SAS® OnDemand for Academics

Uploading and Accessing Local Data

Overview

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). Only the user who uploaded the data can use it. This data is stored on the SAS OnDemand for Academics servers.
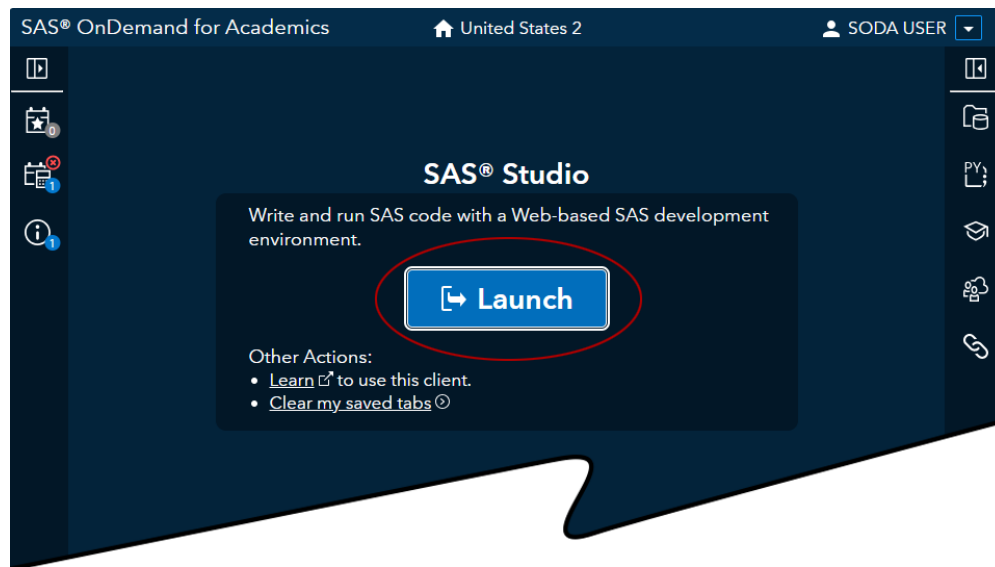
Note: If you are an instructor and need to upload data that can be accessed by all the students who register for your course, see Uploading Course Data.

Uploading Local Data
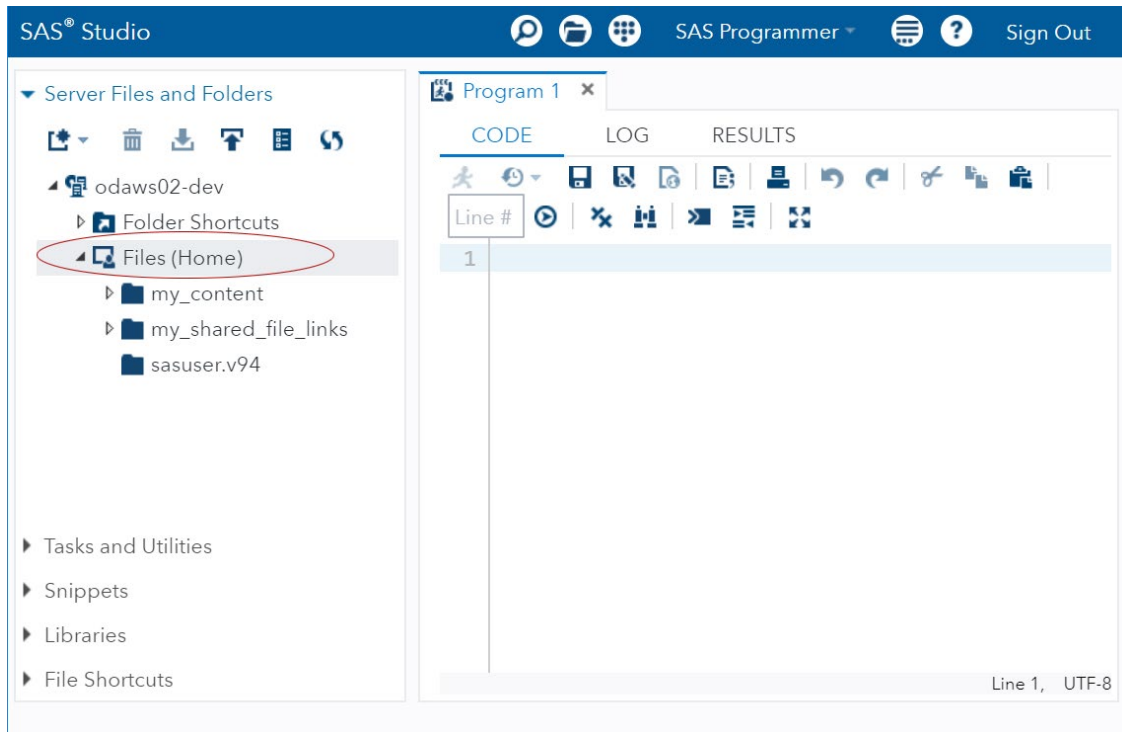
1. Log on to SAS OnDemand for Academics.

