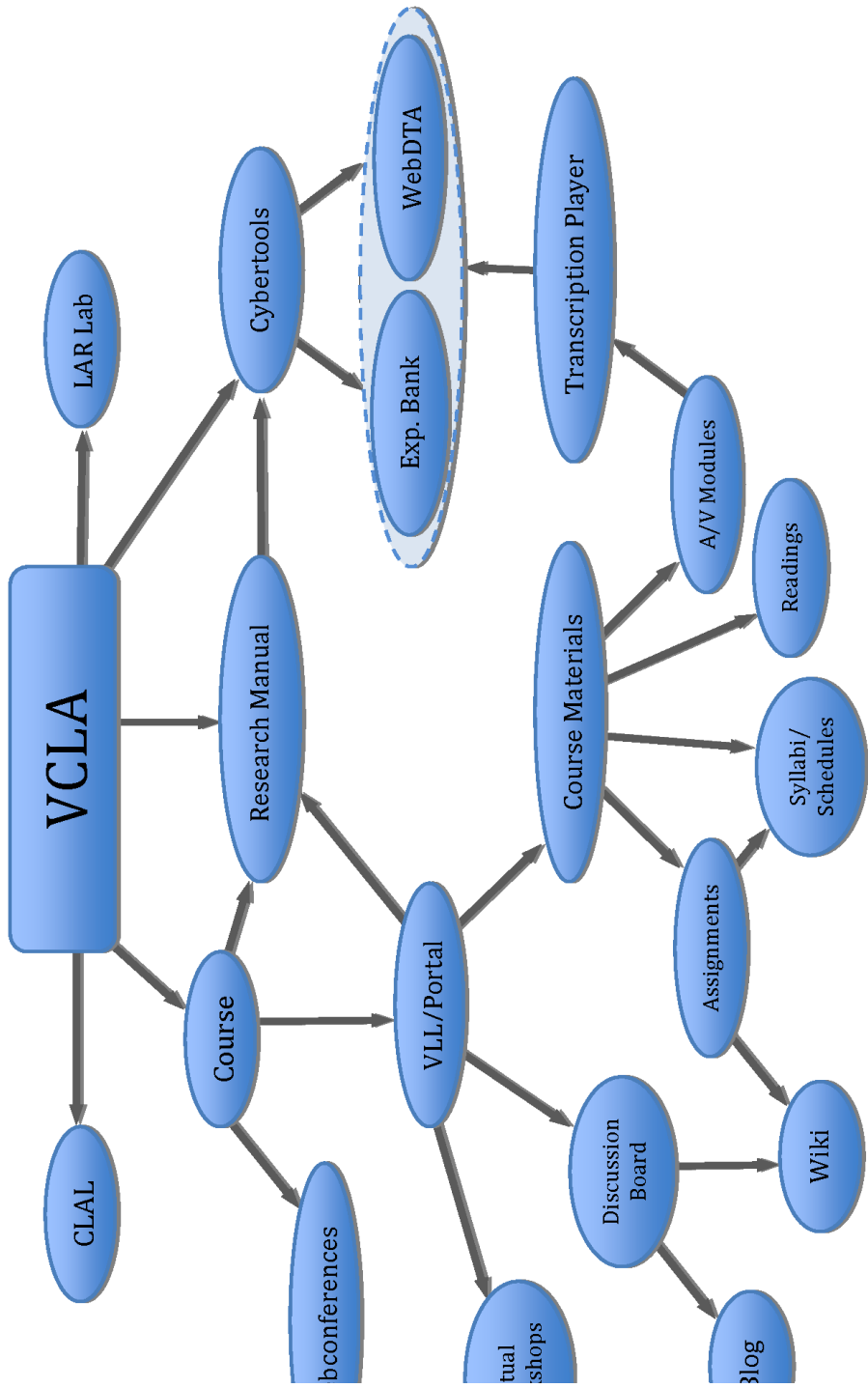


User Instructions for the VCLA Web Resources

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An Overview of the VCLA



How to Get Access to the VLL Portal

Getting Started

You can access the VLL portal here: <http://clal.cornell.edu/vll>. You should use the credentials that were given to you when you were granted access to the VLL portal.

Remember to change your password.

If you need access or have trouble logging in

- If you are pre-enrolled in the class your instructor will automatically acquire VLL portal access for you.
- If you recently added the class you must first ask your TA or instructor to grant you access to the VLL portal.
- If access has already been granted but you still have problems accessing the VLL portal, you should first contact your TA or your instructor in order to make sure that you were set up to ask access.
- Finally, if you TA or instructor can confirm that you should have access but problems persist you should email clal@cornell.edu with the subject "User Access: VLL Portal" or use the following link: <mailto:clal@cornell.edu?subject=User Access: VLL Portal>. c-c your Instructor too.

