

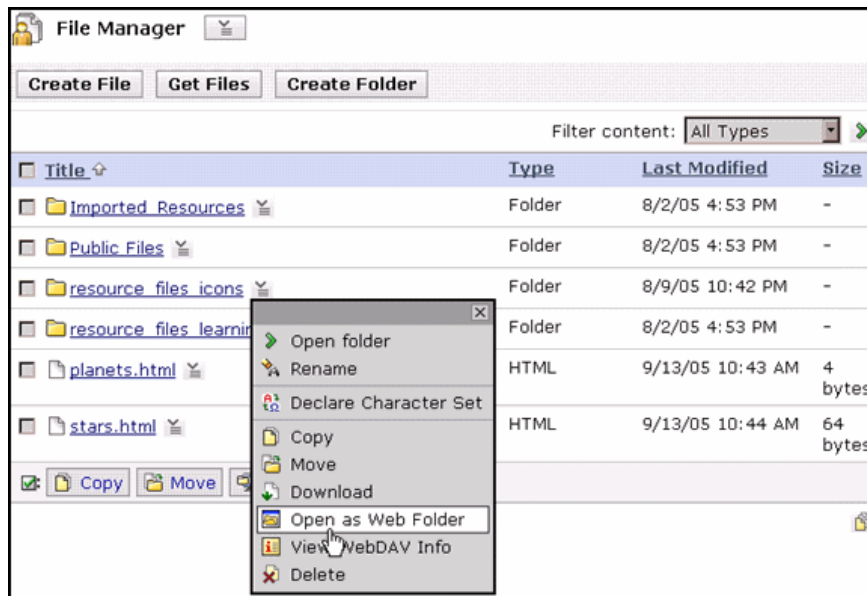
# How Do I Use Web Folders to Upload Files?

## Creating Web Folders on a PC

If you are using Microsoft® Internet Explorer as your browser, you can automatically create a WebDAV folder that will be added to your My Network Places. Files and folders that are added or modified in the WebDAV folder are reflected in the folder when you are connected to the Internet.

⇒ To create a web folder:

1. Navigate to the Content Manager area or folder for which you want to create a WebDAV folder and, next to its title, click the **ActionLinks** icon. A menu appears.



2. Click **Open as Web Folder**. A WebDAV folder is created in *My Network Places* on your computer and a window appears, displaying the contents of the WebCT folder.

## Using WebDAV on a PC

If you are not using Microsoft Internet Explorer as your browser, you must manually set up a WebDAV folder.

⇒ To set up WebDAV:

1. Navigate to the Content Manager area or folder for which you want to create a WebDAV folder and, next to its title, click the **ActionLinks** icon. A menu appears.
2. Click **View WebDAV Info**. A pop-up window appears, displaying the server path to the folder in the Folder path text box.

3. Ensure that the text is selected in the Folder path text box and, on your keyboard, press **CTRL+C**. The text is copied.
4. From your Windows desktop, double-click the **My Network Places** icon. The contents of the folder appear.
5. Double-click **Add Network Place**. The Add Network Place Wizard pop-up window appears.
6. Ensure that your cursor is in the Type the location of the Network Place text box and, on your keyboard, press **CTRL+V**. The text that you copied is pasted into the Type the location of the Network Place text box.
7. Click **Next**. The Enter Network Password pop-up window appears.
8. In the User name and Password text boxes, enter your WebCT user name and password and click **OK**. The Add Network Place Wizard pop-up window appears.
9. Click **Next**. Your WebCT user name and password are authenticated. This may take a few minutes.
10. Click **Finish**. A WebDAV folder is created in My Network Places on your computer and a window appears, displaying the contents of the WebCT folder. Files and folders that are added or modified in the WebDAV folder are reflected in the WebCT folder when you are connected to the Internet.

## Using WebDAV on a Mac

⇒ To set up WebDAV:

1. Navigate to the Content Manage area or folder for which you want to create a web folder and, next to its title, click the **ActionLinks** icon. A menu appears.
2. Click **View WebDAV Info**. A pop-up window appears, displaying the server path to the folder in the Folder path text box.
3. Ensure that the text is selected in the Folder path text box and, on your keyboard, press **COMMAND+C**. The text is copied.
4. From your Mac desktop, from the Finder, click **Go**.
5. Click **Connect to Server**.
6. Ensure that your cursor is in the *Address* text box and, on your keyboard, press **COMMAND+V**. The text that you copied is pasted into the Address text box.
7. Click **OK**.
8. In the User Name and Password text boxes, enter your WebCT user name and password and click **OK**. Your WebCT user name and password are authenticated, and the folder is added to the Mac Finder.