

## Setting Up Your Computer to Use WebDAV

1. Access Windows Explorer. One of the two following methods should work:
2. Click **Start**, then **Settings**, then **Control Panel**, then **Network Connections**.
3. From the **Folders** panel on the left panel, click **My Network Places**.

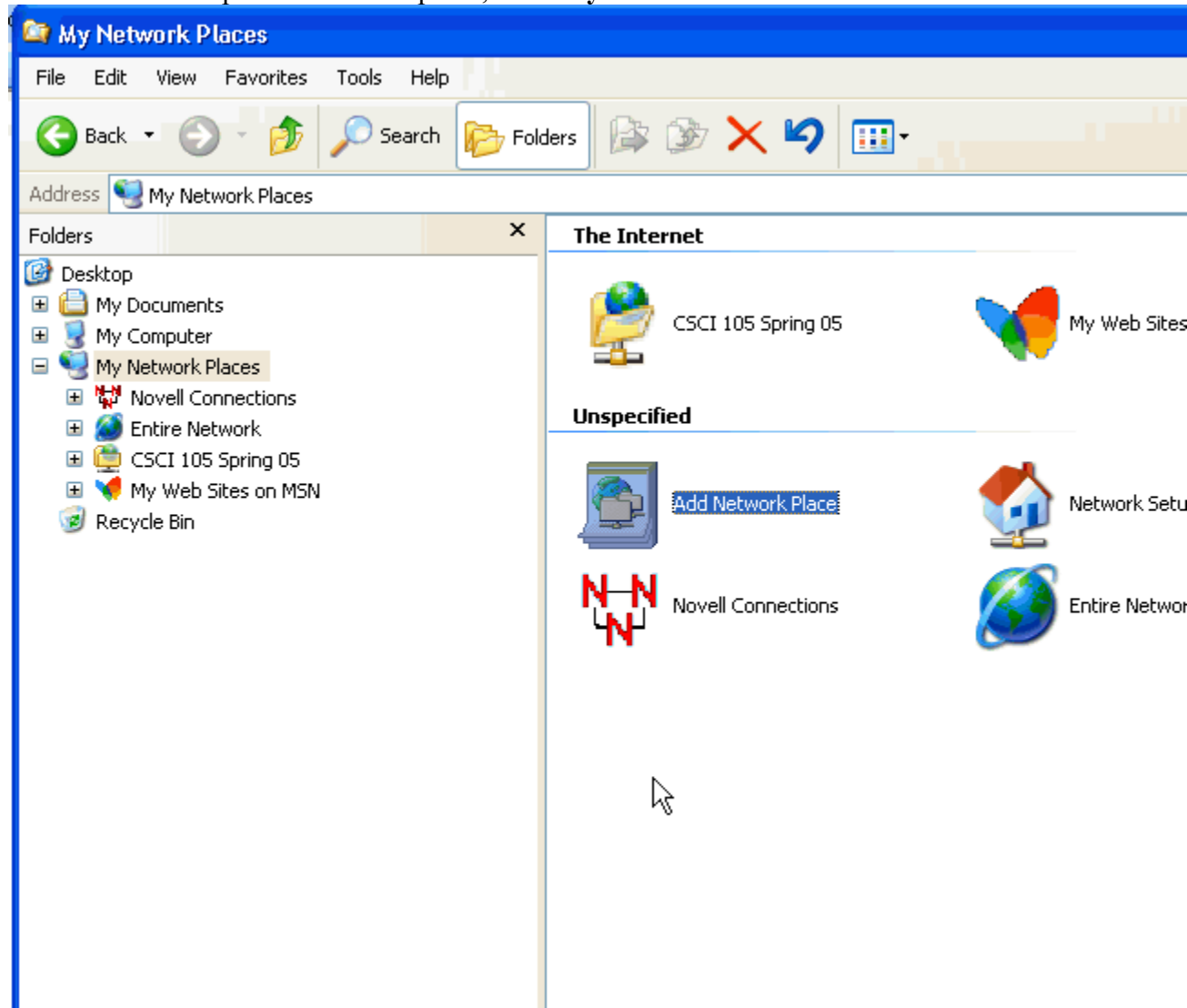


Figure 1: Windows Explorer: My Network Places

4. Click **Add Network Place**.
5. You will see the **Add Network Place** wizard.

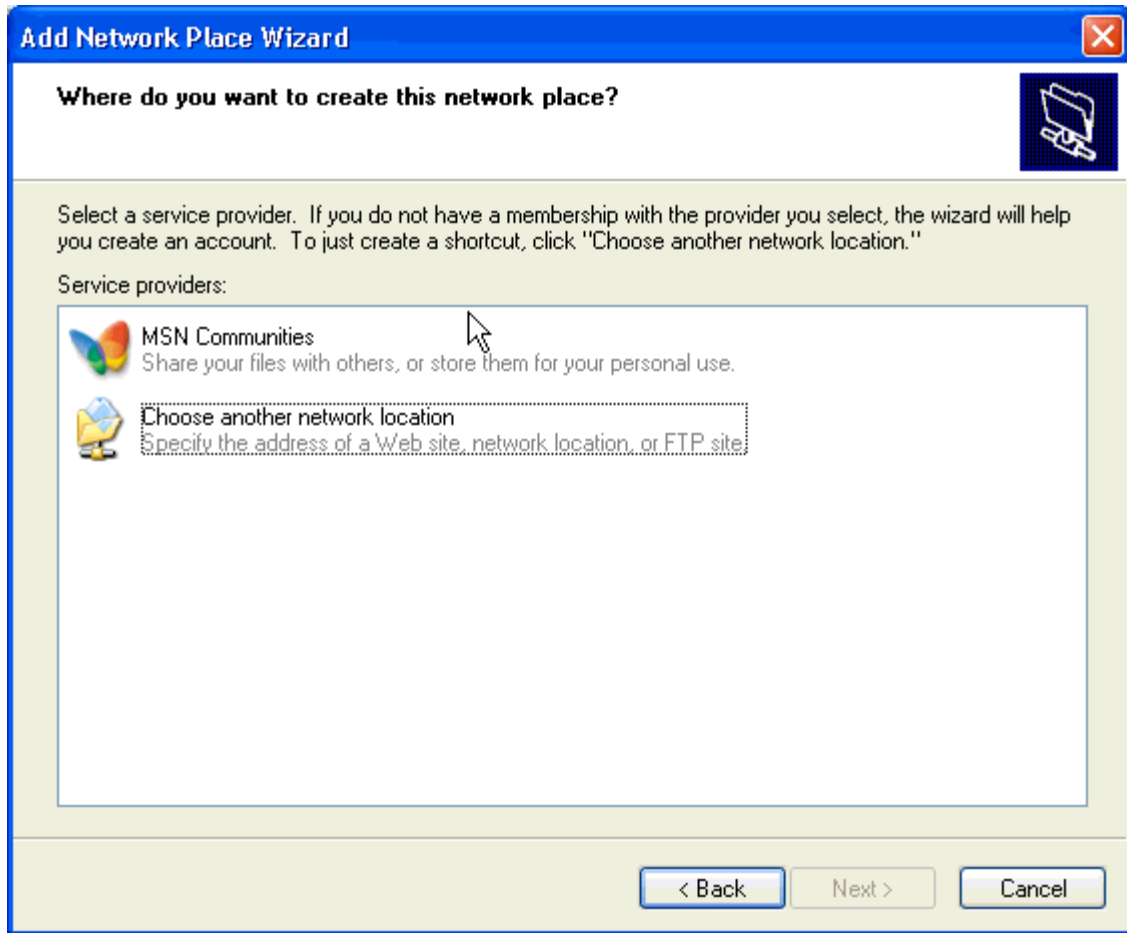


Figure 2: Add Network Place Wizard

6. Make sure that **Choose another network location** is selected. Click the **Next** button.
7. You will see the **Address** bar. Type in the address of your WebCT course following this example:  
**https://webct.marietta.edu/dav/2005\_SP\_CSCI\_105\_01**. Substitute your course ID for your own class instead of the 2005\_SP\_CSCI105\_01. To find the address of your class, access WebCT and look at your course's homepage. Your course ID is listed right after the /SCRIPT/. In this example, the course ID is 2005\_SP\_CSCI105\_01.

