UFApps: Hands-on Exercises

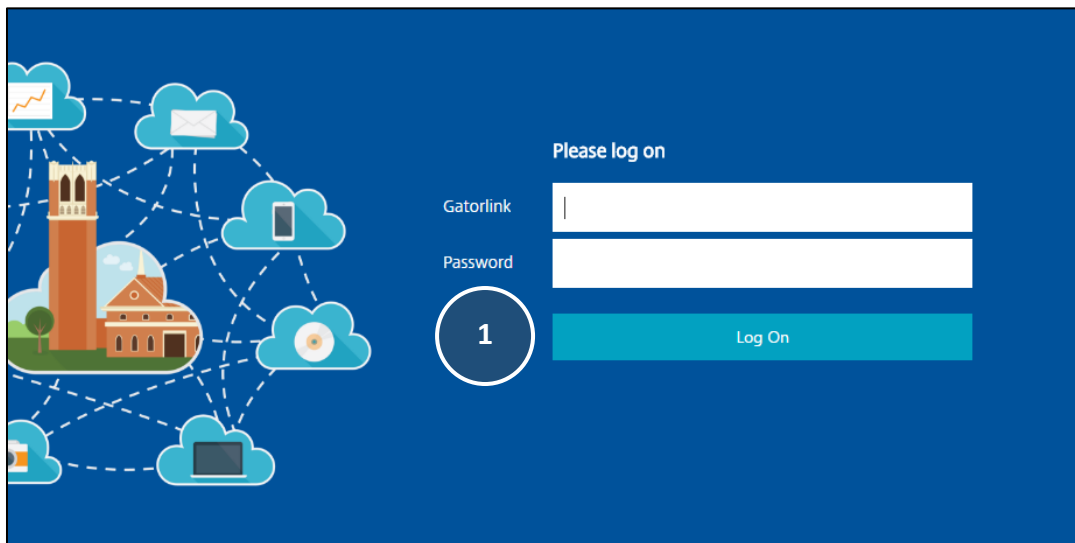## Module 2: Accessing UFApps

In these exercises, we will cover:

- Accessing UFApps via the Full Receiver
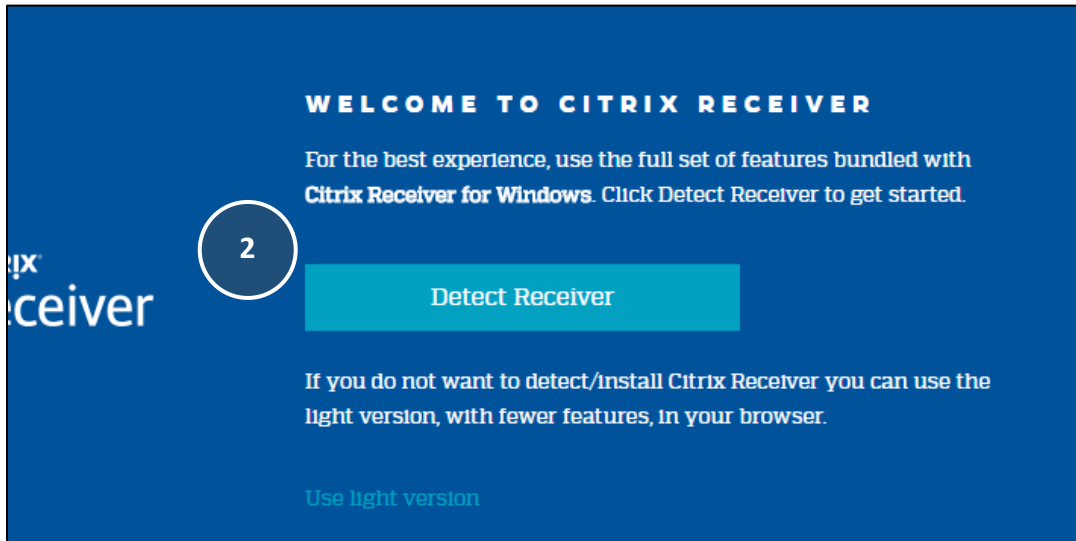- Accessing UFApps using the light version of the Citrix Receiver

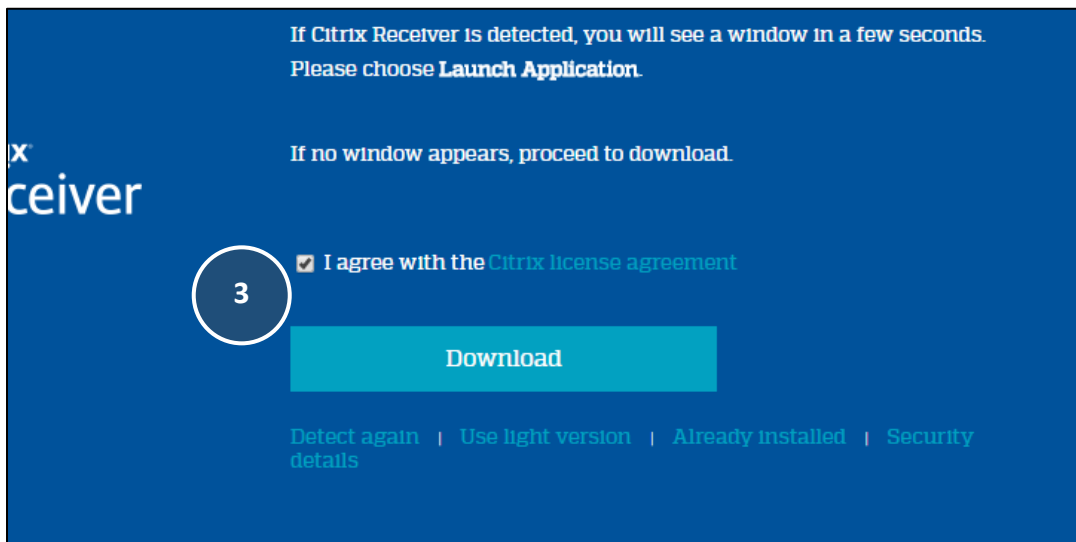### Exercise 2.1

Accessing UFApps via the Full Receiver:

1. Using Chrome, go to https://apps.ufl.edu/, then login using your Gatorlink credentials
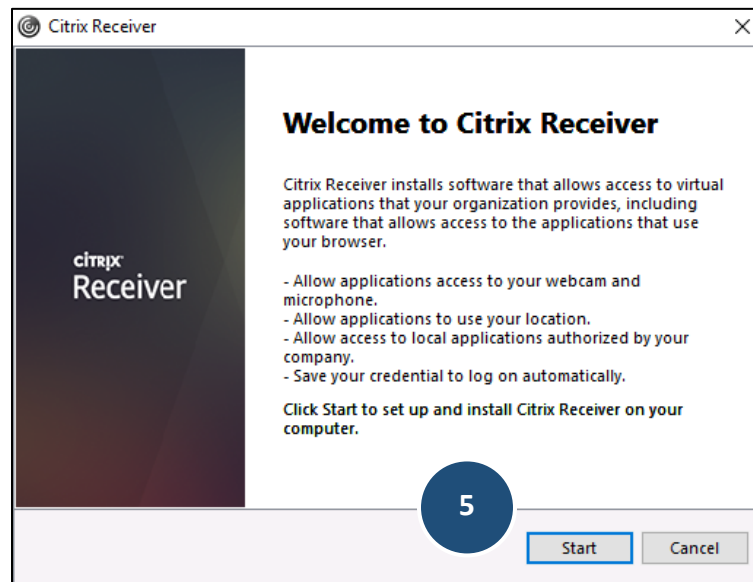

2. Click on the Detect Receiver button

WELCOME TO CITRIX RECEIVER

For the best experience, use the full set of features bundled with **Citrix Receiver for Windows**. Click Detect Receiver to get started.

2

Detect Receiver

If you do not want to detect/install Citrix Receiver you can use the light version, with fewer features, in your browser.

Use light version

3. Check the Citrix license agreement, then click the Download button

If Citrix Receiver is detected, you will see a window in a few seconds. Please choose **Launch Application**.

If no window appears, proceed to download.

☑ I agree with the Citrix license agreement

3

Download

Detect again | Use light version | Already installed | Security details

4. Once downloaded open the file CitrixReceiver.exe in the downloads region

4

CitrixReceiverWeb.exe
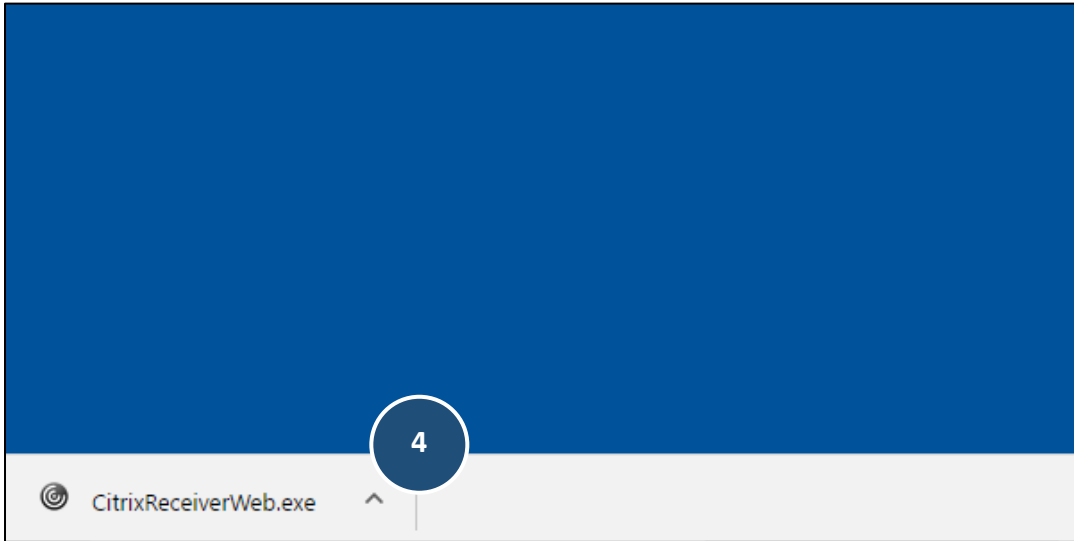
5. If prompted by UAC, click Yes. Now click Start, on the Welcome screen, to begin the installation

Welcome to Citrix Receiver

Citrix Receiver installs software that allows access to virtual applications that your organization provides, including software that allows access to the applications that use your browser.

- Allow applications access to your webcam and microphone.
- Allow applications to use your location.
- Allow access to local applications authorized by your company.
- Save your credential to log on automatically.

Click Start to set up and install Citrix Receiver on your computer.

