



# Blackboard Quick Reference Guide 8.0

## Setting up Web Folders in Windows Vista



If you want the ease of ‘drag n drop’ to update the files in your Blackboard courses, you need to establish a Network Place on your Windows Vista computer. Once you have established a Network Location you can update course materials in the Content System without logging into Blackboard.

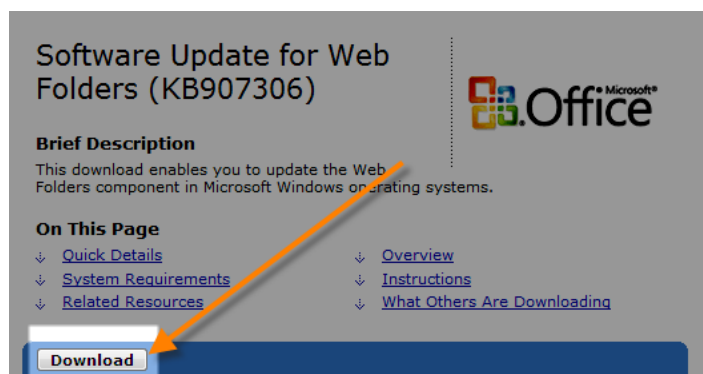
This Quick Reference Guide shows you how to take advantage of the Web Folder (WebDAV) feature in the Blackboard Content System.

You must first install an upgrade to Windows Vista in order for it to work with the WebDAV feature in the Blackboard Content System. This upgrade is the *Software Update for Web Folders (KB907306)*.

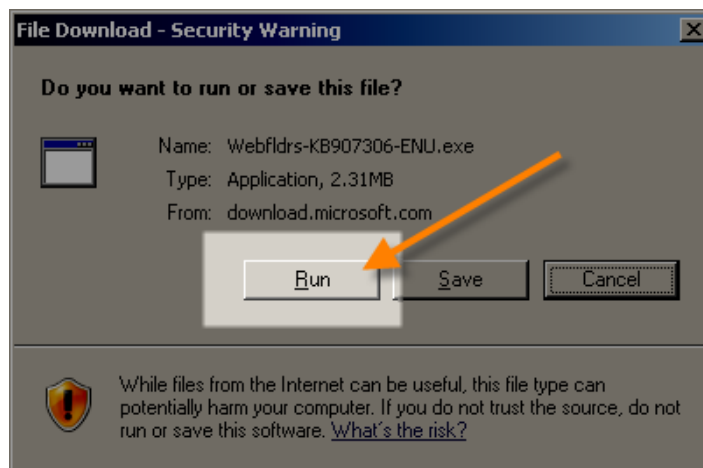
### Obtaining the Vista Upgrade

**Step 1:** Go to <http://www.microsoft.com/> and search for [KB907306](#).

**Step 2:** Once there select **Download**:



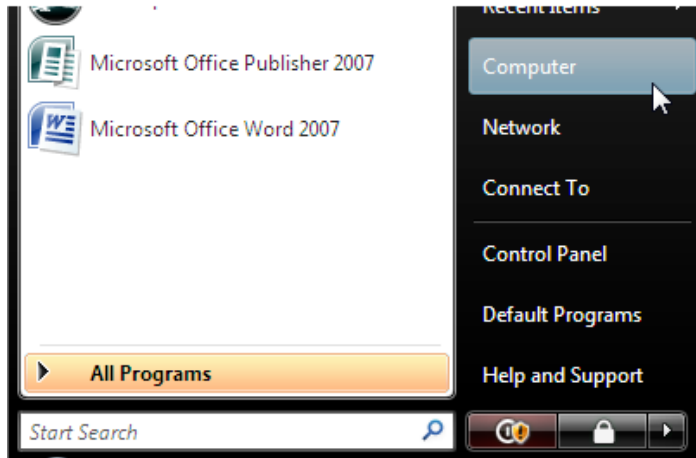
**Step 3:** When **File Download** window appears select **Run**:



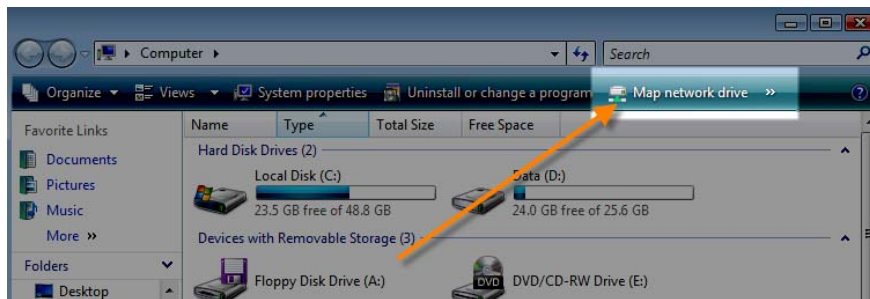
**Step 4:** Once you have completed the install process reboot your workstation and proceed to the next stage of this guide.

