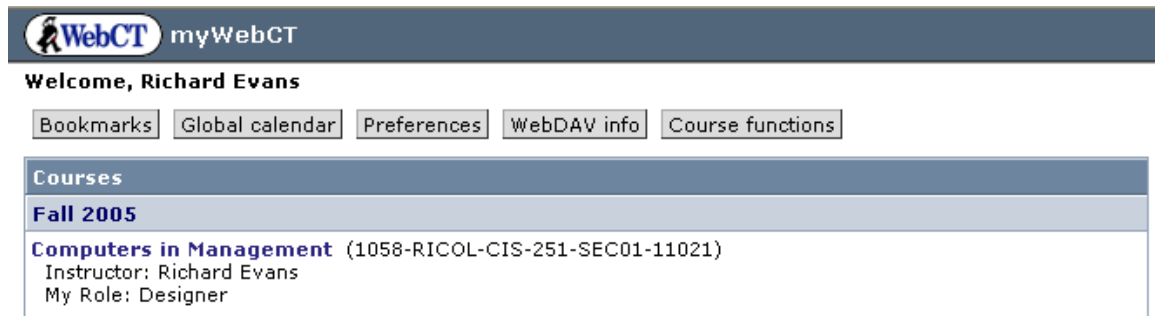


Using WebDAV

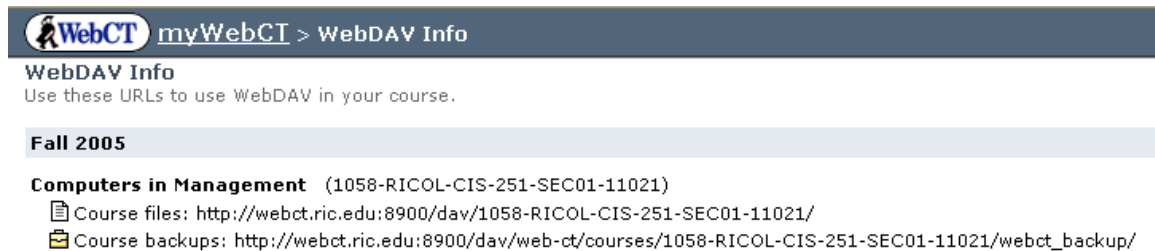
WebDAV allows you to access your MyFiles folder in your WebCT course using Windows File Manager. This capability makes it possible to drag and drop files to and from WebCT without having to use Manage Files in your WebCT course. It also will allow you to drag and from one course to another, making it easier to synchronize similar courses during the semester.

Logon to WebCT



The screenshot shows the top navigation bar of the WebCT interface. It includes the WebCT logo and the text "myWebCT". Below this, a welcome message reads "Welcome, Richard Evans". A row of five buttons is displayed: "Bookmarks", "Global calendar", "Preferences", "WebDAV info", and "Course functions". Below the buttons is a section titled "Courses" with a sub-section for "Fall 2005". Under "Fall 2005", the course "Computers in Management (1058-RICOL-CIS-251-SEC01-11021)" is listed, along with the instructor's name "Richard Evans" and the user's role "Designer".

Under the Welcome line, locate the five link buttons. Click **WebDAV info**



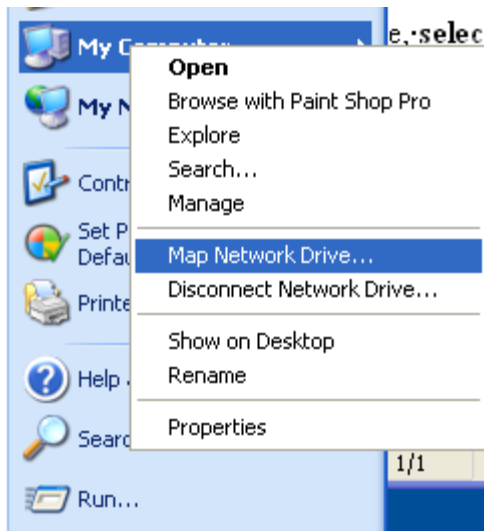
The screenshot shows the "WebDAV Info" page. The top navigation bar includes the WebCT logo and the text "myWebCT > WebDAV Info". Below this, the heading "WebDAV Info" is followed by the instruction "Use these URLs to use WebDAV in your course." A section titled "Fall 2005" lists the course "Computers in Management (1058-RICOL-CIS-251-SEC01-11021)". Two URLs are provided: "Course files: http://webct.ric.edu:8900/dav/1058-RICOL-CIS-251-SEC01-11021/" and "Course backups: http://webct.ric.edu:8900/dav/web-ct/courses/1058-RICOL-CIS-251-SEC01-11021/webct_backup/".