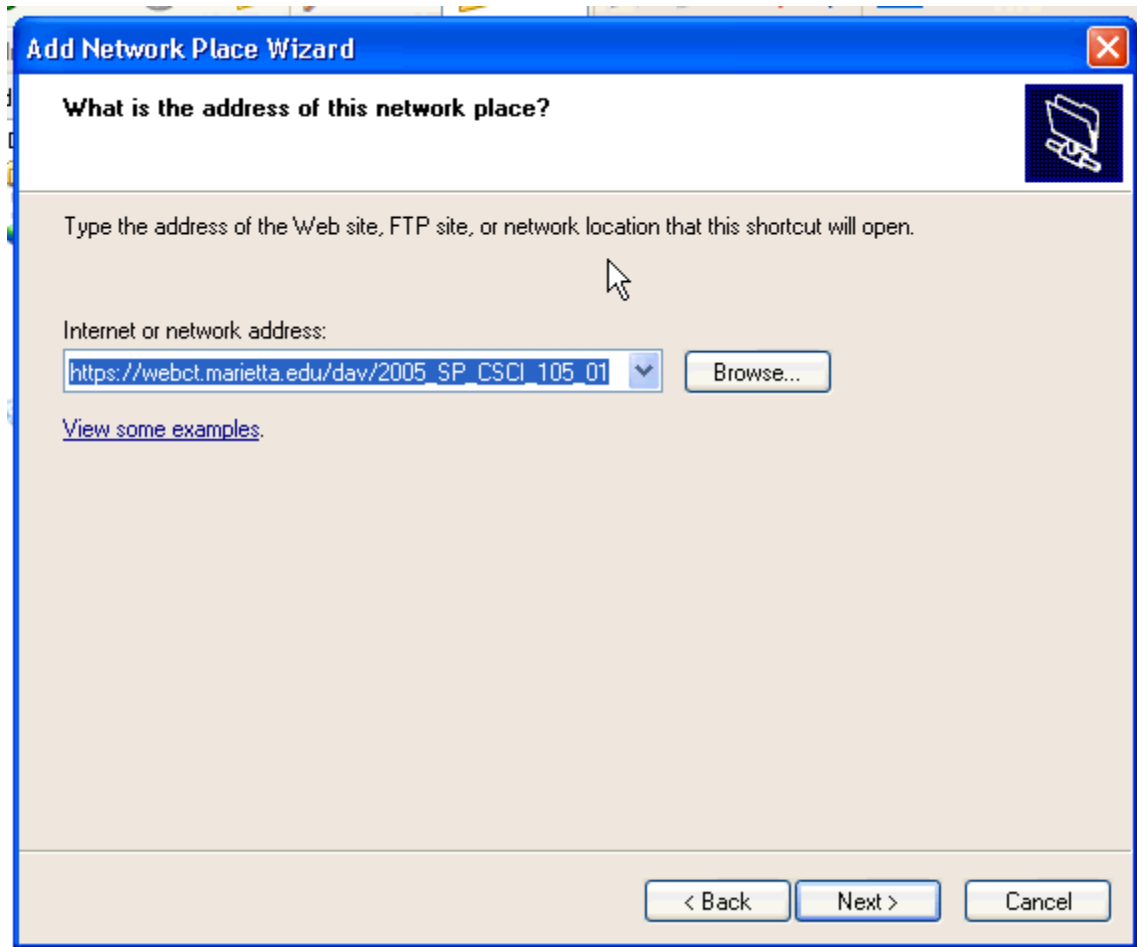


Figure 3: Network Place Address

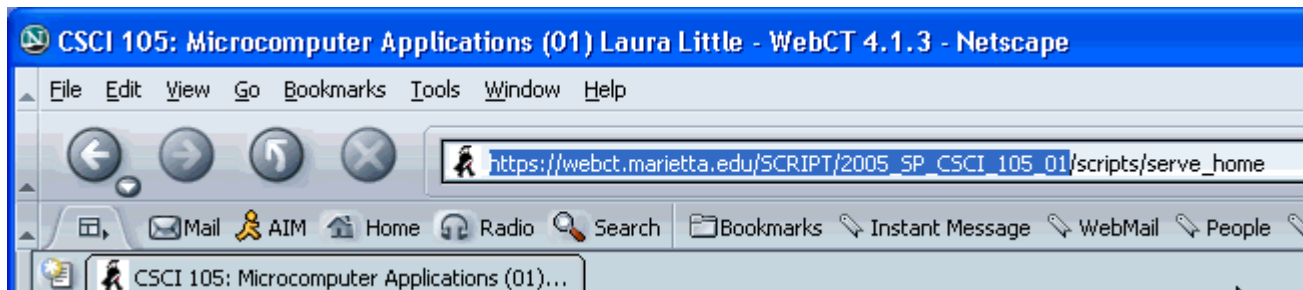


Figure 4: WebCT Course ID

8. You will see the “Connect” dialog box. Enter your WebCT ID and password in the textboxes.

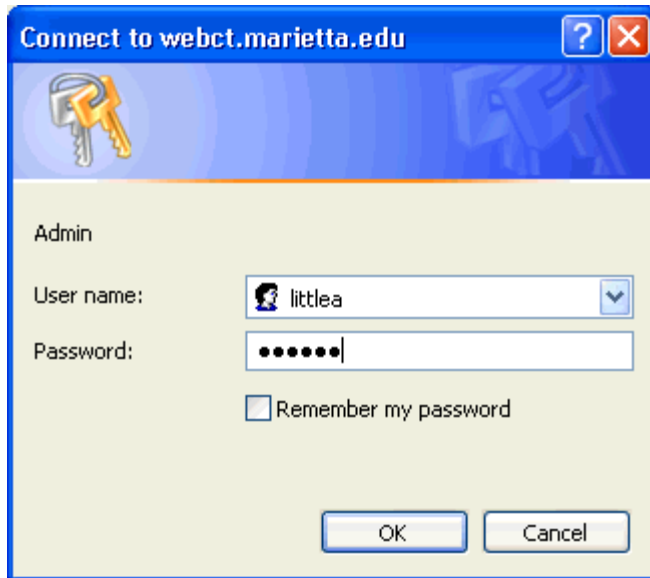


Figure 5: Connect Dialog Box

9. You will see the **What do you want to name this place?** screen. Since you will need one separate icon for each class, it's a good idea to call it something like "CSCI 105 01 Spring 05." Click the **Next** button.

