

## WebDAV: file management outside WebCT

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Files in the WebCT File Manager can be managed directly from Windows, without having to login to WebCT, using WebDAV. This can be a very useful shortcut, particularly when up/downloading multiple files or whole folders to/from WebCT, which is a cumbersome procedure if you use the File Manager.

### Getting the WebDAV URL

The File Manager, and each folder within it, has its own unique WebDAV URL (link) which is obtained thus:

1. Login to WebCT, and choose a course from the list
2. Go to the **File Manager** in the **Designer Tools** menu (only available to Instructor users)
3. Click on the 'action menu' by the title "File Manager"
4. Choose **View WebDAV Info**
5. Select and copy the URL displayed in the popup
6. Press Ok to dismiss the popup

### Creating a WebDAV link

Once you've got the WebDAV URL you will need to create a WebDAV connection on your desktop. You can paste the URLs into your browser or create a link to it in document or web page, but you'll only have read-only access to the File Manager. To create a desktop connection:

1. From your Windows desktop, double-click the **My Network Places** icon.
2. Double-click **Add Network Place**.
3. Follow the prompts given by the Add Network Place Wizard.
4. When you are prompted to enter an Internet or network address, paste in the WebDAV URL then click **Next**.
5. In the User name and Password text boxes, enter your user name and password and click OK.
6. When you're prompted to "name this place", give it a name meaningful to you, eg "WebCT: Hamster Herding", then click Next.
7. Click **Finish**. A WebDAV folder is created in My Network Places on your computer and the contents of the WebCT course File Manager folder should appear.

If the check box "Open this network place when I click Finish" is set, a window should appear with the File Manager contents. In future Windows sessions, just go into **My Network Places** and double-click the place you've created to establish a connection.

### File operations with WebDAV

If you have Instructor rights to the WebCT course, you can carry out any operation in the WebDAV folder as you can in any Windows Explorer folder with standard Windows

techniques. You can delete, rename and move files and folders in WebCT, and drag files from your computer to WebCT and vice versa. This

### **Using WebDAV in a browser**

You can connect to the WebCT course File Manager by pasting the WebDAV URL into your browser, but you'll only have read access - you'll be able to view and download files, but not upload, rename, or delete files.

### **WebCT Help**

This information is also presented in WebCT Help, in the topic entitled "Creating WebDAV Connections on a Windows Operating System" - search Help for 'webdav' and you should find it.