

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!



ENG1121, Full Name, Speech ☆ 📄 🌐
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← Headings you add to the document will appear here.

Your Full Name
New York City College of Technology, CUNY

Date

Title of Speech

First paragraph...

Second paragraph...

Third paragraph...

ENG1121, Full Name, Letter ☆ 📄 🌐
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← Headings you add to the document will appear here.

Your Full Name
New York City College of Technology, CUNY
300 Jay Street
Brooklyn, NY 11201

Date

Recipient's Full Name
Address
City, State Zip Code

Dear Recipient:

First paragraph...

Second paragraph...

Third paragraph...

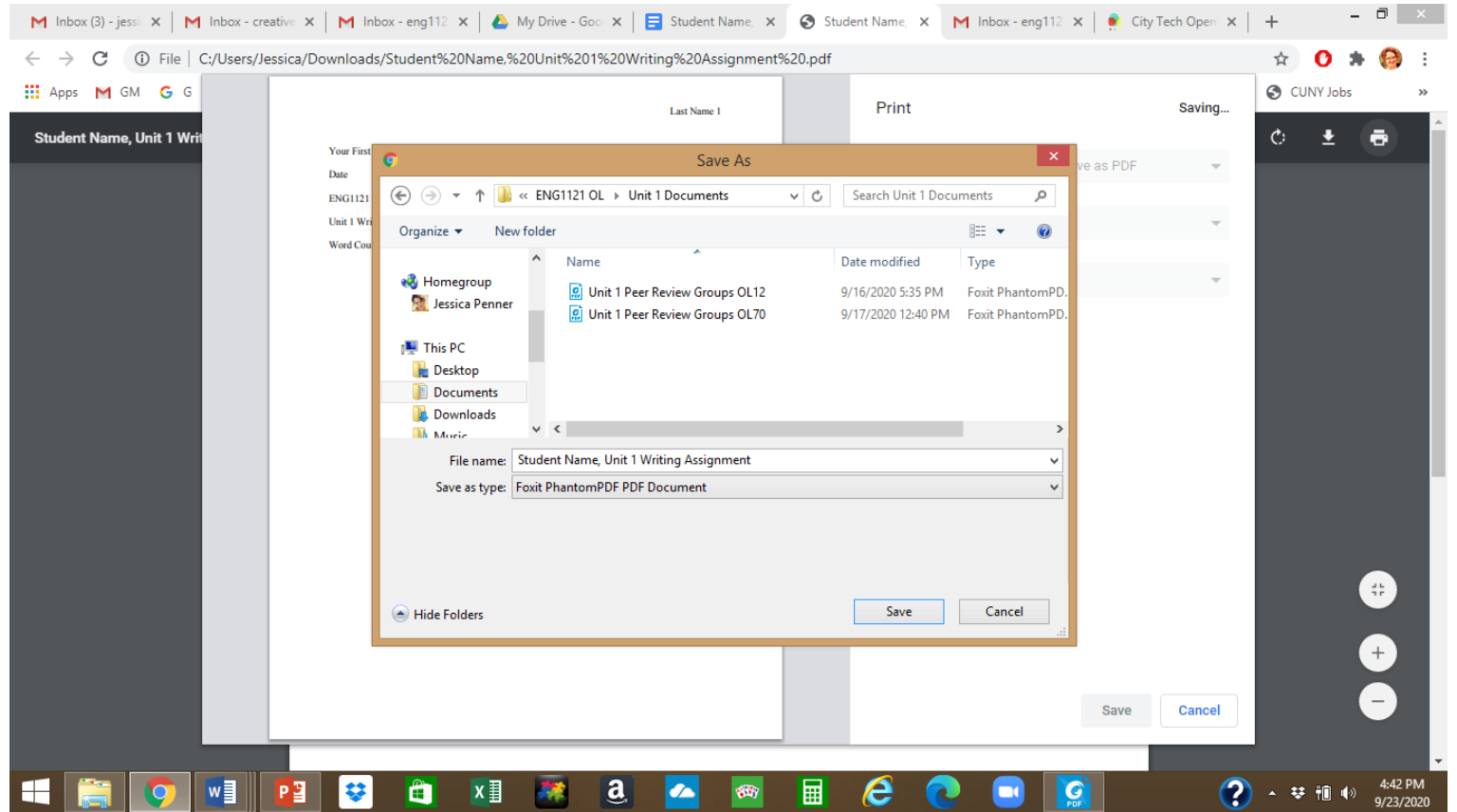
Sincerely,

Your Full Name

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 highlighted, and a sub-menu is displayed with 'PDF Document (.pdf)' selected. Red arrows point to the 'File' menu icon, 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 'Saved', 'Preview', and 'Publish' buttons.