5

Start   Cancel

6. Check "I accept…" on the License Agreement screen, then click Next
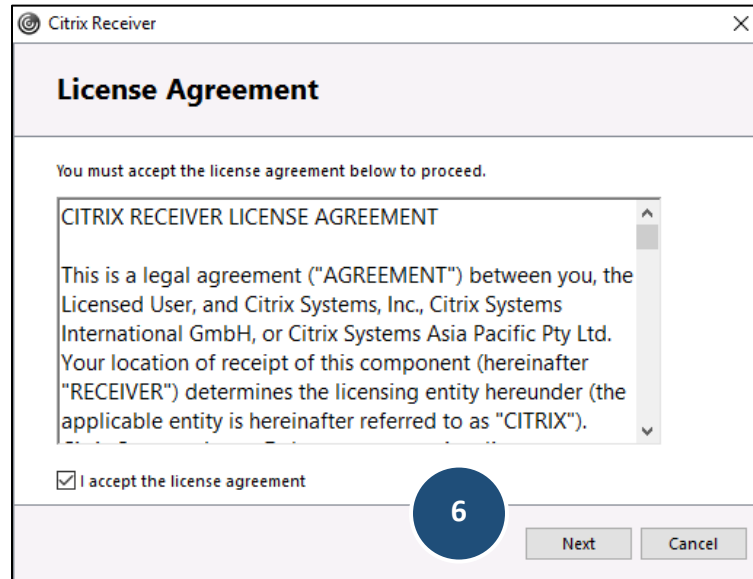
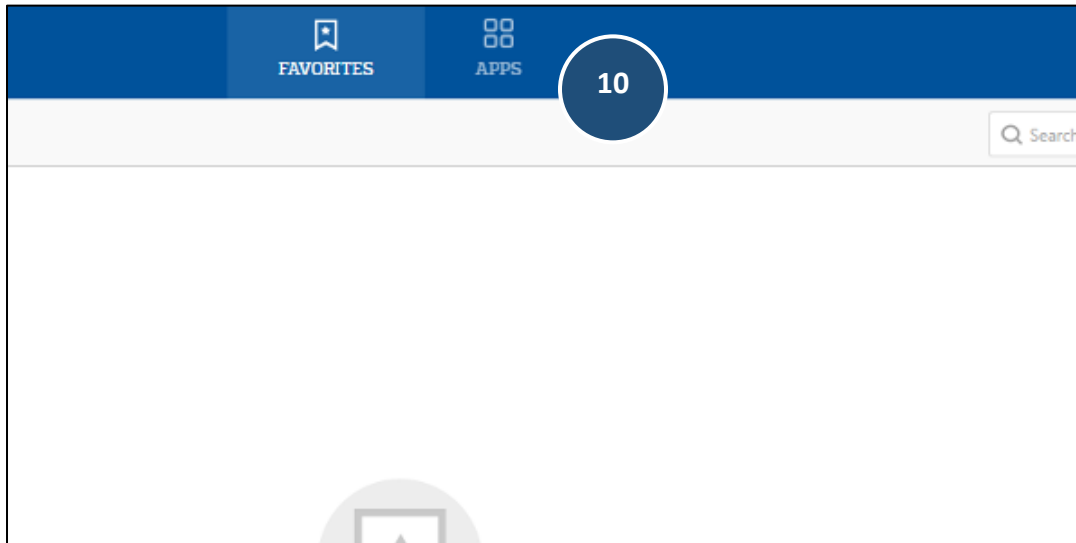7. Leave Enable Single Sign-on unchecked, then click Install
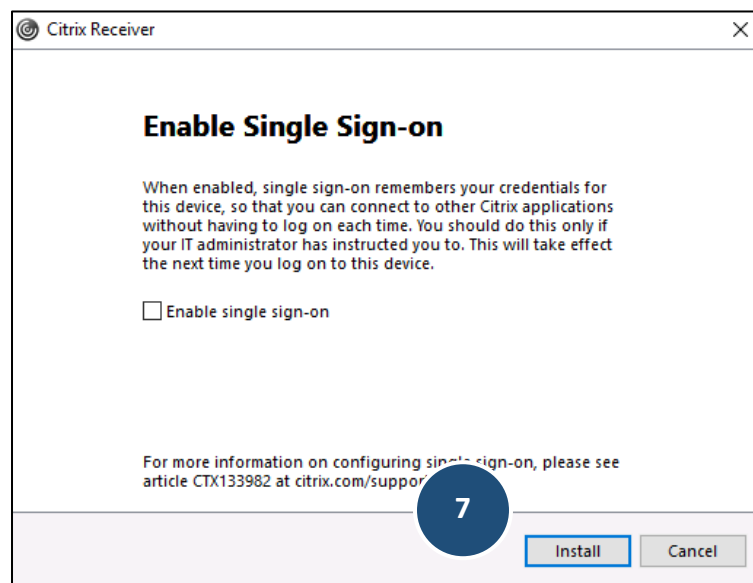
8. Finally, click Finish once it completes
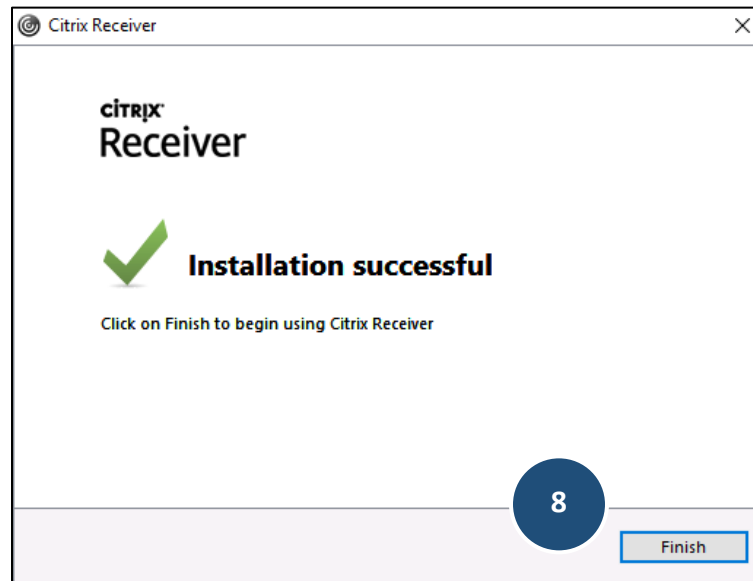
9. Click the Continue button to proceed
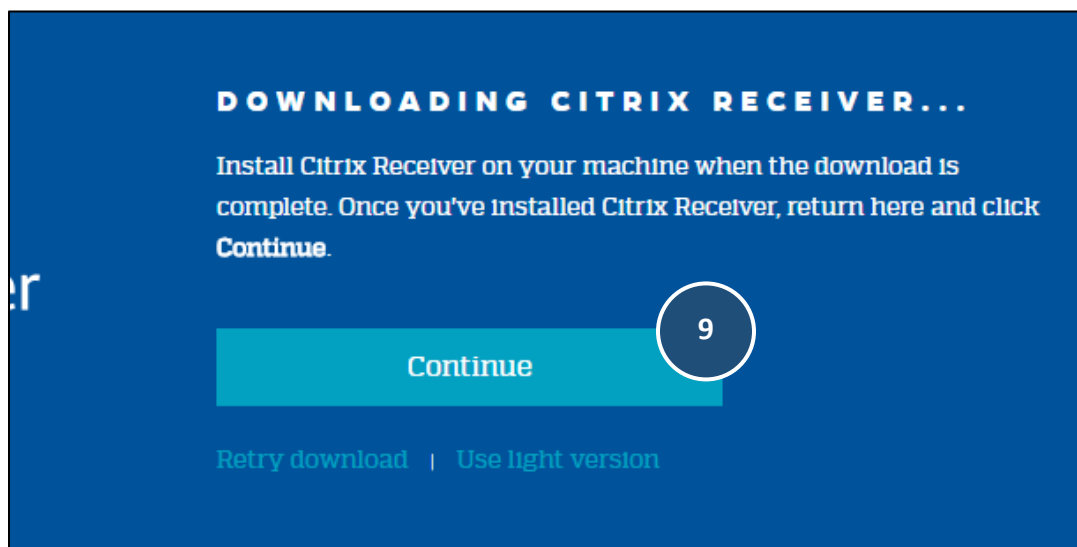
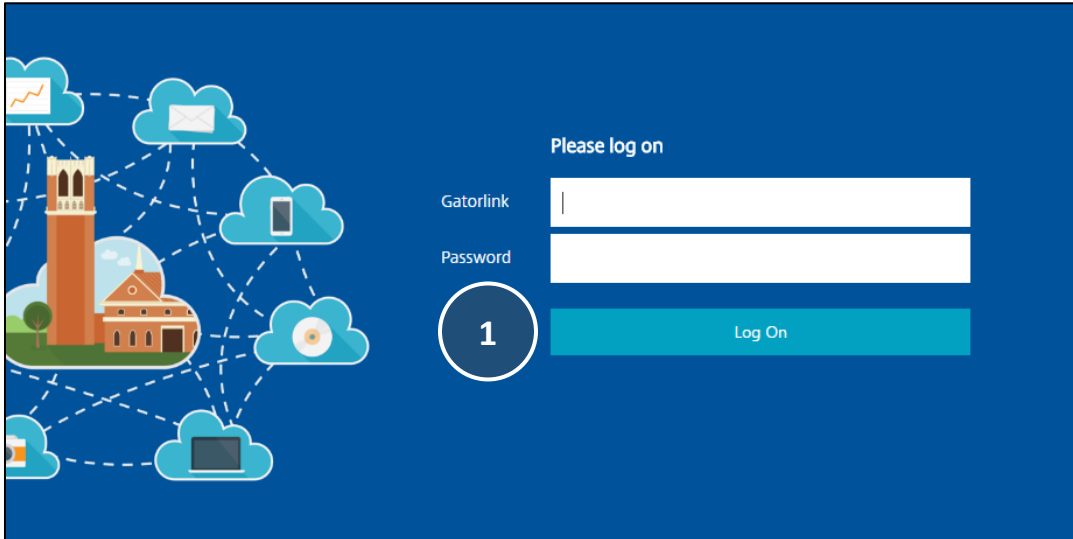
10. Now click on the "Apps" tab

11. Run any application in order to confirm the Citrix Receiver is functioning properly
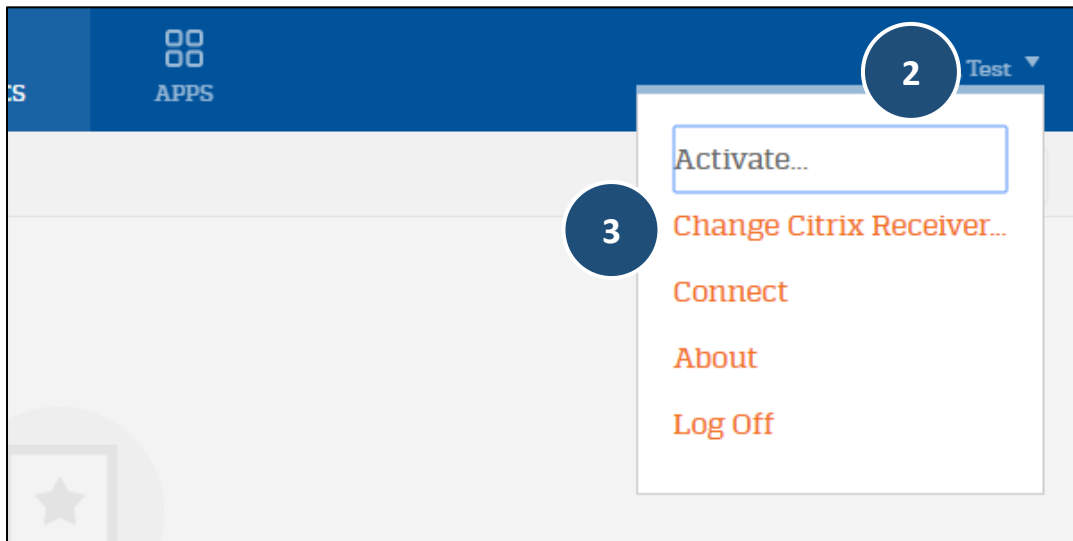
Exercise 2.2

