

Storing and Accessing SAS Data 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 the course for which you want to upload data.

SAS® OnDemand for Academics
Access the power of SAS software through the Internet.

Home Page for Instructor: SAS Instructor

▼ **Getting Started**

Your SAS Server userid is
Use this userid when you log on to the SAS Server.

- Your current institution is: SAS Institute (Cary)
- Your Account Status is: Active.
- Register a course:
Register a course to select software and make it available to your students.
To edit course information or review helpful details about courses, click on the course title. To obtain the software for a course select the link in the Download column.
- Download SAS® OnDemand for Academics license agreement (PDF)

COURSE		SOFTWARE	DOWNLOAD	START DATE	REGISTERED	
stat101 - Sec. 01: introduction to statistics	info	edit	EG	Download Client	01Aug2011	31Aug2011

► **Information & Support**

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.

LIBNAME Statement

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;
```

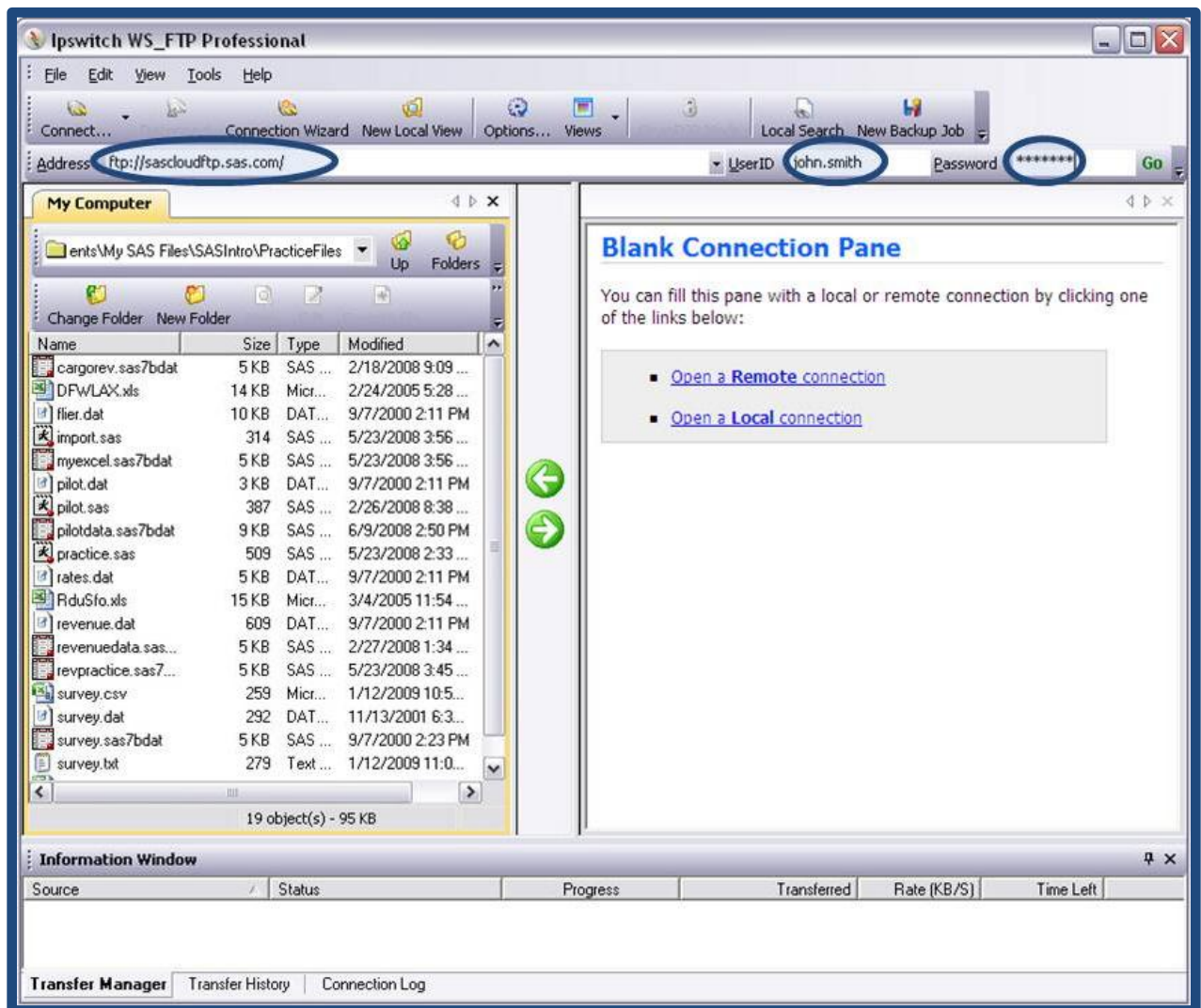
← Login Credentials for FTP Program

↓

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.