How to access the VLL and Discussion Board

- You can use different browsers, Explorer, Safari, Firefox. Firefox has always worked well for us, so we recommend it.
- DO NO USE GOOGLE CHROME, please. Editing the Wiki or Blog with Google Chrome will result in dropped characters, broken links, and inability for others to use the Wiki or Blog and access their work. Please use only Firefox, Safari, or Internet Explorer edit the discussion board (Wiki) or the Blog.
- Go to the VLL Portal.
- Enter login name and password.
- Go to Discussion Board.
- Reenter login name and password.

The first time you use the Discussion Board

We have created a page so that each of you can write a profile. To get to it and edit it, please access the Discussion Board following steps 1 through 6 above.

- DO NOT WRITE IN THE BLOG, in the red border on top select WIKI.
- Go to "People/Portfolios"
- Click on your university's name.
- Click on your name.
- You will find an empty page.

- On the upper right-hand side there are three symbols; click on the first one (a pencil) to edit your text. You can edit your name and write any text you want. You can look at the profiles of students from previous semesters or professors' profiles to get an idea of what to write. It is better if you do not include your personal e-mail; you can include the e-mail address you use for your academic work, but also you will be able to communicate with other students during the semester using the Wiki. If you have a photo of yourself, please attach it to your profile. If not, you can ask your professor or TA to take a picture of you and attach it to your profile.

- Do not delete the text below because it will help you navigate the Wiki.
 - [BACK TO \(your university's name\)](#)

 - [BACK TO People/Portfolios](#)

 - [BACK TO Student Assignments](#)

- Go to the symbol with music notes (to the left hand-side of the clip) and attach your photo.

- Save your document.

How to use the VLL Wiki

Getting Started

- To access the VLL wiki go here: <http://clal.cornell.edu/groups> and click “VLL Users”.
- **Important:** there is a serious compatibility issue with Google Chrome and the discussion board/wiki. You must **not** use Google Chrome to edit the wiki or blog in any way. Doing so will result in dropped characters, broken links, and inability for others to use the wiki and access their work. Please use only Firefox, Safari, or Internet Explorer edit the discussion board. Alternatively, you can access the VLL Wiki by going to ‘Discussion Board’ once you’ve already logged into the VLL portal.

How to create and link pages in the wiki

1) Click the “wiki” button on the red menu bar on the top of the screen.

VLL Discussion wiki blog calendar mail

Tags: +

Updated Sep 10, 2009 4:06 PM by [Alex Immerman...](#)

Welcome to the VLL Wiki

Please navigate to find your course materials using the links below. For discussion and to ask questions, please see the blog (on top menu).

[Learning Materials by Topic](#) (returns to VLL website)

[Assignments](#) (students' work)

[People/Portfolios](#)

[Wiki Help](#) (post here if you have questions about the wiki)

What's Hot

- Topic 1: Human Subjects Issues
- Help

Recent Changes

- Jaime Ontiveros
- Assignments
- Jaime Ontiveros-Assignment 1
- Jaime Ontiveros-Assignment 1
- Belem López-Assignment 3 a-c

Upcoming Events

Other Wikis Log Out (afi2) Help

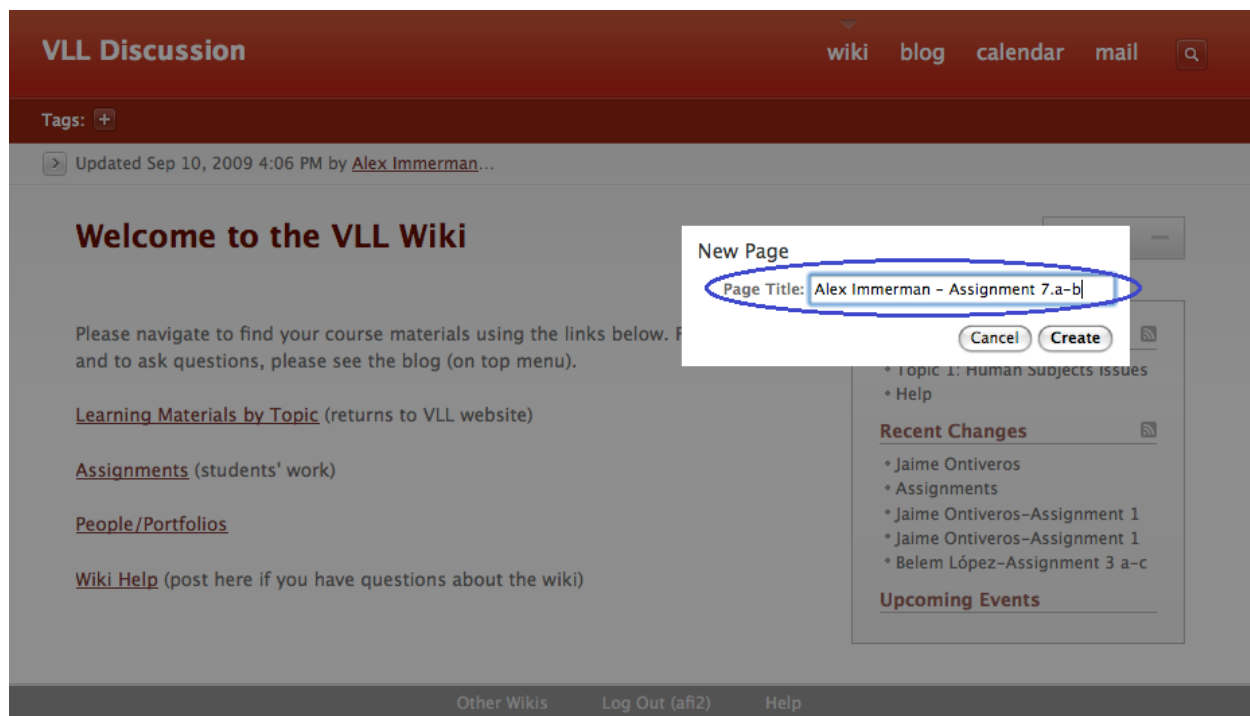
2) Press the “+” button below the red menu bar.