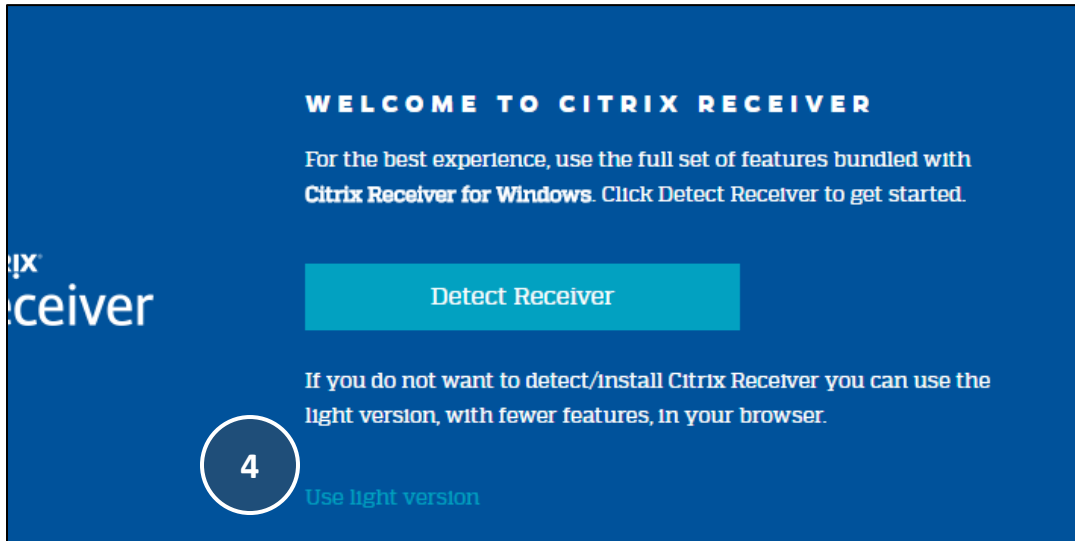Accessing UFApps using the light version of the Citrix Receiver

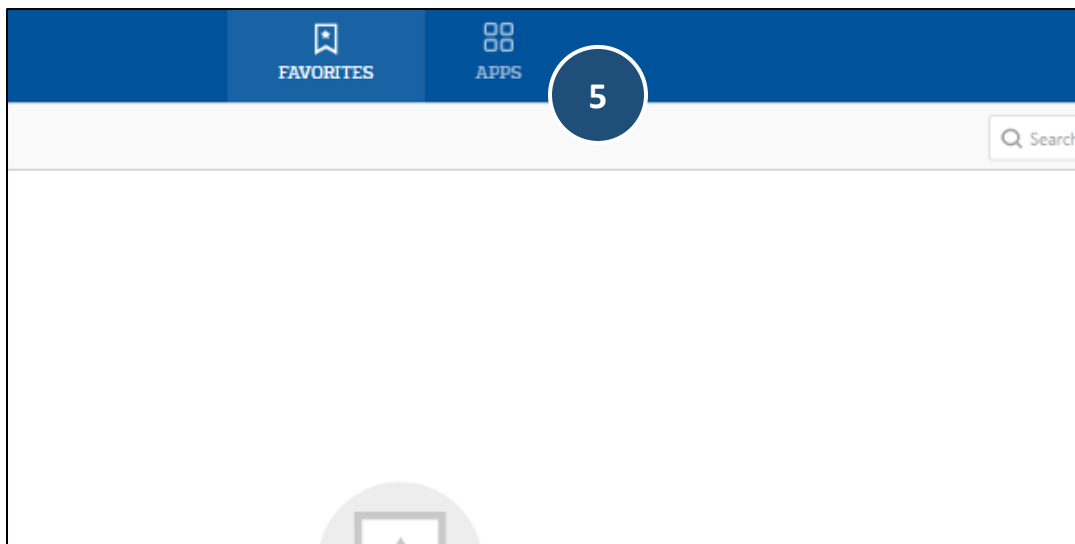1. Using Chrome, go to https://apps.ufl.edu/, then login using your Gatorlink credentials

2. Click on your name at the top-right corner of the screen
3. On the drop-down menu, click on "Change Citrix Receiver…"

4. At the Welcome to Receiver page, click on "Use light version" at the bottom

5. Now click on the "Apps" tab

6. Run any application in order to confirm the Light Receiver is functioning properly

Module 3: UFApps Architecture: Files

In these exercises, we will cover:

- Migrating files between the M: Drive and your computer using the Full Receiver
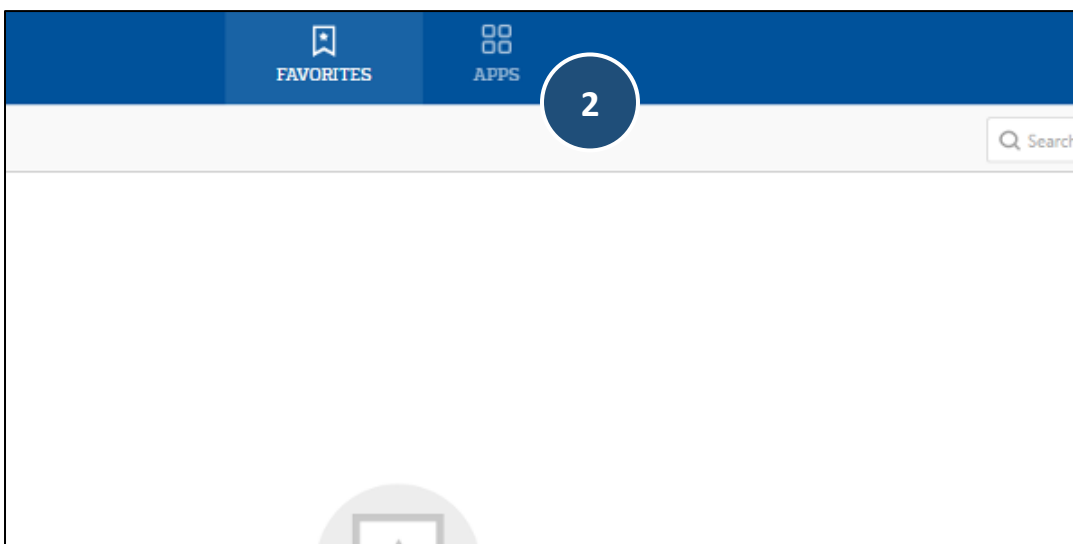- Migrating files between the M: Drive and your computer using the Light Receiver

Exercise 3.1

Migrating files between the M: Drive and your computer using the Full Receiver

Uploading a File to UFApps – Full Receiver

1. Using Chrome, go to https://apps.ufl.edu/, then login using your Gatorlink credentials
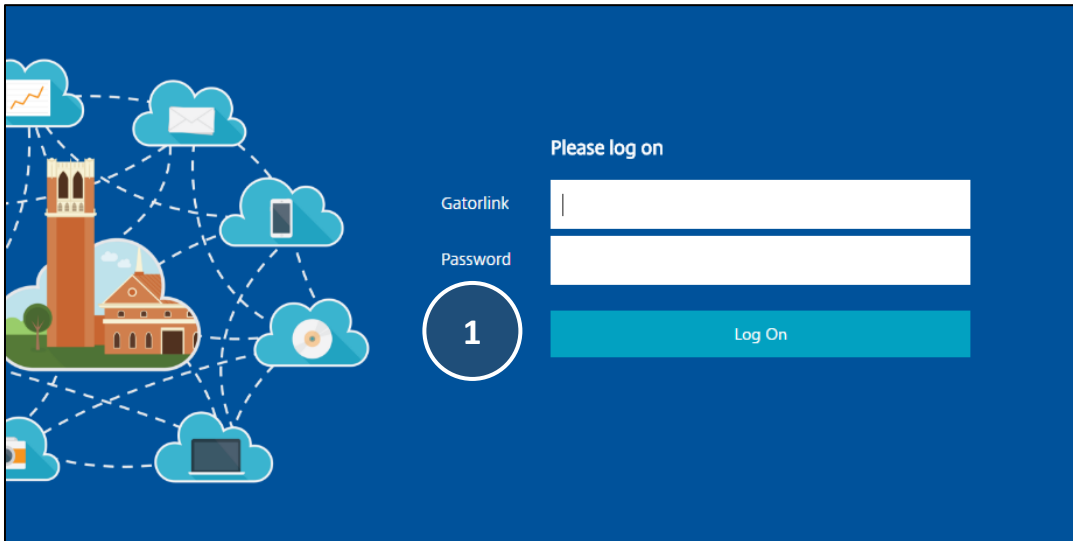
2. Confirm you're using the Full Receiver, then click on the "Apps" tab

