Faculty Support Centre

YORK UNIVERSITÉ UNIVERSITY

# WebCT File Management Using WebDAV

## What is WebDAV?

WebCT now supports WebDAV (Web-based Distributed Authoring and Versioning), an industry standard extension to the HTTP protocol used to access webpages. It allows you to create a convenient connection between the remote WebCT folders you have permission to access and your local computer workstation. Once this connection is created, you will be able to manage your WebCT files as easily as you manage files on your own computer.

Using WebDAV, you create a "Web Folder" on your computer linked to the "My-Files" area of your WebCT course. This folder works much like any other folder on your computer, and you can add, delete, view, save, rename or edit files in your WebCT course as if they were files on your computer. You can copy and paste, or drag and drop files into and out of this folder as well, just as you can with any other folder. You will no longer need to zip, upload and unzip folders of content if you export PowerPoint presentations into HTML or move content folders from other Web sites.

You can also use WebDAV to publish entire sites directly to WebCT if you use Macromedia Dreamweaver version 4.0 or later.

**NOTES**

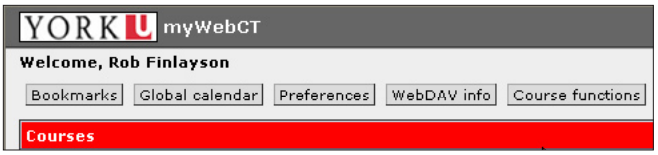
- There is no WebDAV support for students.
- Although you can move files into your WebCT course site, you still must link to these files using the Single Page or Content Module tools for students to see them.

### TIPS

WebDAV makes it easy to edit documents "live" on a WebCT course site. This can be very convenient, but it can create problems, particularly if you have multiple designers working on the same material. To avoid some common problems:

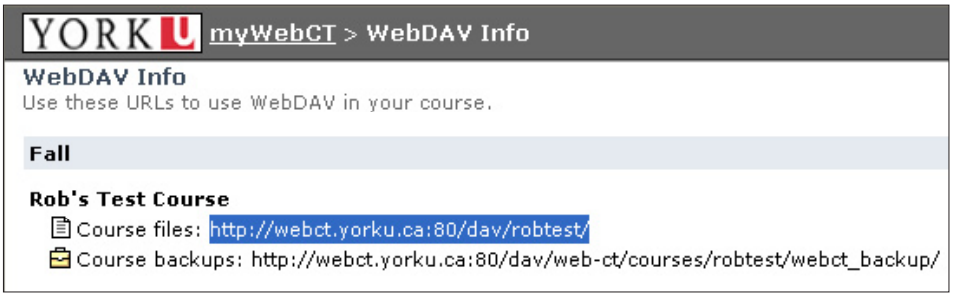
- Save backup copies of all your files on your own computer. Since it is easy to edit files live, site developers may fall into the habit of editing documents directly on the server and not saving backups of those revised files.
- If you are working with other designers, make sure no one accidentally replaces newer versions of files with older files by dragging in and overwriting entire folders and/or uploading entire sites from Dreamweaver.

## Finding WebDAV information for your course




From your myWebCT page, click on the **WebDAV info** button

The URL for Course files is the information you will need to set up your WebDAV folder on your computer. Write this information down, or highlight the URL (as below) and copy it to your clipboard, **Edit > Copy.**

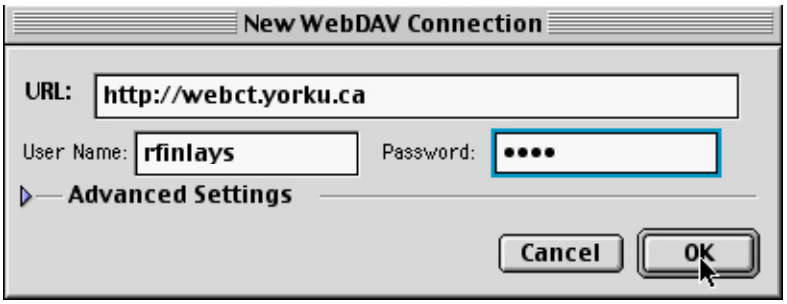



## Setting up WebDAV on Mac OS 8.5-9.2

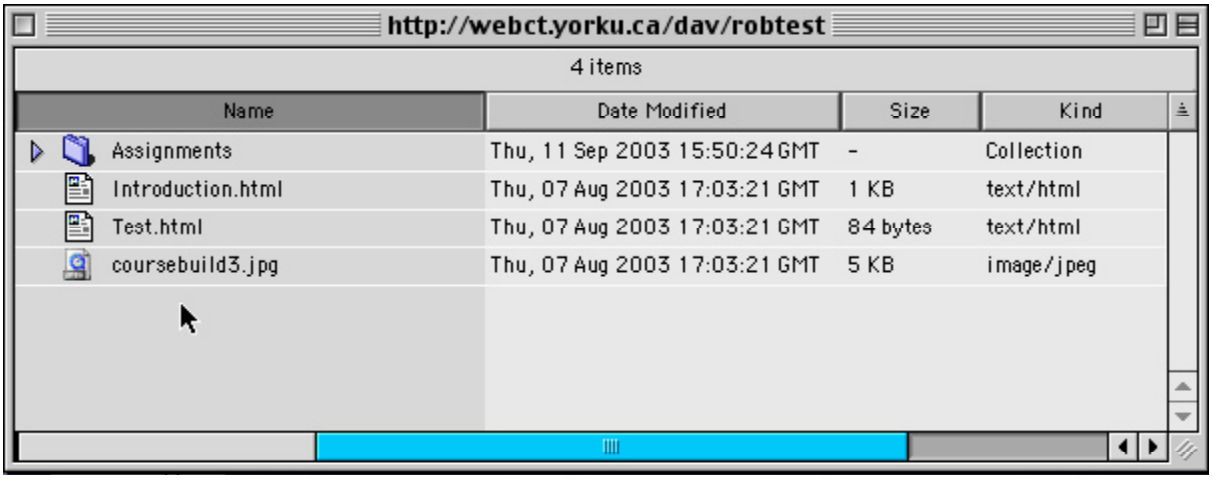
Note: If you are using a version of the Macintosh operating system early than OS X, you will need a client application such as Goliath to create a WebDAV connection to your WebCT courses. Goliath is distributed as freeware and can be downloaded from http://www.webdav.org/goliath/.

Launch the Goliath application and select **File > New Connection**.

Enter the URL for your course (or press **Ctrl+V** to paste the URL you copied earlier), your username and password and click OK.



Your WebCT course will now be accessible through Goliath's file browser window. When you view the course contents through your WebDAV connection, you can manipulate files and folders in the same manner you manipulate files on your hard drive.




If you wish you can use Goliath to create an alias to your WebCT course. Select **File > Save Connection As...** By default the alias will be created on your desktop.

Copyright © 2004 CNS Faculty Support Centre