v2*Vault Instructor Guide
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V2*Vault Help & Support
What is V2*Vault?

The v2*Vault is a repository storing all courses taught in Classes*v2 from Fall 2005 - Spring 2017. This repository will be available until May 31, 2019 for all faculty to access old course sites. Instructors can use the v2*Vault to keep a copy of old Classes*v2 course materials.

In the Summer of 2017, we completed the process of migrating the most recent copy of every unique course taught since Fall 2008 by each instructor. These courses will be available in a read-only format within your past enrollments within Canvas @ Yale. See our help article to learn more about the Bulk Migration.

To access your course sites, click on the "My Active Sites" button at the top of the screen and then click on the course title from the resulting list.

If you have questions regarding V2*Vault, please contact classesv2@yale.edu.

Note: Students and Faculty will maintain access to Classes*v2 until May 31, 2019.
Course Archiver Tool

The v2*Vault is a repository storing all courses taught in Classes*v2 from Fall 2005 - Spring 2017. This repository will be available until May 31, 2019 for all faculty to access old course sites. Instructors can use the v2*Vault keep a copy of old Classes*v2 course materials. This Course Archiver tool will create a zip file of the course content from the tools you select below. Content will be organized into folders by tool name and navigable by an index.html page. The Gradebook and Photo Roster are the only student content that will be included in the archive.

Go to the course site you would like to archive, then follow the steps below:

1. Click on “Course Archiver” from to course navigation on the left-hand side.

💡 NOTE: Please keep in mind your responsibility to protect the confidentiality and security of any materials downloaded from Classes*v2 which identify students in particular Yale classes. You may use Secure Box @ Yale for storage of FERPA-protected educational records. If you have questions regarding proper use and protection of student records, please refer to the following guidance provided by the University:

[The Family Educational Rights and Privacy Act: Guidance for Members of the Faculty and Staff]

[Protect Your Data]
2. Select the tools that you would like to include in the archive by clicking on the checkbox in front of each tool.

3. Click “Create.”

💡 NOTE: A folder within the zip file of each tool selected will be created, even if there is no content within the tool that you selected.
4. Click on “Archive history tab.”
5. Click the “Download” link next to the completed archive status.

This will download a zip file to your local computer. Once you open the zip file, you will find an index.html file and a folder for each tool you selected.
NOTE: To obtain additional student work from this course, please use the Student Work Archive Request form.

To learn how to use the course archive file once downloaded, please see this help article: How to Use Course Archive Once Downloaded.
How to Use Course Archive Once Downloaded

This article is intended to describe how to utilize the Course Archive file once it is downloaded onto your computer. In order to use the Course Archiver Tool, please see this help document: Course Archiver Tool.

⚠️ NOTE: Please keep in mind your responsibility to protect the confidentiality and security of any materials downloaded from Classes*v2 which identify students in particular Yale classes. You may use Secure Box @ Yale for storage of FERPA-protected educational records. If you have questions regarding proper use and protection of student records, please refer to the following guidance provided by the University:

The Family Educational Rights and Privacy Act: Guidance for Members of the Faculty and Staff

Protect Your Data

Open Downloaded Zip File

1. Open your course archive from your downloads.
2. Once the zip file is open, if you are using a PC, click "extract all".
3. Click on the index.html file.
Once you open the index.html file, you will see a folder structure for your v2 course. Each folder can be expanded to show the information in each folder.
NOTE: To obtain additional student work from this course, please use the Student Work Archive Request form.
How Can I Archive Student Data

Only instructors of record can request student data to be archived from the v2*Vault by submitting the Student Data Archive Request Form.
How do I create a zip archive of My Workplace?

Go to Resources.
Select the Resources tool from the My Workspace menu.

Click Actions, then Compress Zip Archive.

To the right of the folder you want to zip archive, from the Actions drop-down menu, select Compress to ZIP Archive.

This creates a zip file. To download this zip file onto your computer, just click on the file link and it will automatically download.
How to Add Users to Course in V2*Vault

For the v2*Vault, we have removed the ability to add participants to courses as this is meant to be in a “read-only” state. Only instructors and TAs can be added by admins, and these individuals can only be added with the instructor of record or department admin's permission.

