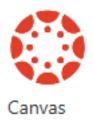
## Submitting files to Canvas via CUapps

605 Matt Rector February 20, 2019 Citrix, Working with Files

## Submitting a file in Canvas:

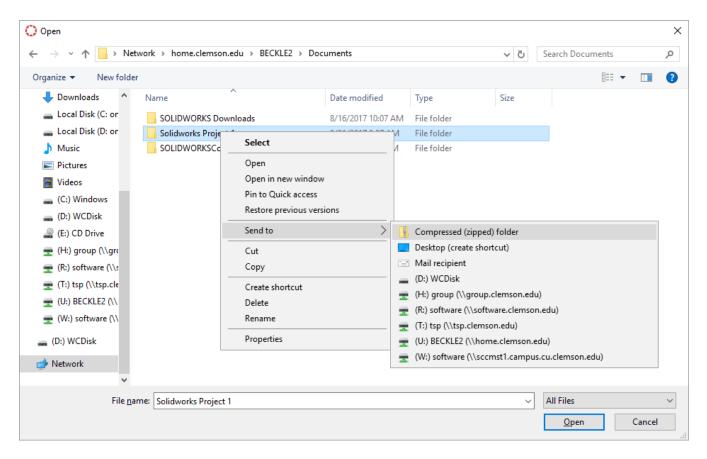
To submit files to Canvas which have been created using CUapps, just launch the Canvas application in Citrix.



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.

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Select the zip file and click open.

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\*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 multple file and then right click and then click on Compressed (zipped folder)

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