

iedu2020
Ichigaya Campus
Hosei University



Web File Gateway

User Manual 【For Student】

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0. About Web File Gateway

Web File Gateway is the web application which enables you to access to your G drive (personal storage) from off-campus environment.

Also, you can access to the folders exclusively shared by the professor or the class you enrolled for the distribution and submission of assignments.

1. To Use Web File Gateway (Proself)

This chapter will explain how to use Web File Gateway (Proself). The procedures of operation are stated as 1.1 to 1.6 described below.

- 1.1 To Login to Web File Gateway
- 1.2 To Upload Folders and Data Files
- 1.3 To Download Data Files
- 1.4 To Batch Download Folders and Data Files
- 1.5 To Move/Copy/Delete Folders and Data Files
- 1.6 To Log Out from Web File Gateway

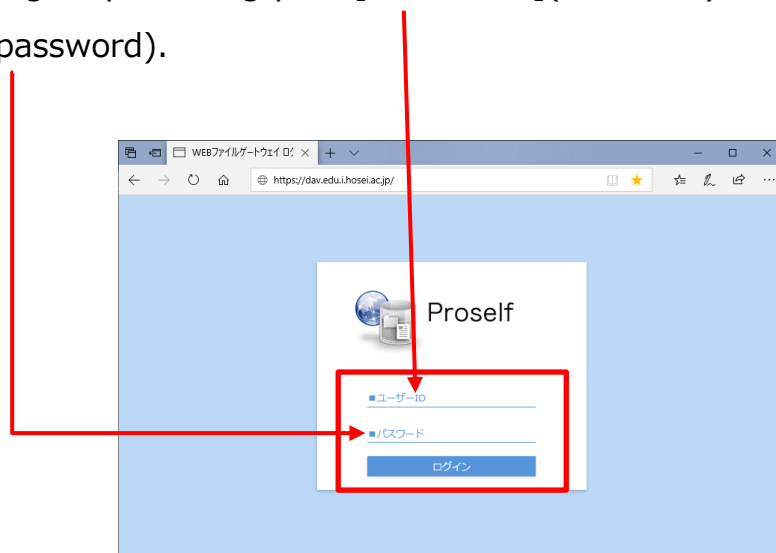
1.1. To Login to Web File Gateway

- ① Launch a web browser and enter the following URL of Proself, which is the product name of Web File Gateway.

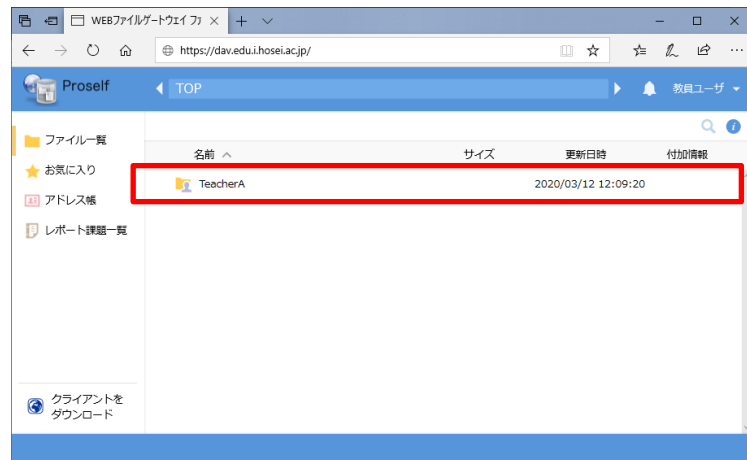
<https://dav.edu.i.hosei.ac.jp/>

- ② The login screen for Proself will appear.

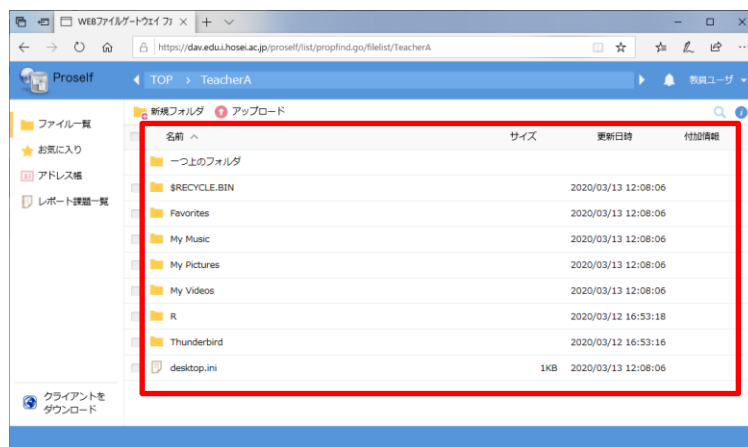
Then login by entering your [ユーザーID](=User ID) and [パスワード](=password).



