

# Setting up a WebDAV Folder Windows XP

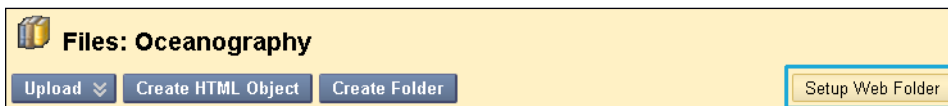
## What is WebDAV?

WebDAV is used for sharing files over the Internet regardless of platform (Microsoft® Windows® or Apple® Mac OS®). When put into use with Blackboard Learn, WebDAV is a means for users to access content from the Content Collection as if it were in any other network drive or folder on their personal computer.

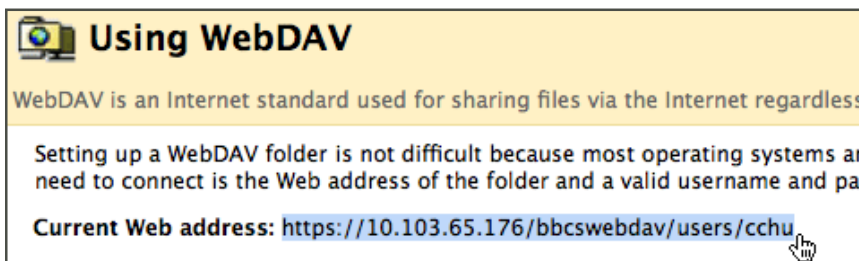
Most operating systems are WebDAV compatible. All you need to connect is the web address of the folder and a valid username and password.

## Set up a WebDAV Folder

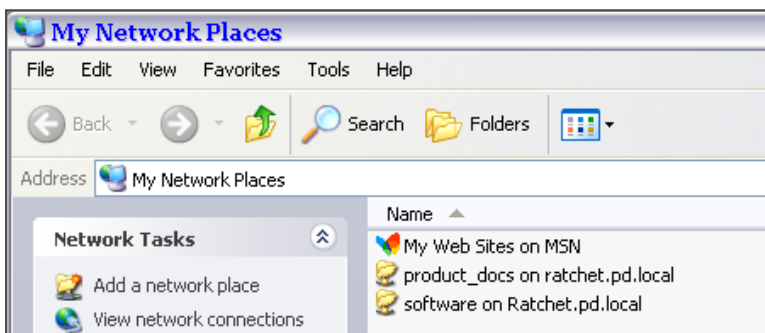
1. **Access Course Files** by clicking Files from the Control Panel. Note that if you license content management you will click **Content Collection**.
2. Click **Setup Web Folder** from the action bar.
3. **Locate the URL of the Web Folder you want to set up as a WebDAV folder.**



- Copy the URL so you can paste it in later steps. Tip: Copy by highlighting and right-clicking with your mouse.



4. **Add a network place on your PC**, which sets up a shortcut to the web folder.
  - From the Start Menu in Windows, click My Network Places.
  - Select Add a network place from the Network Tasks menu.

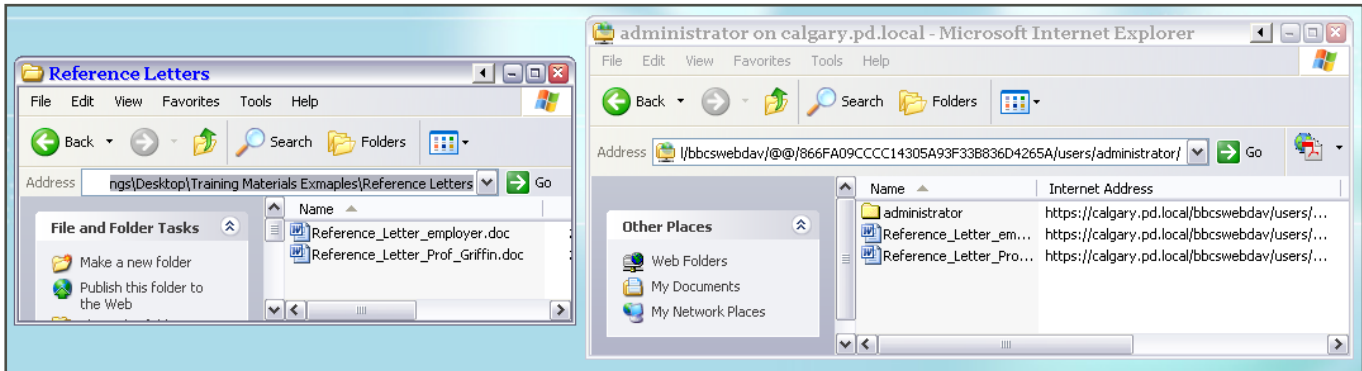


- Within the Add Network Place Wizard, opt to "Choose another network location: to create a shortcut." Paste the URL for your Web Folder you copied earlier and click Next.
- Enter a name for the network place when prompted and click Next.
- Click Finish to close the wizard. The Web Folder will open and will now be listed in My Network Places. You may be prompted for your user ID and password.

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## 5. Use the drag and drop function to copy from your computer's folder to the WebDAV folder.

- From the Start Menu in Windows, click My Network Places and select the place you created earlier.
- From the Start Menu in Windows, also open the local folder on your PC you wish to work with.
- With both the My Network Place and your local folder open, you can drag and drop files between the two. Any files you drag to the My Network Place Web Folder are copied there (essentially uploaded to the Blackboard server) and will now appear in Course Files, or the Content Collection depending on your license.



- When all files have been copied, disconnect from the Web Folder. If you do not disconnect, the server connection will remain until the computer is shut down. If you are using a computer others use, they will have access to everything in your Course Files or Content Collection.