

# 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.

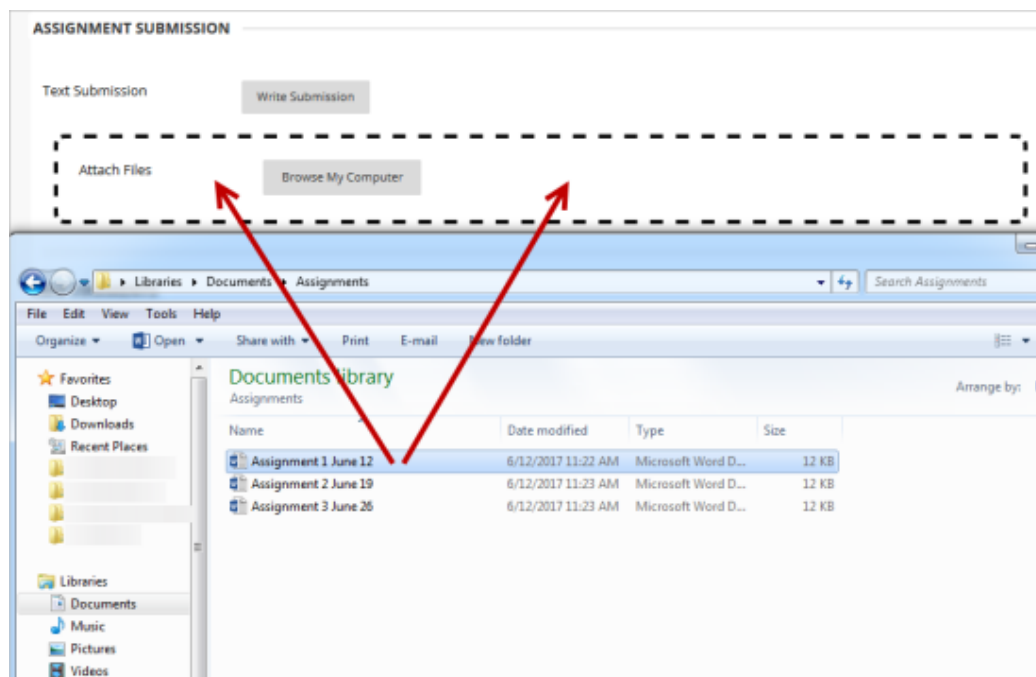
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## Instructions

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



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

Attach Files	
<input type="button" value="Browse My Computer"/>	
Attached files	
File Name	Link Title
Assignment 1 June 12.docx	Assignment 1 June 12.docx
	<input type="button" value="Do not attach"/>

6. Click **Submit**.

Attached files	
File Name	Link Title
Assignment 1 June 12.docx	Assignment 1 June 12.docx
	<input type="button" value="Do not attach"/>
<input type="button" value="Cancel"/> <input type="button" value="Save Draft"/> <input type="button" value="Submit"/>	