

# How to upload your U2 Writing Assignment from Google Docs to our website

A Step-by-Step Guide



# Name and save your correctly formatted document as you see below.

The image shows a browser window with multiple tabs open, including 'Your big idea', 'Multimodal Pro', 'Inbox (3) - jessi', 'Student Name', 'Mail - JPenner', 'Edit Post - ENG', 'repurposing - C', and 'how to take a s'. The active tab is a Google Docs document titled 'Student Name, General Analysis & Focused Analysis'. The document content includes:

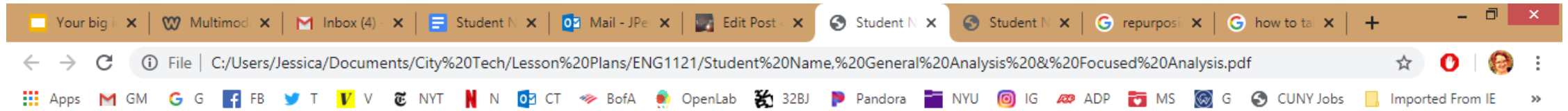
- Student Name
- English Composition 2
- Date
- Word Count: XXXX
- Title: \_\_\_\_\_
- Part 1: General Analysis**
- History and Social Impact**

Three red arrows are overlaid on the image: one pointing to the 'View' menu in the top toolbar, one pointing to the 'Date' field, and one pointing to the 'Part 1: General Analysis' section.

# Go to File, then Download, then click on PDF.

The screenshot shows a Google Docs document titled "Student Name, General Analysis & Focused Analysis". The "File" menu is open, and the "Download" option is selected, which has opened a sub-menu. In this sub-menu, the "PDF Document (.pdf)" option is highlighted. Three red arrows indicate the navigation path: one points to the "File" menu, another points to the "Download" option, and a third points to the "PDF Document (.pdf)" option. The document content includes the text "Student Name", "Part 1: General Analysis", and "History and Social Impact". The browser's address bar shows the document URL: docs.google.com/document/d/1uZd4NC\_ycowGZWITplgsmzLYVOprsPTsAFomJxalnQ/edit.

