

Information Technology Services



Instructions to share thesis with School of Graduate Studies (SGS) via QShare

(Last updated Sept 24, 2007)

Background

QShare is a network based file storage service available to Queen's staff, faculty and graduate students. It allows for file sharing and document collaboration.

Legal Disclaimer

As a QShare user, you are responsible for the security of your files and files shared with you by others. Failure to take appropriate security measures may result in the unauthorized disclosure or use of information, some of which may be sensitive or confidential. Neither Queen's University nor ITS services will be held responsible for nor assume any liability for damages suffered by or claims brought against QShare users arising out of their use of QShare file sharing.

Purpose of this document

These instructions were drafted by ITS services for use by School of Graduate Studies and their students. Following the instructions will allow a graduate student to use QShare to make available their thesis to the School of Graduate Studies (SGS) Thesis Coordinator for FORMAT review. The QShare method of delivery will accommodate very large theses (up to 200 MB), that email will not accommodate.

The instructions are broken into the following sections:

Section A: Login to QShare and create a Thesis folder

Section B: Give permission to SGS to access your Thesis folder and its contents

Section C: Upload your thesis to newly created Thesis folder

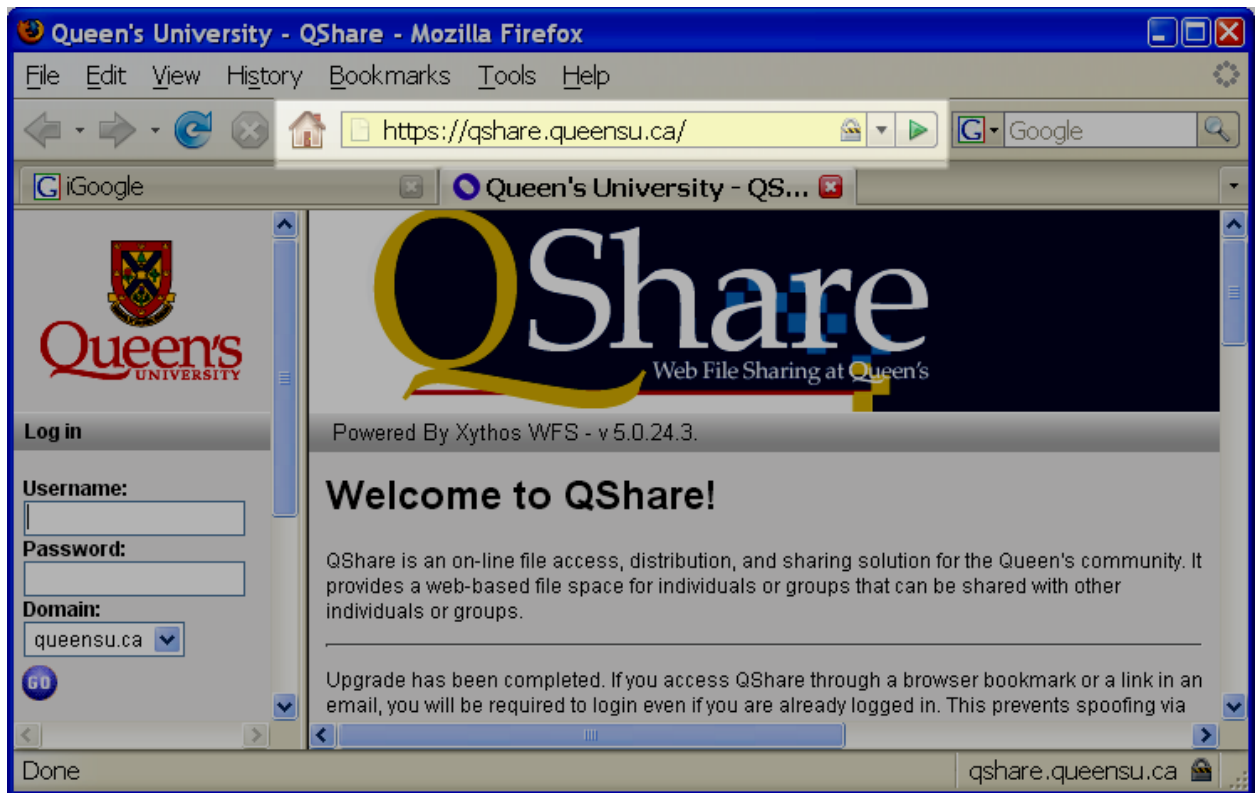
Section D: Send SGS a link to Thesis folder

Section E: Logout of QShare

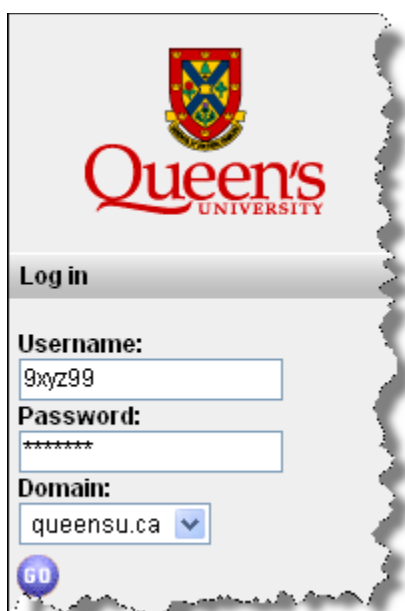
Section F: Seeking help when things don't work

Section A: Login to QShare and create a Thesis folder

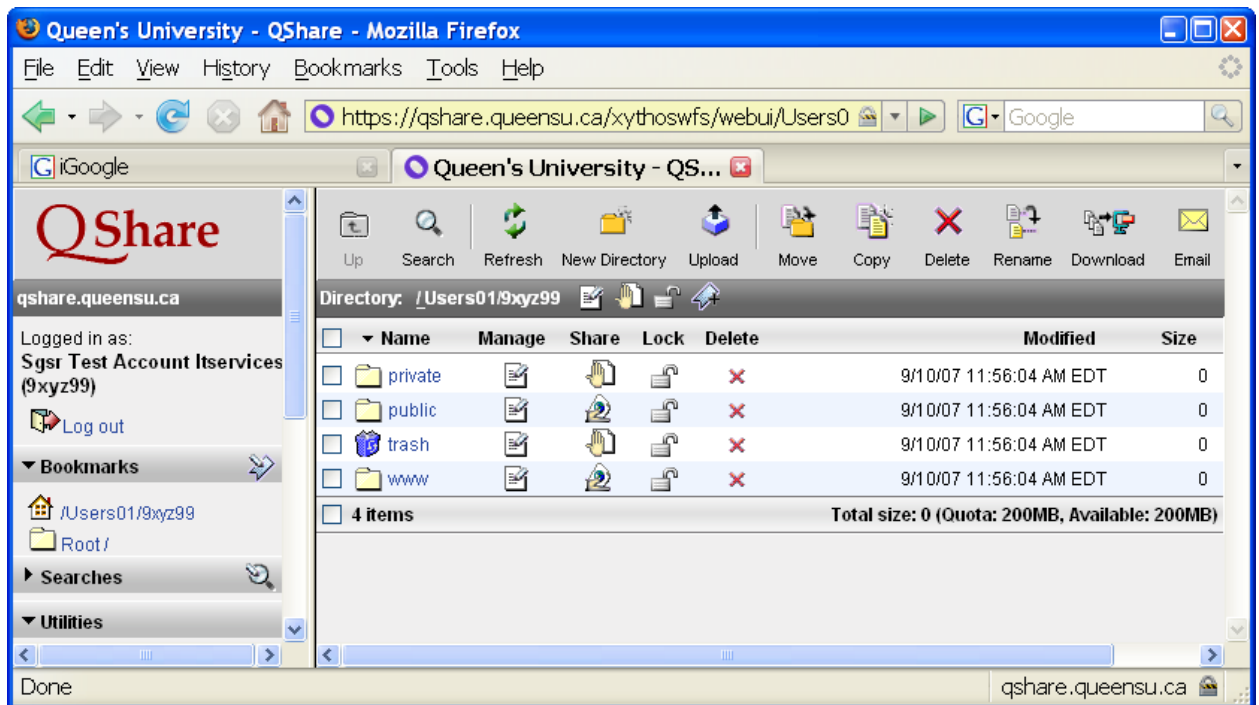
1. Open a web browser and enter this URL: <https://qshare.queensu.ca/> , see below:



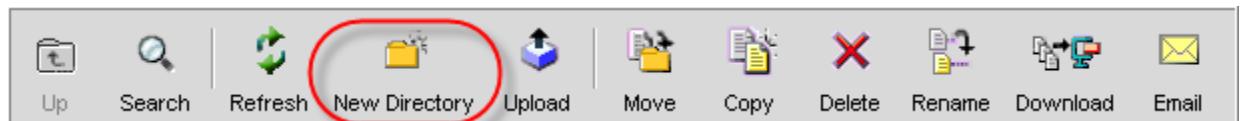
2. Enter your NetID (sometimes called qlink id) and the associated password, see sample below:



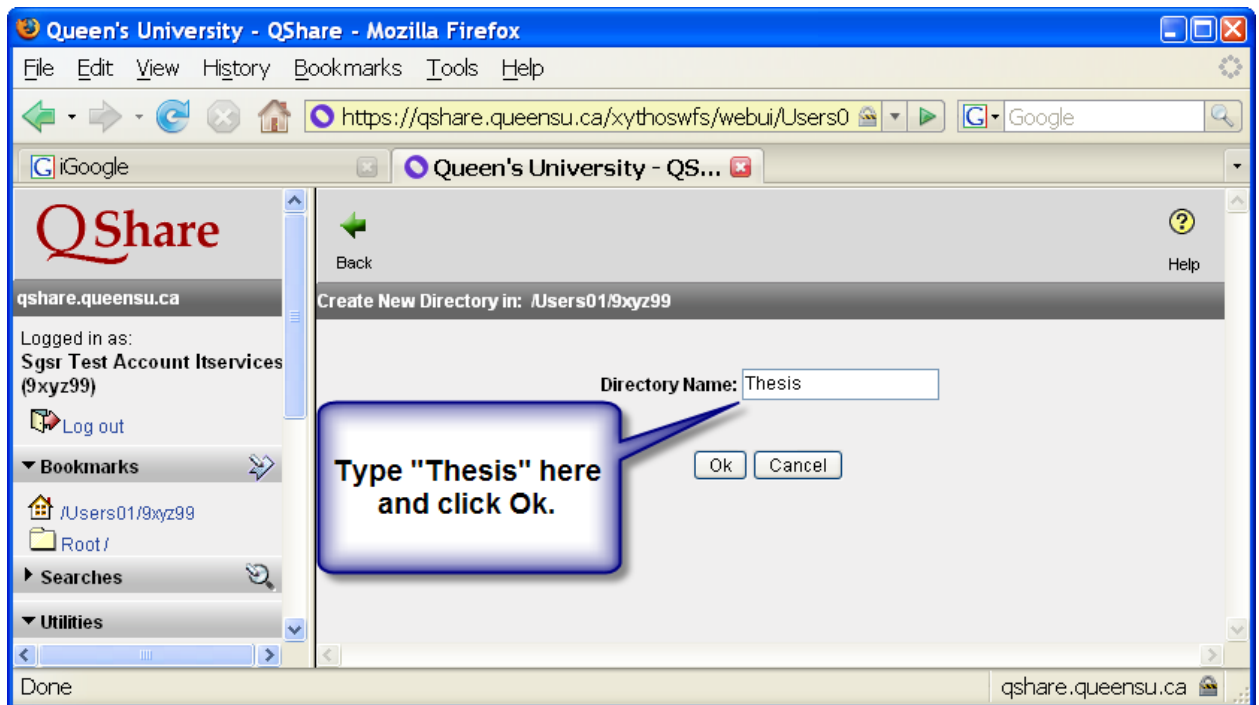
3. Once logged in you will see some default folders (i.e. private, public, www):



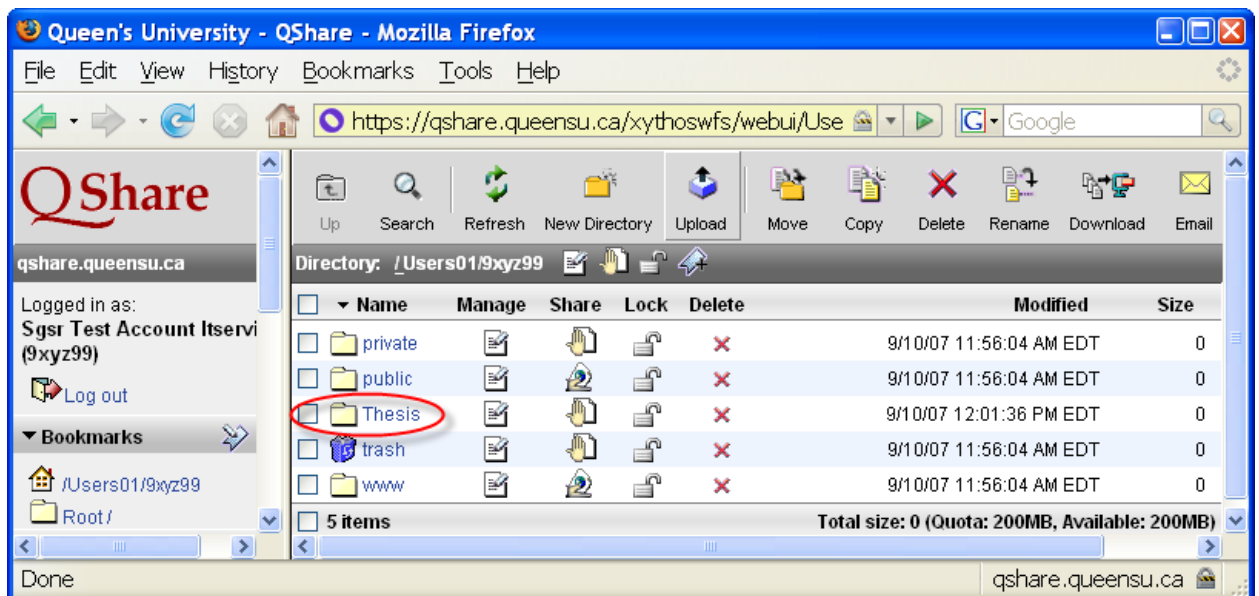
4. Create a folder to place your thesis into. First click the “New Directory” button found along top tool bar:



5. You will now see the following page, where you will type Directory Name "Thesis", then click Ok.

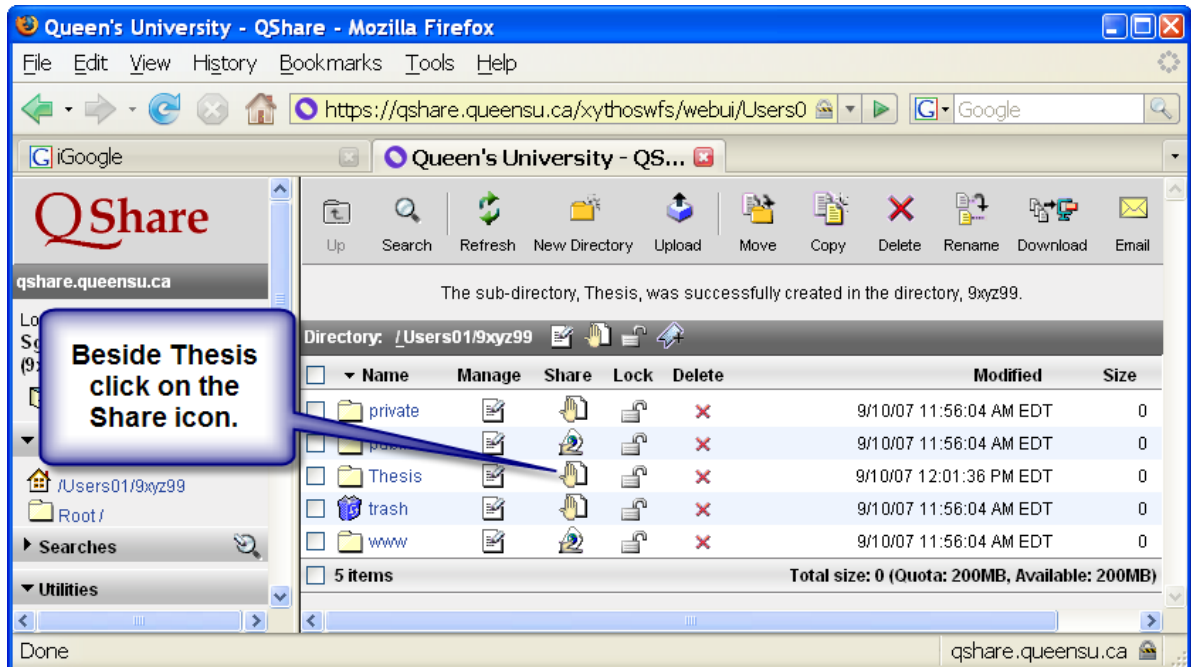


6. You will now see your newly created Thesis folder in your QShare home folder.

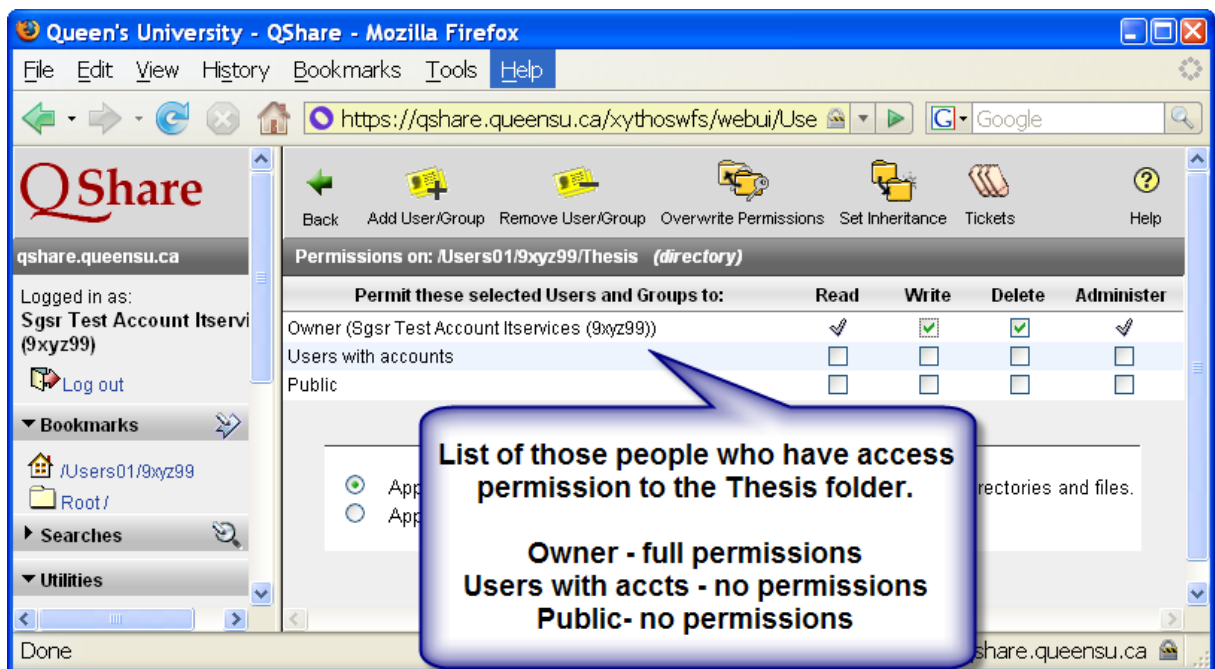


Section B: Give permission to SGS to access your Thesis folder and its contents

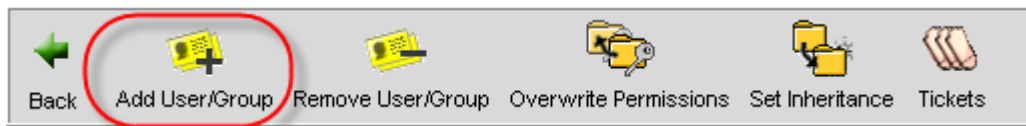
1. Beside the newly created Thesis folder, click on the Share icon (hand on paper):



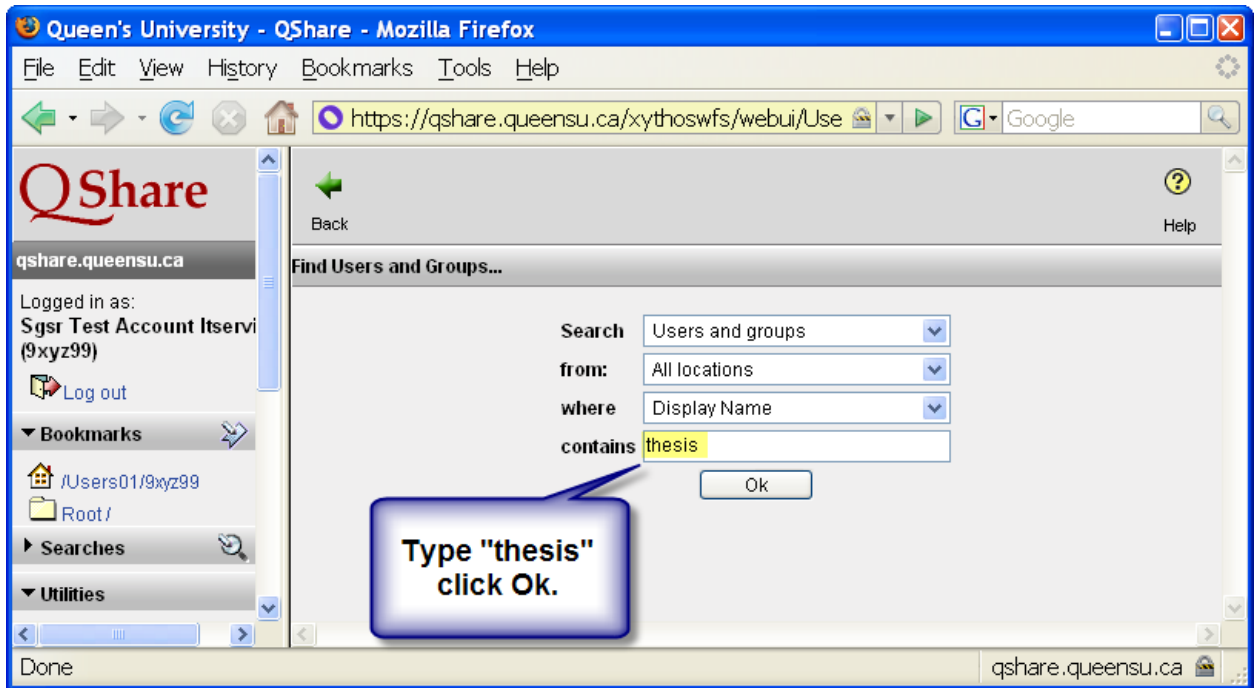
2. You now see an Access Control List (ACL), which is a list of those users you are presently sharing the Thesis folder with. The only person who should have access at this time is you the Owner.



