

# How to upload your U3 Writing Assignment to our website

A Step-by-Step Guide



# Name and save your document to your drive.

Since everyone's doing something different for this Unit 3 project, there isn't one correct way to upload. It depends on what you have created.

**SAVE** your document(s) as **PDF** unless they are video or audio files—keep in mind that it needs to be something I can easily access.

- **Written** or **visual** files (like posters, other artwork, PowerPoints, blog posts, speeches, transcripts, artist's statements) should be saved as **PDF**; if the PowerPoint or blog has sound or movement, then you should talk to me before submitting. Instructions on **how** to save documents as PDF follow this slide.
- **Videos** or **podcasts** need to be saved in a program that I can access—like a YouTube video or podcast—again, talk to me about it.

**NAME** your submission with your name and the Unit name.

- For example, if I were saving this project, I'd name it **Jessica Penner, Unit 3 Writing Assignment**.
- If you have two documents (like a PowerPoint and its transcript), save them like this: **Jessica Penner, Unit 3 Writing Assignment 1** and **Jessica Penner, Unit 3 Writing Assignment 2**



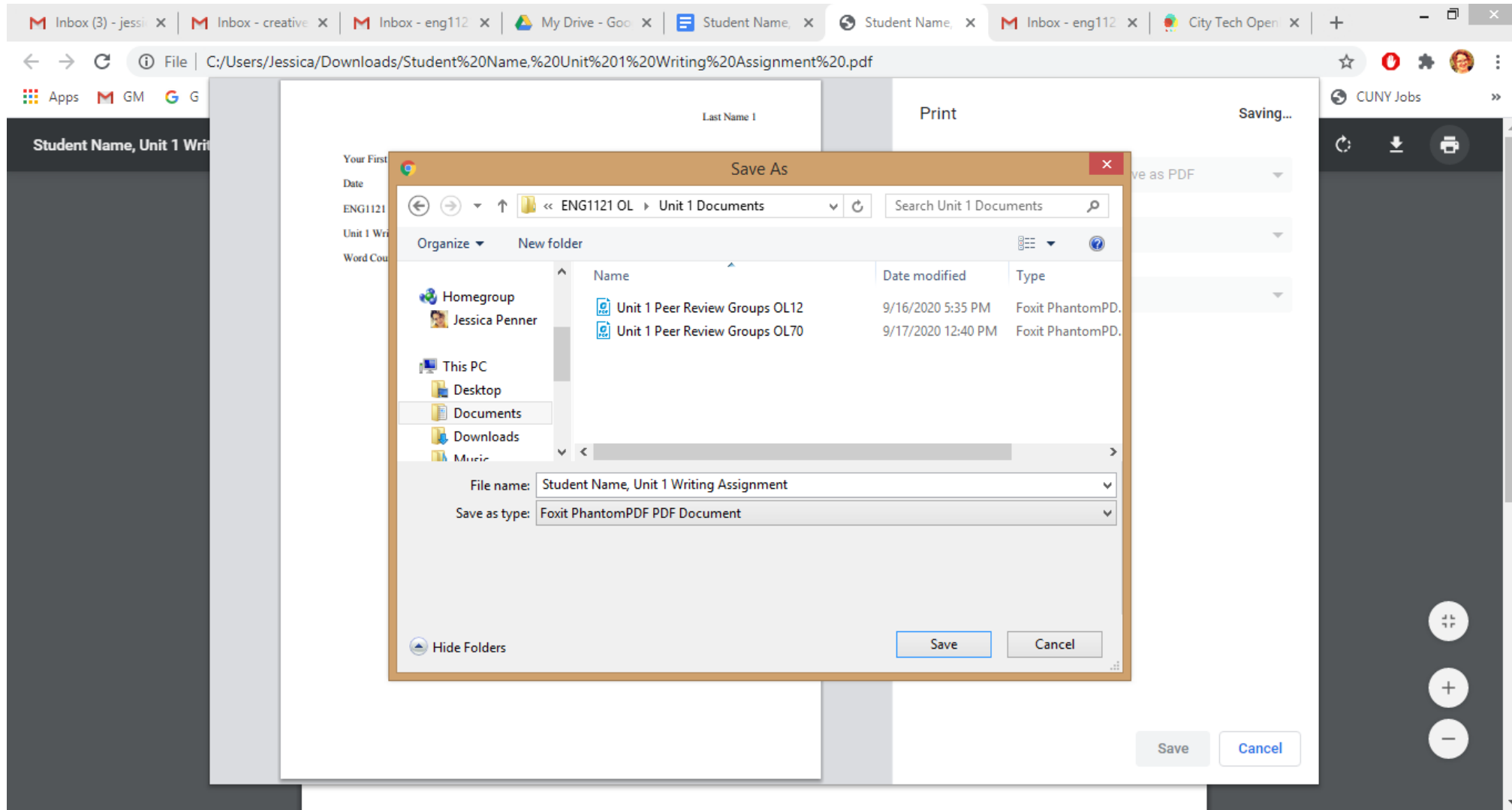
# How to create a PDF. Name and save your correctly formatted document as you see below.

