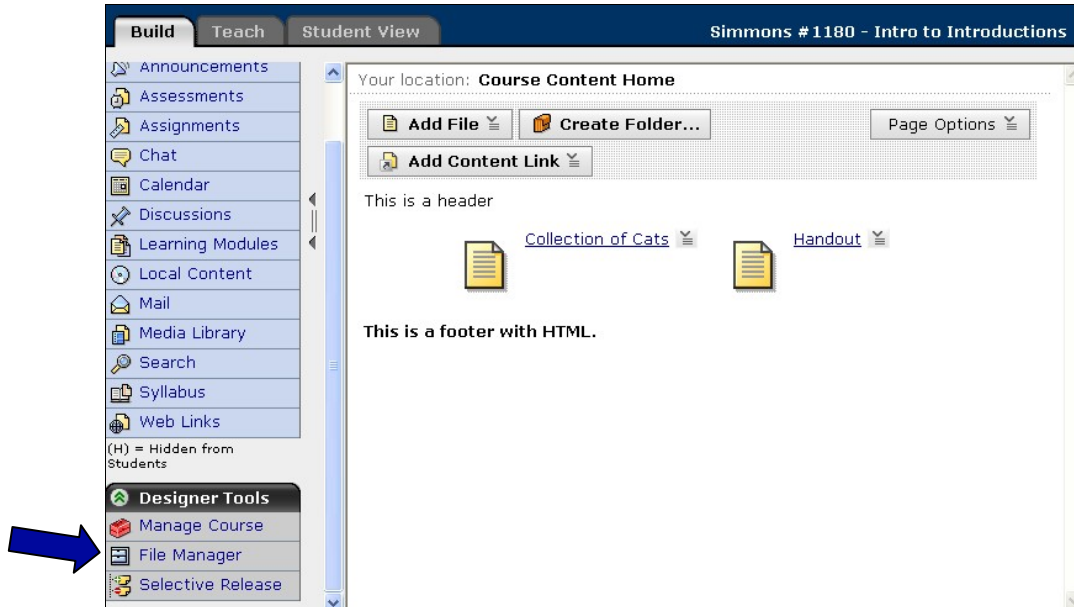


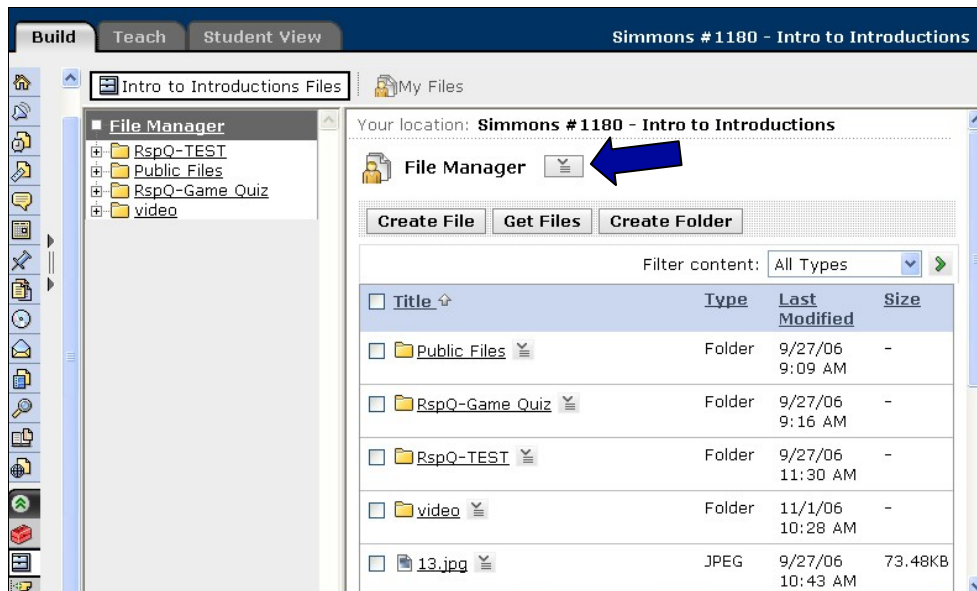
How to Add Files via WebDAV

1. In your Blackboard course, scroll down and select the **File Manager** link from the **Build** tab.

Note: WebDAV currently only works with Internet Explorer.

