

## Hello and Welcome to the New Institutional Effectiveness Data Site

Users with Bayboro accounts will be able to:

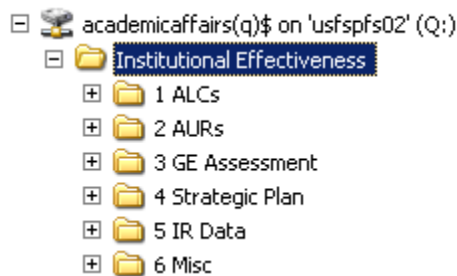
1. open/download documents from the site;
2. save them to the desktop for use/editing; and
3. post documents to the site.

If you are a Mac user, please refer to the “How to Connect to Windows File Sharing (SMB)” document. These instructions are attached to the end of this document or can be obtained by contacting USFSP’s Campus Computing Office.

The security features for the IE Data Site are that the site is restricted to users with Bayboro accounts and users will only have read-post privileges.

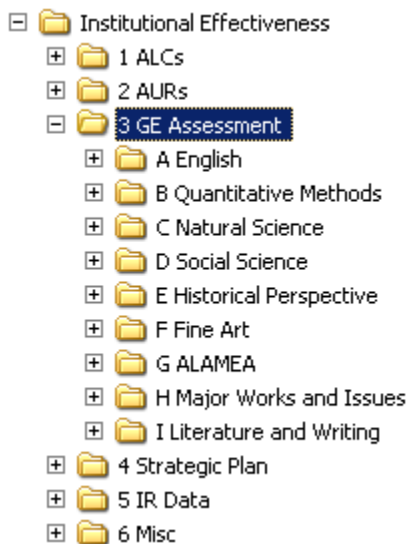
### A. Steps to Retrieving Documents from the Institutional Effectiveness Data Site

1. If you have a Bayboro account and are logged on to the network; navigate to the Institutional Effectiveness folder on the Q-drive; and find several sub-folders:



If interested in GE Assessment...

2. Goto the sub-folder of interest to you... for example: “3. GE Assessment”  
Within “3. GE Assessment” folder, the user will find folders for each area of General Education.



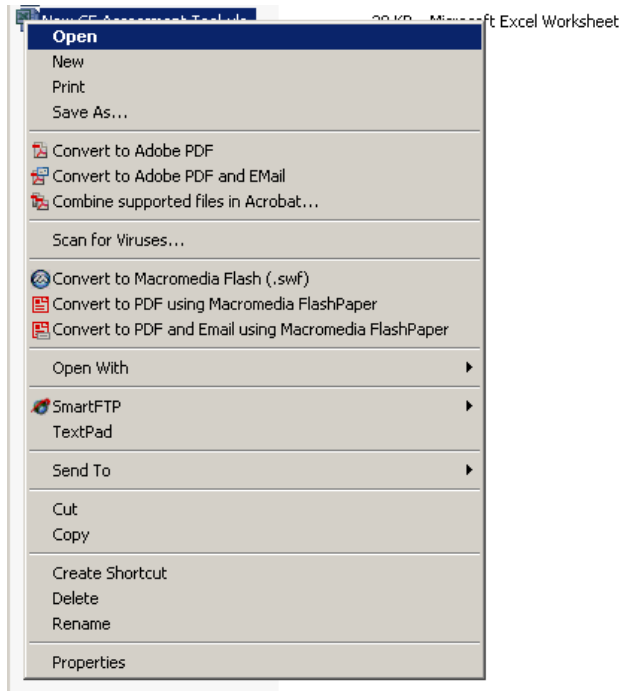
3. In the GE Assessment folder, the user will also find the data collection tool as an Excel spreadsheet:



For any document on the IE Data Site...

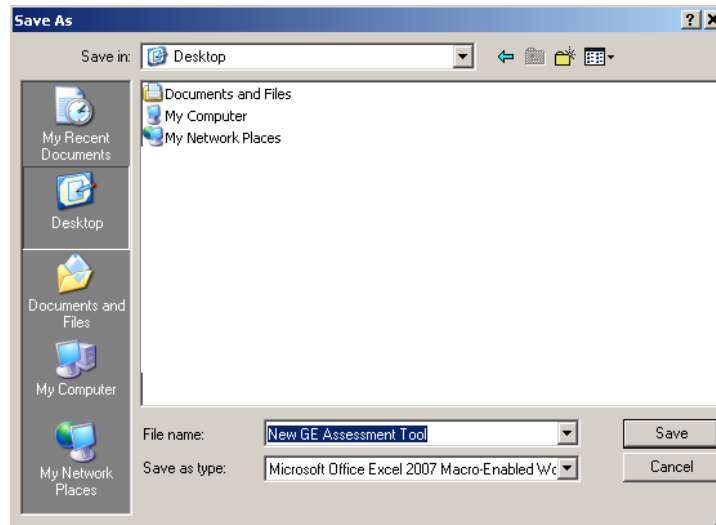
4. Highlight the file and either open it and save it to your desktop for use or simply highlight it and save it to your desktop for use.

Highlight the file and right-click in order to open a dialog box... If you Open the file, then use the software application to Save the file to your desktop



or

Use the Save As feature to save the file directly to your desktop



## B. Steps to Posting Documents to the Institutional Effectiveness Data Site

Different than Read-Write access which gives users the ability to add and delete files and perhaps inadvertently damage or delete other user's files – Posting eliminates the risk of damaging or deleting files while still allowing the user to update and post files to the Institutional Effectiveness Data Site.

The user can only post one copy of each file – in this way the user cannot copy over any existing file. The limitation of this posting method is that if the user wishes to update their file, they must save it with a new name.

