

Finding the WebDAV link to your course files:

- Log in to your course in WebCT. On your "My WebCT Homepage" you will see a link that says "WebDAV Info. Click WebDAV info button.
- On the WebDAV info page, you will see web addresses to the course files and backup files for each course you where you are the designer.
- Use will see a link that looks similar to the following example:
Course files: <http://WebCT.njcu.edu:80/dav/2500BIOL101/>
- Highlight and copy <http://WebCT.njcu.edu:80/dav/2500BIOL101/> for the specific course you would like to access. After highlighting, you can easily copy the address by clicking CTRL + C.

Setting up Access to WebDAV

- On your computer hard drive, look for a link to "My Network Places." This can easily be found on your computer desktop or by clicking on your "My Computer" icon > My Network Places link.
- Click "Add Network Place"
- A wizard screen will pop up and you paste your url <http://WebCT.njcu.edu:80/dav/2500BIOL101/> in to the wizard box that appears on your screen.
- Click "next" and you will be prompted to type in your WebCT username and password. Enter it exactly as you would to log in to your designer account in WebCT.
- Click "finish"

Moving files:

You have now set up access to your course on the WebCT server. Now you only need to move your files from your hard drive to the WebCT server.

- Click on "My Network Places" again
- Inside this folder you will see an icon for your course. As an example, the icon will be named "2500BIOL101 on njcu.edu"
- For easy access you can drag the icon to your desktop.
- Open "2500BIOL101 on njcu.edu" and look at the files in your WebCT file area.
- Now you can drag and drop files from your computer hard drive to your course on the WebCT server. Locate your course files on your hard drive > highlight the files > drag them with your mouse to "2500BIOL101 on njcu.edu"

You have now completed a WebDAV file transfer.