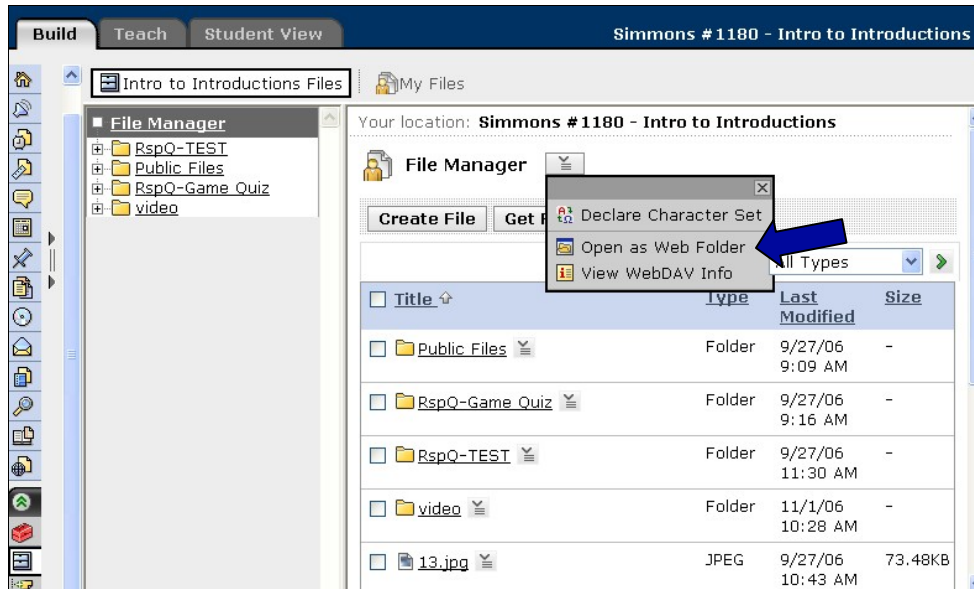


2. Select the **action link** next to **File Manager**.



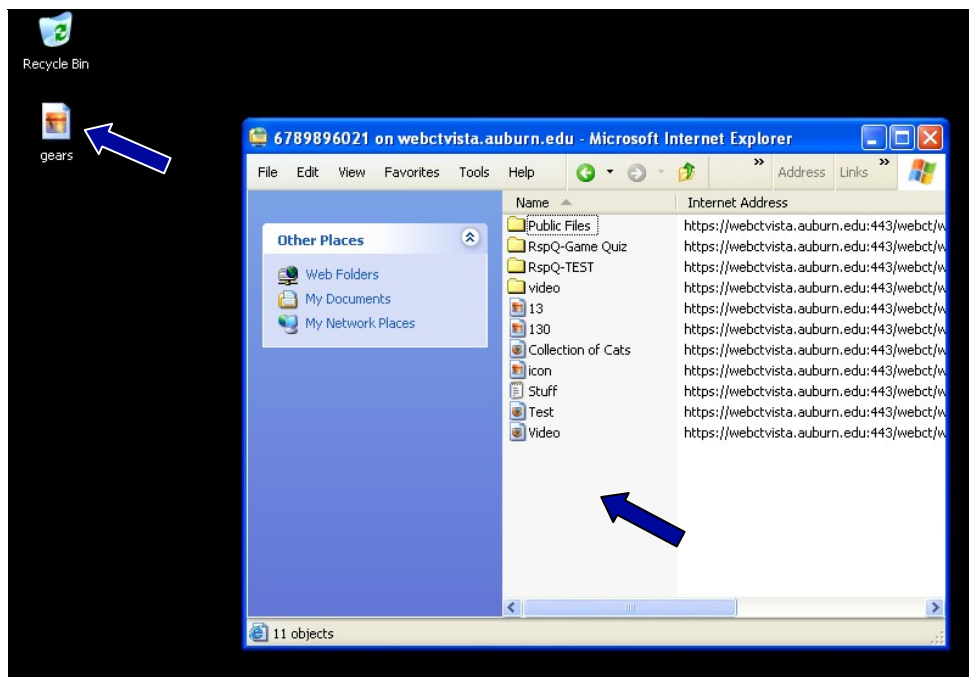
How to Add Files via WebDAV

3. Select **Open as Web Folder**.



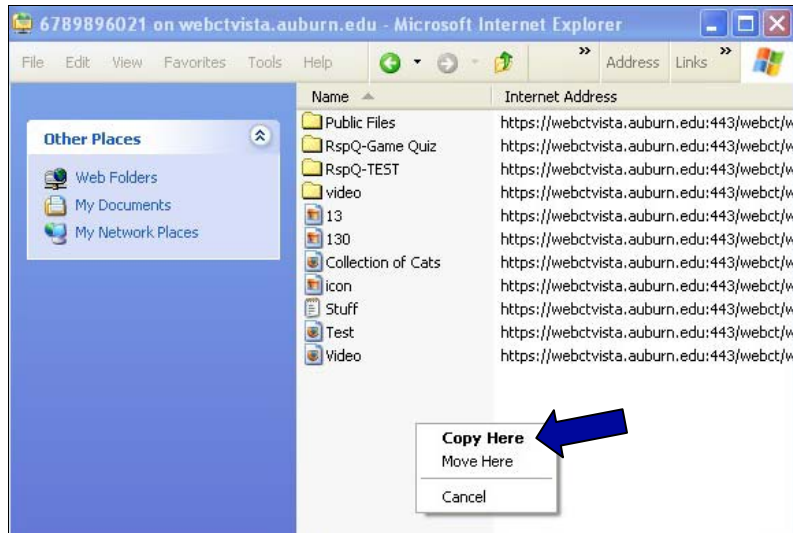
4. The WebDAV folder appears. This folder can be used like any local folder on your computer. Simply copy/paste or drag/drop files into or from the folder.

For this example, we will click and drag a file from the desktop and place it in the WebDAV folder.

