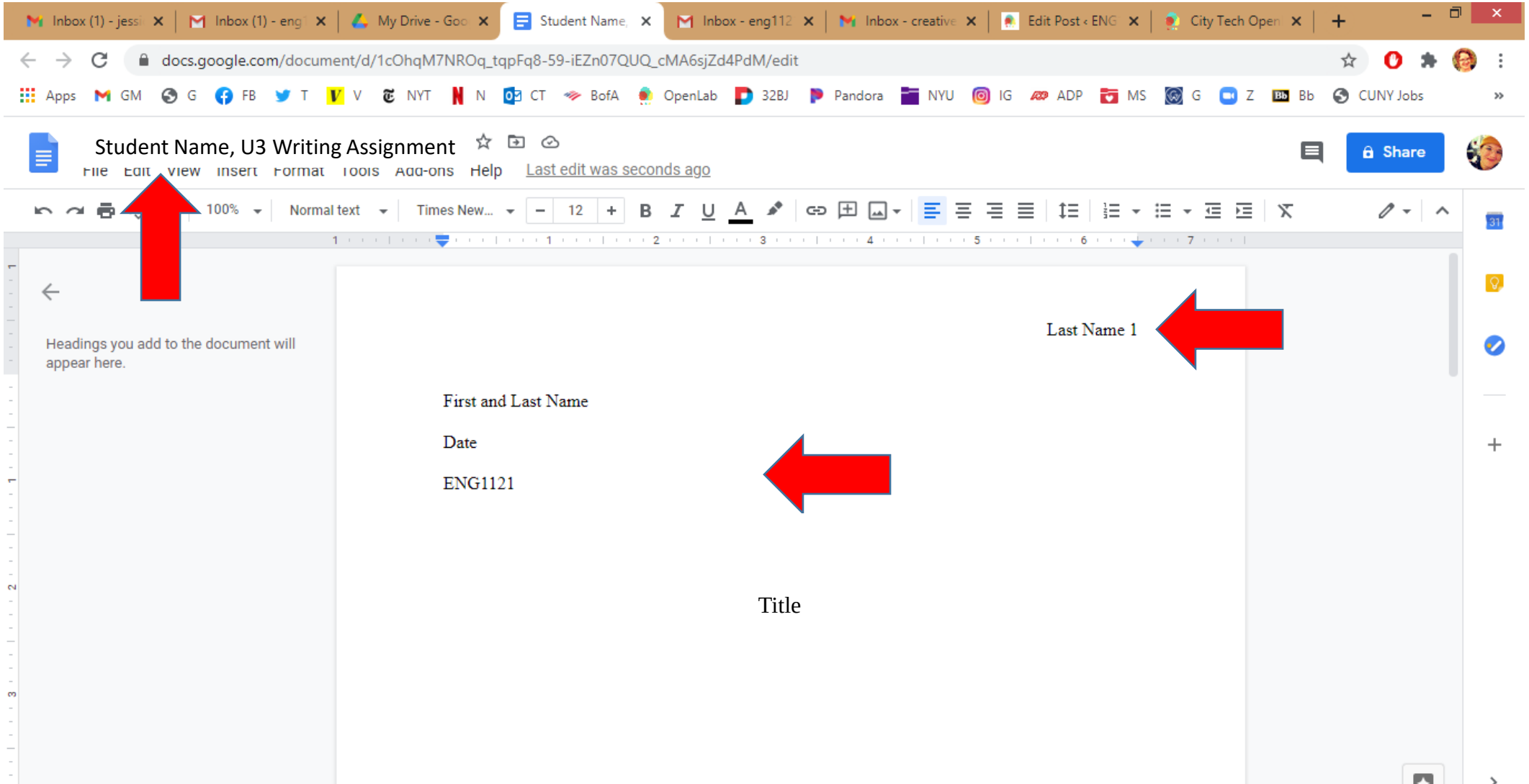
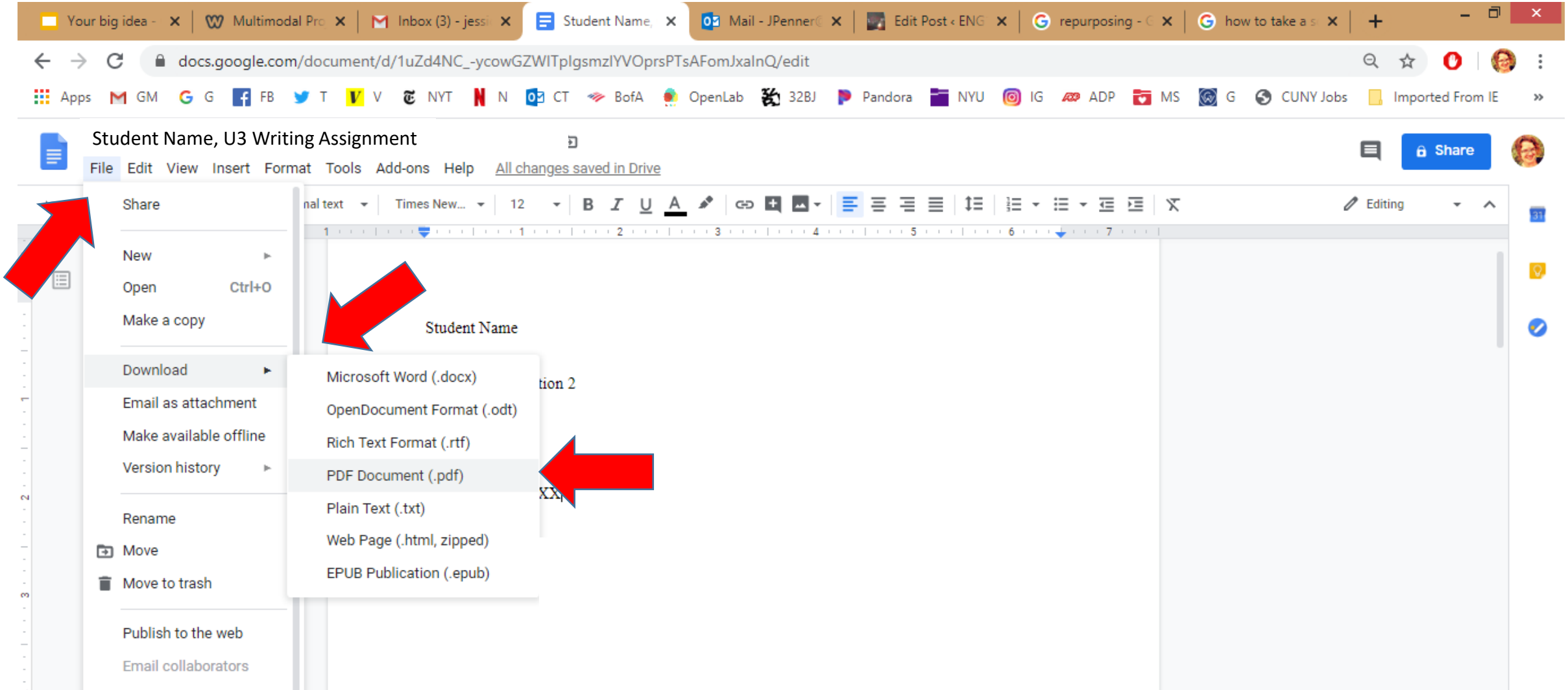
How to upload your Final Portfolio to our website

