

## WebDAV – uploading /downloading multiple resources

**Purpose:** WebDAV is a method that allows files and folders to be easily transferred from a local computer to a **Resources** folder in a WebLearn site to which you belong.

**Default permissions:** Files can be added to **Resources** using WebDAV only by those users with the **maintain** and **contribute** roles.

**Typical use & good practice tips:** Ensure you are added as a maintainer or contributor to the site in question. You should use your Oxford Single Sign-on credentials at the pop-up WebDAV prompt.

**There must be at least one object (file or folder) in your Resources section before you set up WebDAV, no matter what platform you are using.** Before attempting to use WebDAV, first upload a file or add a folder in the site's **Resources** as described in the WebLearn **Resources** guide.

Once you have set up WebDAV, your computer will treat a site's **Resources** section like any other folder on your local system. You will be able to edit files directly and drag and drop files and folders just as you would in *My Computer* in Windows XP or the *Finder* on a Mac.

This guide will show you to set up and use WebDAV within WebLearn. Please note that these connections are specific to the computer you are using, so if you change computers you will have to set up the WebDAV connection again.

Other useful step-by-step guides to read in conjunction with this one:

- Resources
- Drop Box
- My Workspace

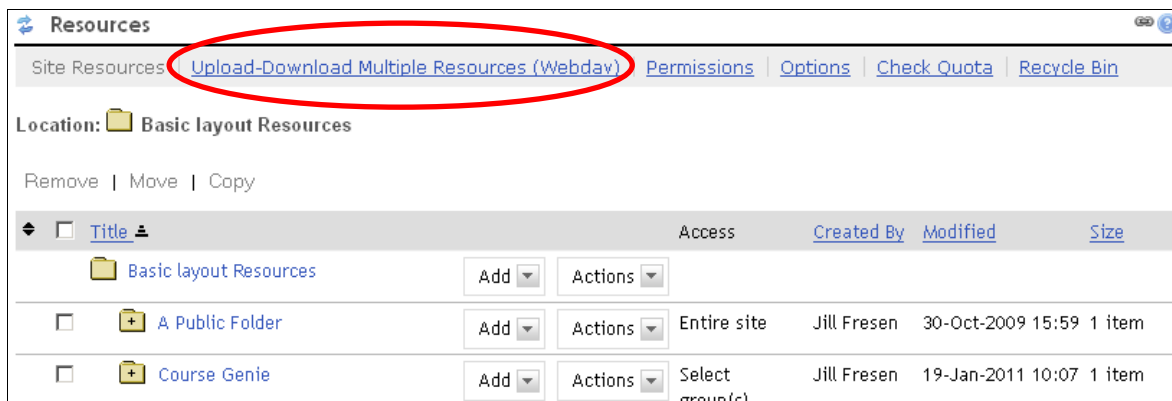
All step-by-step guides are available from [weblearn.ox.ac.uk/info](http://weblearn.ox.ac.uk/info)

### Introduction to WebDAV

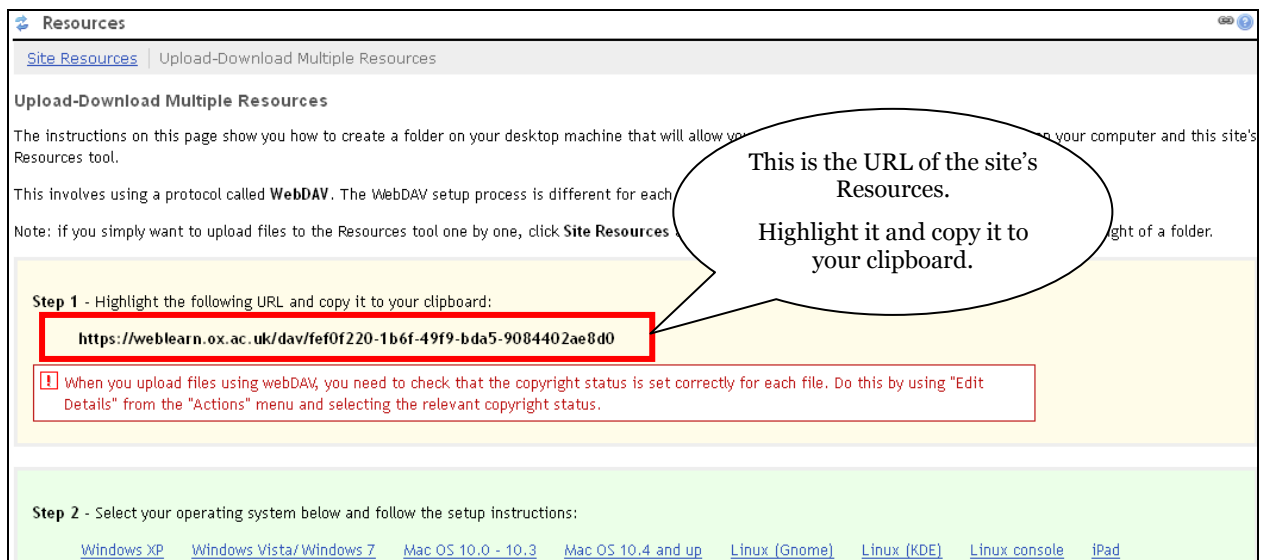
WebDAV stands for "Web-based Distributed Authoring and Versioning", and is a set of extensions to the HTTP protocol. Within the WebLearn environment WebDAV allows users to create, change and move documents in a site's **Resources** on the WebLearn server. This allows direct authoring of documents in a site's **Resources**, and facilitates moving of files of folders between local and remote locations via "drag and drop". If a file in WebLearn **Resources** is opened through a web browser and edited it would need to be saved on your desktop computer and then uploaded back to **Resources**. If it is opened from within the WebDAV view of **Resources**, it will automatically be saved to the same location ("in-place editing").