- ③ When you login to Proself successfully, the user name folder will display in the file list screen.

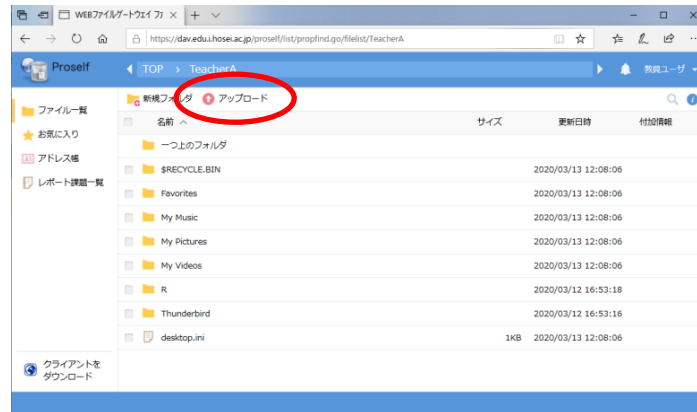


- ④ Click the user name folder to access to your G drive. You can save folders and data files under the folders listed or you created here.

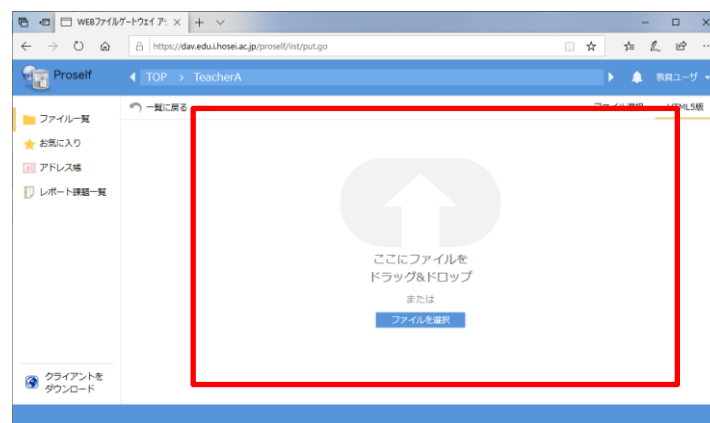


1.2. To Upload Folders and Data Files

- ① Click [アップロード](=upload) on the file list screen.

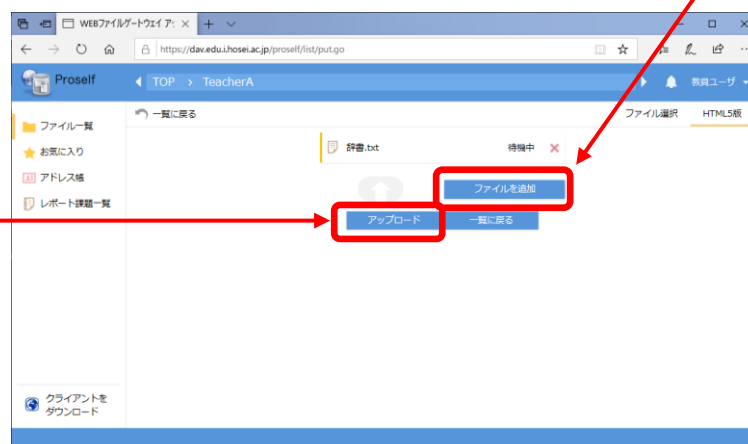


- ② The following screen will appear once you click [アップロード](=upload). Drag and drop folders or data files to upload.