   Note: If you do not have an account, see SAS OnDemand for Academics Registration Instructions.
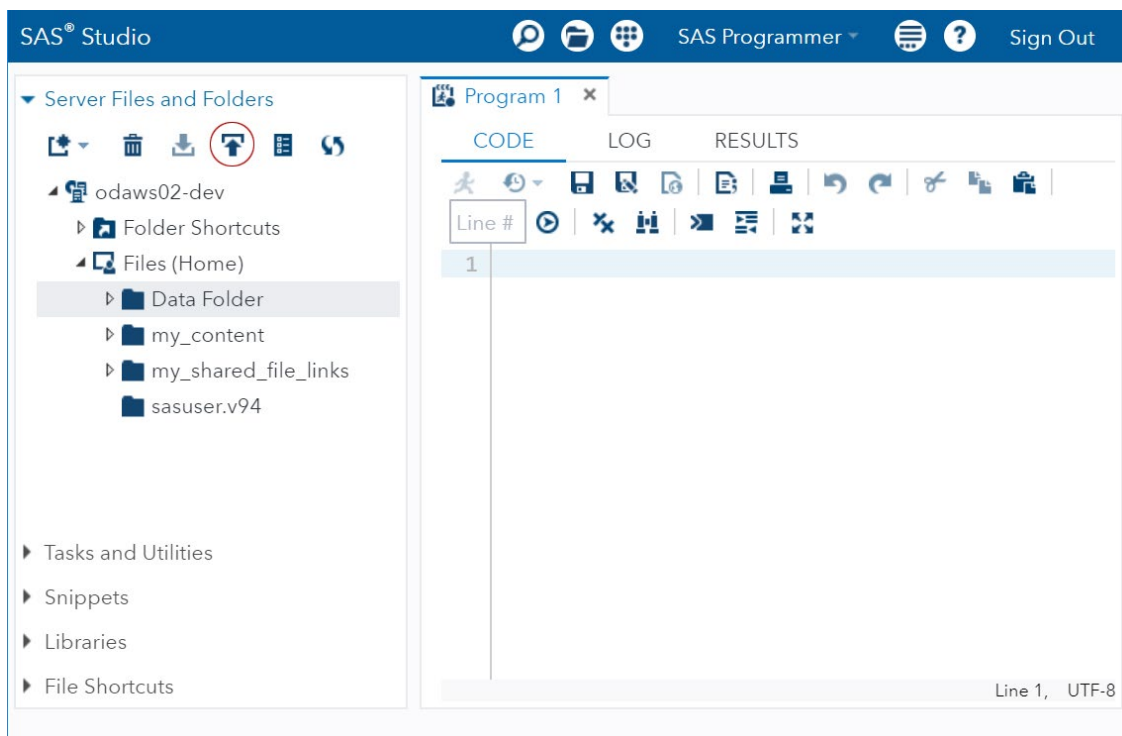
2. Click **Launch**.

   SAS Studio opens in another tab.

