

# How to upload your U3 Process Essay from Google Docs to our website

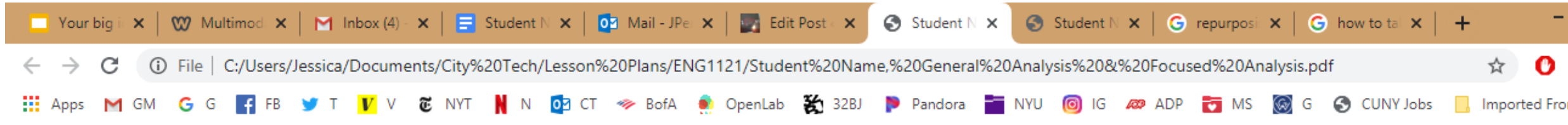
A Step-by-Step Guide



Save the document as “Student Name, Process Essay.” 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, and the top of the browser window displays several open tabs.

# Your document is now a PDF!



Student Name

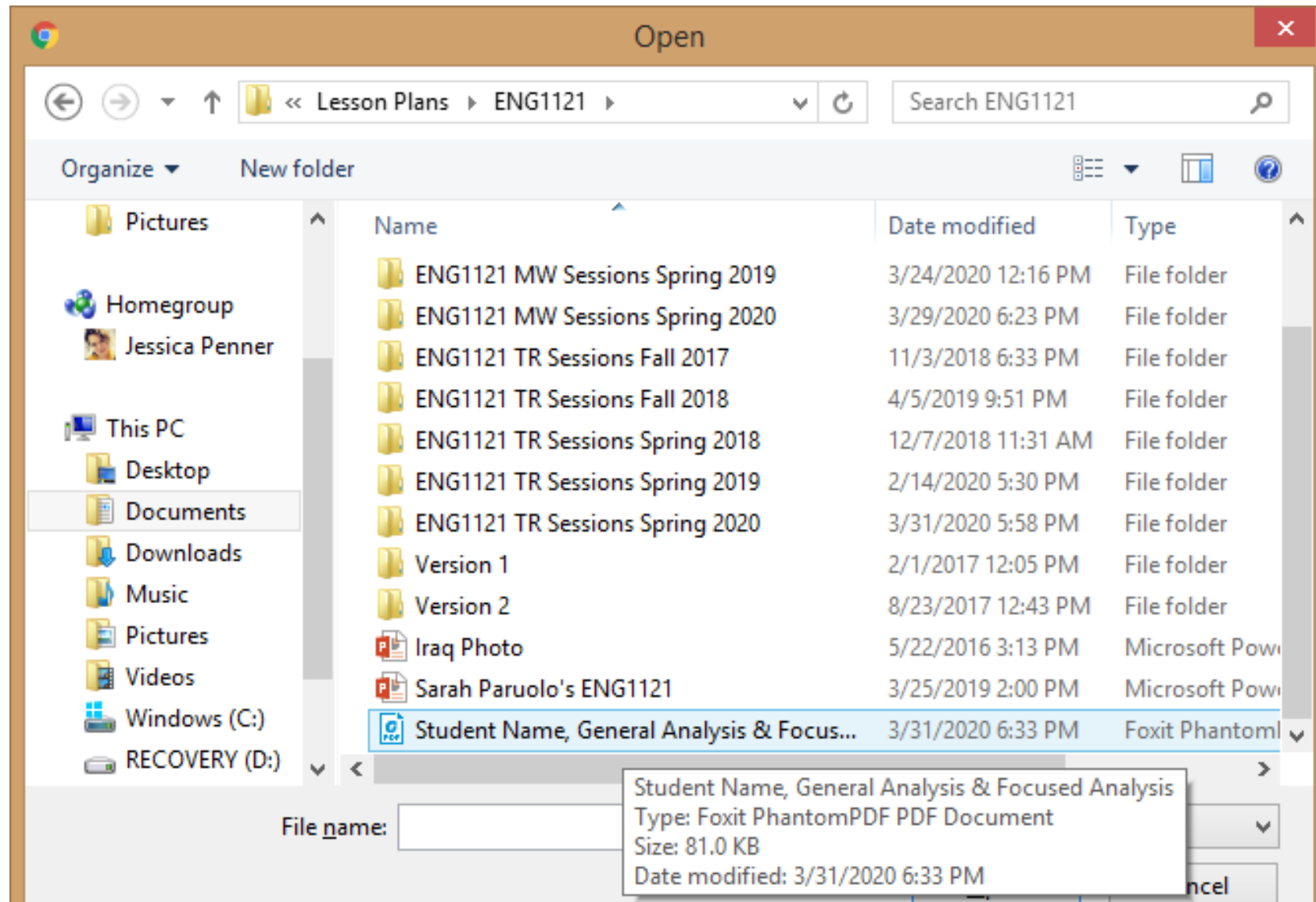
English Composition 2

Date

Word Count: XXXX

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

# Save the PDF to your drive.



Go to the website dashboard and find your **old post for the U3 Website.**

The screenshot shows a web browser window displaying a WordPress dashboard. The address bar shows the URL: [openlab.citytech.cuny.edu/penner-eng1121-spring2020d424mw/wp-admin/post.php?post=531&action=edit&classic-editor](https://openlab.citytech.cuny.edu/penner-eng1121-spring2020d424mw/wp-admin/post.php?post=531&action=edit&classic-editor). The dashboard header includes the OpenLab logo, navigation menus for 'My OpenLab', 'ENG1121 English Composition 2, SP20...', and user information for 'Hi, Jessica Penner' with a 'Log Out' button. The main content area is titled 'Edit Post' and shows a post titled 'Student Name, U3 Website'. The post content is 'Student Name, U3 Website'. The right sidebar contains a 'Publish' section with 'Status: Published', 'Visibility: Public', and 'Published on: May 5, 2020 at 12:16'. Below this is a 'Format' section with 'Standard' selected. The bottom of the image shows a Windows taskbar with various application icons and a system tray showing the time as 12:16 PM on 5/5/2020.

