



Blackboard Quick Reference Guide 9.0

Setting up Web Folders in Mac OS X

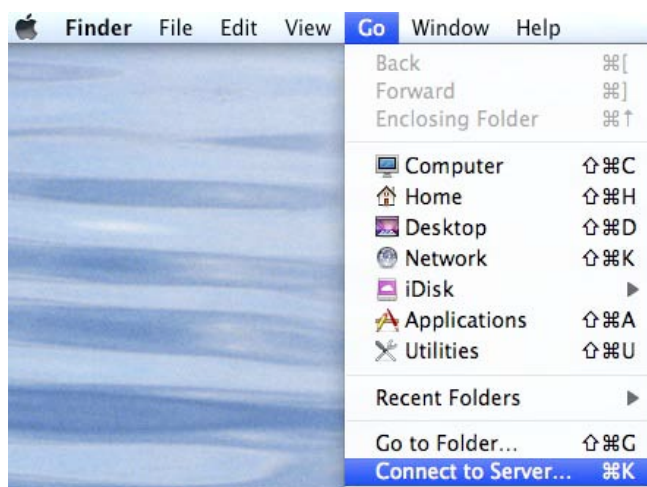


If you want the ease of “drag n drop” to update the files in your Blackboard courses, you need to establish a Network Connection on your Mac computer. Once you have established a Network Connection you can update course materials in the Content Collection without logging into Blackboard.

This Quick Reference Guide shows you how to take advantage of the Web Folder (WebDAV) feature in the Blackboard Content Collection.

Set up the Web Folder (Mac OS X)

Step 1: From the **Finder** select the **Go** menu and then **Connect to Server**.

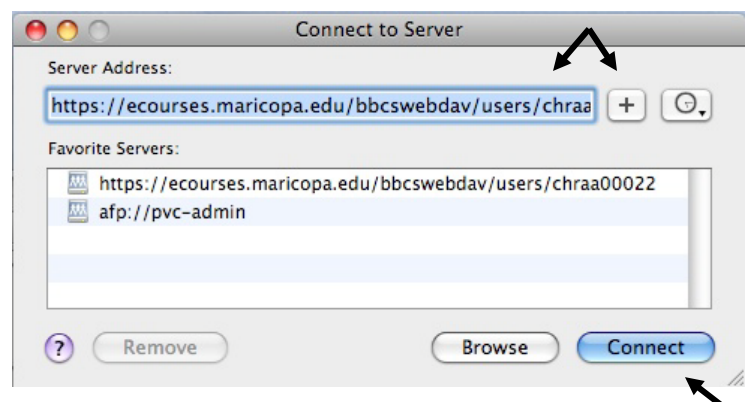


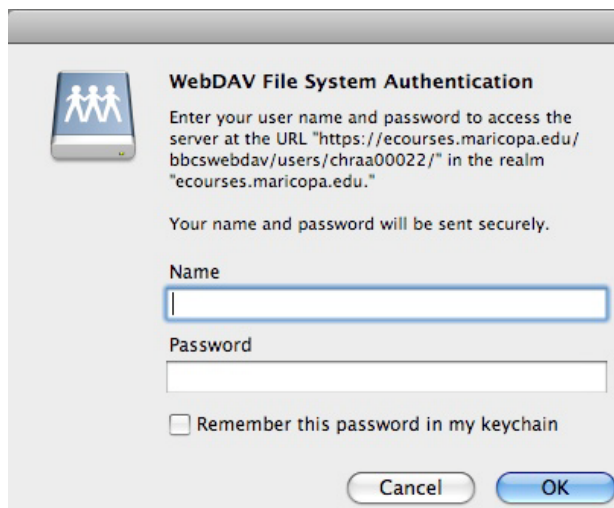
Step 2: Enter the URL in the Server Address field that points to your Blackboard Content System folder

Your URL is **<https://ecourses.maricopa.edu/bbcswebdav/users/yourMEID>**

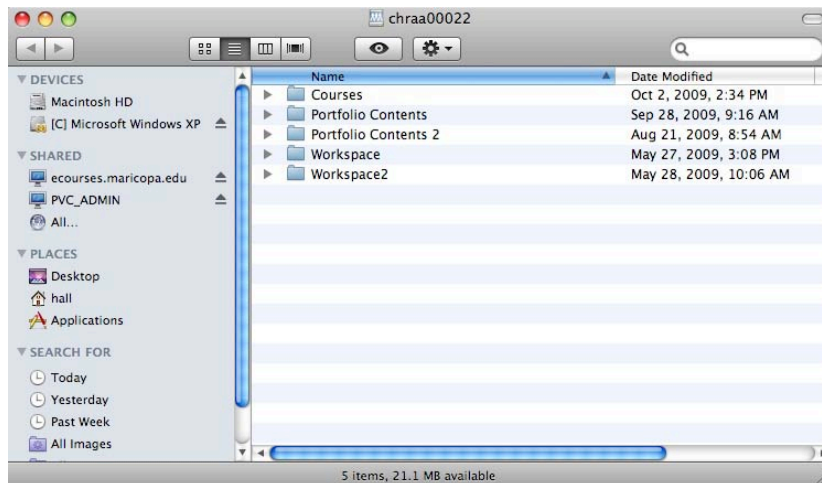
Step 3: If you plan to use this folder often, click the **+** to **add it to your Favorite Servers list**.

Step 4: Click **Connect**. You will be prompted for your username and password. **Enter your Blackboard username and password**, then click **OK**.





Step 5: The folder will appear on your desktop.



To Access the folder in the future:

- Step 1:** From the **Finder** select the **Go** menu and then **Connect to Server**.
- Step 2:** Select the **https://ecourses.maricopa.edu/bbcswebdav/users/yourMEID** server.
- Step 3:** Click **Connect**.
- Step 4:** Enter your **Blackboard username and password**, then click **OK**.