

Using WebDAV to up and download files to VISTA on a PC using your network place

On your computer, create a folder that will act as the container for your VISTA course files. When you connect to your VISTA Template you will be able to download the template files into this folder. If you are teaching more than one course, create a folder for each of your classes.

Creating a link to the VISTA server

1. Open "My computer"
2. Under Other Places select "My Network places"
3. Under network tasks select "Add a network place"
4. The Add a Network Place Wizard should open. >NEXT
5. Select Choose another network location >NEXT
6. This window requests information about the location of the network place. You need to go to the VISTA site to fill in this information.
7. Open your web browser and go to <http://my.simmons.edu/elearning>. Log in to VISTA. Select the course you are working on.
8. Select File Manager. Below the list of existing files and folders you should see a button that says "View WebDAV Info." Select this button.
9. A window should appear with the message "The WebDAV path to the folder is..." the path should be highlighted. Use Control + C to copy this information.
10. Return to the Add a Network Wizard. Paste the file path in the Internet or network address field (Control +V). >NEXT
11. Enter your username and password (email). Click a checkmark next to Remember this password. >NEXT
12. Create a shortcut for your local network. You will have a separate remote network for each of your courses.
13. Drag and drop documents and folders into this local network space, and they will automatically appear in your Vista Filemanager.