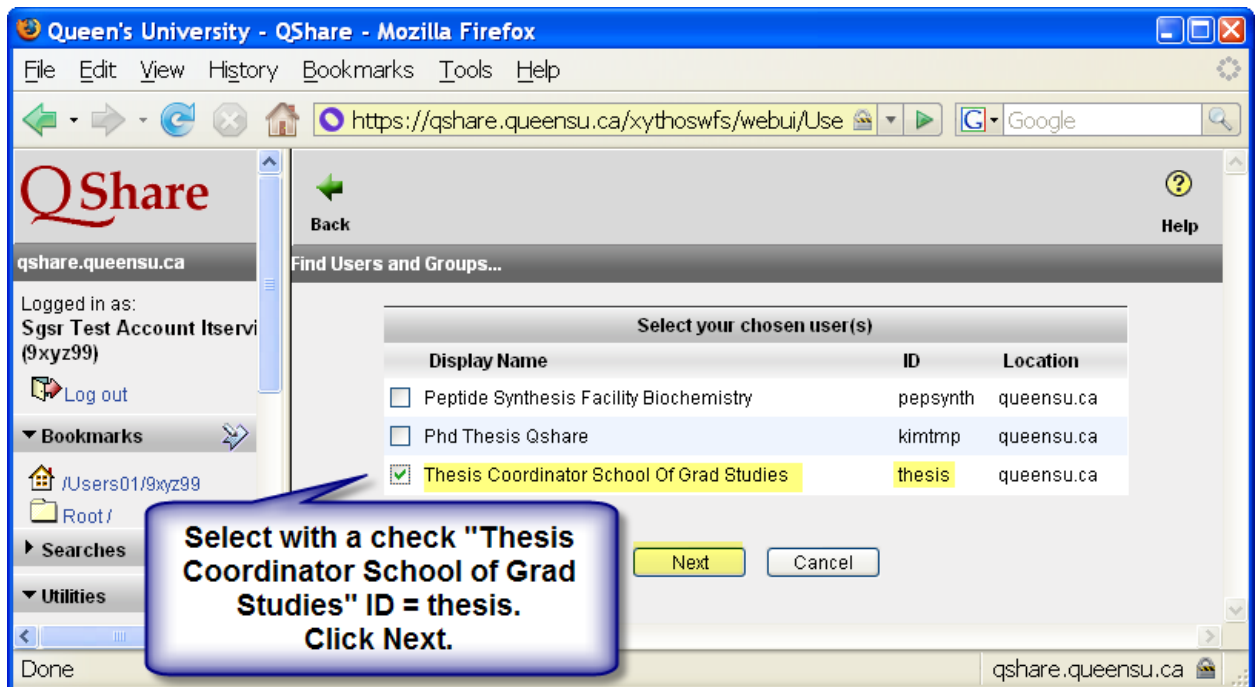
3. To add permission for the School of Graduate Studies (SGS) Thesis Coordinator to access the thesis folder for FORMAT review, click on the “Add User/Group” button:



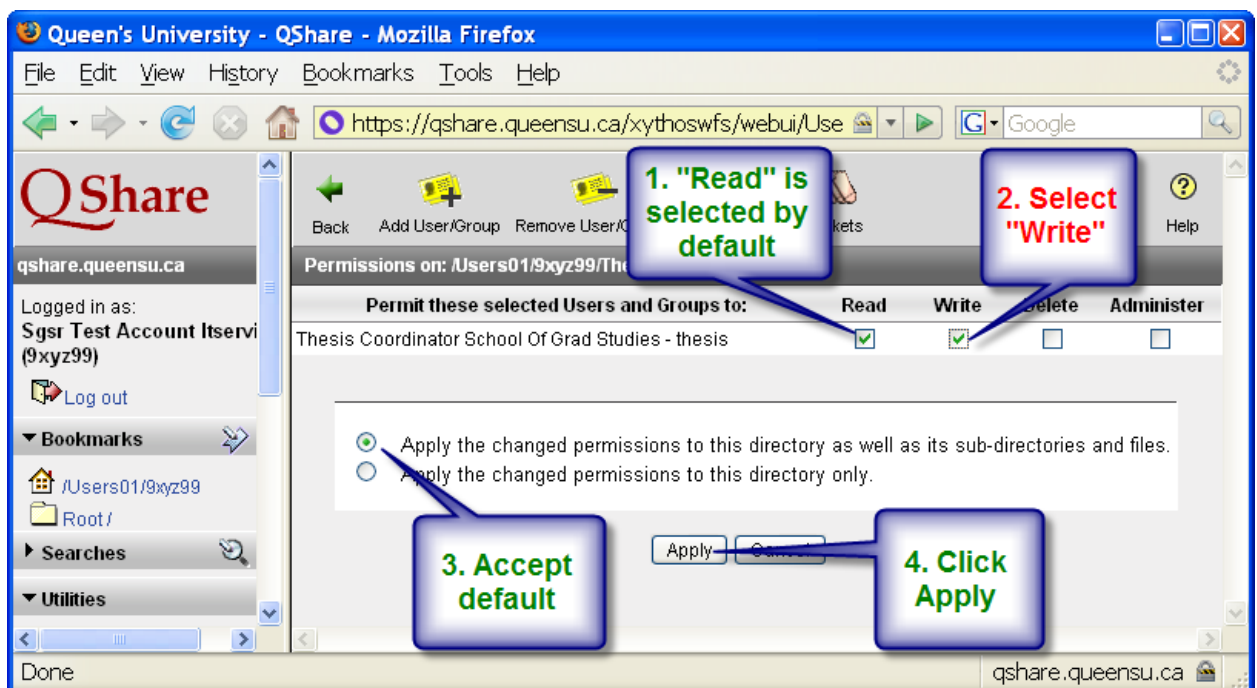
4. You will now see a window like the following, into which you will search for “thesis”:



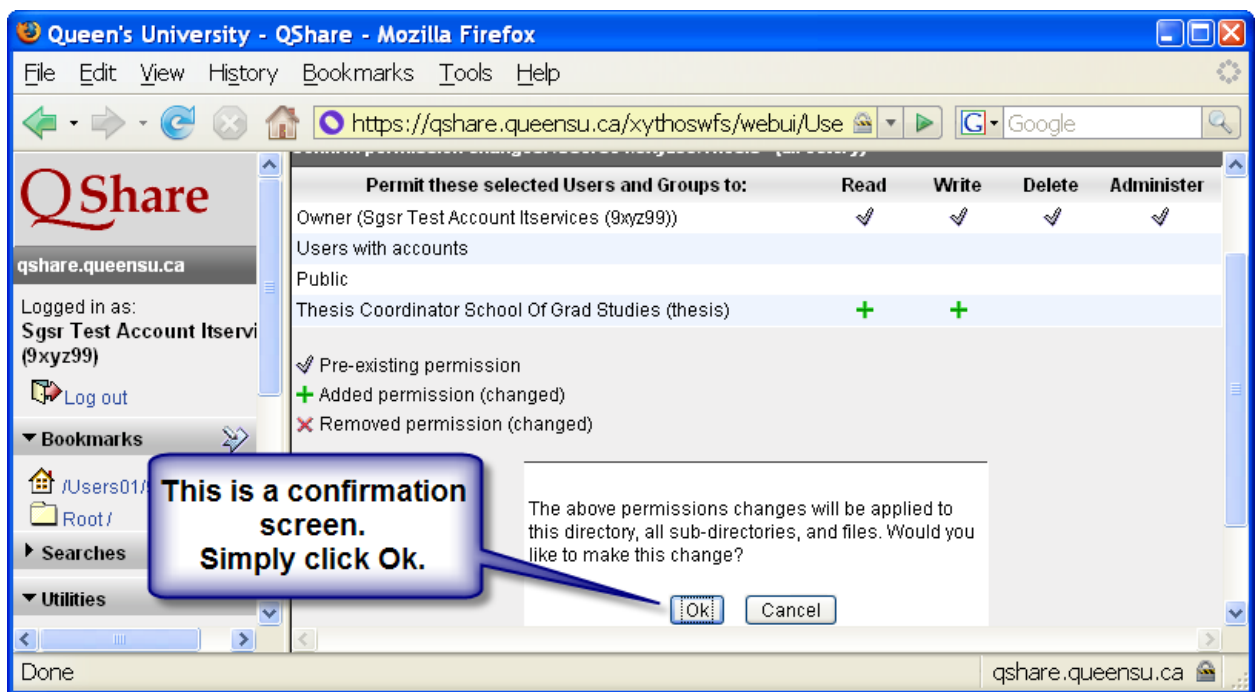
5. Select "Thesis Coordinator School Of Grad Studies" ID=thesis with a check box. Click Next.