A Step-by-Step Guide

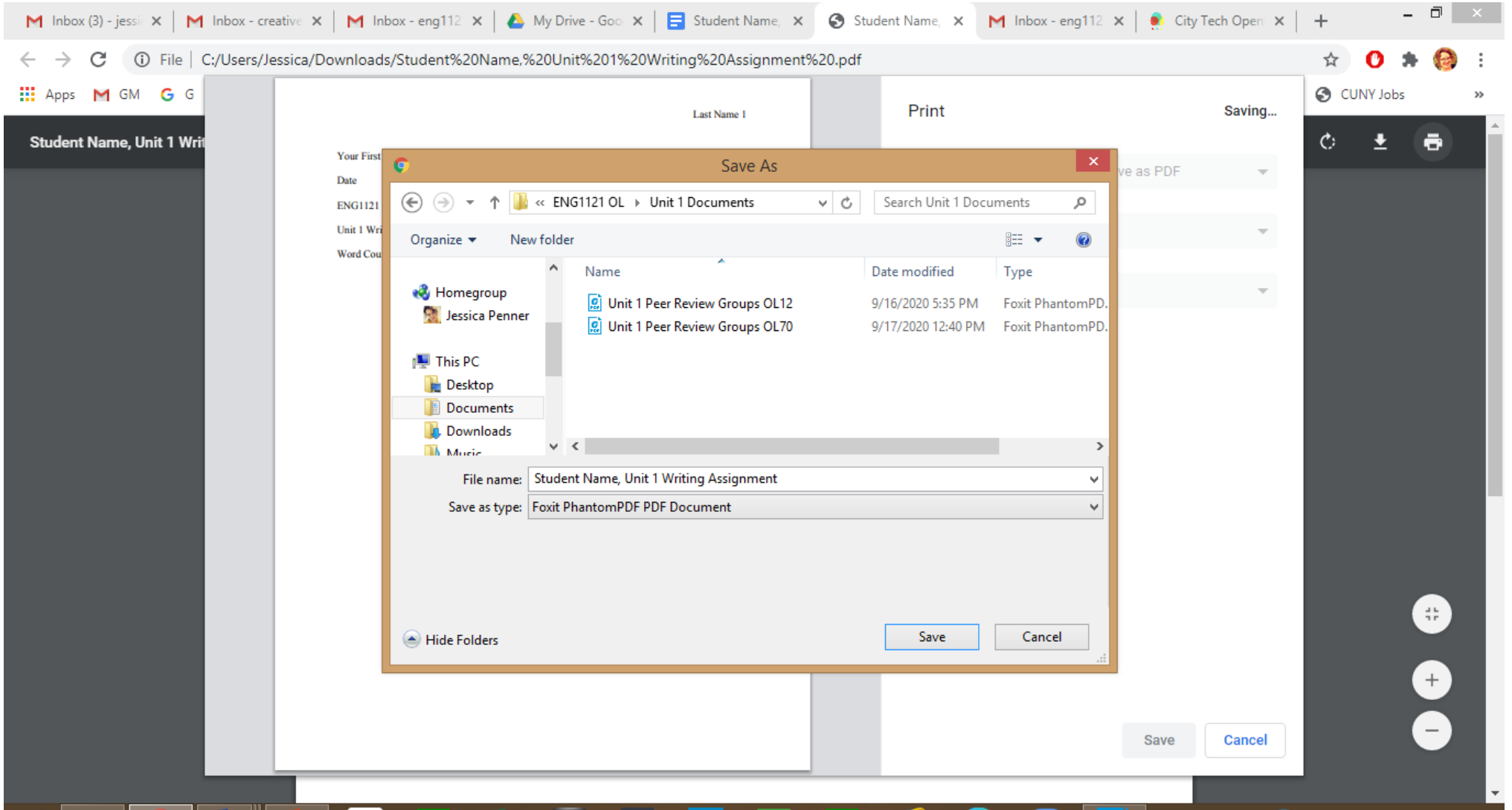
Create PDFs of the written work. Name and save