



# Welcome to City Tech



Prof. Jessica DeCoux and Prof. Denell Downum  
Winter 2022

# Introductions

Faculty  
Peer Mentors  
Students





Connect with your Professor via email

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

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

# 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.

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## Connect with your Peer Mentors

Ngozi: [Ngozi.Okonkwo@mail.citytech.cuny.edu](mailto:Ngozi.Okonkwo@mail.citytech.cuny.edu)  
Olamide: [Olamide.Yomi@mail.citytech.cuny.edu](mailto:Olamide.Yomi@mail.citytech.cuny.edu)

# Join The Community...

**STUDY, COLLABORATE, SUCCEED!**



Use **CircleIn** studying app and website to study remotely, collaborate with you classmates, and stay productive.

## Student Log-In Instructions

1. Visit the Student App Website: [app.circleinapp.com](https://app.circleinapp.com)
2. Search for "**City Tech - New York City College of Technology**"
3. Click on "**First Time Here? Activate Your Account**"
4. Enter your ".edu" City Tech email address
5. An email will be sent - Click on the Link in the email to create your password
6. You will now be authenticated into the platform.

Student Help Page:

<https://support.circleinapp.com/>

# Jam Board

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

# 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
- CircleIn

## 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

### 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

Is your email activated?

Log in, what was your last message?

What can you do besides email?

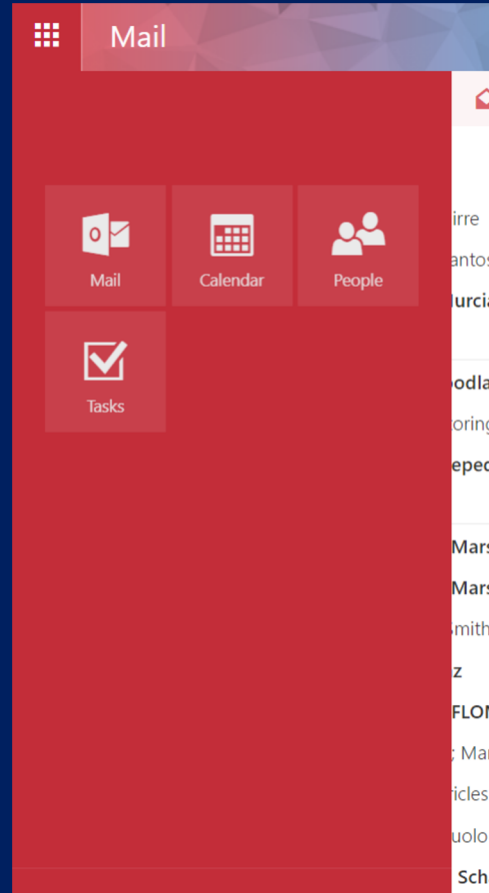
# City Tech Email/Outlook

Mail


Calendar

Teams Meetings


Tasks



# MS Office Suite, Including OneDrive




## 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**.



Click **Install Office**

Make sure to download the Office 365 before class tomorrow. Downloading to multiple devices is allowed. Open OneDrive and create a folder for each class you are enrolled in this semester.

# BlackBoard



BlackBoard (Bb) is Virtual Learning Environment. Professors will use Bb for file sharing, quizzes, virtual class meetings, homework submission and much more.

# OpenLab

The screenshot displays the OpenLab website interface. At the top left is the logo for OPENLAB AT CITY TECH. The navigation menu includes links for About, People, Courses, Projects, Clubs, Portfolios, Help (circled in red), and My OpenLab. A search bar is located on the right. Below the navigation is a dark grey bar with the user's name 'Hi, Prof. Karen Goodlad' and a 'Log Out' button. The main content area features a welcome message for Prof. Karen Goodlad, a 'My Profile' section with a profile picture and links for 'My Profile', 'Not karengoodlad?', and 'Log Out', and a 'Need Help?' section. A large central banner titled 'COURSE TEMPLATE TO' is partially visible. To the right, a teal box announces 'A new look for new courses!' and provides information about a new template for courses. Below this, the 'IN THE SPOTLIGHT' section features a 'Spring 2021, In Review' article. At the bottom, there are four circular navigation buttons for 'Courses', 'Projects', 'Clubs', and 'Portfolios', each with a dropdown arrow. Below these buttons are four content cards: 'LNG11005W2,SU21', 'Office of the Provost', 'SADHA', and 'Anna Crull's ePortfolio'.

**OPENLAB**  
AT CITY TECH

About People Courses Projects Clubs Portfolios **Help** My OpenLab Search Q

My OpenLab ▾ Hi, Prof. Karen Goodlad **Log Out**

Welcome, Prof. Karen Goodlad

**My Profile**  
[Not karengoodlad?](#)  
[Log Out](#)

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

**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.

**COURSE TEMPLATE TO**  
Faculty Name | Section | Semester

**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** ▾ **Projects** ▾ **Clubs** ▾ **Portfolios** ▾

**LNG11005W2,SU21**  
This course examines...

**Office of the Provost**  
City Tech's Course for...

**SADHA**  
Student American Dental...

**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 ... a time to connect with a smaller group of classmates

- Let's start getting to know each other, and maybe even see who can come out on top in a friendly song-writing competition.
- The breakout session will last for 15 minutes.
- Half of the class will be Team Olamide, and half Team Ngozi.
- Guided by your peer mentor, each group will talk about your hopes, fears, and expectations for college
- As a group, take note of words and phrases that stand out in your conversation, and then take the best of them to create the lyrics of a song or chant.
- Prepare to share your creation with the class as a whole when the breakout session ends.
- We'll vote on the winning song/chant, with Prof. Downum on hand to break a tie.






# Instructional Format of Class Offered at City Tech

- In-person
- Fully Online
  - Synchronous
  - Asynchronous
- Hybrid



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>
	HMG1 1202-OL24 LEC (16955)	Th 6:00PM - 8:30PM Online-Synchronous
	HMG1 1203-HD12 LEC (47415)	Tu 8:00AM - 12:30PM Namm N-202 Tu 8:00AM - 12:30PM Online-Synchronous
	HMG1 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](#) ▶

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

These are Synchronous






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](#) ▶

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

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2021 Fall Term Schedule		
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	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](#) ▶

You do not have a schedule yet?

That is OK, please stay after the workshop to discuss how to meet with a STAR Advisor.



# Before we Meet Again

Introduce yourself by replying to the reflection post on the course [OpenLab site](#). 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. Read other classmates' replies and help welcome each other by writing a response.

In order to post your reflection, you'll need to create an OpenLab account and join our course site. If you need help using the OpenLab, use the [help tool](#).

During tomorrow's session, Prof. DeCoux will lead the "Rise and Grind" session. Look for the class agenda to be posted on the workshop's OpenLab site.





# THANK YOU!



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

Ngozi Okonkwo, *Peer Mentor*  
Olamide Yomi, *Peer Mentor*

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)