SAS® OnDemand for Academics: Uploading and Accessing Local Data
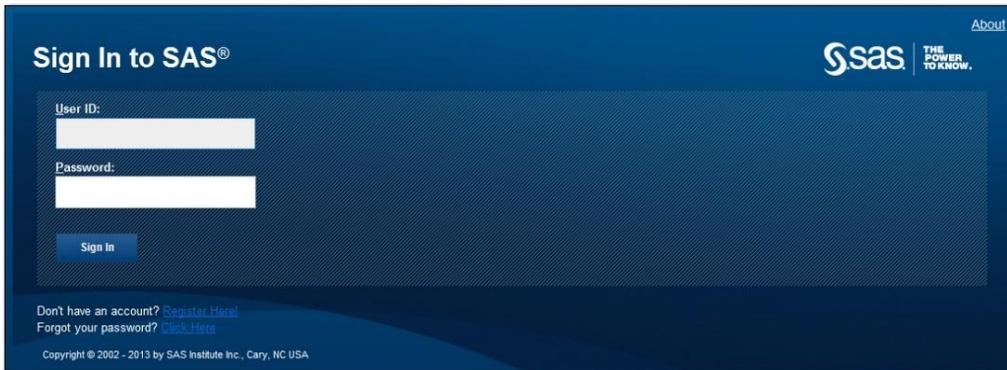
Instructions

All SAS Studio users can upload local data (such as SAS data sets or .csv files) to use within the application (as well as with other SAS OnDemand for Academics applications). This data is only available for use by the user who uploaded it and is stored on the SAS OnDemand for Academics servers.

Note: If you are an instructor and need to upload data that can be accessed by all the students who register for your course, then refer to Uploading Course Data.
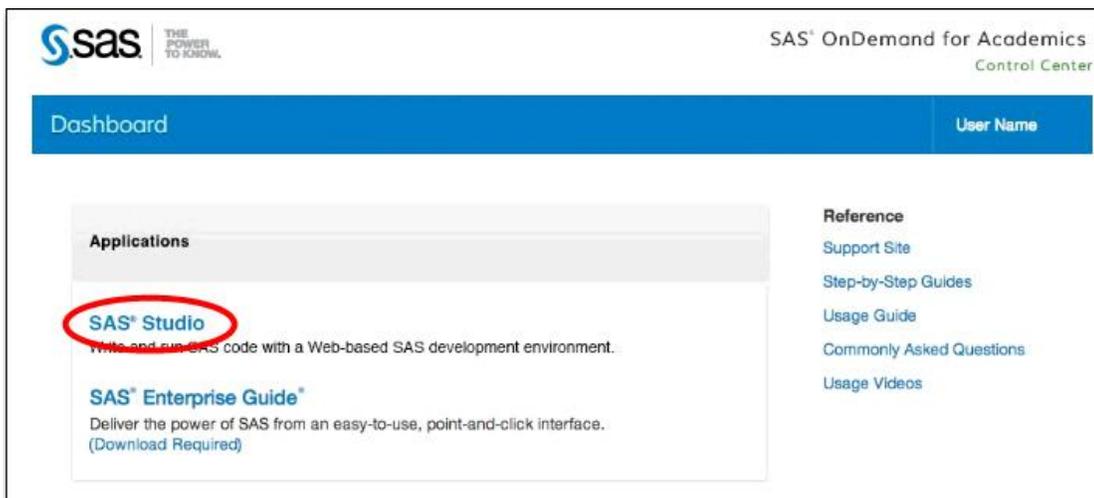
1. If you have not already registered as a user, visit the registration application, fill out the appropriate fields, click **Submit**, and then complete the registration process. If you are already registered, continue to Step 2.

