

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. Be sure to **proofread** and **correct** this document BEFORE you do the next step!

Last Name 1

Full Name

ENG1101|

Unit 1: Education Narrative Essay

Word Count: **XXXX**

Date

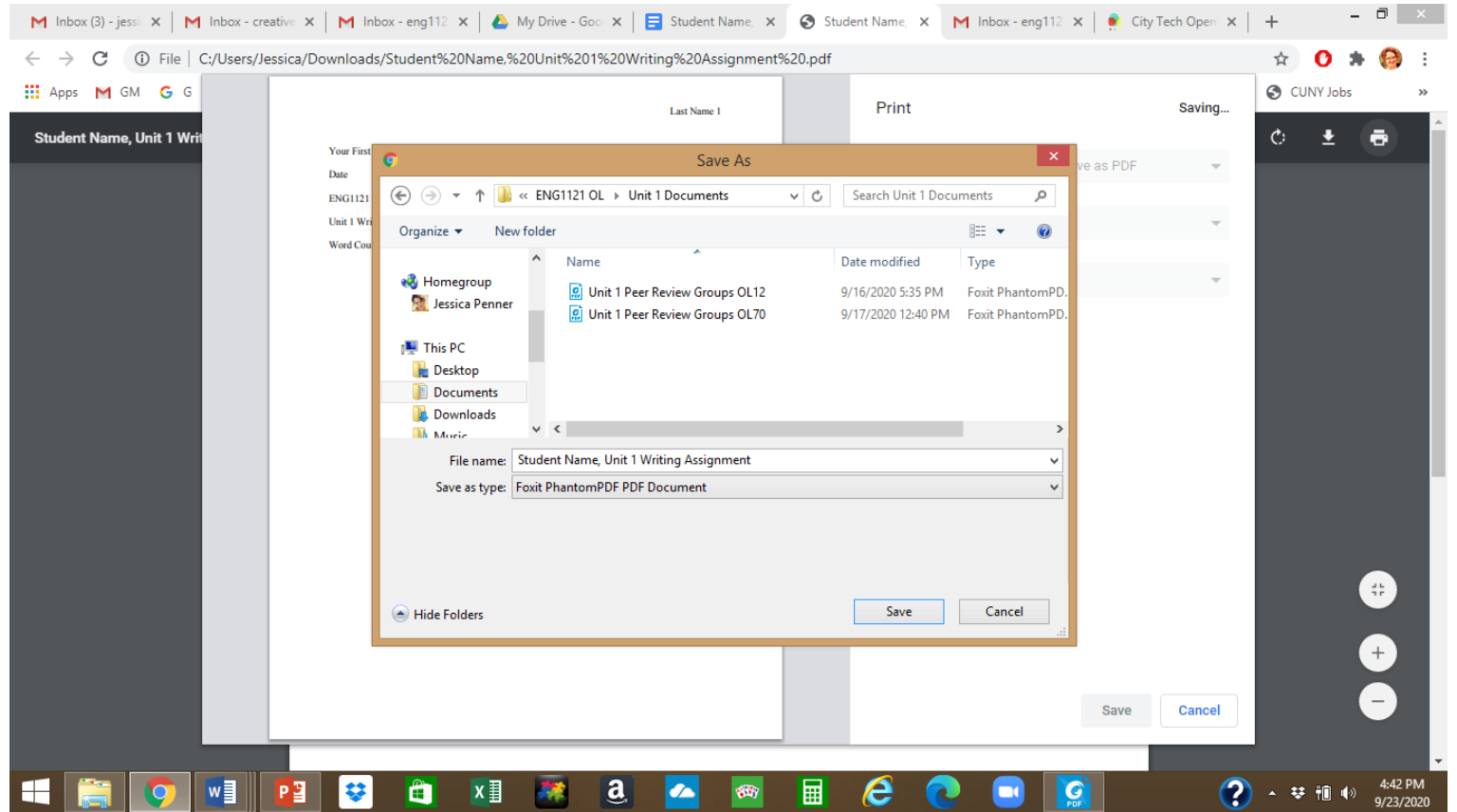
Title (If this was a headline in a newspaper, what would it be?)

Be sure to use Times New Roman, 12-point font, and double-space this document! Delete the red text before submitting!

Go to File, then Download, then click on PDF. Your document is now a 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 address bar shows the URL 'docs.google.com/document/d/1uZd4NC_ycowGZWITplgsmzYVOprsPTsAFomJxalnQ/edit'. The Google Docs interface is visible, with the 'File' menu open. The 'Download' option is selected, and the 'PDF Document (.pdf)' option is highlighted. Red arrows point to the 'File' menu, the 'Download' option, and the 'PDF Document (.pdf)' option. The document content shows the text 'Student Name' and 'tion 2'.

Save the
PDF to
your drive.



