



*Welcome!*

# City Tech 101



Spring 2022  
Professor DeCoux  
Professor Paruolo





# Introduction to Technology: #CityTechLife

Session 1  
February 1, 2022  
Prof. Paruolo + Prof. DeCoux



# Introductions

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# Connect with your Professors

Prof. DeCoux: [jdecoux@citytech.cuny.edu](mailto:jdecoux@citytech.cuny.edu)

Prof. Paruolo: [sparuolo@citytech.cuny.edu](mailto:sparuolo@citytech.cuny.edu)

# What is a Peer Mentor?

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Peer Mentors are role models who are eager to share their experiences and knowledge to help incoming City Tech students adjust to college life.

- Attend CT101 with you every week
  - Send you Weekly Updates
  - Answer questions via email

# Connect with your Peer Mentors

Ngozi: [ngozi.okonkwo@mail.citytech.cuny.edu](mailto:ngozi.okonkwo@mail.citytech.cuny.edu)

Oliver: [oliver.hadi@mail.citytech.cuny.edu](mailto:oliver.hadi@mail.citytech.cuny.edu)

# Jamboard

Use the Jam tools to create an image, statement, or drawing about you as a college student.

# What will we do during the eight sessions?

*This workshop focuses on helping new students transition to college life, and specifically to City Tech. The workshop will enhance the new student experience with information, activities, and various opportunities to connect with faculty, staff, and current City Tech students. In addition to learning how to access a variety of college services and resources, students will develop personalized plans for their college career.*

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# Syllabus + Schedule Review

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**Session 1 > Intro to Technology: #CityTechLife**  
Tuesday, February 1

**Session 2 > The Syllabus**  
Tuesday, February 15

**Session 3 > #RiseAndGrind**  
Tuesday, February 22

**Session 4 > You Paid For It, Use It: Resources + Services**  
Tuesday, March 1

**Session 5 > Get Your Head in the Game: Mindset + Self-Advocacy**  
Tuesday, March 8

**Session 6 > #YellowJacketLife: The Buzz on Your Future**  
Tuesday, March 15

**Session 7 > Coming to Terms with College Vocabulary**  
Tuesday, March 22

**Session 8 > #aMAJORdecision**  
Tuesday, March 29

# Learning Tools



# Electronic Platforms Used at City Tech

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## General College Activities

- CUNYfirst
- Schedule Builder

## Communication

- City Tech Email
- Microsoft Office, including OneDrive
- DropBox

## In the Classroom

- Blackboard
- OpenLab
- Zoom
- Blackboard Collaborate

**Which of these are you familiar with?**



# CUNYfirst

## Fully Integrated Resources and Services Tool

🏠 / CUNYfirst

Home

Faculty

Staff

Students

User Access

CUNYfirst Security

### What is CUNYfirst?

**CUNYfirst** is CUNY's **Fully Integrated R and Services Tool**. CUNYfirst provides essential student, human resources and finance administration across the University via an integrated enterprise technology solution built on PeopleSoft. CUNYfirst includes the following systems:

- Campus Solutions (CS) gives access to student and faculty functions supporting students from their acceptance to graduation
- Human Capital Management (HCM) provides human resource personnel and managers with human resource management functions supporting CUNY employees from their hiring to retirement
- Finance provides general ledger, accounts payable, accounts receivable and other financial and accounting management functions supporting CUNY business operations
- Talent Acquisition Management (TAM) manages job postings, candidate registration and the application process
- Customer relationship management (CRM) allows business users to create, track and manage requests related to

Students use CUNYfirst for management of almost all personal records.



Students use Schedule Builder to register for classes.

# City Tech Email (Outlook)

Have you activated your email?

Log in. What is the most recent message you have received?

Have you received emails from any of your professors?

What can you do besides email?

## E-mail Address Look Up

**Username:** A City Tech ID is preceding the @ sign of the Student email address

**Example:**

Student Email: Joe.Doe@mail.citytech.cuny.edu

City Tech ID: Joe.Doe

**Password:** The default password is your first initial of your first name (must be capitalized), first initial of your last name (must be lower case), DOB (MMDDYYYY), followed by the last four digits of your CUNYfirst EMPL ID

**Example:** JdMMDDYYYY9367

You must change your default password before accessing any of the above services.

Change your default password using Self-Service Password Reset at

<https://forgot.citytech.cuny.edu>.

