How to JOIN OpenLab and our course site!

1. Go to openlab.citytech.cuny.edu, or access it through the City Tech homepage by clicking "QuickLinks," then "OpenLab" (under "Helpful Links").

2. Click "Sign up," then under "Create an Account," provide the required information (City Tech email address, etc.). Please choose a username that is similar to your actual name, so I can give you credit for your posts!

3. Once you've signed up and logged in, click "Courses" (top of screen). Go to "Find a Course" (right side of screen) and use the drop-down menus to select our School (School of Professional Studies), "Department" (Law and Paralegal Studies) and "Semester" (the current semester). Ignore the rest – just click "Submit."

4. Once you find our course, click on it, then click "Join Now!" (You must be logged in to join.)

That's it! *Welcome to our site.* ☺

How to POST on our course OpenLab site! ☺

1. At the top of the screen, find the circle with the "plus sign" (+) inside, and hover your cursor over it.

2. Choose "Post."

3. On the "Add New Post" screen, where it says "Enter title here," type the title of your post, then type the post in the big white space beneath it.

4. PROOFREAD your post!!

5. On the right side of the screen, under "Categories," choose the appropriate category for your post ("Who I Am!" etc.).

6. To include a link, click the "hyperlink" icon at the top of the post, which looks kind of like a diagonal paper-clip ("Insert/edit link").

7. To include a photo, document or other attachment, click "Add Media" above your post. Choose "Insert from URL" or "Upload Files" and follow the instructions.

8. PROOFREAD your post again!!

9. Click "Publish" (blue button) on the top right of your screen.

10. To return to the Course Site and see your post, click "View post" (next to "Post updated.") at the top left corner, under "Edit Post." OR go to the middle of the top of the screen, hover over the name of the course, and click "Visit Site."

That's it! *Check out your awesome post.* ☺