## WebDAV using Windows XP and Internet Explorer

Login and go to **Resources** and click on the **Upload/Download Multiple Resources** link.

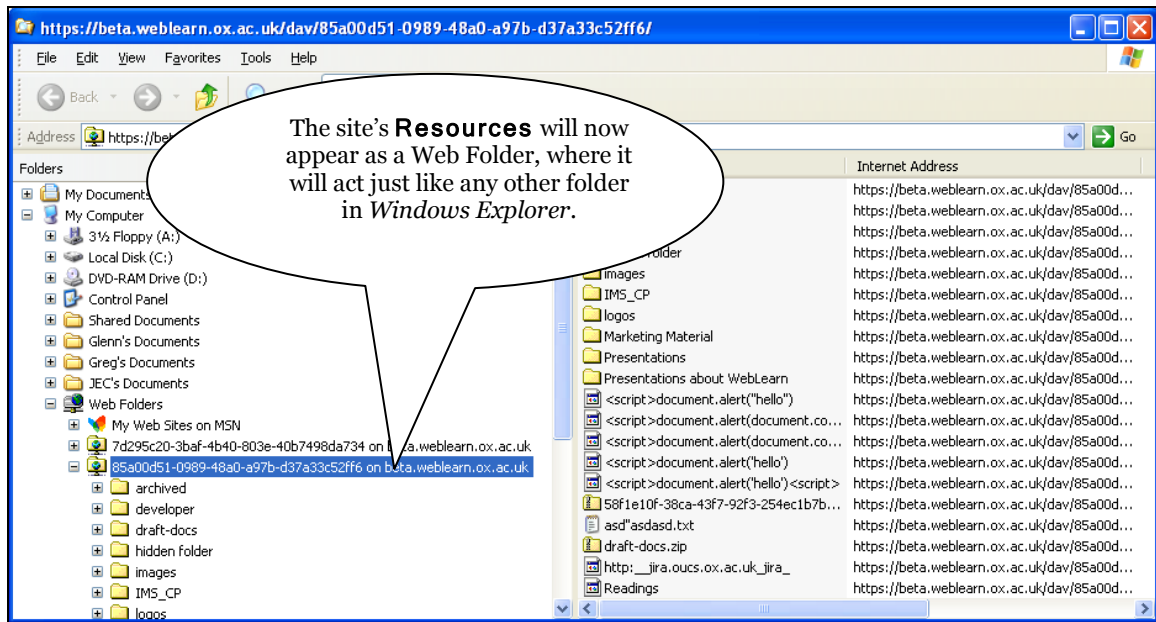
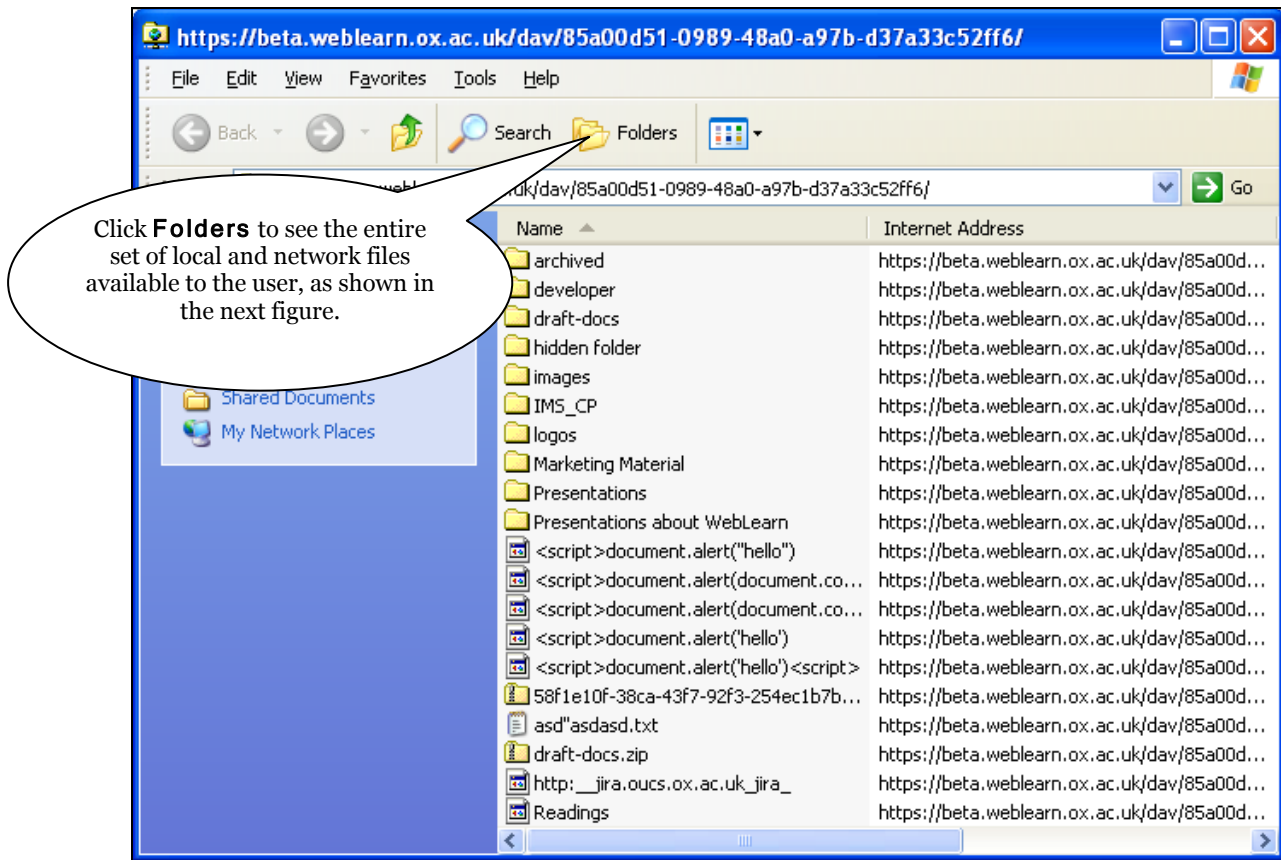


