

# Lesson 9: Site Management II

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## Learning Objectives:

1. Revise the following aspects of site management:
  - a. Naming files / Renaming files
  - b. Organizing files and folders
2. Set Site FTP preferences
3. Practice transfer of files via:
  - a.
  - b.
  - c.
  - d.
4. Distinguish between download/upload, get/put and checkout/check in
5. (Use design notes)
6. State situations to rely on *manual* file transfer over *automated* transfer

## Other Activities:

1. Work on project proposal
2. Rubric 3
3. Design principles: alignment and proximity (see <http://go.to/crap-design>)
4. Grades for Assignment 2

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*Notes:*