

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.

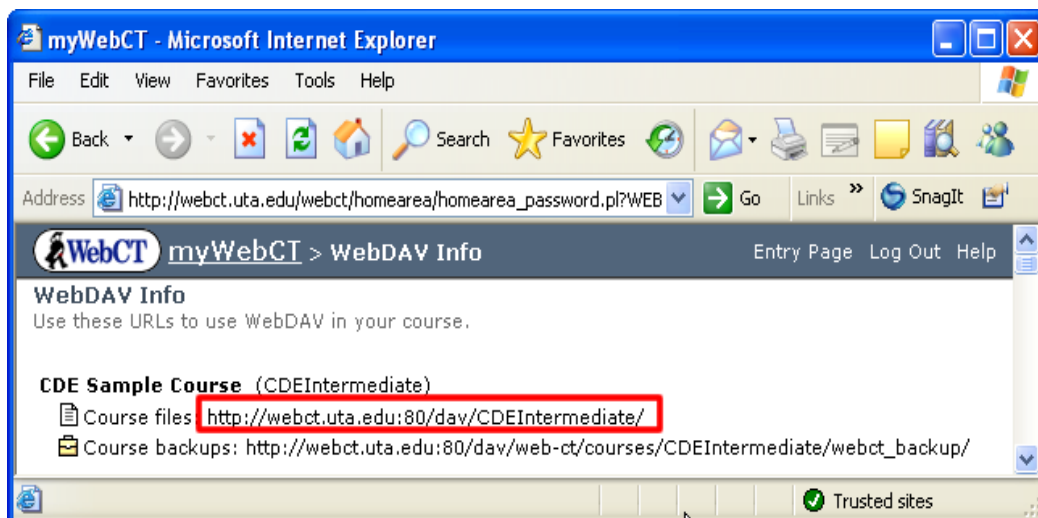
Setting Up WebDAV

To set up WebDAV, map a web folder to your WebCT server using the file system for your operating system. You can set WebDAV to access both the *Manage Files* folder and the *Course Backup* folder.

Setting up WebDAV on Windows 2000 or Windows XP

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

1. From your *myWebCT*, click **WebDAV info**. The *WebDAV Info* screen appears.



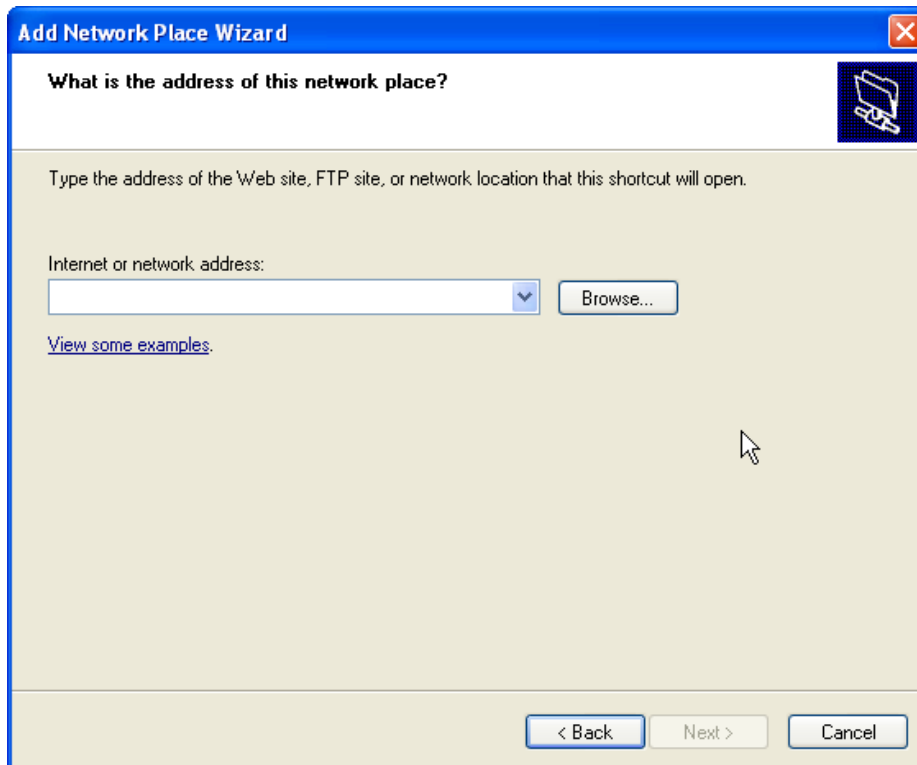
2. From the *WebDAV info* screen, select the URL of the folder for the course you want local access to: *Course files* or *Course backups*.
3. Copy the URL including `http://`

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 designer *User name* and *Password*. **Important:** If you are sharing a local computer you should uncheck *Remember my password*.
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.

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.