# How to Upload/Download Multiple Resources to Laulima (Cyberduck ProgramWindows 7/8, Mac OS 10.6 and above)

This tutorial will show you how to:

- How to use Cyberduck to access the **WebDAV** connection in Laulima
    - Cyberduck can save a lot of time and energy ☺

WebDAVs allow you to **easily click and drag files** from your computer and place them into Laulima. By doing so, the files are then readily available for your students to reference. WebDAVs are **more efficient** than uploading a single resource at a time using a web browser.

WebDAVs **require an internet connection** to work, so make sure you are connected before starting.

Please download and install Cyberduck prior to beginning this tutorial.

**Step 1: Log in to Laulima** and **click on the tab** to the course that you would like to set up the WebDAV for.

**Step 2a:** Click on the **Resources** tab on the left.

**Step 2b:** At the top, click on the

**2a**

Resources On

**2b**

Resources

Site Resources | Upload-Download Multiple Resources

Upload-Download Multiple Resources

The instructions on this page show you how to c... er on your desk

This involves using a protocol called WebDAV. The WebDAV setup process is

Note: if you simply want to upload files to the Resou... ces tool one by one, cli

Step 1 - Highlight the following URL and copy it to your clipboard:

**2c**

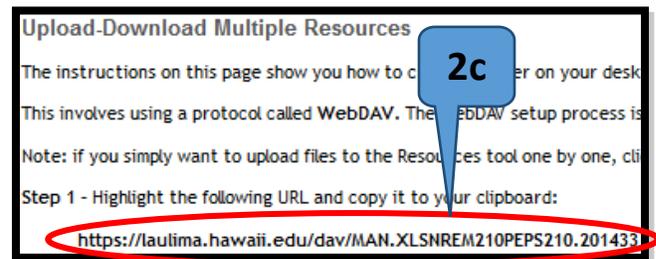https://laulima.hawaii.edu/dav/MAN.XLSNREM210PEPS210.201433...

Upload/Download Multiple Resources link.
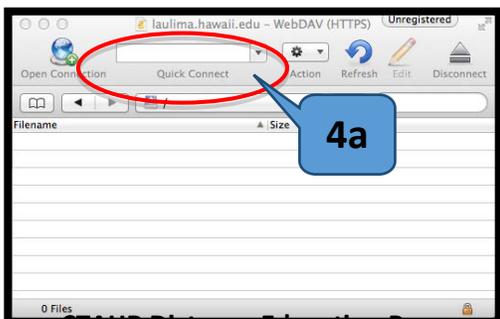**Step 2c:** You should see a bolded URL. **Select the URL** and then **copy it** by holding down CTRL+C, Command+C or ⌘+C.

**Step 3: Open Cyberduck.** The Cyberduck icon is shown to the left, and can be accessed by using the Start button (PC) or the dock (Mac)

laulima.hawaii.edu – WebDAV (HTTPS)    Unregistered

Open Connection    Quick Connect    Action    Refresh    Edit    Disconnect
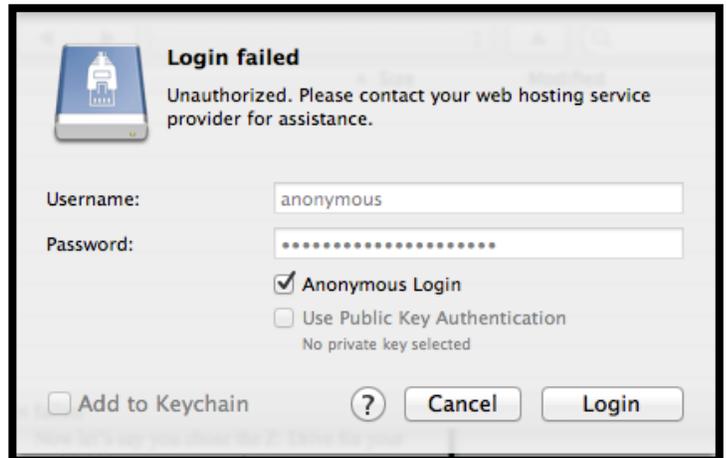
Filename    ▲ Size

**4a**

0 Files

**Step 4:** In the "Quick Connect" field, paste the URL that you got from the Laulima Resources Page, then hit "return" on your keyboard. When prompted for your Username and Password, use your Laulima information to log in.

CTAHR Distance Education Program
http://www.ctahr.hawaii.edu/dnn/disted

**Step 5:** If you see the pop up screen to the right, uncheck "Anonymous Login" and proceed to fill out the Username and Password with your Laulima information.  Click "Login" when done.

**Note**: For security reasons, you may want to keep "Add to Keychain" unchecked, unless this is your personal computer.

Once you log through Cyberduck, you will be able to see everything that is in your Laulima Resources folder for your course, except it's in Cyberduck instead of your web browser. Simply click and drag your files to move them, like you normally would, into Cyberduck to add them to Laulima.

If you have any questions, please email our office at kongk@ctahr.hawaii.edu.

*Last Updated 02/2014*