On the WebDAV info screen, each of courses will be displayed along with two URLs. The first is a URL to MyFiles. The second is for your course backup folder.

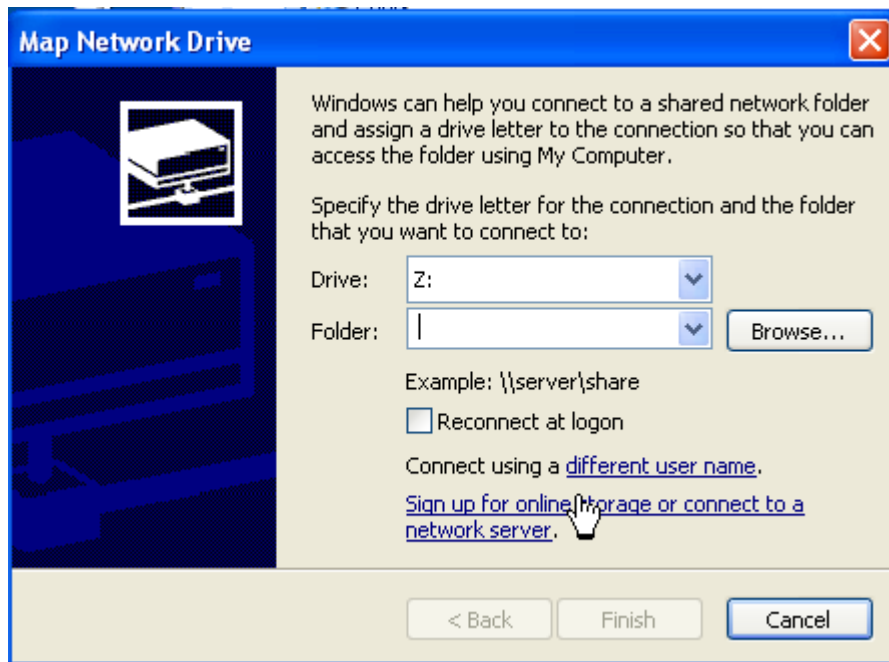
Using the mouse, **select the Course files address**—from Http to the ending /

Edit > Copy, then close the WebCT window

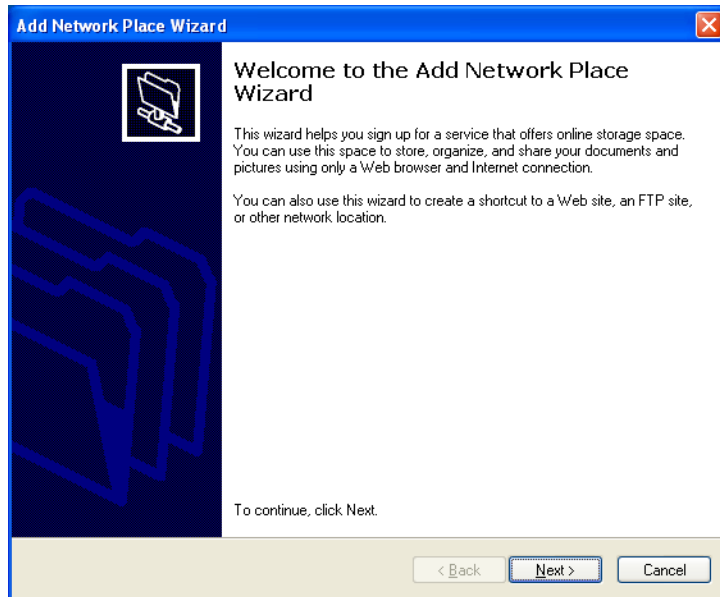
On the desktop, click **Start**, then **right-click MyComputer**. (If MyComputer is an icon on your desktop, right-click it instead)