your correctly formatted document.



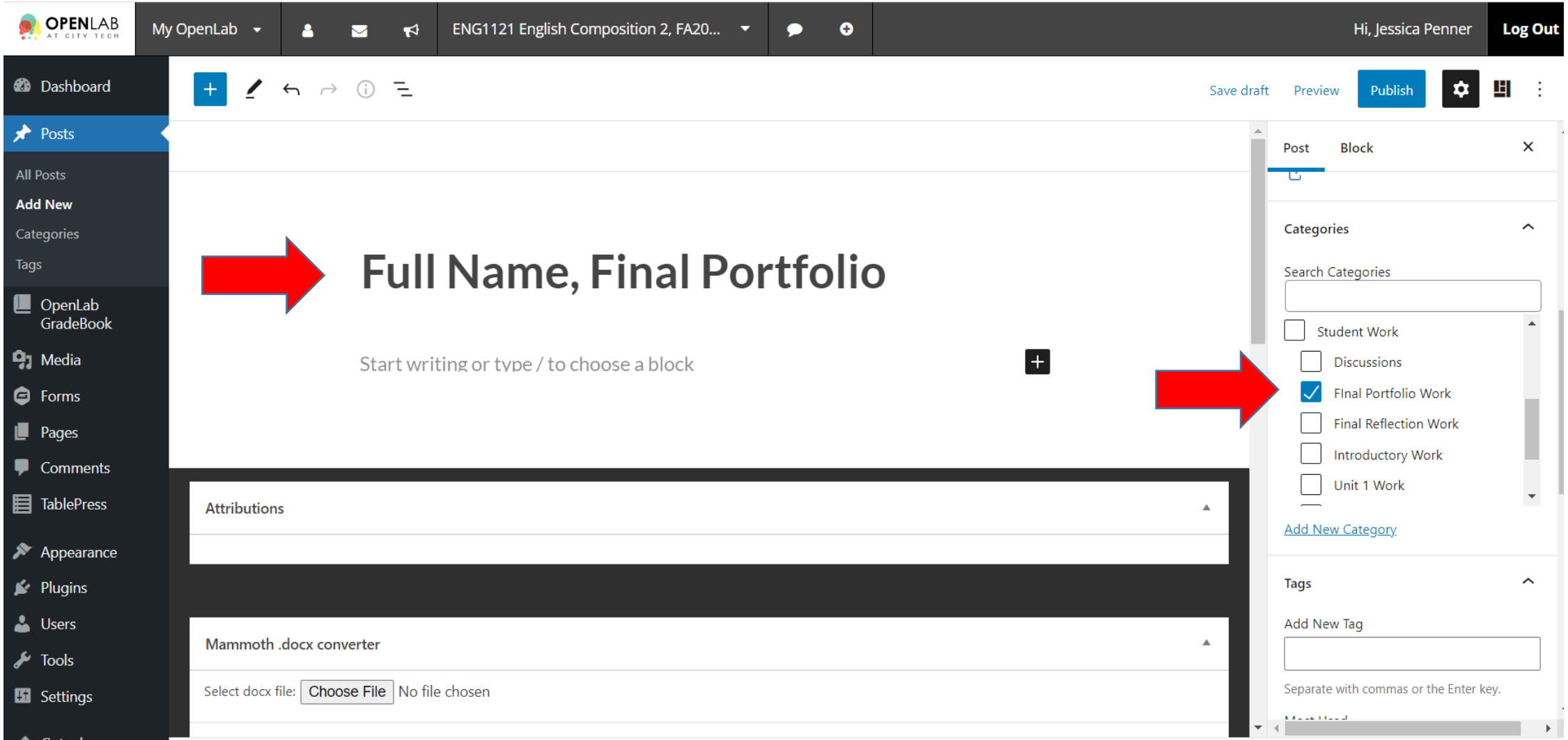
Go to File, then Download, then click on PDF.



