

WebDAV - Uploading in bulk!

How to upload multiple files and folders into the MLE

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Using WebDAV it is possible to upload multiple files and even whole folders into any yellow folder on the MLE!

What is WebDAV?

WebDAV stands for: Web-based Distributed Authoring and Versioning! WebDav is a protocol similar to FTP that allows easy access to file space in digitalbrain. With the creation of a Network Place or “Web Folder” on your computer files and folders from the computer or network to be copied or saved directly into the digitalbrain folder. The conventional uploading method in Digitalbrain restricts uploads to five files at a time. The process is very similar to copying and pasting folders in Windows Explorer.

Note

To set up a WebDAV connection you must have a certain level of access rights over the computer, at school or college your network log in is unlikely to give you enough rights and you will need to speak to the network manager to ask for your rights to be extended or for them to WebDAV your files for you. At home or on a laptop you will have the required rights if you are logged in as administrator of that machine.

Where and what can I WebDAV?

It is possible to WebDAV into any yellow folder, e.g.

- Your webspace
- The portal webspace
- A course or community’s resources folder
- A student can WebDAV into their ‘my work’ folder
- A documents folder within a learning module folder

Any files or folders can be WebDAV’d and there is no size limit. Unusual characters such as plus signs + in document names can cause problems when uploading.

A warning on where to upload

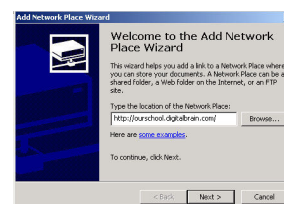
As WebDAV is not a Digitalbrain tool it will not always understand what a course or community is and may delete files already in their resources folders. When uploading files into a resources folder that already contains files it is advisable to WebDAV into your webspace and then cut and paste the files and folders into the appropriate resources folder.

STEP 1 - Create a Web Folder in Windows

1. In Digitalbrain open the folder to be WebDAV’d into.
2. From the address bar at the top of the Internet window, highlight the address, right mouse click and click **COPY**.
3. Minimise the Internet browser window.
4. If using Windows 95/98 navigate to My Computer>Web Folders and double click “Add Web Folder”

If using windows NT/2000, navigate to My Network Places and double click on “Add Network Place”.

From Windows XP click onto the Start menu and choose My Network Places and “Add a Network Place”.



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5. A wizard will now open, follow the instructions until you are asked for the Internet or network address. Paste in the address you just copied from Digitalbrain, right click the mouse and press paste.
6. Delete the ?verb=list at the end of the address, the last thing in the address should be a /
7. Name the web-folder, e.g. my webspace and click 'finish'.
8. At this point you will be asked to enter a Network Password in the box below. This is your **Digitalbrain username and password** to access the folder you are creating the WebDAV to.



STEP 2 - Upload Files and Folders with WebDav

1. A web folder will now exist in 'network places'. On the computer's desktop open the Network Place and the folder you wish to copy files from.
2. Simply drag the folders and files to be copied from their location on the computer into the network place.
3. When requested enter the Digitalbrain username and password; there is no need to be logged into Digitalbrain on the Internet. The files and folders will now be uploaded into your digitalbrain space.

Delete files from a Network Place

As well as adding further files to a network place it is possible to open the network place and delete files from it, again your Digitalbrain username and password will be required.

Problems with Windows XP

Digitalbrain are aware of a design fault in Microsoft's use of WebDAV. If the network place will not establish itself when using XP please add an 's' after the http to the network address once it has been pasted in.

For example

<http://portalname.digitalbrain.com/dbmaterial/web/training/help/training/documents/>

Will become:

<https://portalname.digitalbrain.com/dbmaterial/web/training/help/training/documents/>

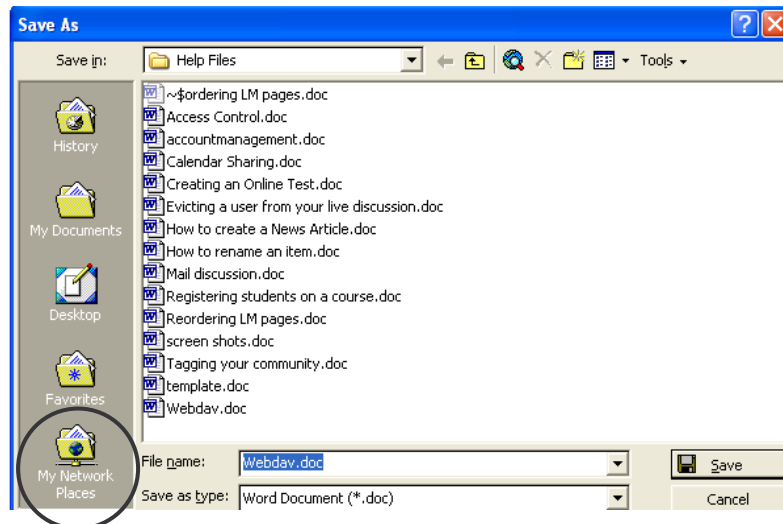
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To save from an application into a network place

Once a network place has been created it is possible to save a file directly into it from an application such as Word or Excel.

1. Save the file as normal; the 'Save As' dialogue box will open



2. Click onto the 'My Network Places' icon on the left.
3. Open the appropriate network place.
4. Name the file and click **Save**.