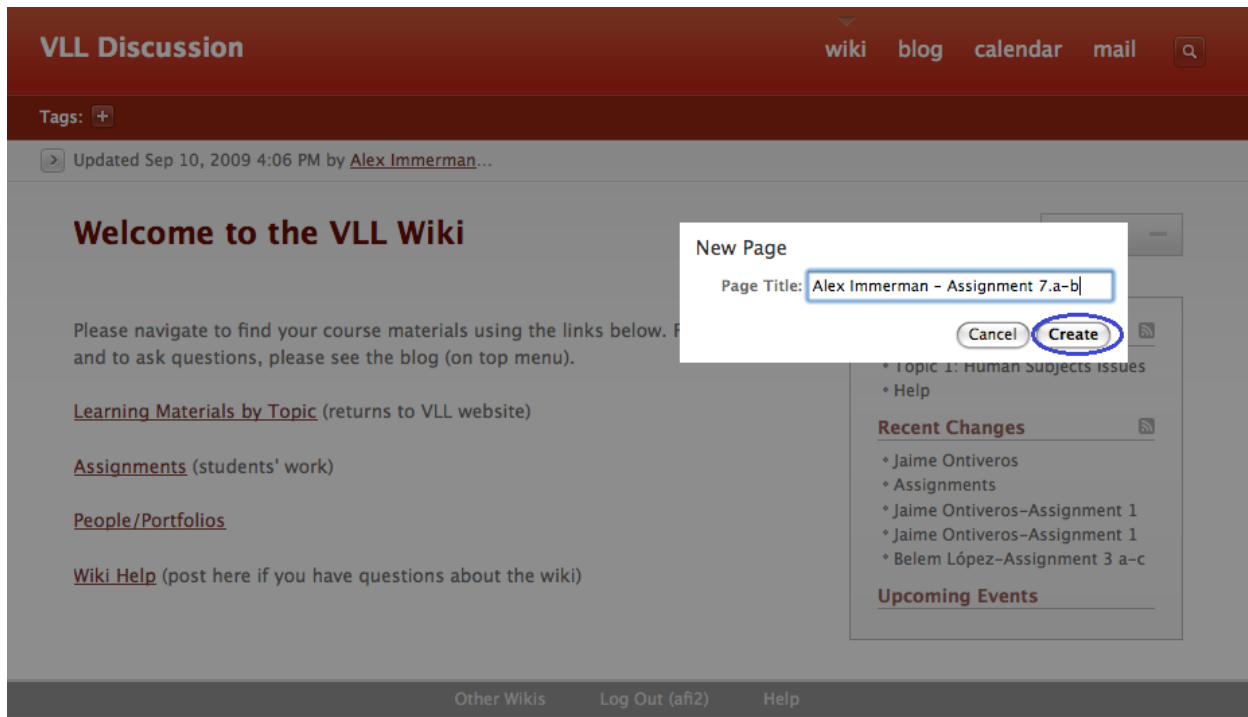
3) Enter a name for your page.

a. For assignments, use the following format:

i. “Firstname Lastname – Assignment X.Y (e.g. María Blume – Assignment 1)



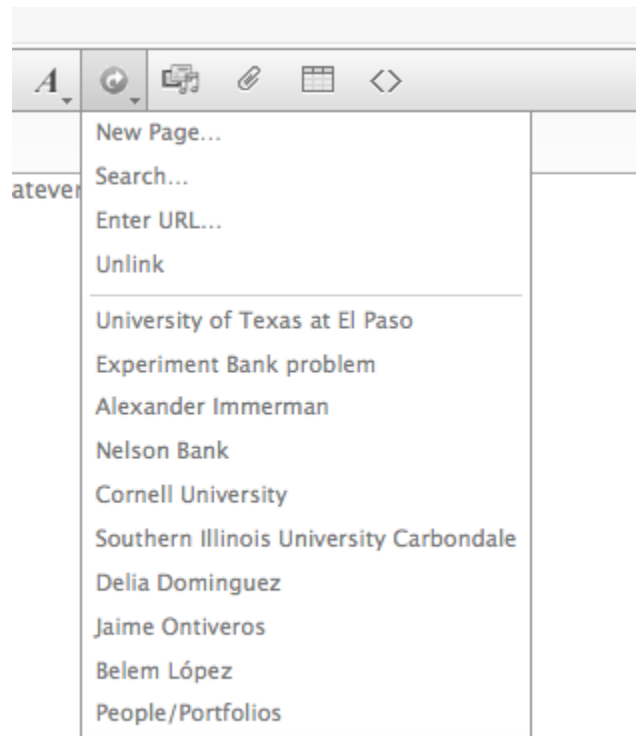
4) Press “create.”