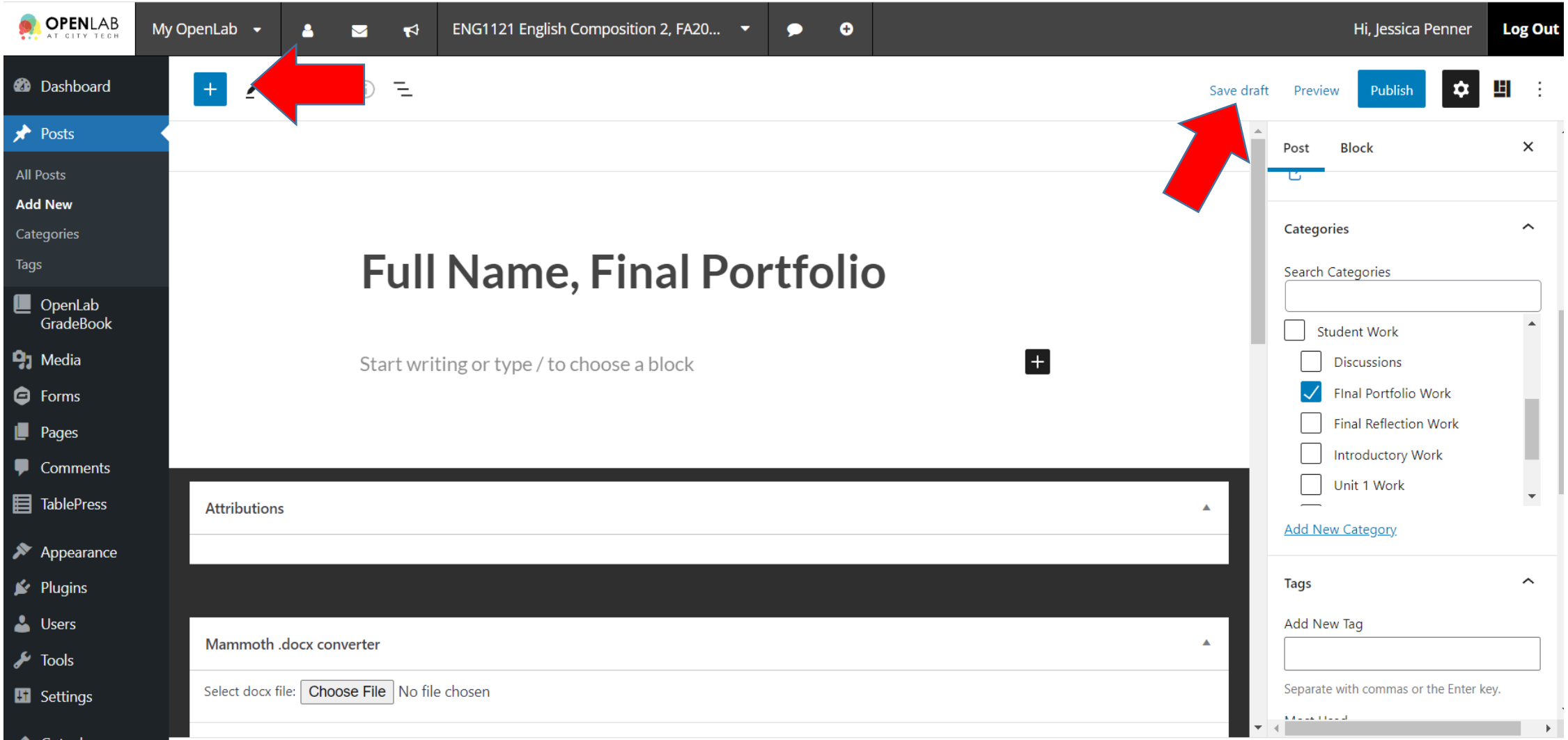
Save the PDF to your drive.



