

How to upload your Final Portfolio to our website

A Step-by-Step Guide



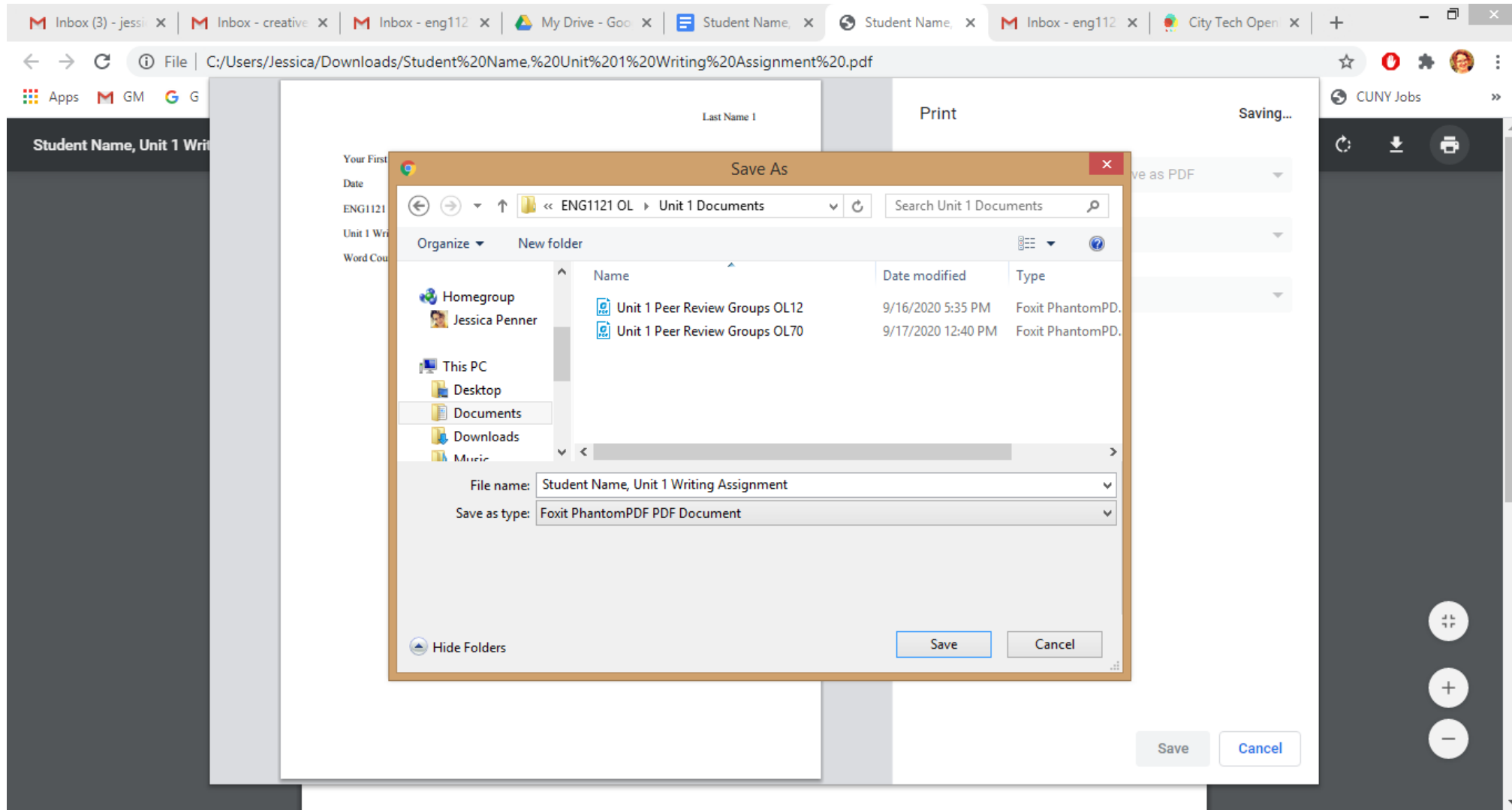
Create PDFs of the written work. Name and save your correctly formatted document.

