



Fast Folders 2 - Student User Guide

Launching Fast Folders 2 (from a networked PC)

1. If you have previously installed Fast Folders 2 it will be located in **Start** and **All Programs**.
2. Otherwise, go to **Start**
3. Select **All Programs**
4. Select **Application Catalogue**
5. It may take some time for the list of applications to open and populate
6. Scroll down and select **Fast Folders 2**
7. Click **Run** to install the application

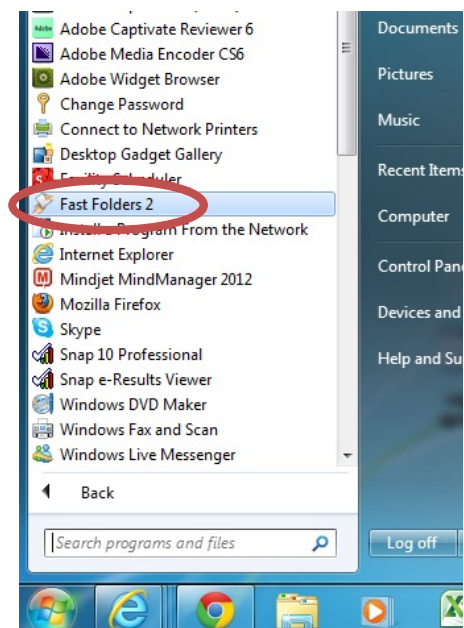
Launching Fast Folders 2 (from a home PC)

1. Navigate to - <https://ra.uclan.ac.uk>
2. If this is the first time you have used Remote Access you will be prompted to download and install Citrix.
3. Log-in using your normal Username and Password.
4. Select **Fast Folders 2**

Launching Fast Folders 2 (from a networked Mac)

1. Navigate to - <https://ra.uclan.ac.uk>
2. Log-in using your normal username and password.
3. Select **Fast Folders 2**

If you require assistance with using this application please contact the LIS Customer Support Helpdesk on extension: **5355**



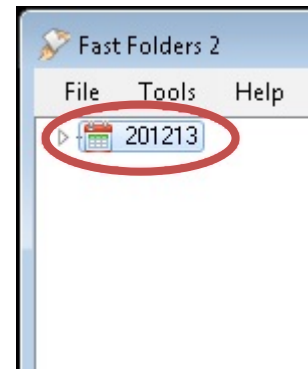
Note: If prompted you **must** allow **Read & Write** permissions access to your local hard discs. If you do not you will not be able to submit assignments from your local area.



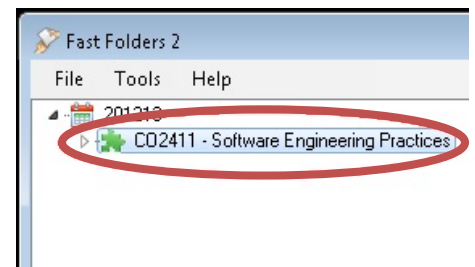
Submitting an assignment

Important: Close all other applications before submitting.
All submission files must be held within a **folder** before submitting. It is good practice to organise your assignments into folders.

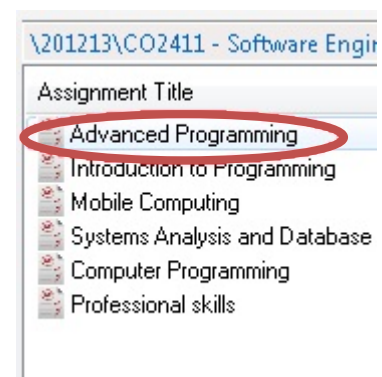
1. Double click on the **Year** in the left-hand pane



