



Configuring the WebDAV Folder for Adding Multiple Files to the Content Collection and Editing Them

The Content Collection should be the repository for all of the files used in Blackboard. The Content Collection has an initial quota of 50mb of space. If additional space is needed, please send a request to ftc_help@siue.edu to increase your Content Collection Quota and an estimate of how much space you think you will need.

To access the Content Collection, click on the *My Content* tab at the top of your Blackboard page.



Adding Multiple Files and/or Folders to the Content Collection

The most expedient way to add multiple files and/or full folders into the Content Collection is through the use of the **Web Folder**, which creates a Web Folder in **My Network Places** on your PC, and opens a new window showing your files and folders on the Content Collection. Files in your Content Collection can also be edited through the **Web Folder**.

Obtain the Web address needed to Configure the WebDAV

From the Menu bar, at the top of the “My Content” tab in Blackboard, click on the **Web Folder** button.



The “Using WebDAV” window opens. Highlight and copy the **Current Web address**, making sure that



you include the `https://` and exclude any extra spaces at the end of the URL.



Internet Explorer no longer automatically maps a path to your Web Folder. You will have to create this manually. Regardless of your computer's operating system, configuration of the Web folder begins with gathering the URL of the Web Folder.

Proceed to the instructions below for your specific operating system to actually configure the WebDAV folder.

Setup a WebDAV folder in Windows XP

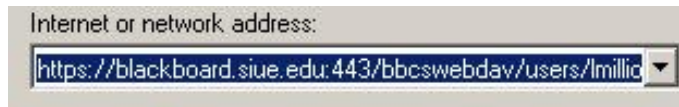
1. Double-click on "My Network Places" from your desktop or the Start menu.



2. Double-click **Add Network Place**.

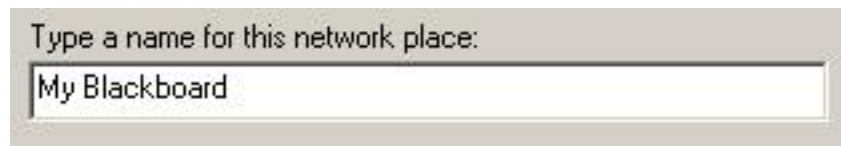


3. When the **Add Network Place Wizard** window opens, click the **Next** button.
4. If the "Choose another network location" is not highlighted, click on it and then click **Next**.
5. Paste the URL gathered under the "Obtain the Web address needed to Configure the WebDAV" instructions at the top of this page into the **Internet or network address**: text field.



6. Click **Next**. You will be prompted for your username and password. Enter your username and password in the boxes provided.

7. Enter a name for the network place.

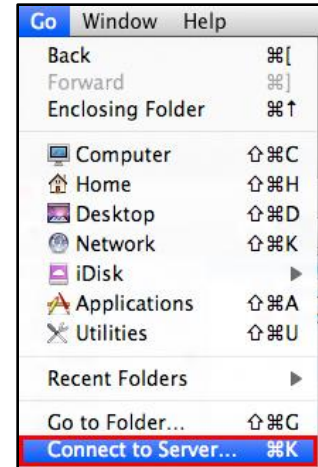


8. Click **Next** and click **Finish**. You will be prompted for your username and password. Enter your username and password in the boxes provided.

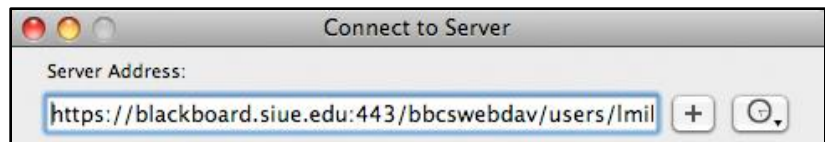
9. The Web Folder will open. It will now be listed in My Network Places.
10. Proceed to the end of this document and the instructions for “Using the WebDAV Folder.”

