

How to Transfer Data Between Medusa & Your Local Drive

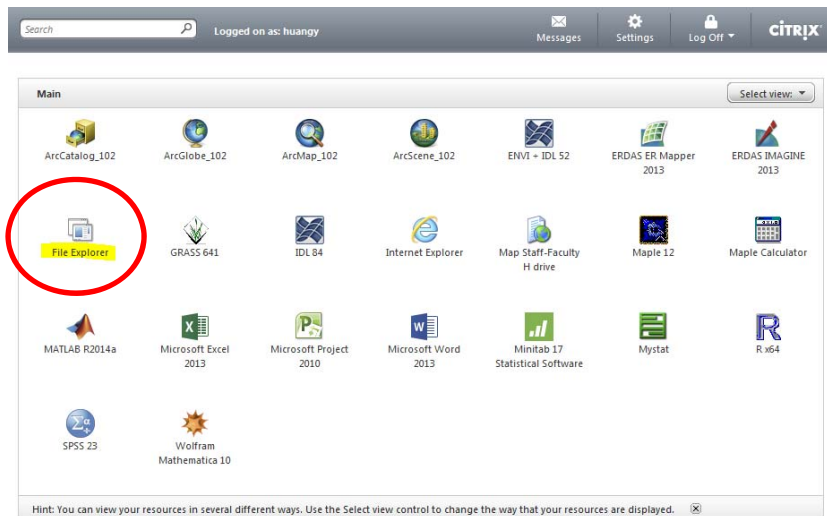
To transfer data between your local device (laptop/workstation/tablet) and Medusa:

1. Login to WLP
 - o Open two File Explorer windows from the WLP dashboard; one for your local system and another for your workspace in the Medusa server.
2. Locate your source and destination locations.
3. Copy your data.

Detailed instructions with screenshots are shown below.

LOGIN TO THE WLP

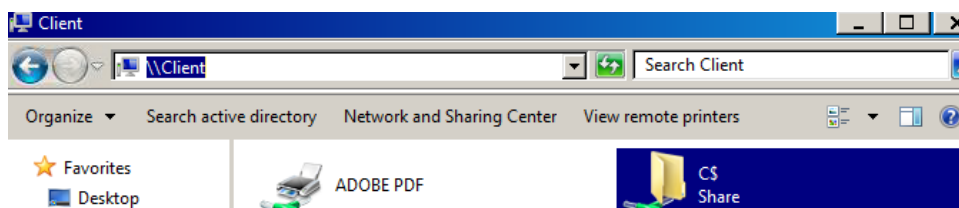
1. Go to: <http://xenweb.utm.utoronto.ca>
2. Open two File Explorer windows from the WLP dashboard



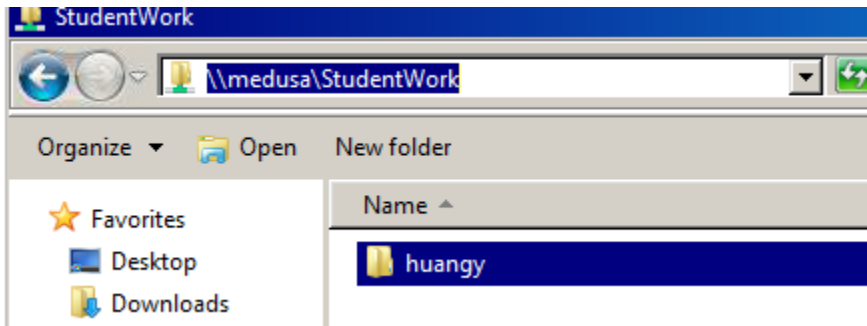
LOCATE YOUR SOURCE AND DESTINATION LOCATIONS

Enter your data source path and the destination path in the address bar of the file explorer windows. Your source and destination may change depending on what you are trying to do. In the example below, the local drive is the source (copy files from here) and medusa is the destination (paste files here).

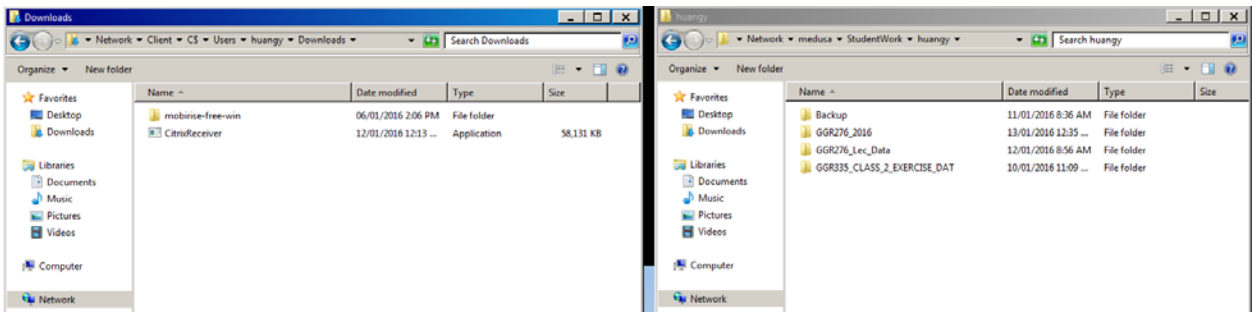
3. In the first File Explorer window, access your local hard drive by typing `\\Client` into the address bar, then navigate to the required folder.