The image shows a browser window with a Google Docs document open. The browser's address bar shows the URL: docs.google.com/document/d/1cOhqM7NROq\_tqpFq8-59-iEZn07QUQ\_cMA6sjZd4PdM/edit. The document title is "Student Name, U3 Writing Assignment". The document content includes a heading "Headings you add to the document will appear here.", followed by "First and Last Name", "Date", "ENG1121", and "Title". A red arrow points to the Print icon in the top toolbar. Another red arrow points to the text "Last Name 1" in the document. A third red arrow points to the text "Title" in the document.

# 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' sub-menu is open, showing options: 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 Unit 3 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 links for 'My OpenLab', '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 shows a post editor with a title field containing 'Student Name, Unit 3 Writing Assignment' and a 'Publish' button. The right sidebar shows the 'Categories' section with a search box and a list of categories: 'Student Work', 'Discussions', 'Final Portfolio Work', 'Final Reflection Work', 'Introductory Work', and 'Unit 1 Work'. The 'Unit 1 Work' category is selected with a blue checkmark. 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 the 'Publish' button.

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

The screenshot shows the WordPress admin interface for editing a post. The browser address bar indicates the URL is `openlab.citytech.cuny.edu/pennereng1121ol12fall2020mw/wp-admin/post.php?post=1299&action=edit`. The page title is "Student Name, Unit 3 Writing Assignment".

Key elements and annotations:

- A red arrow points to the "+" icon in the top left of the editor area, used to add new blocks.
- A red arrow points to the "File" block in the "Blocks" sidebar, which is used to insert a file into the post.
- A red arrow points to the "Save draft" button in the top right of the editor area, used to save the current draft of the post.

# Click on Upload.

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 toolbar includes various icons for search, star, and user profile. Below the browser, a navigation bar for 'OPENLAB AT CITY TECH' is visible, with 'My OpenLab' and 'ENG1121 English Composition 2' selected. The main content area is the WordPress post editor for 'Student Name, Unit 3 Writing Assignment'. The left sidebar shows the 'Media' section with options for Image, Gallery, Audio, Cover, File, Media & Text, and Video. The 'File' block is selected, and a red arrow points to the 'Upload' button. The right sidebar shows the 'Block' settings for the 'File' block, with the text 'Add a link to a downloadable file.' and an 'Advanced' section.