The image shows a browser window with multiple tabs, including 'Inbox (1) - jessi', 'Inbox (1) - eng', 'My Drive - Goo', 'Student Name', 'Inbox - eng112', 'Inbox - creative', 'Edit Post - ENG', and 'City Tech Open'. The active tab is 'Student Name', which is open to a Google Docs document titled 'Student Name, U3 Writing Assignment'. The document's address bar shows the URL: docs.google.com/document/d/1cOhqM7NROq_tqpFq8-59-iEZn07QUQ_cMA6sjZd4PdM/edit. The document's menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Add-ons', and 'Help'. The toolbar shows various editing options, including a red arrow pointing to the 'Print' icon. The document content includes a heading 'Headings you add to the document will appear here.', followed by the text 'First and Last Name', 'Date', and 'ENG1121'. A red arrow points to the 'Title' field. Another red arrow points to the text 'Last Name 1' in the document. A third red arrow points to the 'File' menu option in the top-left corner of the document interface.

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

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 'Student Name, U3 Writing Assignment'. The Google Docs interface is visible, with the 'File' menu open. The menu items are: Share, New, Open (Ctrl+O), Make a copy, Download, Email as attachment, Make available offline, Version history, Rename, Move, Move to trash, Publish to the web, and Email collaborators. The 'Download' option is expanded, showing: Microsoft Word (.docx), OpenDocument Format (.odt), Rich Text Format (.rtf), PDF Document (.pdf), Plain Text (.txt), Web Page (.html, zipped), and EPUB Publication (.epub). Three red arrows point to the 'File' menu, the 'Download' option, and the 'PDF Document (.pdf)' option. The document content shows 'Student Name' and 'tion 2'.

Save the PDF to your drive.



Go to the website dashboard and create a post under Final Portfolio Work.

The screenshot shows the OpenLab dashboard interface. At the top, the navigation bar includes the OpenLab logo, user profile information, and course details. The left sidebar contains navigation links for Dashboard, Posts, and various tools. The main content area is titled 'Full Name, Final Portfolio' and includes a text input field and a 'Publish' button. The right sidebar shows the 'Categories' list with 'Final Portfolio Work' selected, and a 'Tags' section below it.

Dashboard

My OpenLab

ENG1121 English Composition 2, FA20...

Hi, Jessica Penner

Log Out

Dashboard

Posts

All Posts

Add New

Categories

Tags

OpenLab GradeBook

Media

Forms

Pages

Comments

TablePress

Appearance

Plugins

Users

Tools

Settings

Gutenberg

Save draft

Preview

Publish

Full Name, Final Portfolio

Start writing or type / to choose a block

Categories

Search Categories

Student Work

Discussions

Final Portfolio Work

Final Reflection Work

Introductory Work

Unit 1 Work

Add New Category

Tags

Add New Tag

Separate with commas or the Enter key.

Save Draft! Click on + and scroll down to File.

The screenshot displays the OpenLab user interface. At the top, the navigation bar includes the OpenLab logo, a user profile dropdown, a course dropdown for 'ENG1121 English Composition 2, FA20...', and a 'Log Out' button. The left sidebar contains a menu with items like 'Dashboard', 'Posts', 'All Posts', 'Add New', 'Categories', 'Tags', 'OpenLab GradeBook', 'Media', 'Forms', 'Pages', 'Comments', 'TablePress', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', and 'Gutenberg'. The main content area shows a post editor with the title 'Full Name, Final Portfolio' and a prompt to 'Start writing or type / to choose a block'. A red arrow points to the blue '+' icon in the top left of the editor area. Another red arrow points to the 'Save draft' button in the top right of the editor area. The right sidebar shows the 'Post' settings panel, including 'Categories' (with 'Final Portfolio Work' selected) and 'Tags'.

