

Upload File to SAS Studio from GVSU's student network

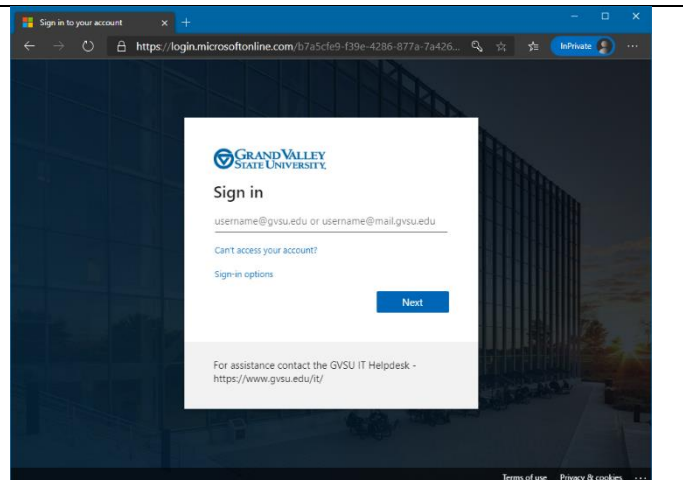
These instructions walk you through

- Downloading a data file from GVSU's student network,
- Creating a folder in SAS Studio, and
- Uploading a data file to SAS Studio

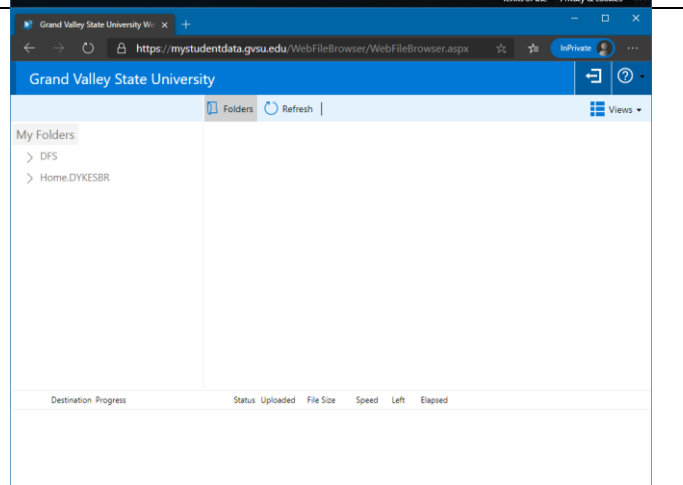
Find file

Go to <https://mystudentdata.gvsu.edu/>

Sign in with your `username@mail.gvsu.edu` account



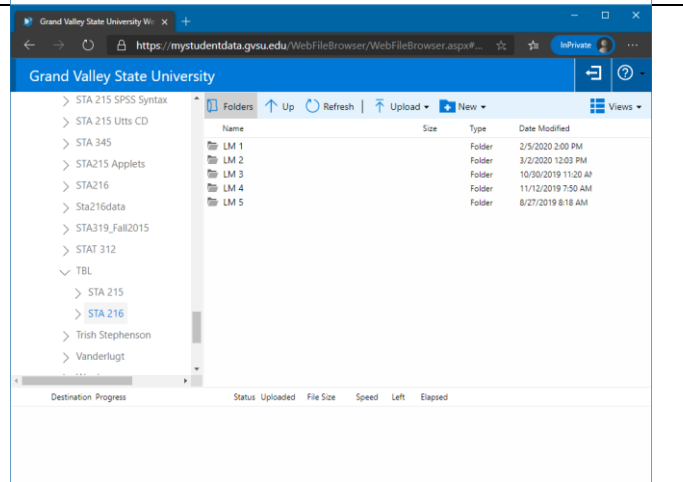
You should see a screen that looks like this



In the left-hand menu:

1. Expand **DFS** by clicking on the greater-than sign ">" next to it,
2. Expand **GVSU-Labdata** by clicking on the greater-than sign ">" next to it,
3. Expand **STAT** by clicking on the greater-than sign ">" next to it,
4. Expand **TBL** by clicking on the greater-than sign ">" next to it,
5. Click on **STA 216**

From here you will need to go to the corresponding **LM X** folder by double-clicking on it

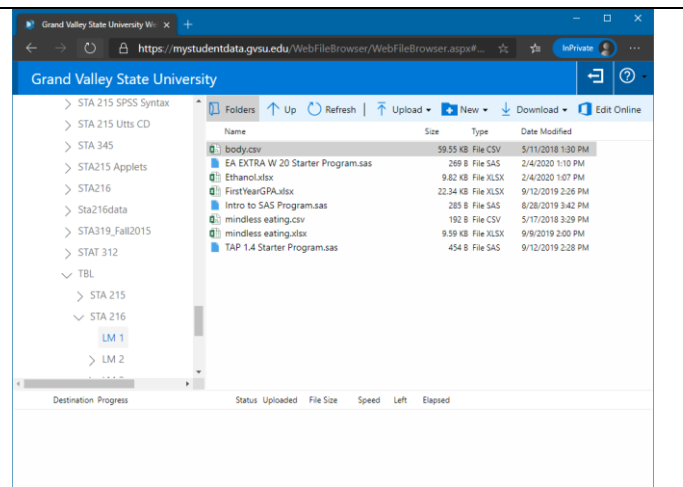


Download file

In the corresponding **LM X** folder (we use **LM 1** here as an example), single-click on the file you wish to download

Along the top of the page, a **Download** button will appear. Click on this and select “Download to PC”