Setup a WebDAV folder in Mac OS X

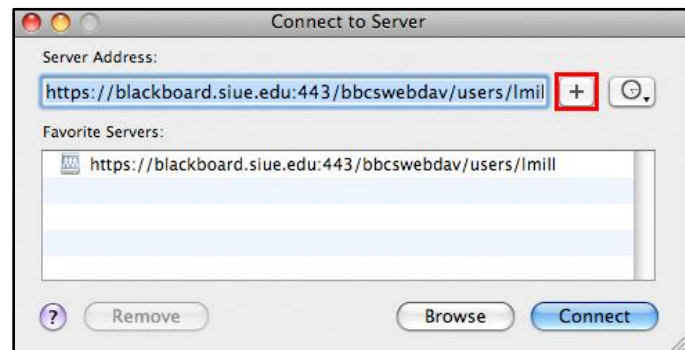
1. From Finder select the **Go** menu and then **Connect to Server**.



2. Paste the URL gathered under the “Obtain the Web address needed to Configure the WebDAV” instructions at the top of this page into the **Server address**: text field.



3. If you plan to use this folder often, click **Add to Favorites** so you can use it again quickly.

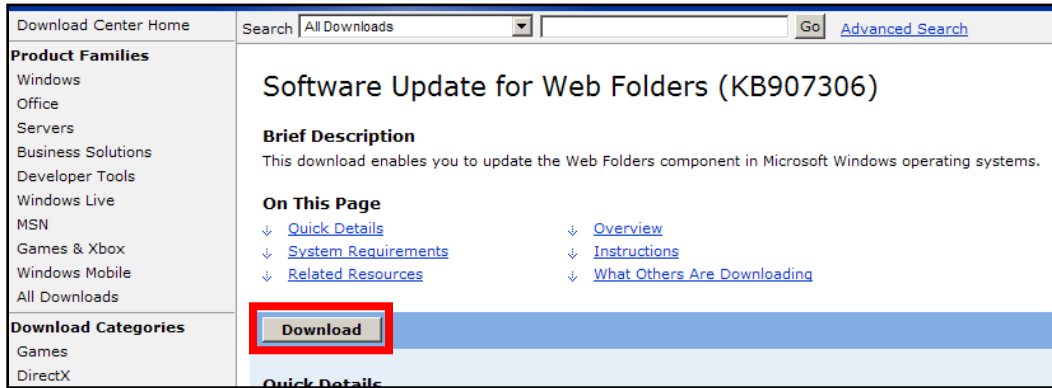


4. Click **Connect**. You will be prompted for your username and password. Enter your username and password.
5. The folder will be added and will appear on your desktop and in Finder under Network.
6. Proceed to the end of this document and the instructions for “Using the WebDAV Folder.”

Setup a WebDAV In Windows Vista

First, your computer must have Microsoft's Software Update for Web Folders (KB907306) installed in order for WebDAV to function properly with Vista. If you have not already done so, install this update as follows:


Go to www.microsoft.com and search for **KB907306**. This software enables you to update the Web Folders component in Windows Vista. (Note: Click on “Download details” link, not “How to fix KB907306 Code.” The latter will take you to a sponsored site and not the download for this fix.) You should see the following page:



Click the **Download** button.

