

Submitting files to Canvas via CUapps

605 Matt Rector February 20, 2019 [Citrix](#), [Working with Files](#)

Submitting a file in Canvas:

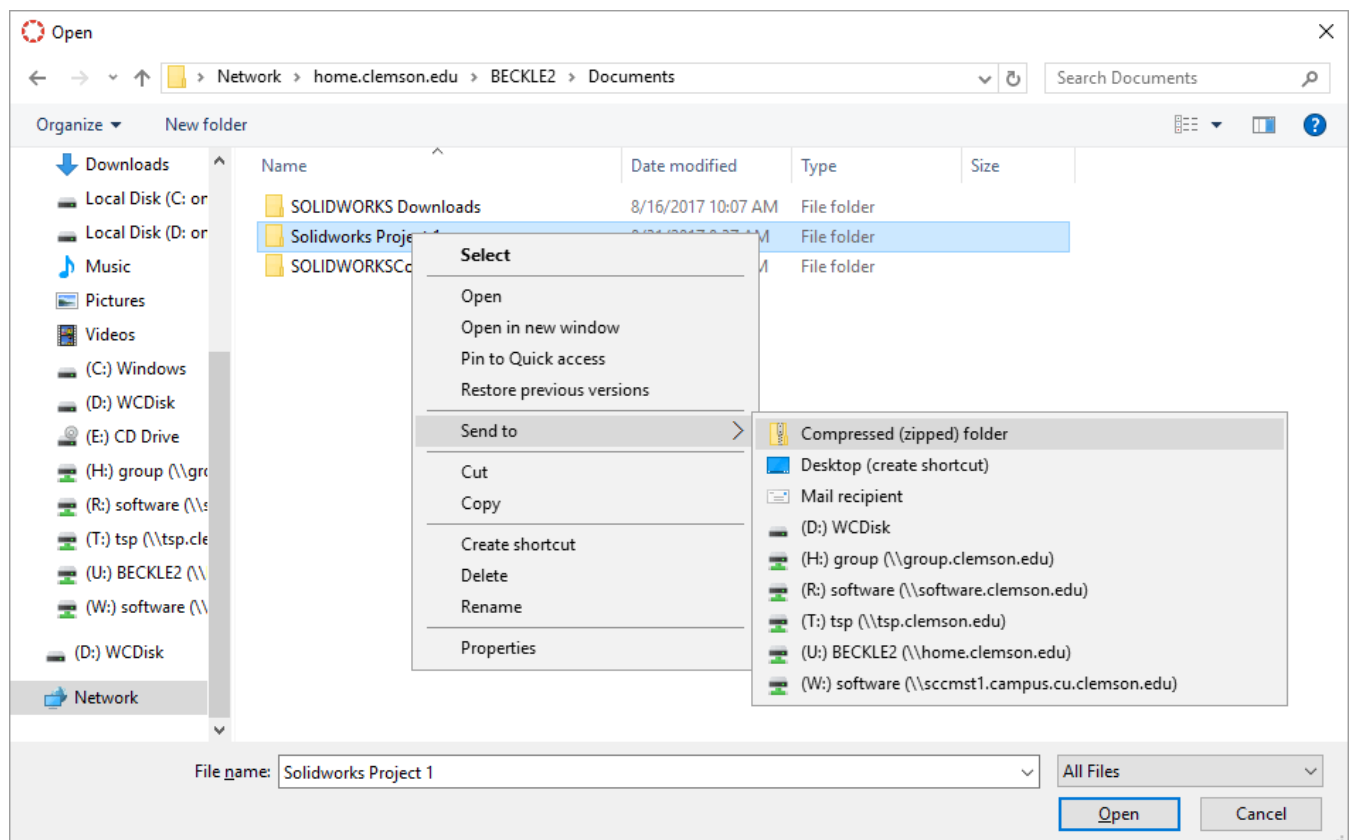
To submit files to Canvas which have been created using CUapps, just launch the Canvas application in Citrix.