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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.

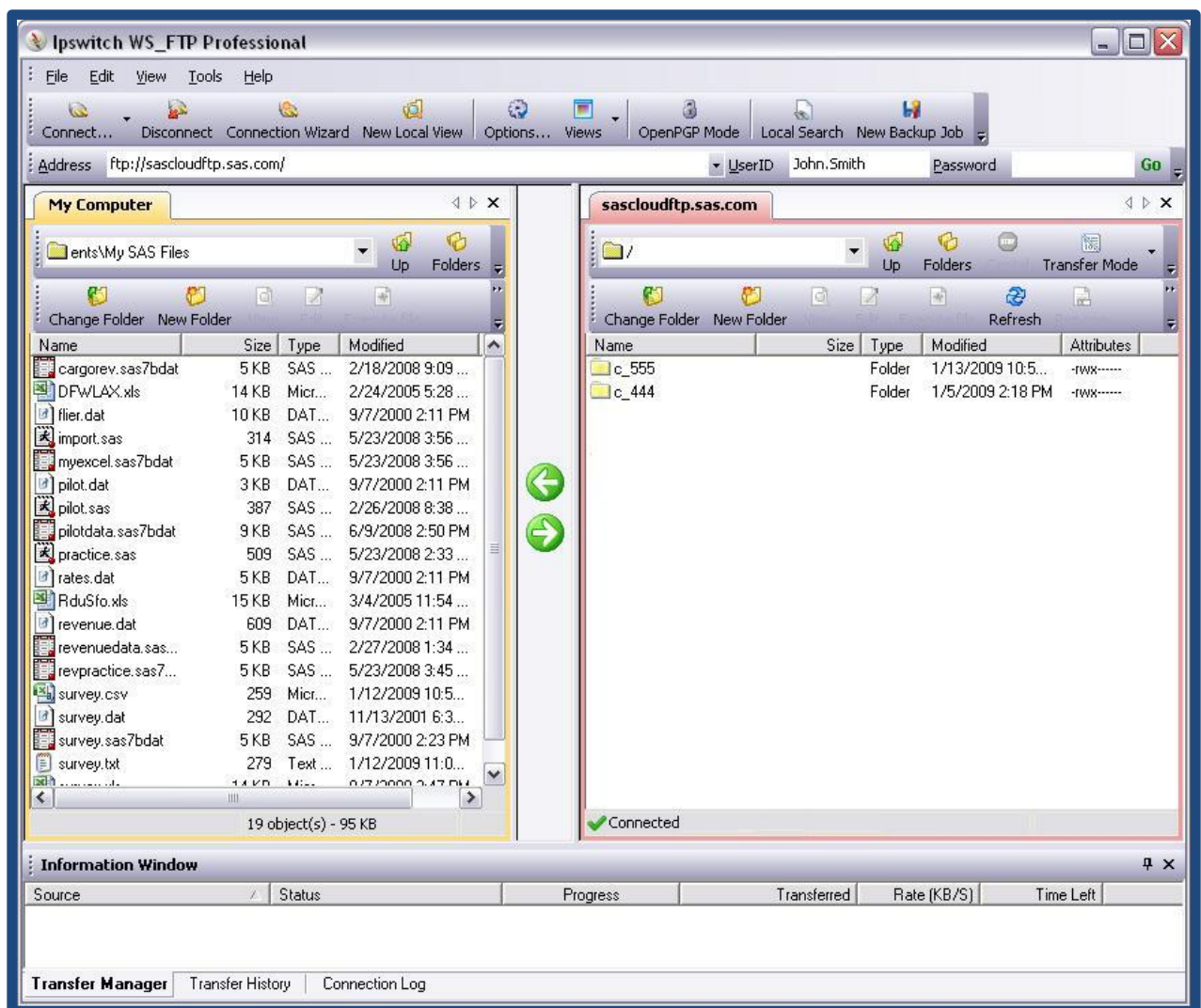


- After you have used your FTP program to connect to the SAS Server (sascloudftp.sas.com), change the directory to your course folder. The course folder can be found by reviewing the LIBNAME statement that was generated for your course:

```
libname sample "/courses/u_2/i_999999/c_555 saslib";
```



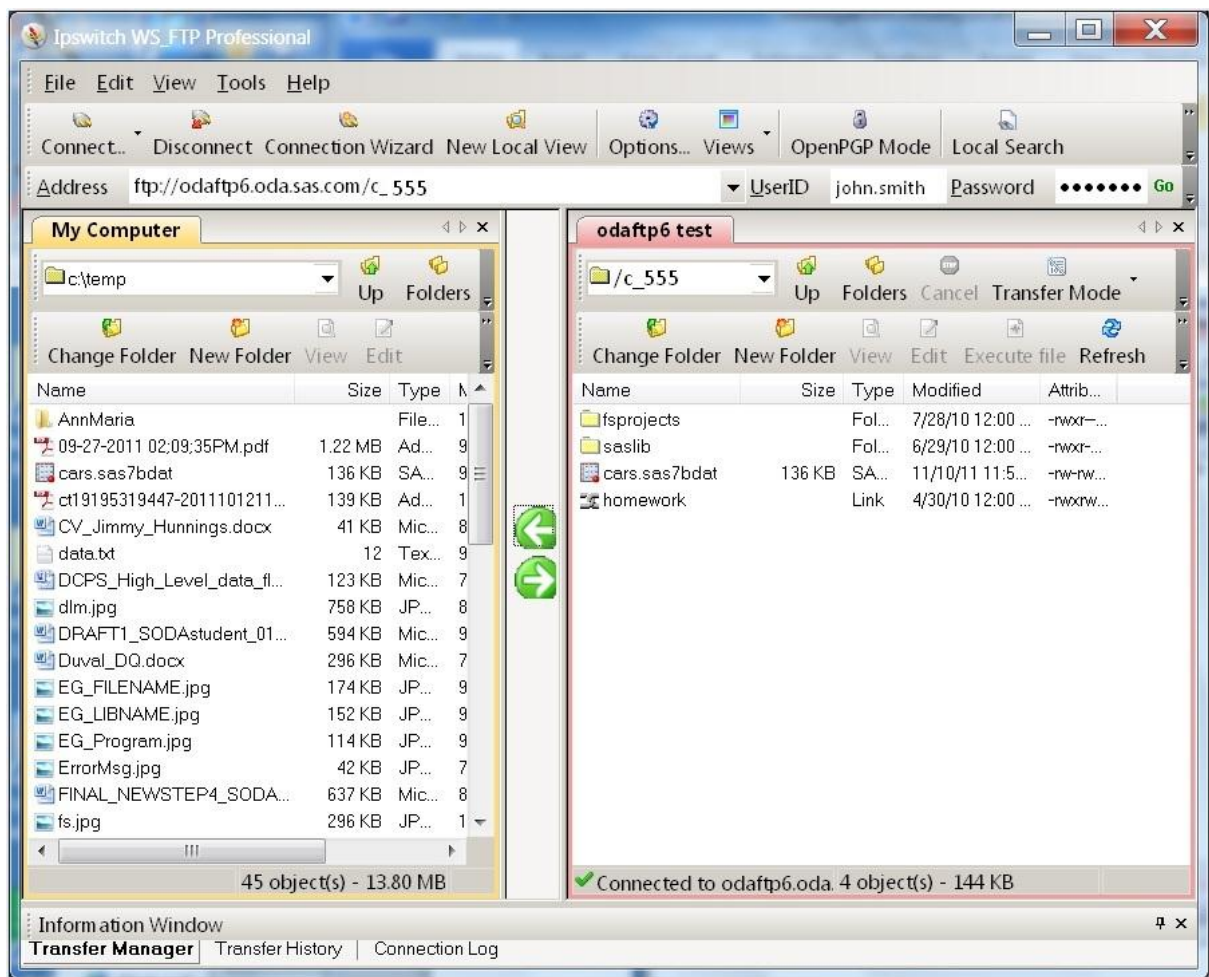
Title of your Course Folder



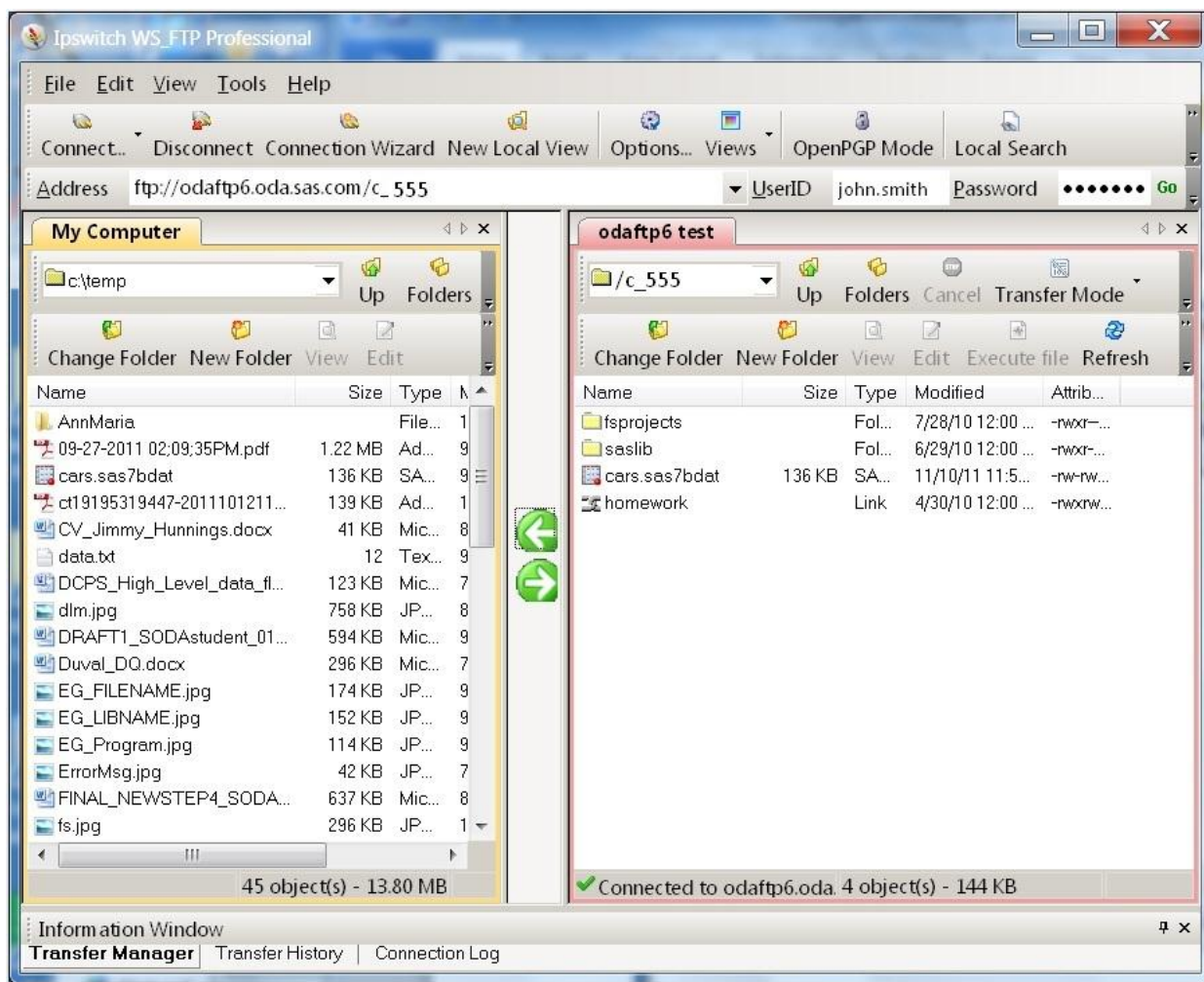
- After you select the correct course folder, you can upload your SAS data set(s) to that folder. You can also create a new folder