

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 submenu. In this submenu, the "PDF Document (.pdf)" option is highlighted. Three red arrows are overlaid on the image: one pointing to the "File" menu, one pointing to the "Download" option in the submenu, and one pointing 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

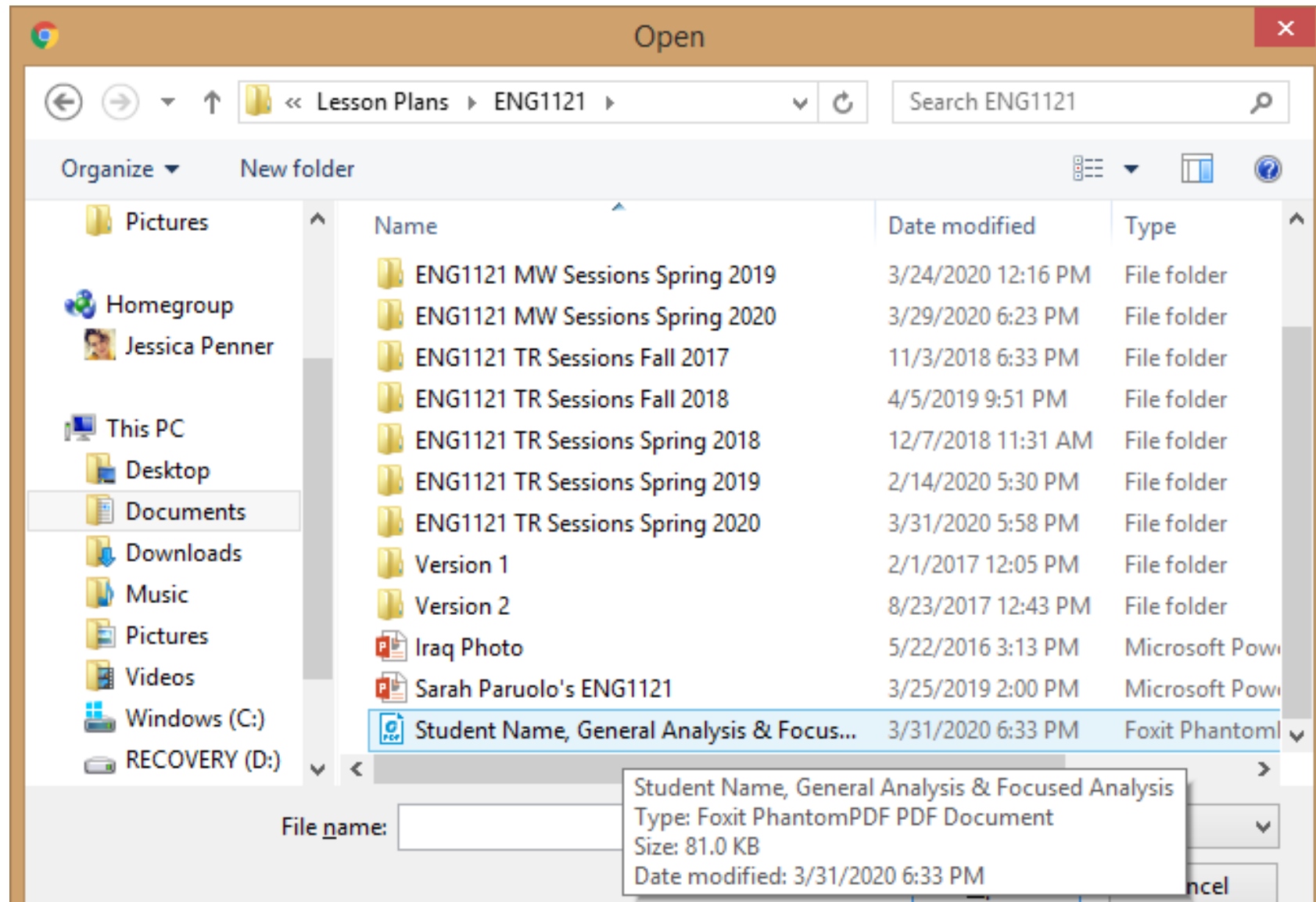
English Composition 2

Date

Word Count: XXXX

Title: _____

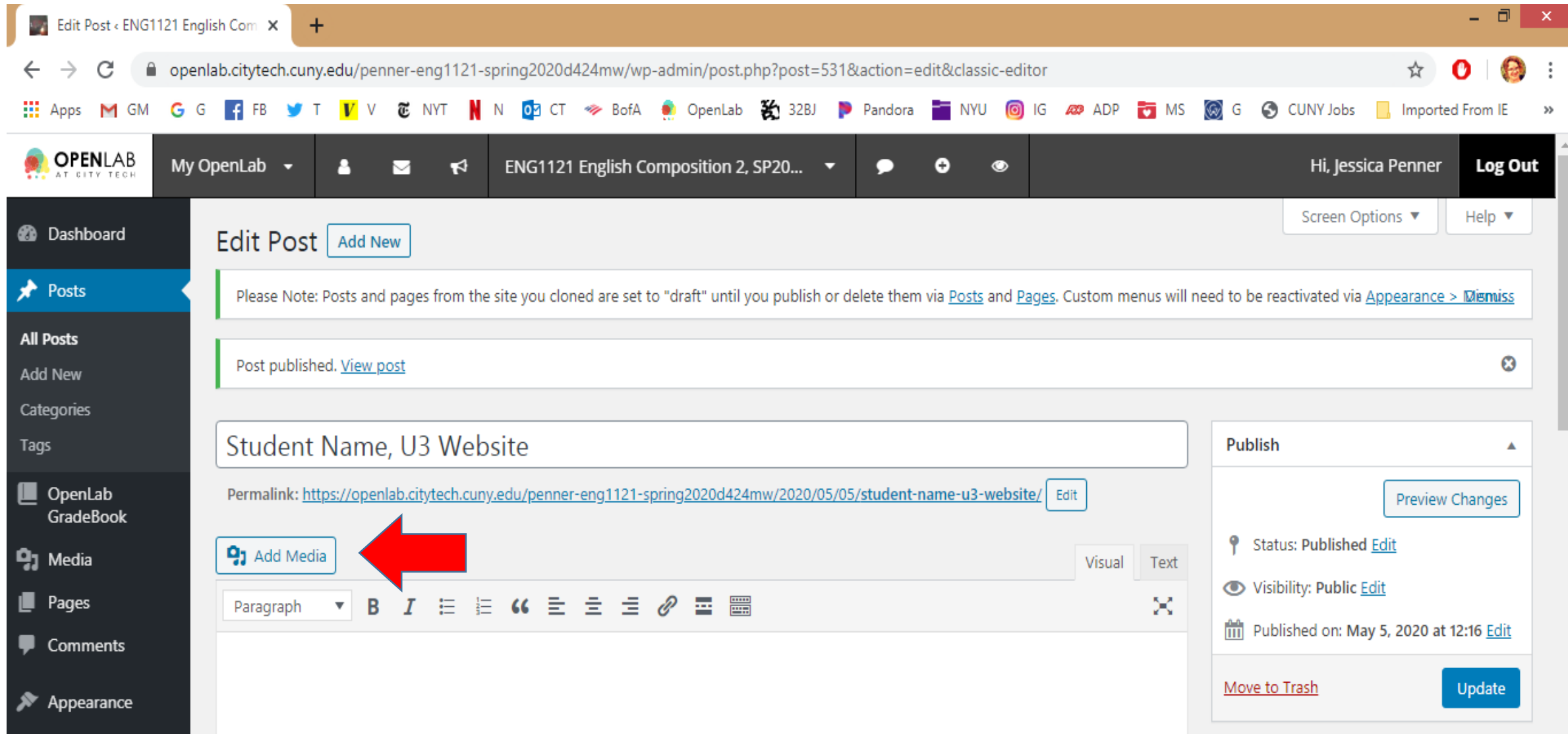
Save the PDF to your drive.



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

The screenshot shows a web browser window displaying the WordPress dashboard for 'OPENLAB AT CITY TECH'. The user is logged in as 'Hi, Jessica Penner'. The main content area shows an 'Edit Post' interface for a post titled 'Student Name, U3 Website'. The post content is 'Student Name, U3 Website'. The post is published and visible to the public. The dashboard sidebar on the left includes links to Dashboard, Posts, All Posts, Add New, Categories, Tags, OpenLab GradeBook, Media, Pages, Comments, Appearance, Plugins, Users, Tools, and Settings. The bottom of the screen shows a Windows taskbar with various application icons and a system tray indicating the time is 12:16 PM on 5/5/2020.