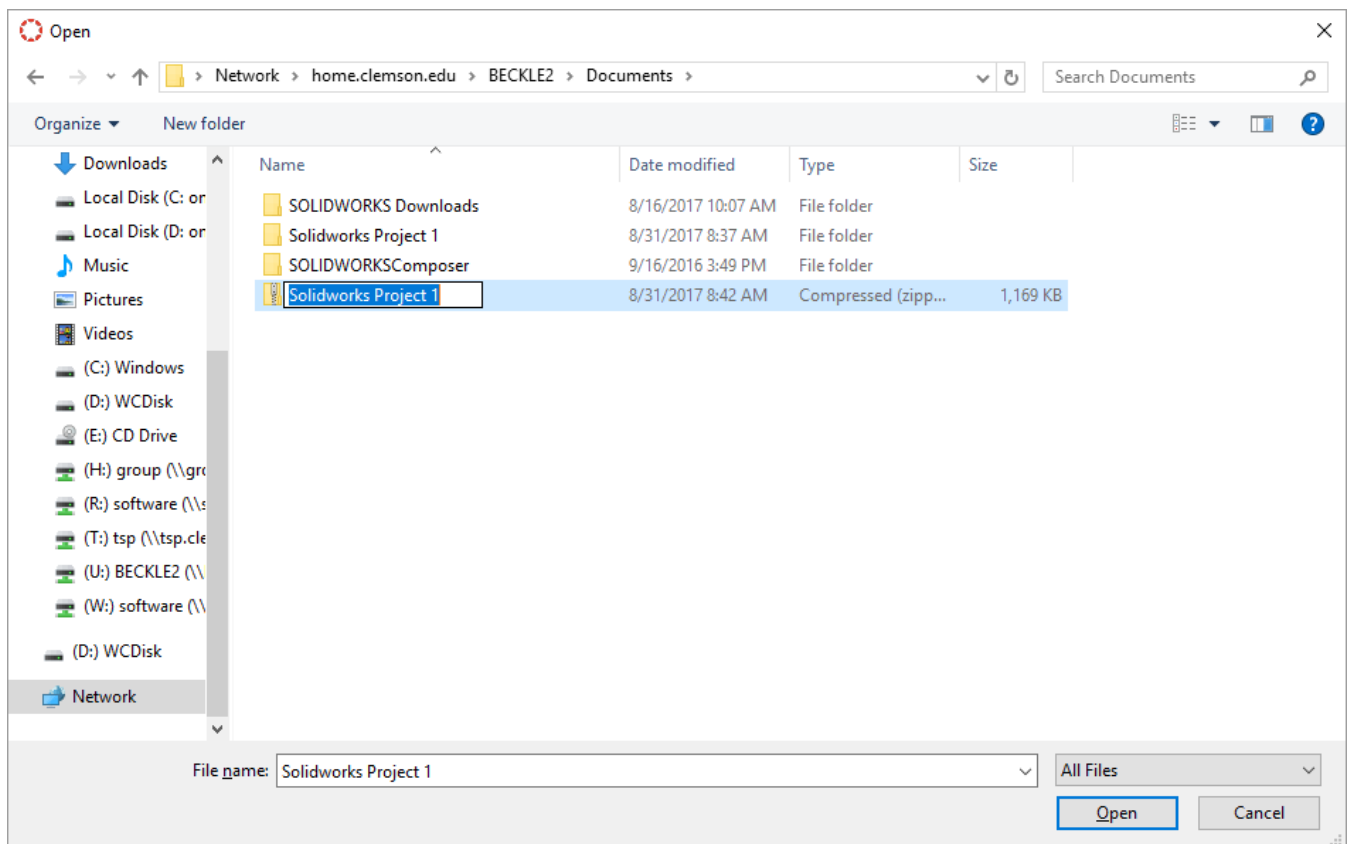
When working in Citrix, users normally save work to their U: drive which is the default save location. When you submit the file via Canvas application the U: drive is automatically mapped. In the open file explorer window just navigate to your file and choose open.