# Your document is now a PDF!



Student Name

English Composition 2

Date

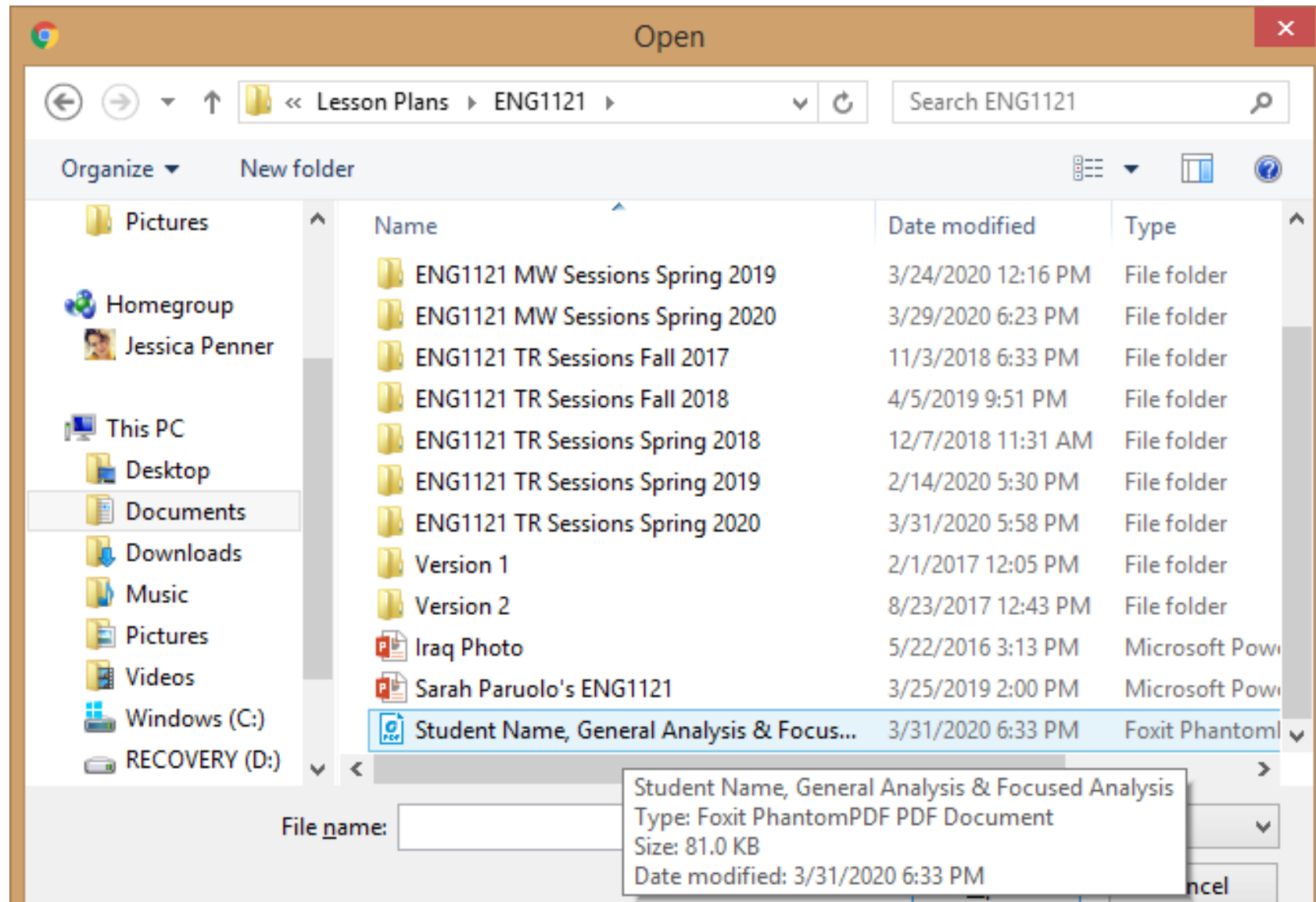
Word Count: XXXX

Title: \_\_\_\_\_

## Part 1: General Analysis

History and Social Impact

# Save the PDF to your drive.



Go to the website dashboard and create a new post. Select Image on the right side.

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Edit Post - ENG" and the address bar shows the URL: [openlab.citytech.cuny.edu/pennereng1121spring2020d474tuth/wp-admin/post.php?post=367&action=edit&classic-editor](https://openlab.citytech.cuny.edu/pennereng1121spring2020d474tuth/wp-admin/post.php?post=367&action=edit&classic-editor). The browser's address bar also displays "Post draft updated. [Preview post](#)".

The WordPress dashboard is visible, with a dark sidebar on the left. The "Posts" menu item is highlighted with a red arrow. The main content area shows the title "Student Name, General Analysis and Focused Analysis" and the permalink: <https://openlab.citytech.cuny.edu/pennereng1121spring2020d474tuth/2020/03/31/student-name-gen...focused-analysis/>. Below the title is an "Add Media" button and a rich text editor with a "Paragraph" block selected.

On the right side, the "Publish" and "Format" panels are visible. The "Publish" panel shows "Status: Draft", "Visibility: Public", and "Publish immediately" options. The "Format" panel shows a list of block types: Standard, Aside, Image, Video, Quote, Link, Gallery, and Status. The "Image" option is selected with a radio button, and a red arrow points to it.

# Click on Add Media

The screenshot displays the WordPress admin dashboard for editing a post. The browser's address bar shows the URL: `openlab.citytech.cuny.edu/pennereng1121spring2020d474tuth/wp-admin/post.php?post=367&action=edit&classic-editor`. The page title is "Student Name, General Analysis and Focused Analysis". A notification at the top states "Post draft updated. [Preview post](#)".

The left sidebar contains navigation menus for "Dashboard", "Posts", "All Posts", "Add New", "Categories", "Tags", "OpenLab GradeBook", "Media", "Pages", "Comments", "Appearance", "Plugins", and "Users".

The main content area features a text editor with a toolbar. The "Add Media" button, located at the top left of the editor, is highlighted with a red arrow. The toolbar also includes options for paragraph formatting, bold, italic, list creation, quote, link, and table insertion.

