

Tutorial: How to use WebDav in WebCT 4.1

WebDav will allow a WebCT course designer to upload more than one file to WebCT at once. Without it, WebCT Campus Edition 4.1 will only allow you to upload one file at a time. Very time consuming and inefficient.

How to establish a WebDav connection to upload multiple files to a WebCT course at once.

1. Log-in to your computer using your Luminus ID and Password
2. Log-in to WebCT. If you are logging in during a training session, use the ID and Password given by your trainer. Otherwise, if you are logging in to access a regular course, use your Luminus ID and Password.
3. On the myWebCT page, click on the link at the top called "WebDav info."
4. Scroll down to find the course you want to copy multiple files to.
5. Highlight, right click and copy the URL listed beside "course file:" in the top row of text just under the name of the course. It should start with https:.
An example of the text you would highlight and copy would be:
https://webct.onu.edu:443/dav/NURS_Video/
6. Hit the "Apple" + "K" key, or go under the "Go" menu and select "Connect to Server."
7. Paste the URL in the text box at the top that says, "Server Address" and then click the plus button to add it to your favorite locations.
8. Press the "Connect" button.
9. In the WebDAV file System Authentication window that opens up , type your Luminus Username and Password. Then click "OK"
10. A network connection window should open displaying the files/contents within your MyFiles area of the WebCT course. This is where you will copy the files that you want loaded into your WebCT course.
11. Navigate to the location on your hard drive, CD, or USB stick where you are storing the files you wish to transfer to the WebCT server.
12. Select these files. Go to "Edit" and "Copy" the file.
13. Go back to your WebCT course's network connection window by clicking on the name of your course in the upper left corner. Go to "Edit" and "Paste Item."
14. The file should now appear in the white space to the right.
15. You can verify that the files made it into the WebCT course by going back to your internet browser window with your WebCT course (click myWebCT link at top of WebDav Info page, then click on the name of your course). The default location for your course is its Home Page. Click on the "Control Panel" link at the top left. Click on "Manage Files." Look for the files and folders you just transferred under the yellow folder called "My Files."
16. Any time you need to load multiple files into your WebCT course you can do so by clicking the "apple" + "k" keys to bring up your "Connect to Server" window. Select the url that you entered above that points to your course, and then press the "connect" button again.
17. The files loaded into My Files on WebCT can be linked to within the WebCT course from Assignment Tool pages, Organizer Pages, and just about anywhere.