### Student Information

**Last Name:**

**First Name:**

**Empl ID:**

**Username:**

Search

Clear

# City Tech Email (Outlook)

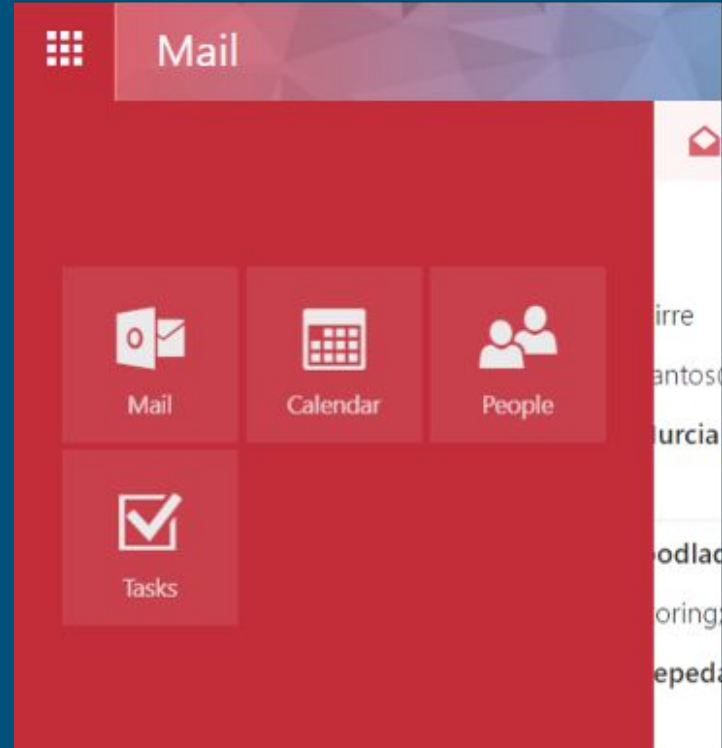
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Email

Calendar

Teams

Tasks



**1**[Get started](#)**2**[Setting up](#)**3**[Create](#)**4**[Sharing](#)**5**[Security](#)**6**[Learn more](#)

## O1

[Get started](#)[Using Dropbox  
Business](#)[Dropbox in the  
cloud](#)[Your account](#)[Dropbox on your  
computer](#)[Dropbox mobile app  
dropbox.com](#)[Connect your](#)[Home](#) > [Dropbox Quick Start Guides](#) > [Team Member](#) > [How to use Dropbox Business](#)

# How to use Dropbox Business

Dropbox is a home for all your work. You can store and share files, collaborate on projects, and bring your best ideas to life—whether you're working alone or as part of a team.

With intuitive collaboration tools and advanced security features, Dropbox gives you

Some professors use DropBox for course materials and collecting student work.





## HOW TO INSTALL OFFICE 365



New York City College Of Technology active students have the privilege of downloading the Microsoft Office Suite for free, to a maximum of 5 devices.

1. Go to [outlook.office365.com](https://outlook.office365.com) and log into your student email account.
2. Once logged in, click on your profile icon, then click **My Account**.
3. On the My account page, within Install Status, click on **Install Options**.
4. After reviewing which language and version to install, click **Install Office**.

Office

Language <sup>ⓘ</sup>  
English (United States) ▾

Version  
64-bit ▾

Install Office

0 INSTALLS

Click **Install Office**

Students have access to Microsoft Word, Excel, Powerpoint, and One Drive (cloud storage)!



Blackboard (Bb) is a Learning Management System– this is where your courses live online. Some professors will use Bb to post syllabi, schedules, assignments, homework, quizzes, grades, etc.

Some professors will meet with their classes in Bb using Blackboard Collaborate Ultra. This is like Zoom, but built into Bb.

Welcome, ProfessorParuolo



[My Profile](#)

[Not profp?](#)  
[Log Out](#)

**Need Help?**

Visit the [Help section](#) or [contact us](#) with a question.

## COURSE TEMPLATE TO

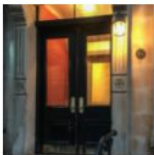
Faculty Name | Section | Semester

### A new look for new courses!

We've just introduced a new template for courses on the OpenLab. The template determines how courses appear when they're first created; existing courses won't be affected. [Read more about the new template](#) on the Open Road.



### IN THE SPOTLIGHT



**Welcome to Spring 2022!**

Welcome back! The OpenLab has workshops and open hours scheduled this spring. [\(image credit\)](#)

[See More](#)

### Courses



COMD1127 Type & Media, Spring 2022

### Projects



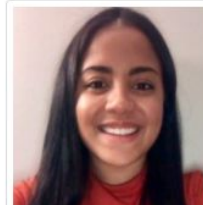
Department of Mechanical

### Clubs



Architecture Club  
For over 30 years the

### Portfolios



Jashlie D Sanchez's RDH ePortfolio

OpenLab (OL) is similar to Blackboard– this is a place where your courses live online. Some professors may use it in the same way as Bb. OL also has projects, clubs, and portfolios, which you will not find on Bb.



Students use Zoom to attend online or hybrid classes, meet with professors, attend school events, and more.

# Online Learning: Etiquette + Engagement

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- Camera on? Sure!
- Camera off? That's fine too.
- Mute your microphone, not your voice!
- Chatting to stay connected throughout class.
- Breakout Rooms

# Breakout Rooms

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Connecting with classmates

Instructions

- 15 minutes
- Identify a Scribe and a Speaker
- Discuss the following:
  - What modality are your classes in this semester (online, hybrid, in person)?
  - Have you been to campus yet? Have you attended an online class yet?
  - What did you like? What are you looking forward to?
- Scribe takes notes. Scribe will share in zoom chat in main room.
- Speaker will report back to full group– 2 minutes.