or select a different, existing folder in which to upload your SAS data set(s). Information about creating a new folder is explained in the next section.

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.

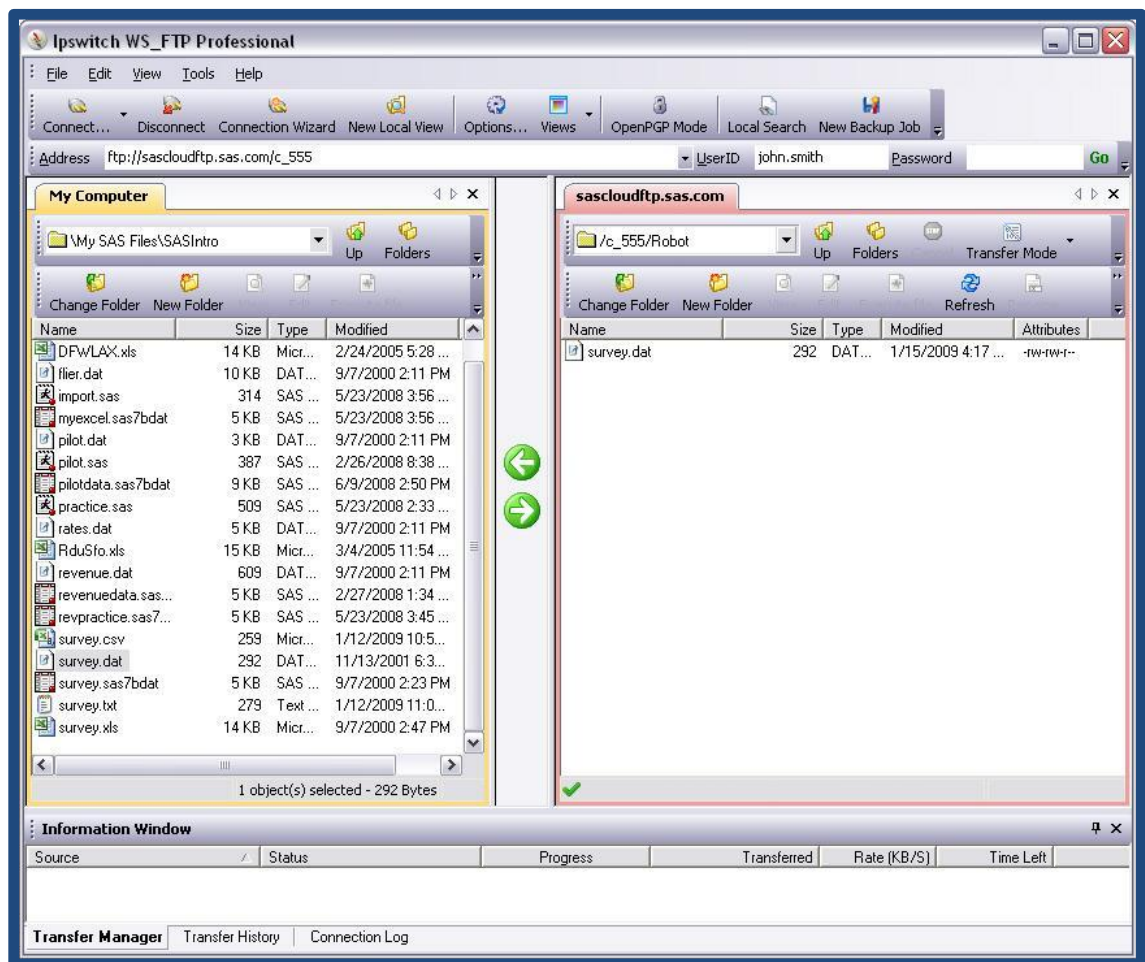


- Upload the appropriate file(s). This process will vary depending on your FTP Program.