5) The new page will be created. It will automatically contain the phrase: “This is placeholder text for your new wiki page. Replace it with your own.” Highlight and delete the text, then add your own text and content to the box using the buttons, illustrated below.



6) Once you’ve added content to your page, you need to link the page to the rest of the wiki by creating links to **and** from your page. Click the “insert hyperlink” button.



If the page you wish to link to appears in the list, simply click it to insert a link into your post. Otherwise, click “Search...” and begin typing the name of the page you wish to link to. Select it once it appears.

It is good practice to type “Back to” in front of your link, when applicable. For an assignment you should have:

Back to YOUR NAME (e.g. Back to María Blume)

Back to Students Assignments.

7) Once the page looks how you want it to look, click the “save” button.

The screenshot shows the editing interface for a page titled "VLL Discussion". At the top, there is a red navigation bar with "VLL Discussion" on the left and "wiki", "blog", "calendar", "mail", and a search icon on the right. Below this is a "Tags" section with a text input field containing "Add Tags Here". A "Comment:" field with the placeholder "Describe your changes here" is visible. The main editing area has a title bar "Alex Immerman - Assignment 7.a-" and a toolbar with various icons. The "save" button in the toolbar is circled in blue. Below the toolbar is a large text area with the instruction "Copy and paste your assignment into this box (or add whatever content you like to your page)." and a link "Back to Alexander Immerman". At the bottom, there is a footer with "Other Wikis", "Log Out (afi2)", and "Help".

8) Your page will display. Click the link to visit the page you’ve linked to.

The screenshot shows the published version of the page. The top navigation bar is identical to the previous screenshot. Below it, the "Tags" section now shows a plus sign "+". A status bar indicates "Updated Sep 14, 2009 by Alex Immerman". The main content area features the title "Alex Immerman - Assignment 7.a-b" in a larger font, with a "Back" link and a circled "Alexander Immerman" link below it. There is also a "Add a new comment." button. The footer remains the same with "Other Wikis", "Log Out (afi2)", and "Help".


9) You will navigate to a different page. Now you want to create a link on this existing page to the page you just created, so that it is accessible from the wiki. To do so, click the pen icon to edit the page.

VLL Discussion [wiki](#) [blog](#) [calendar](#) [mail](#)

Tags:

Updated Sep 9, 2009 7:47 PM by [Alex Immerman...](#)

Alexander Immerman



Hi, I'm Alex. I'm from Northampton, Massachusetts. I came to Cornell as a student of mechanical and aerospace engineering. After two and a half years of study, my academic interests had developed and broadened, so and I transferred into the College of Arts and Sciences. I graduated from Cornell University in spring 2009 with a degree in philosophy and am now a Research Assistant in the Cornell Language Acquisition Lab. I am presently applying to graduate programs for cognitive science.

My empirical research interests include ideology, perception, language, cognitive control, theory of mind and self, consciousness, and neuroimaging. I am presently working on a pilot study: Contrasting Language in Early Alzheimer's Disease and in Healthy Elderly. This cross-institutional collaboration with MIT and Mass General Hospital seeks to determine whether there are changes in language functioning that can inform and possibly identify individuals who may go on to a diagnosis of dementia such as Alzheimer's, Frontotemporal Dementia, or Primary Progressive Aphasia.

Back to [People](#)

10) Click the “create or edit a link” tool. Select the page you recently created from the list and a link will be inserted. Click “save” to save these changes.

The screenshot shows the VLL Discussion page editor. At the top, there is a red navigation bar with "VLL Discussion" on the left and "wiki", "blog", "calendar", "mail", and a search icon on the right. Below this is a "Tags: Add Tags Here" field. A "Comment: Describe your changes here" field is also present. The main editing area has a toolbar with icons for undo, redo, bold, italic, link, unlink, and source code. The "link" icon is circled in blue. A dropdown menu is open, showing a list of pages to link to. The page "Alex Immerman - Assignment 7.a-b" is circled in blue. Below the menu, there is a preview of the page content, including a photo of a person and a paragraph of text. The "save" button in the top right of the editor is also circled in blue.

11) You should now be able to navigate between these pages by clicking the links!

