

Overview of the OpenLab

The OpenLab is an online community where City Tech students, faculty, and staff meet to learn, work, and share. Its goals are to support teaching and learning, enable connection, and strengthen the life of the college community.

And unlike many online educational systems, the OpenLab allows its members a look at what's going on around City Tech. It gives students a sense of what's happening in other departments, majors, and classes, and a way to search for and join physical and virtual clubs and other groups. It gives faculty access to an array of teaching tools, styles and methods, from all disciplines. By creating a digital campus to extend and compensate for the largely commuter nature of our population, the OpenLab is growing and fostering community across City Tech.

OpenLab is organized by Projects, Clubs, Courses, and Portfolios. To learn about all the possible uses of OpenLab, visit OpenLab Help > Getting Started at: openlab.citytech.cuny.edu

Suggestions for Using the OpenLab in Your Courses

Courses on the OpenLab

Courses on the OpenLab offer an online extension of the classroom-learning environment. They can provide a forum for students and faculty to maintain ongoing conversations and collaborate outside of a set course time, and a space to share and discuss each other's work.

The Course Profile houses a member list, links to student ePortfolios, collaborative features, and an optional Site (internally or externally hosted) where faculty and students can write posts, give feedback, and share files and other resources. For more information, visit OpenLab Help > Courses > Creating a Course (faculty only). A variety of OpenLab workshops are available each semester. Part-time faculty are eligible to receive a small stipend. Contact openlab@citytech.cuny.edu for more information.

Student ePortfolios on OpenLab

Students may create a single ePortfolio, which is used for multiple classes to document examples of their academic work and their design process throughout their career at City Tech. The ePortfolio is the student's domain. It is not for a specific class or project, but used across classes.

The Student ePortfolio template functions as a learning blog to facilitate their creative design process, encourage reaction, facilitate online critiques, and improve writing. It is also an academic portfolio with structured sections devoted to documentation of finished academic work, collected in preparation for developing a career portfolio. For more information, visit [OpenLab Help > Student ePortfolios](#).

Projects on the OpenLab

Students, faculty, and staff can develop projects individually or together to represent a range of activities at City Tech. A project can be academic or social in nature. For example, students collaborating on a class assignment may choose to create a project where they work together on documents and have discussions, or build a full Project Site to interact and display their work. Projects on the OpenLab are a great way to give students the experience of working on a design team and gaining a sense of ownership of their work. For more information, visit [OpenLab Help > Projects](#)

Getting Started on the OpenLab

Step 1: Create an Account

1. **REGISTER:** Visit openlab.citytech.cuny.edu. Click on the Sign Up link in the red box on the upper left side of the home page. Follow the steps.
2. **CONFIRM:** Access your City Tech email and confirm your account. If you are unable to access your City Tech email call (718) 260-5610.
3. **HELP:** If you have other problems (not related to City Tech email) contact: openlab@citytech.cuny.edu, or click on OpenLab Help > Getting Started for step-by-step instructions.

Step 2: Create a Course

1. **LOG IN:** Visit openlab.citytech.cuny.edu. Log in to OpenLab by entering your username and password in the gray box.
2. **MY OPENLAB:** Navigate to My OpenLab in the main site navigation.
3. **CREATE COURSE:** Click on My Courses in the My OpenLab sidebar navigation. On the My Courses page, click + Create / Clone a Course. Follow the steps.
4. **HELP:** If you have trouble logging into OpenLab or creating your Course, contact openlab@citytech.cuny.edu, or click on OpenLab Help > Creating a Course for step-by-step instructions.