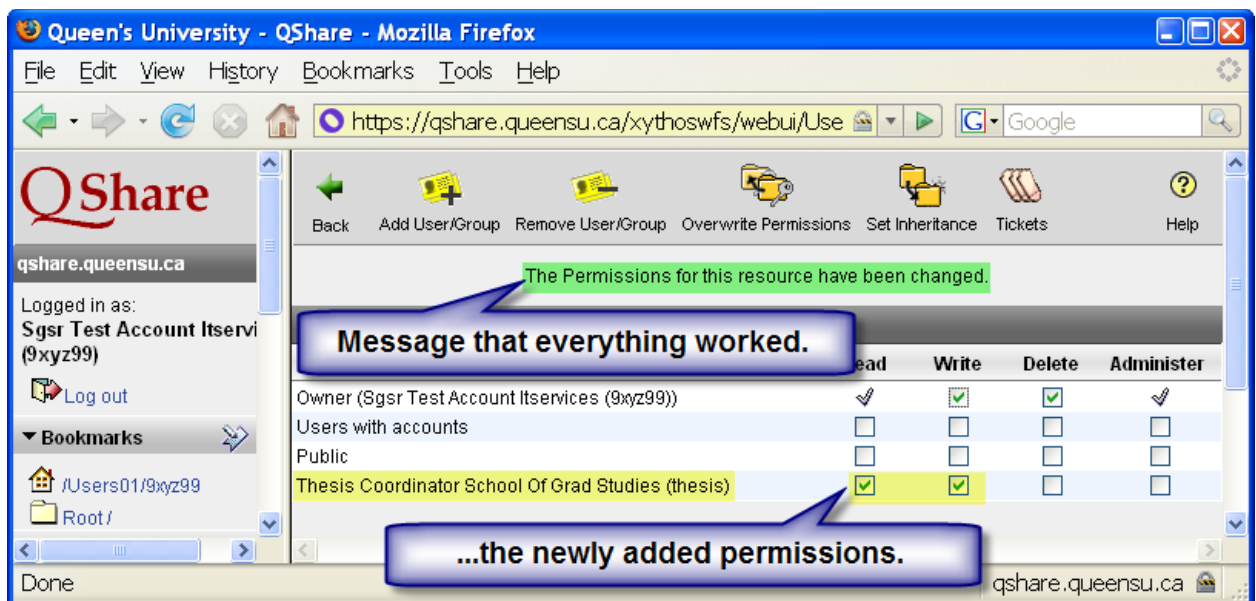
6. Thesis Coordinator will have "Read" access by default, but you **MUST** give them "Write" access by selecting appropriate check box. Apply the changed permissions to this directory as well as its sub-directories and files. Click Apply.



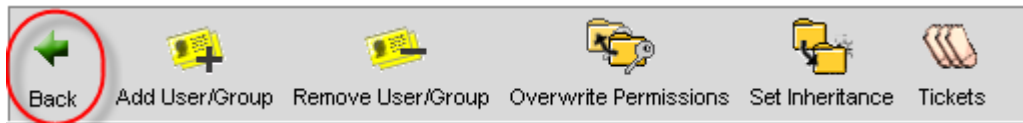
7. The next window you see is simply a confirmation screen. Click Ok.



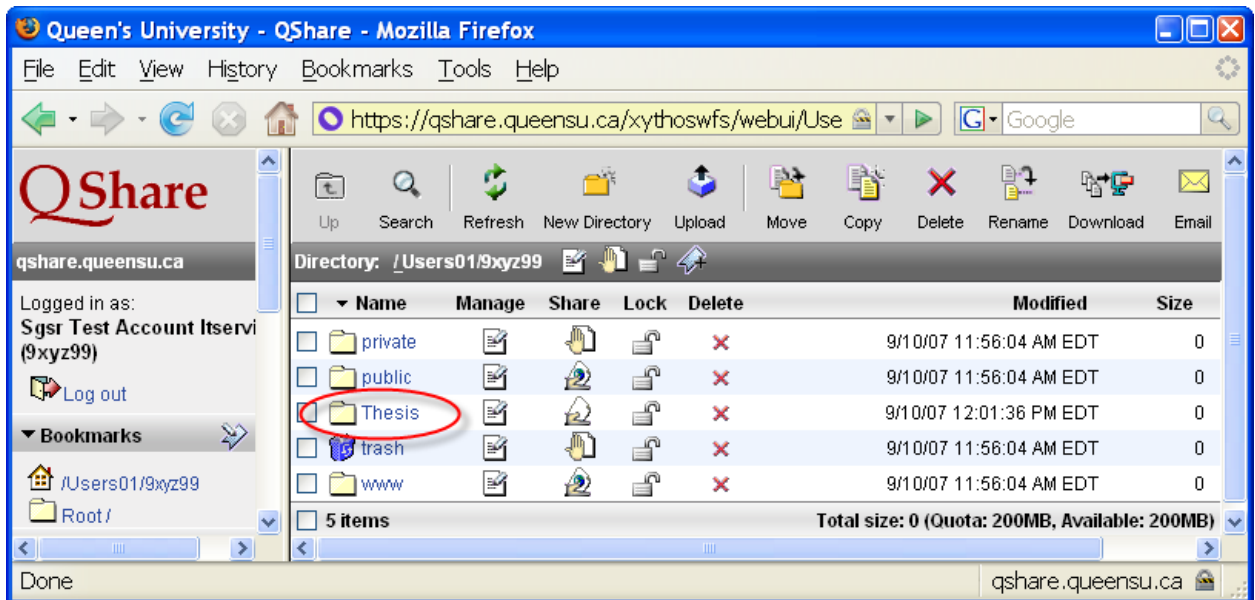
8. This window displays Thesis Coordinator with Read and Write permissions to the "Thesis" folder.



9. Click on the green Back button in QShare (not in the browser) to return to your folder listing. Alternatively you can click on your “home” bookmark, found on the left side tool bar under Bookmarks.

