

# How to upload your U1 Writing Assignment from Google Docs to our website

A Step-by-Step Guide



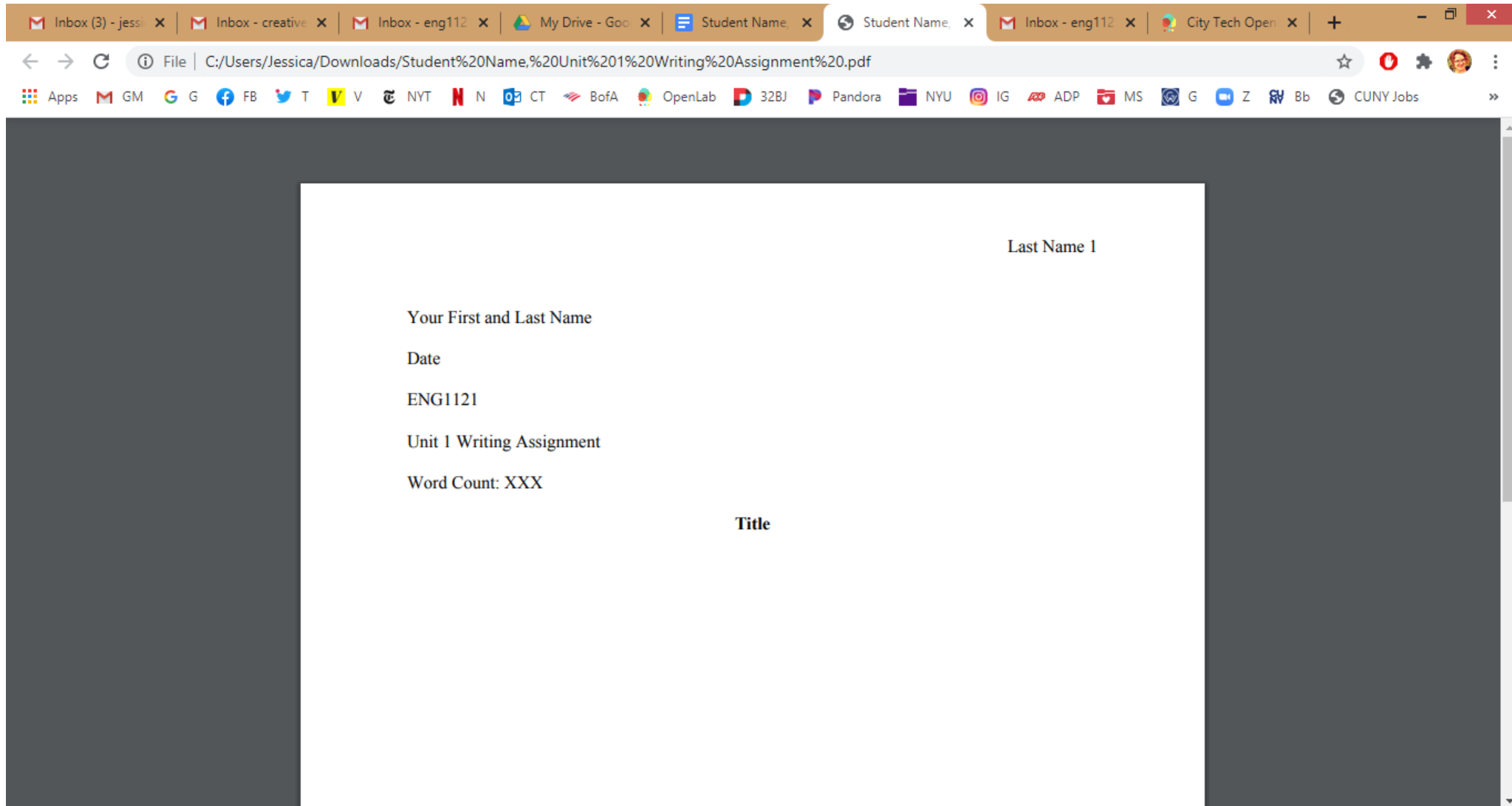
# Name and save your correctly formatted document as you see below.

The screenshot shows a Google Docs interface. The browser tabs at the top include 'Inbox (3) - jessica.p', 'Inbox - creative.wri', 'Inbox - eng1121.cit', 'My Drive - Google', 'Student Name, Unit', 'Inbox - eng1121.cit', and 'City Tech OpenLab'. The address bar shows the document URL: docs.google.com/document/d/11P1tixVOr\_zTyawbAU\_z2Kat05fjY3j2guDifBEAiUQ/edit. The document title is 'Student Name, Unit 1 Writing Assignment'. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Add-ons', and 'Help'. The toolbar shows various editing tools. The document content includes a sidebar on the left with the text 'Headings you add to the document will appear here.' and a main text area with the following text: 'Your First and Last Name', 'Date', 'ENG1121', 'Unit 1 Writing Assignment', 'Word Count: XXX', and 'Title'. Three red arrows point to the 'File' menu, 'Last Name 1', and 'Title'.

