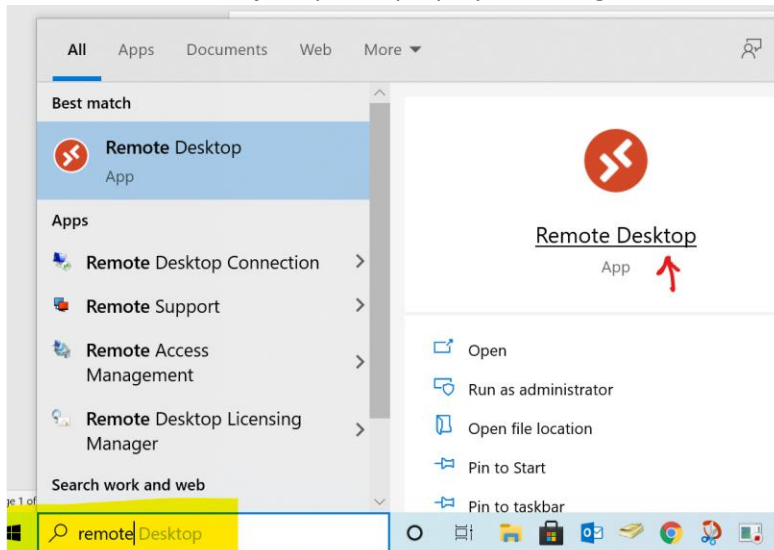


# Remote Windows Desktop – Accessing H: drive for assignment submissions through Canvas

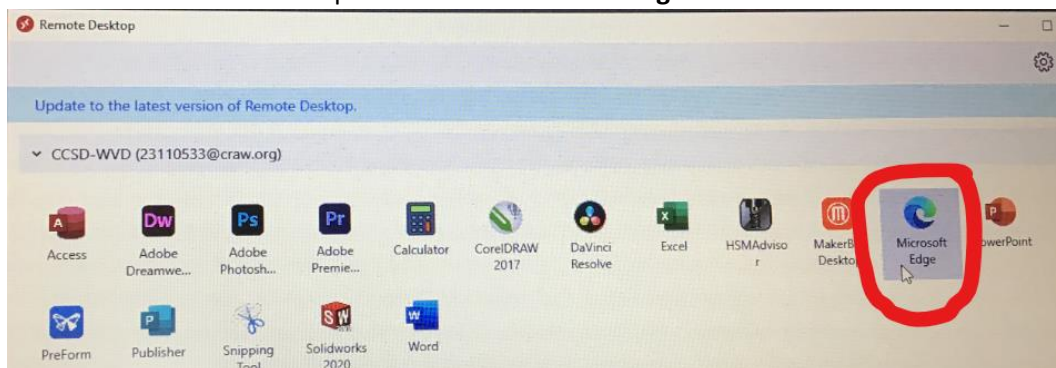
**To submit assignments from your H: drive in Canvas you must access Canvas through the (Windows) Remote Desktop.**

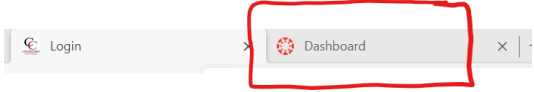
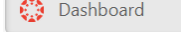
Use following instructions:

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

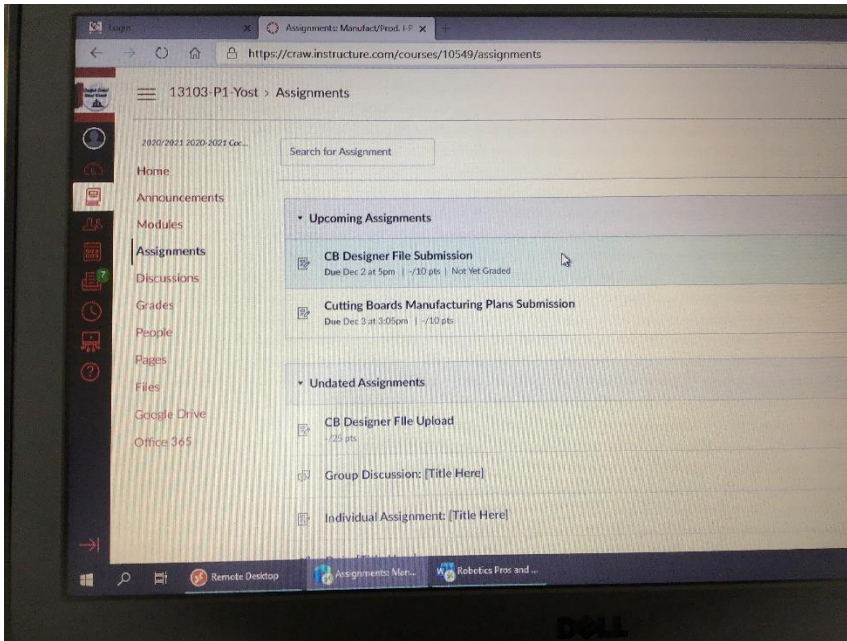


2. If you haven't used this app before, follow the prompts for setup; see instructions in the link below.  
[Remote Desktop App Sign in Procedures](#)
3. Once in the Remote Desktop click on the **Microsoft Edge**

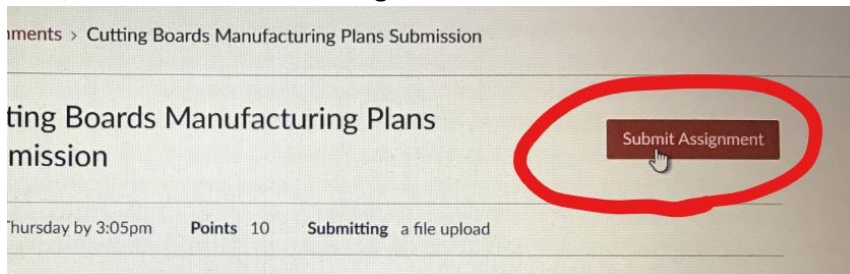


4. You will see two tabs;  click on the  **tab** to access Canvas.

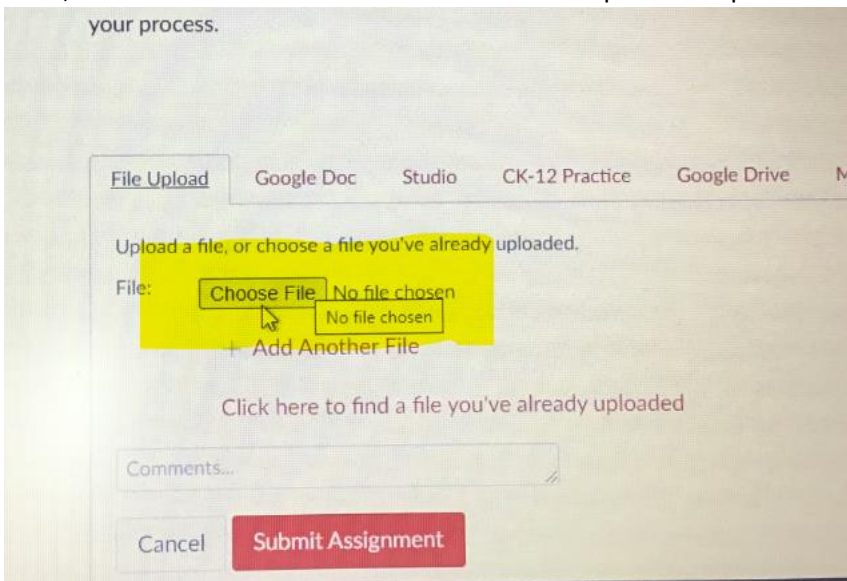
5. Once in Canvas, choose the appropriate Course and Assignment.