# Instructional Modalities

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# Instructional Modalities at City Tech





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- In person
- Online
  - Synchronous
  - Asynchronous
- Hybrid



# Modalities

- Which class is fully in person?
- Which class is Online, Synchronous?
- Which class is Online, Asynchronous?
- Which class is Hybrid?

This Week's Schedule		
	<u>Class</u>	<u>Schedule</u>
	ARTH 1110-OL30 LEC (25130)	TuTh 4:00PM - 5:15PM Online-Synchronous
	CMCE 1110-HE02 LEC (25509)	Tu 6:00PM - 9:20PM Voorhees V-408 Tu 6:00PM - 9:20PM Online-Synchronous
	ECON 1101-HD68 LEC (26030)	Mo 2:30PM - 5:00PM Namm N-1022A  Online-Asynchronous
	ENG 1101-D041 LEC (28990)	MoWe 12:00PM - 1:40PM Namm N-500



**ARTH 1110 - Islamic Art**

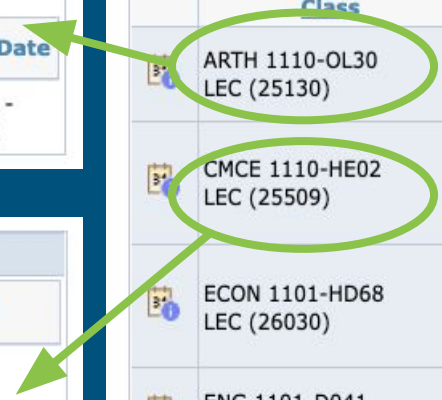
Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	3.00	Undergraduate Letter Grades		Flexible Core - World Cultures & Global Issues (Taken)		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
25130	<a href="#">OL30</a>	Lecture	TuTh 4:00PM - 5:15PM	Online-Synchronous	Gilad BenDavid	01/28/2022 - 05/24/2022

**CMCE 1110 - Construction Drawings I**


Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	2.00	Undergraduate Letter Grades		Regular Non-Liberal Arts (Taken)		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
25509	<a href="#">HE02</a>	Lecture	Tu 6:00PM - 9:20PM	Voorhees V-408	Loyra Nunez	01/28/2022 - 05/24/2022
			Tu 6:00PM - 9:20PM	Online-Synchronous	Loyra Nunez	01/28/2022 - 05/24/2022

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### ECON 1101 - Macroeconomics

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Undergraduate Letter Grades		Flexible Core - US Experience in its Diversity (Taken)	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
26030	<a href="#">HD68</a>	Lecture	Mo 2:30PM - 5:00PM	Namm N-1022A	Unurjargal Nyambuu	01/28/2022 - 05/24/2022
				Online-Asynchronous	Unurjargal Nyambuu	01/28/2022 - 05/24/2022





### ENG 1101 - English Composition I

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Undergraduate Letter Grades		Required Core - English Composition (Taken)	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
28990	<a href="#">D041</a>	Lecture	MoWe 12:00PM - 1:40PM	Namm N-500	Sarah Paruolo	01/28/2022 - 05/24/2022

### This Week's Schedule

	Class	Schedule
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	CMCE 1110-HE02 LEC (25509)	Tu 6:00PM - 9:20PM Voorhees V-408 Tu 6:00PM - 9:20PM Online-Synchronous
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	ENG 1101-D041 LEC (28990)	MoWe 12:00PM - 1:40PM Namm N-500



# Schedule Issues?

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Stay at the end of the session today for help with your schedule.

# For Session 2...

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Session 2: The Syllabus, will be on February 15th (February 8th follows a Friday schedule at City Tech) [Workshop Schedule](#)

- Set up [OpenLab](#) and [Microsoft Office](#)
- Respond to Reflection Post on OpenLab
- Download [Session 2 notes](#) before meeting
- Asynchronous Activity for Session 2

# Session 1 Reflection

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What do you want your classmates to know about you? Consider sharing your goals as a college student, why you chose City Tech, what you hope to learn in your first semester at City Tech or anything important to you.

Read other classmate's posts and help welcome each other by writing a response.

## How to Respond to a Reflection:

1. Read the Reflection post.
2. Click on Comment.
3. Write your comment in the box.
4. Click Post.

Done!

# Asynchronous Activity for Session 2

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- The beginning of Session 2 will be asynchronous from 12:45 to 1:00
  - This means class will not begin until 1:00pm
- You will use the 15 minutes to complete the Asynchronous Activity for Session 2
- Find and download (or screenshot) your semester schedule on CUNYFirst.
- Log in to and access your classes on Blackboard.
- Find and download syllabi and other course information.

# Course Information

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Open Lab site:

<https://openlab.citytech.cuny.edu/decoux-paruolo-ct101-spring2022/>

Prof. DeCoux: [jdecoux@citytech.cuny.edu](mailto:jdecoux@citytech.cuny.edu)

Prof. Paruolo: [sparuolo@citytech.cuny.edu](mailto:sparuolo@citytech.cuny.edu)

Ngozi: [ngozi.okonkwo@mail.citytech.cuny.edu](mailto:ngozi.okonkwo@mail.citytech.cuny.edu)

Oliver: [oliver.hadi@mail.citytech.cuny.edu](mailto:oliver.hadi@mail.citytech.cuny.edu)