2. Select the **Module** in the left-hand pane

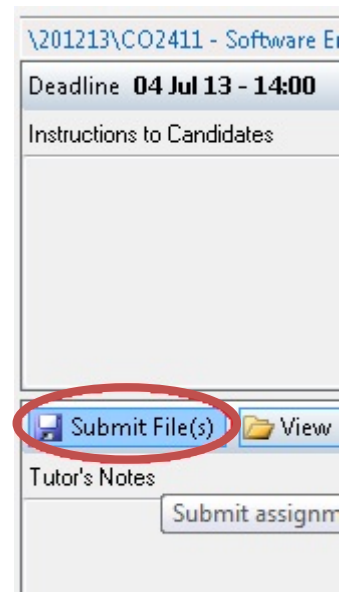


3. Double click on the **Assignment** in the right-hand pane

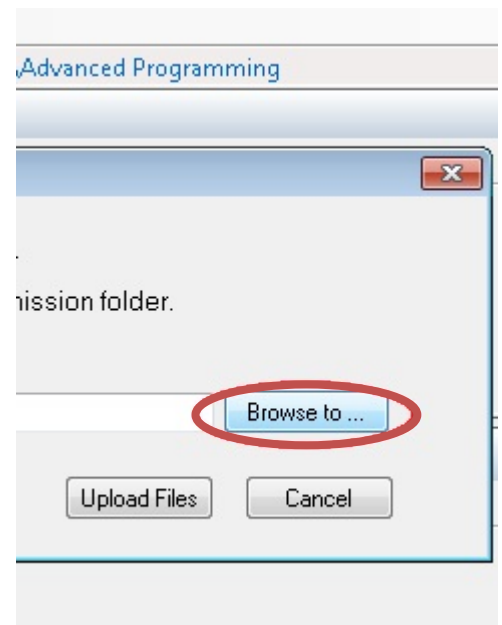




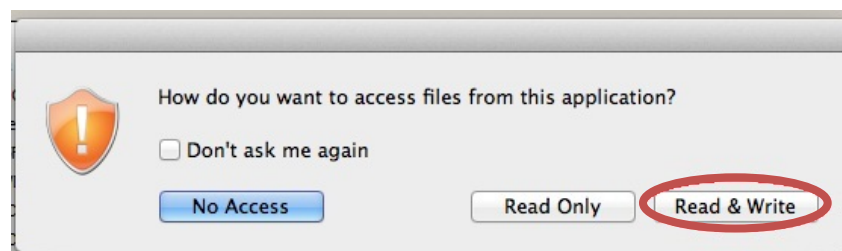
4. Click **Submit File(s)** button



5. Click **Browse to...** button
6. Select the **folder** which contains the file(s) you wish to submit. Note: All files within this folder will be submitted.
7. Click **Upload Files**.



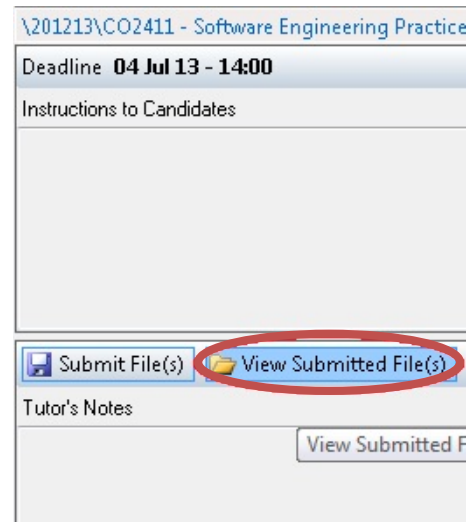
Note: When submitting from an external USB memory device if prompted you must select **Read & Write** permissions in order for your device to be accessed.





Viewing submitted file(s)

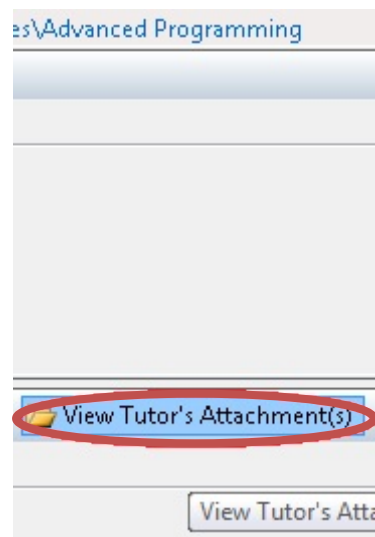
1. Double click on the **Year** in the left-hand pane
2. Select the **Module** in the left-hand pane
3. Double click on the **Assignment** in the right-hand pane
4. Click **View Submitted File(s)**
5. A folder will open containing the files(s) you have submitted



View tutor's attachment(s)

Your tutor may use Fast Folders 2 to deliver feedback to you. Your tutor will make you aware when this is the case. To view the feedback;

1. Double click on the **Year** in the left-hand pane
2. Select the **Module** in the left-hand pane
3. Double click on the **Assignment** in the right-hand pane
4. Click **View Tutor's Attachment(s)**
5. A folder will open containing the feedback file(s) your tutor has submitted





Submission (upload) time guidance from a Home PC

The time it takes to submit a file from home will be determined by your internet connection speed. UCLan has no control over this.

Problems with submitting to Fast Folders 2 will not normally be grounds for an assignment extension so plan ahead and leave plenty of time for your submission to complete.

Please bear this in mind before submitting work to Fast Folders 2 from a home PC away from campus, especially if you have an imminent assignment deadline.

Below is table listing approximate submission times based on file size and internet connect speed. Please note these times before submitting a large file.

File size	Example description	Time to Submit
1 GB	High quality movie	2hr 30 mins @ 1 Mbps 75 mins @ 2 Mbps 19 mins @ 8 Mbps
512 MB	Movie or game	75 mins @ 1 Mbps 30 mins @ 2 Mbps 9 mins @ 8 Mbps
200 MB	45 minutes of TV from the BBC iplayer	30 mins @ 1 Mbps 15 mins @ 2 Mbps 4 mins @ 8 Mbps
100 MB	High quality mp3 CD download, 2 min of HD video	16 mins @ 1 Mbps 8 mins @ 2 Mbps 2 mins @ 8 Mbps
50 MB	mp3 or CD download	8 mins @ 1 Mbps 4 mins @ 2 Mbps 1 min @ 8 Mbps
20 MB	Standard definition movie trailer	4 mins @ 1 Mbps 2 mins @ 2 Mbps 30 secs @ 8 Mbps
10 MB	30 second video clip	2 mins @ 1 Mbps 1 mins @ 2 Mbps 15 secs @ 8 Mbps
5 MB	5 minute mp3 file	1 min @ 1 Mbps 30 secs @ 2 Mbps 8 secs @ 8 Mbps