2. Visit the SAS OnDemand for Academics Control Center. Sign in using your userid and SAS profile password.

3. After you have signed in, click the **SAS Studio** link located under **Applications** to start SAS Studio.

4. From within SAS Studio, select the folder that you want to upload data to.

You can expand **My Folders** and then select an existing folder or use the **New** icon to create a new folder.
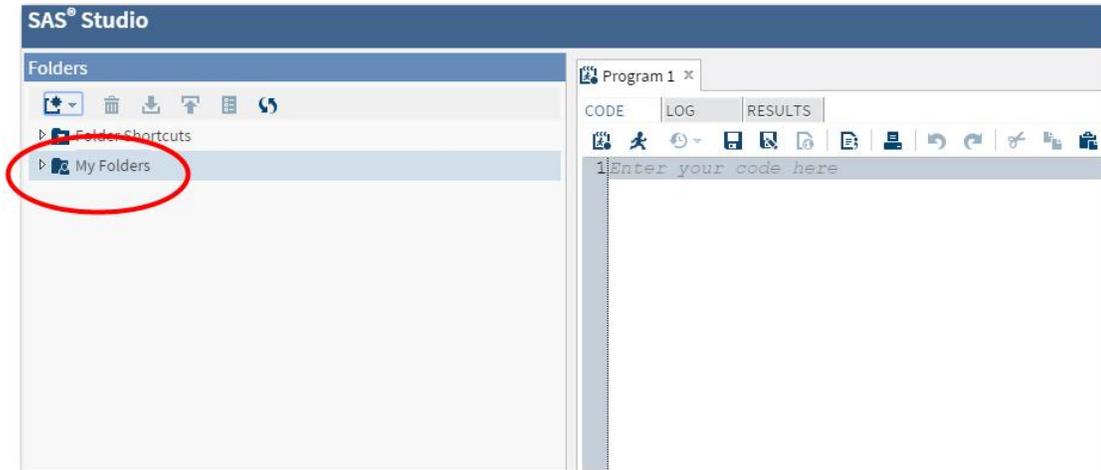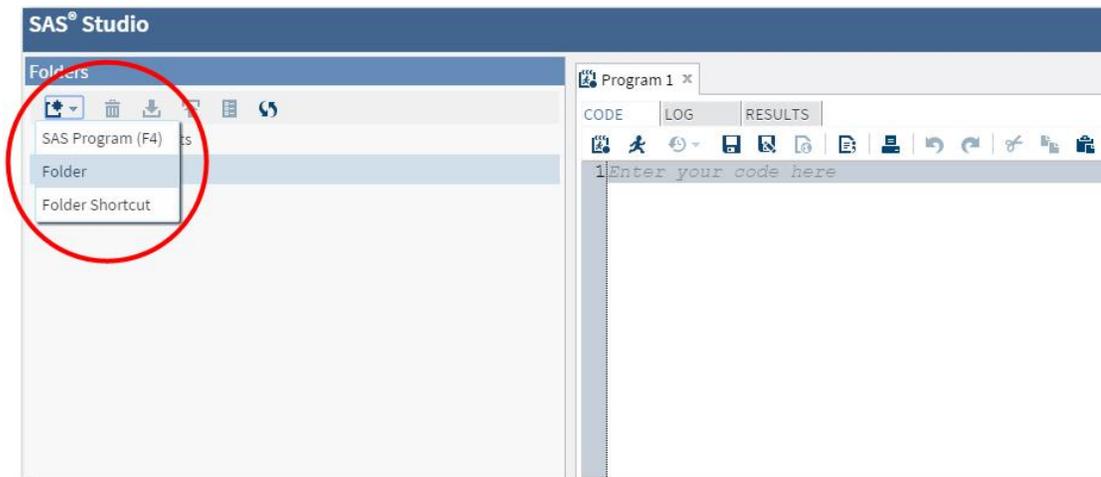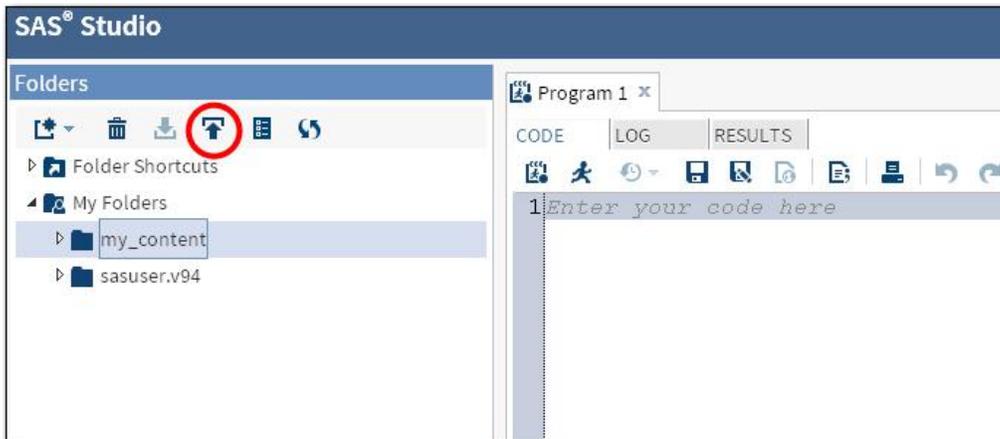