If people need to add users, please have them contact classesv2@yale.edu.

For more information on the v2*Vault, please see our help article.
We have completed process of migrating the most recent copy of every unique course taught since Fall 2008 by each instructor. These courses will be available in a read-only format within your past enrollments within Canvas @ Yale.

Note: Only faculty content was migrated- no student submissions have been migrated into Canvas.

Note: Students and Faculty will maintain access to Classes*v2 until May 31, 2019.

Note: Courses that have been migrated over but you do not plan on using can be ignored.

This article will cover:

- Examples of What Will be Migrated
- How to Access Your Migrated Course
- How to Request More Courses to be Migrated to Canvas
- How to Copy a Canvas course into another Canvas course
- What Tools Were Included
- Excluded Tools
- Audio and Video Files
- How to get support

Examples of What Will be Migrated:

- If you taught the same course every year for 8 years, you would get one copy of that course, the most recent version.
- If you taught a different course every year for 8 years, 8 different courses would transfer.
- If the same course is taught by a different person each year for 8 years, 8 copies would come over, with the different instructors enrolled in their respective course.
How to Access Your Migrated Courses:

To view your past courses, click the "Courses" button in the Global Navigation bar and select "All Courses". For more information, please refer to our help article: How to View Classes*v2 Migrated Courses.

How to Request More Courses to be Migrated to Canvas:

In some unique situations, you may want to retain all your Classes*v2 versions of the courses taught. Some examples could be independent studies, seminars, and different readings/topics used throughout the years.

To request more courses to be migrated, please submit the Course Migration Request form for each course (including the course URL) that you would like migrated over.

How to Copy a Canvas course into another Canvas course:

Since the migrated courses are in a read-only state, to edit, revise, or utilize the information, you will need to copy the migrated course into the active course. To do so, please read our help article: Copy Content from One Canvas Course into Another Canvas Course. By default, you are given 500 MB of space within your Canvas course. For any reason you feel you need more space, please email canvas@yale.edu and we are happy to assist you.

Note: If you receive errors within the copying of the migrated course, please contact canvas@yale.edu with the course information and error message for support.

What Tools Were Included:

Assignments → Assignments

- All assignments were migrated into the Assignments tool in Canvas with due dates, points, and closed status.
- Assignment attachments were migrated into Files in a folder labeled “assignments.”
  - Some file types may not have migrated properly - please double check any of these file types that you may have had in your Classes*v2 course.

Forums → Discussions

- Forums moved over as a discussion with a “Forum -” prefix.
- Topics moved over as a discussion as-is.
• The order (top-bottom) of Forums and Topics were maintained in Canvas.
• Both Forums and Topics are at the same level in Canvas as Canvas does not have the same Forum > Topic hierarchy as Classes*v2.
• Forums/topics that were in “draft” state in v2 come over to Canvas without that designation.

Home → Home

• Homepage descriptions and HTML pages migrated over as-is.
• Homepage files / images are migrated into Files in a folder labeled “home” and linked to from Home.
• Note: Images may looked skewed due to the more narrow content area in Canvas. Therefore, images may need to be resized.
• Redirects did NOT migrate over.
  • Alternative - Please go back into the Classes*v2 course to capture the URL.

Syllabus → Syllabus

• HTML syllabi migrated over as-is.
• Syllabus attachments were migrated into Files in a folder labeled “syllabus” and linked to from the Syllabus tool.
• Redirects did NOT migrate over.
  • Alternative - Please go back into the Classes*v2 to capture the URL.

Resources → Files

• All resource folders and files migrated over into Files in a folder labeled “resources.”
• Folder structure remained intact
• Active website links migrated over in an HTML page. Broken web links DID NOT migrate over.
• Resources pointing to a local file (ex. file/C:) DID NOT migrate over.
• Note: The folder from Classes*v2 will have the original folder name rather than the name of the folder that it was changed to.
• Note: resource folders with parenthesis may create more than one folder for subfolders and individual files.