4. In the second File Explorer window, enter <\\medusa\StudentWork> in address bar and select the required folder.



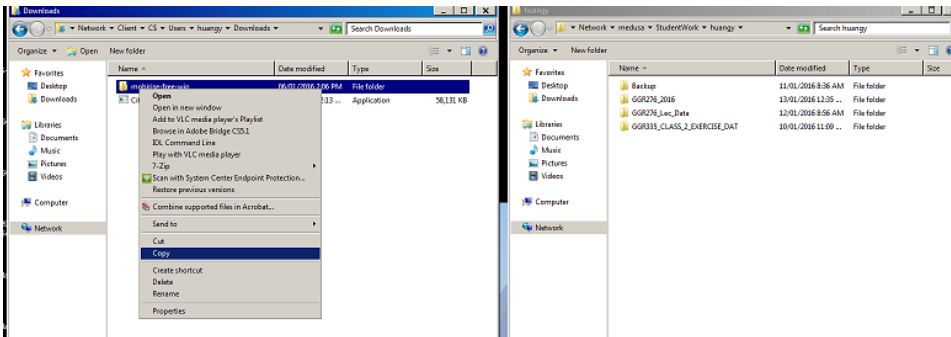
5. Have the two File Explorer windows side by side.



In this example, we are moving a file from [\\Client\C\\$\Users\huangy\Downloads](\\Client\C$\Users\huangy\Downloads) (the local drive) to server Medusa (<\\medusa\StudentWork\huangy>)

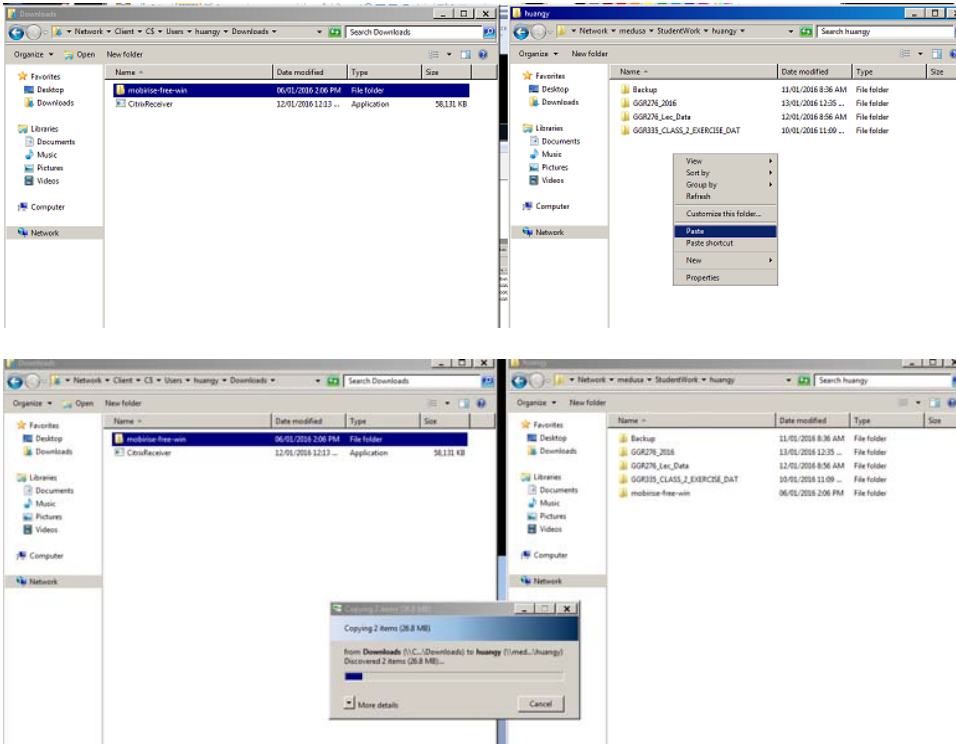
COPY DATA

6. In the source data File Explore window (local drive), right click on your data and select "Copy".

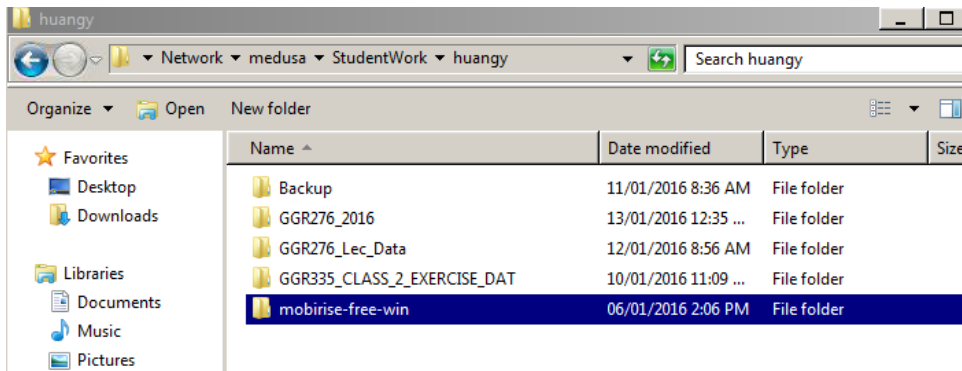


7. In the destination File Explorer window (medusa), right-click and select "Paste".

University of Toronto Mississauga
Department of Geography
Web-based Learning Platform Instructions



8. Check that the data has copied to the destination folder (medusa).



Close both File Explorer windows once your data transfer has completed.

NOTE: For this to work, both File Explorer windows have to be opened through the WLP/Citrix platform. If you try this with File Explorer through your own laptop/desktop computer, it will give you an error message.