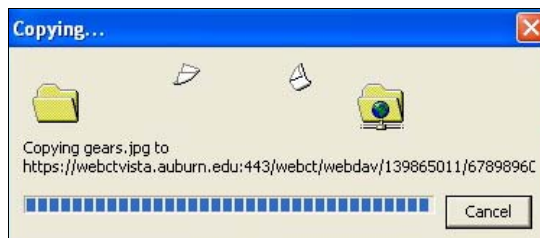


How to Add Files via WebDAV

5. Select the **Copy Here** menu item.



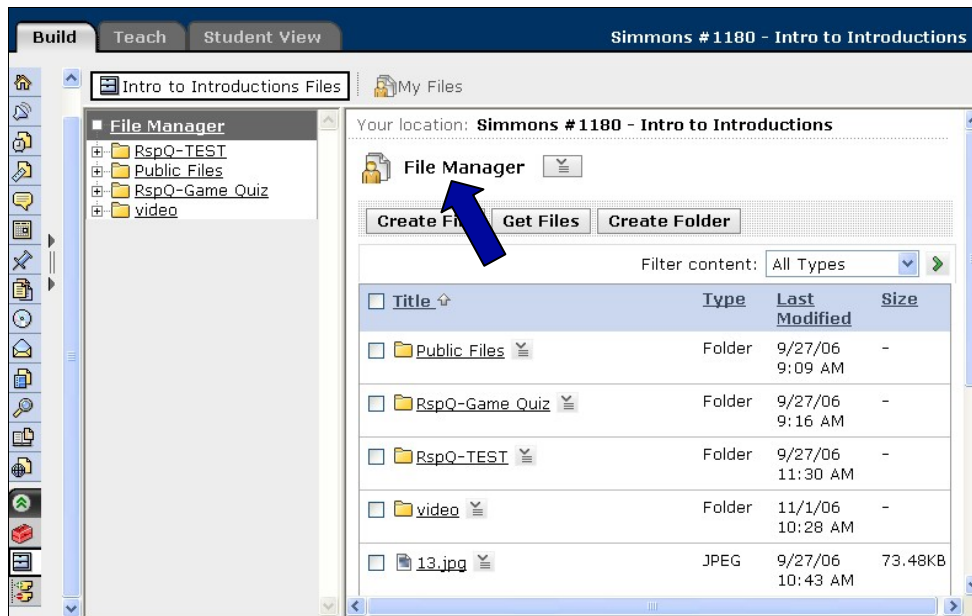
6. A progress bar appears to show the status of the transfer. Depending on your connection speed, larger files may take a few minutes.



How to Add Files via WebDAV

7. Your file should now be uploaded into **Blackboard File Manager**.

Click the **File Manager** icon to refresh the page and see your file.



8. The file has been uploaded.