💡 For more information on the Canvas tools listed above:

• How to Create Assignments
• How to Created Discussions
• How to Set Your Home Page
• How to Create your Syllabus
• How to Add Files to Resources
Excluded Tools

Announcements - These were NOT part of the bulk migration
- You can request migration by using the content migration form.

Tests & Quizzes - These were NOT part of the bulk migration
- You can request migration by using the content migration form.

Media Library - These were NOT part of the bulk migration
- You can request these materials by using the content migration form.

For announcements, tests & quizzes, and the media library, please submit the content migration form to have these tools migrated over.

Audio and Video Files

Canvas Files

Video and media files should be uploaded into the Media Library tool and not into Files. If you have some media files within the Files area, you can download the files from Files onto your computer to be able to upload into the Media Library. Please see this help document to download a file within your Canvas course.

Media Gallery in Classes*v2

The audio and videos within your Media Gallery/Media Library was not part of the bulk migration. In order to have your Media Gallery/Media Library content migrated from Classes*v2 to Canvas, please see the articles below. If you would like assistance with migrating your media files, please submit the content migration form.

For more information on managing your media files in Canvas:
- How do I add media files to the media library?
- How do I find and move content that was in Media Gallery?
- How do I migrate Media Library course content from Canvas Course to Another?
How to get support:

- Local Canvas @ Yale Support: email canvas@yale.edu
- Help documentation: help.canvas.yale.edu
- Request Forms & Support Information: canvas.yale.edu/help
- Consultations: One-on-One Consultations
- 24/7 Support from Instructure: 1-855-308-2813
- Register for a Workshop: ctl.yale.edu/canvas-workshops

💡 For more information on how to prepare your course for the term, please see the links below:

- Quick Start Guide for Instructors
- Beginning of Term Checklist
Resources
What is the Resources tool?

The Resources tool allows instructors to share a wide variety of files with their students within a site. Individual users may also have Resources within their personal My Workspace area.

Instructors or site owners can upload files (for instance, word processing documents, spreadsheets, slide presentations, audio and videos), as well as create and post HTML (web) pages, simple text documents, library citations, and share links to useful web sites.

Instructors or site owners can organize these files and links into folders and subfolders making it easier for students to locate and access items. Folders and files in Resources can be moved or reordered within a site or copied from one site to another.

Files and folders can display contextual remarks, can be shown, hidden or viewable only during specific dates and times. Instructors can automatically notify site members by email that an item has been added to Resources.

Resources also allows users to upload multiple files using the Drag and Drop interface, or using the WebDAV protocol.

To access this tool, select Resources from the Tool Menu in your site.
Example of a Resources page.
How do I navigate the Resources tool?

There are a number of controls that determine the display of the Resources tool, making it easier to maneuver about within the tool space.

Go to Resources.

Select the **Resources** tool from the Tool Menu of your site.

Reset

Clicking **Reset** will always return the Resources display to the root level with all the folders closed.
Plus / Minus

Clicking **Plus** + will open a folder, within the view of all of the folders. Clicking **Minus** - will close a folder.

Folder View
Clicking on the name of any folder will isolate the display to just the contents of that folder.

**Breadcrumb Trail**

![Breadcrumb Trail Diagram]

When a folder or subfolder is isolated, a breadcrumb trail of links allows users to navigate the folders.

**Expand All / Collapse All**

![Expand All / Collapse All Diagram]
Clicking **Expand All** will open up and display the contents of all folders and subfolders. Clicking **Collapse All** will close all folders and subfolders.

Expand All / Collapse All is a toggle button. Clicking it once will expand the display; clicking it again will collapse the display.
How do I create folders?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Add, then Create folders.

To the right of the site's root folder, from the Add drop-down menu, select Create folders.

This displays the Create Folders page.
Enter the name of the folder.

Add multiple folders. (Optional)

If you would like to create multiple folders, click Add another folder.

*Note: You can add as many folders as you want by clicking "Add another folder".*
Click Create Folders Now.