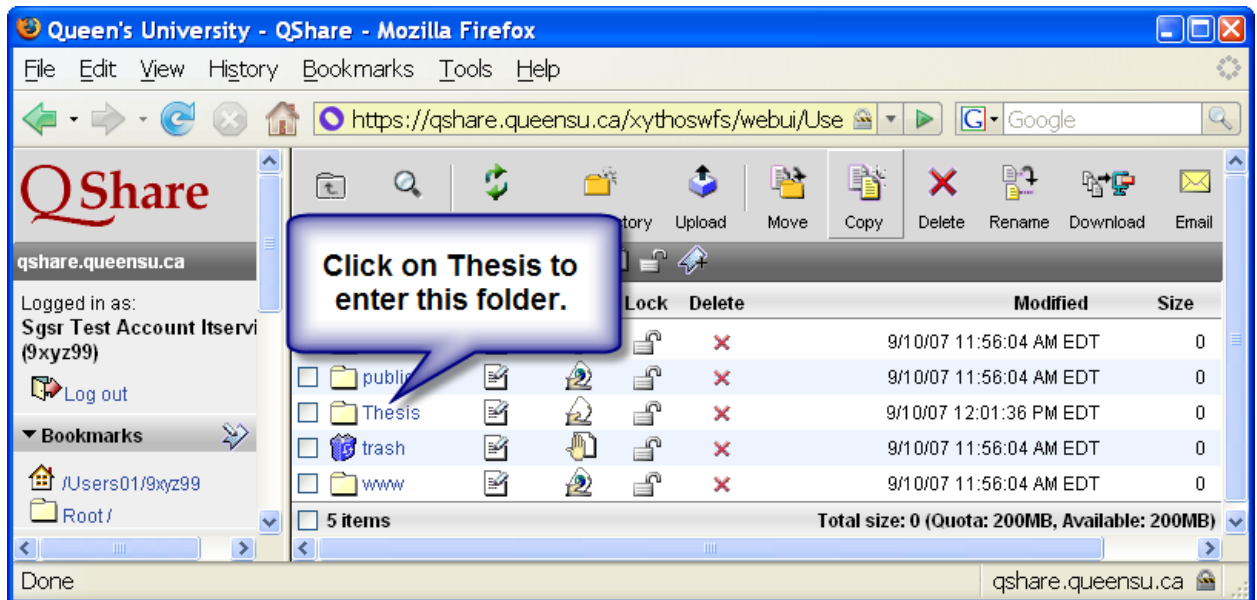


10. You are now back in your Home folder, and you should see the Thesis folder again.

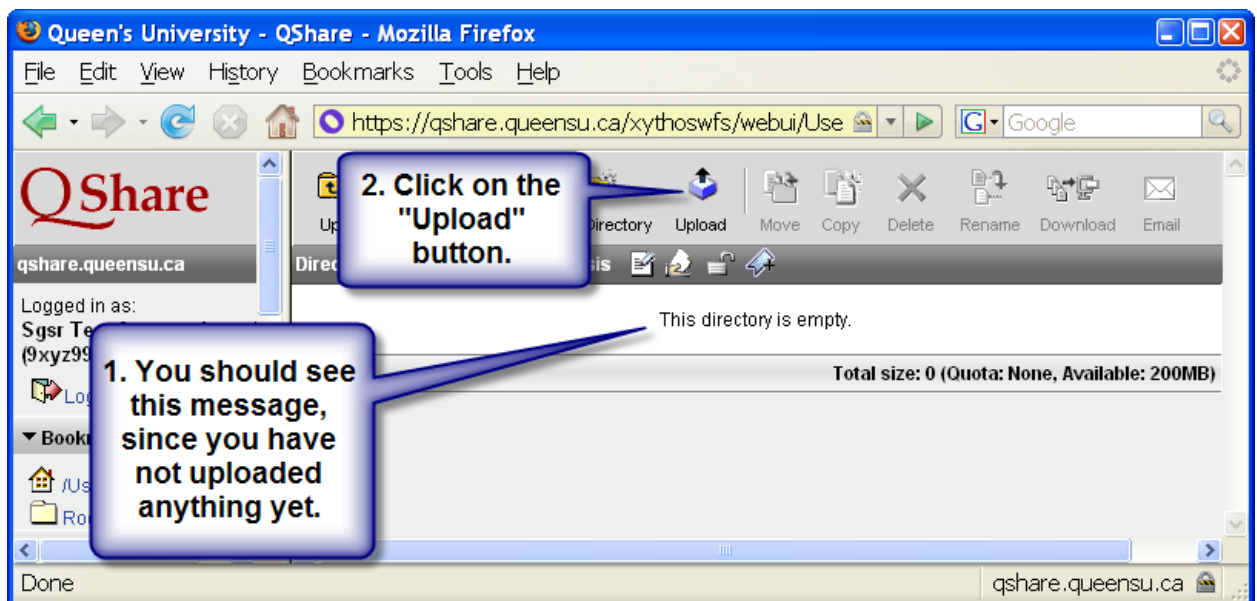


Section C: Upload your thesis to newly created Thesis folder

1. From your Home folder in QShare, you can see the Thesis folder you created. To step inside this folder, click on the text of Thesis.



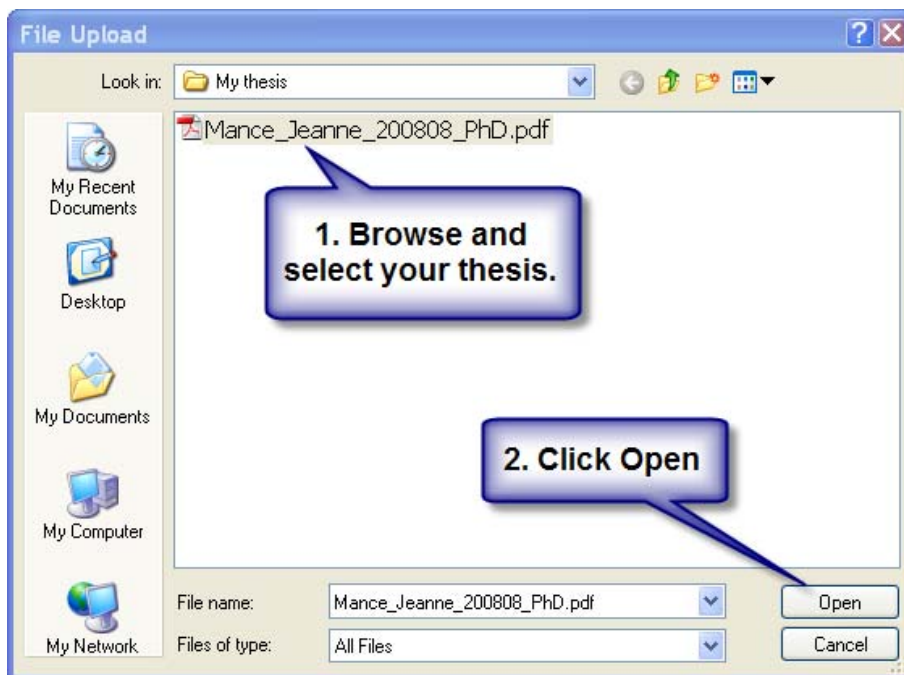
2. The Thesis folder should be empty. You haven't uploaded anything into it yet. Click on the "Upload" button.



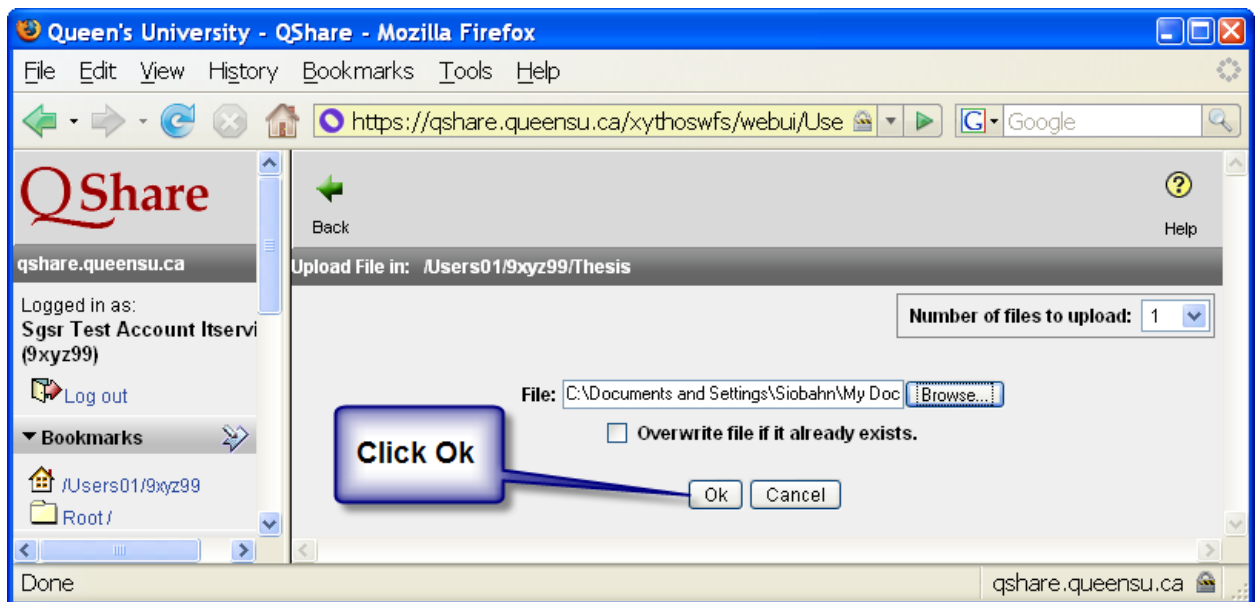
3. Clicking the Upload button will result in the following window, where you begin browsing on your local computer to find your thesis. Click Browse.