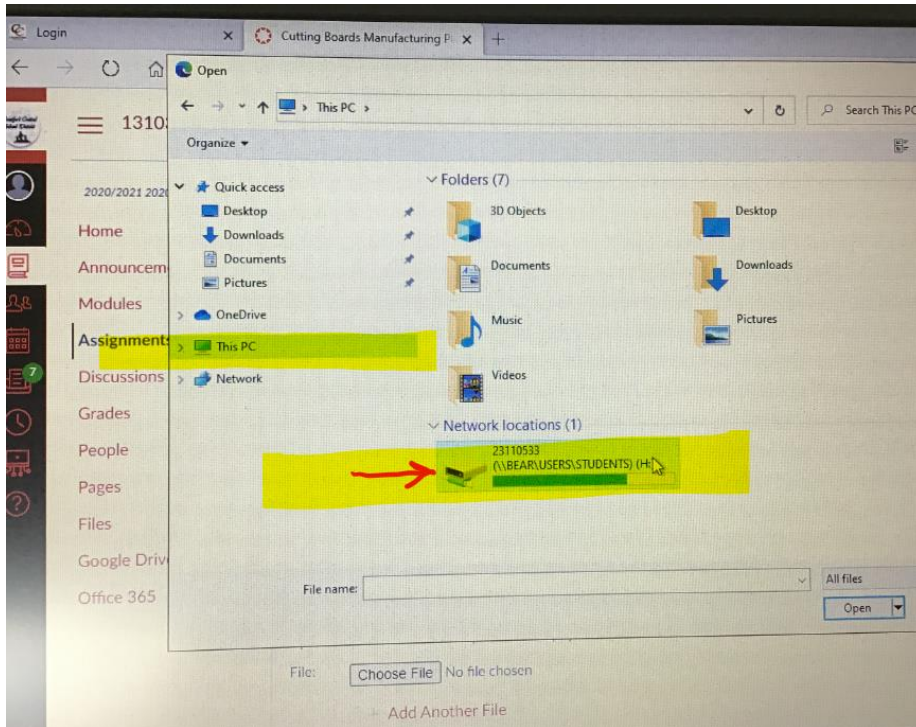
6. Next, click on the "Submit Assignment" Button



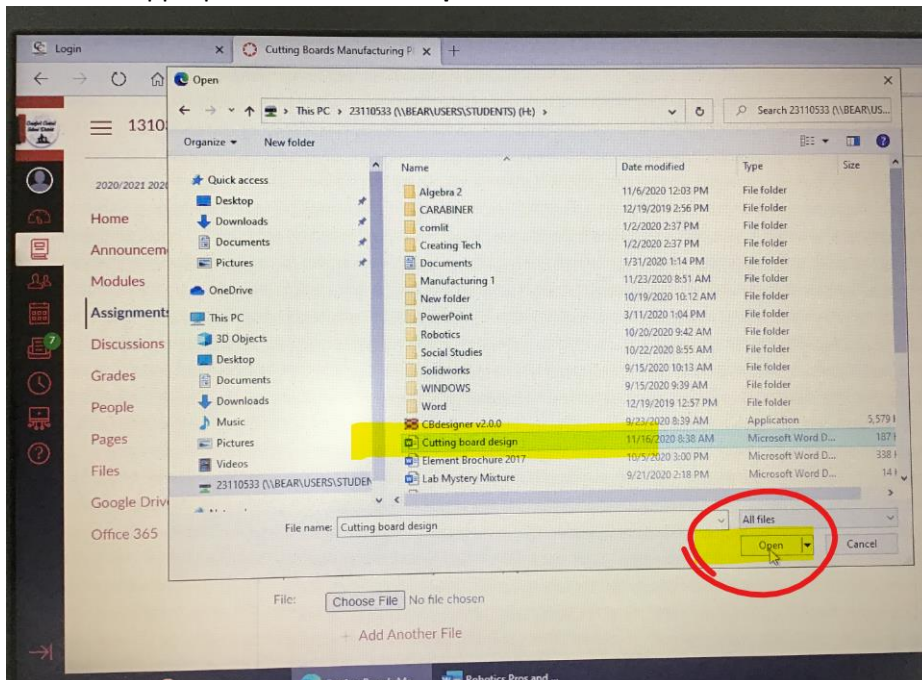
7. Then, click on the "Choose File" button. This will open File Explorer.



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”



10. The file shows (as highlighted below); click the “**Submit Assignment**” button.