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/";`

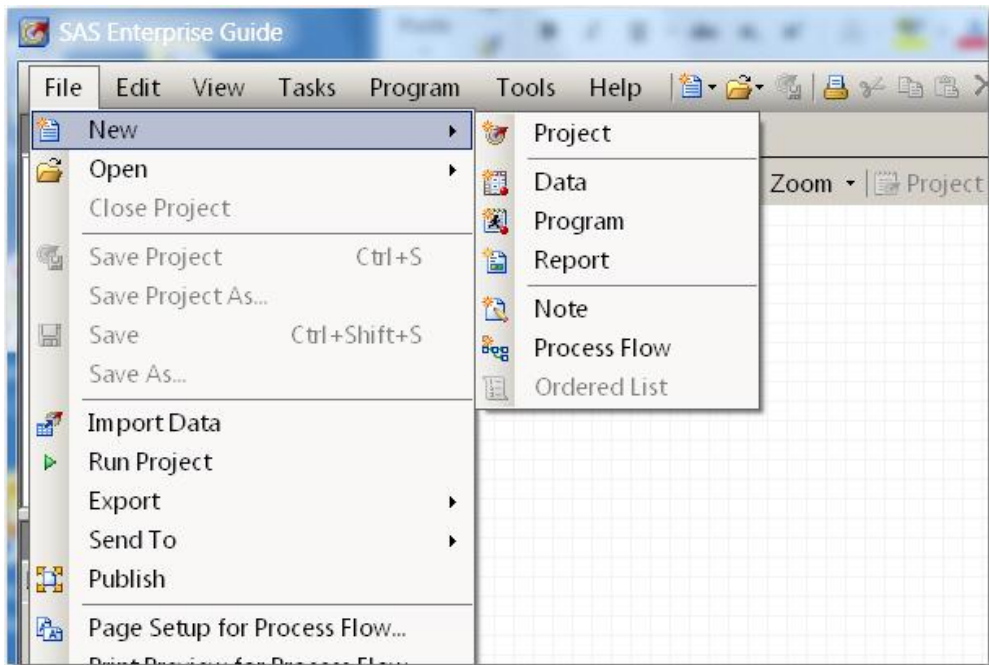
To:

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

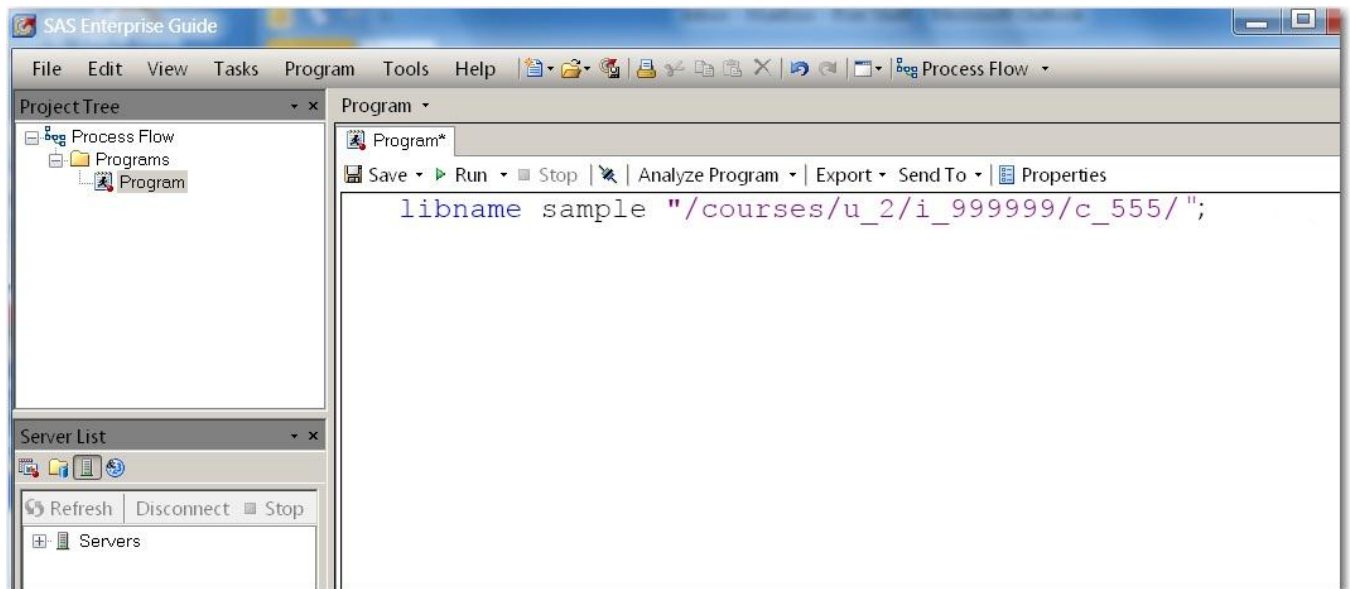
*Note that 'Robot' is capitalized in both our Folder Name and LIBNAME statement.

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