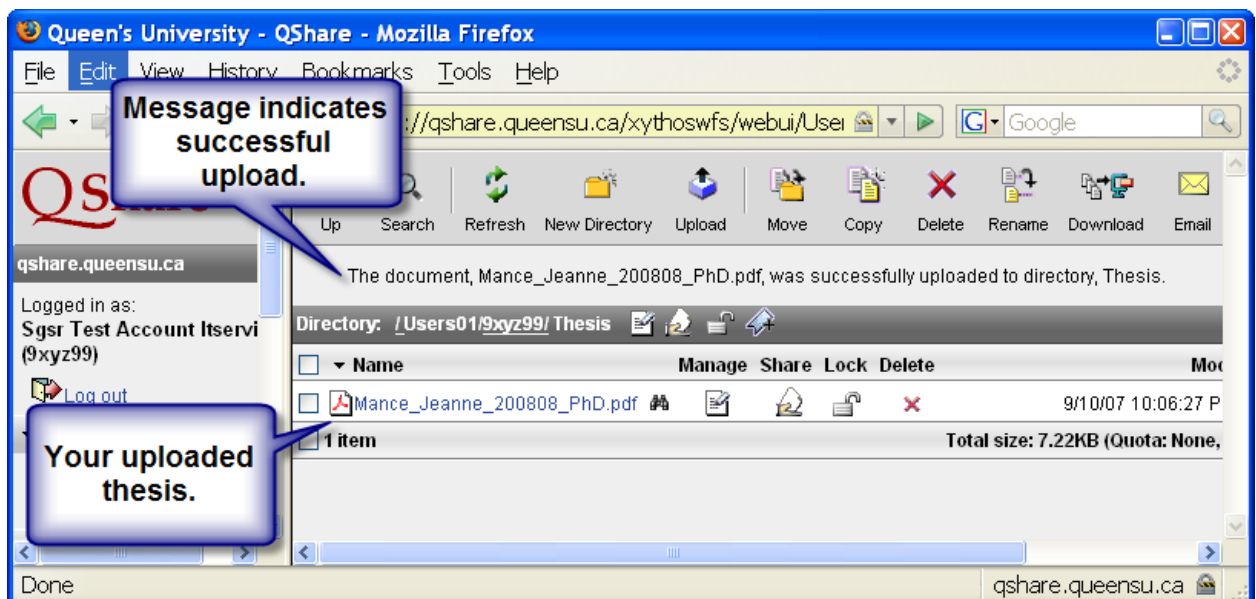
4. After clicking the Browse your operating system will present a file listing. In Windows for example the browse listing will look like the following window. Navigate to where your thesis resides, and click Open:



5. After selecting your thesis in whichever Operating System you use (Window, Mac, other), you will be returned to QShare. Click Ok to complete upload:

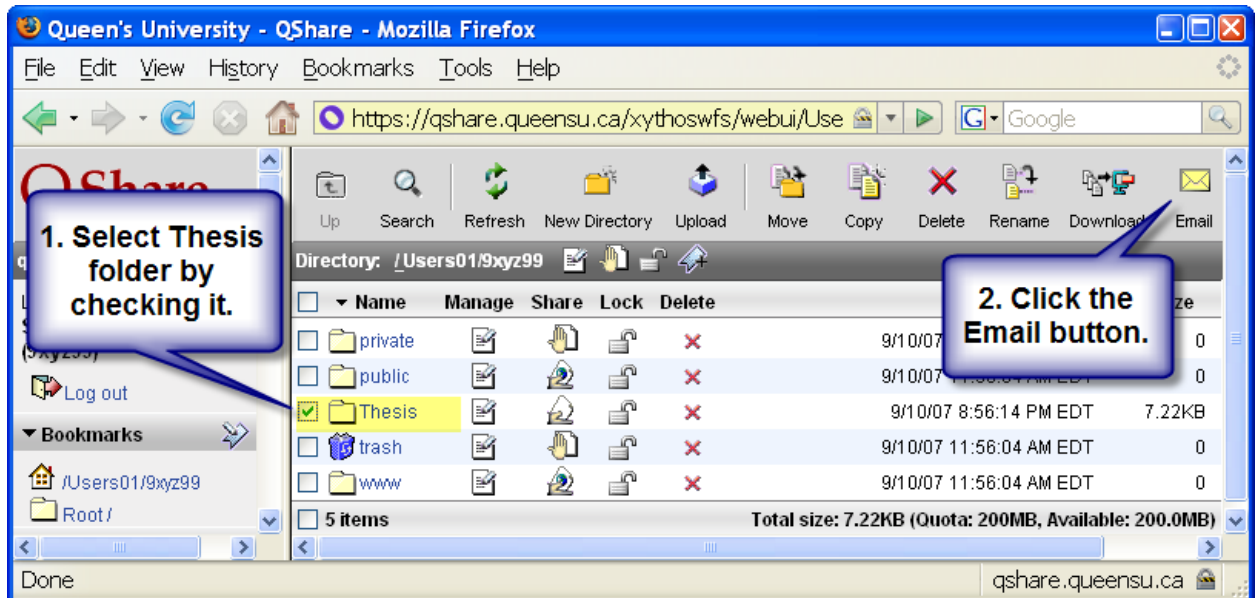


6. After clicking Ok, QShare will upload your file. This may take a few moments depending on the size of your thesis. QShare will tell you that it successfully uploaded your file, and you will see a file listing that includes your thesis.

