College of Tropical Agriculture and Human Resources
University of Hawai'i at Mānoa

How to Upload/Download Multiple Resources to Laulima (Windows 7 and Windows 8 OS)

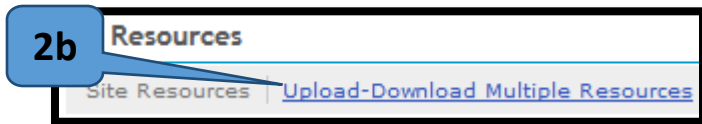This tutorial will show you how to:

- Create a folder on your computer that is directly linked to your Resources folder in Laulima
    - This is called a **WebDAV**, and 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.

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

2a

Resources-On

2b

Resources

Site Resources | Upload-Download Multiple Resources

Upload-Download Multiple Resources

2c

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

This involves using a protocol called WebDAV. The ...ebDAV 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:

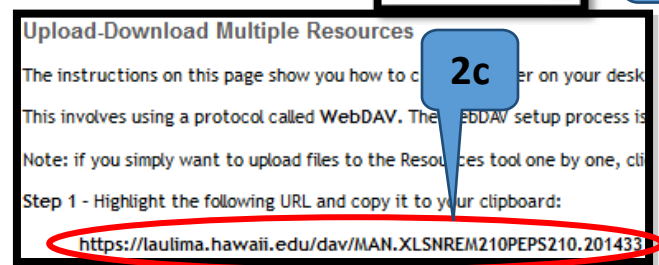https://laulima.hawaii.edu/dav/MAN.XLSNREM210PEPS210.201433...

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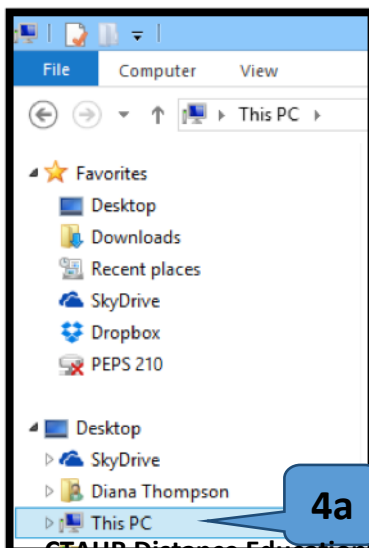**Step 2c:** You should see a bolded URL. **Select the URL** and then **copy it** by holding down CTRL+C, Command+C or ⌘+C.

Step 3: Open Windows Explorer. The Windows Explorer icon (in WIN7 and WIN8) looks like a folder with different colored tabs, as shown to the left.
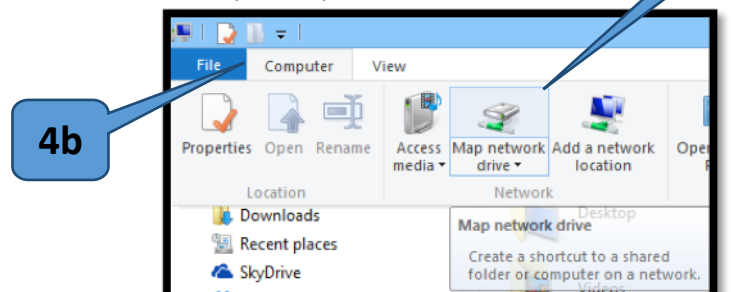
File   Computer   View
← → ↑ 📁 ▸ This PC ▸

⭐ Favorites
   💻 Desktop
   📥 Downloads
   🕘 Recent places
   ☁ SkyDrive
   📦 Dropbox
   PEPS 210

💻 Desktop
   ☁ SkyDrive
   👤 Diana Thompson
   💻 This PC

**Step 4a:** Navigate to the link on the left that says **"This PC."** Every computer is laid out differently, so the way that the left panel looks varies on every PC. You may have to spend some time looking for the "This PC" link.
Step 4b: At the top of Windows Explorer, click on the tab called **"Computer."**
Step 4c: Click on the button that says "Map Network Drive."

4c

File   Computer   View

Properties Open Rename   Access media   Map network drive   Add a network location   Ope...

Location   Network

4b

📥 Downloads
🕘 Recent places
☁ SkyDrive

Map network drive

Create a shortcut to a shared folder or computer on a network.

4a

Step 5a: In the pop-up window, paste the URL that you got from the Laulima Resources Page.
Step 5b: Select the drive you would like to use.
Step 5c: By checking off "Reconnect at sign-in," you are setting up your computer so that you won't have to repeat this every time. Make sure to only do this on YOUR OWN computer. Don't set one up on a public computer.
Step 5d: Click "Finish" when you're done.
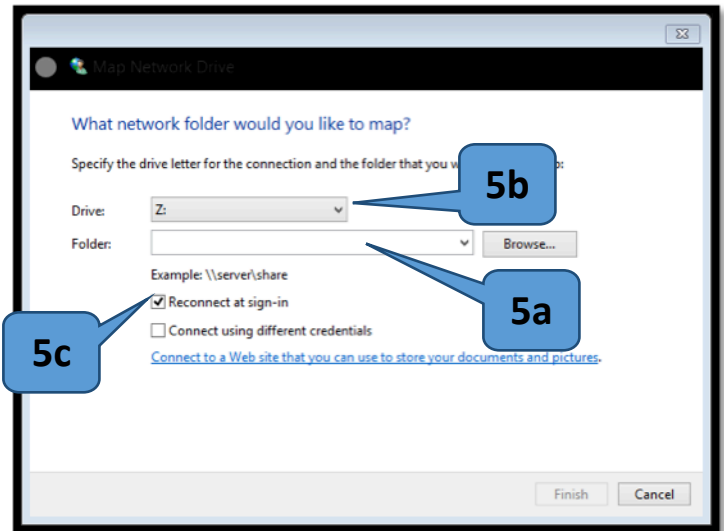
Now let's say you chose the Z: Drive for your TPSS 200 course. Now when you open Window's Explorer, and navigate to the Z: Drive, you will be prompted to log in. Use your Laulima information to do so. Once you log in, you will be able to see everything that is in your Laulima Resources folder for your TPSS 200 course, except it's in Window's Explorer instead of your web browser. Simply click and drag your files to move them, like you normally would, into the Z: Drive to add them to Laulima.

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

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