

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 screenshot of a Google Docs document. The browser tabs at the top include 'Inbox (1) - jessi', 'Inbox (1) - eng', 'My Drive - Goo', 'Student Name', 'Inbox - eng112', 'Inbox - creative', 'Edit Post - ENG', and 'City Tech Open'. The address bar shows the document URL: docs.google.com/document/d/1cOhqM7NROq_tqpFq8-59-iEZn07QUQ_cMA6sjZd4PdM/edit. The document title is 'Student Name, Unit 2 Writing Assignment'. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Add-ons', and 'Help'. The toolbar shows various editing options like bold, italic, underline, and text color. The document content includes a heading 'First and Last Name', a date field, the text 'ENG1121', the title 'Unit 2 Writing Assignment', and 'Word Count: XXX'. Below this is a section titled 'U2 Annotated Bibliography' with sub-sections 'Introduction' and 'Source Entries'. Three red arrows point to the 'View' menu, the text 'Last Name 1', and the text 'Unit 2 Writing Assignment'.

Student Name, Unit 2 Writing Assignment

File Edit **View** Insert Format Tools Add-ons Help Last edit was seconds ago

100% Normal text Times New... 12 B I U A

Headings you add to the document will appear here.

Last Name 1

First and Last Name

Date

ENG1121

Unit 2 Writing Assignment

Word Count: XXX

U2 Annotated Bibliography

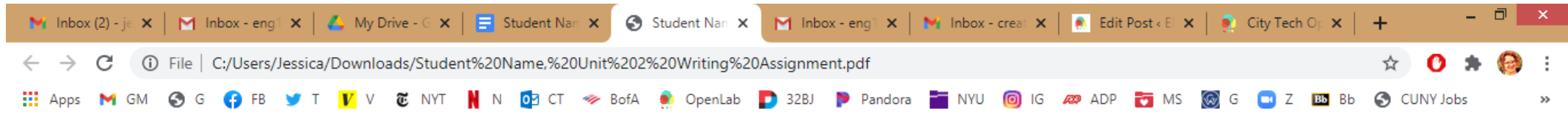
Introduction

Source Entries

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', which is displaying a Google Docs document. The document title is 'Student Name, ' and the content is 'Student Name'. The 'File' menu is open, showing options: 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 selected, and a sub-menu is open 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). The 'PDF Document (.pdf)' option is highlighted. Three red arrows point to the 'File' menu, the 'Download' option, and the 'PDF Document (.pdf)' option.

Your document is now a PDF!