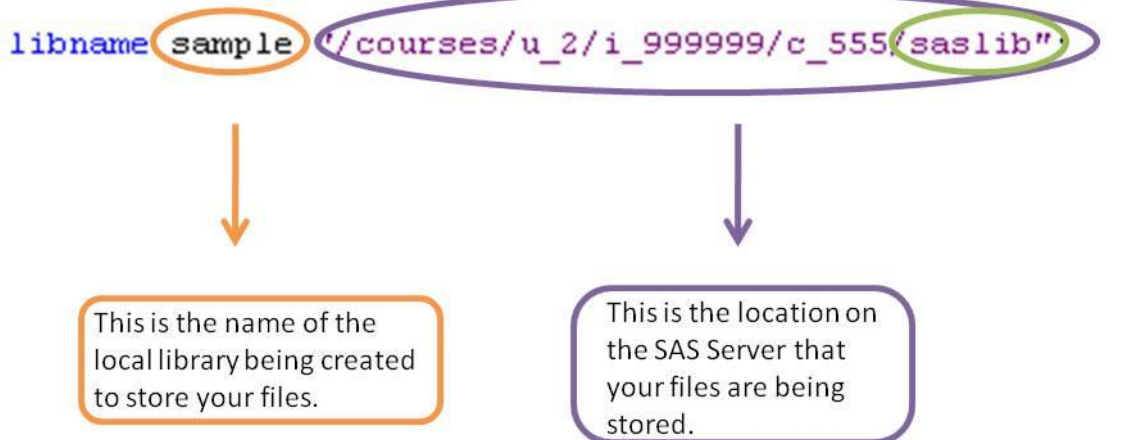
For example, open the SAS software application that you will be using to teach your course. In this example, we are using SAS® Enterprise Guide. Open a new Program window in which to insert your LIBNAME statement (select **File** → **New** → **Program**).



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**).