3. Run the "M Drive File Storage" application

4. You should get a prompt asking for access permissions, click Permit All
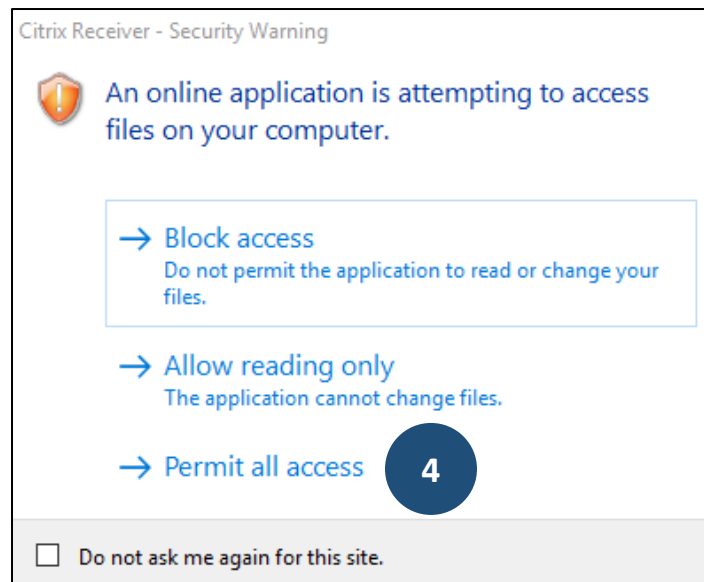
5. Within the left pane of the File Explorer window, find and open "Local Disk (C: on *COMPUTER-NAME*)." You may need to expand "UFApps."
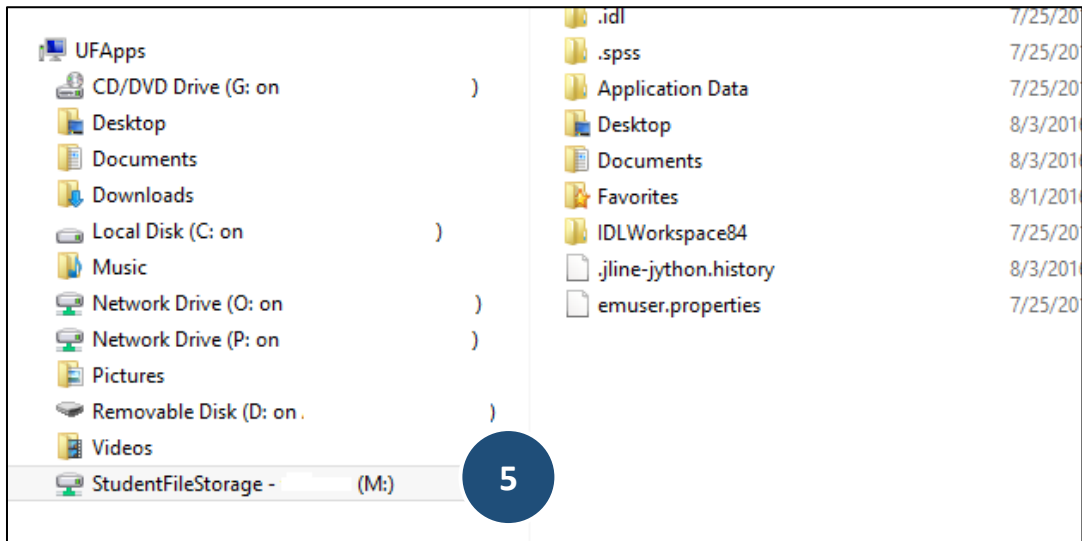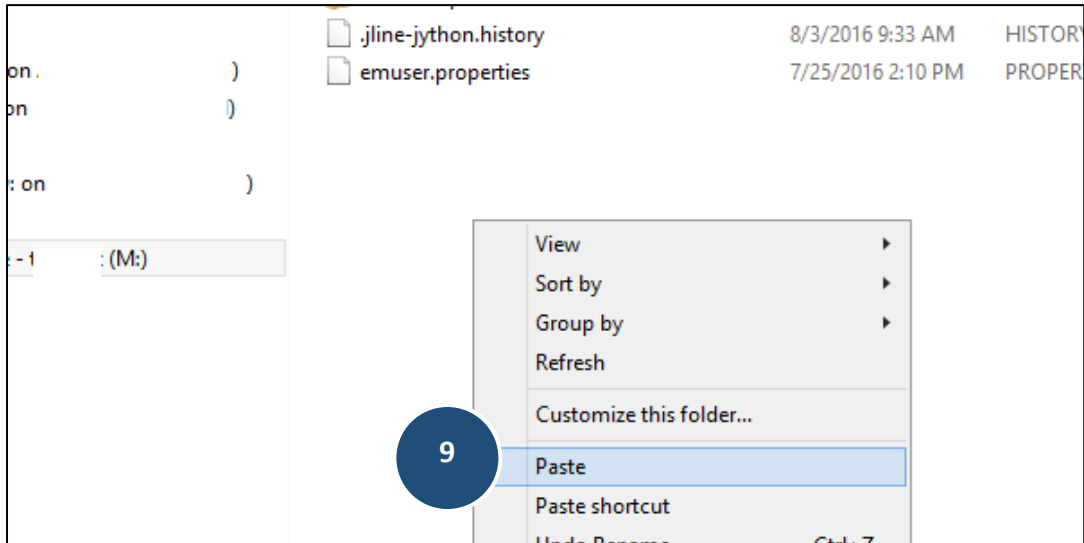

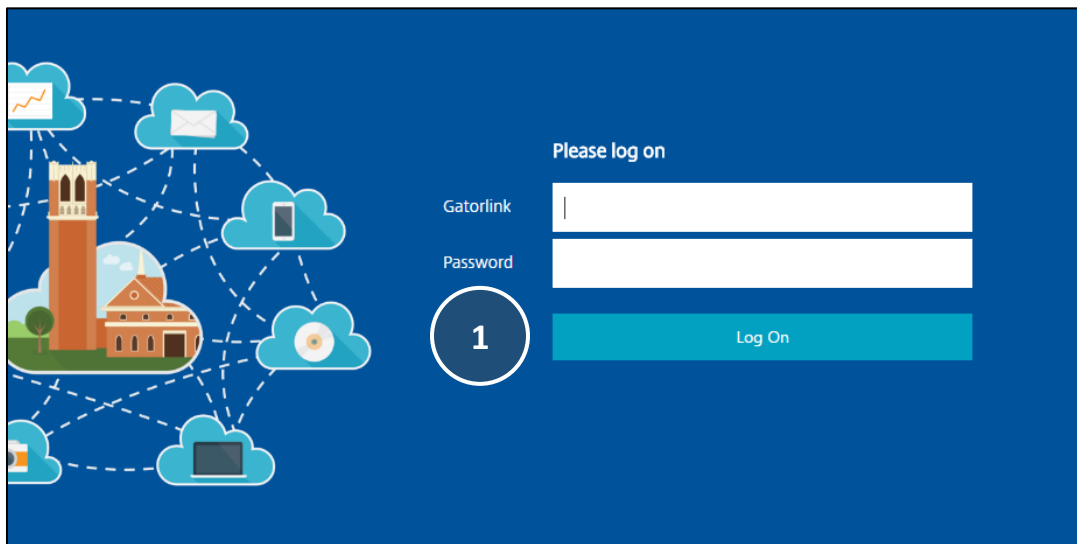6. Find the example file
7. Right-click on this file and select Copy
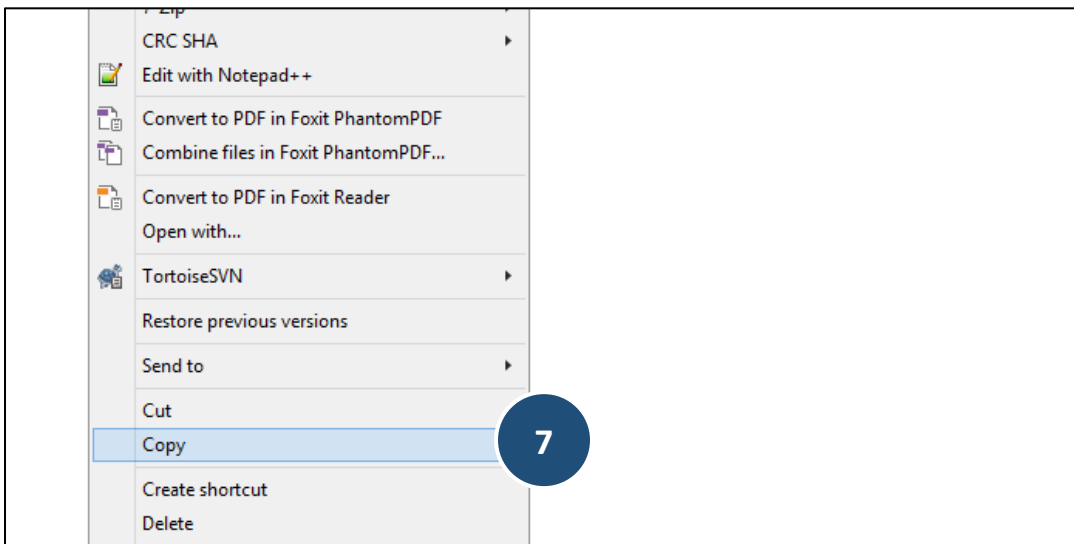
8. Navigate to the M: Drive, labeled "StudentFileStorage – *username* (M:)"
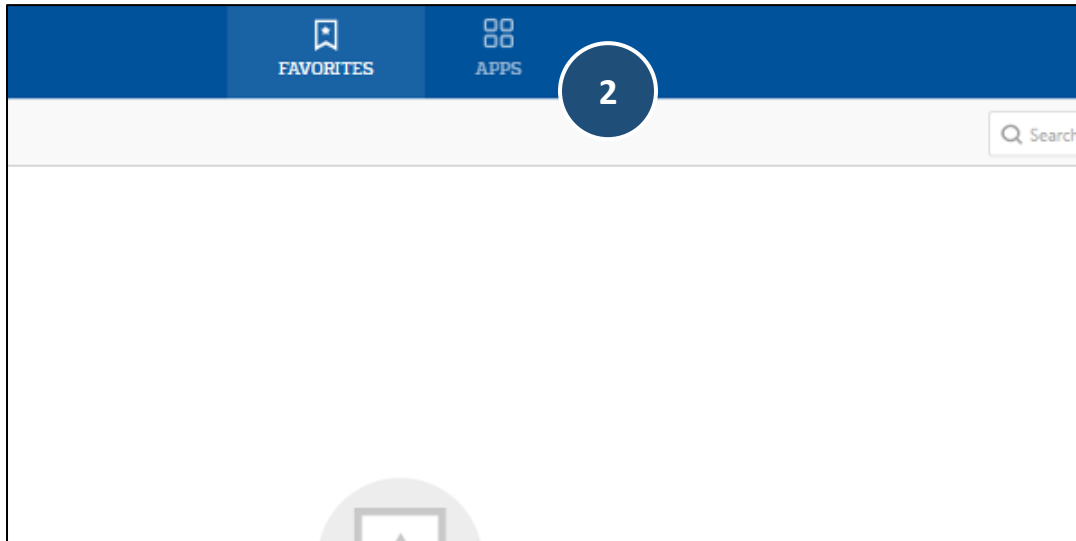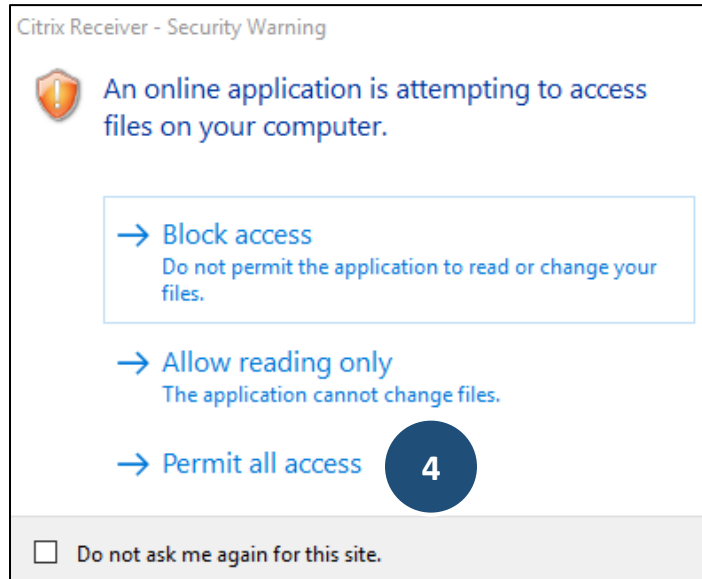
9. Right-click on the whitespace and select Paste