Last Name 1

First and Last Name

Date

ENG1121

Unit 2 Writing Assignment

Word Count: XXX

U2 Annotated Bibliography

Introduction

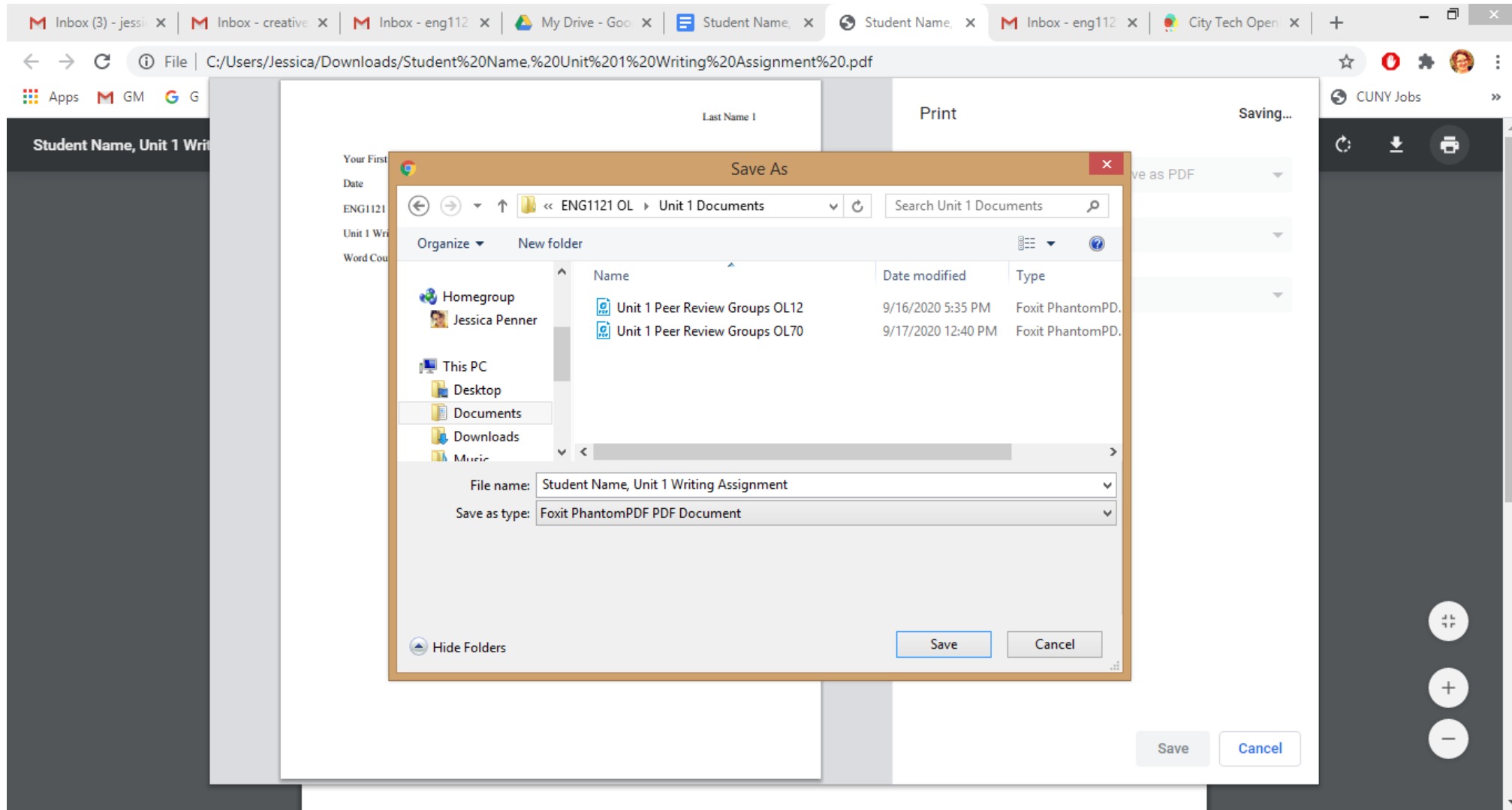
Source Entries

Citation

Summary

Reflection

Save the PDF to your drive.



Go to the website dashboard and create a post under Unit 2 Work.

The screenshot shows a web browser window with the URL `openlab.citytech.cuny.edu/pennereng1121ol12fall2020mw/wp-admin/post-new.php`. The dashboard header includes the OpenLab logo, navigation menus for 'My OpenLab' and 'ENG1121 English Composition 2', and a user profile for 'Hi, Jessica Penner' with a 'Log Out' button. The left sidebar contains a menu with 'Dashboard', 'Posts', 'All Posts', 'Add New', 'Categories', 'Tags', 'OpenLab GradeBook', 'Media', 'Links', 'Forms', 'Pages', 'Comments', 'TablePress', 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'. The main content area is the 'Add New Post' screen, featuring a toolbar with 'Save draft', 'Preview', and 'Publish' buttons. The title field contains the text 'Student Name, Unit 2 Writing Assignment'. The 'Categories' section on the right shows a search box and a list of categories: 'Student Work' (checked), 'Discussions', 'Final Portfolio Work', 'Final Reflection Work', 'Introductory Work', and 'Unit 1 Work' (checked). A red arrow points from the 'Posts' menu item to the title field, and another red arrow points from the 'Unit 1 Work' category to its checkbox.

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

The screenshot shows the WordPress admin interface for editing a post. The browser's address bar indicates the URL: `openlab.citytech.cuny.edu/pennereng1121ol12fall2020mw/wp-admin/post.php?post=1299&action=edit`. The page title is "Student Name, Unit 2 Writing Assignment".