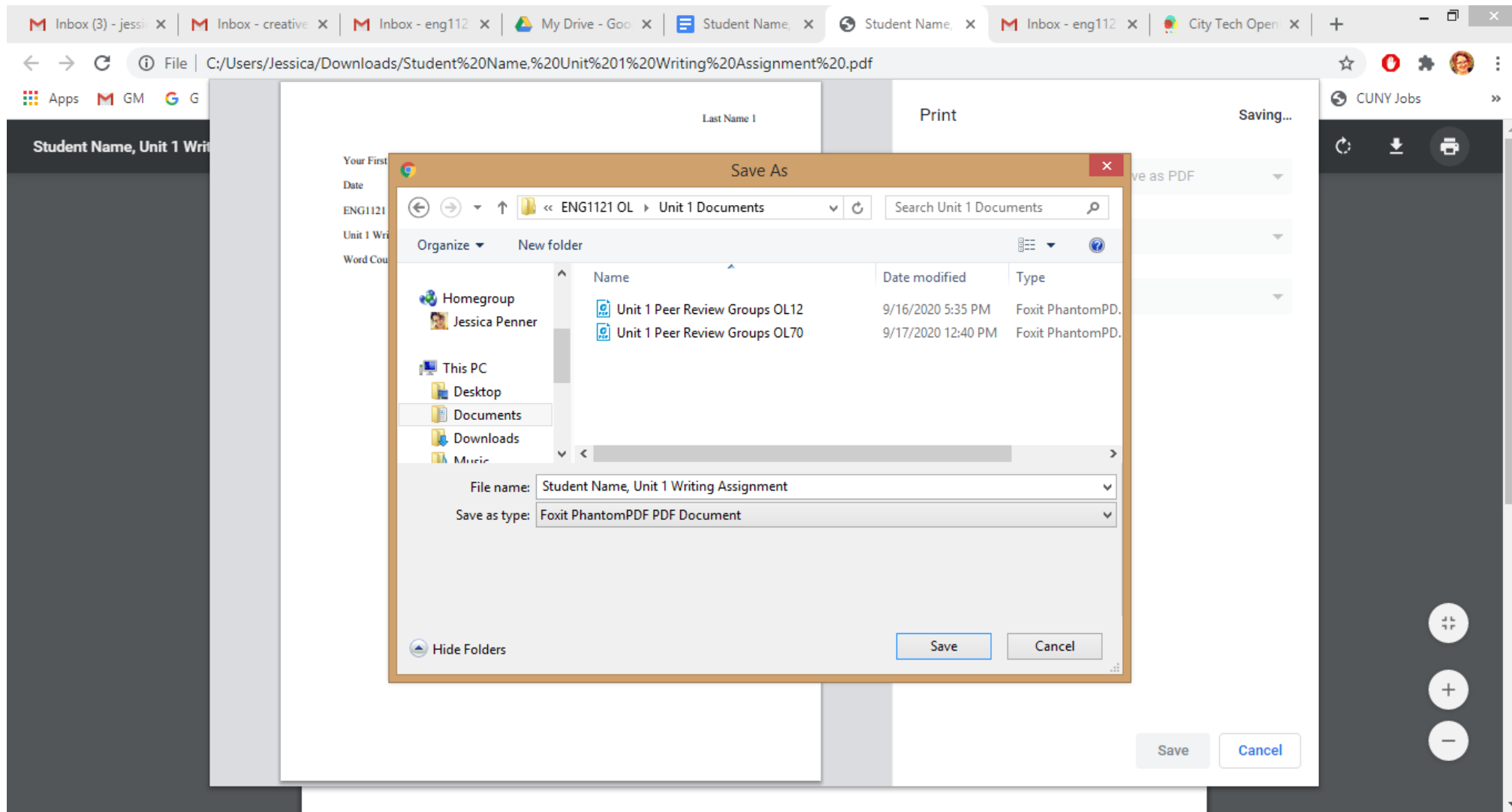
# Go to File, then Download, then click on PDF.

The image shows a browser window with multiple tabs. The active tab is a Google Docs document titled "Student Name, ". The browser's address bar shows the URL: docs.google.com/document/d/1uZd4NC\_ycowGZWITplgsmzLYVOprsPTsAFomJxaInQ/edit. The Google Docs interface is visible, including the menu bar (File, Edit, View, Insert, Format, Tools, Add-ons, Help) and the toolbar. The "File" menu is open, displaying options such as Share, New, Open, 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 expanded, showing a list of file formats: 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 are overlaid on the image: one pointing to the "File" menu, one pointing to the "Download" option, and one pointing to the "PDF Document (.pdf)" option.

# Your document is now a PDF!



# Save the PDF to your drive.



Go to the website dashboard and create a post under Student Work: Unit 1 Work.