Click on Upload.

The screenshot shows a web browser window with multiple tabs. The active tab is titled "Edit Post < ENG >". The address bar shows the URL: `openlab.citytech.cuny.edu/pennereng1121ol12fall2020mw/wp-admin/post.php?post=1299&action=edit`. The browser's toolbar includes various icons for navigation and search. Below the browser, the WordPress admin interface is visible. The top navigation bar includes the "OPENLAB AT CITY TECH" logo, "My OpenLab", a user profile for "Hi, Jessica Penner", and a "Log Out" button. The main content area is titled "Full Name, Final Portfolio". On the left, there is a sidebar with a "Dashboard" menu and a "Posts" menu. The "Posts" menu is expanded, showing options like "All Posts", "Add New", "Categories", and "Tags". Below these are links for "OpenLab GradeBook", "Media", "Links", "Forms", "Pages", "Comments", "TablePress", "Appearance", "Plugins", "Users", "Tools", and "Settings". The main content area has a "Search for a block" input field and three tabs: "Blocks", "Patterns", and "Reusable". The "Blocks" tab is active, showing a grid of block options under the "MEDIA" section: "Image", "Gallery", "Audio", "Cover", "File", "Media & Text", and "Video". The "File" block is selected, and its editor is shown. It contains the text "Upload a file or pick one from your media library." and a blue "Upload" button. A large red arrow points to the "Upload" button. On the right side of the editor, there is a "Document" and "Block" tab, with "Block" selected. Below this, there is a "File" block configuration area with the text "Add a link to a downloadable file." and an "Advanced" section with a dropdown arrow. At the bottom of the editor, there is a "Document" and "File" tab, with "File" selected.

Find your document(s). Hit Open.

The screenshot shows a web browser window with multiple tabs. The active tab is an OpenLab post editor for 'ENG1121 English Composition 2'. A file selection dialog titled 'Open' is overlaid on the page, showing the contents of the 'Unit 1 Documents' folder. The file 'Student Name, Unit 1 Writing Assignment' is selected. A red arrow points to the 'Open' button in the dialog.

Browser tabs: Inbox (8) - jessi, Inbox - creative, Inbox - eng112, My Drive - Goo, Student Name, Student Name, Inbox - eng112, Edit Post - ENG

Address bar: openlab.citytech.cuny.edu/pennereng1121ol12fall2020mw/wp-admin/post.php?post=1299&action=edit

Browser extensions: Apps, GM, G, FB, T, V, NY, N, CT, BofA, OpenLab, 32BJ, Pandora, NYU, IG, ADP, MS, G, Z, Bb, CUNY Jobs

OpenLab AT CITY TECH | My OpenLab | ENG1121 English Composition 2 | Hi, Jessica Penner | Log Out

Dashboard | Posts | All Posts | Add New | Categories | Tags | OpenLab GradeBook | Media | Links | Forms | Pages | Comments | TablePress | Appearance | Plugins | Users | Tools | Settings

Search for a block

Blocks | Patterns | Reusable

MEDIA

Image | Gallery | Audio

Cover | File | Media & Text

Video

DESIGN

Document → File

Open dialog: << ENG1121 OL >> Unit 1 Documents | Search Unit 1 Documents

Name	Date modified	Type
ENG 1121 Unit 1 Discourse Community A...	8/18/2020 3:53 PM	Microsoft Word D...
ENG1121 Unit 1 Peer Review Worksheet	9/16/2020 1:25 PM	Microsoft Word D...
ENG1121 Unit 1 Writing Assignment Eval...	8/18/2020 3:51 PM	Microsoft Word D...
Student Name, Unit 1 Writing Assignment	9/23/2020 4:43 PM	Foxit PhantomPD...
Unit 1 Peer Review Groups OL12	9/16/2020 5:35 PM	Foxit PhantomPD...
Unit 1 Peer Review Groups OL70	9/17/2020 12:40 PM	Foxit PhantomPD...
Unit 1 Upload Instructions	9/23/2020 5:17 PM	Microsoft PowerP...