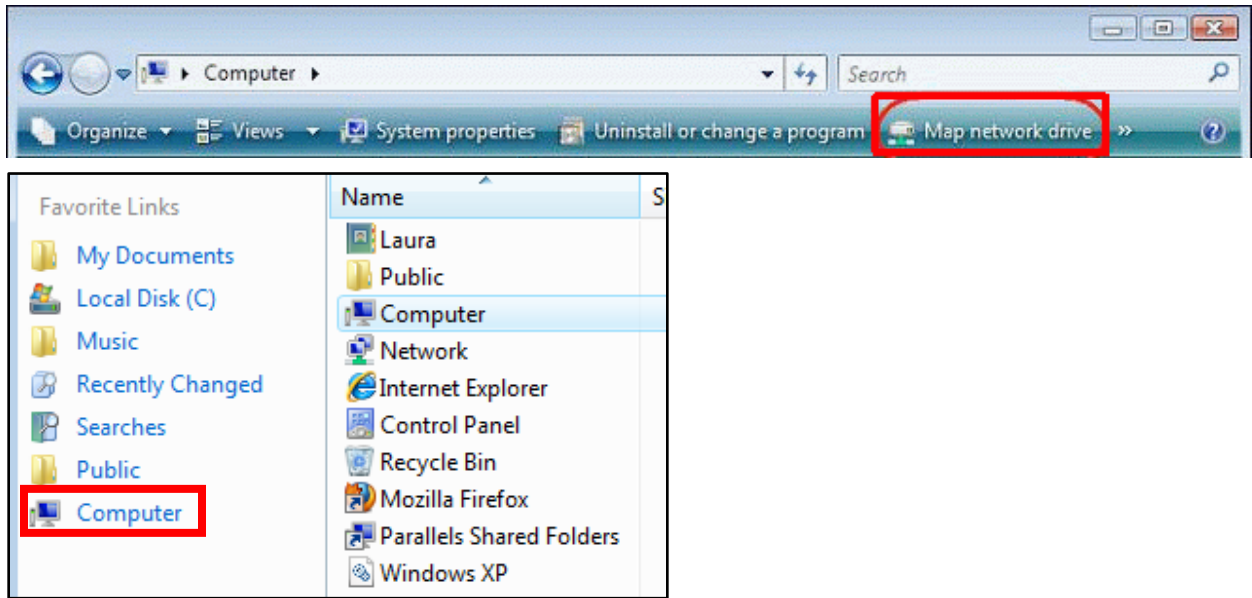
Select **Run** to install the update.

Setting up WebDAV

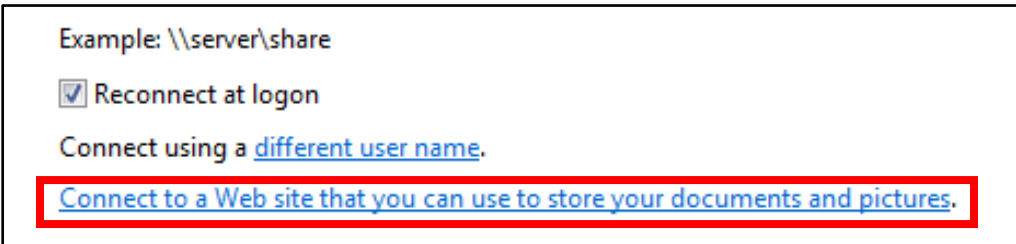
1. Click on the **Start** icon  and select **Computer**



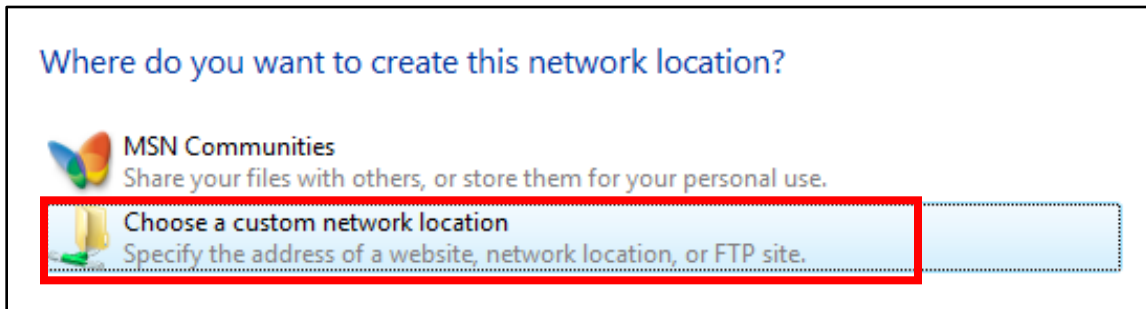
1. With **Computer** selected in the left panel, click on **Map network drive** button at the top of the tool bar.