The screenshot shows a web browser window with the URL `openlab.citytech.cuny.edu/pennereng1121ol12fall2020mw/wp-admin/post-new.php`. The browser's address bar and tabs are visible at the top. Below the browser, the WordPress dashboard header is shown, including the OpenLab logo, navigation menus, and a user profile for Jessica Penner. The main content area displays a new post editor with the title **Student Name, U1 Writing Assignment**. A red arrow points from the left sidebar menu to the title. The sidebar menu includes options like Dashboard, Posts, Add New, Categories, Tags, OpenLab GradeBook, Media, Links, Forms, Pages, Comments, TablePress, Appearance, Plugins, Users, Tools, and Settings. The right-hand 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. A red arrow points from the 'Unit 1 Work' category to the main content area. Below the categories is an 'Add New Category' link, and below that is a 'Tags' section with an 'Add New Tag' input field. The bottom of the page shows a 'Document' tab.

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

The screenshot displays 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 page title is "Student Name, U1 Writing Assignment".

Key elements and annotations:

- Top Left:** A red arrow points to the "+" icon in the top left corner of the editor, used for adding new blocks.
- Block Inserter:** A sidebar on the left shows various block options. A red arrow points to the "File" block under the "MEDIA" section.
- Right Sidebar:** The right sidebar shows the settings for the selected "Paragraph" block, including options for "Typography" (Preset size: Default, Custom) and "Line height" (1.5).
- Top Right:** The "Save draft" button is visible, indicating the current state of the post.

# 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, the WordPress admin interface is visible. The top navigation bar includes the "OPENLAB AT CITY TECH" logo, "My OpenLab", a user profile for "Hi, Jessica Penner", and a "Log Out" button. The main content area is titled "Student Name, U1 Writing Assignment". A sidebar on the left contains a "MEDIA" section with icons for Image, Gallery, Audio, Cover, File, Media & Text, and Video. The "File" block is selected, and its editor shows the text "Upload a file or pick one from your media library." and a blue "Upload" button. A large red arrow points to the "Upload" button. 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 toolbar includes various icons for search, star, and user profile. Below the browser, the WordPress admin interface is visible, with a sidebar on the left containing menu items like 'Dashboard', 'Posts', 'Media', and 'Settings'. The main content area shows a 'Student Assignment' post being edited. A file selection dialog box 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 box.

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 toolbar: Apps, GM, G, G, FB, T, V, V, NY, N, CT, BofA, OpenLab, 32BJ, Pandora, NYU, IG, ADP, MS, G, Z, Bb, CUNY Jobs

WordPress Admin Bar: My OpenLab, ENG1121 English Composition 2, Hi, Jessica Penner, Log Out

WordPress Sidebar: Dashboard, Posts, All Posts, Add New, Categories, Tags, OpenLab GradeBook, Media, Links, Forms, Pages, Comments, TablePress, Appearance, Plugins, Users, Tools, Settings

WordPress Main Content: Student Assignment, Search for a block, Blocks, Patterns, Reusable, MEDIA, Image, Gallery, Audio, Cover, File, Media & Text, Video, DESIGN

File Selection Dialog: Open, << ENG1121 OL >> Unit 1 Documents, Search Unit 1 Documents, Organize, New folder, Favorites, OneDrive, Documents, Email attachments, Pictures, Homegroup, Jessica Penner, This PC, Desktop, Documents, Downloads

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

# Add Tag: Unit 1 Writing Assignment. Hit Preview.

The screenshot shows a 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 user is logged in as Jessica Penner. The post title is "Student Name, U1 Writing Assignment". The "Preview" button is highlighted with a red arrow. The "Tags" section shows "Unit 1 Writing Assignment" as an added tag, also highlighted with a red arrow. The "Categories" section shows "Unit 1 Work" as a selected category. The "Add New Tag" input field contains "Unit 1 Writing Assignment".

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 Penner

Log Out

Save draft

Preview

Search for a block

Blocks

Patterns

Reusable

MEDIA

Image

Gallery

Audio

Cover

File

Media & Text

Video

DESIGN

Document

Paragraph

Student Name, U1 Writing Assignment

Student-Name-Unit-1-Writing-Assignment-1-3

Download

Start writing or type / to choose a block

Student Work

Discussions

Final Portfolio Work

Final Reflection Work

Introductory Work

Unit 1 Work

Add New Category

Tags

Add New Tag

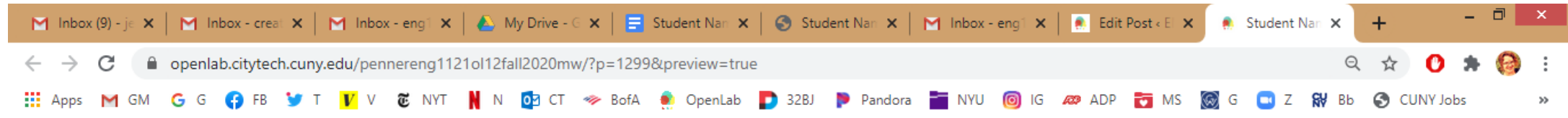
Unit 1 Writing Assignment

Separate with commas or the Enter key.

Featured image

Show all

# Make sure the Download works!

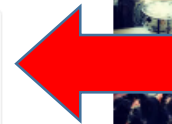


## Student Name, U1 Writing Assignment

SEPTEMBER 23, 2020 / JESSICA PENNER / 0 COMMENTS / EDIT

Student-Name-Unit-1-Writing-Assignment-1-3

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



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!

