

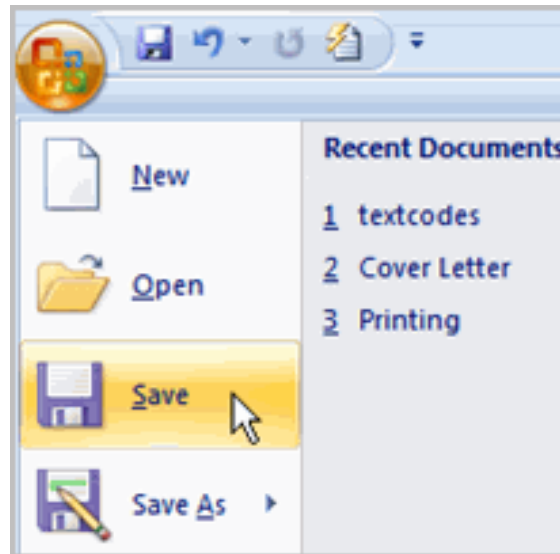
# How to upload your U3 Writing Assignment to our website

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.
- SAVE your document as you see fit (PDF, Word, PowerPoint, etc.) but NAME it 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**.



# Go to the website dashboard and create a post under Student Work: 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 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 3 Writing Assignment' is entered in the main content area, with a red arrow pointing to it. The right 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' category. The bottom of the screen shows a Windows taskbar with various application icons and the system clock at 4:45 PM.

# 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 displays 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".

Key elements and annotations:

- A red arrow points to the "+" icon in the top-left corner of the editor, which is used to add new content blocks.
- Another red arrow points to the "File" block option in the "Blocks" section of the block inserter on the left side of the editor.
- A third red arrow points to the "Save draft" button in the top-right corner of the editor.

The main content area of the editor contains the text: "Student Name, Unit 3 Writing Assignment".

# 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 logo, "My OpenLab", a user profile for "Hi, Jessica Penner", and a "Log Out" button. The main content area is titled "Student Name, Unit 3 Writing Assignment". On the left, a sidebar menu lists various dashboard options like "Dashboard", "Posts", "Media", and "Settings". The "Media" section is active, showing 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 in the block's editor. The right sidebar shows the "Block" settings for the "File" block, including an "Advanced" section.

# Find your document. 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 contains a menu with items like 'Dashboard', 'Posts', 'All Posts', 'Add New', 'Categories', 'Tags', 'OpenLab GradeBook', 'Media', 'Links', 'Forms', 'Pages', 'Comments', 'TablePress', 'Appearance', 'Plugins', 'Users', 'Tools', and 'Settings'. The 'Posts' menu item is highlighted.

The main content area shows a 'Student Assignment' form. A file selection dialog is open over the form, titled 'Open'. The dialog shows the current directory as 'ENG1121 OL > Unit 1 Documents'. The file list is as follows:

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 the text 'Student Name, Unit 1 Writing Assignment'. The 'File type' is set to 'All Files'. A red arrow points to the 'Open' button at the bottom right of the dialog.

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

The screenshot shows the 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 3 Writing Assignment". 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 tag. The "Student Work" section is checked. The "Add New Tag" input field is empty. The "Featured image" section is visible at the bottom.

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, Unit 3 Writing Assignment

Student Name, Unit 3 Writing Assignment

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

# 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".

Student Name, Unit 3 Writing Assignment

Student Name, Unit 3 Writing Assignment

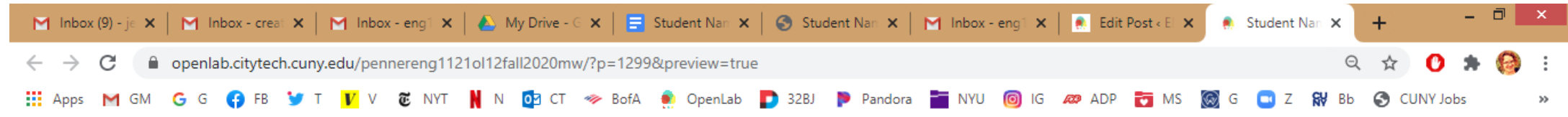
Start writing or type / to choose a block

Unit 1 Work

Unit 1 Writing Assignment



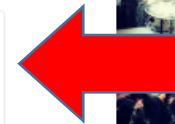
# Make **sure** the Download works!



## Student Name, Unit 3 Writing Assignment

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