

Using WebDAV to up and download files to VISTA on a PC using Macromedia Dreamweaver MX 2004

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.

Connecting to VISTA via Dreamweaver:

1. Open Dreamweaver
2. From the menu bar select Site > Manage Sites
3. Select New > Site
4. In the window that opens, you have a choice of Basic or Advanced view (tabs near the top of the window.) These directions are for use of the Basic view.
 - a) Choose a name for your site. This can be your course name, number or other convention that makes sense to you. >NEXT
 - b) Choose, no I do not want to use server technology >NEXT
 - c) Choose “edit local copies on my machine” (this is the recommended option.)
Below the words “Where on your computer do you want to store your files” navigate to the folder you set-up on your computer for this course. >NEXT
5. Under “How do you connect to the local server?” Choose WebDAV.
6. Once you have selected WebDAV a button called **Settings** will appear. Select this button. A window called “WebDAV Connection” should open.
7. Now you have to leave Dreamweaver to get some other information from VISTA. Don't close Dreamweaver, or you will need to start all over again with step one.
8. Open your web browser and go to <http://my.simmons.edu/elearning>. Log in to VISTA. Select the course you are working on.
9. Select File Manager. Below the list of existing files and folders you should see a button that says “View WebDAV Info.” Select this button.
10. 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.
11. Return to Dreamweaver. In the “WebDAV Connection” window next to URL paste this path (Control + V).

12. Fill in your username and password. >NEXT
13. Under “When you open a file that isn’t checked out...” leave “Dreamweaver should check it out” checked. >NEXT
14. The screen should describe local, remote and testing information. Close the manage sites window. >Done
15. Select the **Files** window by choosing F8 or by selecting Window then Files from the menu bar.
16. Choose the expand/collapse window to produce a view of both your local and remote VISTA files. Remote files will appear in the window on your left and your local folders will be in window on the right.
17. In the upper left hand corner, there is a pull-down menu that allows you to choose the course site you want to work on. Select the connector symbol to connect to your remote folders.
18. You may use the arrow buttons to up and download files or folders to your VISTA course.