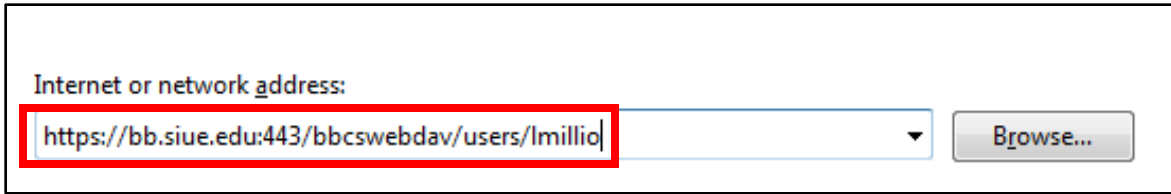
2. On the "Map Network Drive" box, click on the "Connect to a Web site that you can use to store your documents and pictures" link.



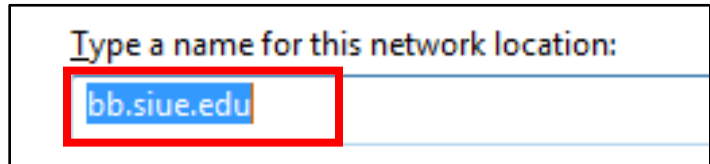
3. On the first of a series of "Add Network Location" dialogs, click **Next**.
4. Select "Choose a custom network location" and click **Next**.




5. Paste the URL gathered under the "Obtain the Web address needed to Configure the WebDAV" instructions at the top of this page into the **Internet or network address:** text field.

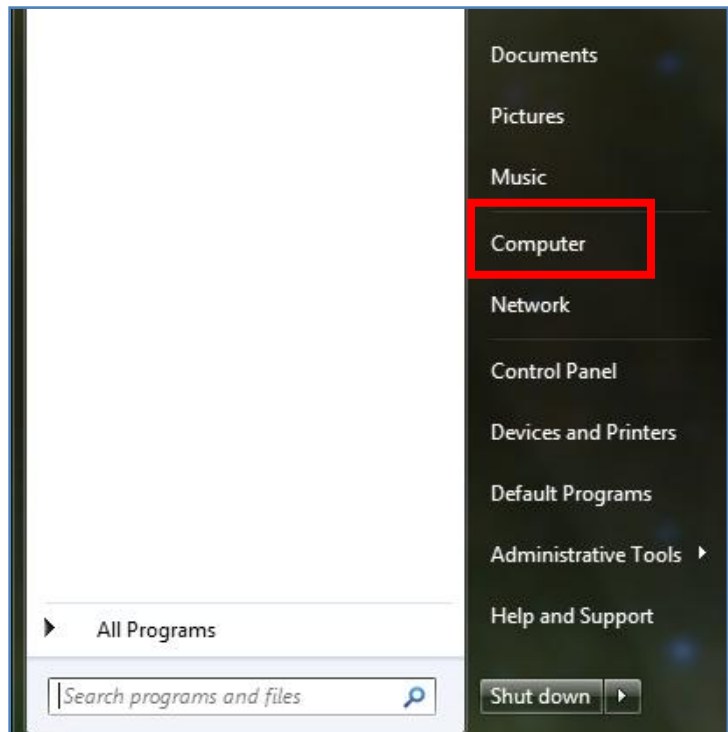


6. Click **Next**.
7. A pop up window will open. Enter your user name and password and click **OK**. (To maintain course security, do not check "Remember my password.")
8. Type a name for the network location. This is the name of the folder you will use to access your course files.
9. Click **Next** and then **Finish**.
10. You may be prompted to enter your e-ID username and password again. Your Web Folder will open.
11. Proceed to the end of this document and the instructions for "Using the WebDAV Folder."