...which takes you to the following screen:



Click on the links show in **Step 2** (on the screen) for further instructions for various operating systems. You can also find most of the instructions in the remaining part of this guide.

This is the *Windows* view of the site's Resources:



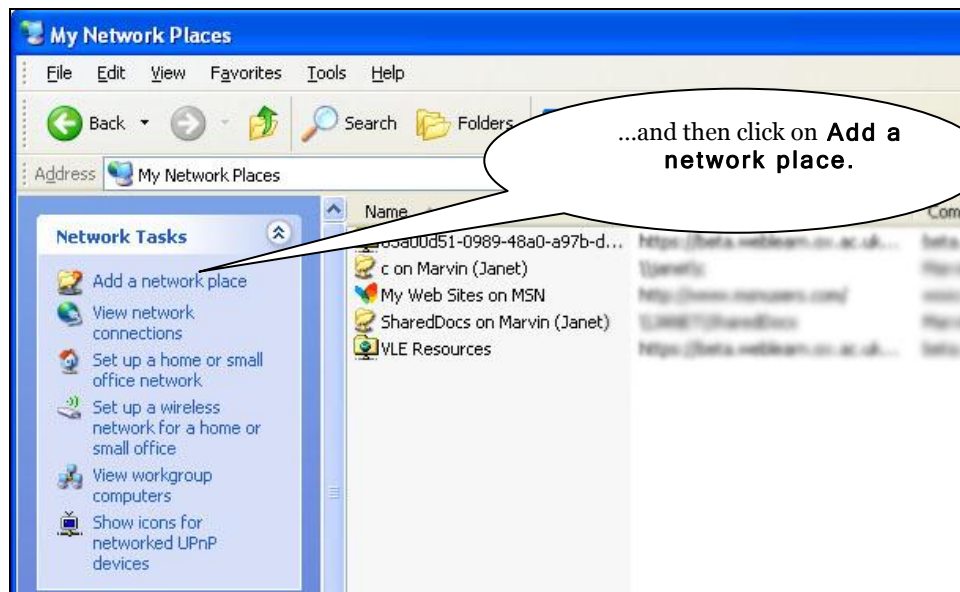
You can now drag files and folders between your computer and the site's **Resources** folder.