Downloading a File from UFApps – Full Receiver

1. Logoff, then using Chrome, go to https://apps.ufl.edu/, then login using your Gatorlink credentials

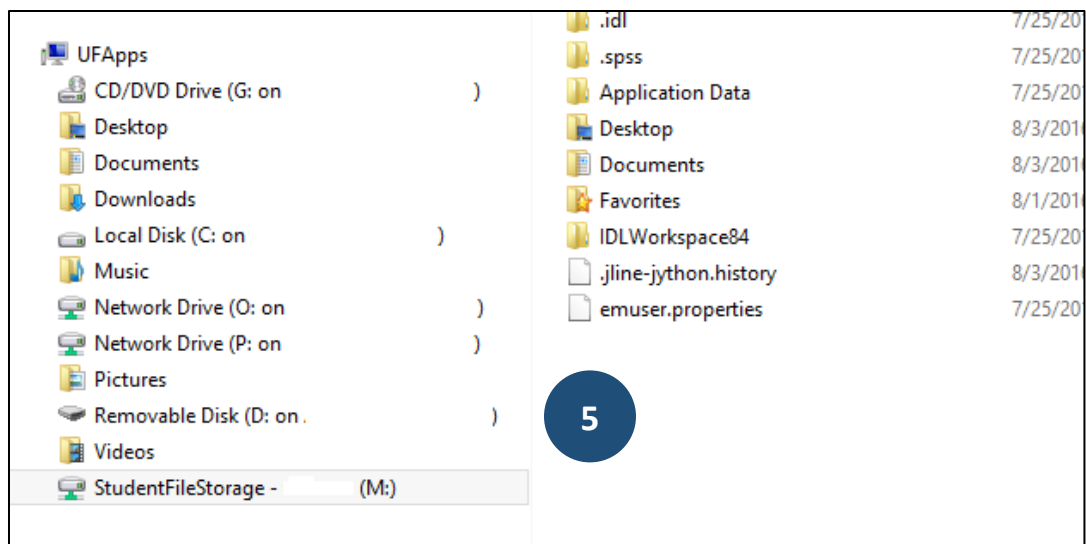2. Confirm you're using the Full Receiver, then click on the "Apps" tab
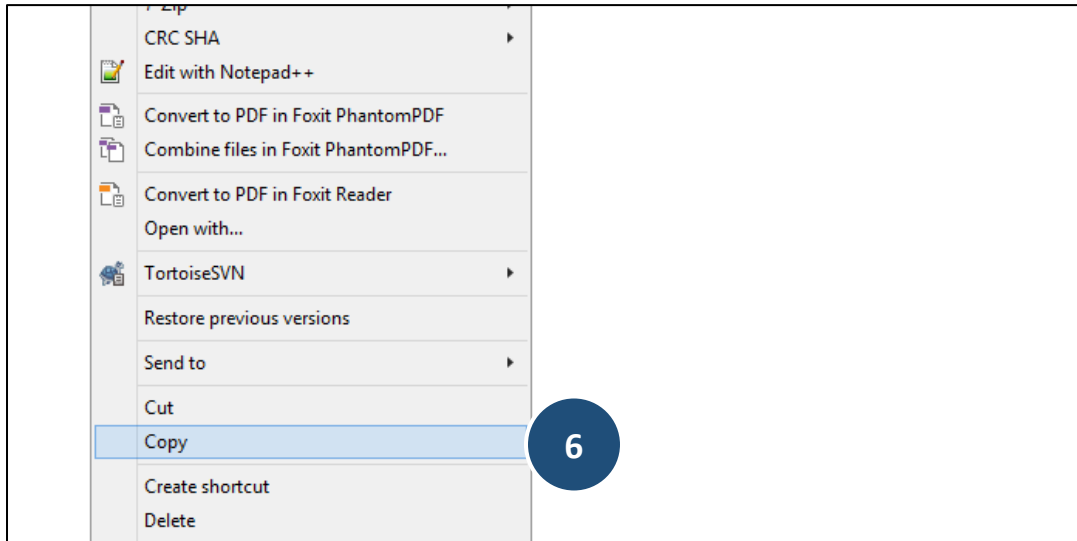

3. Run the "M Drive File Storage" application

4. You should get a prompt asking for access permissions, click Permit All

5. Navigate to the file you wish to download to your local computer

6. Right-click on this file and select Copy

7. Navigate to your local C: Drive, labeled "Local Disk (C: on *COMPUTER-NAME*)"
8. Go to C:\Users*username*\Desktop, then right-click on the whitespace and select Paste

Exercise 3.2

Migrating files between the M: Drive and your computer using the Light Receiver

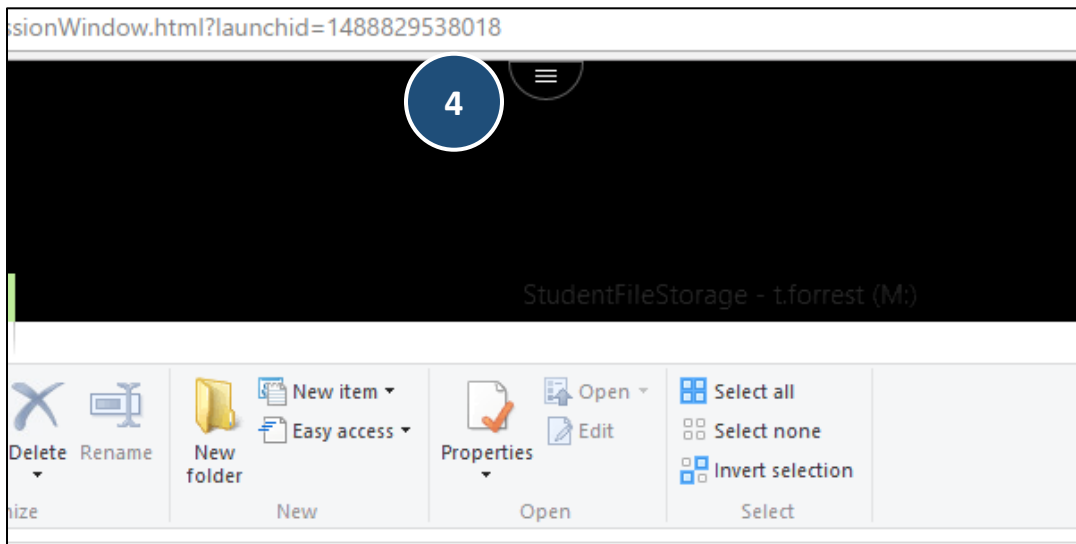### Uploading a File to UFApps – Light Receiver

1. Logoff, then using Chrome, go to https://apps.ufl.edu/, then login using your Gatorlink credentials
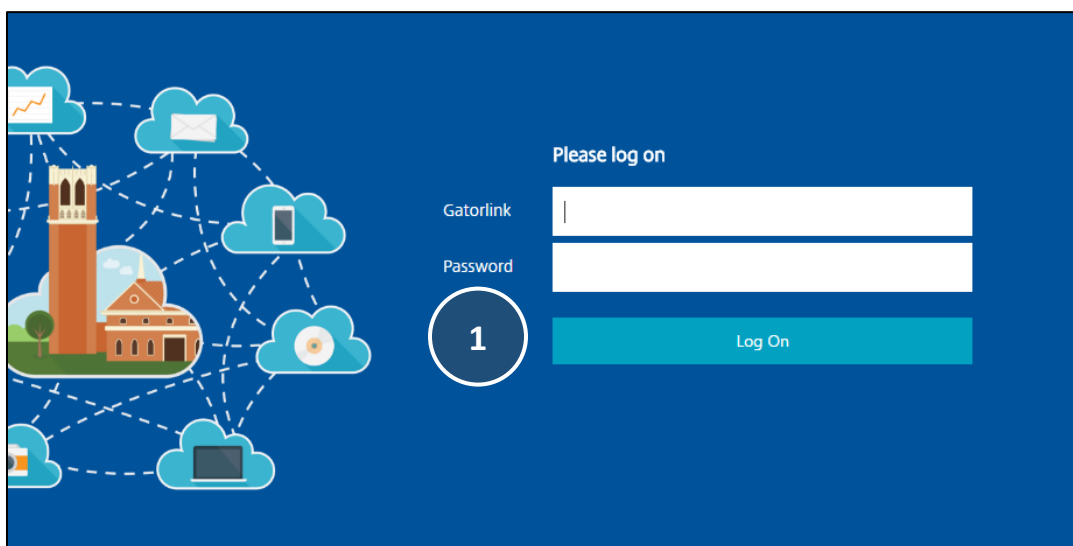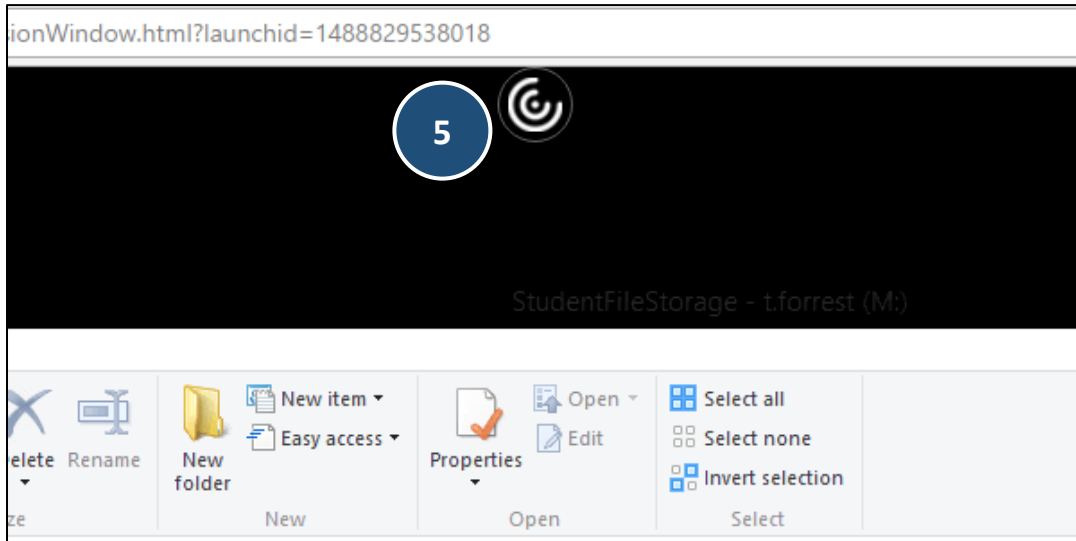
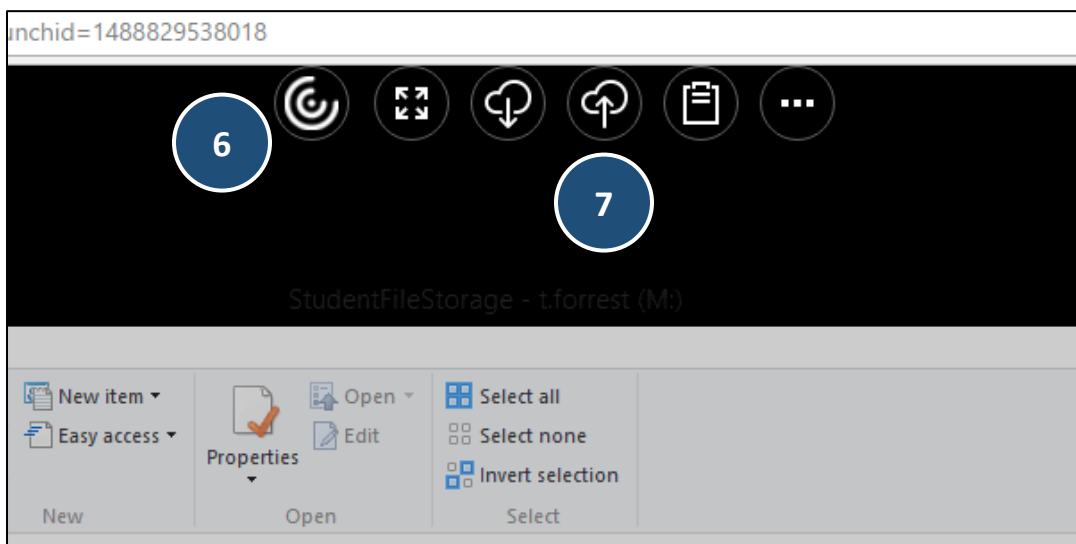2. Confirm you're using the Light Receiver, then click on the "Apps" tab
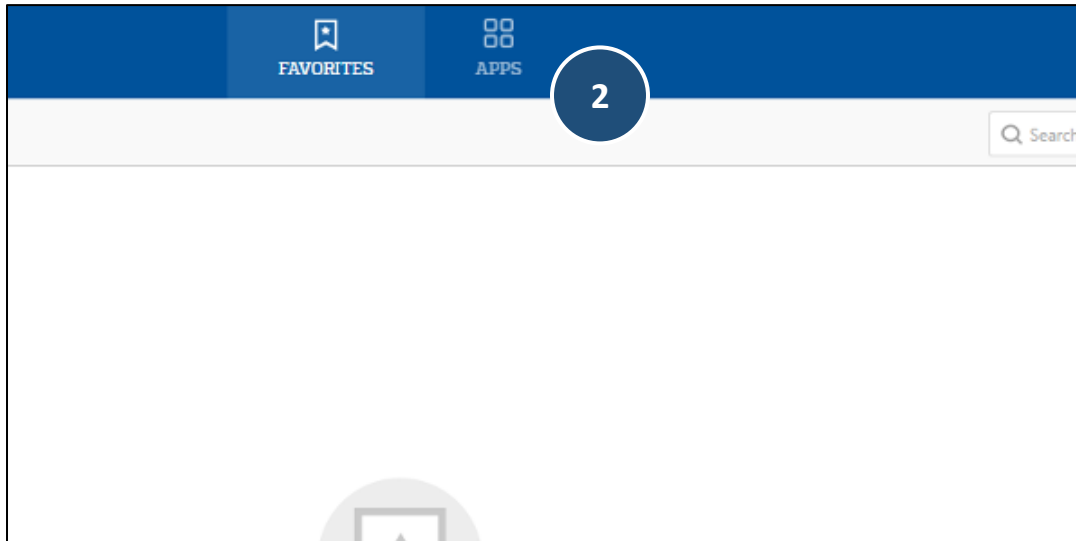
3. Run any application
4. Once the application has fully loaded, look for a black semicircle icon at the top of the screen