To create the folder(s) in Resources, click Create Folders Now.

This returns the display to the Resources page with the newly created folder(s) displayed.
View folders in Resources.

Notice that the folders are displayed slightly indented to the root folder.
Create subfolders. (Optional)

To create a subfolder within a folder, from the Add drop-down menu, select Create Folders to the right of the parent folder.

This displays the Create folders page.
Enter a title for the subfolder.

Create multiple subfolders. (Optional)

If you would like to create multiple subfolders, click Add Another folder.

Note: You can add as many subfolders of a folder as you want by clicking "Add another folder".
Click Create Folders Now.

To create the subfolder(s) in Resources, click **Create Folders Now**.

This returns the display to the Resources page with the newly subfolder(s) displayed within the main folder.
View subfolders in Resources.

Notice that the subfolders are displayed slightly indented to the parent folder.
How do I create a zip archive file in Resources?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Actions, then Compress Zip Archive.

To the right of the folder you want to zip archive, from the Actions drop-down menu, select Compress to ZIP Archive.

This creates a zip file.
Zip file contents.

The zip file contains a copy of all of the subfolders and files inside the selected folder.

*Note: The zip file is named the same as the Resource folder that was compressed. By default, the zip file is placed inside of the root folder of the site.*
How do I move a file or folder within Resources in the same site?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

**Method 1: Click Actions, then Move.**

To the right of the file or folder you want to move, from the Actions drop-down menu, select **Move**.

This places the Resource page in a temporary display state to facilitate the moving of a file or folder. (Click Reset to cancel)
Click Actions, then Paste Moved Items.

To the right of the folder you want to move the file or folder to, from the Actions drop-down menu, select Paste Moved Items.
View moved file in new location.

This returns the display to the Resources page with the file or folder now moved to the other folder.
Method 2: Click Actions, then Move.

To the right of the file or folder you want to move, from the **Actions** drop-down menu, select **Move**.

This places the Resource page in a temporary display state to facilitate the moving of a file or folder. (Click Reset to cancel)
Click the clipboard icon.

To the right of the folder you want to move the file or folder to, click the clipboard icon.
View moved file in new location.

This returns the display to the Resources page with the file or folder now moved to the other folder.
Method 3: Select multiple items, then click Move.

Check the boxes to the left of the files or folders you want to move to select several items at once, then click Move.

This places the Resource page in a temporary state to facilitate the moving of a file or folder. (Click Reset to cancel)
Click the clipboard icon.

To the right of the folder you want to move the files or folders to, click the clipboard icon.
View moved files in new location.

This returns the display to the Resources page with the files or folders now moved to the other folder.
How do I copy a file or folder within Resources in the same site?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Method 1: Click Actions, then Copy.

To the right of the file or folder you want to copy, from the Actions drop-down menu, select Copy.

This places the Resource page in a temporary display state to facilitate the copying of a file or folder. (Click Reset to cancel)
Click Actions, then Paste Copied Items.

To the right of the folder you want to copy the file or folder to, from the Actions drop-down menu, select Paste Copied Items.
View copied item.

- Poetry 101 Resources
- PowerPoints
- Lecture01_PoeticForms.ppt
- Lecture02_19thCenturyPoets.ppt
- Lecture03_20thCenturyPoets.ppt
- Readings
- Week_1_Readings
- AmericanPoets.pdf
- APoetsJourney.pdf
- Lecture01_PoeticForms.ppt
- RobertFrost_AtTufts1915.pdf

This returns the display to the Resources page with a copy of the file or folder in the other folder.
Method 2: Click Actions, then Copy.

To the right of the file or folder you want to copy, from the Actions drop-down menu, select Copy.

This places the Resource page in a temporary display state to facilitate the copying of a file or folder. (Click Reset to cancel)
Click the clipboard icon.