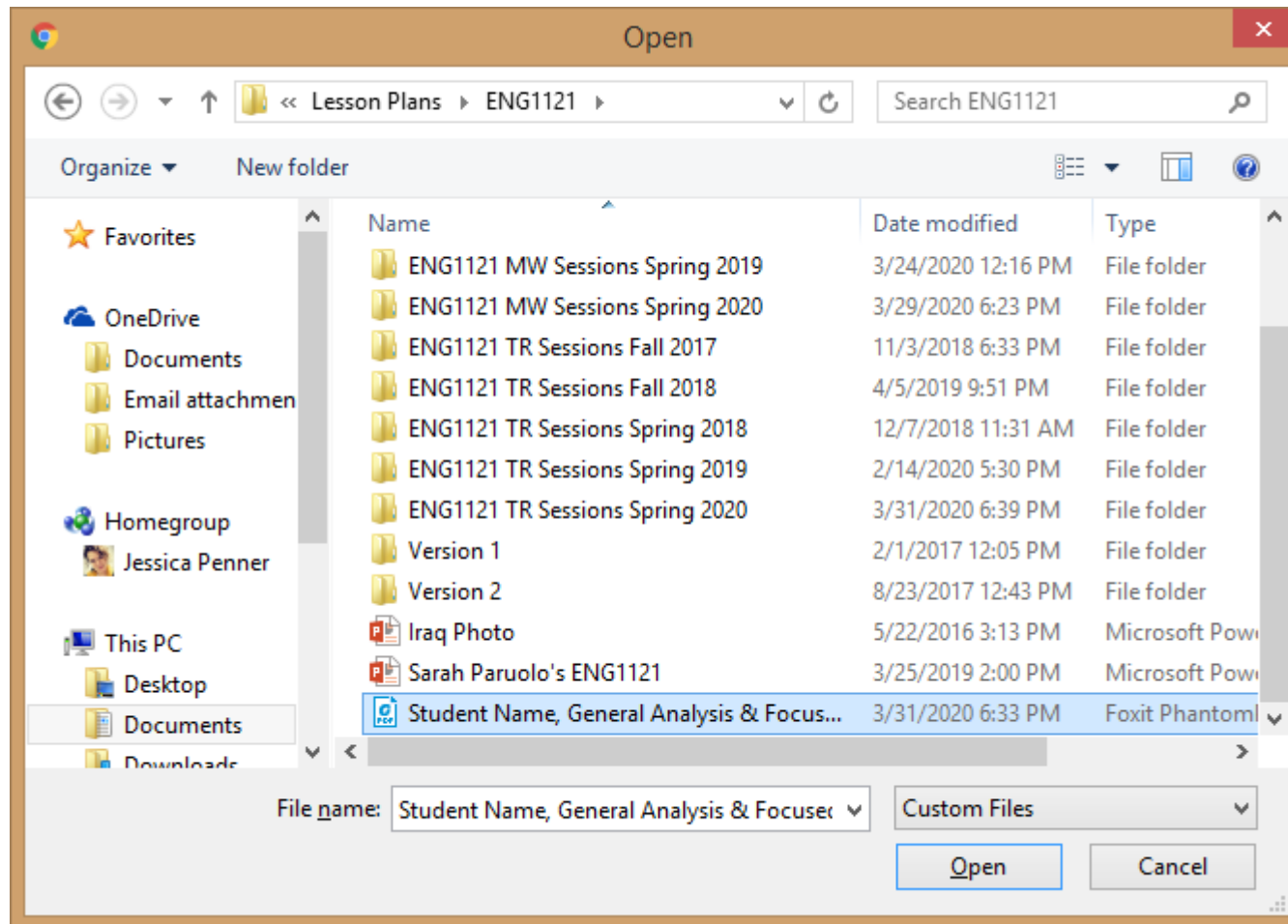
On the right side, the "Publish" panel shows the post status as "Draft" and visibility as "Public". The "Format" panel shows the "Image" format selected.

# Go to Upload Files. Hit Select Files.

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Edit Post - ENG" and the address bar shows the URL: `openlab.citytech.cuny.edu/pennereng1121spring2020d474tuth/wp-admin/post.php?post=367&action=edit&classic-editor`. The browser's toolbar includes various icons for social media and search engines. Below the browser, a WordPress dashboard sidebar is visible on the left, with a "Post draft updated, [Preview post](#)" notification at the top. The main content area displays the "Add Media" modal, which has two tabs: "Upload Files" (highlighted with a red box and a red arrow pointing to it) and "Media Library". The "Upload Files" tab contains a large red arrow pointing to a "Drop files to upload" area, which includes a "Select Files" button (also highlighted with a red box and a red arrow pointing to it) and the text "Maximum upload file size: 10 MB."