12) When posting your homework assignments, please be sure to link them both to your “personal portfolio” page **and** the “assignments” page! The assignments page and your personal profile pages have already been created for you. To find your personal portfolio page, navigate the wiki to People/Portfolios, select your institution, and then click your name from the list. Feel free to modify your personal portfolio page however you like: add info about yourself, your interests, your academic background, and a picture, if you like. Feel free to browse your colleague’s profiles and write comments! Link all your assignments to your profile

Connecting to the CLAL Server

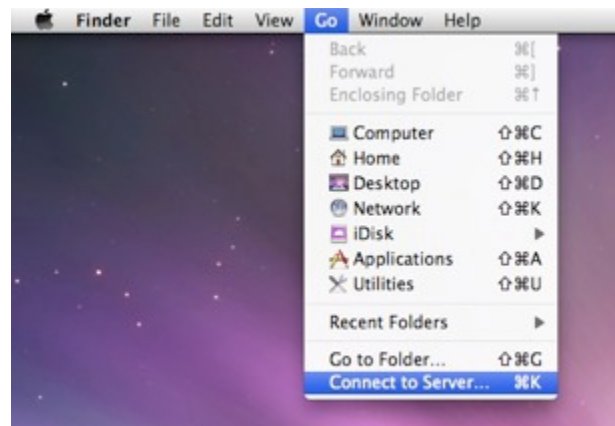
Requesting Server Access

- Your instructor will let you know if you need server access or not.
- In order to be able to access the server you must have specific access granted, therefore having access to other VCLA resources such as the VLLportal will not guarantee server access.
- In order to get server access you should ask your supervisor, TA or instructor to request access for you.
- Additionally, you can ask for access directly by emailing clal@cornell.edu with the subject “User Access: Server” or clicking this link: [mailto:clal@cornell.edu?subject=User Access: Server](mailto:clal@cornell.edu?subject=User%20Access:%20Server). You must also CC your supervisor, TA or instructor. Please note: unless you CC your supervisor, TA or instructor and have the correct subject, **your request will be rejected.**

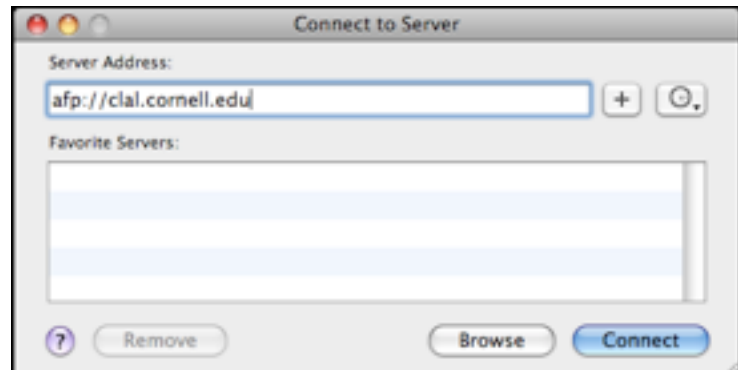
Connecting to the Server using a Mac

From the Finder’s menu bar, click **Go** and then click **Connect to Server...** to launch the Connect to Server window.

Tip: If you don’t see these options in your menu bar, Finder isn’t the active application. Click on an open part of the desktop to switch to the Finder.

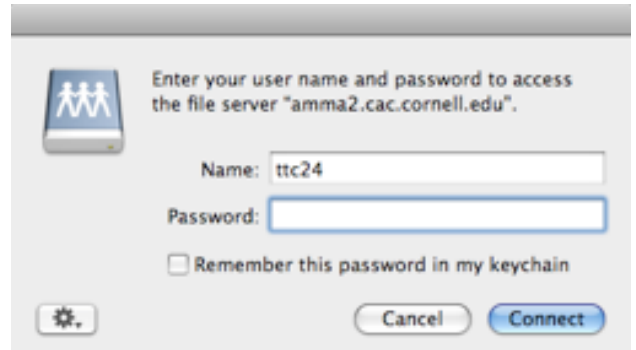


The Connect to Server window appears. Type “**afp://clal.cornell.edu**” in the **Server Address** field to tell your Mac that you want to access the CLAL main file server using the Apple File Protocol (AFP). Click **Connect** to establish a connection.



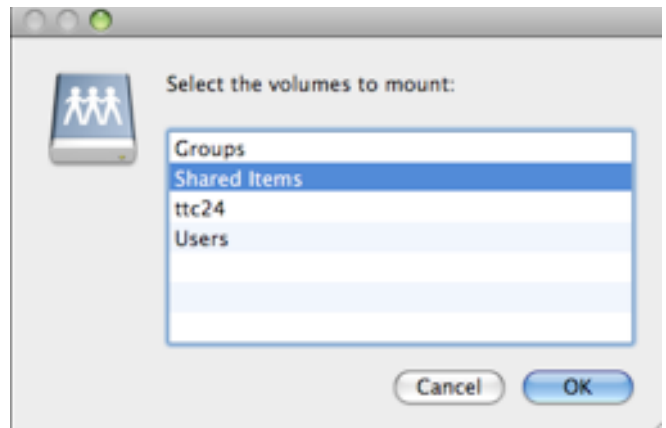
Unless you've connected before and chosen to store your login credentials in your user's keychain, you will be asked to authenticate to the CLAL file server. **For security reasons, you shouldn't store your credentials on a public computer.**

Enter your server username and password in the fields marked **Name** and **Password**. Click **Connect** to proceed to finish logging in.