## Setting up WebDAV on Windows Vista

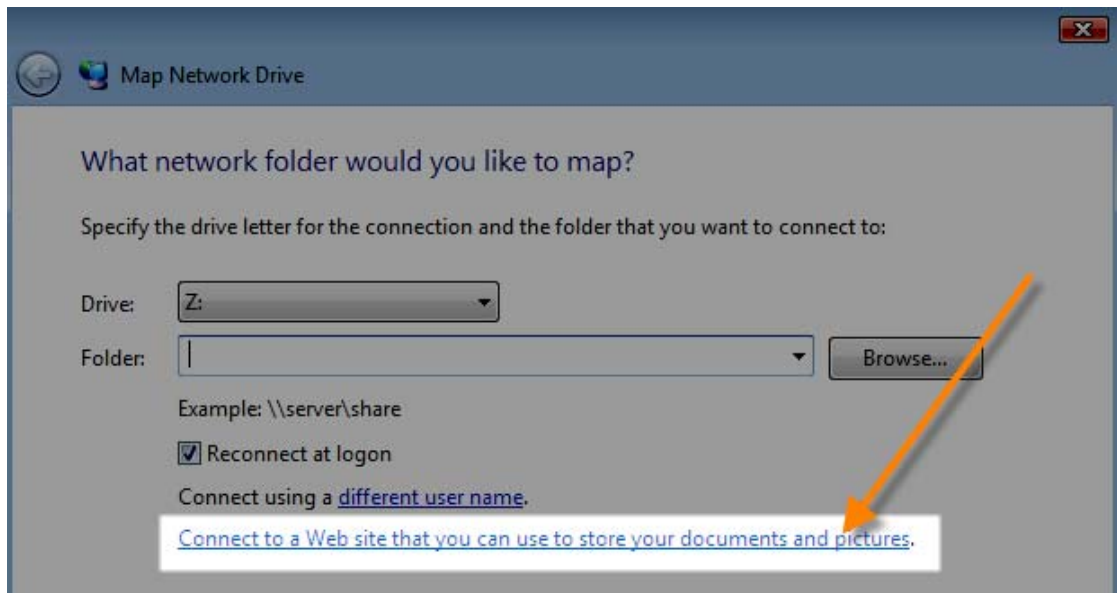
**Step 1:** Open the **Start** menu and select **Computer**:



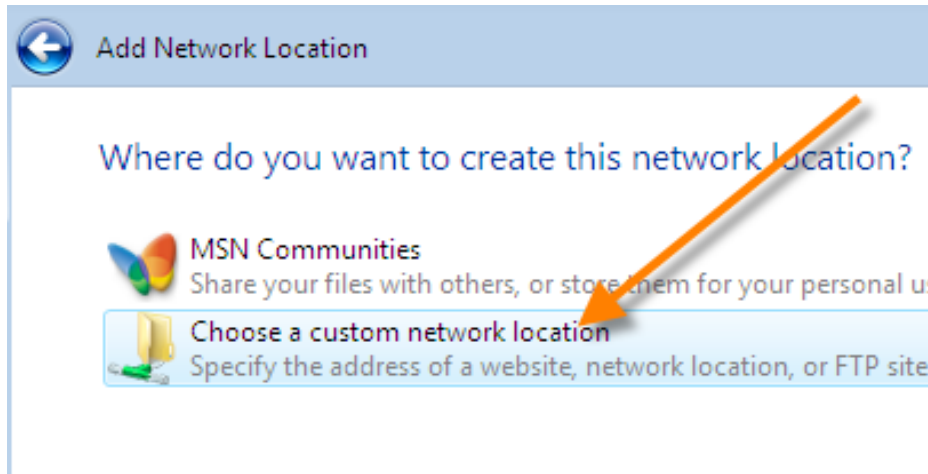
**Step 2:** Select **Map network drive**:



**Step 3:** At the **Map Network Drive** window, select **Connect to a Web site that you can use to store your documents and pictures**:



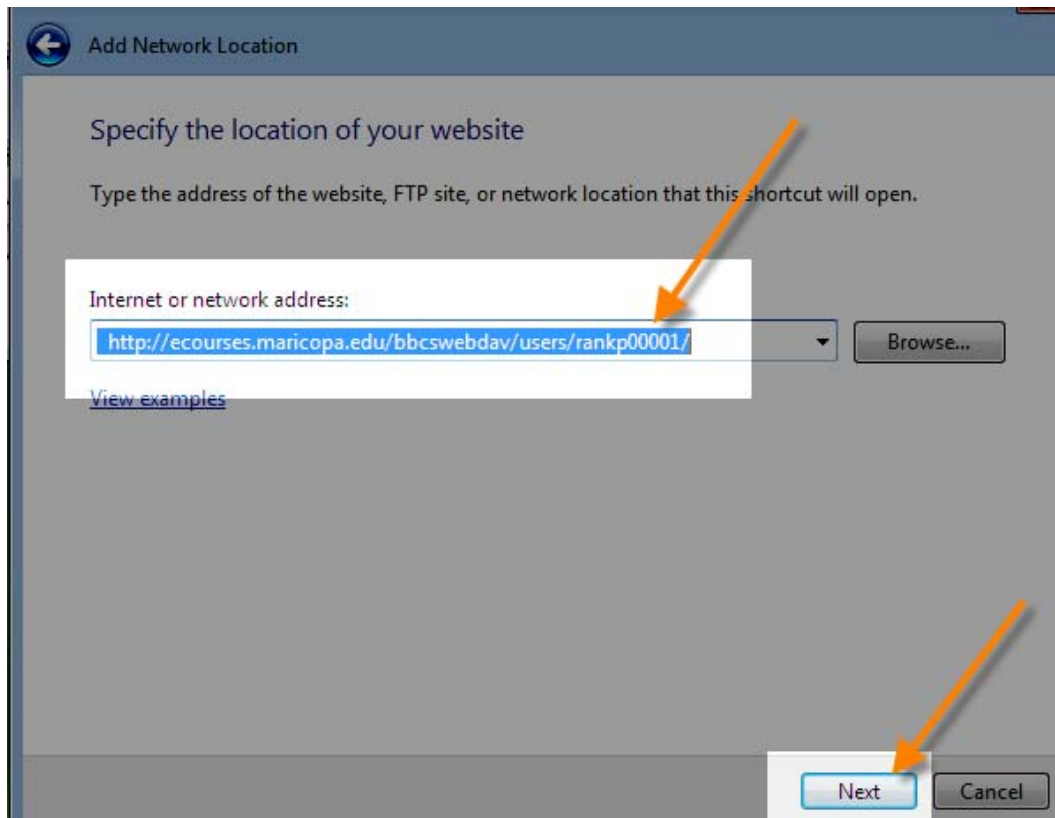
**Step 4:** At **Add Network Location** window select **Choose a custom network location**:



**Step 5:** At **Add Network Location** window, you will then be prompted “*Specify the location of your website.*” Add the URL that points to your Blackboard Content System folder.

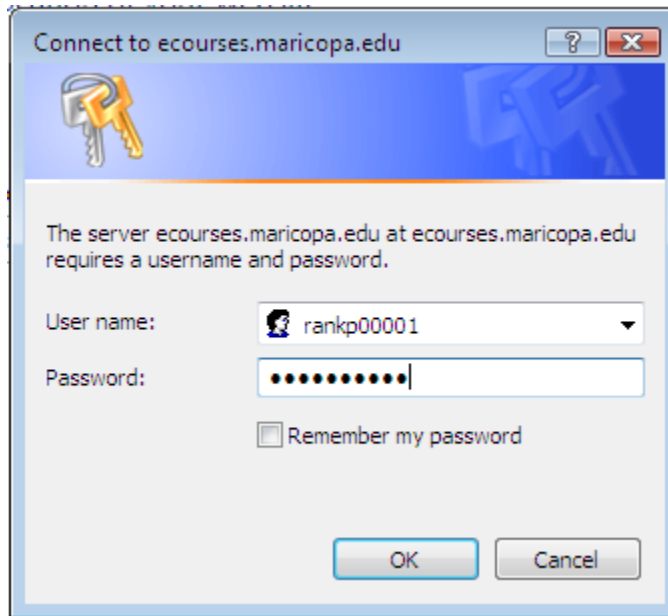
Your URL is: `https://ecourses.maricopa.edu/bbcswebdav/users/(your_MEID)`

Click **Next** to continue.

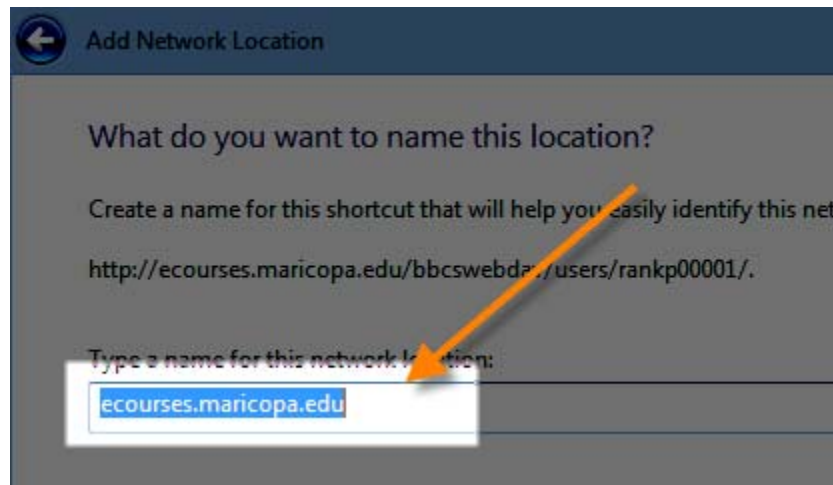


**Note:** In the above example / *rankp00001* is the MEID, yours will be different.

**Step 6:** At the authentication window, **enter** your **MEID** and **password** and click **OK**:



**Step 7:** Give the newly created network location a name. After you have entered a name select **Next**:



After one or two receipt windows, the Blackboard Content System folder will open (you may need to login again). From this point on, you can access, manage and edit your Blackboard Content System content from the Computer selection in your Start menu.