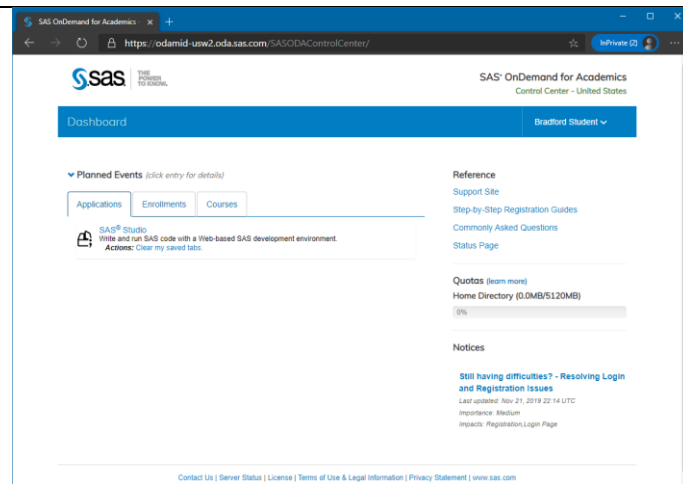
Be sure to note where this file downloaded to. This would be a good opportunity to create a **STA 216** folder on your computer (with a **LM X** sub-folder within this **STA 216** folder) where you can save your course work




Create New Folder in SAS Studio

Go to <https://welcome.oda.sas.com/> and sign in to SAS OnDemand for Academics

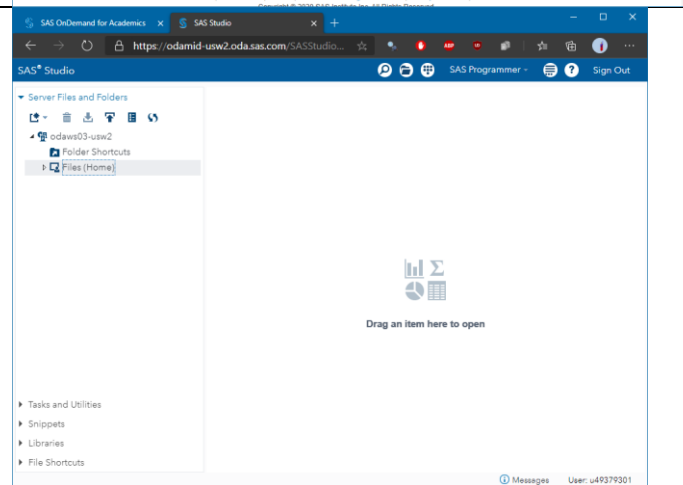
In the Applications tab on the SAS ODA Dashboard, click on **SAS Studio**



In SAS Studio, single-click on Files (Home) to highlight it

Click on the  icon in the upper-left-hand corner and select **Folder**

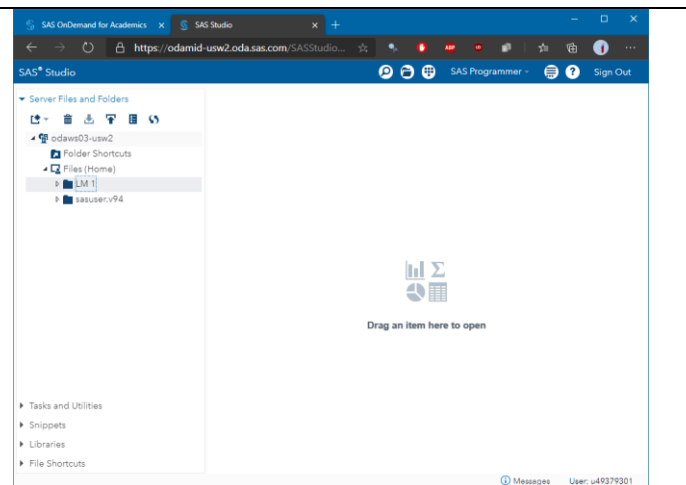
In the New Folder pop-up, give this folder an appropriate name (e.g., **LM X** where **X** is replaced with the appropriate number), then click **Save**



Upload file to SAS Studio

In SAS Studio, single-click on the folder you previously created (e.g., **LM X**)

Click on the  icon to *Upload* a file

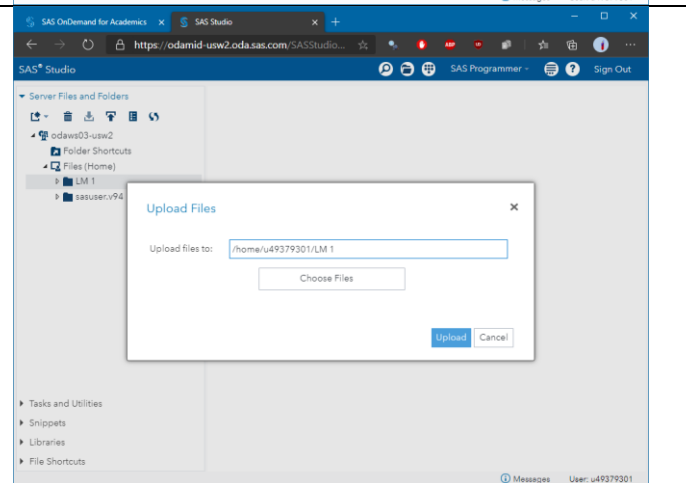


In the *Upload Files* pop-up, click on **Choose Files**

In the File Manager pop-up,

- navigate to where the data file is saved,
- select the file by clicking on it,
- then click on **Open**

Back on the *Upload Files* pop-up, verify that the correct file is being uploaded and then click on **Upload**



You can verify that the file was upload by expanding the folder location that you saved it to