## Setting up WebDAV for Windows XP

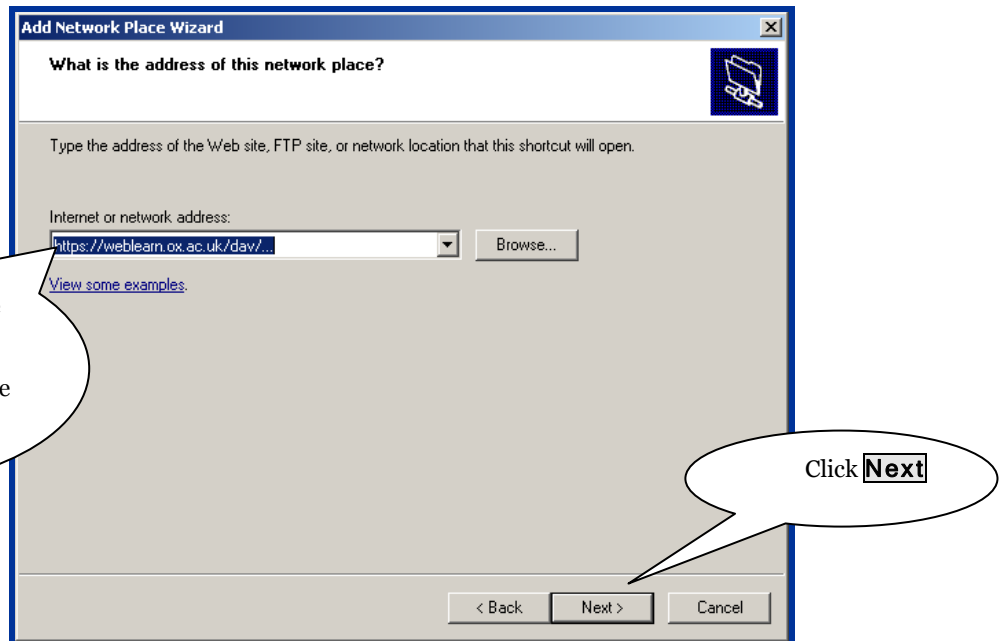
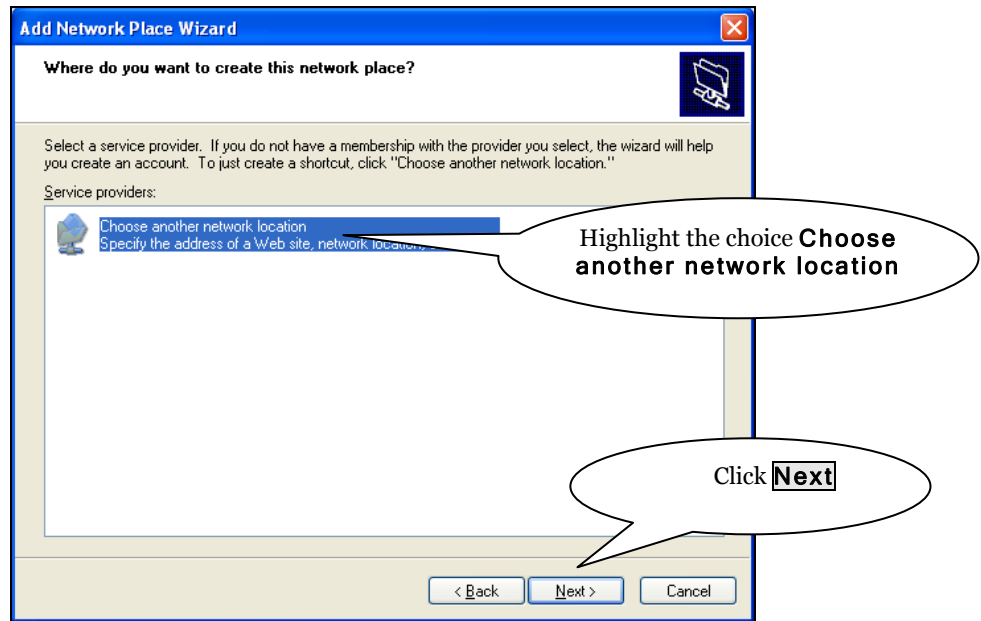
You can set up a permanent WebDAV connection that will appear in **My Network Places**. This is necessary if you use Firefox and will also save you the trouble of having to login to WebLearn every time you want to use WebDAV.

