

# Welcome to City Tech



Prof. Karen Goodlad and Prof. Sarah Paruolo  
Summer 2021

# Introductions

Faculty  
Students  
Peer Mentors



---



# How to Connect with your Professor

# What is a Peer Mentor?

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

---

## Connect with your Peer Mentors

Sabrina [sabrina.santos@mail.citytech.cuny.edu](mailto:sabrina.santos@mail.citytech.cuny.edu)

Evelyn [evelyn.ng@mail.citytech.cuny.edu](mailto:evelyn.ng@mail.citytech.cuny.edu)

## Join The Community!

**Discord Server** = FirstYear@CityTech <https://discord.gg/yYNpkVHuwU>

# Jam Board

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

Create a **KAHOOT!** Account or download the  
APP.

# What Will We Do During The Next Eight Sessions?

...

A Review of the Syllabus

# Electronic Platforms Used at City Tech

## General College Activities

- CUNYFirst
- Schedule Builder

## Communication

- City Tech Email
- MS Office Suite, including OneDrive
- DropBox

## In the Classroom

- Blackboard
- OpenLab
- Zoom





# CUNYfirst

## Fully Integrated Resources and Services Tool

🏠 / CUNYfirst

Home

Faculty

Staff

Students

### What is CUNYfirst?

**CUNYfirst** – which stands for **Fully Integrated Resources and Services Tool** – is a suite of software that has replaced many of our aging computer systems in the areas of Student Administration, Finance and Human Resources.

[Login to your CUNYfirst account >](#)

[Claim your CUNYfirst account >](#)

Students use CUNYFirst for management of almost all personal records. Click on the image above and access the CUNYFirst information page.

# Schedule Builder



Students use schedule builder to register for classes. Click on the image above and access a tutorial.

# City Tech Email/Outlook

**COMPUTING INFORMATION SERVICES**  
NEW YORK CITY COLLEGE OF TECHNOLOGY

[Home](#) [Administrative Services](#) [Student Services](#) [About CIS](#)

## Student Email

**General Policy**  
Registered students of NYC College of Technology are provided with a CityTech e-mail address. E-mail is the official means of communications regarding Academic and Administrative matters. Students are expected to read, reply and act upon the email in a timely manner. The email account will remain active as long as the student is registered. Email accounts will temporarily be disabled for unregistered students, but will be reactivated upon re-enrollment. After graduation, students will have the option of keeping the E-mail account with advertisements. (Please contact the Student Computing Helpdesk for further details).

**When Will I Receive An E-mail Account?**  
Once a student enrolls for classes, an E-mail will be sent to the students' personal E-mail address with notification and information about their new campus Citytech E-mail address. This notification will be approximately 7 days after enrolling for classes. Once a campus account has been created, no further E-mails will be sent to a students' personal E-mail.

**Important Information concerning City Tech Email**

- ▶ [Terms of Service](#)
- ▶ [IT Services End User Responsibility](#)


**Quick Links**

- » [Log-In to my E-Mail](#)
- » [What is my E-Mail](#)
- » [Frequently asked questions](#)


© New York City College of TechnologyTechnology | 300 Jay Street • Brooklyn, NY 11201 • 718.260.5610

Is your email activated? Log in, what was your last message? What can you do besides email?

# MS Office Suite, Including OneDrive




## HOW TO INSTALL OFFICE 365

  
NEW YORK CITY COLLEGE OF TECHNOLOGY  
COMPUTING INFORMATION SERVICES

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 ⓘ

English (United States) ▼

Version

64-bit ▼

**Install Office**

0 INSTALLS

Click **Install Office**

Make sure to download the program before class tomorrow. Multiple devices allowed.

Create a folder for each class you are enrolled in.

# DropBox

[Help center](#) ▾[Community](#)[Dropbox learn](#)[Contact support](#)**1**[Get started](#)**2**[Setting up](#)**3**[Create](#)**4**[Sharing](#)**5**[Security](#)**6**[Learn more](#)**01**[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 teachers will use DropBox, you can create a free account.





