

Accessing Your SFTP Account via FileZilla for Uploading into Illuminate

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STEP ONE: PREPARE YOUR EXCEL FILE FOR UPLOAD

- Review that all the required fields have been populated
- Look for any errors, such as wrong academic school year, site ID, etc.
- Each worksheet/tab in your data spec template needs to be its own worksheet/book. To do this:
 - right click on tab
 - select move or copy
 - move to a new book
 - select “create a copy” box
 - delete header rows
 - When document is 100% ready
 - Select Save As
 - Put the file somewhere where it will be easy to find (desktop, my documents, your internal drive, etc).
NOTE: Also, I recommend creating a folder (with the current date) to save these files in.
 - In the save as dialog box, insert the proper naming convention for that file (as dictated by Illuminate and must be exactly what it says in the list below) in the file name text box.
 - sites
 - terms
 - courses
 - studemo
 - enrollment
 - users
 - mastschd
 - roster
 - contacts
 - In the save as dialog box, under line two (save as type), select the 11th option called text, (tab delimited) .txt. Your file should look like one of the titles below.
 - sites.txt
 - terms.txt
 - courses.txt
 - studemo.txt
 - enrollment.txt
 - users.txt
 - mastschd.txt
 - roster.txt
 - contacts.txt
 - Click on Save. Another dialog box will appear that warns you that your workbook may contain features that are not compatible with text. Just select “yes”.
 - Then close your text document. Another dialog box asking if you want to save will pop up. Select no and it will close. (if you select yes, it just keeps circling back)

STEP TWO: DOWNLOAD & INSTALL FILEZILLA: <https://filezilla-project.org/download.php>

STEP THREE: ACCESSING YOUR SFTP ACCOUNT

- Using the SFTP credentials you received from Tisha, insert them into the appropriate dialog box
 - Host:
 - Username:
 - Password:
 - Port:
- Click on connect
- Once you are connected, use the local site window on the upper left hand side to browse and find your folder.
- Filenames (and the individual text documents) will appear in the window directly below.
- Either double click or drag over into the window on the right hand side. You will see the file uploading in the top window. If you have multiple versions of that document, a dialog box will appear asking if you want to overwrite the file. Say yes, it will essentially replace the file with the most current version.
- Repeat until all your files have been uploaded.
- When finished, close out FileZilla. Illuminate usually has a 24 hour turnaround but feel free to also contact their help desk to inform them of the upload, any errors, questions, or requests.