<table>
<thead>
<tr>
<th>Poetry 101 Resources</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] PowerPoints</td>
<td>[ ] Add</td>
<td>[ ] Actions</td>
</tr>
<tr>
<td>[ ] Lecture01_PoeticForms.ppt</td>
<td></td>
<td>Actions</td>
</tr>
<tr>
<td>[ ] Lecture02_19thCenturyPoets.ppt</td>
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<td>Actions</td>
</tr>
<tr>
<td>[ ] Lecture03_20thCenturyPoets.ppt</td>
<td></td>
<td>Actions</td>
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<tr>
<td>[ ] Readings</td>
<td>[ ] Add</td>
<td>[ ] Actions</td>
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<tr>
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<td></td>
<td>Actions</td>
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<tr>
<td>[ ] APoetsJourney.pdf</td>
<td></td>
<td>Actions</td>
</tr>
<tr>
<td>[ ] RobertFrost_AuTufts1915.pdf</td>
<td></td>
<td>Actions</td>
</tr>
</tbody>
</table>

To the right of the folder you want to copy the file or folder to, click the clipboard icon.
View copied item.

This returns the display to the Resources page with a copy of the file or folder in the other folder.
Method 3: Select several items, then click Copy.

Check the boxes to the left of the files or folders you want to copy, then click Copy.

This places the Resource page in a temporary state to facilitate the copying of a file or folder. (Click Reset to cancel)
Click the clipboard icon.

To the right of the folder you want to copy the file or folder to, click the clipboard icon.
View copied item.

This returns the display to the Resources page with a copy of the files or folders in the other folder.
How do I copy a Resources file or folder from one site to another site?

Instructors can copy a Resource file or folder from one site to another site.

Go to Resources.

Select the Resources tool from the Tool Menu of the destination site.

Click Copy Content from My Other Sites.

This displays the Resource folders located in your other sites.
Navigate to the folders or files you want to copy.

If you need to expand folders to find your files, click the folder with the plus sign icon next to the folder title to expand it and view the contents. A folder that is already expanded will appear open with a minus sign on it.
Select the files or folders you would like to copy, then click Copy.

This places the Resources page into a temporary display state to facilitate the copying of files (Click reset to cancel).
Click the clipboard icon.

To the right of the folder you want to copy the files or folders to, click the clipboard icon.
View copied files.

This places a copy of the files or folders into the Resources folder on the other site.
How do I reorder files or folders within Resources?

Go to Resources.
Select the Resources tool from the Tool Menu of your site.

**Files: Click Actions, then Reorder.**

To reorder the files in a folder, to the right of the folder, from the Actions drop-down menu, select Reorder.

This displays the folder Reordering page.
Reorder items and Save.

Click and drag the items into the desired order, then click Save.

View reordered items.

This reorders the placement of the files in the folder.
Folders: Click Actions, then Reorder.

To reorder the folders on a site, to the right of the root folder, from the Actions drop-down menu, select Reorder.

This displays the folder Reordering page.
Reorder items and Save.

Click and drag the items into the desired order, then click **Save**.

View reordered items.

This reorders the placement of the folders on the site.
How do I remove a file or folder in Resources?

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Method 1: Select the item(s), then click Remove.

To remove a Resource file or folder select the item(s) by checking the boxes next to each one to be removed, then click Remove.

This displays the Remove confirmation page.
Click Remove again to confirm.

<table>
<thead>
<tr>
<th>Poetry 101: Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you sure you want to remove the following item(s)?</td>
</tr>
</tbody>
</table>

Remove confirmation...

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>LewisCarroll_Jabberwocky.htm</td>
</tr>
<tr>
<td>WaltWhitman_AChildSaid.docx</td>
</tr>
</tbody>
</table>

![Remove] ![Cancel]

Items are removed.

<table>
<thead>
<tr>
<th>Poetry 101 Resources</th>
<th>Add</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Readings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Week_1_Readings</td>
<td></td>
<td></td>
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<tr>
<td>☐ AmericanPoets.pdf</td>
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<td></td>
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<tr>
<td>☐ APoetsJourney.pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ RobertFrost_AtTufts1915.pdf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Week_2_Readings</td>
<td>Add</td>
<td>Actions</td>
</tr>
</tbody>
</table>

*Note: If you remove a folder, all of the items inside the folder are also removed.*
Method 2: Click Actions,, then Remove.

