

## How-To for WebDAV

Web-based Distributed Authoring and Versioning (WebDAV) 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 through your computer's file management. WebDAV supports local access to both the WebCT *Manage Files* folder and the *Course Backup* folder.

**Note:** When using WebDAV with Windows XP, you may have to enter your WebCT username and password multiple times.

### Setting up WebDAV on Windows 2000 or Windows XP

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: *Course files* or *Course backups*.
3. Copy the URL including *http://*
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.
7. Click **Next**. The *Enter Network Password* screen appears.
8. Enter your WebCT (eRaider) designer *User name* and *Password*. **Important:** If you are sharing a local computer you should clear *Save this password in your password list*.
9. Click **OK**. The *Completing the Add Network Place Wizard* screen appears. **Note:** If your password is not valid see your WebCT administrator.
10. In the *Enter a name for this Network Place* text box, enter a name.
11. 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 just as you perform the same actions in the file manager.

### Setting up WebDAV on Windows 98

1. From your *myWebCT*, click **WebDAV info**. The WebDAV Info page appears.
2. From your WebDAV info page, select the URL for the course and folder you want local access to: *Course Files* or *Course Backups* and copy the URL including *http://*
3. Double-click **My Computer** and then open *Web Folders*.
4. Double-click **Add a Web Folder**.
5. For *location*, paste your WebCT folder URL.
6. When prompted for a *User Name* and *Password*, enter your WebCT (eRaider) Designer *User Name* and *Password*. **Important:** If you are sharing a computer you should clear *Save this password in your password list*.
7. In the *Network Place text* box, enter a name.

8. 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 just as you perform the same actions in file manager. **Note:** See Microsoft Windows online help for more information on using *Microsoft Web Folders*.

## Setting Up WebDAV on Mac OS X Using Finder

**Important:** If your WebCT server is using SSL, you cannot set up WebDAV on Mac OS X using *Finder*. See [Setting up WebDAV on Mac OS 9 and Mac OS X using a WebDAV application](#).

WebDAV is integrated into Mac OS X allowing you to mount your course's *Manage Files* or *Course Backups* and use the *Finder*'s file management system to move and edit files. **Note:** To use OS X native WebDAV, you may need to upgrade to OS X 10.2 .

1. From your *myWebCT*, click **WebDAV info**. The *WebDAV Info page* appears.
2. From your WebDAV info page, select the URL for the course and folder you want local access to: *Course Files* or *Course Backups*.
3. Copy the URL including `http://`
4. From the *Finder* click Apple+K on the keyboard or use the menu item *Go > Connect to Server*.
5. The *Connect to Server* window appears. In the *Address:* text box, paste the URL that you copied. Click **Connect**.
6. When prompted, enter your WebCT Designer *User Name* and *Password*. Your directory is mounted. You can view, manage, move, copy, save, and rename the files and folders on your WebCT server just as you perform the same actions in the file manager. Depending on your *Finder* preferences, an icon may display on your desktop or the files may be accessible through the *Finder*.