

## How do I .....? Use WebDAV

### What is WebDAV

WebDAV stands for Web-based Distributed Authoring and Versioning and it is a set of extensions to the HTTP protocol that allows you to collaboratively edit and manage files on remote Web servers. What this means is that WebDAV will allow you to obtain access to files in the LMS as if they were in a folder on your desktop.

It is an efficient and convenient way of maintaining your files without using the LMS interface.

### What do I Need to use WebDAV?

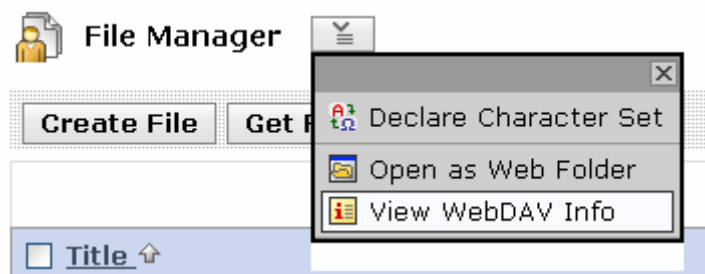
MS Windows ME/2000/XP

Macintosh OSX or download Goliath <http://www.webdav.org/goliath/> which will allow you to make changes to files in the LMS.

### Locating the WebDAV address for your LMS Unit

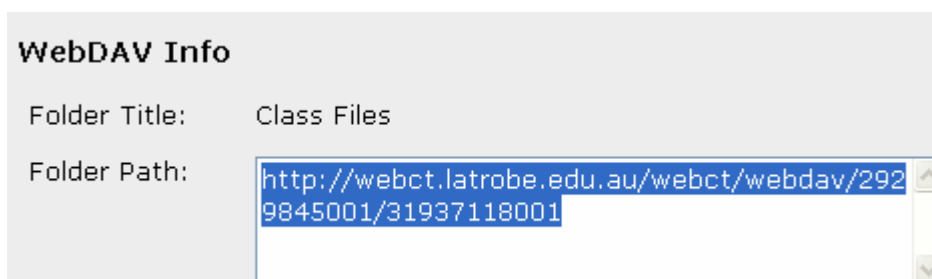
You must have access to the **Build** tab in your LMS unit. Only the Designer role has access to the **Build** tab.

1. From the **Build** tab, select **File Manager**, then select the ActionLink arrow to the right of the words **File Manager** at the top of the screen.



File Manager Dropdown menu

2. Select the option View WebDAV Info. A pop-up window will appear with the address already selected.

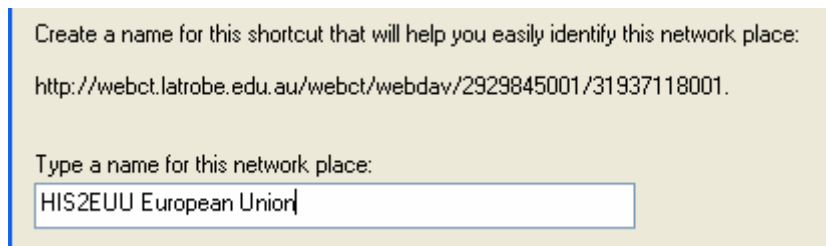


WebDAV Dialogue Box

- Copy the address using your method of preference.

## Add Network Place

- Select the **My Network Places** icon either from your desktop or from the **Start Menu**, then select **Add Network Place**. The **Add Network Place Wizard** will be displayed. Choose **Next**.
- At the next screen, choose **Next**, then paste the copied WebDAV info into the empty field. At this point, you will be prompted for a username and password. The username is the one that you use for the Learning Management System and all other University systems and should be appended with @latrobe.edu.au For example – username is usually JSmith, then the username for a WebDAV connection will be [JSmith@latrobe.edu.au](mailto:JSmith@latrobe.edu.au) There is no requirement for a change to your password.
- At the next screen, type a name for the network place. You'll notice that by default a very long number is already in the field. You might want to replace this with the Unit code and title or your unit in the LMS.



Enter an easily remembered name for the network place

- Choose **Next** and then **Finish**. A folder will appear displaying the contents of your File Manager in the LMS.

Now that you have a WebDAV folder, you can drag files directly from your computer or desktop into this folder. You can then manipulate or link to the files using the toolset of the LMS.