To the right of the file or folder you want to remove, from the Actions drop-down menu, select Remove.

This displays the Remove confirmation page.

Click Remove again to confirm.
The Item is removed.

This removes the item from Resources.

*Note: If you remove a folder, all of the items inside the folder are also removed.*
How do I add and display contextual information about a file or folder?

Users can add a description to files and folders in Resources. Site participants can view these descriptions by clicking on the information icon located to the right of the item.

Go to Resources.

Select the Resources tool from the Tool Menu of your site.

Click Actions, then Edit Details.

To add contextual information, to the right of the file or folder, from the Actions drop-down menu, select Edit Details.

This displays the item's Edit Details page.
Enter details, then Update.

Enter (or paste) a description of the file or folder in the Description box, then click Update.

View item details.

The description is now available to participants by clicking on the information icon.
How do I upload or download multiple resources?

Users can upload/download multiple resources using the WebDAV protocol. WebDAV allows users to transfer 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.

For Mac OS X we do not recommend the Finder to configure WebDAV. Mac users can use Cyberduck or AnyClient.

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

Get your Classes*v2 course site URL

1. Select the Resources tool from the Tool Menu of your site.
2. Click Upload-Download Multiple Resources.
3. Copy the WebDAV address (which begins https://classesv2.yale.edu/dav...). You can copy that address to your computer's clipboard by selecting it with your cursor, then right-clicking on it and selecting Copy. You can also copy the address by selecting it with your cursor and clicking on the browser's Edit menu and selecting Copy.

Setting up WebDAV for Mac using Cyberduck

Note: There must be at least one object (file, folder etc.) in the course or project resource area before you begin the setup procedure. This procedure needs to be done once for each site before you can use WebDAV to transfer files to and from any one site.
1. Get your course site URL by following the instructions above.
2. Download the Cyberduck WebDAV client.
   - For OS X version 10.5 and later, download the most recent software at: http://cyberduck.ch/
   - OS X versions before 10.5, download the Cyberduck WebDAV client at: http://update.cyberduck.ch/Cyberduck-2.8.5.dmg
3. Download the most recent software at: http://cyberduck.ch/
4. Decompress the file and double-click on the .dmg file. (Depending on the configuration of your decompression software, the disk image may automatically mount.)
5. A disk image with a name similar to Cyberduck-2.8.5 should now be available. Simply drag and drop the folder from the disk image to your Applications folder.
6. Open the Cyberduck application in your Applications folder.
7. Click the Open Connection button.
8. Select WebDAV
9. In Server, type (or copy and paste): hostname
10. In Port, type (or copy and paste): 80
11. Type in your netid and password
12. Click on More options and type (or copy and paste) in Folder the last part of the "Step 1" URL: dav/xxxx-xxxx-xxxx
13. Now click on Connect.

You will now see a window on your Mac screen that represents the resources that are in your site. Simply drag and drop between this window and other Finder windows on your Mac to transfer files to and from your Sakai site's resources folder.

Setting up WebDAV for Windows 8

Note: There must be at least one object (file, folder etc.) in the course or project resource area before you begin the setup procedure. This procedure needs to be done once for each site before you can use WebDAV to transfer files to and from any one site.

1. Get your course site URL by following the instructions above.
2. In Windows 8, click the Desktop icon.
3. From the Desktop, click File Explorer.
4. At the top of the File Explorer window, click Computer > Map Network Drive > Map network drive.
5. Select a vacant drive letter (e.g., Y) from the Drive drop down menu.
6. In the Folder field, type (or copy and paste) the URL for this site you copied earlier. Click Finish.
7. When prompted, enter your netid and password and click OK.
8. You can now drag files and folders to and from your computer and the site Resources folder.
Setting up WebDAV for Windows 7/Windows Vista

**Note 1:** There must be at least one object (file, folder etc.) in the course or project resource area before you begin the setup procedure. This procedure needs to be done once for each site before you can use WebDAV to transfer files to and from any one site.