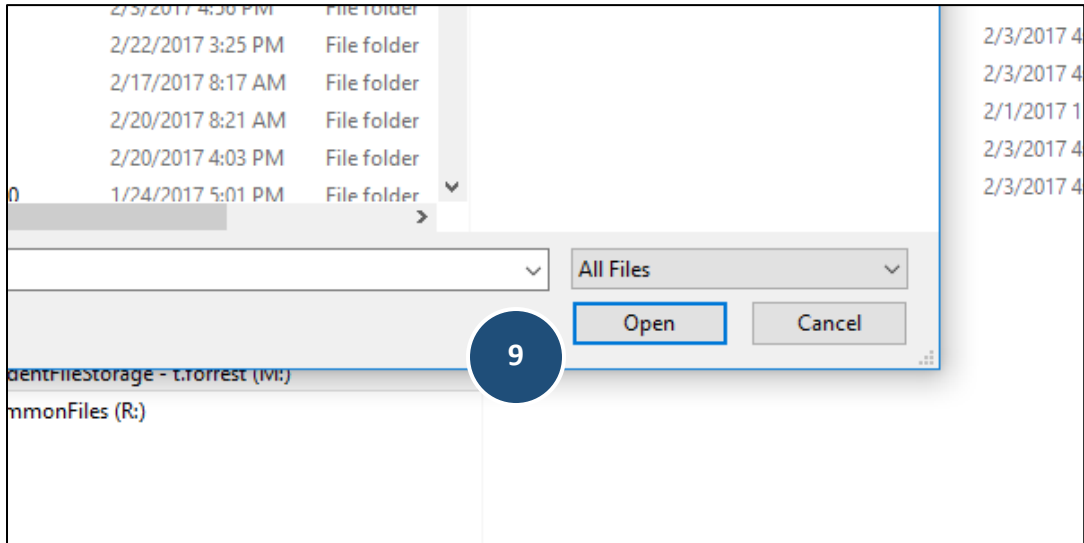5. Hover over this icon to display the Light Receive icon

6. Click on the Light Receiver icon to see the full Light Receiver menu
7. Click on the third button to the right of the Receiver icon, the Upload button
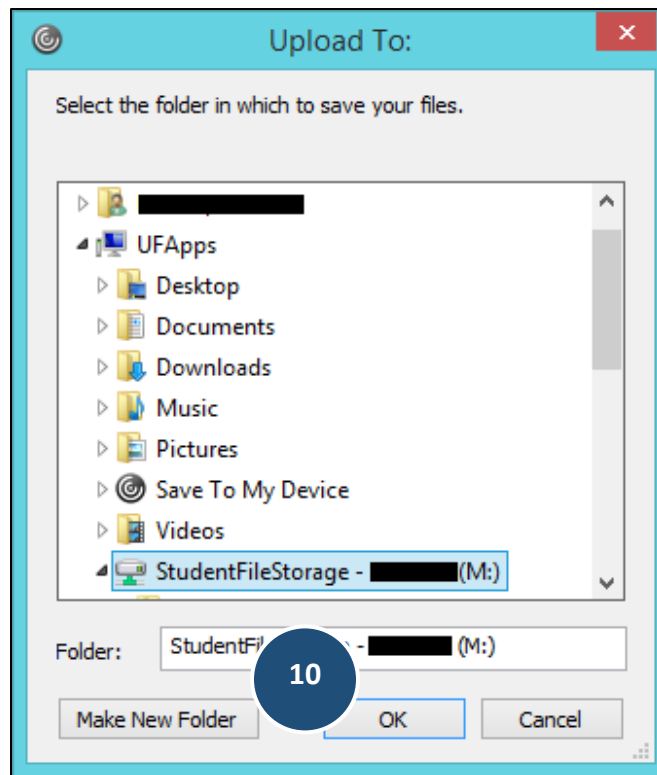

8. In the File Explorer window find and select the example file
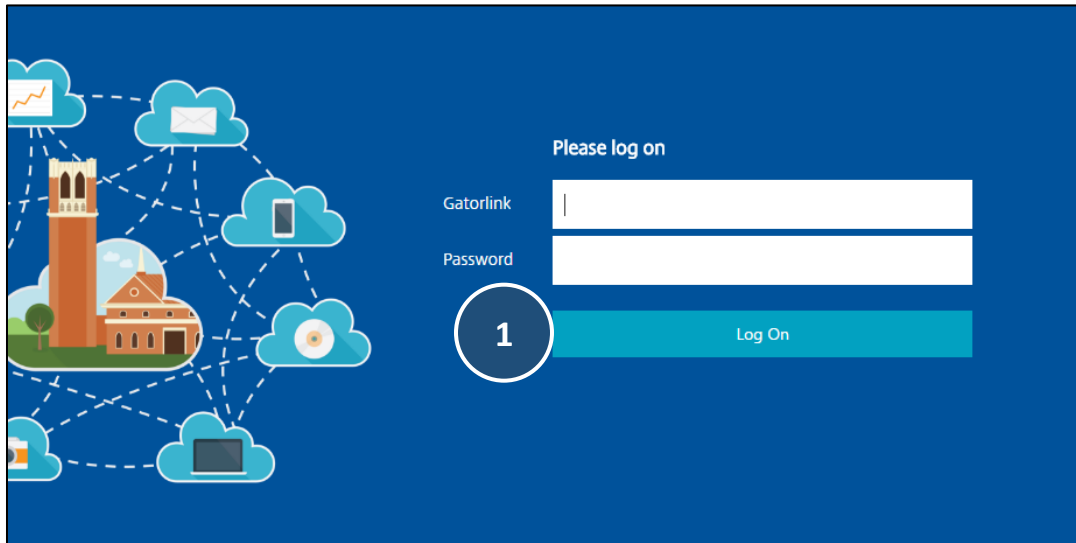
9. Click Open to proceed

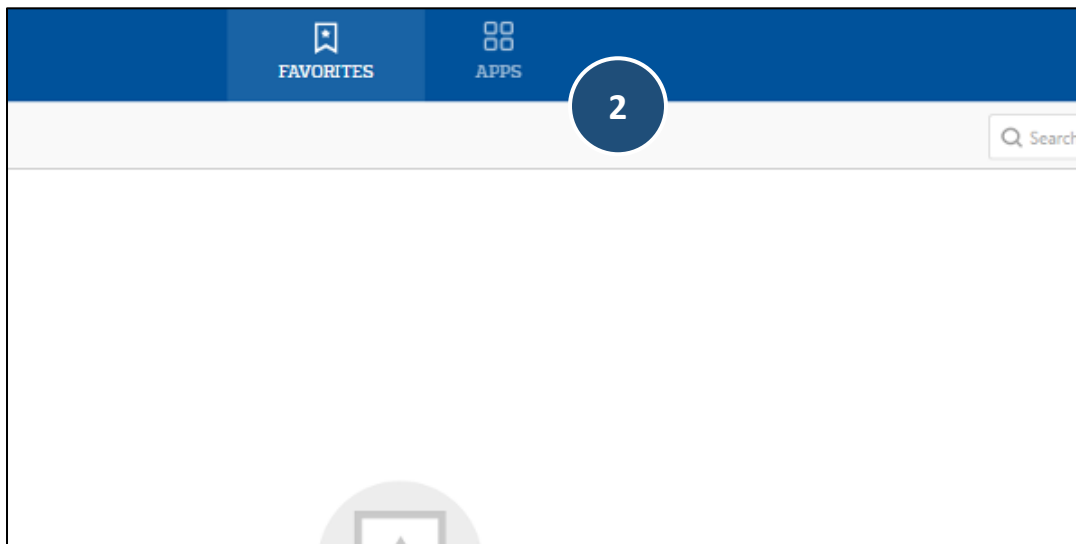10. In the "Upload To:" window find your M: Drive under the "UFApps" list, then click OK