# 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

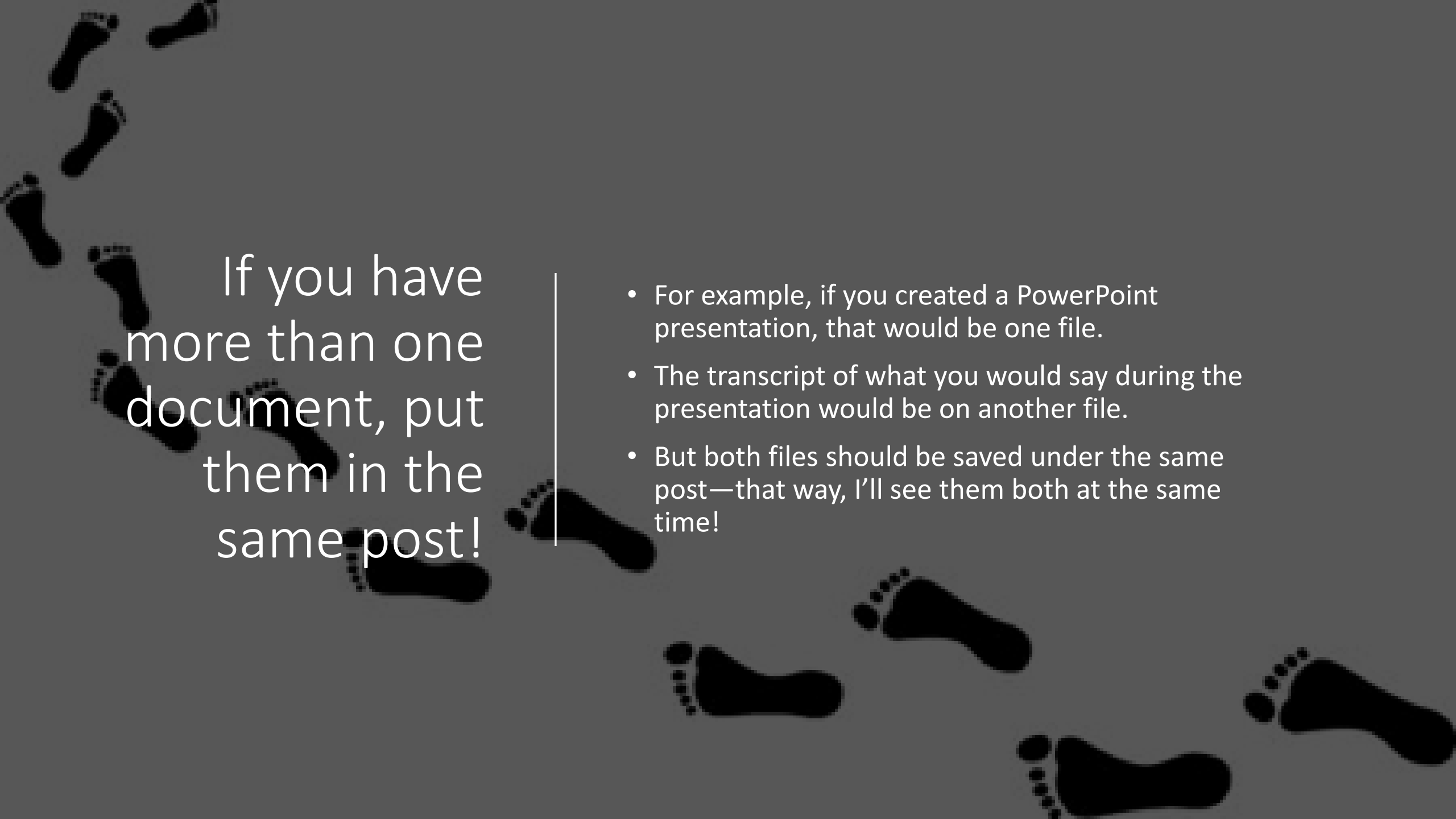
DESIGN

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



If you have  
more than one  
document, put  
them in the  
same post!

- For example, if you created a PowerPoint presentation, that would be one file.
- The transcript of what you would say during the presentation would be on another file.
- But both files should be saved under the same post—that way, I'll see them both at the same time!

# Add Tag: Unit 3 Writing Assignment. Hit Preview.

The screenshot shows a WordPress admin interface for editing a post. The browser 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 3 Writing Assignment". The user is logged in as "Hi, Jessica Penner".

The interface includes a sidebar with navigation options: Dashboard, Posts, All Posts, Add New, Categories, Tags, OpenLab GradeBook, Media, Links, Forms, Pages, Comments, TablePress, Appearance, Plugins, and Users. The main content area shows the post title and a "Download" button. The "Preview" button is highlighted with a red arrow. The "Tags" section is also highlighted with a red arrow, showing "Unit 1 Writing Assignment" as a selected tag. The "Add New Tag" input field is visible, and the "Preview" button is also highlighted with a red arrow.

At the bottom of the page, there is a "Show all" button and a close icon (X).

# Hit Publish!!!

The screenshot shows the WordPress admin interface for an OpenLab course. The page title is "Student Name, Unit 3 Writing Assignment". The "Publish" button is circled in red, and a red arrow points to it from the right. The right sidebar shows a list of categories with "Unit 1 Work" selected. The top navigation bar shows the user is logged in as "Hi, Jessica Penne".

Dashboard

Posts

All Posts

Add New

Categories

Tags

OpenLab GradeBook

Media

Links

Forms

Pages

Comments

TablePress

Appearance

Plugins

Users

My OpenLab

ENG1121 English Composition 2

Hi, Jessica Penne

Log Out

Save draft

Preview

Publish

Settings

Student Work

Discussions

Final Portfolio Work

Final Reflection Work

Introductory Work

Unit 1 Work

Add New Category

Tags

Add New Tag

Unit 1 Writing Assignment

Separate with commas or the Enter key.

