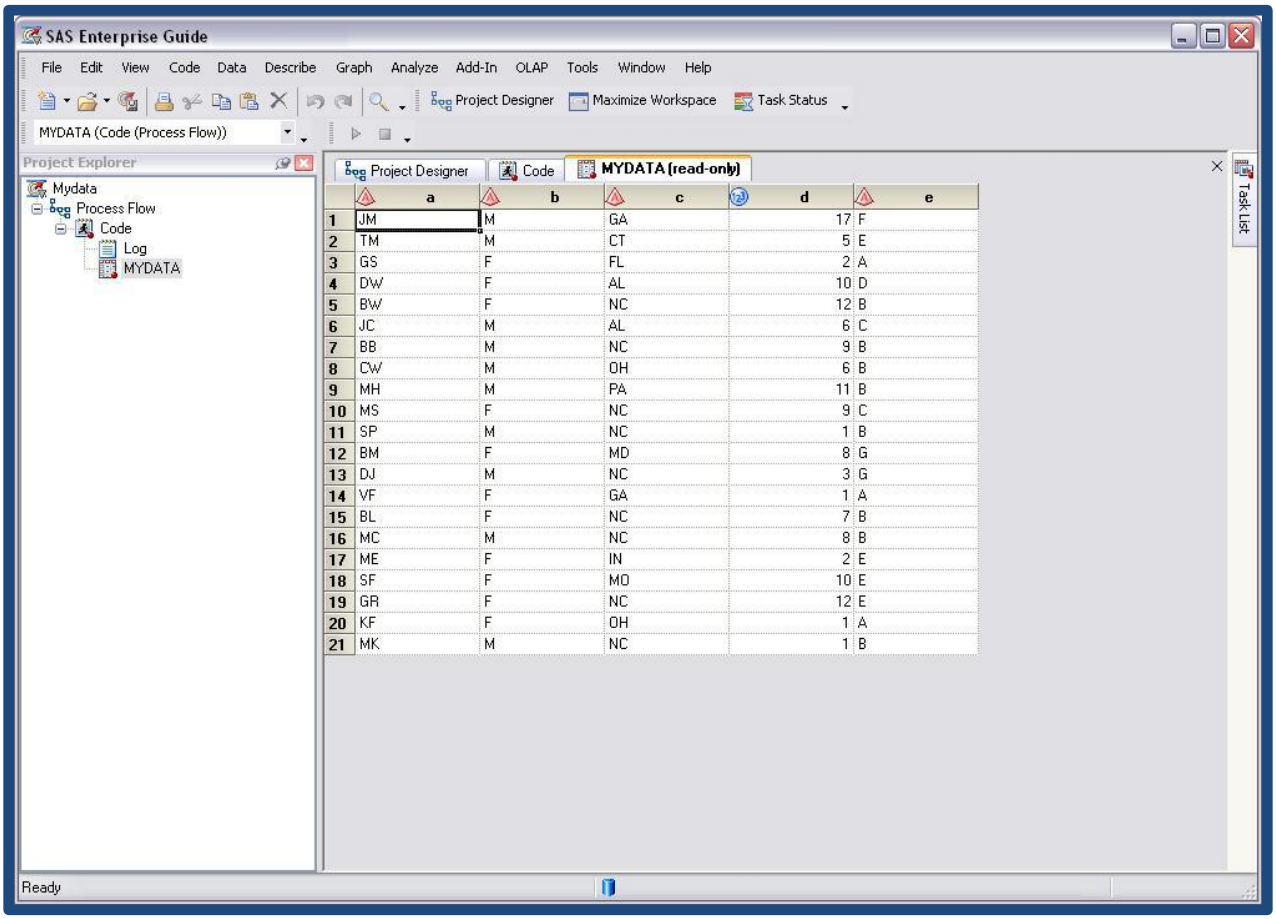
11. You can now access your data file within your SAS software application. You can share your FILENAME statement with your students so that they can also access your data file.



	a	b	c	d	e
1	JM	M	GA	17	F
2	TM	M	CT	5	E
3	GS	F	FL	2	A
4	DW	F	AL	10	D
5	BW	F	NC	12	B
6	JC	M	AL	6	C
7	BB	M	NC	9	B
8	CW	M	OH	6	B
9	MH	M	PA	11	B
10	MS	F	NC	9	C
11	SP	M	NC	1	B
12	BM	F	MD	8	G
13	DJ	M	NC	3	G
14	VF	F	GA	1	A
15	BL	F	NC	7	B
16	MC	M	NC	8	B
17	ME	F	IN	2	E
18	SF	F	MO	10	E
19	GR	F	NC	12	E
20	KF	F	OH	1	A
21	MK	M	NC	1	B

For additional information about using SAS OnDemand for Academics, visit the support site: http://support.sas.com/ondemand/index.html

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