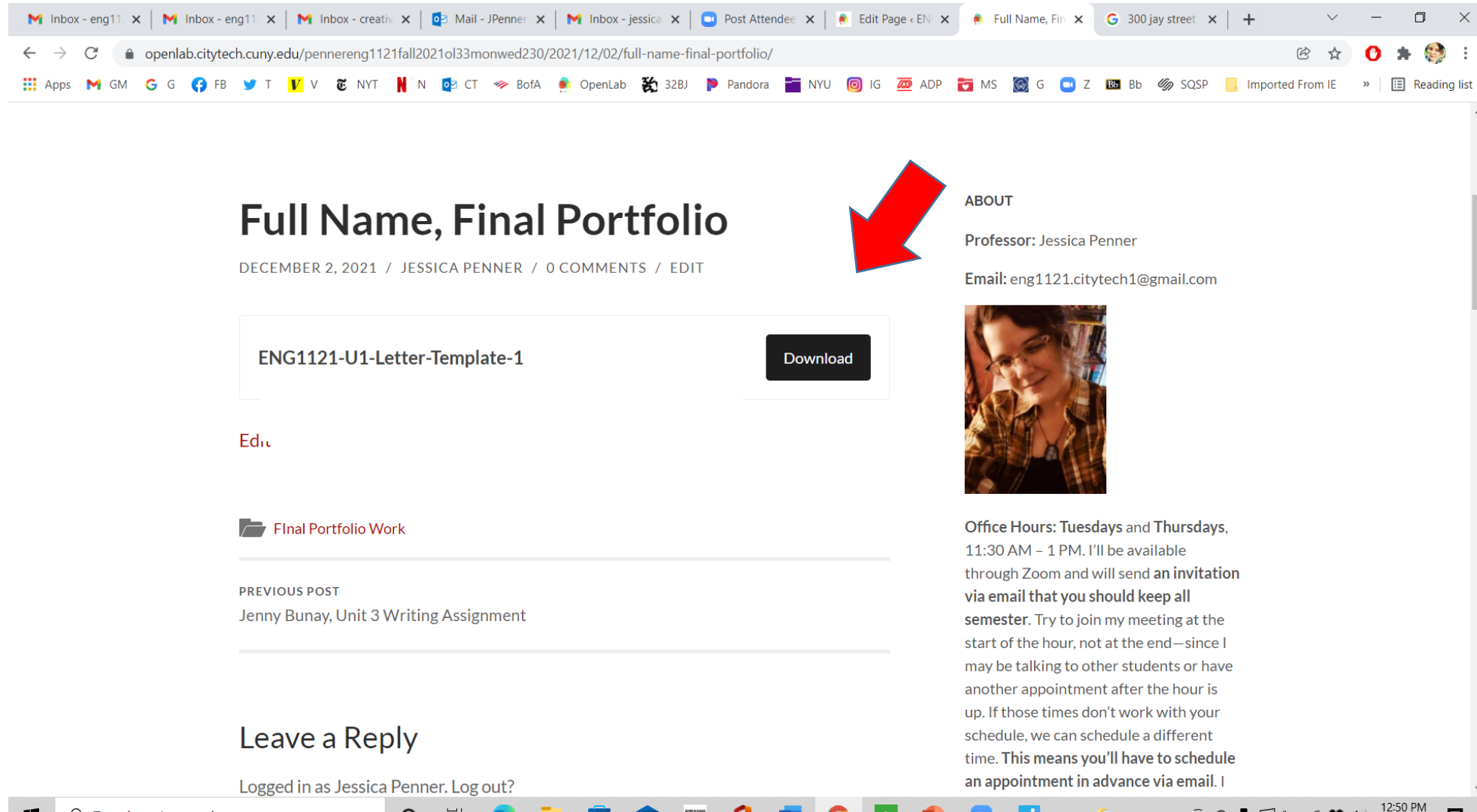
File name: Student Name, Unit 1 Writing Assignment | All Files

Open | Cancel

Hit Publish!!!

