

How do I transfer files to Resources using WebDAV?

Users can transfer files to Resources using the WebDAV protocol. WebDAV allows users to upload multiple files and folders from their local computer to and from their site Resources.

WebDAV stands for "Web-based Distributed Authoring and Versioning". It is a set of extensions to the HTTP protocol that allows users to collaboratively edit and manage files on remote web servers.

Once users have set up WebDAV for a particular site Resources, their computer will treat the Resources like any other folder on their local system. Users are able to drag and drop files and folders from Resources just as they would in "My Computer" in Windows, or the "Finder" on a Mac.

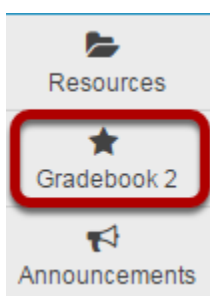
For Windows, users can download AnyClient for WebDAV connections, or set up a connection using the native Windows WebDAV support.

Mac OS X 10.4 (Tiger) and newer supports secure WebDAV connections in the Finder. Mac users can also use Cyberduck or AnyClient.

Depending on your specific operating system version, you may find one method performs better than another.

Note: You may also upload multiple files using the [drag and drop feature](#) in Resources.

Go to Gradebook2.



Select **Gradebook2** from the Tool Menu in your site.

Click Transfer Files.



To locate directions for setting up WebDAV on your computer, click **Transfer Files**.

WebDAV instructions will display.

Transfer Files

The instructions on this page show you how to create a folder on your desktop machine that will allow you to drag and drop files and folders between your computer and this Sakai Resources tool.

This involves using a protocol called **WebDAV**. The WebDAV setup process is different for each operating system. Follow the steps below to get started.

Note: If you simply want to upload files to the Resources tool one by one, click **Site Resources** at the top of the page, then click **Add > Upload Files** to the right of a folder.

When you upload files using WebDAV, you need to check that the copyright notice is set correctly for each file. Do this by using "Set Details" from the "Actions" menu and entering the relevant copyright notice.

Step 1 - Select the following URL, and copy it to your clipboard:

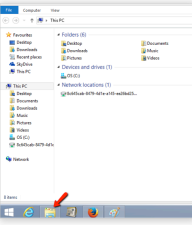
<http://sakai.merit.edu:8080/sakai/resources>

Step 2 - Select your operating system below and follow the setup instructions:

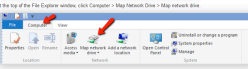
Windows 6/7 | **Windows 7** | Mac | Other systems

Setting up WebDAV for Windows 6/7

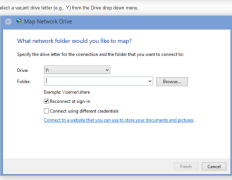
1. First you need to register to the desktop. On Windows 6/7, click the Desktop icon.
2. From the Desktop, click File Explorer and make sure "This PC" is selected in the left hand pane.



3. At the top of the File Explorer window, click Computer > Map Network Drive > Map network drive.



4. Select a vacant drive letter (e.g., 'Y') from the Drive drop-down menu.



5. In the Folder field, type or copy and paste the URL for this site (shown above). Click Finish.
6. When prompted, enter your username and password and click OK.
7. You can now drag files and folders to and from your computer and the site Resources folder.

Alternate method of setting up WebDAV on Windows

If the process above proves connection errors, you may be able to utilize the WebDAV functionality to access your files using a free third party client called **Calibre**.

[Calibre](#)

This displays links to directions for setting up WebDAV for your computer's operating system. Locate your operating system in the list of supported systems shown, and follow the instructions provided for setting up WebDAV on your computer.