If the credentials you provided were accepted by the server, you'll be asked which of the server's share points you'd like to access.

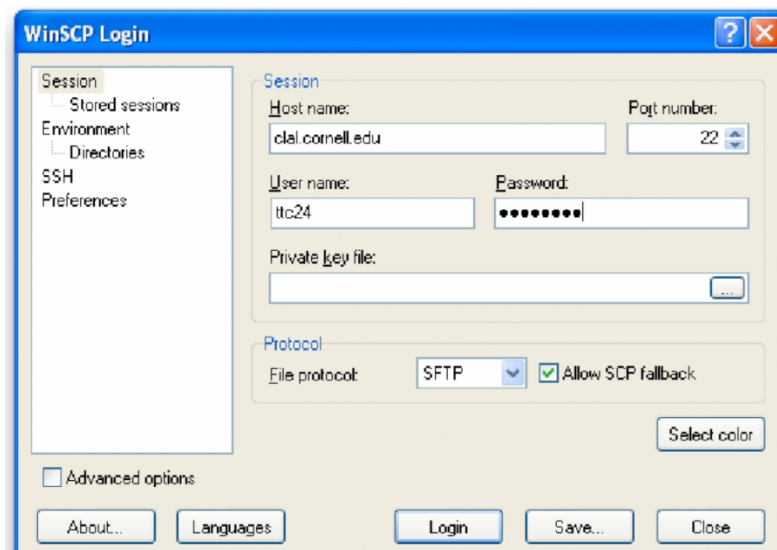
If you're not sure of which share point to mount, choose to mount the **Shared Items** volume and click **OK** – Shared Items contains most of the data stored on the server and all of the data migrated from the old server.



Connecting to the Server using a PC

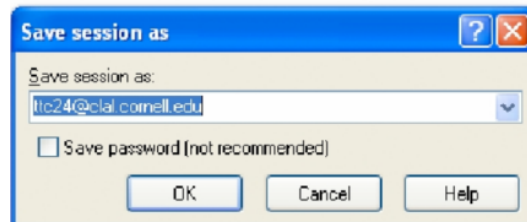
The CLAL File Server is accessible to Windows PC users via the Secure File Transfer Protocol (SFTP). We provide directions for connecting with the free WinSCP client below.

1. Download WinSCP at <http://winscp.net/download/winscp418setup.exe>
2. Run the installer to completion. When the installer has finished, launch WinSCP. You will see the following dialog box:

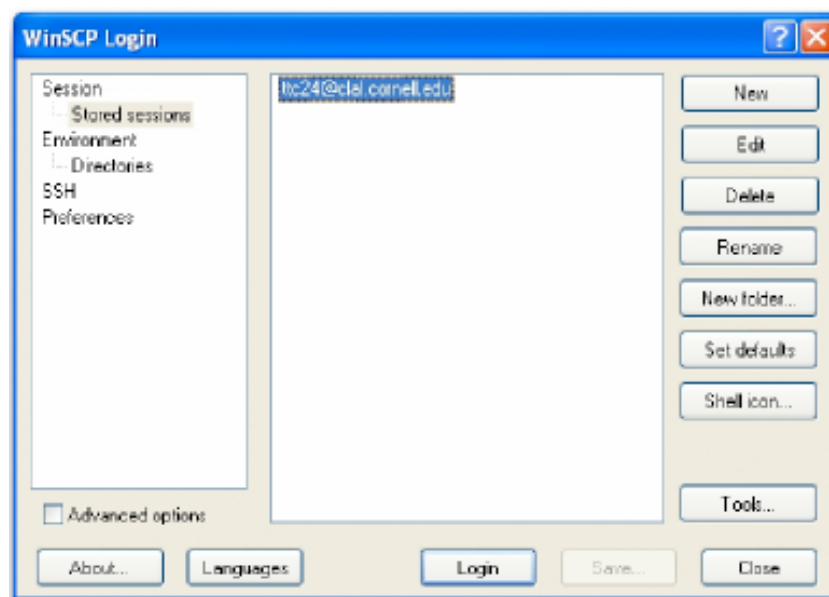


Configure the session connection as described above (Host name: clal.cornell.edu, Port number: 22, User name: your CLAL server name, Password: your CLAL server password).

3. Click the Save button. You will be asked to name your connection (the default value is fine). Click the check box if you want to save your password on your computer - note that this is not recommended if you use a shared computer. Click OK to save the connection.

