

### Exam Submission Instructions

To submit your work for the exam, upload your completed files to our remote FTP server by following the instructions below.

1. Go to the Start menu and select "Filezilla" from the list of programs (it's the red square icon towards the right).
2. When Filezilla opens, you will see several text entry fields under the toolbar at the top. Fill in these text fields as follows:
  - 2.1. Use 130.245.155.32 for the "Host" field
  - 2.2. Your username and password will both be your NetID (for example, "jsmith", without the quotes).
3. Click the "Quickconnect" button to connect to the FTP server. When you do so, you will see assorted messages scroll by in the panel underneath your login information.
4. To upload a file to the FTP server, drag its icon to the file listing on the right side of the Filezilla window. Once you upload a file, it will appear in that file listing panel. ***You will not be able to re-download it or overwrite it***, but it will be there for us to collect at the end of the exam. If you need to re-submit the solution to a problem, just change the filename (for example, "problem1\_v2").
5. When you are completely finished with the exam, ask the instructor or one of the TAs to verify that your work has been saved in the right location. Once you have received this confirmation, close Filezilla (if it is open) and your other programs, then log off (but do **NOT** shut down your machine!).