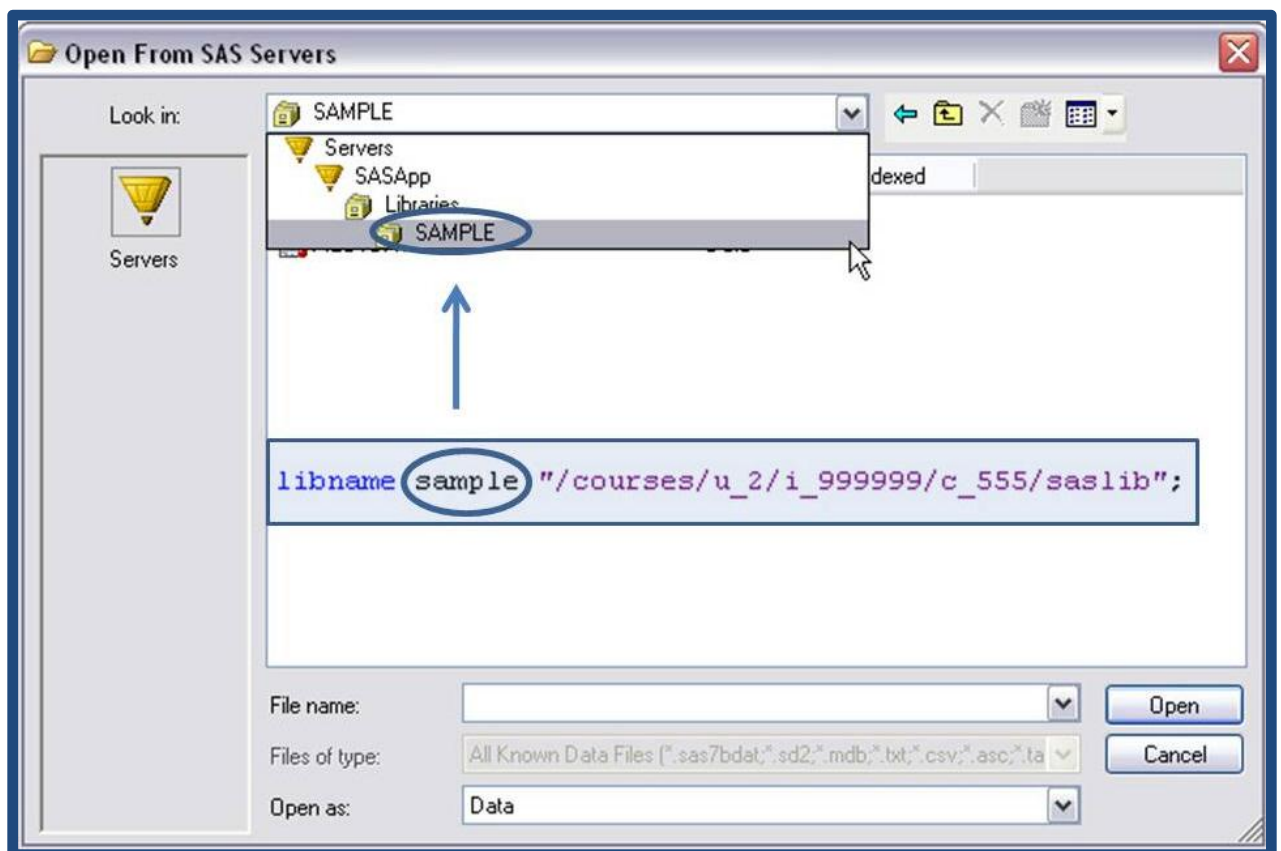
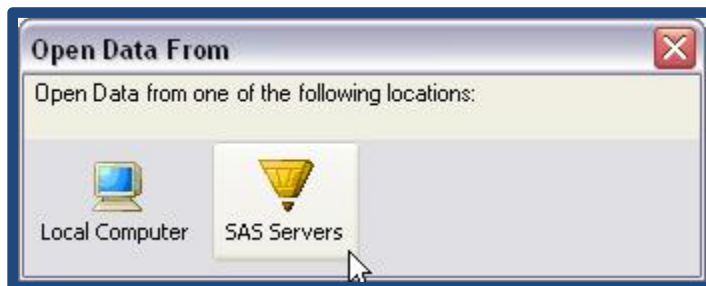


Anatomy of a LIBNAME statement

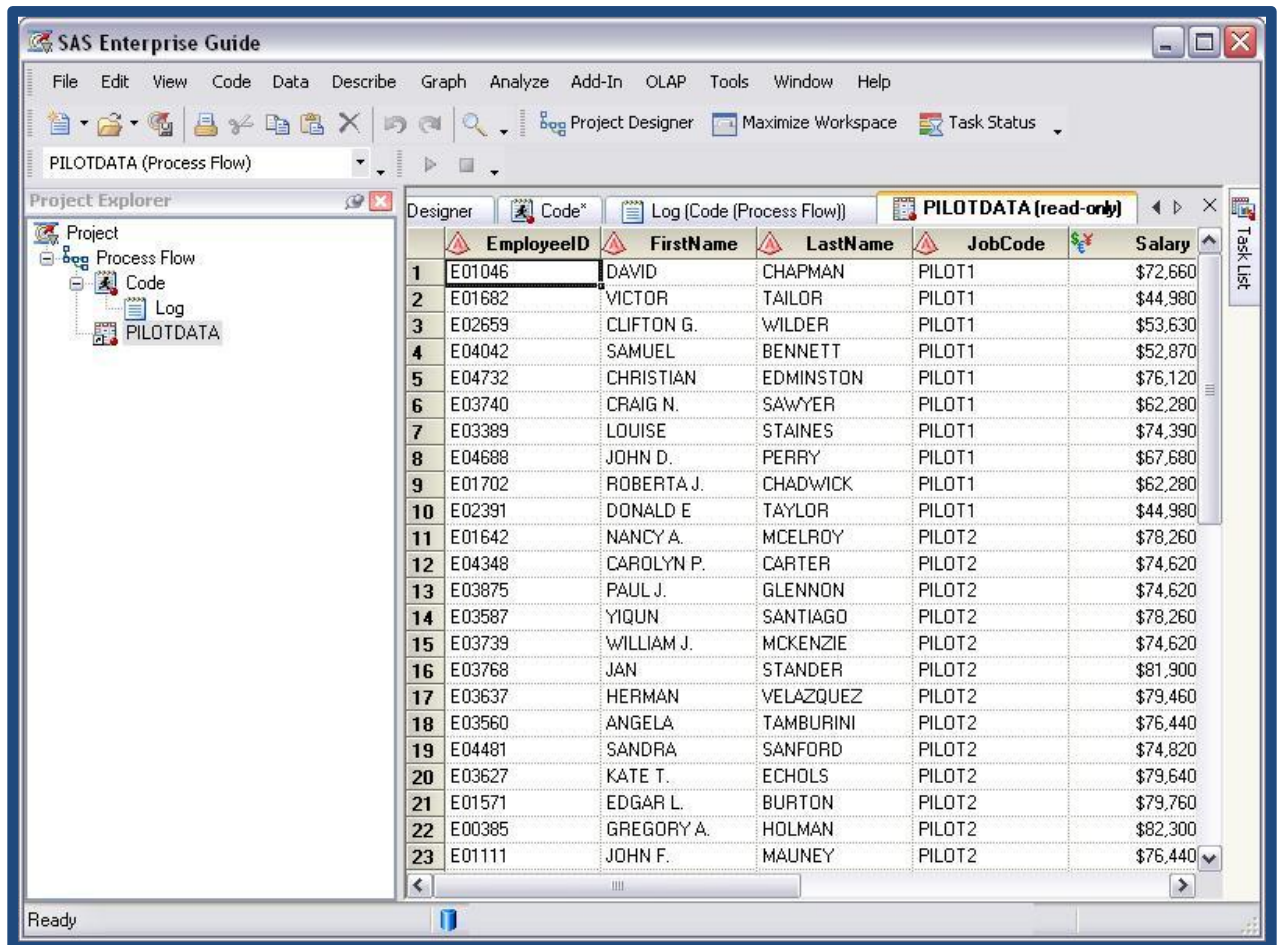


11. After you run your LIBNAME Statement, you can access your data file(s) from the SAS Server.

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).



The screenshot displays the SAS Enterprise Guide application. The main window shows a data table titled "PILOTDATA (read-only)". The table has five columns: EmployeeID, FirstName, LastName, JobCode, and Salary. The data is listed in 23 rows. The Project Explorer on the left shows a project structure with a "Process Flow" folder containing "Code", "Log", and "PILOTDATA".

	EmployeeID	FirstName	LastName	JobCode	Salary
1	E01046	DAVID	CHAPMAN	PILOT1	\$72,660
2	E01682	VICTOR	TAILOR	PILOT1	\$44,980
3	E02659	CLIFTON G.	WILDER	PILOT1	\$53,630
4	E04042	SAMUEL	BENNETT	PILOT1	\$52,870