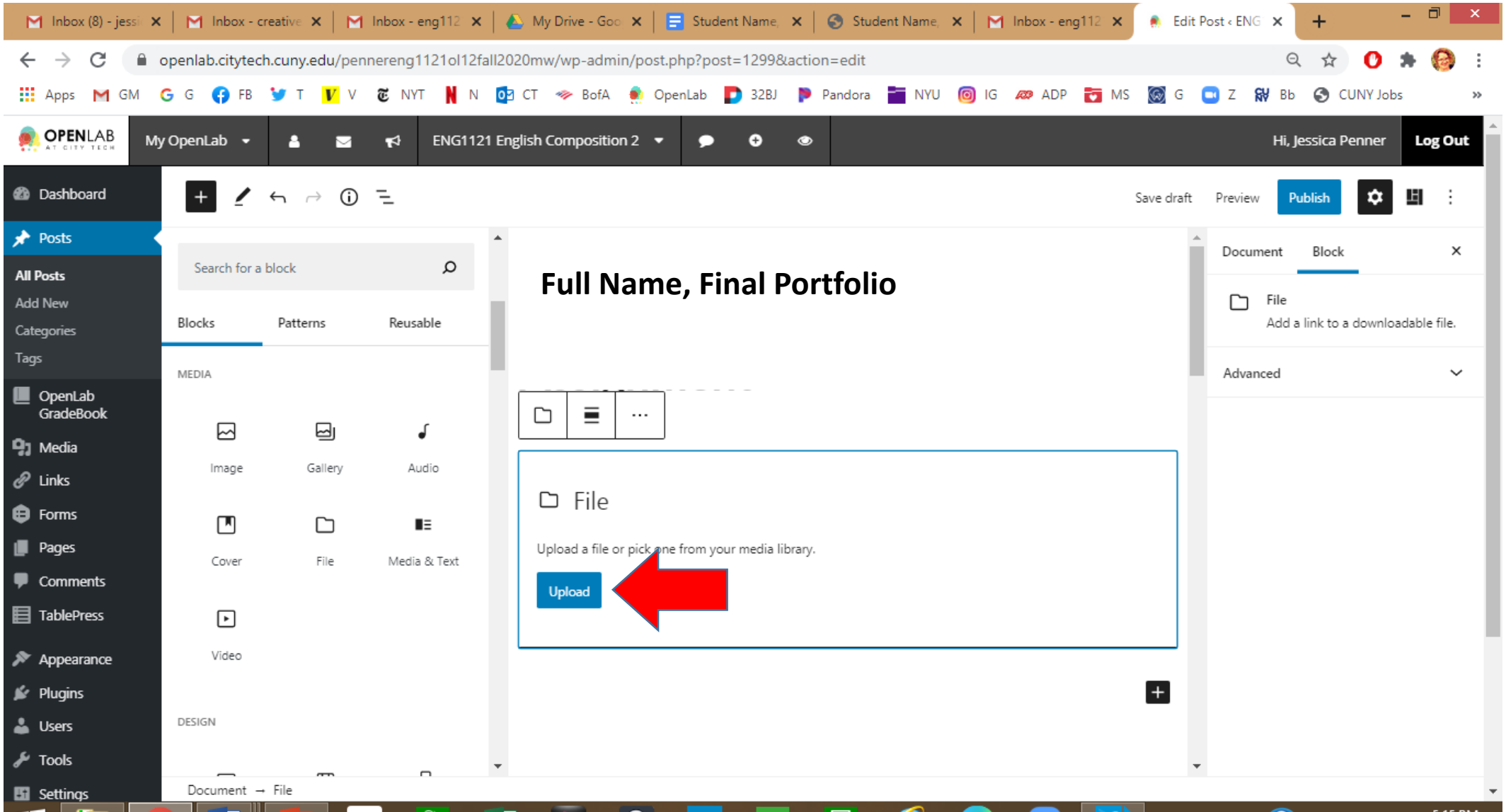
Go to the website dashboard and create a post under Final Portfolio Work.