**Note:** There must be at least one object (file, folder etc.) in the WebLearn site's **Resources** area before you begin the setup procedure. This procedure needs to be done once for each site before you can use WebDAV to transfer files to and from any one site.

1. In **My Computer** double-click on **My Network Places** or click **Start > My Network Places**

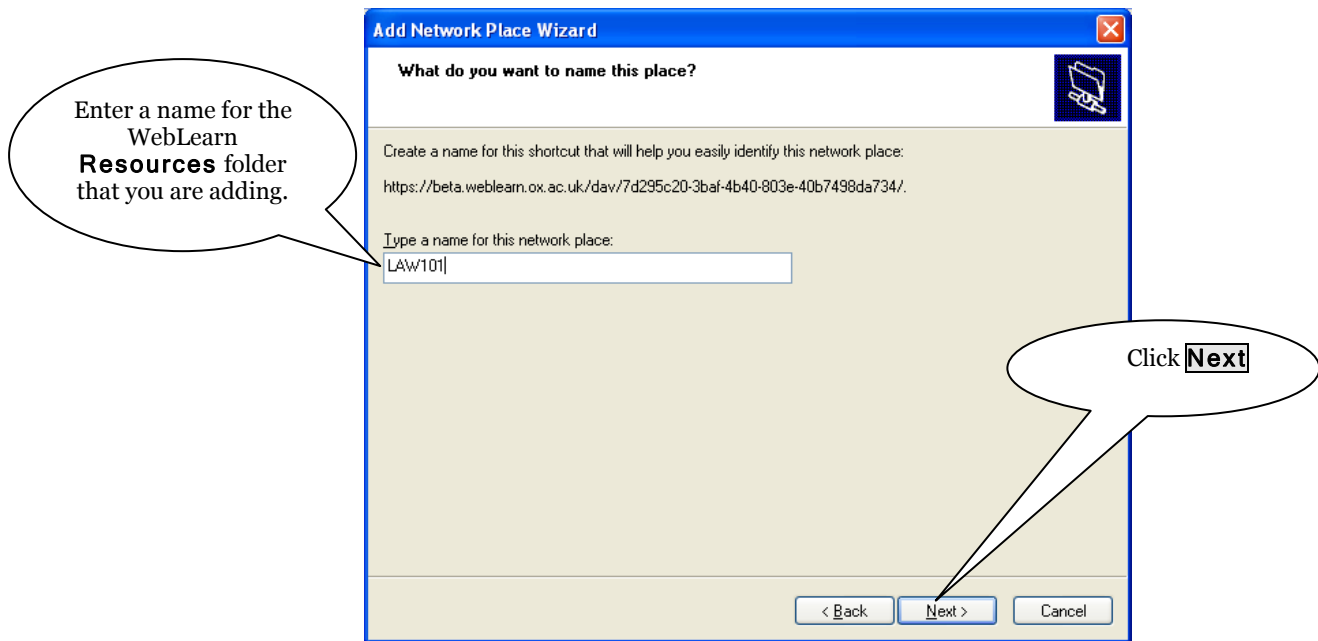


2. This begins the **Add Network Places** wizard. Click **Next**.



**Note:** If you receive an alert such as "The folder you've entered does not appear to be valid," it could be there are no resources yet in your site. Go to the site and add a file to initialise the **Resources** folder, and then return to Step 1.

3. Enter your Oxford University username and password when prompted and click **OK**.



4. Click **Finish** to complete the setup.

When the setup is complete, the WebLearn **Resources** folder will appear in your **My Network Places** as a folder. It will also show up under **My Network Places** in *Windows Explorer*, where it will act just like any other folder in *Windows Explorer*.

You can now drag files and folders to and from your computer and the site's **Resources** folder.

## Setting up WebDAV for Windows Vista/Windows 7

**Note 1:** There must be at least one object (file, folder etc.) in the **Resources** area before you begin the setup procedure. This procedure needs to be done once for each site before you can use WebDAV to transfer files to and from any one site.