# Find your file.



# Select your file and hit Insert Into Post

The screenshot displays the WordPress 'Add Media' modal window. The browser's address bar shows the URL: `openlab.citytech.cuny.edu/pennereng1121spring2020d474tuth/wp-admin/post.php?post=367&action=edit&classic-editor`. The modal is titled 'Add Media' and has two tabs: 'Upload Files' and 'Media Library'. The 'Media Library' tab is active, showing a grid of media items. The first item, 'Student-Name-General-Analysis-Focused-Analysis-1.pdf', is selected, indicated by a blue border and a checkmark in the top right corner. A red arrow points from the 'Featured image' option in the left sidebar to this selected file. At the bottom of the modal, a status bar shows '1 item selected' and a 'Clear' link. A second red arrow points from the 'Insert into post' button in the bottom right corner of the modal.

Dashboard | Post draft updated. [Preview post](#)

Actions

- Add Media
- Create Gallery
- Create Audio Playlist
- Create Video Playlist
- Featured image
- Insert from URL

### Add Media

Upload Files | Media Library

Filter Media

All media items | All dates

Search

Media Item	Thumbnail
Student-Name-General-Analysis-Focused-Analysis-1.pdf	[Thumbnail]
Student-Name-General-Analysis-Focused-Analysis.pdf	[Thumbnail]
Session-14-Workshop-V2.pdf	[Thumbnail]
Session-14-Workshop.pptx	[Thumbnail]
Updated-TR-ENG1121-Spring-2020-3.16.20.pdf	[Thumbnail]
My-Discourse-Community-1.pdf	[Thumbnail]
My-Discourse-Community.pdf	[Thumbnail]
Charles-Sion-Discourse-community-reupload.pdf	[Thumbnail]
MIMOZADEMIRAJ-DISDISCOURSE-COMMUNITY-ENGLISH.pdf	[Thumbnail]
Ayotunde-Summers1121.docx	[Thumbnail]

1 item selected | Clear

ATTACHMENT DETAILS

Student-Name-General-Analysis-Focused-Analysis-1.pdf  
March 31, 2020  
81 KB  
[Delete Permanently](#)

Title: Student Name, General A

Caption: [Text Area]

Description: [Text Area]

Insert into post

# Hit Publish!

## Make sure the post links to your assignment.

The screenshot shows a web browser window with multiple tabs. The active tab is the WordPress admin interface for editing a post. The browser address bar shows the URL: `openlab.citytech.cuny.edu/pennereng1121spring2020d474tuth/wp-admin/post.php?post=367&action=edit&classic-editor`. The browser's bookmark bar contains various sites like Apps, GM, G, FB, T, V, NYT, N, CT, BofA, OpenLab, 32BJ, Pandora, NYU, IG, ADP, MS, G, CUNY Jobs, and Imported From IE.

On the left is a dark sidebar menu with the following items: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, OpenLab GradeBook, Media, Pages, Comments, Appearance, Plugins, Users, Tools, Settings, and Gutenberg.

The main content area shows a post draft titled "Student Name, General Analysis and Focused Analysis". Below the title is the permalink: `https://openlab.citytech.cuny.edu/pennereng1121spring2020d474tuth/2020/03/31/student-name-gen...focused-analysis/`. There is an "Add Media" button and a rich text editor with a toolbar. The editor content shows the title as a link: [Student Name, General Analysis & Focused Analysis](#).

On the right is a "Publish" sidebar panel. It contains buttons for "Save Draft" and "Preview". Below these are status and visibility options: "Status: Draft", "Visibility: Public", and "Publish immediately". At the bottom of the panel, there is a "Move to Trash" link and a "Publish" button. A red arrow points from the "Move to Trash" link towards the "Publish" button.

Below the "Publish" panel is a "Format" panel with radio button options: Standard, Aside, Image (selected), Video, Quote, Link, and Gallery.

If you used Word, *not*  
Google Docs...

...just save it as a PDF before you upload it, so everyone's  
assignments will appear in the same way!

