

How to upload your U3 Writing Assignment from Google Slides to our website

A Step-by-Step Guide



Name and save your website: “Student Name, U3 Website.”

The screenshot shows a Google Slides presentation titled "Student Name, U3 Website". The "File" menu is open, and the "Download" option is selected, showing a sub-menu with the following options:

- Microsoft PowerPoint (.pptx)
- ODP Document (.odp)
- PDF Document (.pdf)
- Plain Text (.txt)
- JPEG image (.jpg, current slide)
- PNG image (.png, current slide)
- Scalable Vector Graphics (.svg, current slide)

The current slide has an orange background with the text "Making Presentations That Stick" and "A guide by Chip Heath & Dan Heath".

A red arrow points to the "File" menu. A callout box on the right contains the text:

Student Name
=
YOUR NAME

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

The image shows a browser window displaying a Google Slides presentation. The browser's address bar shows the URL: docs.google.com/presentation/d/1khdDRCCaTdgeKJP3BinKBz0epG7bKVc5si59987jsbU/edit#slide=id.gcb9a0b074_1_0. The presentation title is "Student Name, U3 Website". The "File" menu is open, and the "Download" option is highlighted. A secondary menu is visible, listing various download formats: Microsoft PowerPoint (.pptx), ODP Document (.odp), PDF Document (.pdf), Plain Text (.txt), JPEG image (.jpg, current slide), PNG image (.png, current slide), and Scalable Vector Graphics (.svg, current slide). The "PDF Document (.pdf)" option is highlighted with a red arrow. The main slide content features a large orange rectangle with the text "Making Presentations That Stick" and "A guide by Chip Heath & Dan Heath".

Student Name, U3 Website

File Edit View Insert Format Slide Arrange Tools Add-ons Help Last edit was made on March 31 by anonymous

Share

New

Open Ctrl+O

Import slides

Make a copy

Download

Email as attachment

Make available offline

Version history

Rename

Move

Add shortcut to Drive

Move to trash

Publish to the web

Email collaborators

Document details

Language

Microsoft PowerPoint (.pptx)

ODP Document (.odp)

PDF Document (.pdf)

Plain Text (.txt)

JPEG image (.jpg, current slide)

PNG image (.png, current slide)

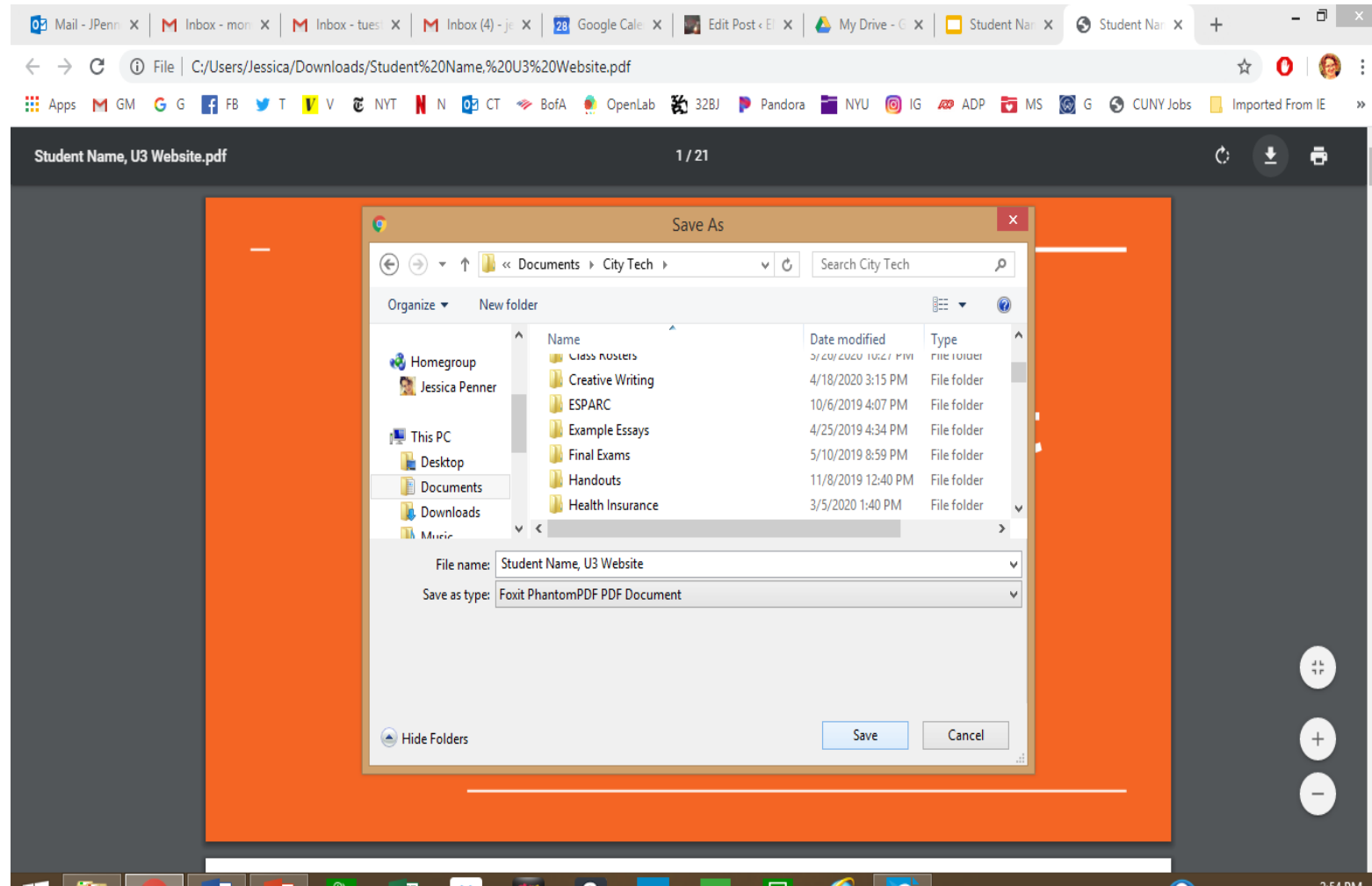
Scalable Vector Graphics (.svg, current slide)