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

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

The screenshot displays the OpenLab dashboard interface. At the top, the navigation bar includes the OpenLab logo, 'My OpenLab', user profile, email, and notification icons, the course title 'ENG1121 English Composition 2, FA20...', and the user name '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 shows a search bar and tabs for 'Blocks', 'Patterns', and 'Reusable'. Under the 'Blocks' tab, there are icons for Image, Gallery, Audio, Cover, File, and Media & Text. A red arrow points to the 'File' icon. The central editor area displays the title 'Full Name, U1 Writing Assignment' and a prompt 'Start writing or type / to choose a block'. A red arrow points to a '+' button in the bottom right of the editor. The right sidebar shows 'Save draft', 'Preview', and 'Publish' buttons, along with a 'Post' tab and a list of categories: Final Reflection Work, Introductory Work, Unit 1 Work (checked), Unit 2 Work, Unit 3 Work, and Uncategorized. A red arrow points to the 'Save draft' button.

Click on Upload.

The screenshot displays the OpenLab AT City Tech user interface. At the top, the header includes the OpenLab logo, the user's name 'Hi, Jessica Penner', and the course title 'ENG1121 English Composition 2, FA20...'. The left sidebar contains navigation options such as '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 blue 'Upload' button. A red arrow points to this button. The right sidebar shows the 'Block' settings for the 'File' block, including an 'Advanced' section.

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, FA20...

Hi, Jessica Penner

Save draft Preview Publish

Search

Blocks Patterns Reusable

Image Gallery Audio

Cover File Media & Text

Video

DESIGN

Full Name, U1 Writing Assignment

File

Upload a file or pick one from your media library.

Upload

Post Block

File

Add a link to a download

Advanced

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 shows the 'Posts' menu, and the main area shows a 'Student Assignment' post being edited. A file selection dialog is open over the post editor, showing the 'Unit 1 Documents' folder. The dialog lists several files, with 'Student Name, Unit 1 Writing Assignment' selected. A red arrow points to the 'Open' button in the dialog.

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...

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 Jessica Penner. The post title is "Full Name, U1 Writing Assignment".

Two red arrows highlight key actions:

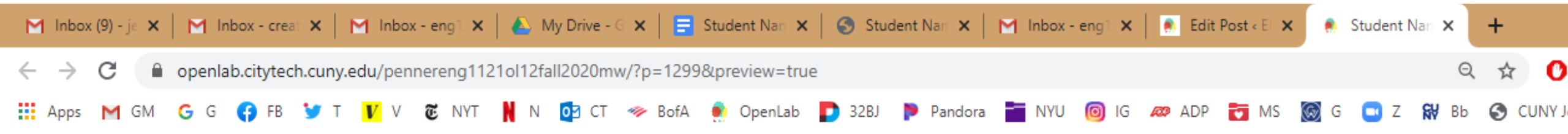
- The first arrow points to the "Preview" button in the top right corner of the editor.
- The second arrow points to the "Unit 1 Writing Assignment" tag in the "Add New Tag" input field on the right-hand sidebar.

The right-hand sidebar shows the following settings:

- Categories: Student Work, Discussions, Final Portfolio Work, Final Reflection Work, Introductory Work, Unit 1 Work
- Tags: (with a close button)

The bottom of the screen shows a "Show all" button and a "x" icon.

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, there is a 'Publish' button, a 'Preview' button, and a 'Save draft' button. A red circle highlights the 'Publish' button, and a red arrow points to it from the right. Below the 'Publish' button, there is a list of categories: 'Student Work' (checked), 'Discussions', 'Final Portfolio Work', 'Final Presentation Work', 'Introductory Work', and 'Unit 1 Work' (checked). There is also a 'Tags' section with 'Unit 1 Writing Assignment' as a tag. The left sidebar contains various menu items like 'Dashboard', 'Posts', 'Media', 'Links', 'Forms', 'Pages', 'Comments', 'TablePress', 'Appearance', 'Plugins', and 'Users'. The bottom of the page shows a 'Student-Name-Un...pdf' file and a 'Show all' button.

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!