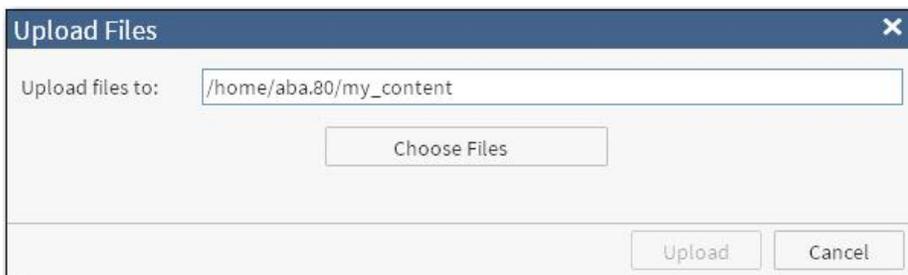Diagram 1: *Expanding My Folders*

Diagram 2: *Clicking the New icon*

5. After you have selected or created a folder, highlight the appropriate folder and then click the **Upload** icon.

6. Use the **Upload Files** dialog to upload the appropriate data file(s).

After the selected data files are uploaded, they will be available from within the folder that you selected. You can use these data files to complete your work within SAS Studio.
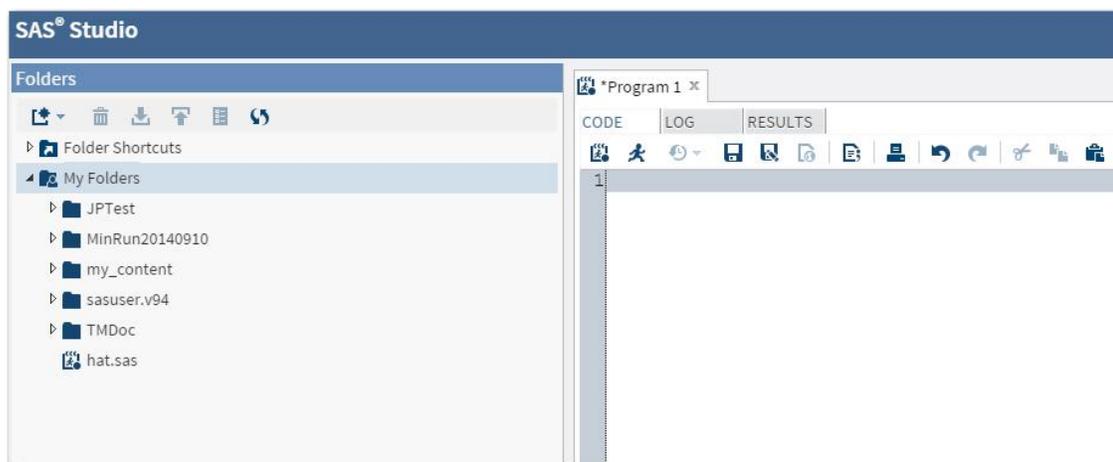
Notes

- You can refresh your data by uploading the same data file(s) again; your existing, uploaded data file(s) will be overwritten.
- There is a limit of 5GB of individual storage space for data files or SAS programs.