5	E04732	CHRISTIAN	EDMINSTON	PILOT1	\$76,120
6	E03740	CRAIG N.	SAWYER	PILOT1	\$62,280
7	E03389	LOUISE	STAINES	PILOT1	\$74,390
8	E04688	JOHN D.	PERRY	PILOT1	\$67,680
9	E01702	ROBERTA J.	CHADWICK	PILOT1	\$62,280
10	E02391	DONALD E	TAYLOR	PILOT1	\$44,980
11	E01642	NANCY A.	MCELROY	PILOT2	\$78,260
12	E04348	CAROLYN P.	CARTER	PILOT2	\$74,620
13	E03875	PAUL J.	GLENNON	PILOT2	\$74,620
14	E03587	YIQUN	SANTIAGO	PILOT2	\$78,260
15	E03739	WILLIAM J.	MCKENZIE	PILOT2	\$74,620
16	E03768	JAN	STANDER	PILOT2	\$81,900
17	E03637	HERMAN	VELAZQUEZ	PILOT2	\$79,460
18	E03560	ANGELA	TAMBURINI	PILOT2	\$76,440
19	E04481	SANDRA	SANFORD	PILOT2	\$74,820
20	E03627	KATE T.	ECHOLS	PILOT2	\$79,640
21	E01571	EDGAR L.	BURTON	PILOT2	\$79,760
22	E00385	GREGORY A.	HOLMAN	PILOT2	\$82,300
23	E01111	JOHN F.	MAUNEY	PILOT2	\$76,440

For additional information about using SAS OnDemand for Academics, visit the support site:

<http://support.sas.com/ondemand/index.html>