



WebDAV: Web-based Distributed Authoring and Versioning

Step-by-step guide for designers

For Blackboard Vista 4.x

This guide is for use with Windows 2000, Windows XP and Mac OSX.

What is WebDAV?

Web-based Distributed Authoring and Versioning (WebDAV) allows you to access and manage your online course files and folders from your computer without logging into **MyLO**.

Using WebDAV, you can create a 'Web folder' on your desktop that mirrors your course files. When you add, delete, rename, or edit files in this folder, these changes are automatically made to your online course. You no longer need to zip and unzip folders of content to upload to your course, or otherwise laboriously upload/download files one by one – you can just drag and drop the folders into your Web folder.

WebDAV has two main uses:


- One is to edit and move files in and out of the **File Manager**.
- The other is to download and upload course/section backups.

Note: Although you can move files into your course, students will not be able to see the files until you link these files using the **Add File** facility on the home page, folder or learning module.



Setting up a web folder

The following steps are browser and platform dependent.

For windows machines using Microsoft Internet Explorer

1. Log into **MyLO** and open the online course you wish to establish a WebDAV connection to.
2. Open the **File Manager** (in Build tab) from the **Designer Tools** menu.
3. Click on the **ActionLinks**  icon next to the File Manager and select **Open as Web Folder** from the menu. A WebDAV folder is created in **My Network Places** on your computer, and a window appears displaying the contents of the course folder in **MyLO**.

For Windows machines using *other* than Microsoft IE

1. Log in to **MyLO** and open the File Manager as outlined in steps 1 and 2 above.
2. Click on the **ActionLinks**  icon next to the **File Manager** and select **View WebDAV Info** from the menu. A pop-up window appears, displaying the server path to the folder.
3. Ensure the path is selected/highlighted and copy (**CTRL + C**) the text. Click **OK**.
4. From the desktop open **My Network Places** – by either clicking on the  icon, or clicking **START >> My Network Places**.

5. Double click on **Add a network place**. The **Add Network Place Wizard** pop-up window appears.
6. Click **Next** to start the wizard and then again in response to **Where do you want to create this network place?**
7. In response to **What is the address of this network place?**, ensure your cursor is in the **Internet or network address:** text box and paste (**CTRL-V**) the copy of the server path here.
8. Click **Next**. The **Enter Network Password** pop-up window appears.
9. Enter your **Username** and **Password**, then click **OK**.
10. Enter the Course Name for the new network place, e.g. ABC101 File Surfing.
11. Click **Next**, then **Finish**.


To access a course with My Network Places

From the desktop:

1. Select (double click) **My Network Places**.
2. Select (double click) the **Course Name**.

You will see a mirror image of the Course Content as shown in your course File Manager.

For Mac OSX users only

1. Log into **MyLO** and open the online course you wish to establish a WebDAV connection to.
2. Open the **File Manager** (in Build tab) from the **Designer Tools** menu.
3. Click on the **ActionLinks**  icon next to the File Manager and select **View WebDAV Info** from the menu. A pop-up window appears, displaying the server path to the folder.
4. Ensure the path is highlighted and copy (**COMMAND + C**) the text. Click **OK**.
5. From the desktop, select **Finder**, select **Go**.
6. Select **Connect to Server**.
7. Ensure your cursor is in the **Address** text box and paste (**COMMAND + V**) the server path information here. Click **OK**.
8. Enter your **Username** and **Password** in the pop-up window that appears, then click **OK**. The folder is added to the Mac *Finder*.

To access a Course from the desktop

1. Select **The Volume** that appears on the desktop.
2. Use the **Finder** to navigate to your Course Content section.

References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc

Vista 4.2 Online Help (Blackboard Inc.)

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