3. In SAS Studio, select the folder that you want to upload data to. Expand **Files (Home)** and then select an existing folder or select ![icon] → **Folder** to create a new folder.
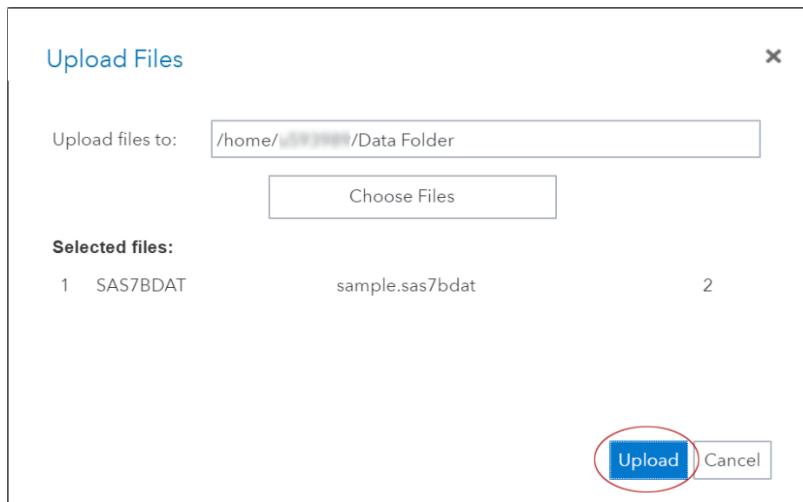

4. Select the folder that you want to upload data to. Click ![icon].
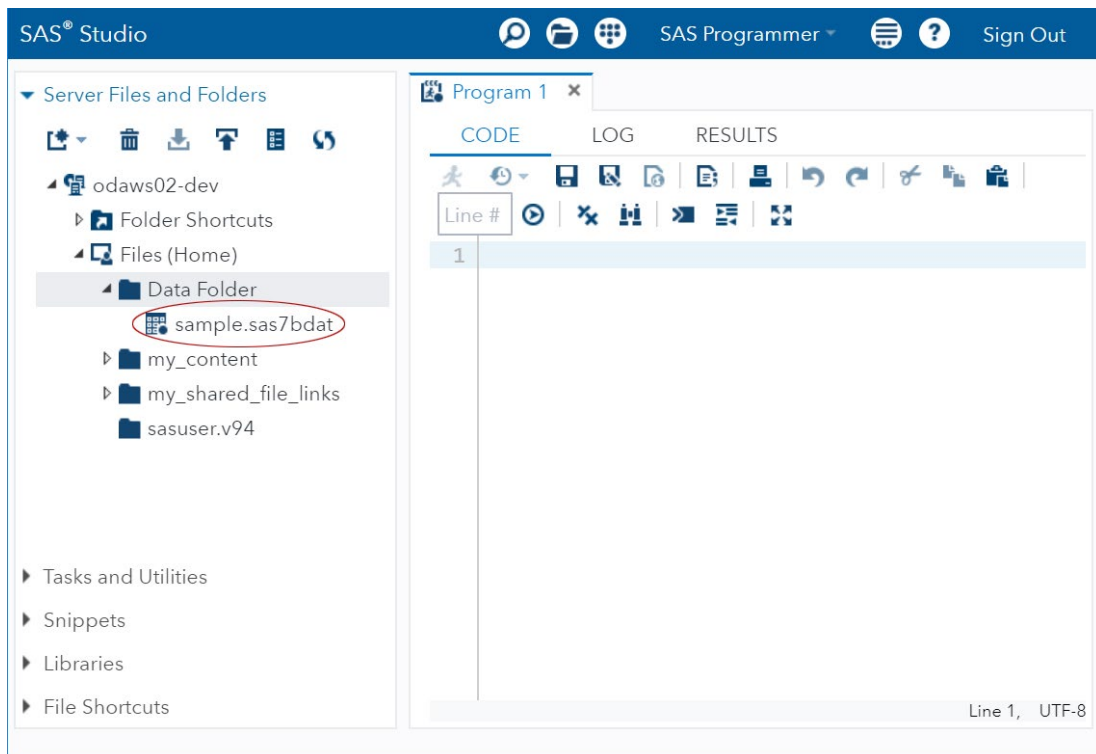

The Upload Files window is displayed.

5. Select the file to upload in the Upload Files window. Click **Upload**.

After uploading, you see your local data in the folder that you selected.