The screenshot shows a WordPress dashboard interface. At the top, the header includes the OpenLab logo, navigation links for 'My OpenLab', 'ENG1121 English Composition 2, FA20...', and a user profile for 'Hi, Jessica Perner' with a 'Log Out' button. The left sidebar contains a menu with items like 'Dashboard', 'Posts', 'All Posts', 'Add New', 'Categories', 'Tags', 'OpenLab GradeBook', 'Media', 'Forms', 'Pages', 'Comments', 'TablePress', 'Appearance', 'Plugins', 'Users', 'Tools', 'Settings', and 'Gutenberg'. The main content area is a post editor titled 'Full Name, Final Portfolio'. It features a large text area with the prompt 'Start writing or type / to choose a block' and a plus sign icon. Below the text area are two blocks: 'Attributions' and 'Mammoth .docx converter'. The 'Mammoth .docx converter' block includes a 'Choose File' button and the text 'No file chosen'. On the right side, there is a 'Publish' button, which is circled in red and pointed to by a red arrow. Other buttons visible include 'Save draft' and 'Preview'. The 'Publish' button is highlighted with a red circle and a red arrow pointing to it from the right.

Make **sure** ALL the Downloads work!



The screenshot shows a web browser window with multiple tabs. The active tab is titled 'Full Name, Final Portfolio' and the address bar shows the URL: `openlab.citytech.cuny.edu/pennereng1121fall2021ol33monwed230/2021/12/02/full-name-final-portfolio/`. The page content includes:

- Full Name, Final Portfolio** (Main heading)
- DECEMBER 2, 2021 / JESSICA PENNER / 0 COMMENTS / EDIT
- A file named **ENG1121-U1-Letter-Template-1** with a **Download** button. A red arrow points to this button.
- ABOUT** section:
 - Professor: Jessica Penner
 - Email: eng1121.citytech1@gmail.com
 - A profile picture of Jessica Penner.
 - Office Hours: Tuesdays and Thursdays, 11:30 AM – 1 PM. I'll be available through Zoom and will send an invitation via email that you should keep all semester. Try to join my meeting at the start of the hour, not at the end—since I may be talking to other students or have another appointment after the hour is up. If those times don't work with your schedule, we can schedule a different time. This means you'll have to schedule an appointment in advance via email. I
- PREVIOUS POST**: Jenny Bunay, Unit 3 Writing Assignment
- Leave a Reply** section.
- Logged in as Jessica Penner. Log out?

If you have a video for U3...

The screenshot displays the WordPress admin interface for editing a post. The left sidebar contains the navigation menu with 'Posts' selected. The main content area shows the 'Blocks' panel with a search bar and tabs for 'Blocks', 'Patterns', and 'Reusable'. A red arrow points to the 'Video' block icon, which is highlighted with a blue border. Below the 'Video' block icon, a notification reads 'Post reverted to draft.' The central editor area shows a video player with a play button and a 'Watch on YouTube' link. The right sidebar contains the 'Block' settings panel, which is currently empty. The top of the browser window shows the URL 'openlab.citytech.cuny.edu/pennereng1121fall2021o133monwed230/wp-admin/post.php?post=2336&action=edit' and several open browser tabs. The bottom of the screen shows the Windows taskbar with the search bar and system tray.

What if your
video or
PowerPoint
is too large
for
OpenLab?

Unfortunately, OpenLab posts can only hold 10MB of data. If this happens, do the following...

- Provide a URL link (if it's a video on YouTube) in the post
- ...or write a **note** in your post that you've emailed you visual/audio part of U3 to my GMAIL account (and send it).
 - Be sure to put in the subject line: **Full Name, Final Portfolio, U3 Visual/Audio Component.**
 - And be sure to post the **written** part of U3 on the Final Portfolio post!