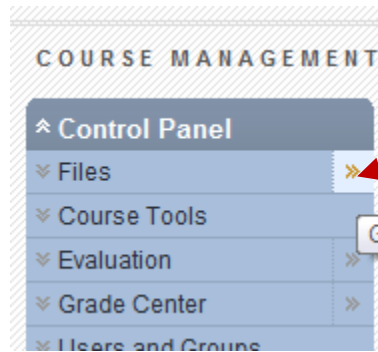
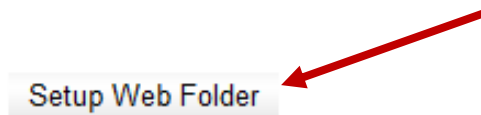


WebDAV Setup

1. Access Course Files by clicking on the double right arrow for **Files** that is located under the **Control Panel**.



2. Click **Setup Web Folder** from the action bar (top right).



3. Locate the URL of the Web Folder you want to set up as a **WebDAV** folder.
 - o **Copy the URL**, so you can paste it in later steps.

To connect to a Web Folder, use the following Web address of the folder and a valid username and password. Each folder selected will have a different URL. Any folder can be selected; however, the Web Folder path must be less than 200 characters.

Current Web address: http://courses.wallace.edu/bbcswebdav/courses/_tmpl_

4. **Add a network place** on your PC for a shortcut to the web folder by following the instructions for **Windows XP, Windows 7, OR Windows 8**:
 - a. For those with **Windows 95 to XP version**.
 - o From the **Start Menu**, click on **My Network Places**.
 - o Select **Add a network place** from the **Network Tasks** menu.
 - o Within the Add Network Place Wizard, opt to "**Choose another network location**: to create shortcut." Paste the URL for your Web Folder you copied earlier, and then click on **Next**.
 - o Enter a name for the network place when prompted, and then click on **Next**.
 - o Click **Finish** to close the Wizard. The Web Folder will open, and you will now be listed in **My Network Places**. You may be prompted for your user ID and password.



WebDAV Setup

- b. For those with the **Windows 7 version**.
 - From the **Start Menu**, click on **Computer**.
 - In an open area of the **Computer** dialog box, right click, and then click on **Add a network location**.
 - Once the **Add Network Location** dialog box opens, click on **Next**.
 - Click on **Choose a custom network location**, and then click on **Next**.
 - Click in the **Internet or network address:** box, **paste the URL** that you had copied earlier in step #3, and then click on **Next**.
 - Enter your Blackboard **Username** and **Password**, and then click **OK**.
 - Click in **Type a name for this network location:** box, and type a name for this shortcut. For example, you can use **WebDAV**. Then click on **Next**.
 - Once you click on **Finish** the web folder "**WebDav**" folder should open.
- c. For those with the **Windows 8 version**.
 - From the **Task bar**, click on **File Explorer/This PC**.
 - In an open area under **Network locations** in **This PC** dialog box, right click, and then click on **Add a network location**.
 - Once the **Add Network Location** dialog box opens, click on **Next**.
 - Click on **Choose a custom network location**, and then click on **Next**.
 - Click in the **Internet or network address:** box, **paste the URL** that you had copied earlier in step #3, and then click on **Next**.
 - Enter your Blackboard **Username** and **Password**, and then click **OK**.
 - Click in **Type a name for this network location:** box, and type a name for this shortcut. For example, you can use **WebDAV**. Then click on **Next**.
 - Once you click on **Finish** the web folder "**WebDav**" folder should open.
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 on **My Network Places, Computer, OR File Explorer/This PC** and select the folder "**WebDAV**" 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, Computer, OR File Explorer/This PC** and your **local folder** open. You can drag and drop files between the two. Any files you drag to the **My Network Place, Computer, OR File Explorer/This PC** Web Folder are copied there (essentially uploaded to the Blackboard server) and will now appear in **Course Files**.
 - 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.