**Note 2:** Use of Sakai's WebDAV functionality on *Windows Vista* requires that you have Vista Service Pack 2 installed. If you do not yet have Service Pack 2 installed, please run Windows Update by clicking **Start > All Programs > Windows Update**.

1. Get your course site URL by following the instructions above.
2. From the desktop or the Start menu, click **Computer**.
3. At the top of the window, click **Map Network Drive**.
4. Select a vacant drive letter (e.g., Z) 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 netid and password and click **OK**.
7. You can now drag files and folders to and from your computer and the site Resources folder.

When the setup process is complete, the course or project resources folder will appear under Computer as a drive, where it will act just like any other drive in Windows Explorer. You can now drag files and folders to and from your computer and the site's Resources folder.

**Alternate method of setting up WebDAV on Windows Vista/Windows 7**

If the process above yields connections errors, you may be able to utilize the WebDAV functionality to access your files using a free third-party client called **AnyClient**. Follow this process to download, install, and configure AnyClient.

1. Get your course site URL by following the instructions above.
3. Run the **install.exe** file and complete the setup wizard.
4. If the installer did not automatically launch AnyClient, click **Start > All Programs > AnyClient > AnyClient** to open AnyClient.
5. Click **Connect** at the bottom-left corner.
6. Click **New** at the bottom-left corner and give this connection a meaningful name on the left menu (e.g., *History 101 Resources*).
7. In the **Host** dialog box, type (or copy and paste) the path as shown above in **step 1**.
8. Type in your netid and password.
9. In the **Connection type** drop box, select WebDAV.
10. Click **Save** at the bottom of the window to save this connection for future use and click **Connect**.
Setting up WebDAV for Linux (Gnome)

**Note:** Some versions of Linux might have problems accessing My Workspace's resources, but the access to all other sites types will work fine (course, project, etc.).

1. Get your course site URL by following the instructions above.
2. Go to Places > Connect to Server...
3. In **Service type** select WebDav .
4. In **Server**, type (or copy and paste): hostname
5. In **Port**, type (or copy and paste): 80
6. In **Folder**, type (or copy and paste) the last part of the "Step 1" URL: `dav/xxxx-xxxx-xxxx`
7. Check the option **Add bookmark**
8. In **Bookmark name**, supply the name of the folder to create under "Network" and click **Next**.
9. Now click on **Connect**.
10. Finally, you will be asked to supply your password.

You will now see a new drive under **Places**. This represents the resources in your site. It will act like any other folder on your computer. You can now drag and drop files into or out of this window and delete files by dragging them to the Trash.

Setting up WebDAV for Linux (KDE)

**Note:** There are some versions of Linux that might have problems accessing My Workspace's resources, but the access to all other sites types will work fine (course, project, etc.).

1. Get your course site URL by following the instructions above.
2. Open the file manager (*Dolphin*).
3. On the left side, in **Places**, choose **Network**.
4. Click on **Add network folder**.
5. Check **web folder (webdav)** and click on **Next**.
6. In **Name** supply the name of the folder to create under "Network" and click **Next**.
7. In **User** supply your Sakai username.
8. In **Server**, type (or copy and paste): hostname
9. In **Folder**, type (or copy and paste) the last part of the "Step 1" URL: `dav/xxxx-xxxx-xxxx`
10. If the URL uses HTTPS, check the option **Encoded**, and the port will change automatically to 80.
11. Check the option **Create an icon for this remote folder**.
12. Now click on **Save and connect**.
13. Finally, you will be asked to supply your Sakai password.

You will now see a new drive under **Network** inside the file manager (*Dolphin*). This represents the resources in your site. It will act like any other folder from your computer. You can now drag and drop files into or out of this window and delete files by dragging them to the Trash.
Setting up WebDAV for Linux (console)

1. Get your course site URL by following the instructions above.
2. Open a new terminal.
3. Type in the command `cadaver URL from Step 1`
4. You might be asked to accept a certificate.
5. Type in your Sakai username and password.
6. Now you can download and upload documents from the command line.

Type `help` for all available commands.