

# 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.

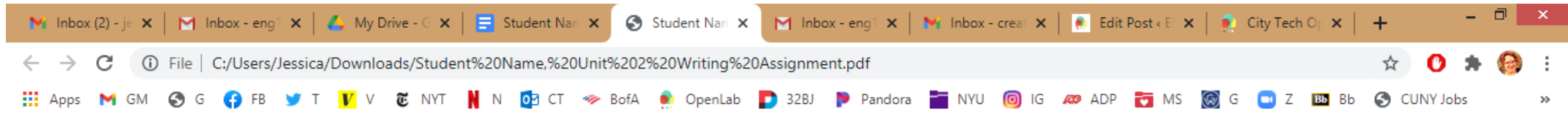
The image shows a Google Docs interface with the following elements:

- Browser Tabs:** Includes 'Inbox (1) - jessi', 'Inbox (1) - eng', 'My Drive - Goo', 'Student Name', 'Inbox - eng112', 'Inbox - creative', 'Edit Post - ENG', and 'City Tech Open'.
- Address Bar:** URL is docs.google.com/document/d/1cOhqM7NROq\_tqpFq8-59-iEZn07QUQ\_cMA6sjZd4PdM/edit.
- Document Title:** Student Name, Unit 2 Writing Assignment.
- Menu Bar:** File, Edit, View, Insert, Format, Tools, Add-ons, Help. A red arrow points to the 'View' menu.
- Toolbar:** Shows font settings (Normal text, Times New..., size 12) and various formatting options. A red arrow points to the 'View' icon in the toolbar.
- Document Content:**
  - Left sidebar: 'Headings you add to the document will appear here.'
  - Main text: 'First and Last Name', 'Date', 'ENG1121', 'Unit 2 Writing Assignment', 'Word Count: XXX'. A red arrow points to 'ENG1121'.
  - Section header: 'U2 Annotated Bibliography'.
  - Section header: 'Introduction'.
  - Section header: 'Source Entries'.
  - Text: 'Last Name 1'. A red arrow points to this text.

# 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 open to a Google Docs document. The document title is 'Student Name,' and the content contains the text '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, opening a sub-menu with the following 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, respectively.