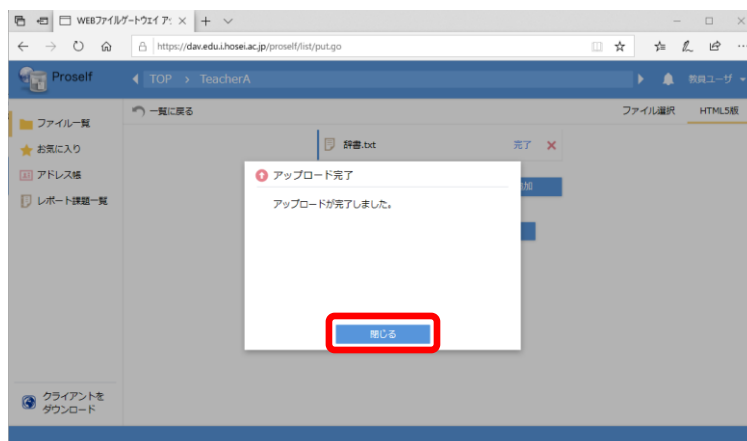


- ③ The dragged and dropped folders or data files will display on the screen. Click [アップロード](=upload) to start uploading.

※ You can also add data files by clicking [ファイルを追加] (=add file) within the upload screen.



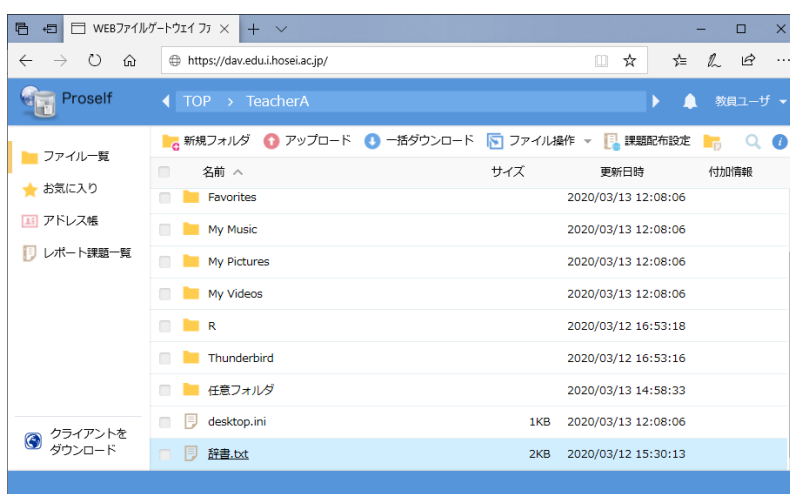
- ④ A message window of [アップロード完了](=upload completed) will appear. Click [閉じる](=close) after you confirm it.



- ⑤ Then click [一覧に戻る](=return to file list).

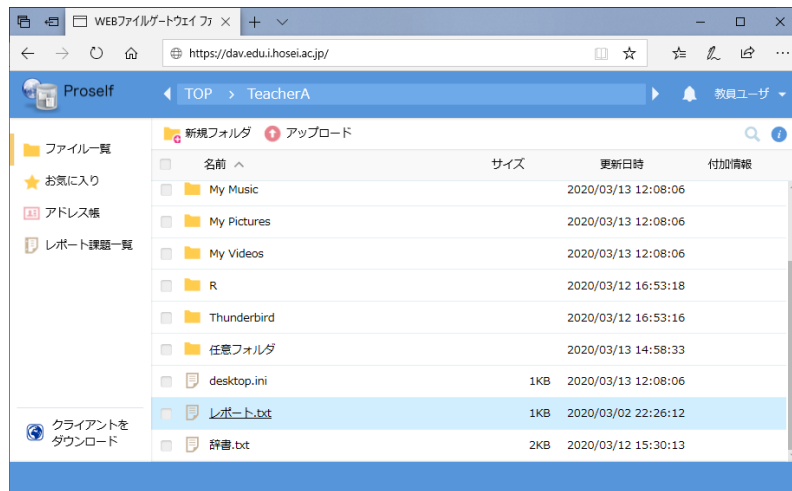


- ⑥ You will see that the folders or data files you uploaded have been saved after you return to the file list screen.



1.3. To Download Data Files

- ① Click the data file you want to download on the file list screen.



- ② The following download dialog box will be launched.

Click [保存](=save) to start downloading.

- ※ If you only want to check the content of data file without saving, click [開く](=open) in the download dialog box to open it directly.