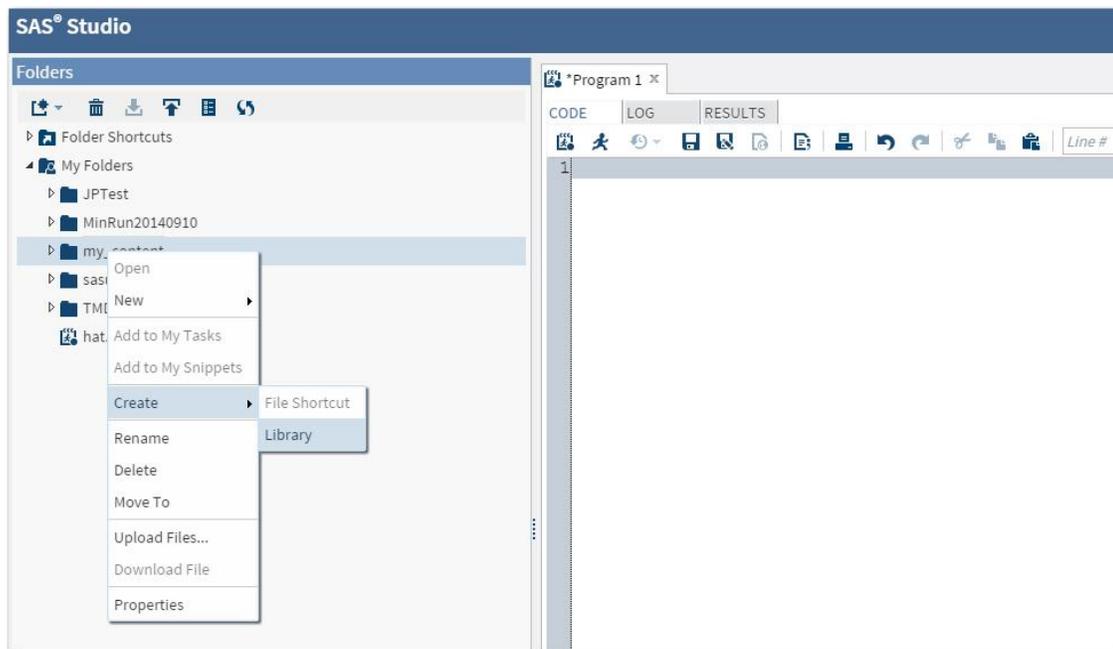## Accessing Uploaded Data with a LIBNAME Statement

After you have uploaded local data, you can use that data within SAS Studio. If you are associated with courses that use either SAS Enterprise Guide or SAS Enterprise Miner, then you can also access your uploaded data from those programs by specifying a LIBNAME statement.