# 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**

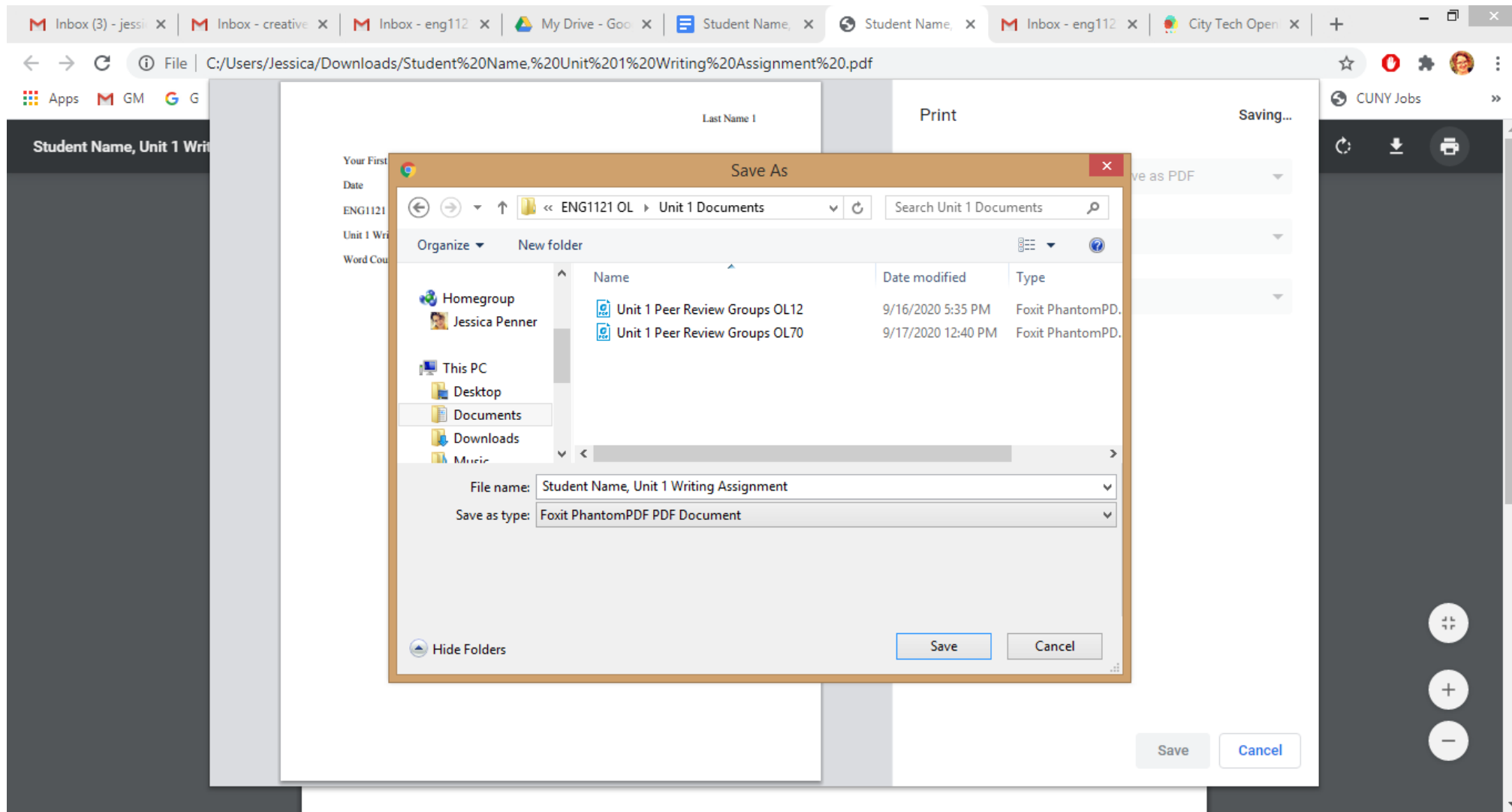
**Source Entries**

*Citation*

*Summary*

*Reflection*

# Save the PDF to your drive.



# Go to the website dashboard and create a post under Student Work: 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 various dashboard options like 'Dashboard', 'Posts', 'Add New', 'Categories', 'Tags', 'OpenLab GradeBook', 'Media', 'Links', 'Forms', 'Pages', 'Comments', 'TablePress', 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'. The main content area is titled 'Add New Post' and features a 'Publish' button. The text 'Student Name, Unit 2 Writing Assignment' is entered in the main content area, with a red arrow pointing to it. The right-hand sidebar shows the 'Categories' section with 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 to the 'Student Work' checkbox. Below the categories is an 'Add New Category' link, and below that is the 'Tags' section with an 'Add New Tag' link. The browser's taskbar at the bottom shows various application icons and the system clock at 4:45 PM.

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

The screenshot displays the WordPress admin dashboard for a user named Jessica Penner. The main content area shows a post titled "Student Name, Unit 2 Writing Assignment" in a Paragraph block. The block inserter on the left is open, showing various block options under the "MEDIA" section, including Image, Gallery, Audio, Cover, File, and Media & Text. The "File" block is highlighted with a red arrow. The top right of the editor area features buttons for "Save draft", "Preview", and "Publish". A red arrow points to the "Save draft" button. The top left of the editor area has a "+" icon, also highlighted with a red arrow. The bottom of the screen shows the current block type as "Paragraph".

