

Using the FLTC Online Submission System

By Joseph Lee – FLTC Administrator

This short guide shows how to submit files online to your teacher from the FLTC website.

Upload a New File

1. Go to the FLTC website (<http://fltc.rit.edu>)
2. Click the “Logon” link in the upper left of the main page



Welcome to the Foreign Language Department website. This website contains information pertaining to foreign language courses and resources that are only made available to students and faculty.

3. Login using your RIT account

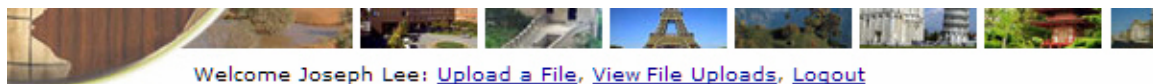
FLTC Authentication

If you are a student or professor in the Foreign Language Department, you may login.

DCE Username:

Password:

4. Select the, “Upload a File” link after you have logged in successfully



Upload Digital Media

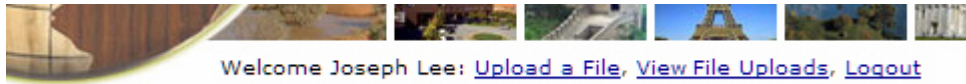
Submission from: **Joseph Lee**

Instructor:

File: (Max file size is 26.214 Mb)

Description (optional):

5. Select the instructor you wish to submit material to.
6. Select “Browse...” and attach the file you wish to submit.
 - a. PLEASE NOTE, that the max file size is 26MB
7. Select, “Upload File”
 - a. PLEASE NOTE, depending on the size of your submission and the speed of your connection, uploading could take awhile. Don’t stop/reload the page until you receive confirmation.



Upload of Lee_Joseph-Fall_06_Schedule.doc successful. Thank you.

Note, the upload system automatically appends your name to the file for identification and strips out spaces for storage considerations.

Viewing Uploaded Files

1. Select the, “View File Uploads” link after you have logged in.



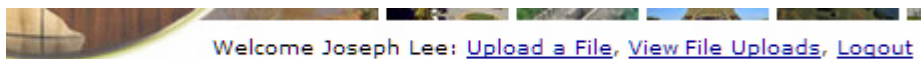
View File Uploads

File	Description	For who/what	Submit Date	Delete File
Lee_Joseph-Fall_06_Schedule.doc	n/a	Diane Forbes	2006-09-25 15:31:44	<input type="checkbox"/>

You can view submitted files and delete files that you have submitted.

Deleting Uploaded Files

1. Select the, “View File Uploads” link.
2. Check each file you wish to delete.
3. Push the, “submit” button.
4. You will receive confirmation that the file delete successfully.



The file **Lee_Joseph-Fall_06_Schedule.doc** has been deleted.

1 files have been successfully deleted.