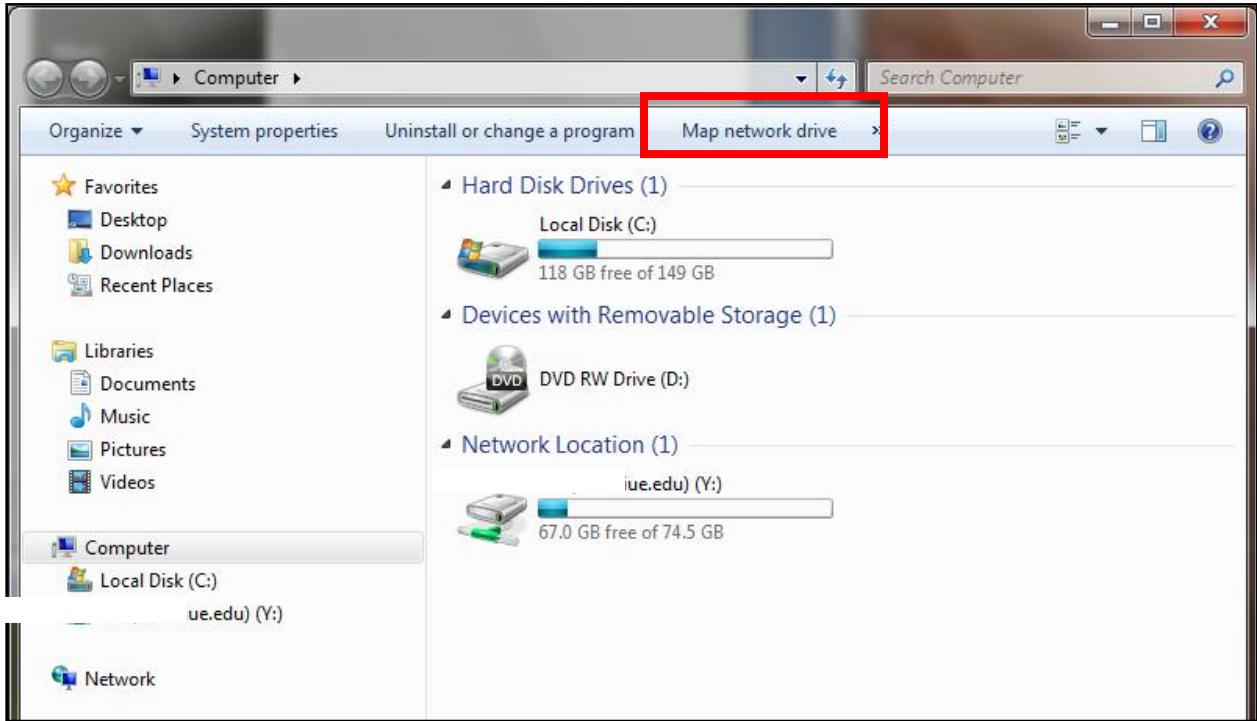
Setting up a Webdav Folder in Windows 7

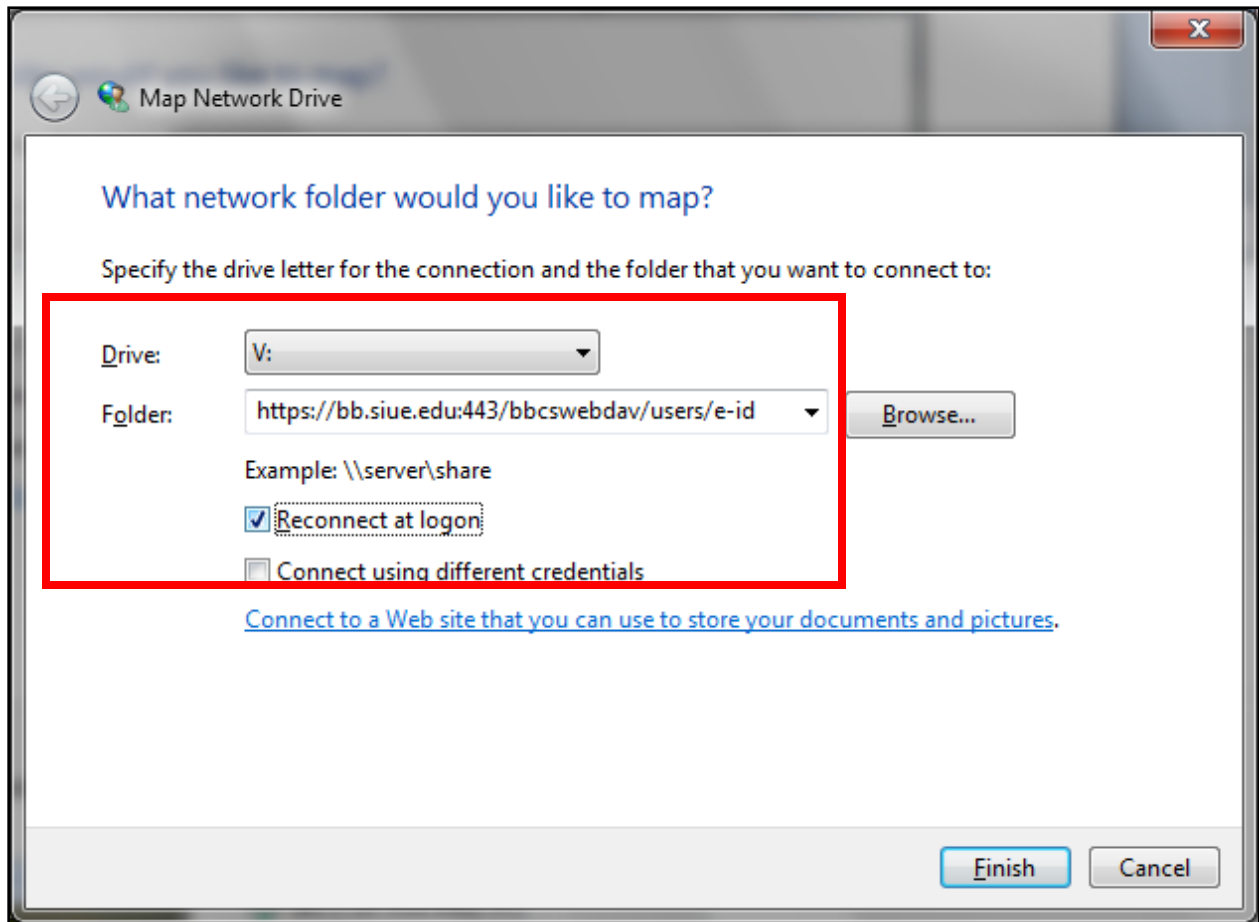
1. Click the  Windows button in the lower left corner of Windows 7.
2. Click **Computer**.