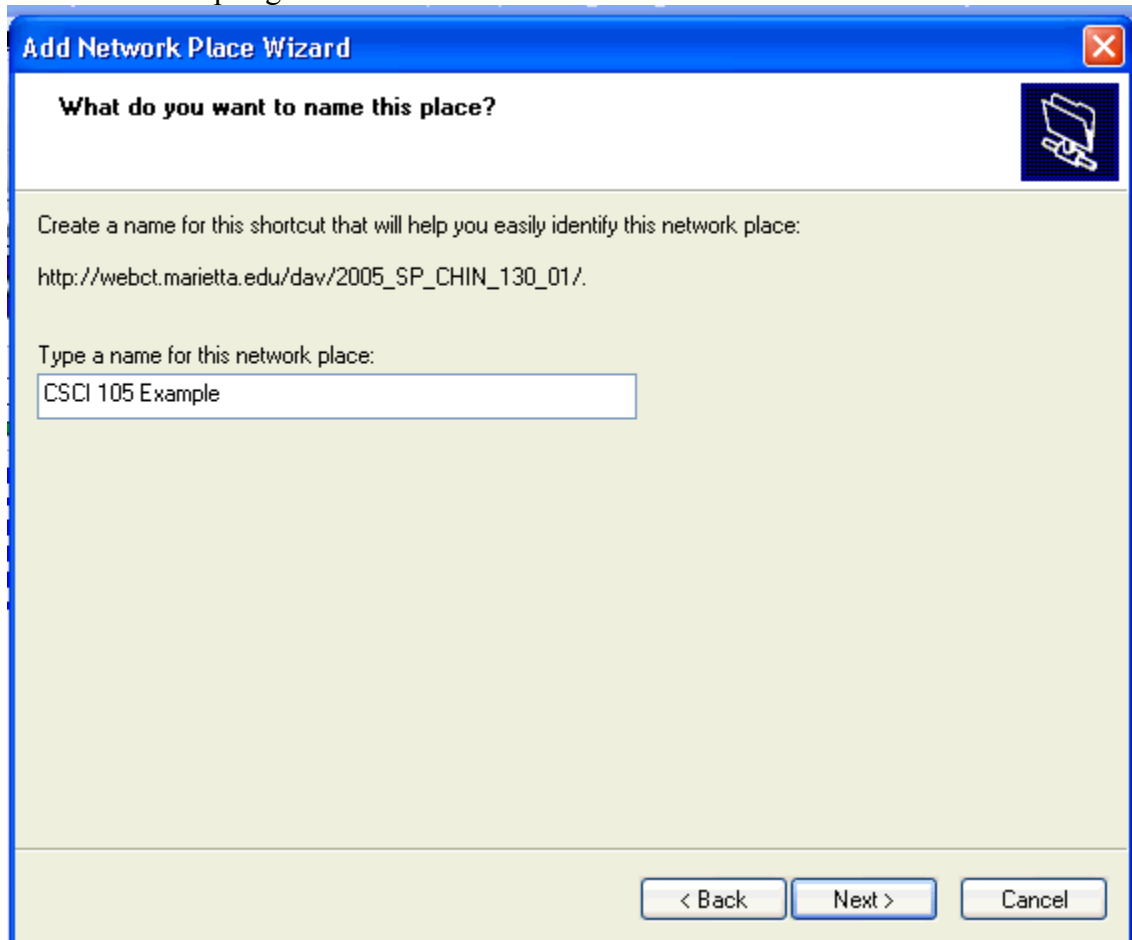


Figure 6: Name Dialog Box

10. You will see the **Wizard Complete** dialog box. Click the **Finish** button.

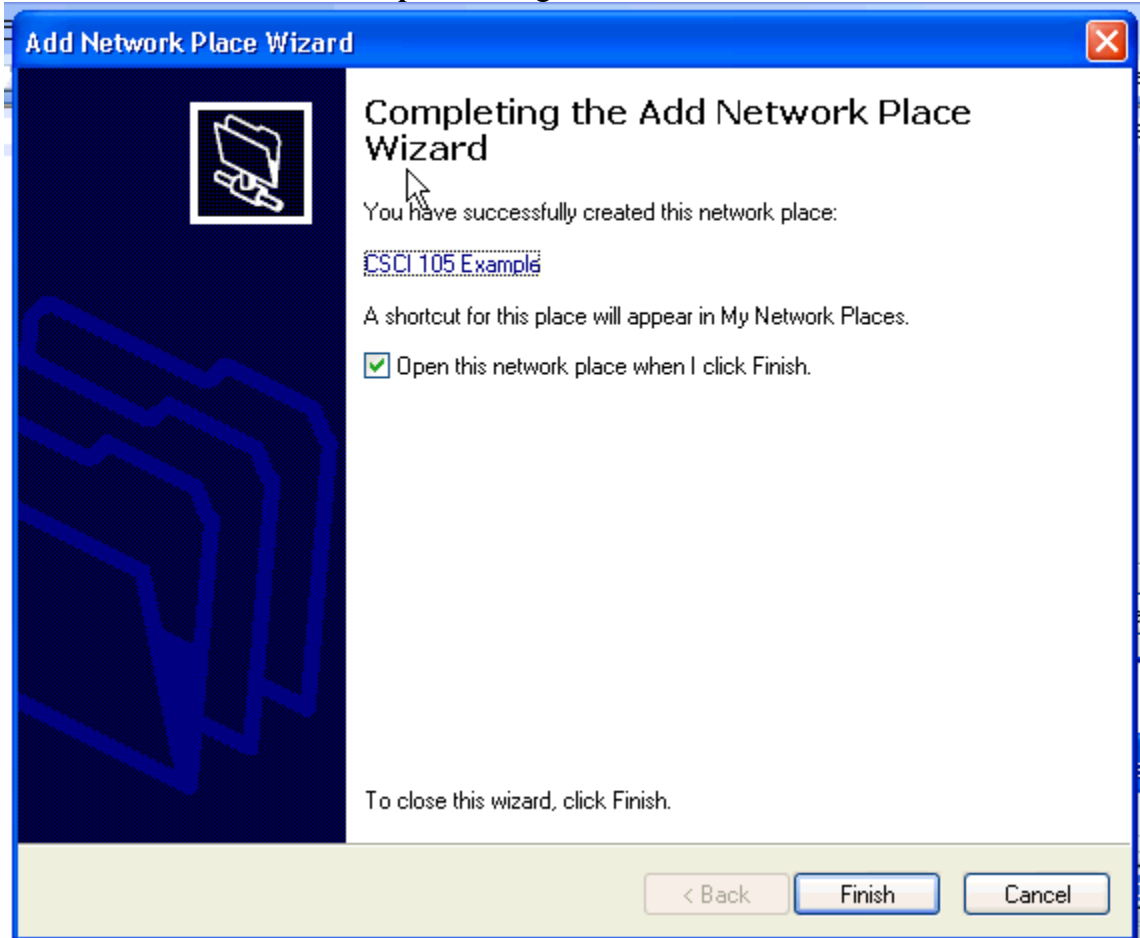


Figure 7: Wizard Complete Dialog Box

### ***Connecting to WebDAV:***

To drag files and/or folders from your computer and drop them into your WebCT course:

1. From the **Start** menu, choose **My Network Places**.

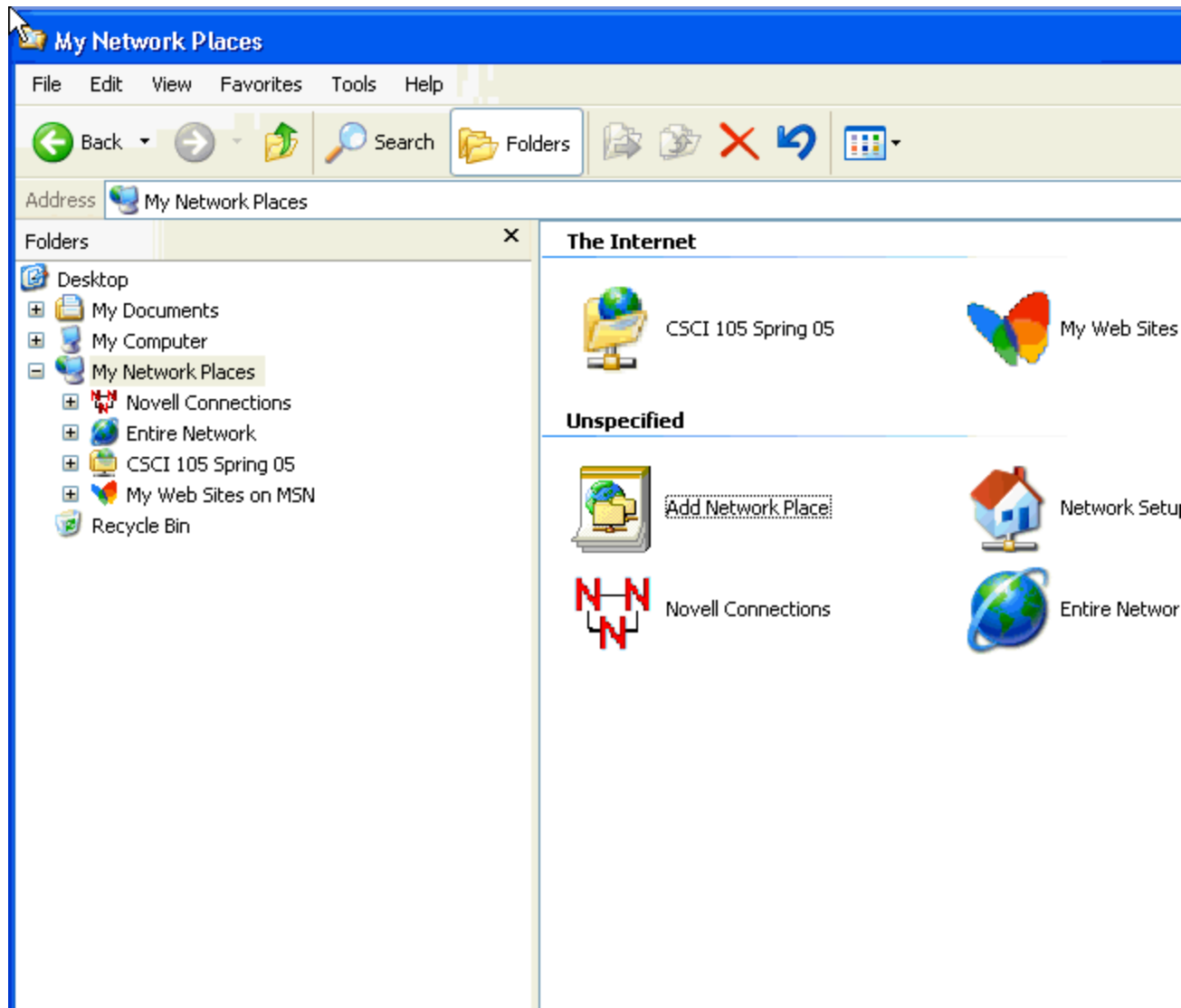
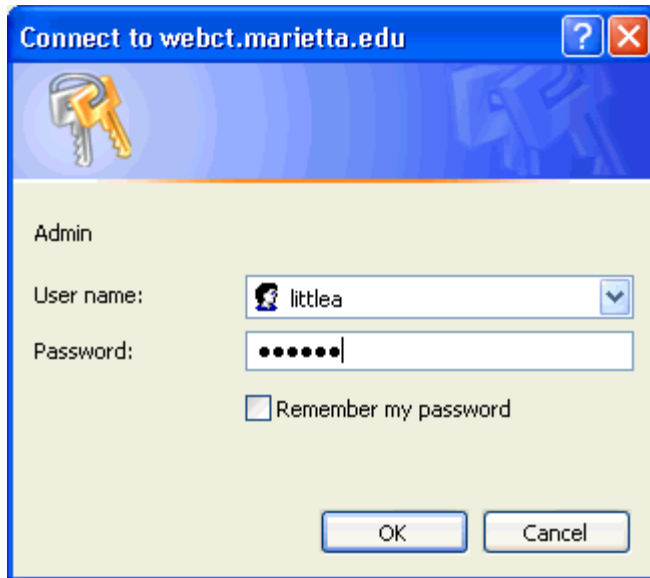


Figure 8: My Network Places

2. Double-click the icon with the name of the class you want to work on.
3. You will see the **Connect** dialog box. Enter your username and password.



**Figure 9: Connect Dialog Box**

4. The WebDAV folder will open. Here you will see all the files that you currently have in your WebCT course. To add files to this folder, drag them and drop them from your computer, just as you would with any other folder. When you are finished, close the window. **NOTE:** Since this shows **all** the files from your WebCT class, including files that you did not create that WebCT needs, **do not delete any files you did not create yourself and put into WebCT.**