An Introduction to VCLA Web Resources

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# Contents

- An Overview of the VCLA ................................................................. 3
- How to Get Access to the VLL Portal .................................................. 4
  - Getting Started ................................................................................. 4
  - If you need access or have trouble logging in ..................................... 4
- How to use the Confluence Wiki ........................................................ 5
  - Getting Started ................................................................................. 5
  - How to create a profile ...................................................................... 5
  - How to post an assignment ............................................................... 5
- Connecting to the CLAL Server .......................................................... 7
  - Requesting Server Access ................................................................. 7
  - Connecting to the Server using a Mac ............................................... 7
  - Connecting to the Server using a PC ................................................. 8
- Requesting Help .................................................................................. 12
- Password and Login Related Problems .......................................... 12
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 use the Confluence Wiki

Getting Started

• To access the Confluence wiki go here: http://confluence.cornell.edu
• Hover your mouse over the LOGIN menu item toward the top-left and click on the LOGIN option.
• **If you have a Cornell NetID:** click on the “Login with Cornell NetID or WCMC CWID” button and login with your usual NetID credentials.
• **If you do not have a Cornell NetID:** enter the Username and Password that you use to access the VLL portal.
• Click the LOG IN button.
• On the upper right hand side, type “VLL Discussion Board” on the search space and choose this option.

How to create a profile

• On the left hand side menu, expand the “People” menu by clicking on the plus sign.
• Click on your home university. You should then see a list of professors, assistants and other students.
• Then, click on “Add User Page” on the right side of the page.
• Enter your Name in the Subject line (last name first, please).
• Enter your profile information in the body area – including: a picture of yourself, a brief biography, and your language interests. You don’t need to use the template, it is just a suggestion. **Leave the Assignments area “as is”, do not edit the {children} code! This will be needed later to display your assignments on the page.**

• **Adding a Picture to a Page:** to add a picture to a page in Confluence while in edit mode, click on the “Insert image” button on the rich-text-editor menu, then click the “Browse” button to find your image, select it, and then click on the “Insert” button (this process is like attaching a file to an email). Make sure that your picture is sized and cropped properly before adding it to your page.
• On the lower left, look for the option “Labels” and choose “Edit”. Write in “CUprofile” if you are a Cornell student.
• Click the “Save” button at either the top-right or bottom-right to save your page.

How to post an assignment

• Go to your Profile Page by expanding the People/Portfolio menu on the left, and then your home University menu.
• Click on your Profile Page (your name) on the menu to the left.
• Then, click on the +ADD menu in the upper-right and choose “Page”.
• Type your full name PLUS the Assignment number in the subject line (ex. “John Johnson Assignment 3”). **Please be consistent** in your assignment naming and follow these directions.
• In the body of the new page, you can **paste** text, or type directly into it. So, if your assignment is mainly just words, copy/paste. If you need to attach a file (like a PPT file or PDF), you will need to attach the document to the page. Still, use the body of the page to reflect on what you are attaching (description of the assignment, comments, etc.)

**Attaching a File to an Assignment Page:** to add a file to a page in Confluence while in edit mode, click on the “Insert” menu on the rich-text-editor menu and choose “Attachment”. Then, click the “Browse” button to find your image, select it, and click on the “Insert” button (this process is like attaching a file to an email).
• On the lower left, find the option “Labels” and click “Edit”. Write the label for the relevant assignment. It is the “CUa{assignment number} is you are Cornell student.
• Click the “Save” button at either the top-right or bottom-right to save your page.
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. 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](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.

- Top 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.