Setting up a WebDAV Folder
Mac OS X

Blackboard learn

What is WebDAV?

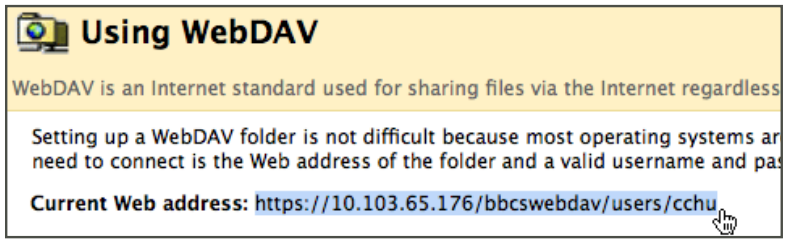
WebDAV is used for sharing files over the Internet regardless of platform (Microsoft® Windows® or Apple® Mac OS®). When put into use with Blackboard Learn, WebDAV is a means for users to access content from the Content Collection as if it were in any other network drive or folder on their personal computer.

Most operating systems are WebDAV compatible. All you need to connect is the web address of the folder and a valid username and password.

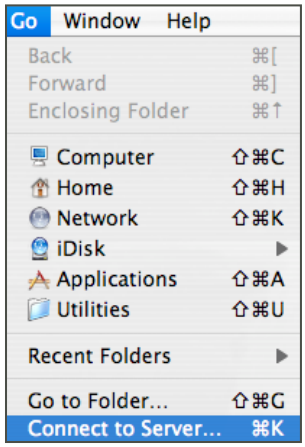
Set up a WebDAV Folder

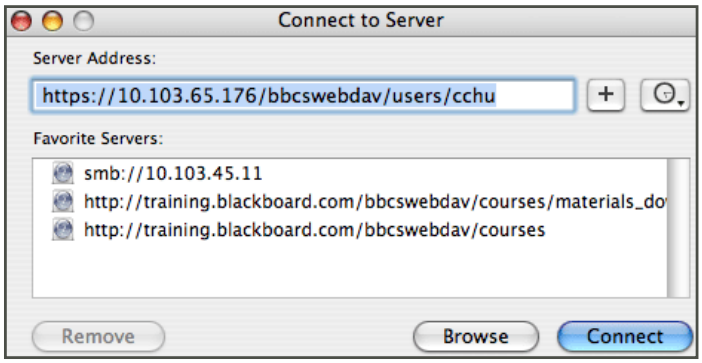
1. **Access Course Files** by clicking Files from the Control Panel. Note that if you license content management you will click **Content Collection**.
2. **Click Setup Web Folders from the action bar.**
3. **Access the Address Needed for WebDAV.**
   - After navigating to the folder that you wish to set up as a Web Folder, click Open Web Folder

   - An instruction box, “Using WebDAV,” appears containing the URL needed for connection. Copy the address so you can paste it in later steps.



   - From the Finder menu, select **Go**, then select **Connect to Server**.





   - In the Connect to Server window, paste the URL you copied into the **Server Address** field. Click **Connect**.

     Note: By clicking the + next to the pasted address, it can be added to Favorite Servers and you will not have to copy the address each time.

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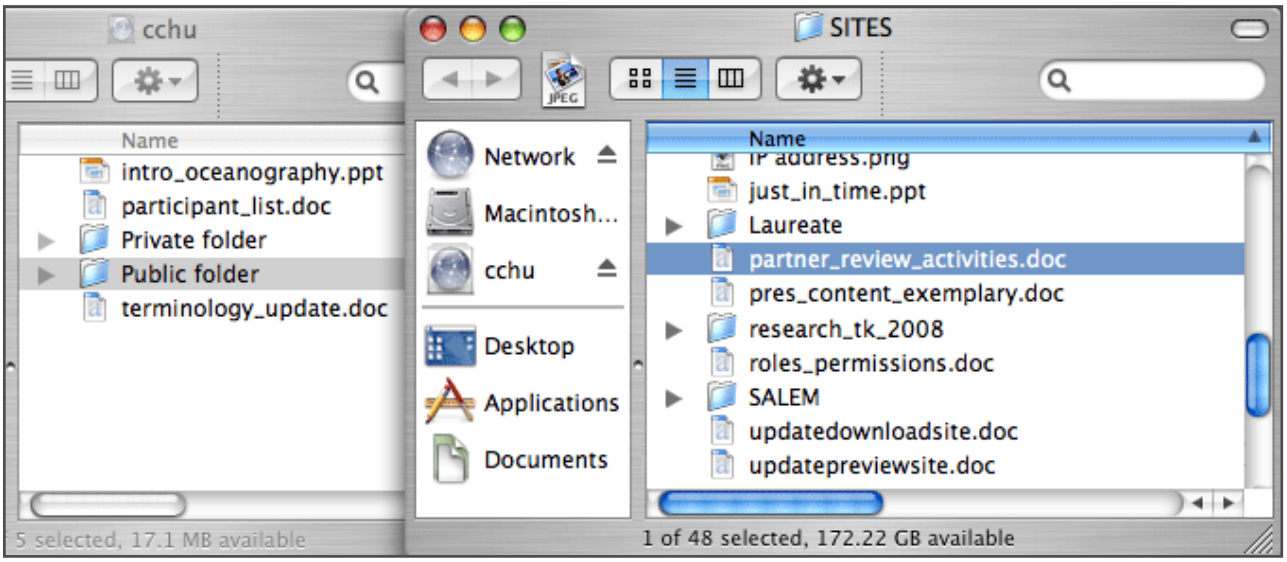
- If the WebDAV File System Authentication window appears, enter your Blackboard Learn login username and password; click OK.

- Once you are connected to the Web Folder, the Mac network icon will appear on your desktop. The icon will have the title of the user if connecting to the My Content folder. Double-click the icon to open the Content Collection folder.

4. Add files to the Mac networked folder.

- After opening the folder on your local computer, locate the file or folder you want to transfer.



- Use the drag-and-drop function to move items between the two folders. Any files you drag into the Web Folder are copied there and will now appear in Course Files, or Content Collection depending on your license.
- When all files have been copied, close the window and drag the Mac network icon to the trash to dismount (disconnect from) the Web Folder. If you do not disconnect, the icon (and server connection) will remain until the computer is shut down. If you are using a computer others use, they will have access to everything in your Course Files or Content Collection folder.

Note: You may see some files appear after using the Web Folder, such as duplicate file names that begin with ._ or .DS Store. Those may be deleted.

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