Making Presentations That Stick

A guide by Chip Heath & Dan Heath

Your document is now a PDF!

Save it to your drive.



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

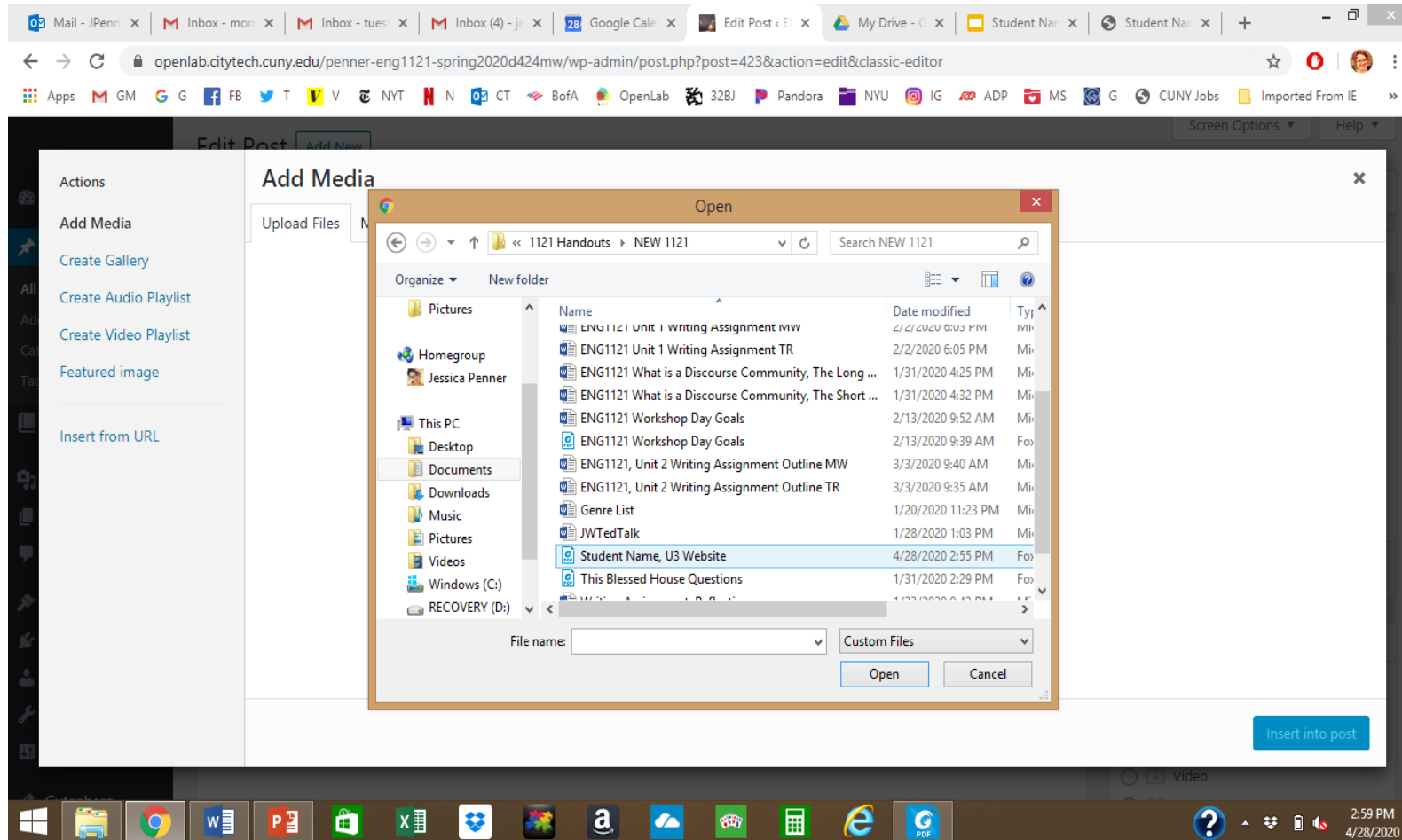
The screenshot displays the WordPress 'Edit Post' interface. The browser's address bar shows the URL: `openlab.citytech.cuny.edu/penner-eng1121-spring2020d424mw/wp-admin/post.php?post=423&action=edit&classic-editor`. The left sidebar contains a menu with 'Posts' highlighted. The main content area shows the post title 'Student Name, U3 Website' and the 'Add Media' button. The 'Format' dropdown menu is open, with 'Image' selected. The right sidebar contains the 'Publish' and 'Format' sections. Three red arrows are overlaid on the image: one pointing to the 'Posts' menu item, one pointing to the 'Add Media' button, and one pointing to the 'Image' option in the 'Format' dropdown.

