Login to WebCT

Choose WebDAV.info

Locate the appropriate course

Highlight the URL for the course files

Right click over the highlighted URL and click-on Copy

WebDAV allows for files to be “dragged and dropped” from the local computer to the WebCT server, eliminating the need to perform the upload procedure.
Scroll to the top of the page and logout of WebCT, if desired

Locate and select My Network Places

Click-on Add a network place

In the Add Network Place Wizard, choose

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Choose Choose another network location

Choose

Right click in the Internet or network address: box

Click-on Paste

The URL will appear in the box.

Choose
Type the WebCT ID and password into the connect window

Choose

Type a name for the course

Choose

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To open this network place when finished, have the ✓ marked

Choose Finish

Type a WebCT ID and password to access the network place

Choose OK

The files for that course will display
Files can now be "dragged and dropped" directly into the course "My Files" on the server from the saved location, i.e. My Documents.

Repeat these steps for each course for which you wish to drag and drop files.

If you work from home and want to have drag and drop capabilities there, these steps will need to be repeated from that computer.