



## Bearspace Procedures

1. In your browser go to the Bearspace login page which can be accessed from the “Current Students” page under “Online Systems” or by typing the URL bearspace.baylor.edu.
2. Login in using your Bear ID (your Baylor email login).
3. If this is not your first time to use Ben Rogers’s Bearspace while logged in as you, then you can skip this step. In the address bar add “/Ben\_Rogers” to the end of the URL. Be sure to capitalize or you will receive an error. The bar above the folder pane will then say this: 

Create a bookmark by clicking this button: 

You can now access /Ben\_Rogers simply by clicking the bookmark in the left pane.

4. To view a file, click on the file name and then choose Open. To open a file to work on it, click on the file name and then choose save to disk. If you select a file with the check box and then click the Download button at the top, the file will be downloaded as a zip file. This is only useful if you want to download several files or a whole directory.
5. When you are done working on a file, make sure it is saved. Browse to the location on Bearspace where you downloaded it from. Click the check box next to the file name and then click Upload. Browse to where you saved your local copy of the file and upload it. Bearspace will automatically assign the uploaded file a new version number.
6. To view the versions click the Manage button next to the file, then click Versions. You can open previous versions of the document here. To view the version history click Logging from the Manage screen.
7. To prevent two or more people from working on the same file at the same time, thereby creating the possibility of changes being lost, it is a good idea to check the files in and out. The procedures for check in/out are below.
8. Any other questions can probably be answered by clicking the help icon at the top right corner of Bearspace.

## File Check-in and Check-out

When you turn versioning on for a file, you are automatically given the option to Checkin and Checkout that file. There are 3 types of actions involved in file checkin/checkout:

- **Checking out** a file allows a user to edit the file and save it multiple times without creating multiple versions of that file. Checking out a file also creates a lock (if the file is not already locked) on a file which prevents other users with write permission on that file from editing it. Checking out a file does not, however, prevent users with read permission from seeing the changes made to the file while it is checked out. Users will be able to see the very latest version of the file whether or not the file has been checked in.

- **Checking in** a file creates a permanent version of the file that encompasses all changes made while the file was checked out. Checking in a file also removes the lock on the file.
- **Unchecking out** a file not only removes the lock that was created when the file was checked out, but it also removes the temporary Version of the file that was created when the file was checked out. Unchecking out a file essentially reverses the entire checkout process. No changes made to the file while the file was checked out are kept after the file is unchecked out.



**To Checkout a file (only applicable if versioning is On):**

1. Navigate to the file you wish to check out.
2. Click on the Manage icon for the respective file.
3. Click on the "Versions" link.
4. Click the "Checkout" button. Automatically, a temporary version of this checked out file is created.
5. Click "Back" to return to the Information screen.

You may now edit this file as you wish and no additional versions of it will be created.



**To Checkin a file (only applicable if versioning is On and the file is checked out):**

1. Navigate to the file you wish to check in.
2. Click on the Manage icon for the respective file.
3. Click on the "Versions" link.
4. Click the "Checkin" button. The checked in version overwrites the temporary version that was created when the file was checked out.
5. Click "Back" to return to the Information screen.



**To Uncheckout a file (only applicable if versioning is On and the file is checked out):**

1. Navigate to the file you wish to uncheckout.
2. Click on the Manage icon for the respective file.
3. Click on the "Versions" link.
4. Click the "Uncheckout" button. The temporary version that was created when the file was checked out is automatically deleted.
5. Click "Back" to return to the Information screen.