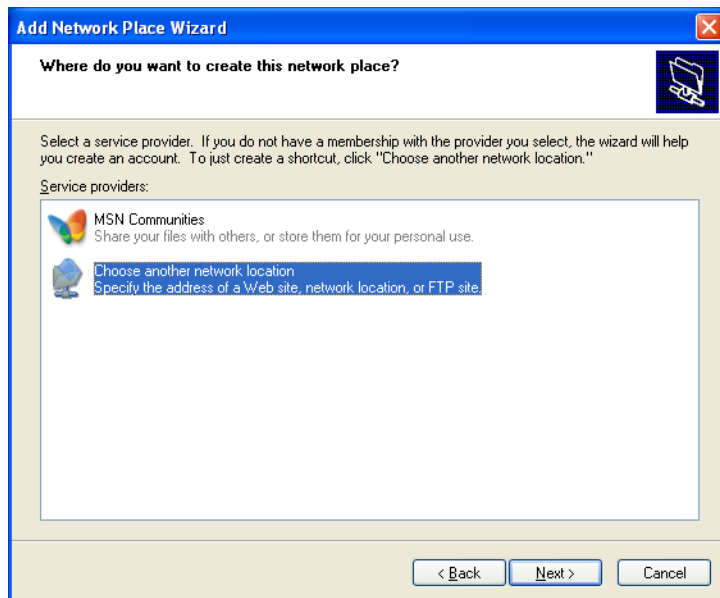
Select **Map Network Drive...**



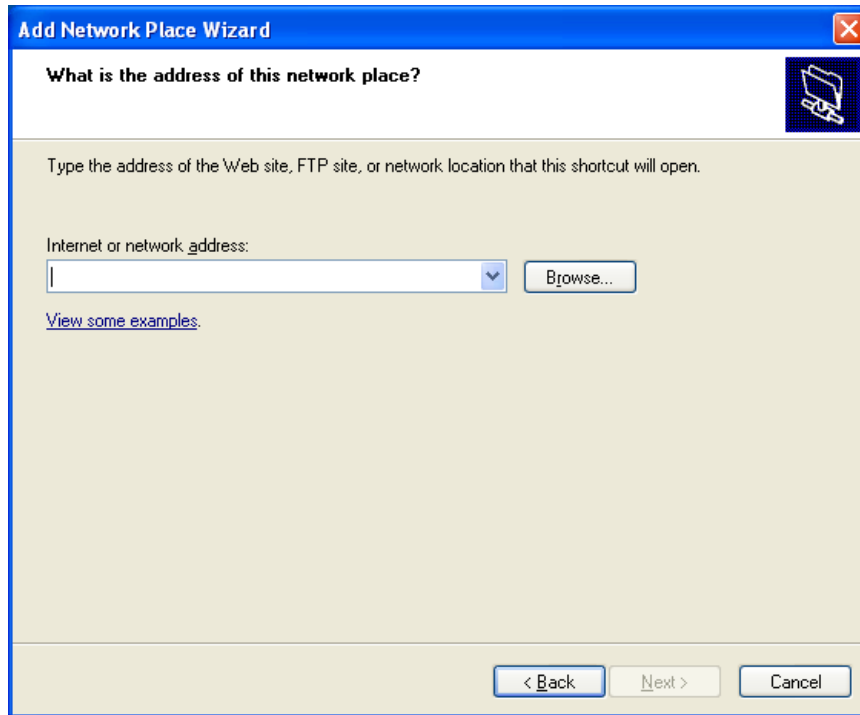
Click **Sign up for online...**



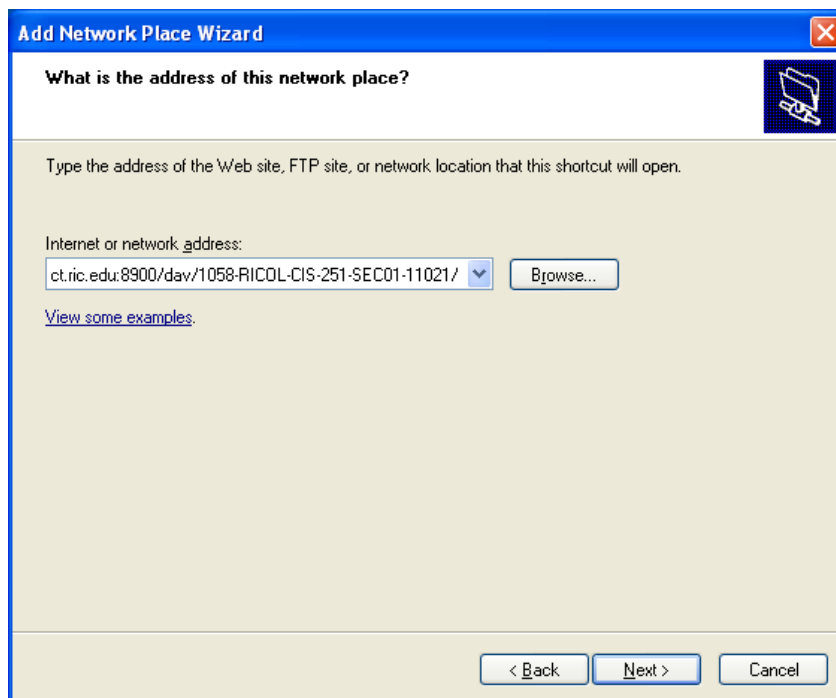
Click **Next**