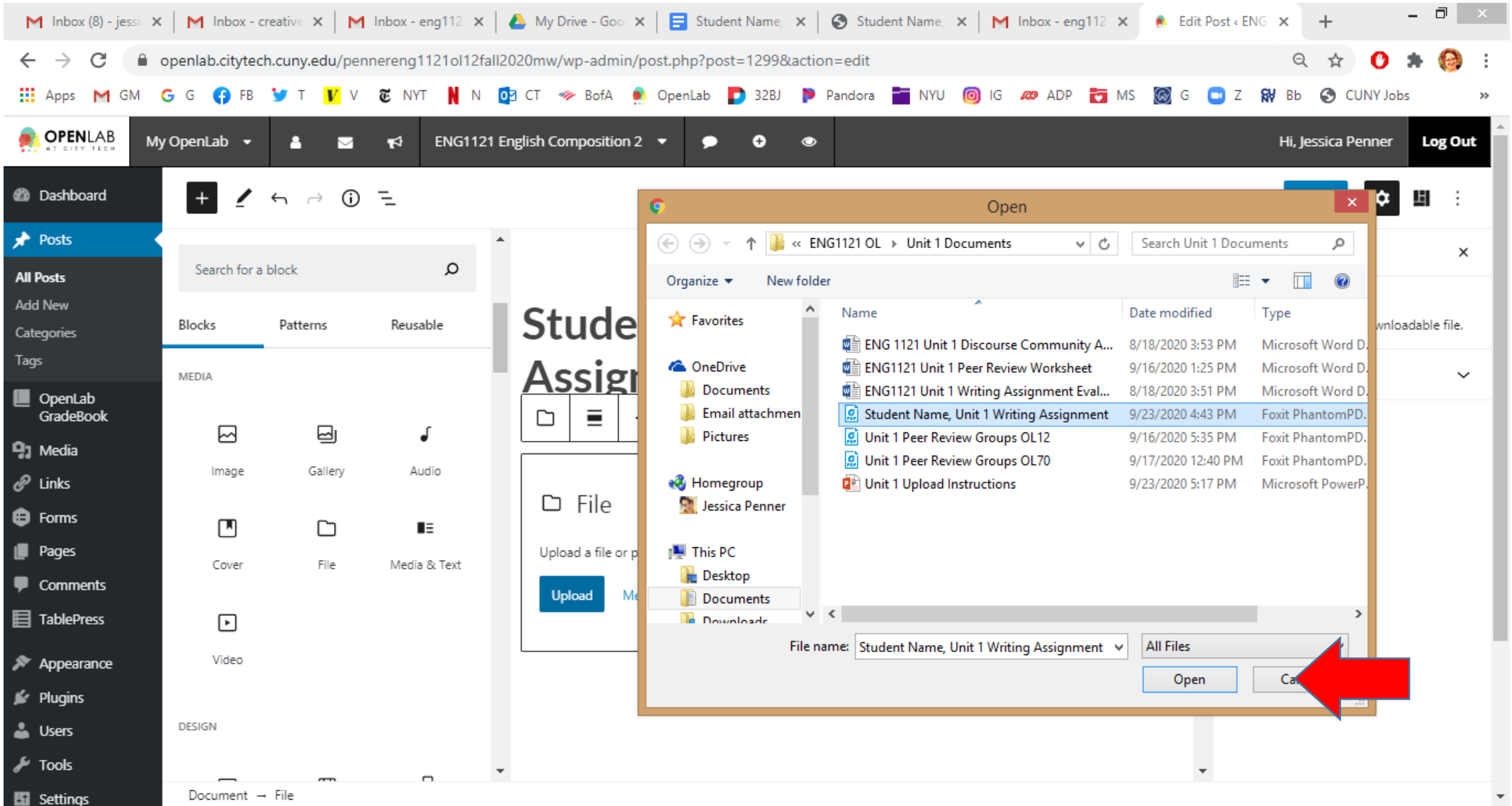
Save Draft! Click on + and scroll down to File.