Note: You can refresh your course data by uploading the data again. If you upload your data again, then your existing, uploaded data is overwritten.
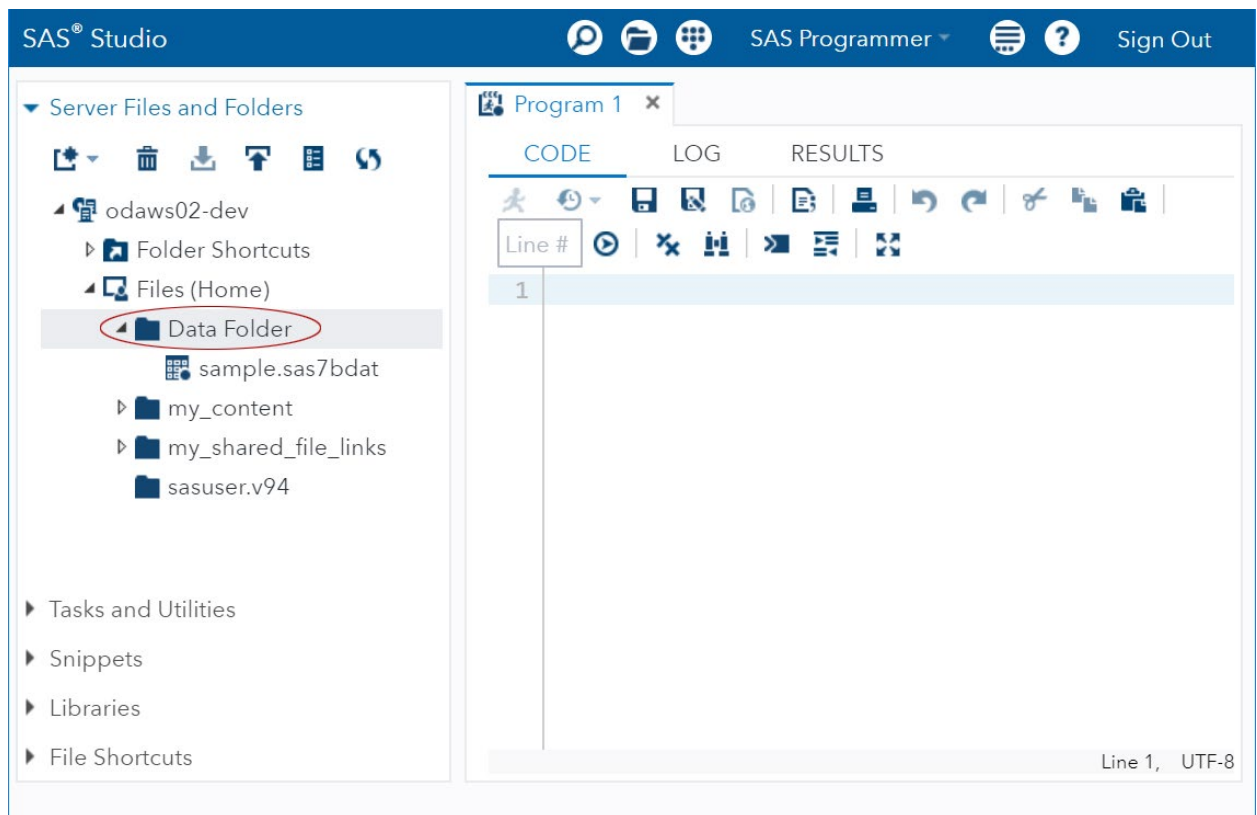
Note: You have a limit of 5GB of individual data storage space.