Submitting a folder or multiple files in Canvas:

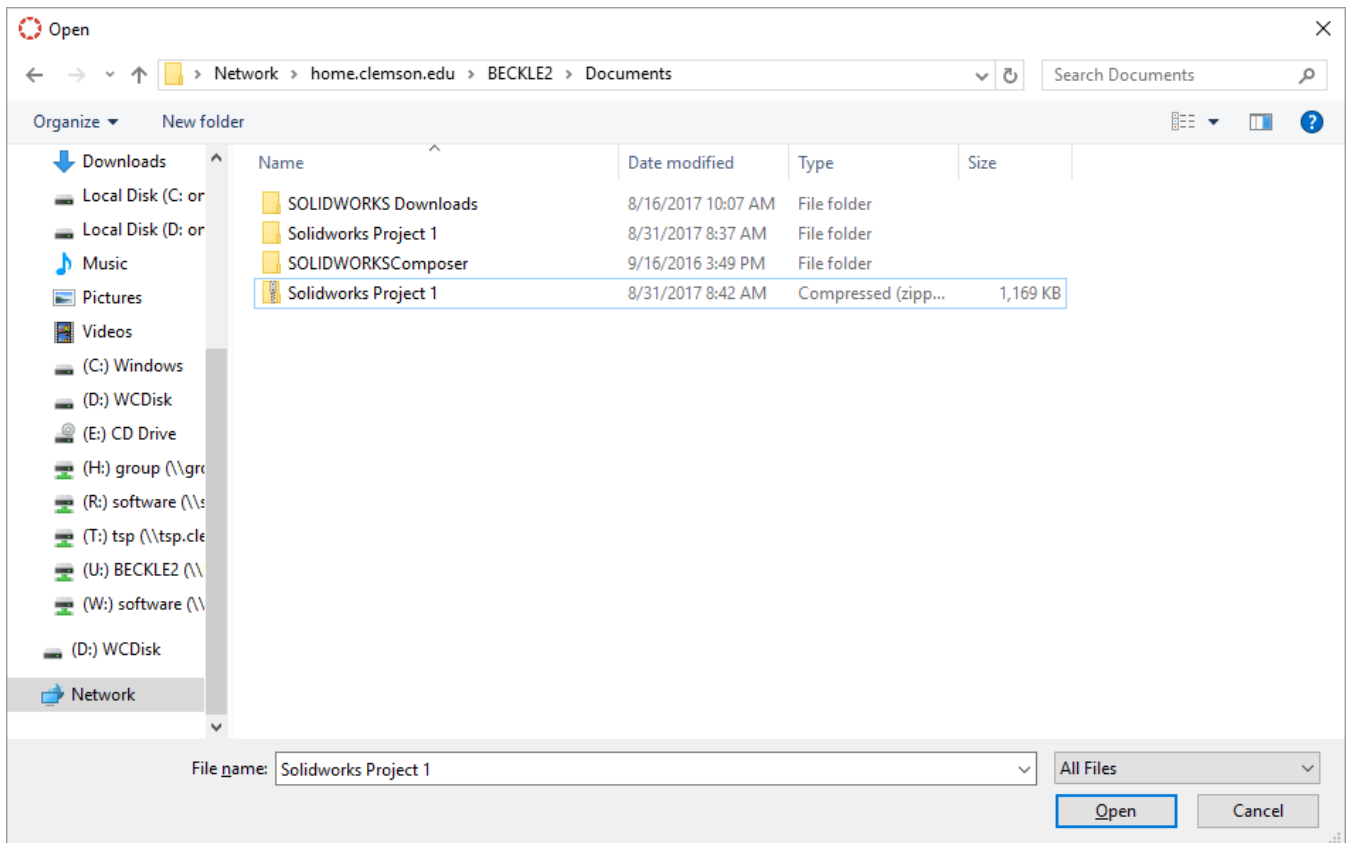
If you need to submit multiple files or a folder you can create a zip file. In the file explorer window, navigate to the folder to be submitted and right click. Under the send to menu, click on Compressed (zipped folder).



A zip file will be created. By default it is named after the folder which was compressed, name the zip file.



Select the zip file and click open.



*Alternatively If you need to submit multiple file within a folder and not the entire folder, you can hold down the ctrl button select the multiple file and then right click and then click on Compressed (zipped folder)

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=605>