- ③ When the download has completed, the following dialog box will appear. Click [開く](=open) to open the downloaded data file.

- ※ Please confirm that the downloaded data file has been saved in the destination folder.

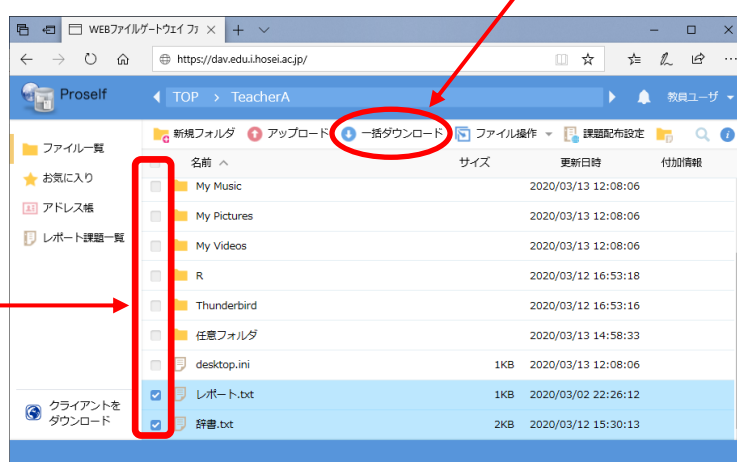


1.4. To Download Folders and Data Files in Bulk

You can download multiple folders and data files saved in your G drive to your PC in bulk. If you use the bulk download function, the compressed file will be saved in "zip" format.

- ① Select the check boxes of the target folders and data files on the file list screen, then click [一括ダウンロード](=bulk download).

※ The tab of [一括ダウンロード](=bulk download) will not appear until you select check boxes.



- ② The following download dialog box will be launched.

Click [保存](=save) to start downloading.



- ③ When the download has completed, the following dialog box will appear. Click [開く](=open) to open the downloaded data file.

※ Please confirm that the downloaded data file has been saved in the destination folder.

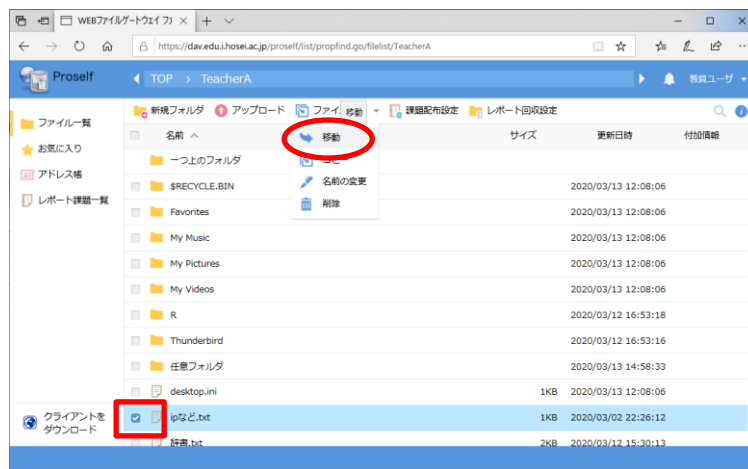


1.5. To Move/Copy/Delete Folders and Data Files

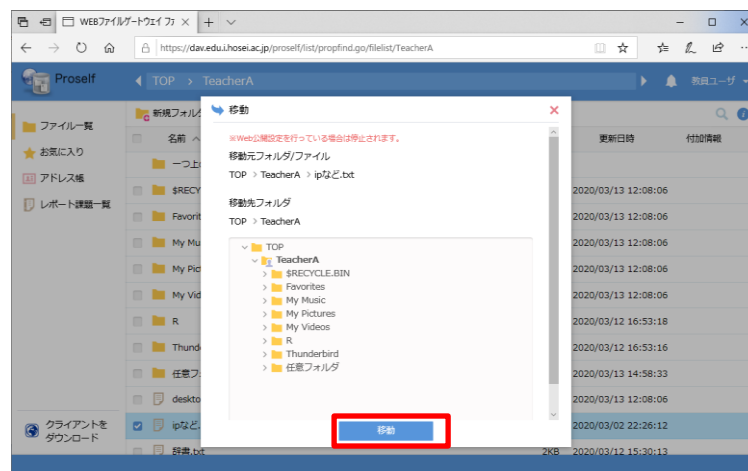
A) To Move Folders and Data Files

- ① Select the check boxes of the target folders or data files you want to move on the file list screen, then click [移動](=move) from the pull bar menu of [ファイル操作] (=file operation).