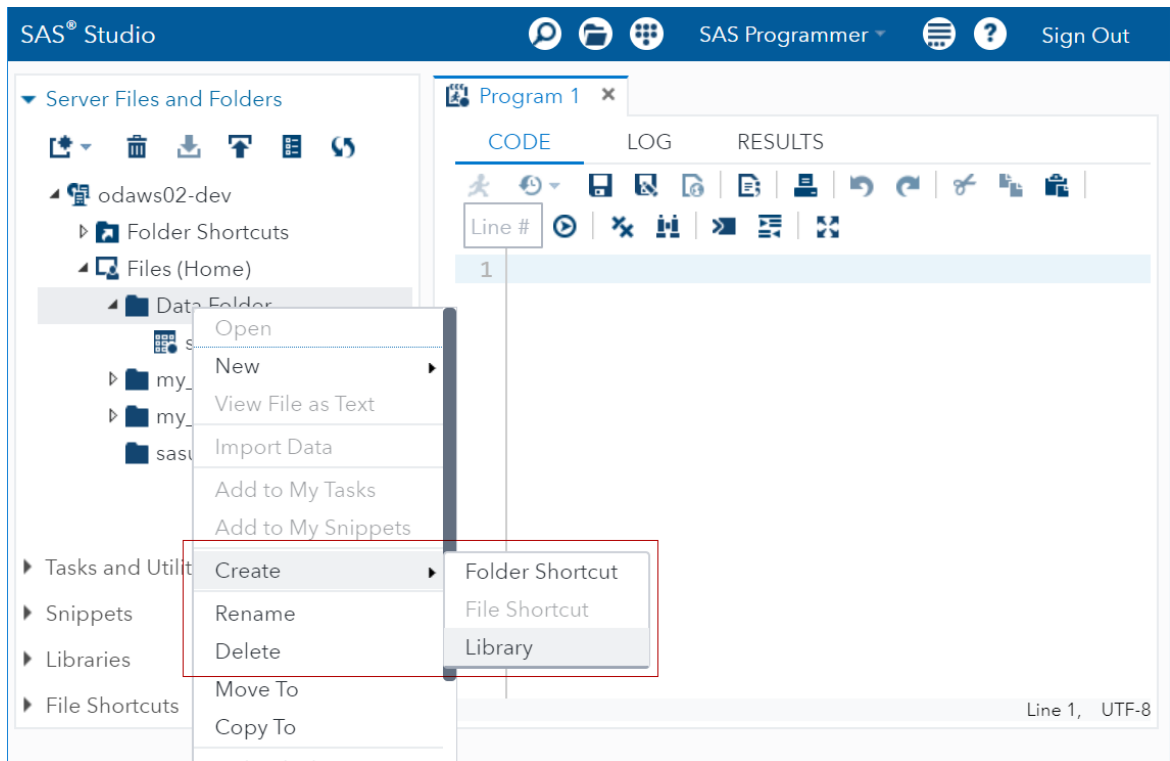## Accessing Uploaded Data with a LIBNAME Statement

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

To access your uploaded data within SAS Studio or SAS Enterprise Guide, determine the appropriate LIBNAME statement and then use that LIBNAME statement in your code.