Click on Add Media

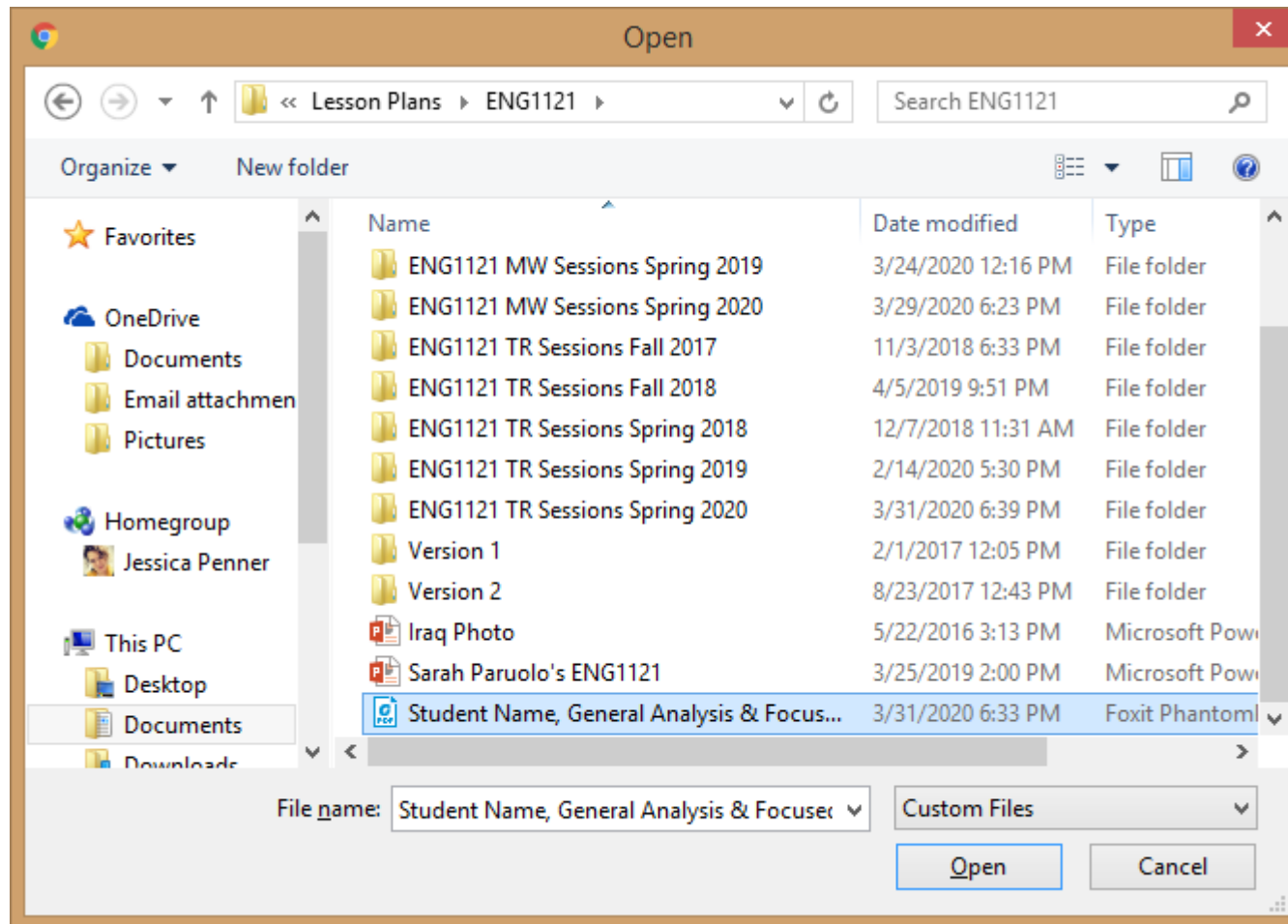


The screenshot displays the WordPress admin dashboard for a user named Jessica Penner. The page title is "Edit Post" and the URL is openlab.citytech.cuny.edu/penner-eng1121-spring2020d424mw/wp-admin/post.php?post=531&action=edit&classic-editor. The page shows a notification that the post has been published. The main content area contains the title "Student Name, U3 Website" and a permalink: <https://openlab.citytech.cuny.edu/penner-eng1121-spring2020d424mw/2020/05/05/student-name-u3-website/>. A red arrow points to the "Add Media" button in the top left of the editor area. The right sidebar shows the "Publish" section with options for "Status: Published", "Visibility: Public", and "Published on: May 5, 2020 at 12:16". The "Update" button is visible at the bottom right of the sidebar.

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 toolbar includes various icons for social media and search engines. Below the browser, a WordPress dashboard sidebar is visible on the left, with the "Add Media" option selected. The main content area displays the "Add Media" modal, which has two tabs: "Upload Files" (highlighted with a red arrow) and "Media Library". Below the "Upload Files" tab, there is a large red arrow pointing upwards. In the center of the modal, the text "Drop files to upload" is displayed above the word "or", followed by a "Select Files" button (highlighted with a red arrow). 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'. A search box is present. The media grid shows several files, with the first one, 'Student-Name-General-Analysis-Focused-Analysis-1.pdf', selected and highlighted with a blue border and a checkmark. A red arrow points from this file 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. The title field contains 'Student Name, General A'. The caption and description fields are empty. At the bottom left, it says '1 item selected' with a 'Clear' link and a 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 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 post content includes two links: "[Test Website](#)" and "[Student Name, Process Essay](#)". The right sidebar shows the "Publish" section with a "Preview Changes" button, "Status: Published", "Visibility: Public", and "Published on: May 5, 2020 at 12:16". At the bottom of the publish section, there is a "Move to Trash" link and an "Update" button, with a red arrow pointing to the "Update" button. The bottom of the sidebar shows the "Format" section.

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!

