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

2. Log on to your Instructor Home Page.
3. Select the info link to the right of the course for which you want to upload data.
4. Review the information about *Uploading SAS Data Sets*.

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

**Uploading SAS Data Sets**

To upload a SAS data set to the storage area for your course:

1. Start your favorite FTP program.
2. Use the following FTP settings (some FTP programs will prompt you for these):
   - **Hostname**: sascloudftp.sas.com
   - **Userid**: xxxxxxxx
   - **Password**: (the password you use for accessing the SAS Server)

3. Change directories to the directory of the course that you want to upload a SAS data set to. To find the directory name for your course, review the example LIBNAME statement below. Your course directory name will have a value of `c_XXX` (where `XXX` is a number).
4. Change directories to the directory of your course.
5. Upload the SAS data set to the directory for your course.

You and your students will be able to access the data using the LIBNAME statement shown below. Include the `access=readonly` parameter to prevent your students from modifying the data.

```
libname mydata "/courses/u.sas.com1/i_xxxxx /c XXX " access=readonly;
```

**Note:** In the above example, ‘X’ is used to represent actual values, such as your Userid and unique numbers in your LIBNAME statement. Refer to Step 3 to determine the values that you should use.
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.
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 LIBNAME statement that was generated for your course:

```
libname sample ‘/courses/u_2/i_999999/c_555 saslib’;
```

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

Notes:

- Avoid using spaces in the names of your SAS data sets
- Use lowercase text for the names of your SAS data sets
- Your course folder might contain other files, folders, or other SAS data sets or data files that you have uploaded.
8. Upload the appropriate file(s). This process will vary depending on your FTP Program.
Creating and Using a New Folder

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

To access this data, change the LIBNAME statement that was generated for your course from:

```
libname mydata "/courses/u_0/i_999999/c_555/";
```

To:

```
libname mydata "/courses/u_0/i_999999/c_555/Robot";
```

*Note that ‘Robot’ is capitalized in both our Folder Name and LIBNAME statement.*
9. You can now assign your LIBNAME 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 LIBNAME statement (select File → New → Program).
10. In the Program window, enter the LIBNAME statement. Edit your statement to account for any changes in the folder name (if any). Then, select Program → Run (or choose F8).
Anatomy of a LIBNAME statement

This is the name of the folder that you have uploaded your file to on the SAS Server.

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

This is the location on the SAS Server that your files are being stored.
11. After you run your LIBNAME Statement, you can access your data file(s) from the SAS Server.

To access your data file(s), select File → Open → Data and then select SAS Servers. Next, select the library that you defined in your LIBNAME statement.
12. You can now access your SAS data set(s) to use in your SAS software application. You can share your LIBNAME statement with your students so that they can also access your SAS data set(s).

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