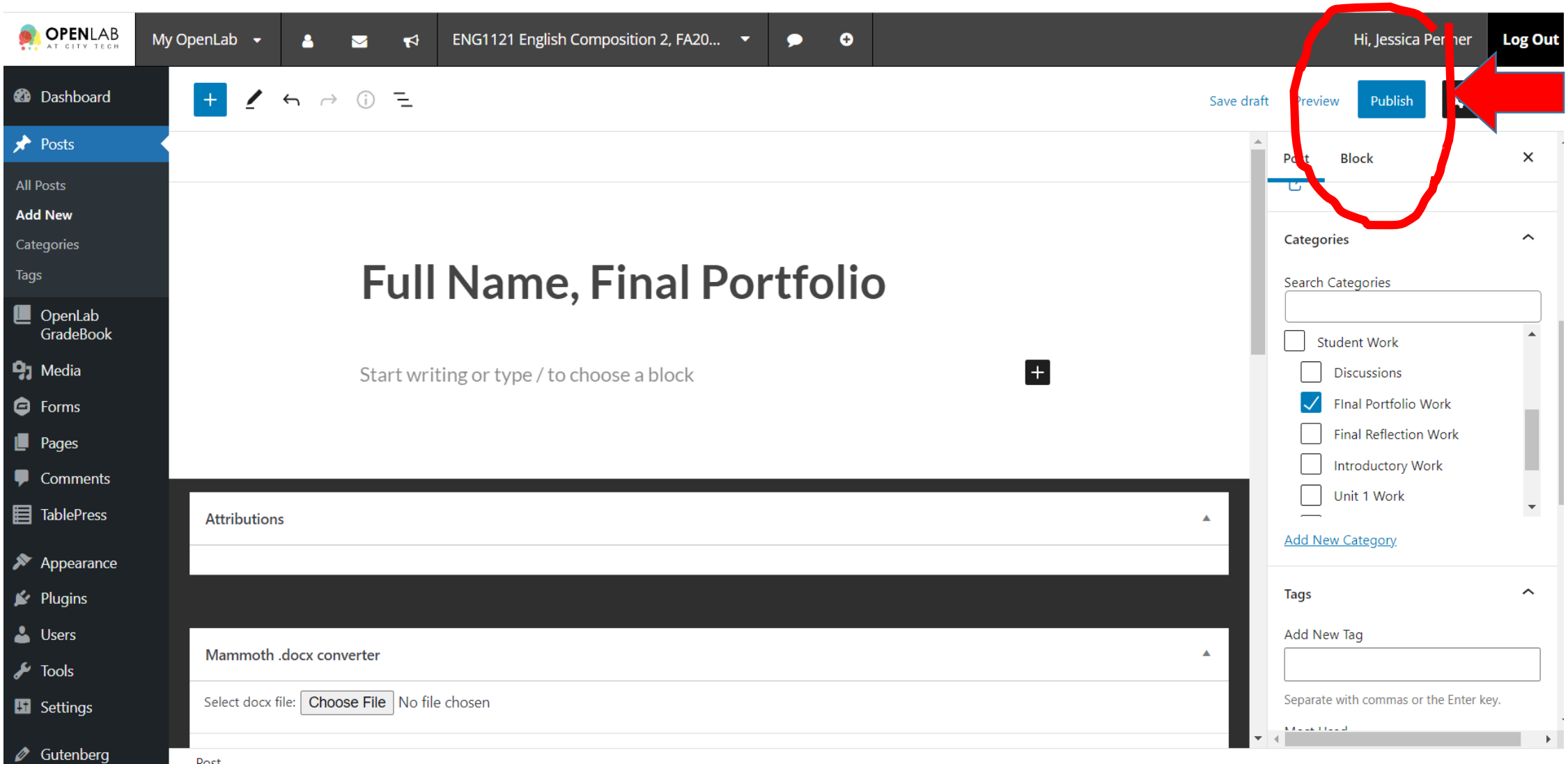
Click on Upload.



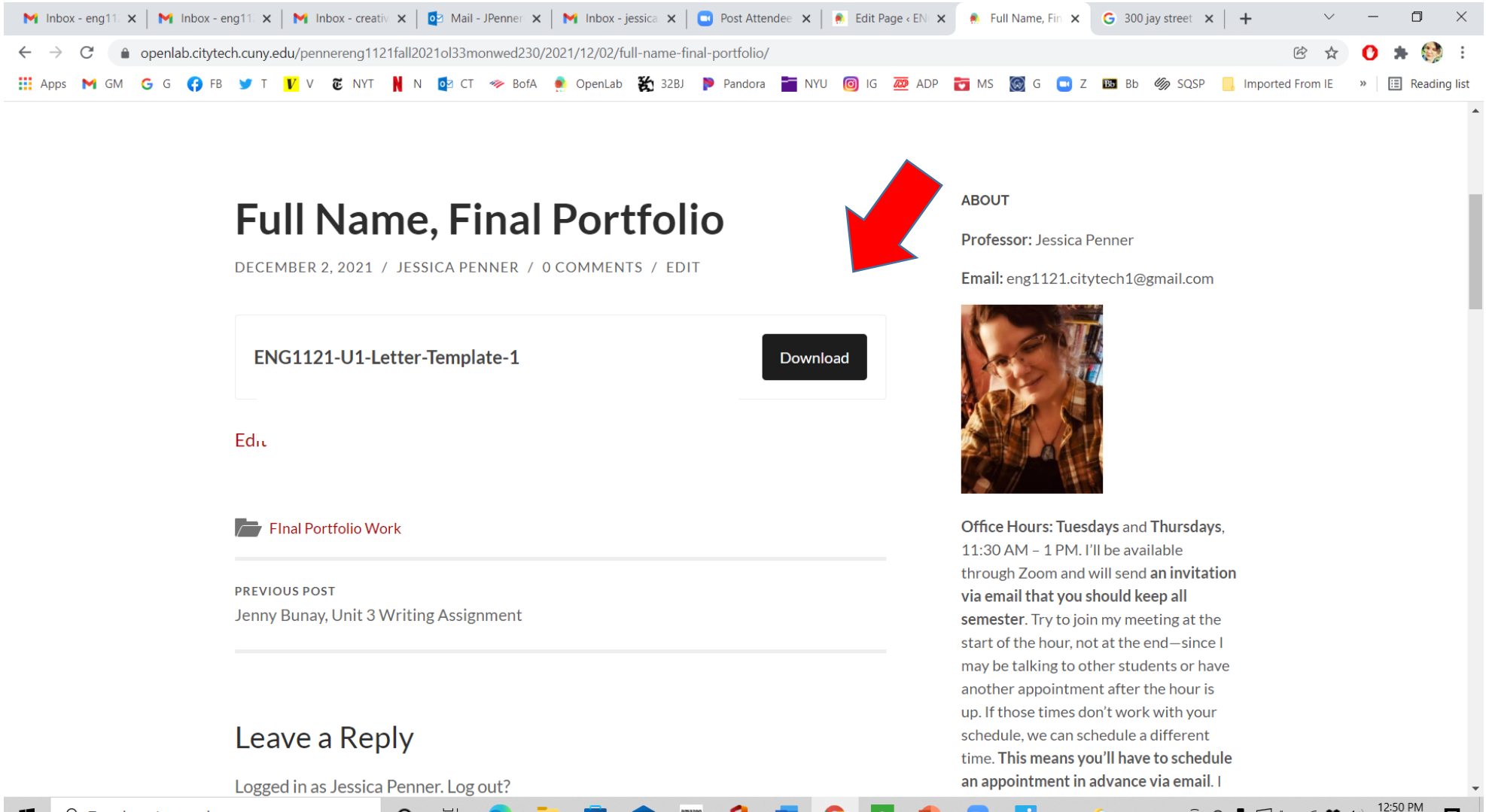
Find your document(s). Hit Open.