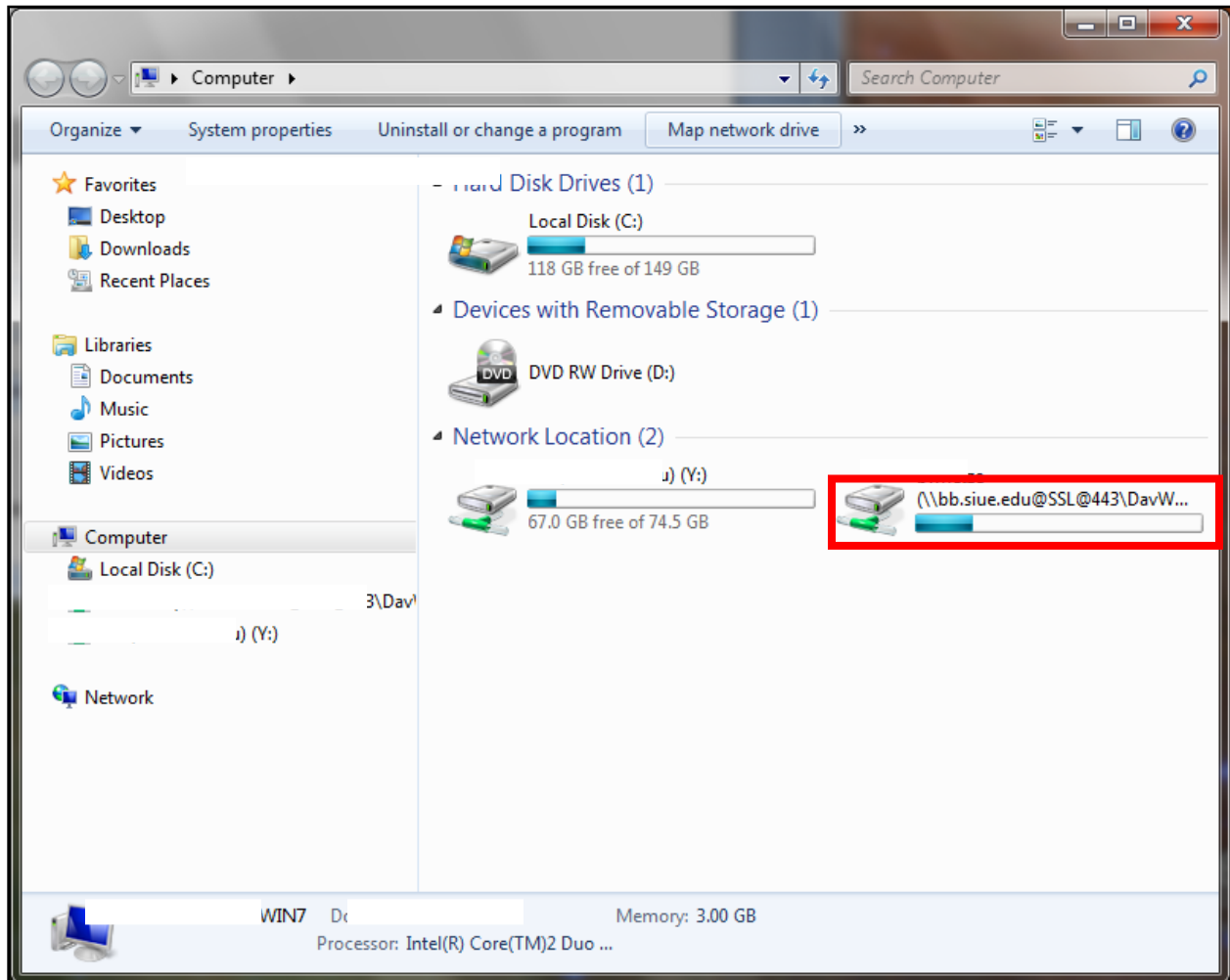
3. Click **Map network drive**.





- Beside "Drive:", select **V:** from the drop-down box as the drive letter to be mapped.
- In the "Folder" field, paste the URL gathered under the "Obtain the Web address needed to Configure the WebDAV" instructions at the top of this page, into the dialog box.
- Check the **Reconnect at logon** box.
- Click on the **Finish** button.

4. You will be prompted for your SIUE e-id and password.
5. Successfully mapped drives will appear in the “Computer” window under “Network Location.”



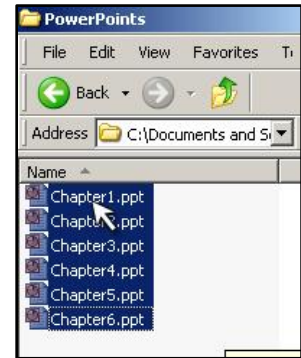
6. Proceed to the end of this document and the instructions for “Using the WebDAV Folder.”
7. Upon restart of your Windows 7 computer, you may receive an error message that the network drive could not be connected. Simply double-click on the mapped drive icon in My Computer to reconnect. You may be prompted for your e-id and password.

