Remote Windows Desktop – Accessing H: drive for assignment submissions through Canvas

To submit assignments from your H: drive in Canvas you must access Canvas through the (Windows) Remote Desktop.

Use following instructions:

1. Look for **Remote Desktop** on your laptop by searching for it in the search bar and then, click on it to open**:



- 2. If you haven't used this app before, follow the prompts for setup; see instructions in the link below. Remote Desktop App Sign in Procedures
- 3. Once in the Remote Desktop click on the Microsoft Edge icon



5. Once in Canvas, choose the appropriate Course and Assignment.

| = 13103-P1-Yost > | Assignments |
|---------------------------------|--|
| 2020/2023 2020 2023 Coc Home | Search for Assignment |
| Announcements Modules | Upcoming Assignments |
| Assignments Discussions | CB Designer File Submission Due Des 2 at Spm 1-y10 pts Not Not Graded |
| Grades People | Cutting Boards Manufacturing Plans Submission Due Dec 3 at 3.05pm -/10 ats |
| Pages Files | Undated Assignments |
| Google Drive Office 365 | CB Designer File Upload |
| | Group Discussion: [Title Here] |
| »I | 📴 Individual Assignment: [Title Here] |
| | an Assemments Men. W Robotics Pros and |

6. Next, click on the "Submit Assignment" Button



7. Then, click on the "Choose File" button. This will open File Explorer.

| File Opioad | Google Doc | Studio | CK-12 Practice | Google Driv |
|-----------------------------|----------------------|---------------|---------------------|-------------|
| Up <mark>load a file</mark> | , or choose a file y | ou've alread | ly uploaded. | |
| File: | hoose File No fi | le chosen | | |
| | + Add Another | File | | |
| | Click here to fin | id a file you | ı've already upload | led |

8. Click on "This PC"; the "H" drive shows there under "Network locations" – double click to open it.



9. Select the appropriate file & click "Open"

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| Discus | Desktop | | Social Studies | 10/22/2020 8:55 AM | File folder | |
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10. The file shows (as highlighted below); click the "Submit Assignment" button.

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| ← - | D G | A https://craw.instructure.com/courses/10549/assignments/62195 |
| - Stiller | Modules | |
| A | Assignments | Please submit your up-to-date Manufacturing Plans in WORD FORMAT to this |
| | Discussions | this in digital form now that we are remote so I can review and give you feedbar checking your progress on this which you will be working on during class on We |
| 0 | Grades | will be due by Thursday at the end of the day. I expect a clean organized though |
| | People | have shared with you in the above modules. If you have hand-written notes that digital version for submission. I will be available during class time as usual for qu |
| 0.4 | Pages | your process. |
| ~~~ | Files | |
| | Google Drive | |
| E. | Office 365 | File Upload Google Doc Studio CK-12 Practice Google Drive Mo |
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| | | Cansel Submit Assignment |