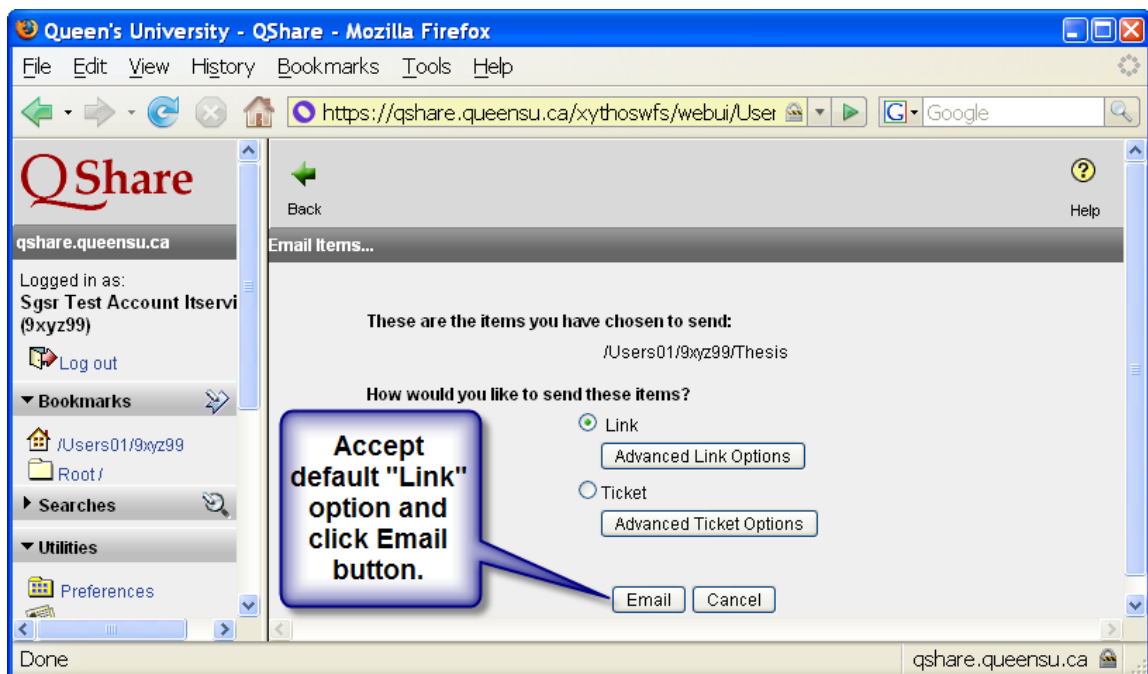


Section D: Send SGS a link to Thesis folder

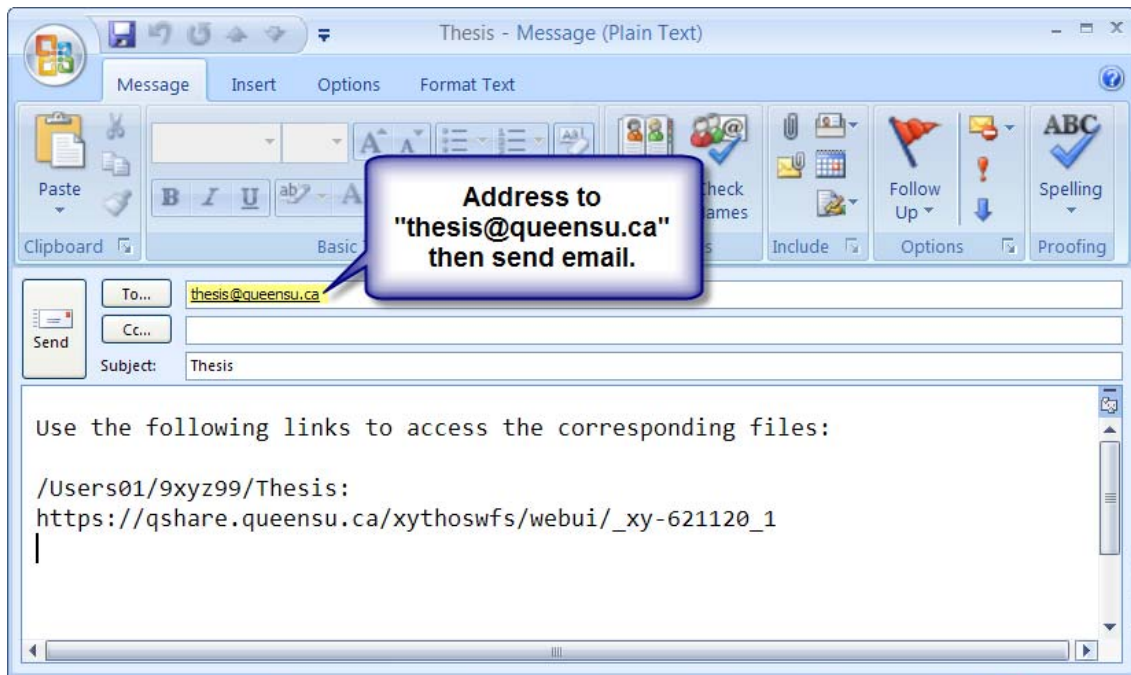
1. Now you have to send a link to the Thesis Coordinator so they can access your Thesis folder.
Select the Thesis folder by checking beside it, then clicking the Email button.



2. Email a link to your Thesis folder to the Thesis Coordinator.

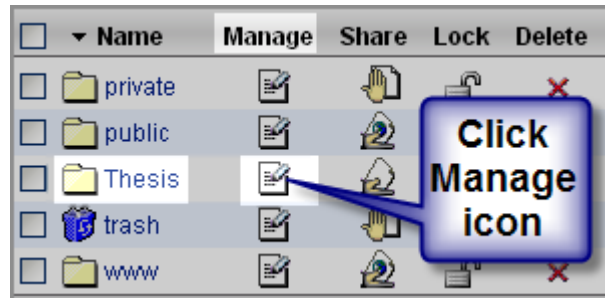


3. Clicking Email button will open your default email client with the link embedded in an email message. Send to thesis@queensu.ca .

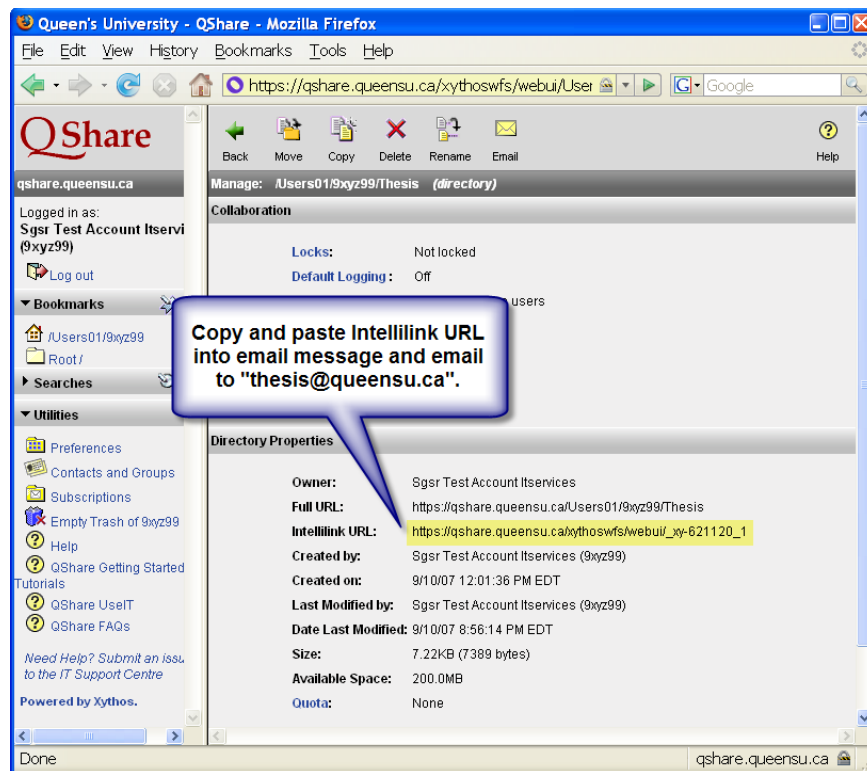


4. If the above method of sending link via email fails for whatever reason, follow these instructions:

- a. Beside Thesis folder click Manage icon.



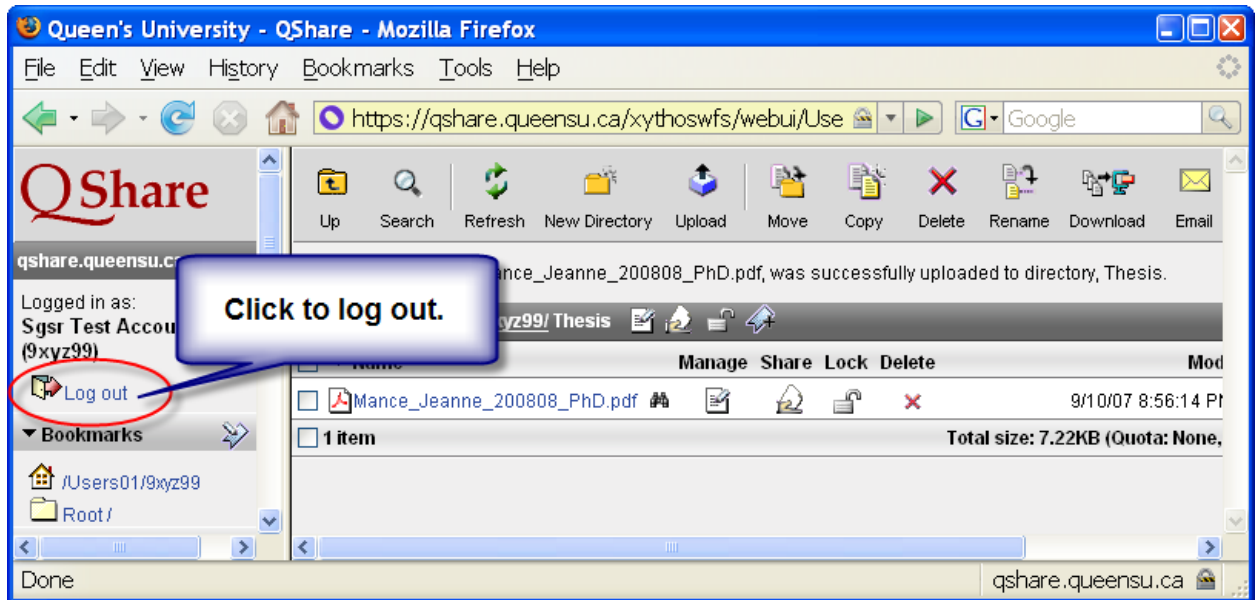
- b. In the resulting Manage page you will find links to the Thesis folder. Copy and paste the Intellilink URL into an email and send to thesis@queensu.ca.



5. The Thesis Coordinator may choose to place a marked up pdf version of your thesis back into the Thesis folder. This is why you allowed them “Write” access earlier in these instructions. Note all files placed into the Thesis folder are accessible to the Thesis Coordinator.

Section E: Logout of QShare

1. Log out of QShare by clicking the “Log out” link located in the left hand tool panel, below your userid.



Section F: Seeking help when things don't work

1. Self help:
 - a. QShare Getting Started Tutorials
http://www.its.queensu.ca/itsc/uset/qshare/qshare_tutorials.html
 - b. QShare UseIT
<http://www.its.queensu.ca/itsc/uset/qshare/>
 - c. QShare FAQ
<http://www.its.queensu.ca/itsc/faq/qshare/>
2. ITServices Support Centre provides QShare support via phone or web:
 - a. Phone 613-533-6666
 - b. <http://www.its.queensu.ca/itsc/helpform.html>

Note: state that you are a Grad Student.

3. ITServices Support Centre does NOT provide support for Thesis formatting.