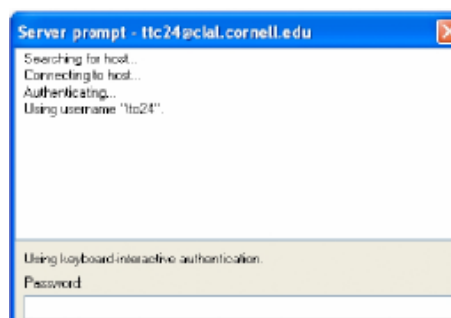


4. You will be presented with the main WinSCP login window at this point (shown here).

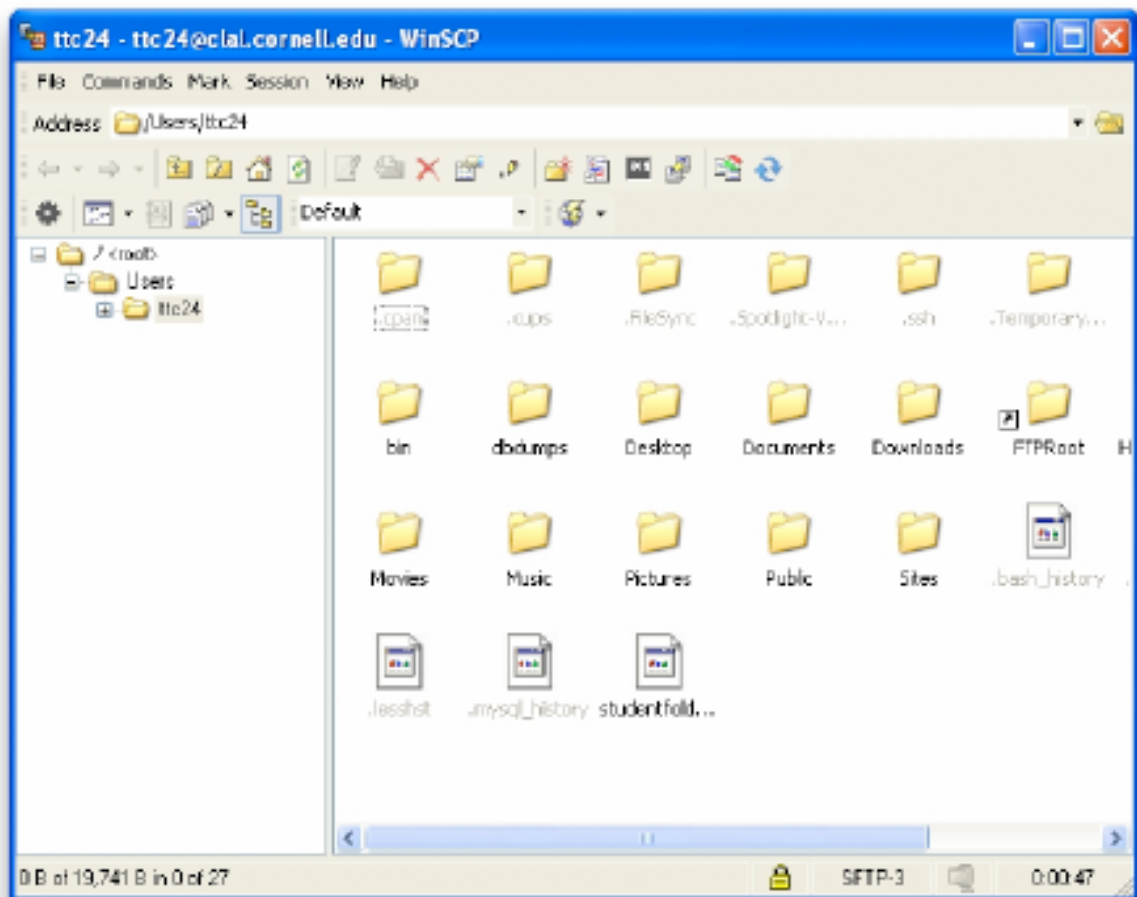


Click the Login button to connect to the server.

5. If you chose not to save your password, you will be prompted to enter your password in the window shown below. Enter it in the field provided and click OK.



6. When the connection to the server has been established, you will see the main WinSCP window displaying a folder-style listing of your user directory (shown below).



This section next only applies to users of workstations at Cornell.