Using the WebDAV Folder

Once you have created the WebDAV folder, you will be able to transfer multiple files and/or folders into the Content Collection.

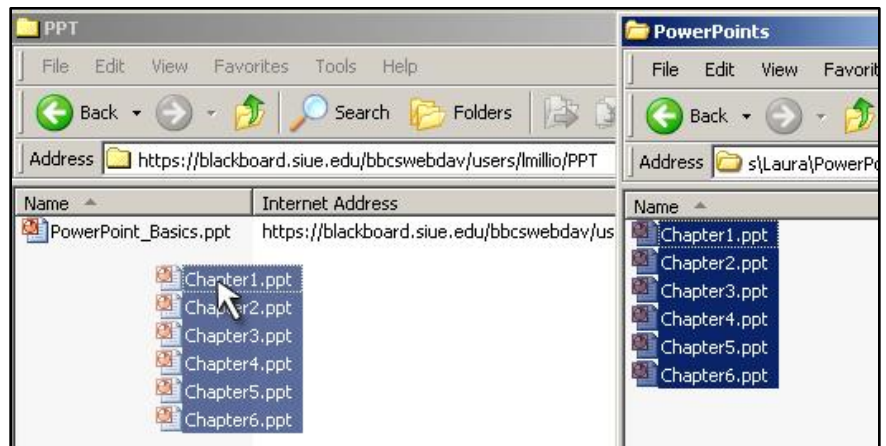
Adding Files or Folders

1. Open the WebDAV folder you created, and navigate to the folder for the new files (e.g. PPT). Refer to the instructions above for your specific operating system for information regarding where that folder may be found.

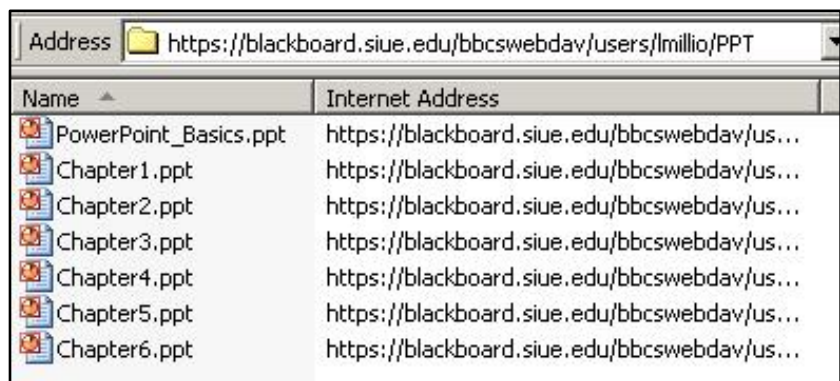


2. Enter your user name and password when prompted.
3. Open the window containing the files or folders to be transferred. (e.g., My Documents, your USB drive, etc).
4. To select more than one file or folder, click one file or folder. Holding down the **CTRL** button on your keyboard, click on each additional file or folder to be added.

5. While still holding down the left mouse button, drag the files and folders over the WebDAV folder.



6. Release the mouse button and the files or folders are “dropped into” or copied into the folder.





Editing existing files in the Content Collection through the WebDAV

1. Open the WebDAV folder you created, and navigate to the folder which contains the file you wish to edit. Refer to the instructions above for information for your specific operating system regarding where that folder may be found.
2. Double clicking on a file in the Web Folder will open it in the program in which it was created (i.e. Word). If the application does not automatically open, open the application (i.e. Word) on your computer and then double click on the document again. Make your changes. Save the document. The content is changed in the Content Collection and automatically updated in each course linking to it.