※ The tab of [ファイル操作](=file operation) will not appear until you select check boxes.



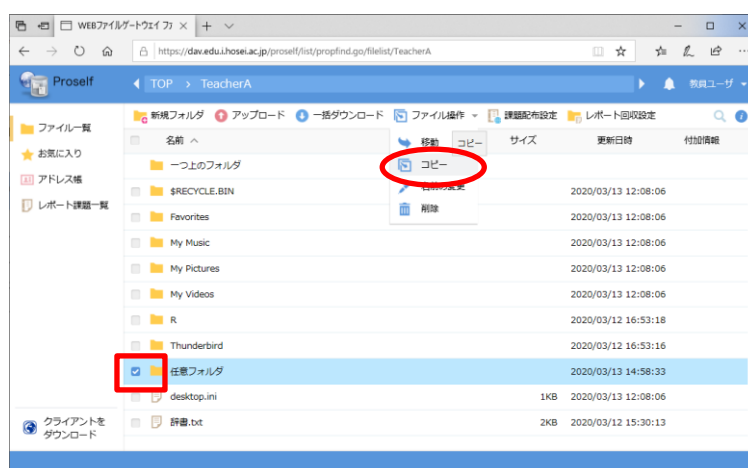
- ② The following screen will appear. Select the destination folder, then click [移動](=move). The selected data will be deleted from the source folder as well as being saved in the destination folder.



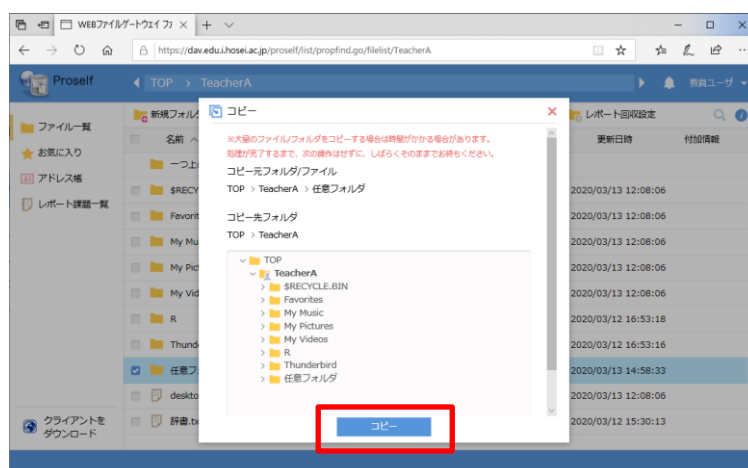
B) To Copy Folders and Data Files

- ① Select the check boxes of the target folders or data files you want to copy on the file list screen, then click [コピー](=copy) from the pull bar menu of [ファイル操作](=file operation).

※ The tab of [ファイル操作](=file operation) will not appear until you select check boxes.



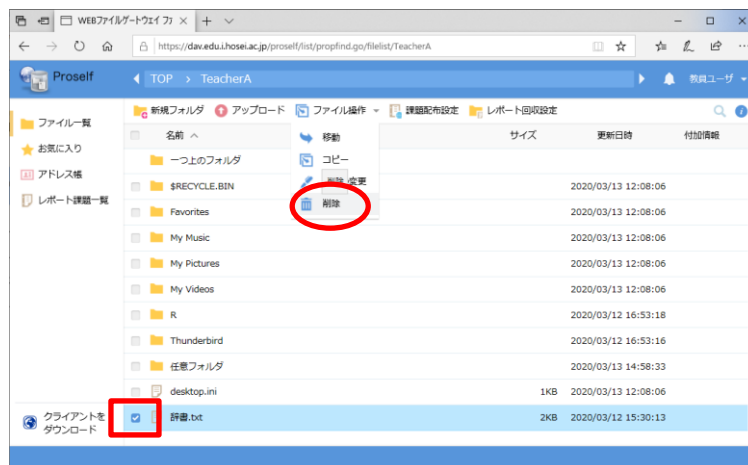
- ② The following screen will appear. Select the destination folder, then click [コピー](=copy). The selected data will be copied to the destination folder.