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 bookmark bar contains various icons for social media and other sites. Below the browser, the WordPress admin dashboard is visible, with a notification that says "Post draft updated. [Preview post](#)".

The "Add Media" modal is open, showing two tabs: "Upload Files" and "Media Library". A red arrow points to the "Upload Files" tab. Below the tabs, there is a large red arrow pointing to the "Select Files" button. The text "Drop files to upload" and "or" is visible above the button. At the bottom of the modal, it says "Maximum upload file size: 10 MB."

Find your file.



Select your file and hit Insert Into Post

The screenshot shows the WordPress 'Add Media' interface. The browser address bar indicates the URL: `openlab.citytech.cuny.edu/pennereng1121spring2020d474tuth/wp-admin/post.php?post=367&action=edit&classic-editor`. The interface includes a sidebar with 'Actions' such as 'Add Media', 'Create Gallery', 'Create Audio Playlist', 'Create Video Playlist', 'Featured image', and 'Insert from URL'. A red arrow points from 'Insert from URL' to the 'Add Media' modal. The modal has tabs for 'Upload Files' and 'Media Library'. Under 'Filter Media', there are dropdowns for 'All media items' and 'All dates'. A search box is present. The media grid shows several files, with the first one, 'Student-Name-General-Analysis-Focused-Analysis-1.pdf', selected and highlighted with a blue border and a checkmark. A red arrow points from this file to the 'Insert into post' button at the bottom right. The 'ATTACHMENT DETAILS' panel on the right shows the selected file's name, date (March 31, 2020), size (81 KB), and a 'Delete Permanently' link. The title field contains 'Student Name, General A'. The caption and description fields are empty. At the bottom left, it says '1 item selected' with a 'Clear' link and a document icon.

Hit Publish!

Make sure the post links to your assignment.

Dashboard

Posts

All Posts

Add New

Categories

Tags

OpenLab GradeBook

Media

Pages

Comments

Appearance

Plugins

Users

Tools

Settings

Edit Post [Add New](#)

Please Note: Posts and pages from the site you cloned are set to "draft" until you publish or delete them via [Posts](#) and [Pages](#). Custom menus will need to be reactivated via [Appearance > Menus](#)

Post draft updated. [Preview post](#)

Student Name, U3 Website

Permalink: <https://openlab.citytech.cuny.edu/penner-eng1121-spring2020d424mw/2020/04/28/student-name-u3-website/> [Edit](#)

[Add Media](#)

Paragraph **B** *I* [List](#) [List](#) [Quote](#) [Table](#) [Link](#) [Table](#) [Table](#)

Visual Text

[Student Name, U3 Website](#)

Publish

[Save Draft](#) [Preview](#)

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

Revisions: 3 [Browse](#)

[Publish immediately](#) [Edit](#)

[Move](#) [Publish](#)

Format

Standard

Aside

Image

Video

If you've embedded links to other websites or video, they should work.

CHECK ON THIS!

If they don't work, let me know!

If you used PowerPoint, not Google Slides...

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