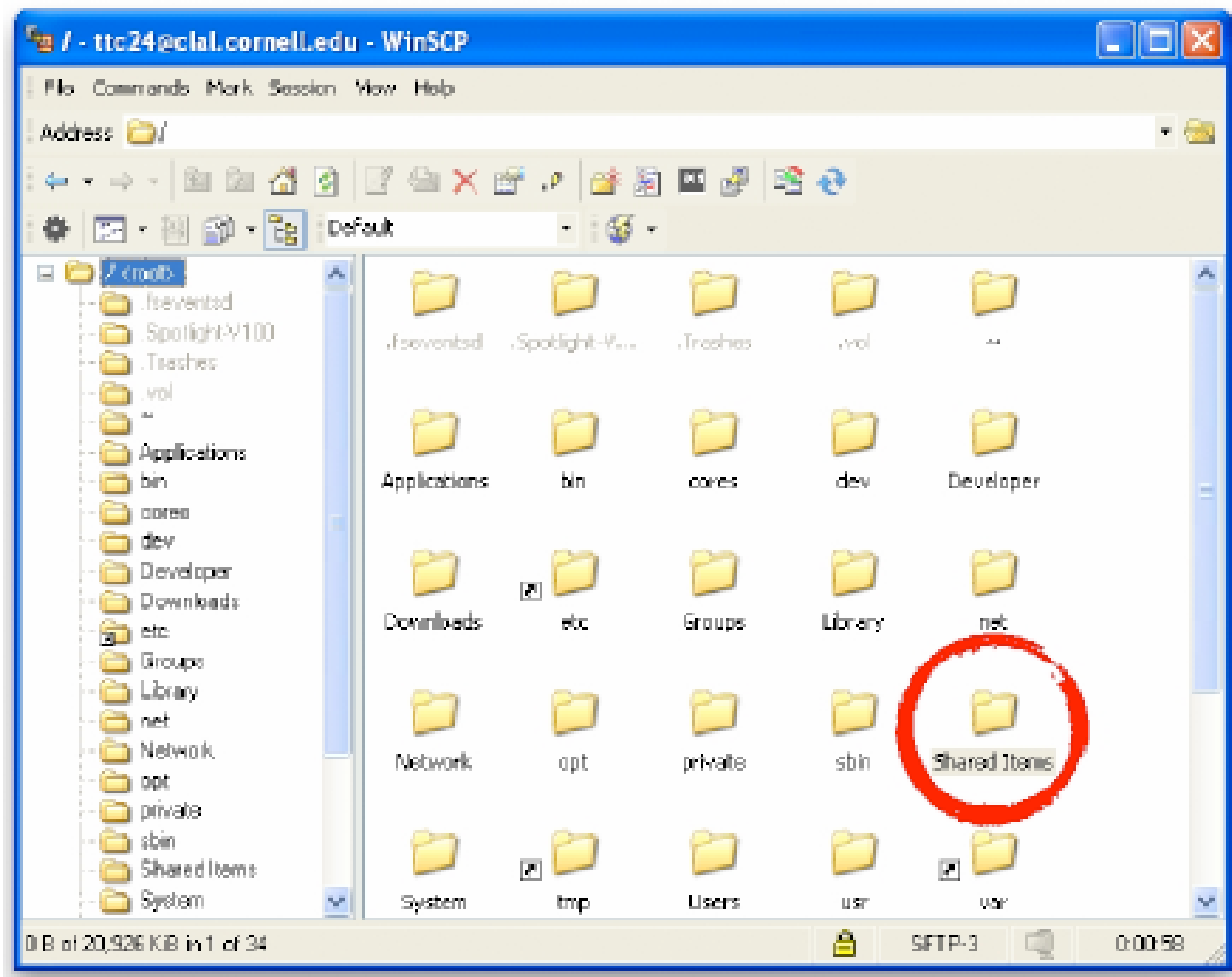
You can access any files that you put on one of the lab's Macs in these folders. For instance, anything you put on the desktop of a lab Mac you'll be able to find in the Desktop folder.

Students in lab courses may also publish documents that are to be submitted to faculty members by copying the documents to their Lab folder. Other students are unable to read from this directory, but faculty members will be able to read and write data there.

IMPORTANT: Faculty members are unable to read from other directories in your home folder, so it is imperative that you put copies of your work in the Lab folder if you wish for them to see it.

7. To access documents in the Shared Items share point on the server (e.g. ActiveProjects, Video, etc.), click on the "/ <root>" directory in the file tree on the left of the screen. The main window is updated with the main contents of the root folder.

Double-click the **Shared Items** directory to enter it. The normal directories appear in the main window.



8. You are able to use the folder view in WinSCP as you would any other directory on your computer:

- To copy files to the server from your computer, navigate in WinSCP to directory where you'd like to put the files, then drag the files from a folder on your computer into the WinSCP window. You will be informed about the progress of the upload with an information dialog.
- To copy files from the server to your computer, simply drag them out of the WinSCP window to a directory on your computer. You will be informed about the progress of the download with an information dialog.

IMPORTANT: In order to view/open files you must first download the file to your computer. This means you cannot open the file directly from the server. When you are done viewing or editing the file you may then copy it to the server. These restrictions do not apply to Mac computers connected using AFP (i.e. on a Mac you can open and edit a document without downloading it first).

Requesting Help

- For anything related to academics including coursework, grading and exams first refer to your TA and/or send an email to clal@cornell.edu with the subject “**Academics**”. You can also click this link: <mailto:clal@cornell.edu?subject=Academics>, If you are not at Cornell, your Instructor will give you your TAs’ contact info.
- For any technical problems including server access problems or VLL portal problems email clal@cornell.edu with the subject “**User Access: Problem**” where ‘Problem’ is a brief description of your problem (e.g. VLL Portal Login Problems). Alternatively, you can click this link: <mailto:clal@cornell.edu?subject=User Access: Problem>. Before emailing about technical issues, make sure you are supposed to have server access in the first place. Again, remember to C-C your Instructor.

Password and Login Related Problems

- If you are having trouble logging in or using any VCLA Web Resource make sure you’ve changed your password from the one that was originally set (as soon as you gain access to the VCLA an email with your temporary password is sent to your registered address).
- If you are certain you have changed your password and you are entering the correct password, you may opt to change your existing password. In order to request for a password change send an email to clal@cornell.edu with the subject “User Access: Password” or click this link: <mailto:clal@cornell.edu?subject=User Access: Password>.