C) To Delete Folders and Data Files

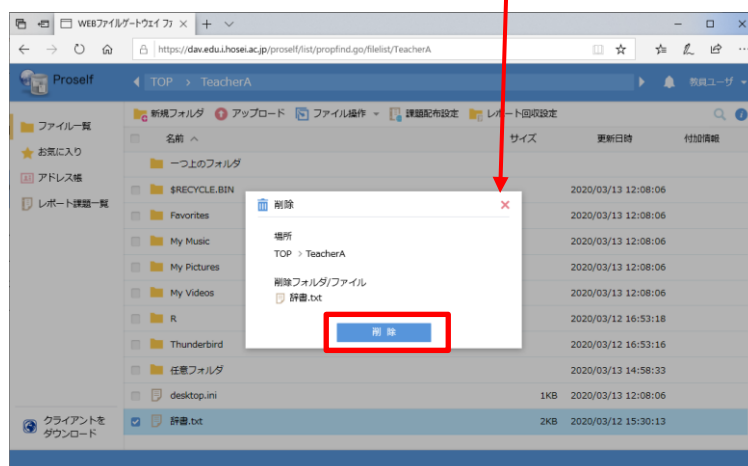
- ① Select the check boxes of the target folders or data files you want to delete on the file list screen, then click [削除](=delete) from the pull bar menu of [ファイル操作] (=file operation).

※ The tab of [ファイル操作](=file operation) will not appear until you select check boxes.



- ② The deletion confirmation screen will appear. If you want to delete for sure, click [削除](=delete) to confirm deletion.

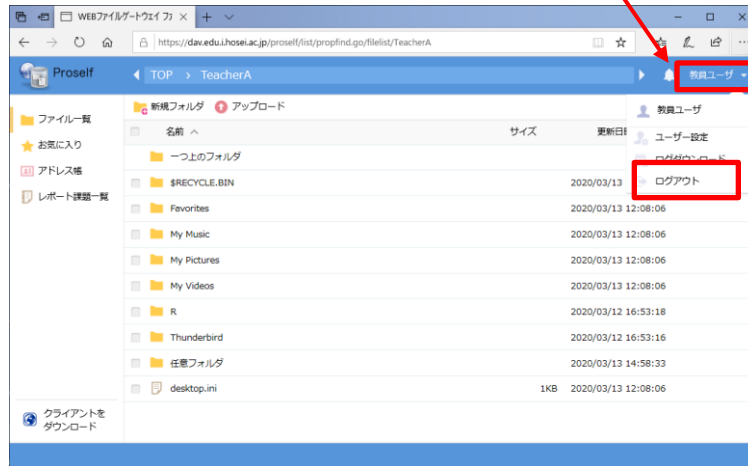
※ If you want to cancel deletion, click [×] of the deletion confirmation screen.



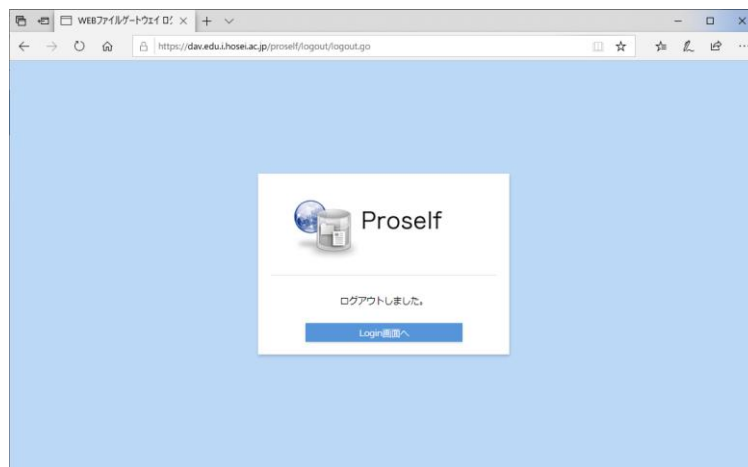
- ③ A message window of the deletion of folders or data files completed will appear here once you return to the file list screen, which means selected data have been deleted.

1.6. To Log Out from Web File Gateway

- ① To log out from Proself, click your name displayed upper-right side of the screen and select [ログアウト](=log out) from the pull bar menu.

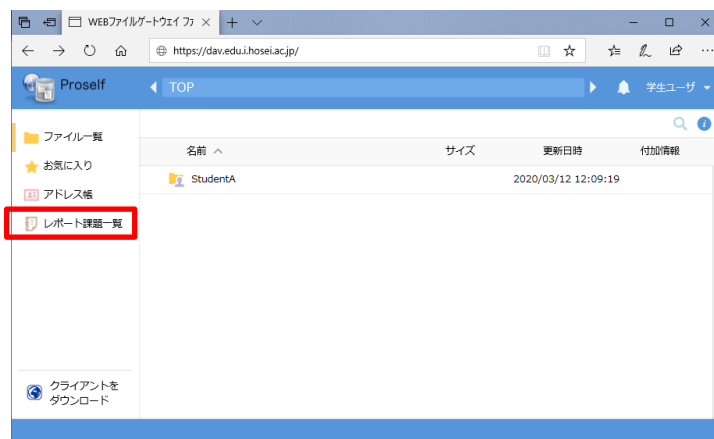


- ② Close your browser once you log out from Proself.



2. To Download Assignments

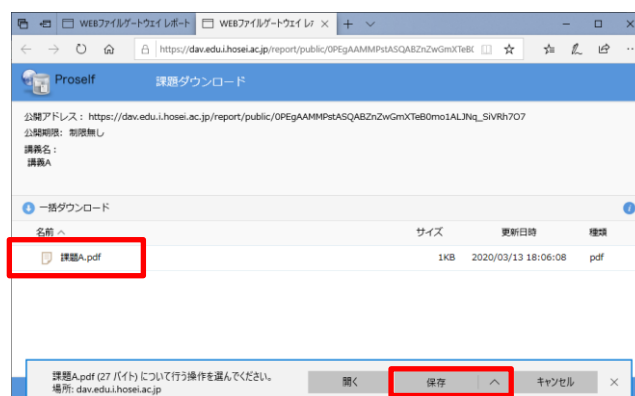
- ① Click [レポート課題一覧](=list of assignments).



- ② A list of assignments that students can download will be displayed.
Click [課題ダウンロード](=download assignment) on the right side of the assignment you want to download.

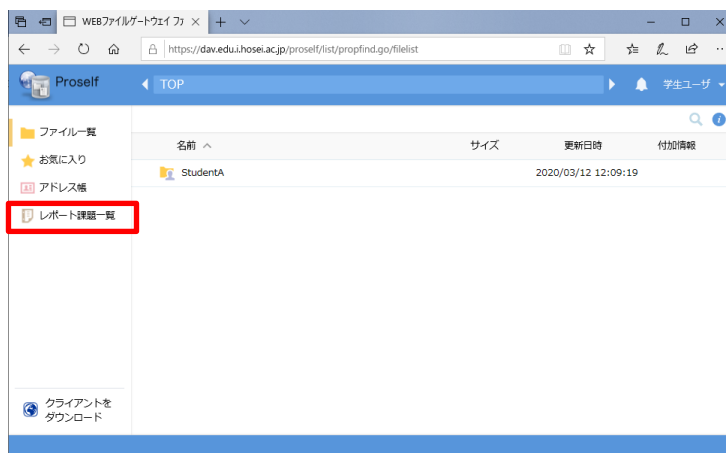


- ③ Click the data file name to launch the download dialog box.
Click [保存](=save) to start downloading.

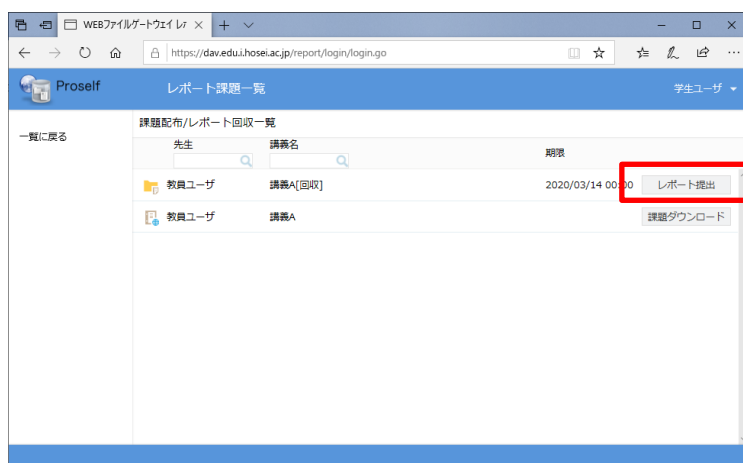


3.To Upload Assignments

- ① Click [レポート課題一覧](=list of assignments).