Downloading a File from UFApps – Light Receiver

1. Logoff, then using Chrome, go to https://apps.ufl.edu/, then login using your Gatorlink credentials
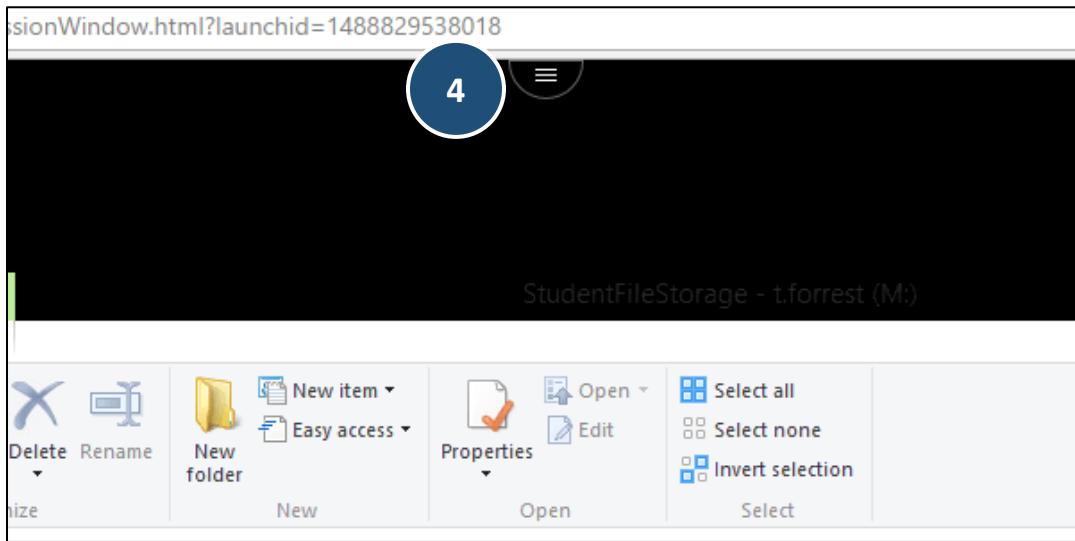

2. Confirm you're using the Light Receiver, then click on the "Apps" tab
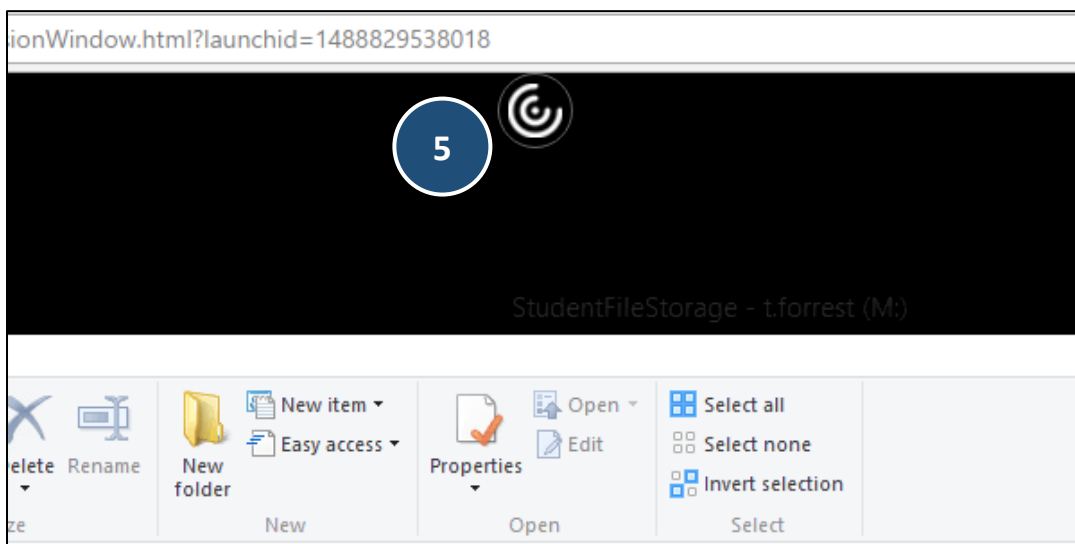

3. Run any application

4. Once the application has fully loaded, look for a black semicircle icon at the top of the screen
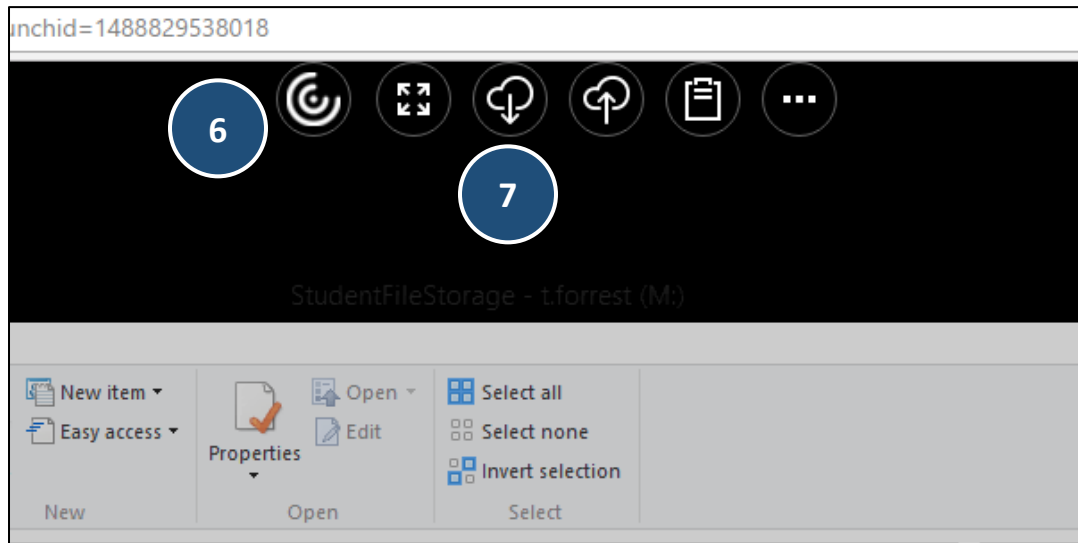

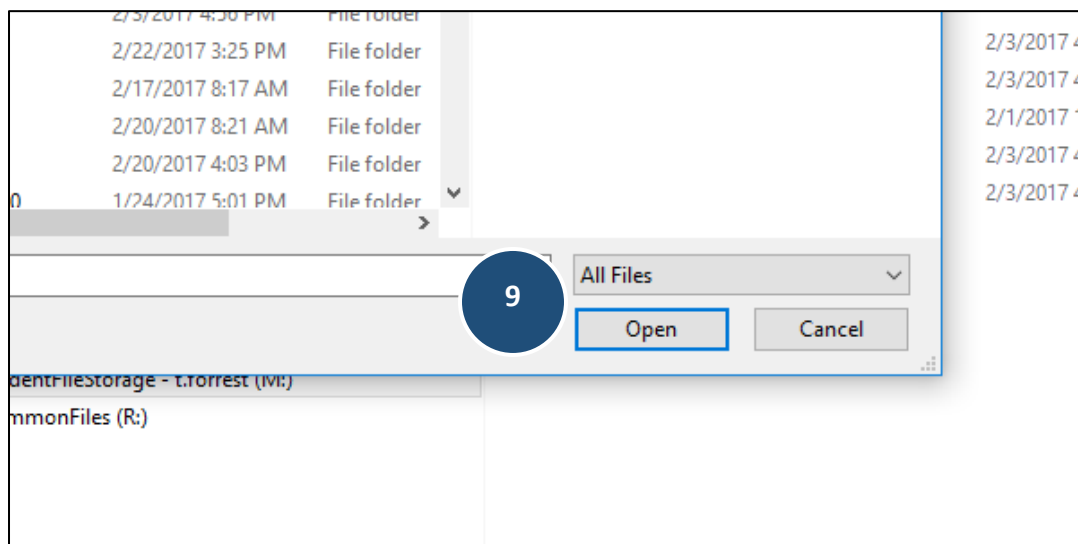5. Hover over this icon to display the Light Receive icon

6. Click on the Light Receiver icon to see the full Light Receiver menu

7. Click on the second button to the right of the Receiver icon

8. In the File Explorer window find and select the file on your M: Drive
9. Click Open to download

10. The file should now appear in your Downloads folder
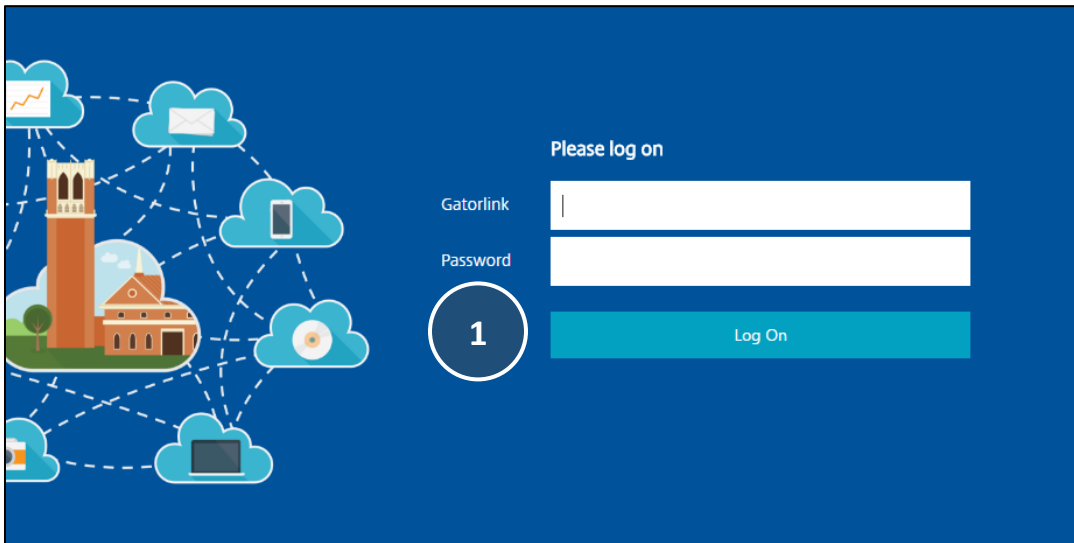
Module 4: Course File Storage

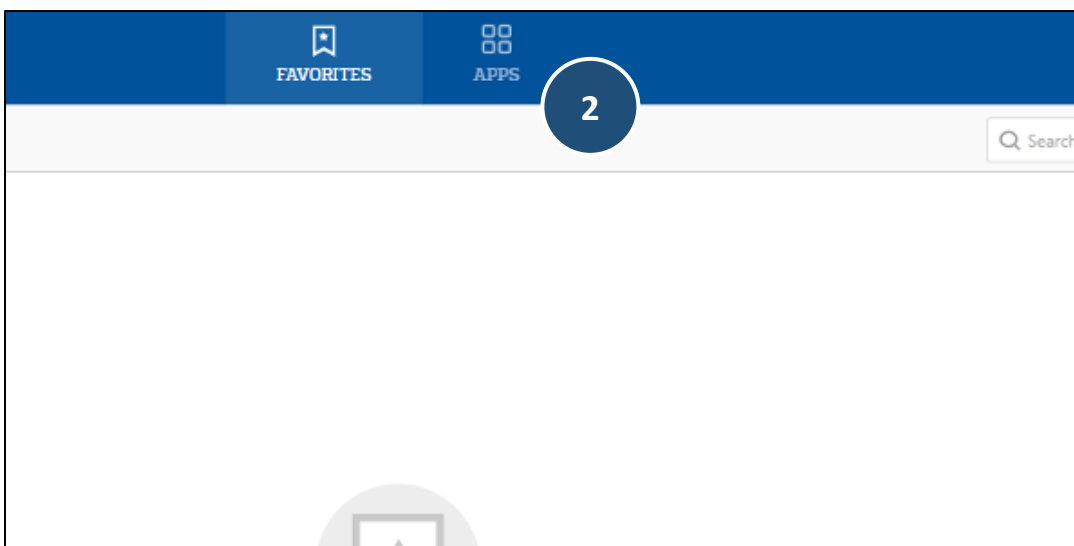In these exercises, we will cover:

- Working with the R: Drive

Exercise 4.1

Working with the R: Drive as a Student

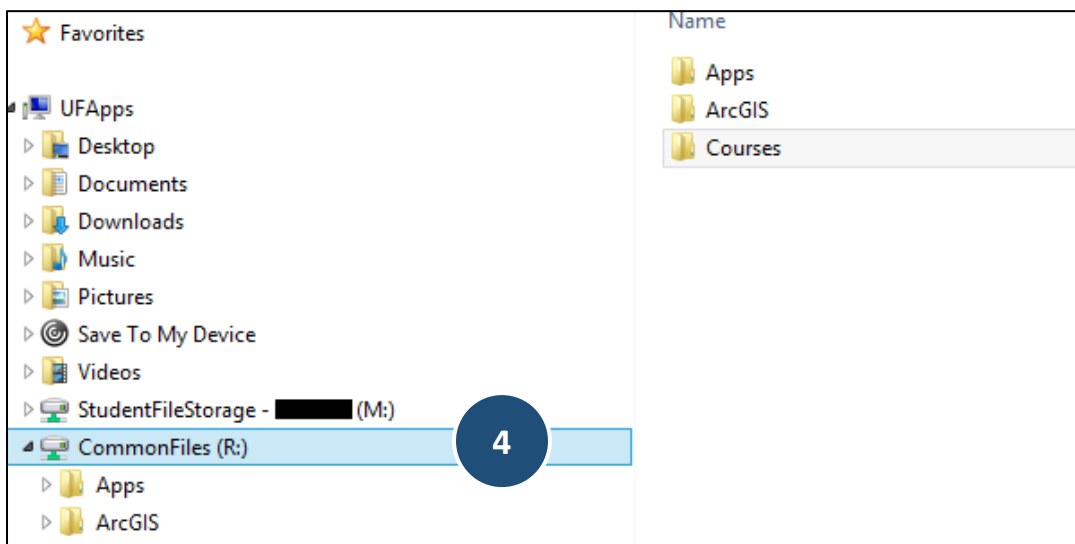1. Using Chrome, go to https://apps.ufl.edu/, then login using your Gatorlink credentials

2. Using either the Full or Light Receiver, click on the "Apps" tab
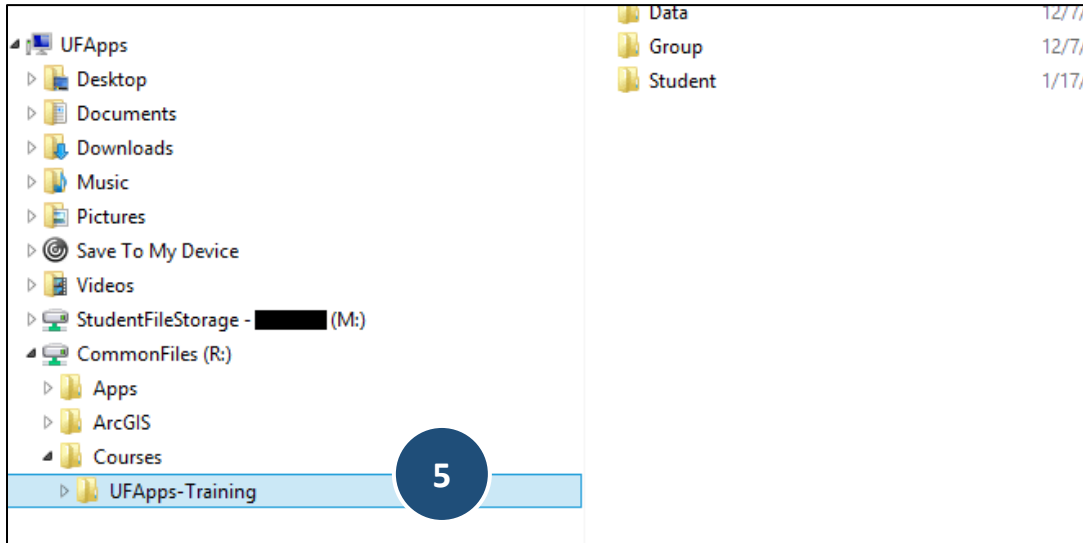
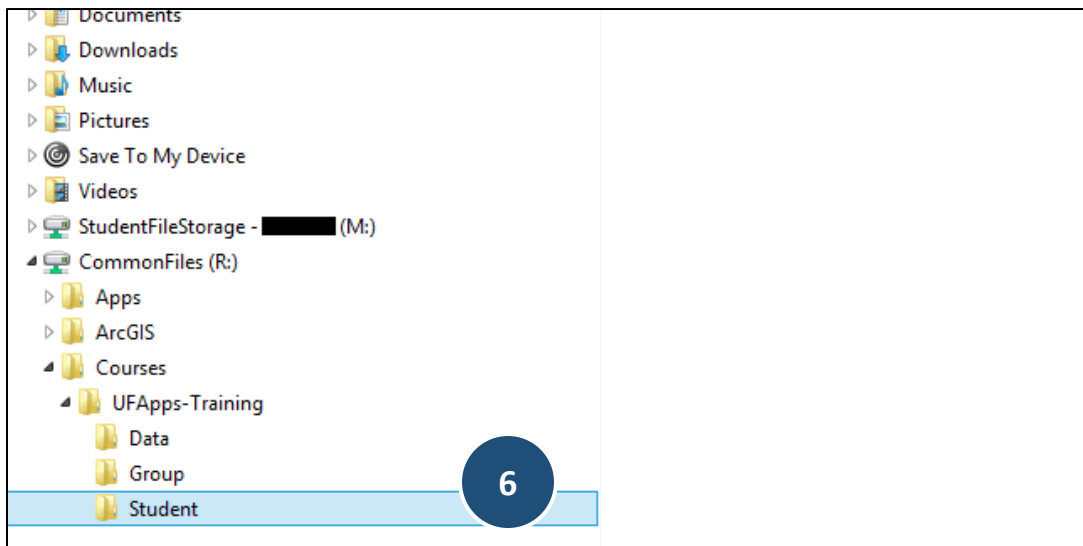3. Run the "R Drive File Storage" application

4. Within the left pane of the File Explorer window, open R: Drive labeled "CommonFiles (R:)"
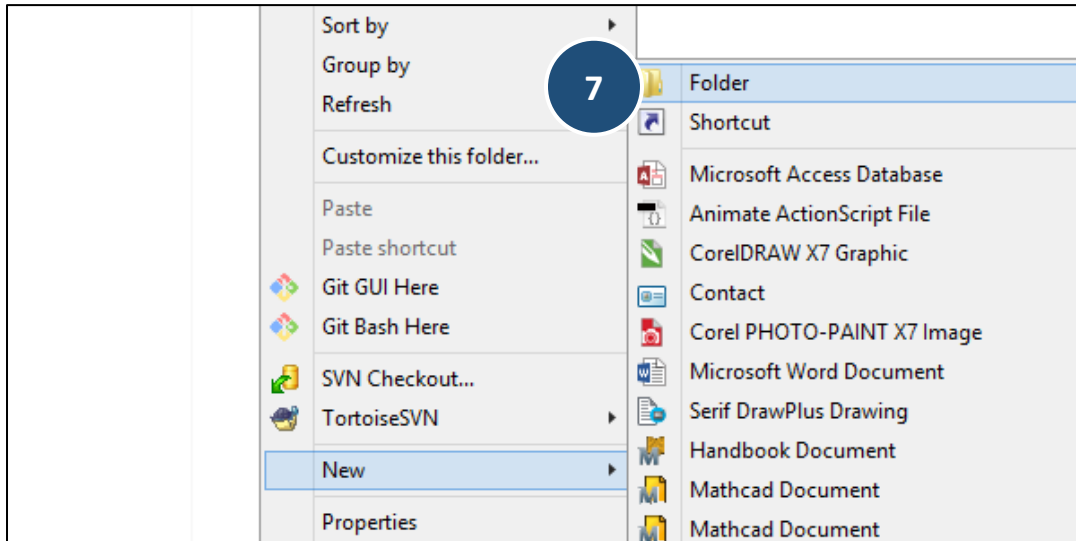
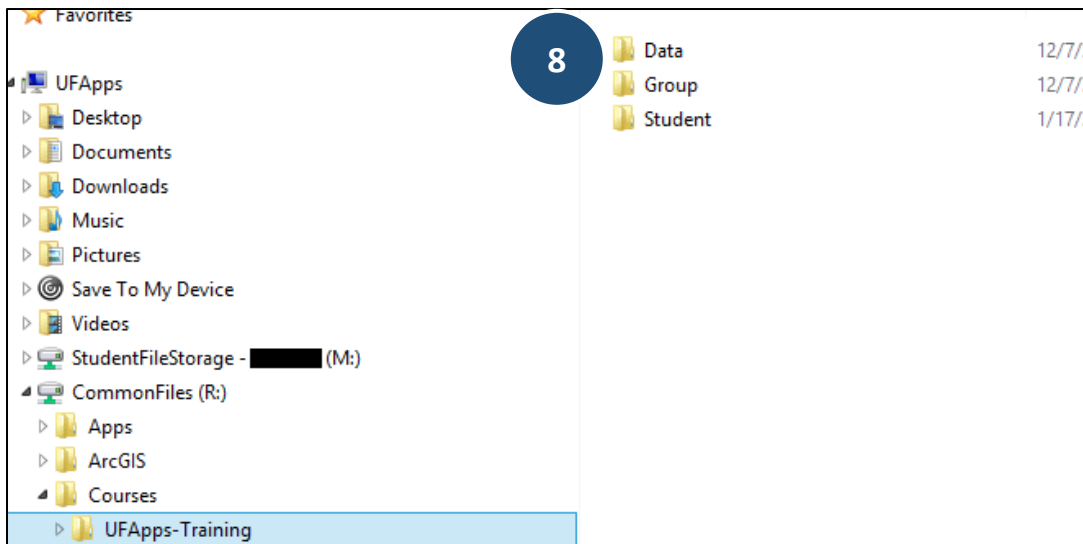5. Navigate to Courses, then the UFApps-Training folder

6. Open the Student folder

7. Using your Gatorlink as the name, create a folder for yourself

8. Now navigate back to the UFApps-Training folder, then open the Data folder

9. Copy the SampleData file, then paste it into your folder created in Step 7