Posting to the IE Data Site can be done using Windows Explorer features or the Save As option in Word, Excel or PDF software applications.

### 1. Naming Convention – Step 1

In the case of GE Assessment data save your file into the correct folder, with the following name: Semester\_Year\_Course SubjectNumber\_Section\_Instructor

Example: Sp 11 MAC1140 601 EAsano

In the case of ALCs save your file into the correct folder, with the following name: ALC\_ProgramName\_AY\_Chair

Example: ALC Anthropology AY1112 Sokolovsky

### 2. Naming convention – Step 2

In case the name used in Step # 1 above was incorrect, or the file named above needs to be replaced, then save the file to the correct name or append the file with a number or letter.

Example: Sp 11 MAC1140 601 EAsano 2  
or  
Sp 11 MAC1140 601 EAsano B  
or  
ALC Anthropology AY1112 Sokolovsky 2  
or  
ALC Anthropology AY1112 Sokolovsky B

### 3. If there are two files on the data site, which file will be used?

Unless the user sends an email to IR stating otherwise, in the case where two files are found on the data site, it will be assumed that the file with the larger number or letter was intentionally posted to the IE Data Site with the purpose of over-writing the file without appended name.

# Mac OS X 10.1 or later: How to Connect to Windows File Sharing (SMB)

Last Modified: June 11, 2008  
Article: HT1568

Old Article: 106471



## Summary

Follow the steps in this article to connect to Windows File Sharing (SMB) from Mac OS X 10.1 or later. SMB is the native sharing protocol for Microsoft Windows operating systems, but it may be offered by other computers.

## Products Affected

Mac OS X 10.4, Mac OS X 10.3, Mac OS X 10.2, Mac OS X 10.1, Mac OS X 10.5

Follow these steps:

1. Click the Finder icon in the Dock.
2. Choose Connect to Server from the Go menu (see Note 1).
3. In the address field of the Connect to Server dialog, type the URL using this syntax (see Note 3):  
`smb://ServerName/ShareName/`

**\*\*For University share drives use the following ServerName/ShareNames\*\***

`//usfspfs02/academicaffairs(q)$ //usfspfs02/campusadvancement(r)$ //usfspfs02/studentaffairs(s)$ //usfspfs02/administrationfinance(t)$ //usfspfs02/universityrelations(u)$`

4. Click Connect.

You will be prompted for the workgroup, user name, and password. In addition to connecting to actual Microsoft Windows computers, you may also use the Connect to Server dialog to connect to a Macintosh that is offering Windows File Sharing.

**Important:** Review all of the Notes section, below, for important information on Windows File Sharing. To set up sharing service, see the Related Documents.

## Additional Information

For additional information, please see these related articles:

- 19652 Macintosh: Networking with a PC (Microsoft Windows, or Other Computer)
- 31318 Mac OS 8, Mac OS 9: Sharing Files With Windows-Based Computers
- 61646 Mac OS X: About Improving SMB File Transfer Speed with cp or CpMac
- 106660 Mac OS X: Sharing with Non-Apple Operating Systems

## Notes:

1. When you go to the Connect to Server dialog, you may browse by computer name. In Mac OS X versions 10.0 to 10.1.5, the names of SMB-sharing computers do not appear. In Mac OS X 10.2 or later, the names of SMB computers do appear (see Note 2). However, only the names of computers on your subnet appear.
2. You may not always see the expected user-defined computer name when browsing via SMB. See technical document 107085, "Mac OS X 10.2: **Windows (SMB) Computer Name Does Not Appear in Connect to Server Dialog**".
3. "ServerName" may be an IP address or DNS name. If it is required or more convenient in your environment, you may also use other valid URL formats, such as:

`smb://WORKGROUP@ServerName/ShareName`

smb://WORKGROUP;User@ServerName/ShareName

4. The name of the "share" (the shared disk, volume, or directory) must be specified. You will not be prompted for it.
5. You cannot type spaces as part of the share name when connecting. In place of any space in the share name, type: %20
6. You cannot connect to a share with a name that contains a hyphen. Resolve the issue by giving the share a name that does not contain a hyphen.
7. Connecting to (mounting) two or more SMB volumes simultaneously may cause a kernel panic. Drag one volume to the Trash to eject it before connecting to another (versions 10.1 to 10.2.8 only).
8. The only alert message that Mac OS X versions 10.0 to 10.1.5 display for SMB login difficulties is "There's no file service available at the URL <URL>." This is sometimes correct and sometimes incorrect. This is the message that would appear if you mistyped your password, for example.
9. Mac OS X uses SMB only over the TCP/IP protocol, not over the NetBEUI protocol.
10. When troubleshooting a connection failure, you can ping the IP address of the Windows computer using the Mac OS X Network Utility. A successful ping verifies a TCP/IP connection between the two computers.
11. Check Microsoft support resources for information on setting up file sharing on your Microsoft Windows-based computer. These may include Help files installed on your computer or the Microsoft online Knowledge Base (<http://search.support.microsoft.com/kb/>). For an example, see article Q304040: "Description of File Sharing and Permissions in Windows XP"
12. When troubleshooting an SMB connection issue, try checking the Console, which is located in the Utilities folder. The Console log may help advanced users identify an issue.
13. If you are connecting to Windows XP, make sure that the Internet Connection Firewall settings are not interfering with your connection. SMB uses ports 137, 138 and 139. These ports should be open on the Windows XP computer. This may require "Advanced" configuration of the XP firewall.



**Still need help? Speak to an Apple Expert**

Arrange a phone call with one of our Apple Experts who specializes in your exact question. Talk to us now or later at your convenience. We'll even call you.

**Get started**

*NOTE: Callbacks are currently only available for U.S. and Canada phone numbers.*