1. From within SAS Studio, expand the **Server Files and Folders** folder and then locate the folder that you uploaded data to.
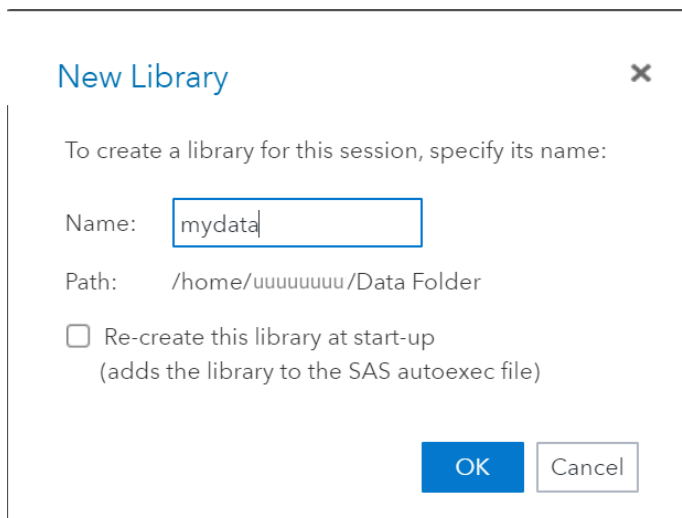
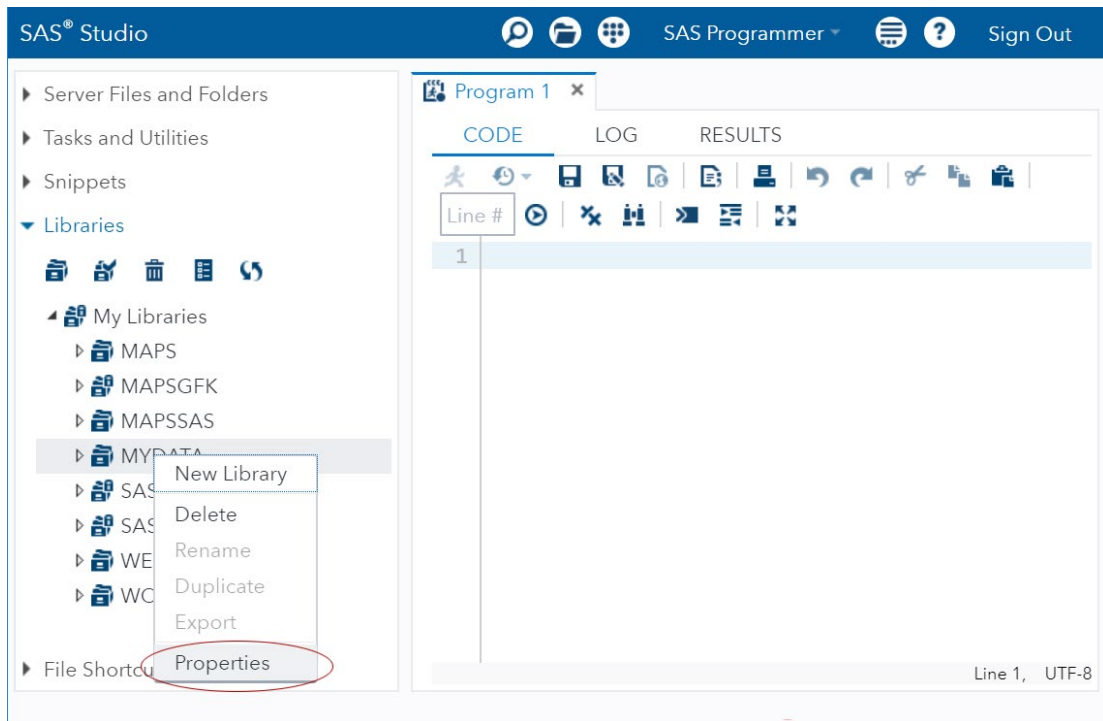2. Right-click on the folder and select Create → Library.

The New Library window is displayed.

3. Provide a name for the library. The library is created and is now available from the **Libraries** folder.
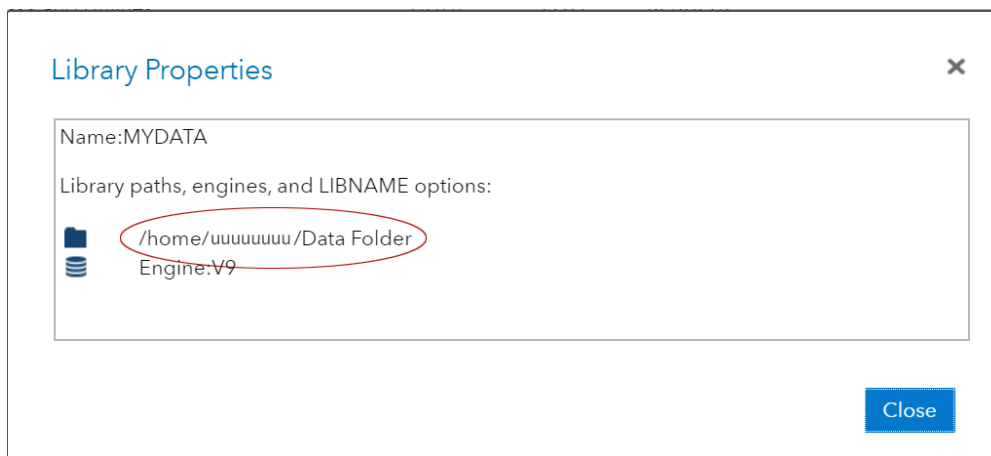
4. Expand the **Libraries** folder. Right-click on the library that you just created and select **Properties**.

The Library Properties window is displayed.

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

For example, if your library path is /my_shared_file_links/UUUUUUUU and you want to create a library named mydata, then the LIBNAME statement would be the following:

```
LIBNAME mydata "/my_shared_file_links/UUUUUUUU";
```

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

Note: SAS Enterprise Guide users can also upload local data directly within SAS Enterprise Guide 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 about SAS Enterprise Guide, see SAS Enterprise Guide documentation.