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

The screenshot displays the OpenLab dashboard interface. At the top, the navigation bar includes the OpenLab logo, a user profile for 'My OpenLab', a course title 'ENG1121 English Composition 2, FA20...', and a 'Log Out' button. The left sidebar contains a menu with options like 'Dashboard', 'Posts', 'All Posts', 'Add New', 'Categories', 'Tags', 'OpenLab GradeBook', 'Media', 'Links', 'Forms', 'Pages', 'Comments', 'TablePress', and 'Appearance'. The main content area shows a post editor with the title 'Full Name, U1 Writing Assignment' and a prompt to 'Start writing or type / to choose a block'. On the right, a 'Categories' sidebar is open, showing a list of categories with checkboxes. The 'Unit 1 Work' category is selected, indicated by a blue checkmark and a red arrow pointing to it. Other categories include 'Final Reflection Work', 'Introductory Work', 'Unit 2 Work', 'Unit 3 Work', and 'Uncategorized'. The top right of the editor area features buttons for 'Saved', 'Preview', and 'Publish'.

OPENLAB
AT CITY TECH

My OpenLab

ENG1121 English Composition 2, FA20...

Hi, Jessica Penner

Log Out

Dashboard

Posts

All Posts

Add New

Categories

Tags

OpenLab GradeBook

Media

Links

Forms

Pages

Comments

TablePress

Appearance

Full Name, U1 Writing Assignment

Start writing or type / to choose a block

Categories

Search Categories

Final Reflection Work

Introductory Work

Unit 1 Work

Unit 2 Work

Unit 3 Work

Uncategorized

[Add New Category](#)

Tags

Attributions

Published

Preview

Publish

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

The screenshot shows the OpenLab AT City Tech dashboard. The top navigation bar includes 'My OpenLab', user profile, email, and course information 'ENG1121 English Composition 2, FA20...'. The user is logged in as 'Hi, Jessica Penner'. The left sidebar contains navigation options: Dashboard, Posts, All Posts, Add New, Categories, Tags, OpenLab GradeBook, Media, Links, Forms, Pages, Comments, and TablePress. The main content area is a draft editor for a post titled 'Full Name, U1 Writing Assignment'. The editor includes a search bar, tabs for 'Blocks', 'Patterns', and 'Reusable', and a grid of block options: Image, Gallery, Audio, Cover, File, and Media & Text. The 'File' block is highlighted with a red arrow. The right sidebar shows 'Post' and 'Block' tabs, a search bar for categories, and a list of categories: Final Reflection Work, Introductory Work, Unit 1 Work (checked), Unit 2 Work, Unit 3 Work, and Uncategorized. A 'Save draft' button is visible in the top right of the editor area, also highlighted with a red arrow. A '+' button is located at the bottom right of the editor area.

Click on Upload.

The screenshot displays the OpenLab AT City Tech user interface. At the top, the navigation bar includes the OpenLab logo, the user's name 'Hi, Jessica Penner', and the course title 'ENG1121 English Composition 2, FA20...'. The left sidebar contains a menu with options like 'Dashboard', 'Posts', 'Add New', 'Categories', 'Tags', 'OpenLab GradeBook', 'Media', 'Links', 'Forms', 'Pages', 'Comments', 'TablePress', 'Appearance', 'Plugins', and 'Users'. The main content area shows a 'Full Name, U1 Writing Assignment' post. The 'File' block editor is active, displaying a folder icon, the text 'File', and the instruction 'Upload a file or pick one from your media library.' A blue 'Upload' button is visible, with a red arrow pointing to it. The right sidebar shows the 'Block' tab with a 'File' block selected, and the 'Advanced' section is partially visible.

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

Add Tag: Unit 1 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 'Hi, Jessica Penner'. The post title is 'Full Name, U1 Writing Assignment'. The 'Preview' button is highlighted with a red arrow. The 'Tags' section on the right shows 'Unit 1 Writing Assignment' added, also highlighted with a red arrow. The 'Categories' section shows 'Unit 1 Work' selected. 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

Full Name, U1 Writing Assignment

Full Name, U1 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

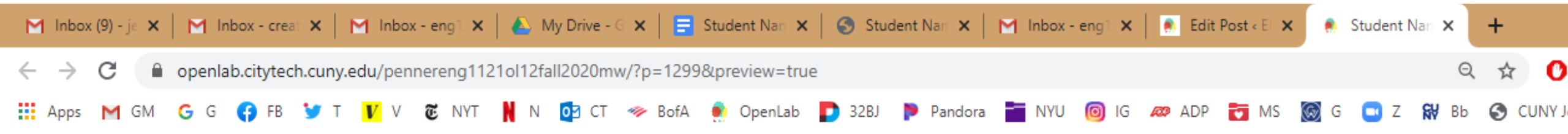
Unit 1 Writing Assignment

Separate with commas or the Enter key.

Featured image

Show all

Make sure the Download works!



Full Name, U1 Writing Assignment

Full Name, U1 Writing Assignment

Download

Edit

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

Finally, make sure you hit Publish!!!

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 at the top. Below the browser, the WordPress admin interface is shown. 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 'Full Name, U1 Writing Assignment'. On the right side of the main content area, there is a 'Publish' button, which is circled in red. A large red arrow points from the right edge of the image towards the 'Publish' button. Below the 'Publish' button, there is a list of categories with checkboxes: 'Student Work' (checked), 'Discussions', 'Final Portfolio Work', 'Final Presentation Work', 'Introductory Work', and 'Unit 1 Work' (checked). Below the categories, there is a 'Tags' section with a text input field containing 'Unit 1 Writing Assignment' and a 'Download' button. The bottom of the page shows a 'Show all' button and a close icon.

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!