**Note 2:** Use of Sakai's WebDAV functionality on *Windows Vista* requires that you have Vista Service Pack 2 installed. If you do not yet have Service Pack 2 installed, please run Windows Update by clicking **Start > All Programs > Windows Update**.

1. From the desktop or the Start menu, click **Computer**.
2. At the top of the window, click **Map Network Drive**.
3. Select a vacant drive letter (e.g. Z) from the *Drive* drop down menu.
4. In the *Folder* field, type (or copy and paste) the URL of the site, as shown on page 2 of this guide. Click **Finish**.
5. When prompted, enter your Sakai username and password and click **OK**.
6. You can now drag files and folders to and from your computer and the site Resources folder.

When the setup process is complete, the **Resources** folder will appear under **My Computer** as a drive, where it will act just like any other drive in *Windows Explorer*. You can now drag files and folders to and from your computer and the site's **Resources** folder.

Alternate method of setting up WebDAV on *Windows Vista/Windows 7*:

If the process above yields connections errors, you may be able to utilise the WebDAV functionality to access your files using a free third-party client called *AnyClient*. Follow this process to download, install, and configure *AnyClient*.

1. Download the *AnyClient* WebDAV client from: <http://www.anyclient.com>.
2. Run the **install.exe** file and complete the setup wizard.
3. If the installer did not automatically launch *AnyClient*, click **Start > All Programs > AnyClient > AnyClient** to open *AnyClient*.
4. Click **Connect** at the bottom-left corner.
5. Click **New** at the bottom-left corner and give this connection a meaningful name on the left menu (e.g., *History 101 Resources*).
6. In the *Host* dialog box, type (or copy and paste) the path as shown on page 2 of this guide.
7. Type in your Sakai username and password.
8. In the *Connection type* drop box, select WebDAV.
9. Click **Save** at the bottom of the window to save this connection for future use and click **Connect**.

## Setting up WebDAV for Mac (OS 10.4 - 10.8)

**Note 1.** Depending upon the exact update of OS X, The Webdav support in the Macintosh Finder may well be too buggy to use. If you have problems with this approach, consider using [Cyberduck](#) (see below).

**Note 2:** There must be at least one object (file, folder etc.) in the **Resources** area before you begin the setup procedure. This procedure needs to be done once for each site before you can use WebDAV to transfer files to and from any one site.

1. From the menu bar at the top of the screen in Finder, select **Go > Connect to Server...**
2. In the *Server Address* dialog box, type (or copy and paste) the path as shown on page 2 of this guide.
3. Press the + button to save this path for future use.
4. Click **Connect**.
5. Type in your username and password and click **Connect**.

You will now see a window on your screen that represents the **Resources** area in your site. You can drag and drop files into or out of this window and delete files by dragging them to the Trash.

## Setting up WebDAV for Mac using Cyberduck

**Note:** There must be at least one object (file, folder etc.) in the **Resources** area before you begin the setup procedure. This procedure needs to be done once for each site before you can use WebDAV to transfer files to and from any one site.

1. Download the *Cyberduck* WebDAV client:
  - For OS X version 10.5 and later, download the most recent software at: <http://cyberduck.ch/>
  - OS X versions before 10.5, download the update software at: <http://update.cyberduck.ch/Cyberduck-2.8.5.dmg>

2. Decompress the file and double-click on the .dmg file. (Depending on the configuration of your decompression software, the disk image may automatically mount.)
3. A disk image with a name similar to *Cyberduck-2.8.5* should now be available. Simply drag and drop the folder from the disk image to your Applications folder.
4. Open the *Cyberduck* application in your Applications folder.
5. Click the **Open Connection** button.
6. Select WebDAV (HTTP/SSL)
7. In **Server**, type (or copy and paste): **weblearn.ox.ac.uk**
8. In **Port**, type (or copy and paste): 443
9. Type in your Sakai username and password
10. Click on *More options* and type (or copy and paste) in **Folder** the last part of the URL provided on the **Resources** page (see page 2 of this guide): **dav/52025984-84dc-4669-8953-od4dca7db1b3**
11. Now click on **Connect**.

You will now see a window on your Mac screen that represents the resources that are in your site. Simply drag and drop between this window and other Finder windows on your Mac to transfer files to and from your WebLearn site's **Resources** folder.

## Setting up WebDAV on an iPad

Download *GoodReader* from the App Store.

Set up the connection in the **Connect to Servers** panel:

