

# How do I upload or download files using WebDAV?

You can upload and/or download resources using the WebDAV protocol. WebDAV allows you to transfer files and folders from your local computer to and from your site's *Resources* or *File Drop*. We recommend downloading and using the [Cyberduck WebDAV client \(opens new window\)](#) to transfer files to and from your site.

## **Note:**

- *There must be at least one object (file or folder) in the selected Resources or File Drop tool before you begin the setup procedure. This procedure needs to be done once for each tool before you can use WebDAV to transfer files to and from that tool.*
- *You may also upload multiple files using the [drag-and-drop feature](#) in Resources and File Drop.*

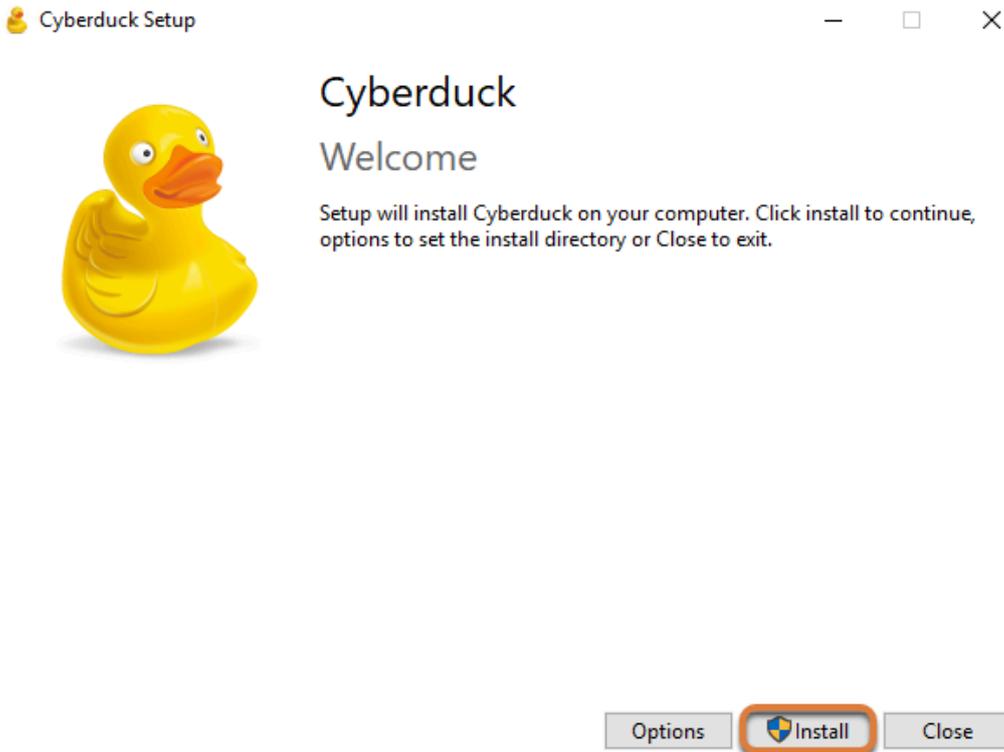
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- [Watch a video](#)
  - [Follow the step-by-step instructions](#)
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## Video Guide

## Step-by-Step Instructions

 All screen shots below are from Windows 10. When you complete the steps, your display may differ depending on your computer operating system and configuration.

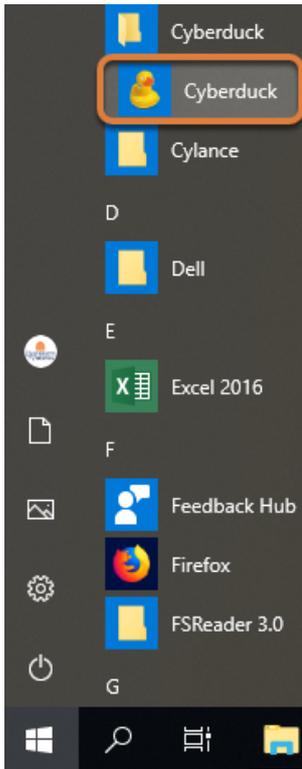
## Download and install the Cyberduck WebDAV client.



Download the [Cyberduck WebDAV client \(opens new window\)](#) and install it on your computer.

**Note:** When you download the software, you may be asked to donate or purchase a registration key. This is not required to use the application.

## Open Cyberduck, then Open Connection.



Open **Cyberduck** on your computer.

## Select Open Connection.



Select the **Open Connection** button.

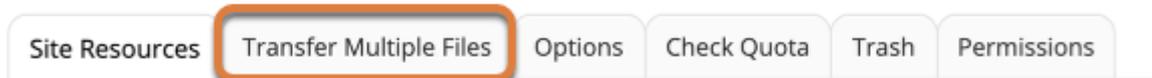
## In UVACollab, go to Resources or File Drop.



Select the **Resources** or **File Drop** tool from the tool menu of your site.

## Select the Transfer Multiple Files tab.

### RESOURCES



In the tool to which to connect, select the **Transfer Multiple Files** tab to locate directions for setting up WebDAV.

 **Note:** Each site's *Resources* and *File Drop* tool has a unique link to use for its WebDAV connection. To set up connections to multiple sites' *Resources* or *File Drop* folders, follow the WebDAV instructions for each tool.

# Follow the Set up your WebDAV connection instructions.

## Set up your WebDAV connection

1. Select the WebDAV URL below and copy it to your clipboard:

1

`https://collab.its.virginia.edu/dav/sample-course-site`

2. During the WebDAV setup process, you will be prompted for a password. Copy and paste the entire Access Token below into the password field. Access Tokens expire after 7 days; once your token has expired, return to this page to obtain a new token.

2

`eyJ0eXAiOiJKV1QiLCJhbGciOiJIUzI1NiJ9.eyJzdWIiOiJkbWgydy1pbmN0cjEiLCJpc3MiOiJasdffsdazMjQ2MDM4OH0.WM3i4d5IKURfWZilcragYGUZ4Lu345asdippSULMjQ`

1. On the WebDAV Instructions page, copy the **URL** shown to your clipboard. During the setup process, you will paste this URL to establish the connection to your site's *Resources* or *File Drop*.
2. When prompted for your password, copy the **Access Token** to paste into the *Password* field.



**Note:** For security, the **Access Token** expires after 7 days. To continue using your WebDAV connection, return to the *Transfer Multiple Files* page and copy the new **Access Token** to log in.

## Enter WebDAV URL and Login information to connect.

Open Connection

1 WebDAV (HTTPS)

2 Server: collab.its.virginia.edu Port: 443

URL: https://username@collab.its.virginia.edu/dav/sa...

3 Username: username

4 Password: .....

5  Anonymous Login

SSH Private Key: None Choose...

6  Save Password

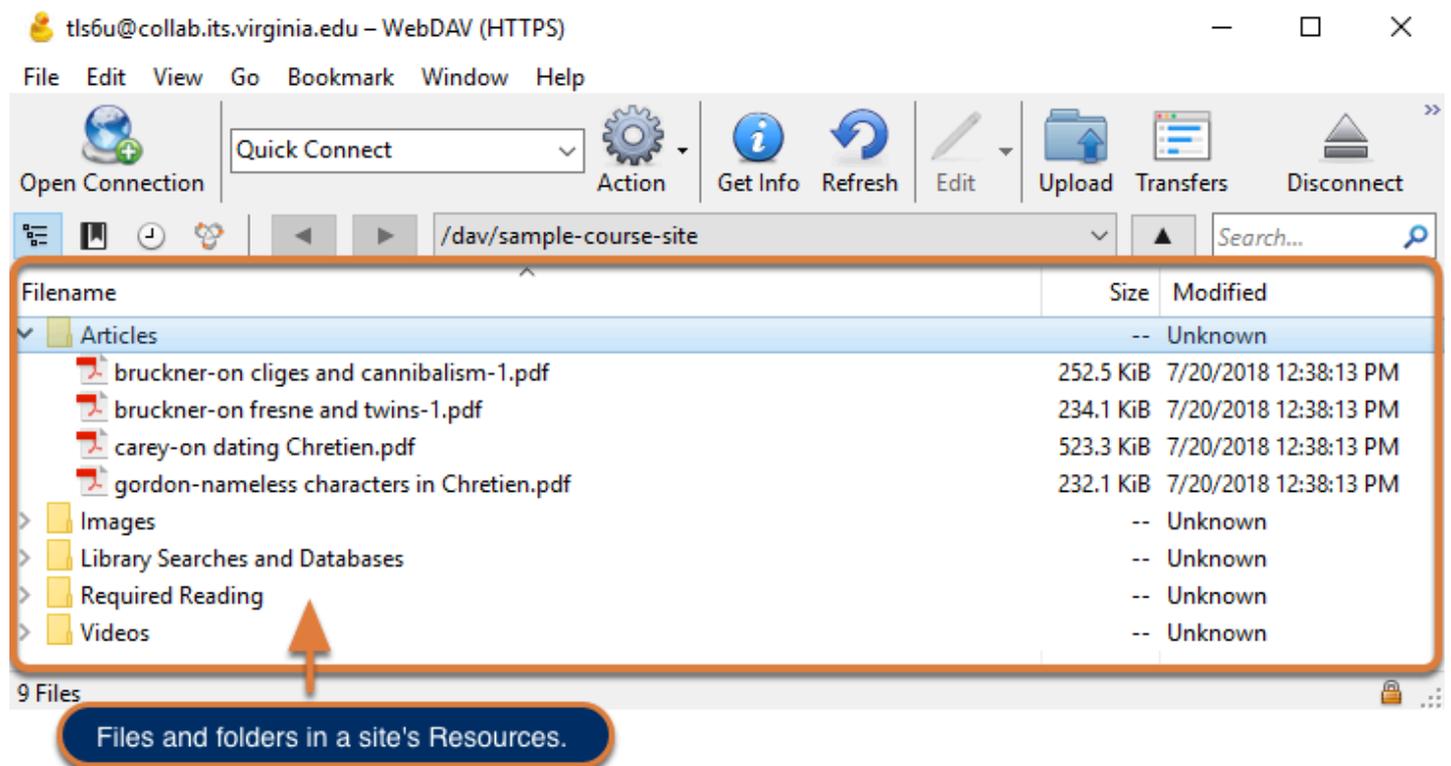
7 Connect Cancel

More Options

1. Select **WebDAV (HTTPS)** as the connection type from the dropdown menu.
2. In the **Server** box, paste the **WebDAV URL** from your site's *Resources* or *Drop Box*. After you paste the URL, *collab.its.virginia.edu* will display in the box, and the full *URL* underneath it.
3. In the *Username* box, enter the **username** (either your **UVA computing ID** or your **non-UVA email address**) you use to log into UVACollab. After you do this, the *URL* displayed will change to include your *username@*. If you are not able to edit the *Username* field, make sure that **Anonymous Login** is unchecked.
4. In the *Password* box, paste the **Access Token** you copied from the *Transfer Multiple Files* page of your site's *Resources* or *File Drop*.
5. If the **Anonymous Login** box is selected by default, uncheck the box.
6. If it is not already selected, check the box to **Save Password** (on a PC) or **Add to Keychain** (on a Mac).
7. Select **Connect**.

 **Tip:** For security, the **Access Token** expires after 7 days. To continue using your WebDAV connection, return to the *Transfer Multiple Files* page and copy the new **Access Token** to log in.

## You can now drag files and folders to and from your computer and the UVACollab site's folder.



Pictured above is a WebDAV connection to a UVACollab site's *Resources* folder in Cyberduck. You can drag, drop, edit and delete files in your selected *Resources* or *File Drop* folder as you would files that are saved on your computer.

**Note:** If you have permission to read content in a site, you can download multiple files via WebDAV by dragging the files from the site's folder to a folder on your local computer. You can only save, edit or delete files in the selected site's *Resources* or *File Drop* if you have the appropriate permissions in the site.

All site participants can use WebDAV to upload files to their own *File Drop* folders. By default, students will only have permission to download files from *Resources* in a course site. Instructors can choose to [allow students to upload and edit their own content in Resources](#).