# Click on Add Media

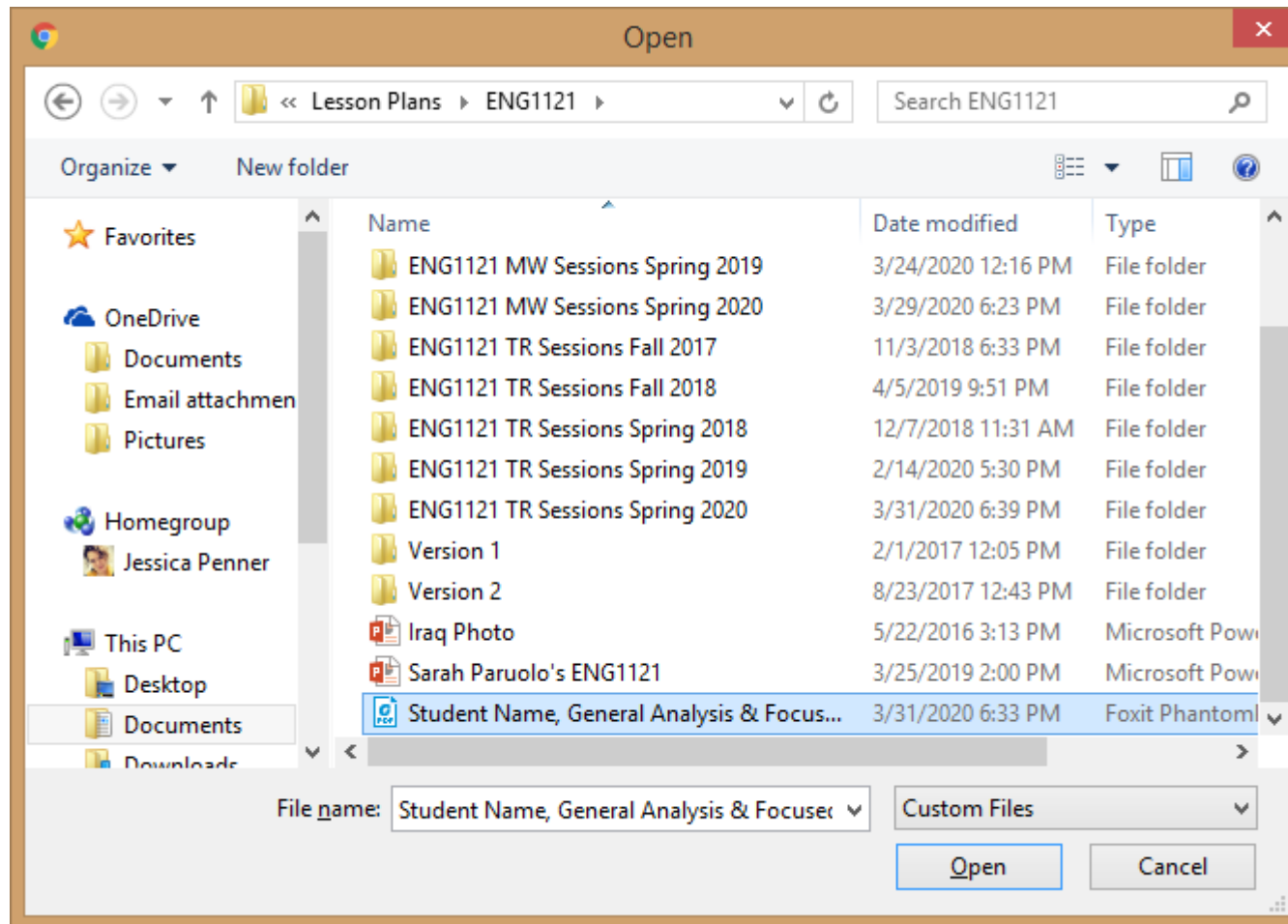
The screenshot shows a web browser window with the URL `openlab.citytech.cuny.edu/penner-eng1121-spring2020d424mw/wp-admin/post.php?post=531&action=edit&classic-editor`. The page title is "Edit Post < ENG1121 English Com...". The browser's address bar and tabs are visible at the top. Below the browser, the WordPress admin interface is shown. The top navigation bar includes the OpenLab logo, "My OpenLab", a user profile for "Hi, Jessica Penner", and a "Log Out" button. The left sidebar contains a menu with "Dashboard", "Posts" (highlighted), "All Posts", "Add New", "Categories", "Tags", "OpenLab GradeBook", "Media", "Pages", "Comments", and "Appearance". The main content area is titled "Edit Post" and includes an "Add New" button. A notice at the top states: "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 > ~~Dismiss~~](#)". Below this is a message: "Post published. [View post](#)". The post title is "Student Name, U3 Website". The permalink is `https://openlab.citytech.cuny.edu/penner-eng1121-spring2020d424mw/2020/05/05/student-name-u3-website/`. The "Add Media" button is highlighted with a red arrow. The right sidebar shows the "Publish" section with "Preview Changes", "Status: Published [Edit](#)", "Visibility: Public [Edit](#)", "Published on: May 5, 2020 at 12:16 [Edit](#)", and "Update" and "Move to Trash" buttons.

# 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 services. 