DRAG AND DROP ASSIGNMENT FILES



When submitting an assignment in ulearn, you can drag the file from its saved location and drop it into the attachments area without having to browse your computer to find the file.

Instructions

- 1. Navigate to the assignment.
- 2. Scroll down to the Assignment Submission area.

ASSIGNMENT SUBMISSION	
Text Submission	Write Submission
Attach Files	Browse My Computer
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- 3. Open the folder on your computer or other storage device where the file is saved.
- 4. Left click on the file and hold the mouse button down. Move your mouse to drag the file anywhere inside the Attach Files area (outlined with a black dotted line). Release the mouse button to drop the file. Repeat this step if you need to attach multiple files.

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Instructional Design & Technology

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5. The attached file is listed. To remove a file, click **Do not attach** in the column to the far right.

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6. Click Submit.

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