



# Blackboard Quick Reference Guide 8.0

## Setting up Web Folders in Windows XP

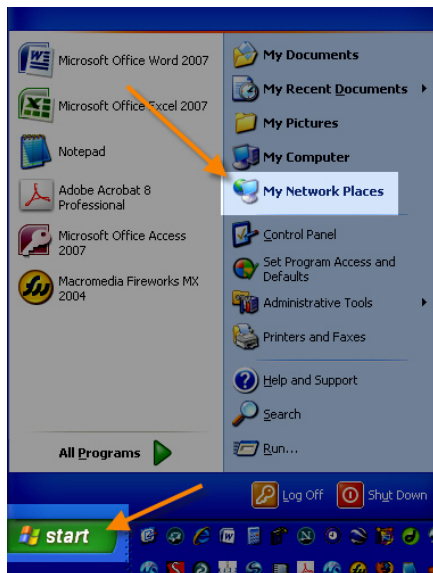


If you want the ease of 'drag n drop' to update the files in your Blackboard courses, you need to establish a Network Place on your Windows XP computer. Once you have established a Network Place you can update course materials in the Content System without logging into Blackboard.

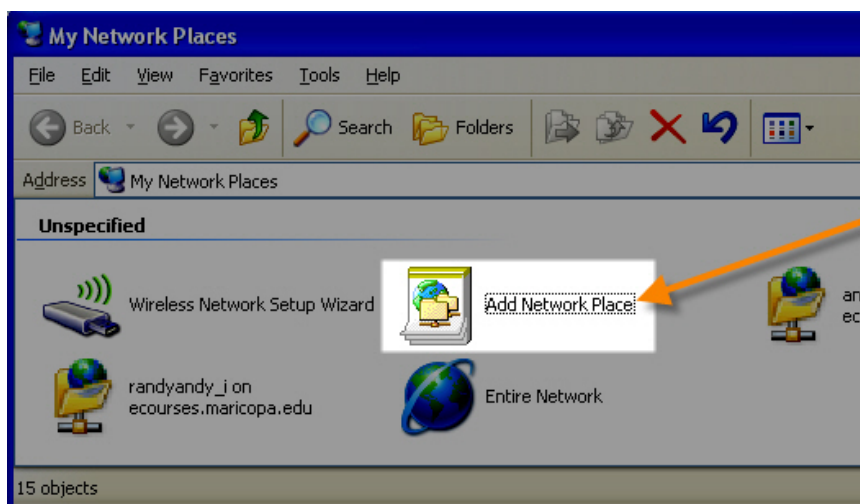
This Quick Reference Guide shows you how to take advantage of the Web Folder (WebDAV) feature in the Blackboard Content System.

### Setting up WebDAV on Windows XP

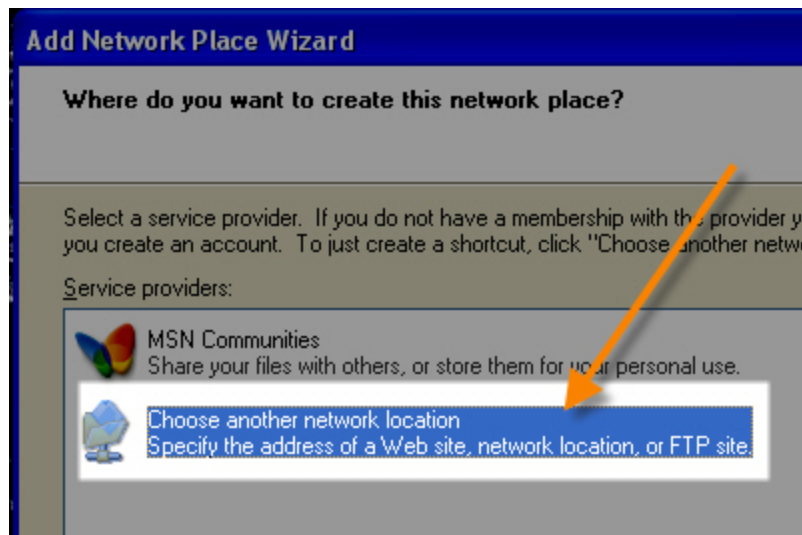
**Step 1:** Open the **Start** menu and select **My Network Places**:



**Step 2:** Select **Add Network Place**:



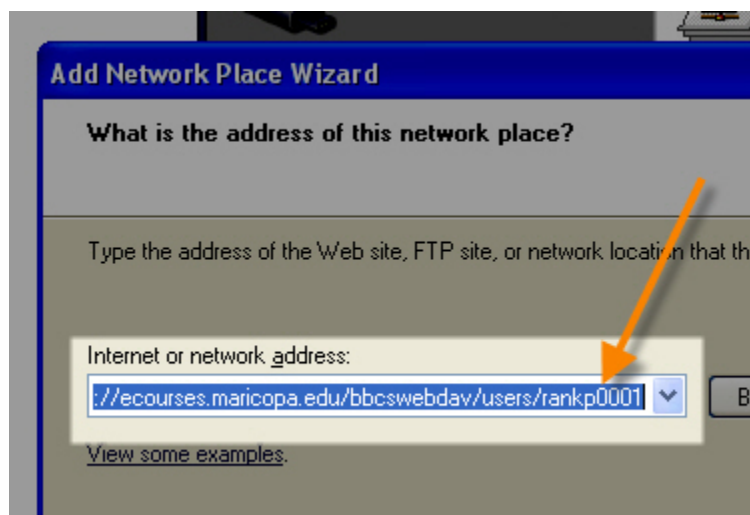
**Step 3:** Click **Next** at the **Add Network Place Wizard** window. You will be prompted with “Where do you want to create this network place?” Select “**Choose another network location**” and then click **Next**:



**Step 4:** You will then be prompted “What is the address of this network place?” 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.

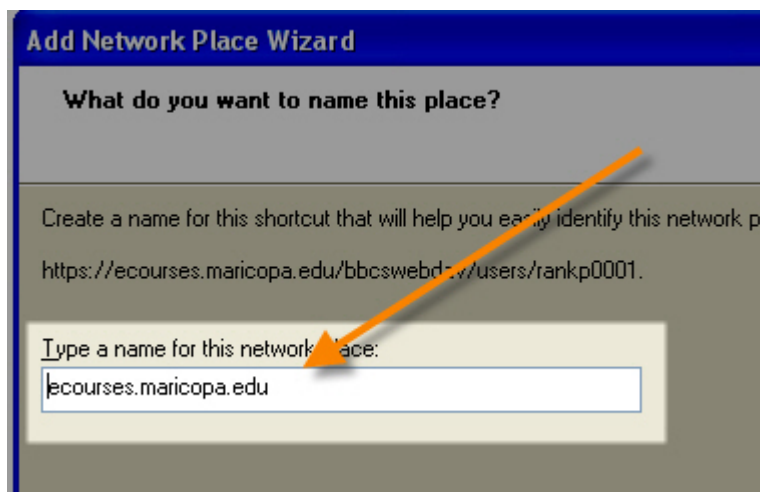


**Note:** In the above example / *rankp00001* is the MEID, yours will be different.

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



**Step 7:** Give the newly created network place 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 My Network Places selection in your Start menu.