# BlackBoard



BlackBoard (Bb) is a Virtual Learning Environment, student can click on the logo and see a tutorial. Teachers will use Bb for file sharing, quizzes, virtual class meetings, homework submission and much more.


# OpenLab

[About](#)[People](#)[Courses](#)[Projects](#)[Clubs](#)[Portfolios](#)[Help](#)[My OpenLab](#)Search 

My OpenLab 

Hi, Prof. Karen Goodlad [Log Out](#)

Welcome, Prof. Karen Goodlad

[My Profile](#)  
[Not karen goodlad?](#)  
[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

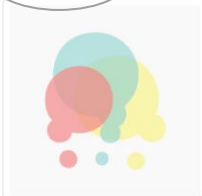


[Spring 2021, In Review](#)


The Spotlight is on hiatus for the summer, but check out our [recap of Spring 2021!](#)

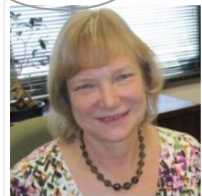
[See More](#)

[Courses](#) 





LNG11005W2, SU21

[Projects](#) 





Office of the Provost

[Clubs](#) 



SADHA

[Portfolios](#) 



Anna Crull's ePortfolio

[/members/karengoodlad/](#)

# Zoom, BlackBoard Ultra and other Video Conference Tools

## Etiquette and Engagement

- Camera on? Sure!
- Camera off? That is fine too.
- Mute your microphone, not your voice!
- Chatting, stay connected throughout class
- Breakout sessions...



# Breakout sessions...

it is time to connect with a small group of classmates






- Let's try it out: Instructions...
  - The break out session will last for 15 minutes.
  - Make sure to identify a scribe and a speaker
  - Discuss the following: Your first college classes will start in a few weeks, what are you most excited about?
  - Be prepared to share your group's notes in the chat and to share a 1 minute summary of your conversation with all your classmates.

# Instructional Format of Class Offered at City Tech



Log into CUNYFirst, look at your schedule, what type of courses are you enrolled in?

# What is the format of the classes this student registered for?

2021 Fall Term Schedule		
	<u>Class</u>	<u>Schedule</u>
	HMGT 1202-OL24 LEC (16955)	Th 6:00PM - 8:30PM Online-Synchronous
	HMGT 1203-HD12 LEC (47415)	Tu 8:00AM - 12:30PM Namm N-202 Tu 8:00AM - 12:30PM Online-Synchronous
	HMGT 1204-HD26 LEC (47490)	We 9:00AM - 1:30PM Namm N-204 We 9:00AM - 1:30PM Online-Synchronous
	MAT 1272-OL97 LEC (47833)	Fr 6:00PM - 8:30PM Online-Synchronous
	PHIL 2202ID-OL43 LEC (17640)	Th 2:30PM - 5:00PM Online-Synchronous

[weekly schedule](#) ►

[launch schedule builder](#) ►

# Before we Meet Again

What do you want your classmates to know about you? Consider sharing your goals as a college student, why you chose City Tech or what you hope to learn in your first semester at City Tech. Introduce yourself by replying to the reflection post on the course [OpenLab site](#). Read other classmate's replies and help welcome each other by writing a response.

Make sure you are logged in, if you need help using the OpenLab, use the [help tool](#).

Introduce yourself in Discord chat

**Discord link:** <https://discord.gg/yYNpkVHuwU>

During tomorrow's session Prof. Paruolo will “Rise and Grind” session. Look for the class agenda to be posted on the workshop's OpenLab site.



# THANK YOU!



Lauri Aguirre, FYP  
Director

[laguirre@citytech.cuny.edu](mailto:laguirre@citytech.cuny.edu)

Sarah Paruolo, Mentor Coordinator  
[peermentoring@citytech.cuny.edu](mailto:peermentoring@citytech.cuny.edu)

Sabrina Santos, *Peer Mentor*  
Evelyn Ng, *Peer Mentor/Designer*

This Student Success Workshop is brought to you by First Year Programs, and the Peer Mentors. For more information please go to [fyp.citytech.cuny.edu](http://fyp.citytech.cuny.edu)

You have made a great choice, thank you for participating on our workshop.