

Competencies

After reading this document, you will be able to:

- ▶ Create, upload, organize and manage course content files

Introduction

WebDAV appears on the upper menu bar of MyWebCT. However, depending on administrator settings, this feature may not be available to you.



Figure 1: The upper menu bar

WebDAV stands for Web-based Distributed Authoring and Versioning. It allows you to use a remote web server as though it were a local file server. This means you can upload and download multiple WebCT course files and folders with your computer's file management system. Rather than going to your WebCT course and uploading or downloading files, you can now navigate to the WebDAV file connected to your WebCT course and move files by clicking and dragging them.

WebDAV supports local access to both the WebCT Manage Files folder and the Course Backup folder.

Setting up WebDAV

Setting up WebDAV entails mapping a web folder to your WebCT server using the file system for your operating system. You can set WebDAV to access the Manage Files folder and the Course Backup folder. The instructions below apply if your operating system is Windows 2000 or Windows XP; if you are using another operating system, including Windows 98, Mac OS X using Finder, or Mac OS 9, please access WebCT's online help for setup instructions.

- 1 From your myWebCT, click **WebDAV** info. The *WebDAV Info* screen appears.
- 2 From the *WebDAV info* screen, select the URL of the folder for the course you want local access to. You can have access to either Course files or Course backups.
- 3 Copy the URL including `http://` of either Course files or Course backups. You will paste this URL in a textbox in a few more steps.
- 4 From your Windows desktop, double-click **My Network Places**. The *My Network Places* folder opens.

- 5 From your *My Network Places* folder, double-click **Add Network Place**. The *Welcome to the Add Network Place Wizard* appears.
- 6 In the *Type the location of the Network Place* text box, paste the URL you copied. Click **Next**. The Enter Network Password screen appears.
- 7 Enter your WebCT designer User name and Password.
- 8 Click **OK**. The *Completing the Add Network Place Wizard* screen appears.
- 9 In the *Enter a name for this Network Place* text box, enter a name.
- 10 To complete your WebDAV setup, click **Finish**. A Microsoft Web Folder appears containing your WebCT course files. You can view, manage, move, copy, save, and rename files and folders on your WebCT server the same way as you would perform these actions on your computer.

Managing Files with WebDAV

Once you have the Microsoft Web Folder set up on your computer, you can navigate to it anytime you wish to manage files for that particular WebCT course. For instance, if you add files to that folder, they will display in Manage Files of your WebCT course when you enter it. Similarly, if you delete files from the folder, they will be removed from Manage Files. Performing these functions as you would on your computer is much easier than it is within WebCT and can save you a great deal of time.