

Accessing the Monroe FTP site

Last Updated: 7/10/2014

From Internet Explorer enter <https://files.monroe.edu/> in the address box (top of screen).
The following login screen will appear:



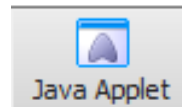
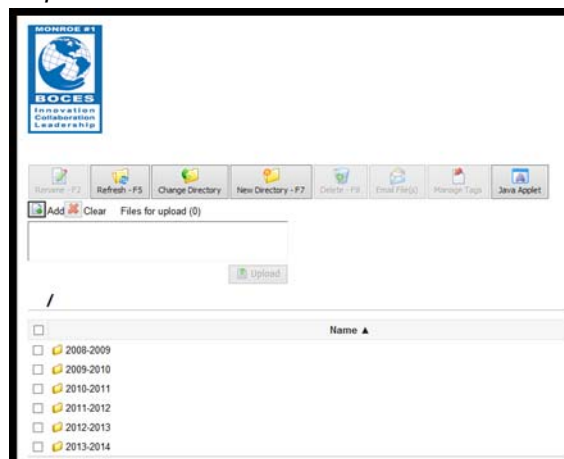
Enter your school's user name and password.

User Interface Options:

HTML will display your school's folder(s) where you can open and view various reports or data files we have posted for your school.

(Note: To toggle between the **HTML** and the **Java Applet** views click on the button displaying either **[Java Applet]** or **[HTML]** on the screen)

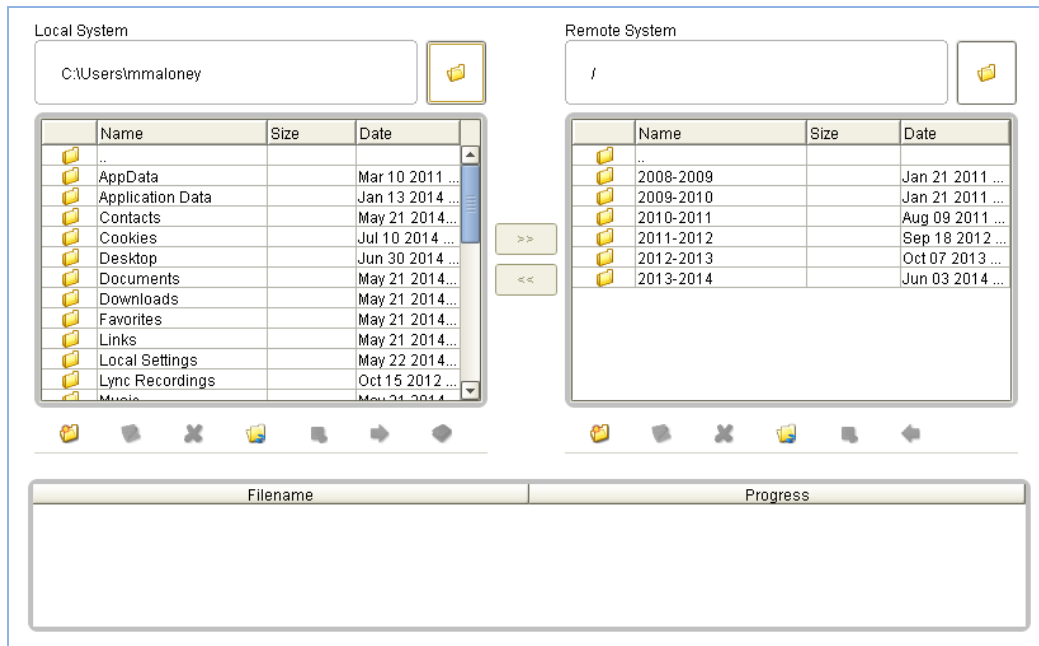
Sample screen below shows HTML view...



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Java Applet will display a window containing a box showing **Remote System** and **Local System**. (Note: To toggle between the **HTML** and the **Java Applet** views click on the button displaying either **[Java Applet]** or **[HTML]** on the screen)



Remote System:

Inside the box, the directory/folder list on the right displays your school's folders on our Monroe FTP site.

Local System:

Inside the box, the directory/folder list on the left displays folders on your computer. This defaults to the C: drive on the computer you are working on.

You may use the folder button to move to a different directory/folder on your computer or network where you may want to copy any folders, reports or data files from our Monroe FTP site (Remote System) to your computer (Local System).

To copy folders, reports or data from either side:

Highlight the folders, reports or data files you want to copy then click the appropriate arrow box. (The arrow boxes **[>>]** and **[<<]** are located between the Remote System and Local System boxes.)

Folders located on our Monroe FTP site for your school:

There is a set of folders for each school year. Inside each *school year folder* is a separate folder for each assessment as well as other folders that may contain information for your school. Inside each assessment folder are 2 folders "MAARS Data" and "MAARS Reports". These folders contain the data files and/or reports we create for that assessment. (Note this is not where you will find WNYRIC-Level 1 reports or L2RPT (state) reports).