

**Downloading
Multiple
Files from
Sakai
to your
Flash Drive
(MAC Users)**

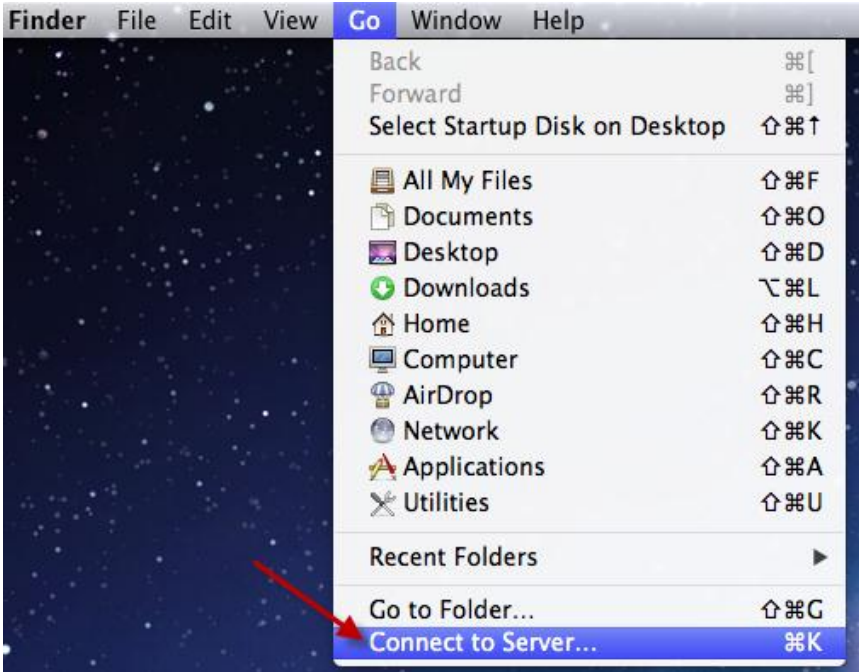
1. Log on Sakai and go to the site you want to retrieve files from. Select “Resources” from the left menu, then “Download and Upload Multiple Files”, as illustrated below.

The screenshot shows the Sakai interface at the Claremont Colleges. At the top, the navigation bar includes 'My Workspace', 'PZ-Sakai 101' (circled in red with a '1' above it), 'PZ Sakai Workshop', 'Video47 Test Area', 'helpdesk', and 'PZ Intranet'. On the left sidebar, the 'Resources' menu item is circled in red with a '2' next to it. In the main content area, the 'Resources' section is active, showing 'Site Resources' and 'Upload-Download Multiple Resources' (circled in red with a '3' above it). Below this, the location is 'PZ-Sakai 101 Resources' and there is a table of resources with columns for checkboxes, titles, and 'Add' buttons. The table lists 'PZ-Sakai 101 Resources', 'Student Projects', and 'class reading'.

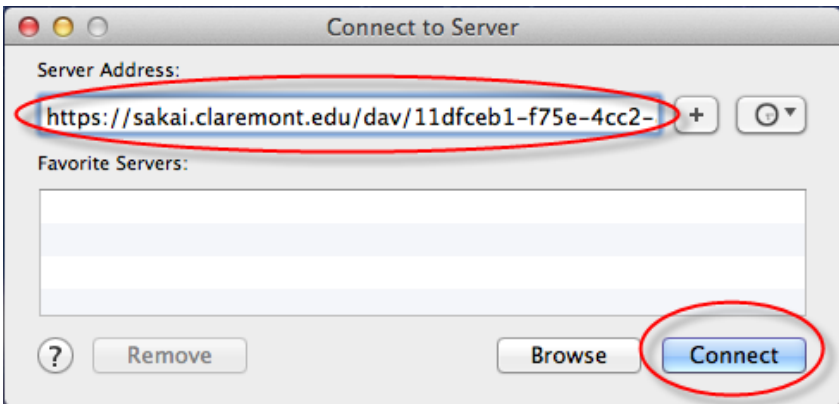
3. Highlight the URL under “step 1” and copy it to clipboard by using “command + c”.

The screenshot shows the 'Upload-Download Multiple Resources' page. At the top, there are tabs for 'Site Resources' and 'Upload-Download Multiple Resources'. The main heading is 'Upload-Download Multiple Resources'. Below the heading, there is a paragraph of text: 'The instructions on this page show you how to create a folder on your desktop machine that will allow you to upload files to the Resources tool. This involves using a protocol called WebDAV. The WebDAV setup process is different for each operating system. Note: if you simply want to upload files to the Resources tool one by one, click Site Resources'. Below this text, 'Step 1 - Highlight the following URL and copy it to your clipboard:' is followed by a URL: <https://sakai.claremont.edu/dav/11dfceb1-f75e-4cc2-80f5-06dee9ca6670>, which is circled in red. Below this, 'Step 2 - Select your operating system below and follow the setup instructions:' is followed by a list of operating systems: Windows XP, Windows Vista/Windows 7, Mac OS 10.0 - 10.3, and Mac OS 10.4 and up.

4. Minimize your Sakai window and go to Finder, then “Go” menu and choose “Connect to Server”, as illustrated below.



5. When “Connect to Server” window pops open, click inside the box under Server Address, and paste the URL by using “command + v”. Click “connect’ button, to continue.



6. You will be prompted to enter a password. Make sure you use your Sakai username followed by @ptz to log in. Click “Connect” button to finish.



7. Your Sakai site should be mounted on the desktop now – it has a very long name with a lot of numbers. Click to open it to see your files and folders. You can drag and drop the files and folders to your flash drive.