To access your uploaded data within SAS Studio, SAS Enterprise Guide, or SAS Enterprise Miner, determine the appropriate LIBNAME statement and then use that LIBNAME statement in your code.
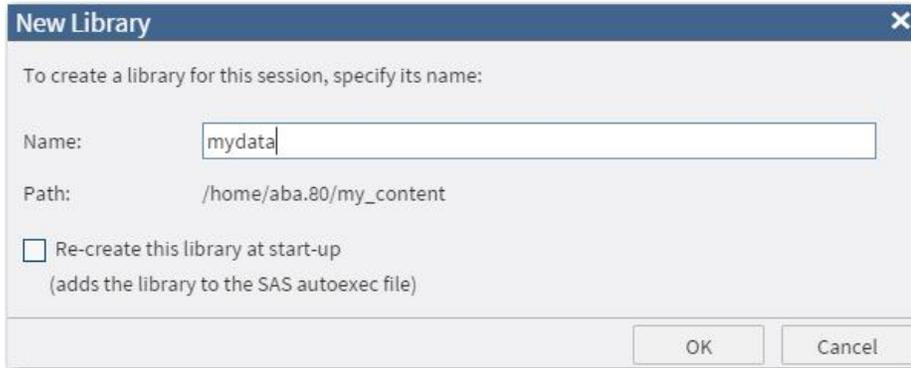
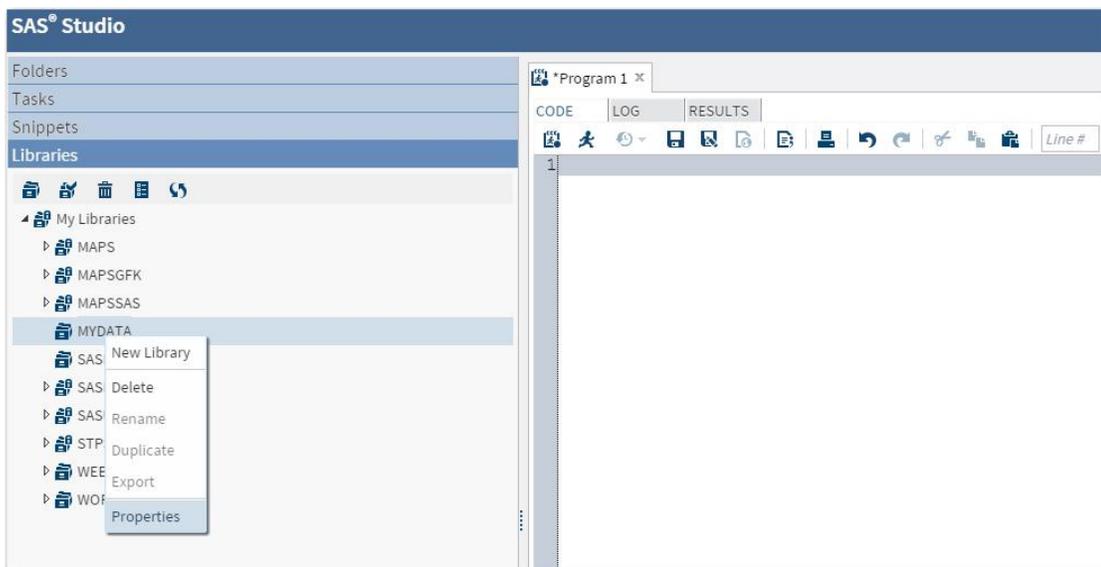1. From within SAS Studio, expand the **Folders** panel and then locate the folder that you uploaded data to.

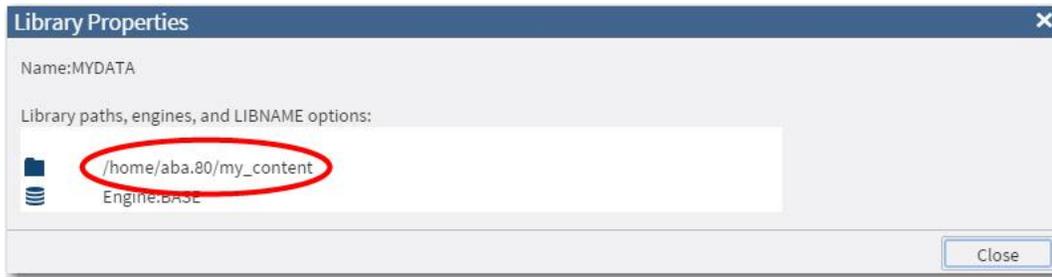2. Right click on the folder and select **Create → Library**

3. Provide a name for the library. The library will be created and will be available from the **Libraries** panel.

4. Expand the **Libraries** panel, right click on the library that you just created, and then click **Properties**.

5. Copy or make note of the library path so that you can define a LIBNAME statement.

For example, if the library path is `/home/aba.80/my_content`, and the user wanted to create a library named 'mydata', then the LIBNAME statement would be:

```
LIBNAME mydata "/home/aba.80/my_content";
```

6. Use the LIBNAME statement within your SAS programs in SAS Studio or SAS Enterprise Guide to access your data.

If you are using SAS Enterprise Miner, then you can assign the library by including the LIBNAME statement in Project Start Code.

Note: SAS Enterprise Guide users can also upload local data directly within that application and use it as needed. Unlike the process documented in this guide, the uploaded data remains available only for the current SAS Enterprise Guide session unless it is downloaded before the session ends. For more information, refer to the section on SAS Enterprise Guide within the SAS OnDemand for Academics User's Guide.