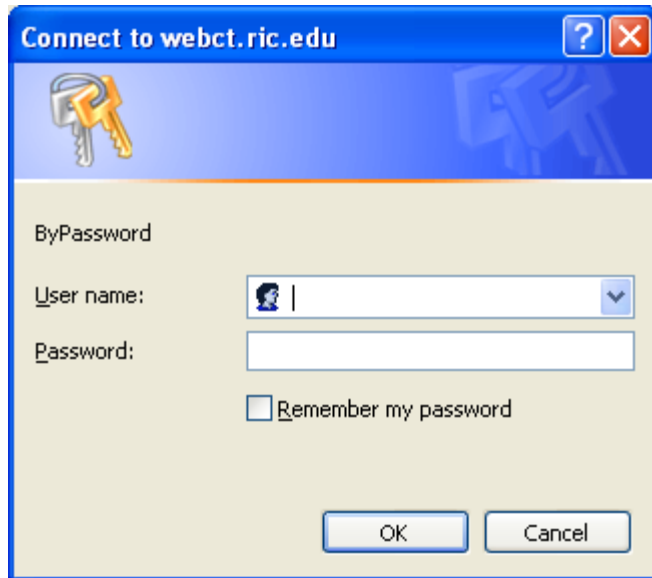
Select **Choose another network location**, then click **Next**



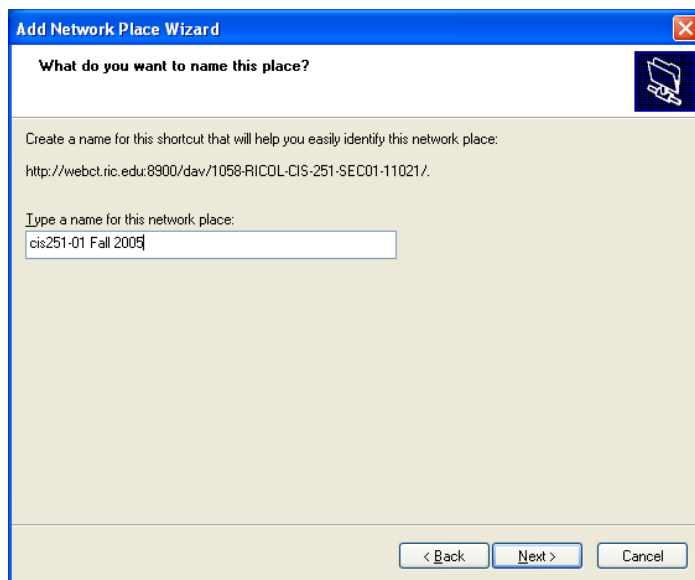
Under Internet or network address, **paste** the address copied from the WebDAV info screen