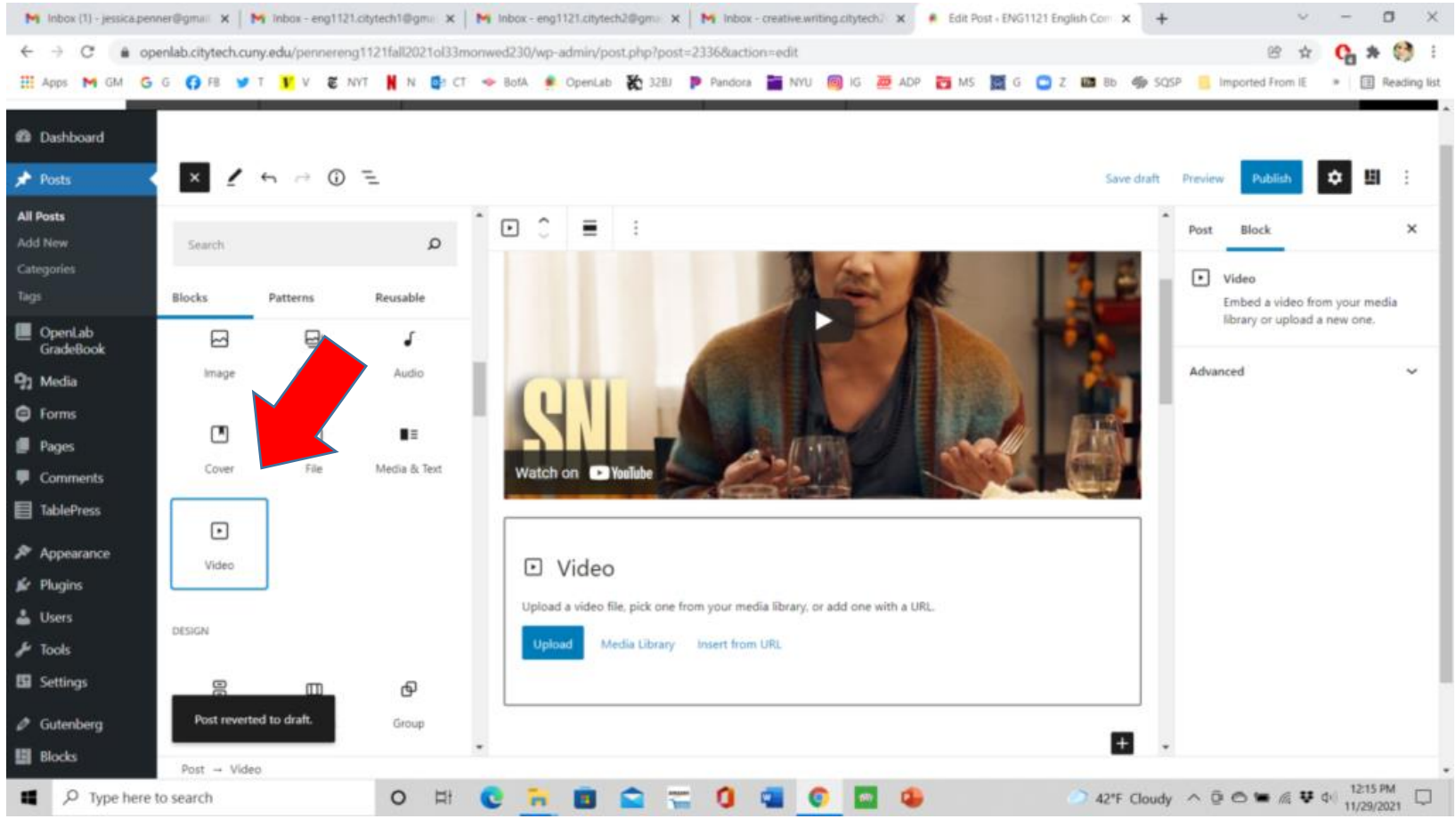
Hit Publish!!!


OPENLAB
My OpenLab
ENG1121 English Composition 2, FA20...
Hi, Jessica Perlmer
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
Post
Block
Full Name, Final Portfolio
Start writing or type / to choose a block
Attributions
Mammoth .docx converter
Select docx file:
Choose File
No file chosen
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.
Post

Make sure ALL the Downloads work!



If you have a video for U3…



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!