# 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 window, the WordPress admin interface is visible. The top navigation bar includes the "OPENLAB AT CITY TECH" logo, "My OpenLab", a user profile icon, "ENG1121 English Composition 2", and a "Log Out" button. The main content area is titled "Student Name, Unit 2 Writing Assignment". 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". The "Media" menu is also visible, with options like "OpenLab GradeBook", "Media", "Links", "Forms", "Pages", "Comments", "TablePress", "Appearance", "Plugins", "Users", "Tools", and "Settings". The main content area is divided into "BLOCKS" and "DESIGN" sections. The "BLOCKS" section is active, showing a search bar and a grid of block options: "Image", "Gallery", "Audio", "Cover", "File", "Media & Text", and "Video". The "File" block is selected, and its editor is shown. The editor contains the text "File" and "Upload a file or pick one from your media library." Below this text is a blue "Upload" button, which is highlighted by a red arrow. The right sidebar shows the "Document" and "Block" tabs, with the "Block" tab active. The "Block" tab shows the "File" block settings, including a description "Add a link to a downloadable file." and 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](https://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, the WordPress admin interface is visible, showing the 'Posts' menu and a search bar. A file selection dialog titled 'Open' is overlaid on the interface. The dialog shows the current directory as 'ENG1121 OL > Unit 1 Documents'. The file list includes:

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...

The file 'Student Name, Unit 1 Writing Assignment' is selected. The 'File name' field at the bottom of the dialog contains 'Student Name, Unit 1 Writing Assignment'. A red arrow points to the 'Open' button in the dialog.

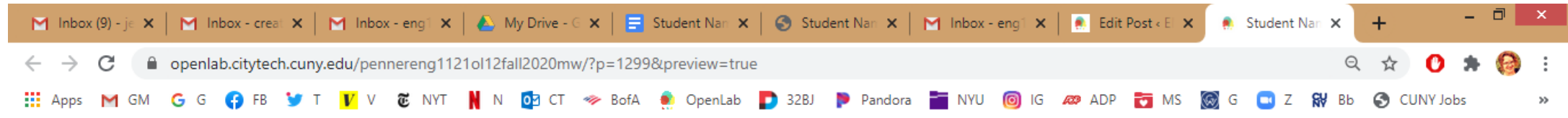
# Add Tag: Unit 2 Writing Assignment. Hit Preview.

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 user is logged in as Jessica Penner. The post title is "Student Name, Unit 2 Writing Assignment".

On the right-hand side, the "Preview" button is highlighted with a red arrow. Below it, the "Tags" section is visible, showing a list of tags with checkboxes. The "Unit 1 Writing Assignment" tag is selected and highlighted with a red arrow. The "Add New Tag" input field contains the text "Unit 1 Writing Assignment".

The main content area shows the post title "Student Name, Unit 2 Writing Assignment" and a text area with the placeholder "Start writing or type / to choose a block".

# Make **sure** the Download works!



## Student Name, Unit 2 Writing Assignment

Student Name, Unit 2 Writing Assignment

Download

Edit

Student Work, Unit 1 Work

UNIT 1 WRITING ASSIGNMENT

PREVIOUS POST

Hasimiou Jalloh- Micro-Activity #7

### 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.*

# Finally, make sure you hit Publish!!!

The screenshot shows the WordPress admin interface for editing a post. The browser's address bar shows the URL: `openlab.citytech.cuny.edu/pennereng1121ol12fall2020mw/wp-admin/post.php?post=1299&action=edit`. The user is logged in as 'Hi, Jessica Penne' and has a 'Log Out' button. The post title is 'Student Name, Unit 2 Writing Assignment'. The 'Publish' button is circled in red, and a red arrow points to it from the right. The 'Publish' button is located in the top right corner of the post editor, next to 'Save draft' and 'Preview' buttons. The 'Publish' button is blue with white text. The 'Preview' button is grey with white text. The 'Save draft' button is grey with white text. The 'Publish' button is also highlighted by a red circle and a red arrow pointing to it from the right. The 'Publish' button is located in the top right corner of the post editor, next to 'Save draft' and 'Preview' buttons. The 'Publish' button is blue with white text. The 'Preview' button is grey with white text. The 'Save draft' button is grey with white text. The 'Publish' button is also highlighted by a red circle and a red arrow pointing to it from the right.

Student Name, Unit 2 Writing Assignment

Student Name, Unit 2 Writing Assignment

Start writing or type / to choose a block

Document → Paragraph

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!