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, the text "Drop files to upload" is displayed, followed by "or" and a button labeled "Select Files". A second red arrow points to the "Select Files" button. At the bottom of the modal, it states "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', and a search box. A grid of media items is displayed, with the first item, 'Student-Name-General-Analysis-Focused-Analysis-1.pdf', selected and highlighted with a blue border and a checkmark. A red arrow points from this item 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. Below this, there are input fields for 'Title' (containing 'Student Name, General A'), 'Caption', and 'Description'. At the bottom left of the modal, it says '1 item selected' with a 'Clear' link and a small document icon.

# Hit **Update**! Make sure the post links to your assignment.

The screenshot shows a web browser window with the URL `openlab.citytech.cuny.edu/penner-eng1121-spring2020d424mw/wp-admin/post.php?post=531&action=edit&classic-editor`. The page title is "Edit Post < ENG1121 English Com". The browser's address bar shows the URL. The page header includes the OpenLab logo, "My OpenLab", a user profile for "Hi, Jessica Penner", and a "Log Out" button. The main content area is titled "Edit Post" and contains a message: "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](#)". Below this is a notification: "Post published. [View post](#)". The main title field contains "Student Name, U3 Website". The permalink is `https://openlab.citytech.cuny.edu/penner-eng1121-spring2020d424mw/2020/05/05/student-name-u3-website/`. The right sidebar shows the "Publish" section with "Status: Published", "Visibility: Public", and "Published on: May 5, 2020 at 12:16". A red arrow points to the "Update" button. The left sidebar shows the "Posts" menu.

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!