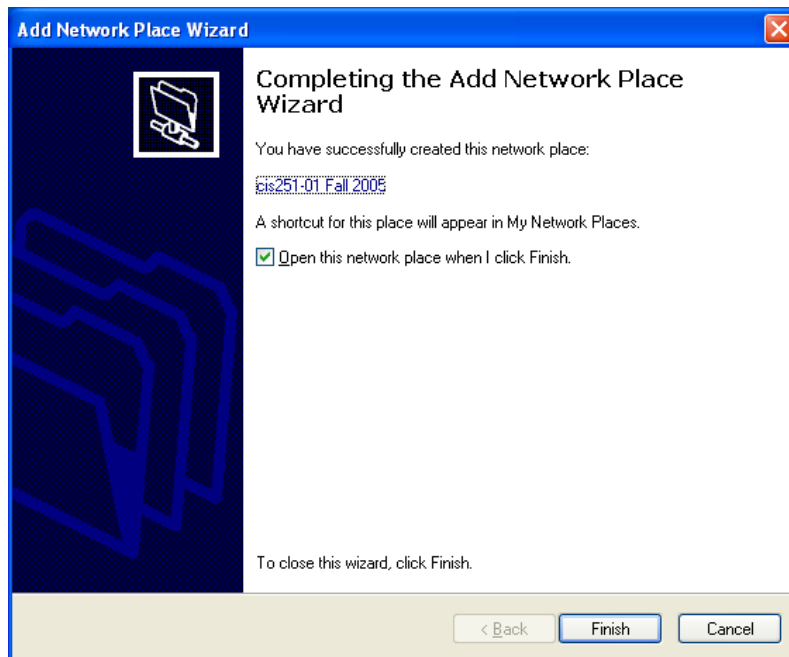
Click **Next**



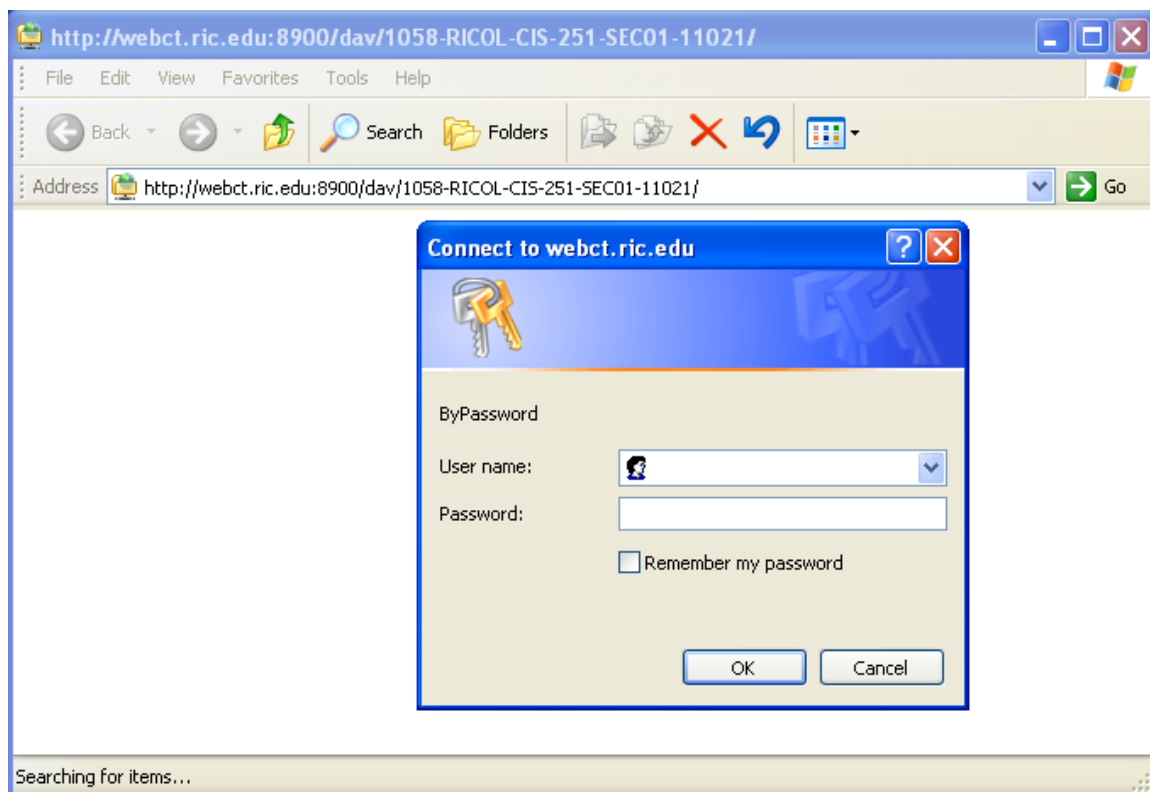
Enter your WebCT **username** and **password**