- ② A list of classes that students can upload assignments will be displayed. Click [レポート提出](=submit assignment) on the right side of the assignment you want to upload.



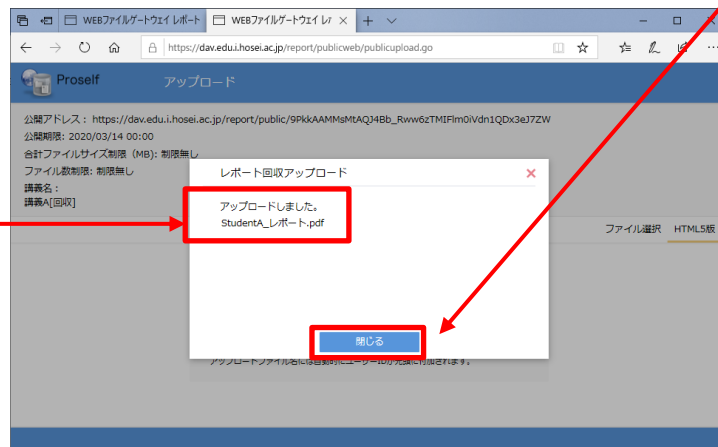
- ③ Click [アップロード](=upload).



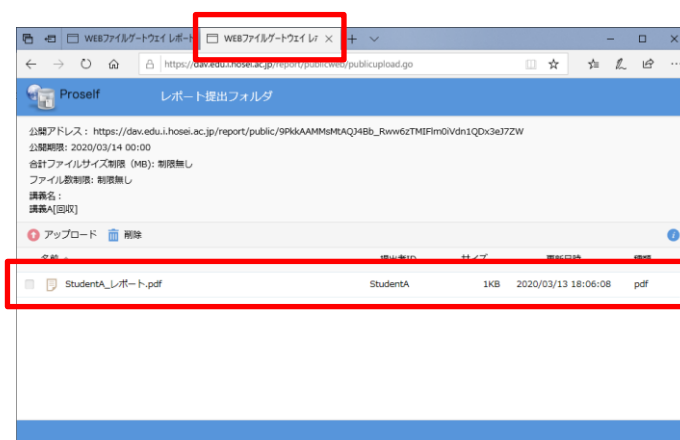
- ④ The bottom field of the browser is available for upload. The procedures of operation are the same as Chapter 1.2 (stated on P.4 of this manual).



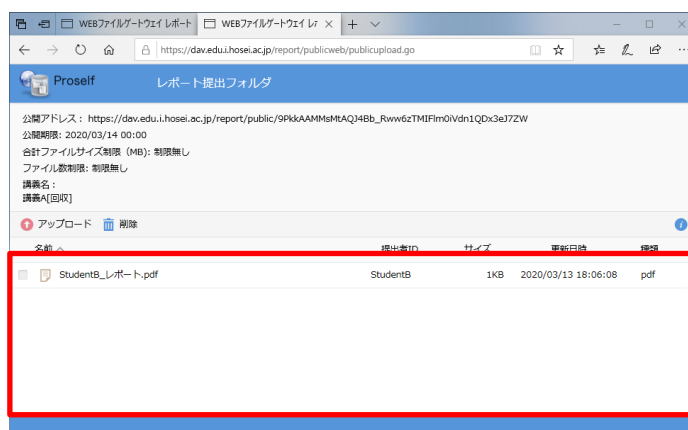
- ⑤ A data file name started with User ID will be uploaded if the upload processing is successful. Go back to the previous screen by clicking [閉じる](=close).



- ⑥ Please check that the assignment you uploaded exists, then close the browser.



- ※ The following image is a screen of another student (Student B user). Data files uploaded by other students will not be displayed here.



The manual instruction for Web File Gateway (Prosself) is over here.