Key elements and annotations:

- Top Bar:** Includes "Save draft", "Preview", and "Publish" buttons. A red arrow points to the "Save draft" button.
- Block Inserter:** Located on the left side, it shows a search bar and categories like "MEDIA" and "DESIGN". Under "MEDIA", the "File" block is highlighted with a red arrow.
- Main Content Area:** Displays the title "Student Name, Unit 2 Writing Assignment".
- Right Sidebar:** Shows the "Paragraph" block settings, including "Typography" and "Line height" (set to 1.5).
- Navigation:** A red arrow points to the "+" icon in the top left corner of the main content area, which is used to add new blocks.

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 search, star, and user profile. Below the browser, a navigation bar for "OPENLAB AT CITY TECH" is visible, showing "My OpenLab", "ENG1121 English Composition 2", and a user profile for "Hi, Jessica Penner" with a "Log Out" button. The main content area is the WordPress post editor. The title is "Student Name, Unit 2 Writing Assignment". The editor shows a "File" block selected, with a red arrow pointing to the "Upload" button. The left sidebar contains a "Media" section with options for Image, Gallery, Audio, Cover, File, Media & Text, and Video. The right sidebar shows the "Block" settings for the "File" block, including an "Advanced" section.

Find your PDF. Hit Open.

The screenshot shows a web browser window with multiple tabs. The active tab is '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 address bar and toolbar are visible, along with various extension icons.

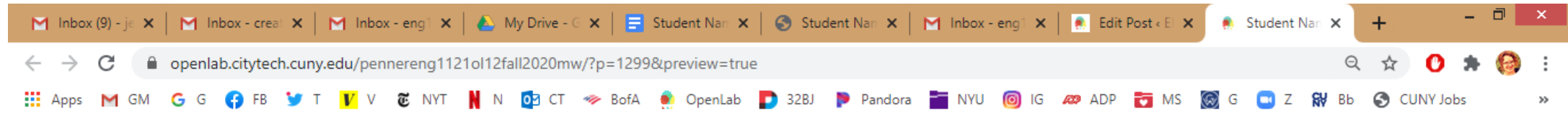
The main content area displays the WordPress admin interface for 'My OpenLab'. The left sidebar shows the 'Posts' menu, and the main area shows a 'Student Assignment' post being edited. A file selection dialog is open over the post editor, showing the contents of the 'Unit 1 Documents' folder. The dialog lists several files, with 'Student Name, Unit 1 Writing Assignment' selected. A red arrow points to the 'Open' button in the dialog.

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...

Add Tag: Unit 2 Writing Assignment. Hit Preview.

The screenshot shows the WordPress admin interface for editing a post. The browser address bar shows the URL: `openlab.citytech.cuny.edu/pennereng1121ol12fall2020mw/wp-admin/post.php?post=1299&action=edit`. The user is logged in as Jessica Penner. The post title is "Student Name, Unit 2 Writing Assignment". The "Preview" button is highlighted with a red arrow. The "Tags" section shows "Unit 1 Writing Assignment" with a red arrow pointing to it. The "Student Work" section has "Unit 1 Work" checked. The "Add New Tag" input field is empty. The "Featured image" section is visible at the bottom.

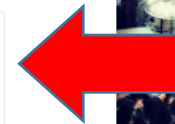
Make **sure** the Download works!



Student Name, Unit 2 Writing Assignment

Student Name, Unit 2 Writing Assignment

Download



ABOUT

Professor: Jessica Penner

Email: eng1121.citytech1@gmail.com



Office Hours: 1 to 2 PM on Tuesdays, Wednesdays, and Fridays. I'll be available through Zoom and will send an invitation through email each week. 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 the above times don't work for you, we can schedule a different time. *This means you'll have to schedule an appointment in advance via email.*

Edit

Student Work, Unit 1 Work

UNIT 1 WRITING ASSIGNMENT

PREVIOUS POST

Hasimiou Jalloh- Micro-Activity #7

Finally, make sure you hit Publish!!!

The screenshot shows the WordPress admin interface for editing a post. The top navigation bar includes the user name 'Hi, Jessica Penne' and a 'Log Out' button. Below this, the 'Publish' button is circled in red, and a red arrow points to it from the right. The post title is 'Student Name, Unit 2 Writing Assignment'. The main content area shows a search bar and a 'Start writing or type / to choose a block' prompt. The right sidebar contains a list of categories with checkboxes, including 'Unit 1 Work' which is checked. The bottom of the screen shows the Windows taskbar with various application icons and the system clock at 5:22 PM.

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!