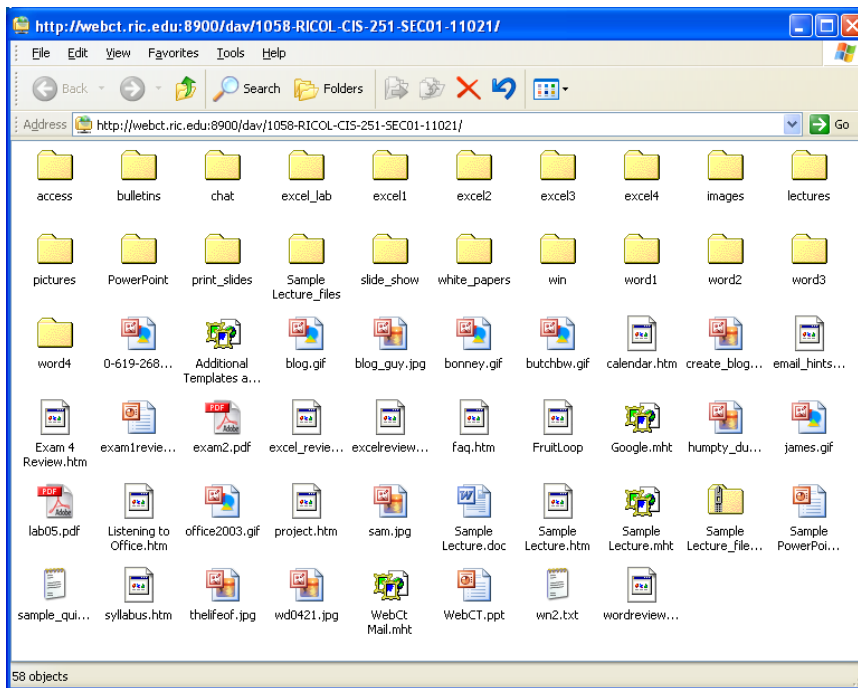
Replace the WebCT generated name (if you wish to) with a name you will recognize, and then click **Next**



Click **Finish** to add your WebCT MyFiles folder to your Network Places. (Uncheck the checkbox if you do not want the folder to open right away)



The folder opens and WebCT asks for your username and password before it displays your files and folders within MyFiles. Enter them and click OK to see your folder.



The folder opens allowing you to drag file/folders to and from it. This is LIVE. What you change, remove, or add is added to your WebCT MyFiles folder right away. This is NOT a copy.

To access from My Network Places, click Start > My Network Places, then locate the shortcut to your WebCT folder.