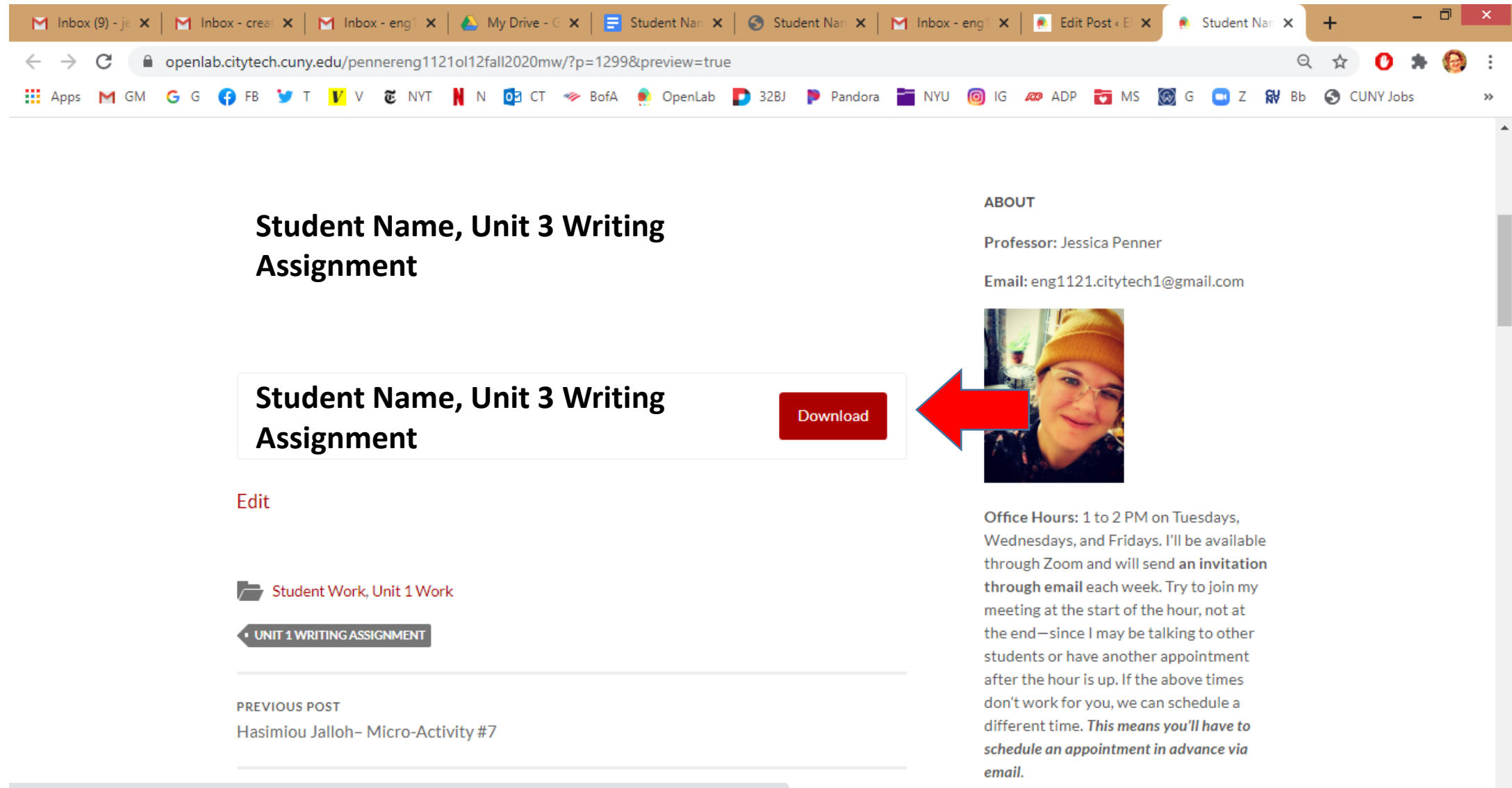
Featured image

Download

Start writing or type / to choose a block

Document → Paragraph

# Make **sure** the Download works!



The screenshot shows a web browser window with multiple tabs. The active tab is titled "Student Name" and the address bar shows the URL: `openlab.citytech.cuny.edu/pennereng1121ol12fall2020mw/?p=1299&preview=true`. The browser's toolbar includes various icons for apps, email, search, and social media. The main content area displays a student assignment page. The title is "Student Name, Unit 3 Writing Assignment". Below the title is a white box containing the same title and a red "Download" button. A large red arrow points to the "Download" button. To the right of the main content is an "ABOUT" section for Professor Jessica Penner, including her email address and a profile picture. Below the "Download" button is an "Edit" link. At the bottom, there is a "PREVIOUS POST" section for "Hasimiou Jalloh- Micro-Activity #7".

Student Name, Unit 3 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