

Welcome!

City Tech 101

Winter 2023
Prof. Denell Downum
DDownum@citytech.cuny.edu



Academic Basics:

#WelcomeToCityTech

City Tech 101
Session 1
Jan. 10
Prof. Downum



Today's Topics

- ★ Introductions
 - ★ CT101 Syllabus + Schedule Review
 - ★ Learning Tools
 - ★ Classroom Learning: Etiquette + Engagement
 - ★ Online Learning: Etiquette + Engagement
 - ★ Instructional Modalities
 - ★ If the walls could talk...
-

Introductions

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.

- Attend CT101 with you
- Answer questions via email + during workshop sessions
 - Respond to your OpenLab Reflections

Connect with your Peer Mentors

Nazia Mahmud: Nazia.Mahmud@mail.citytech.cuny.edu

Salma Razak: Salma.Razak@mail.citytech.cuny.edu

Jamboard
or
Other Ice Breaker Activity

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.

Syllabus + Schedule Review

Session 1 > Academic Basics: #WelcomeToCityTech
Day/Date/Time

Session 2 > The Syllabus
Day/Date/Time

Session 3 > #RiseAndGrind
Day/Date/Time

Session 4 > You Paid For It, Use It: Resources + Services
Day/Date/Time

Session 5 > Get Your Head in the Game: Mindset + Self-Advocacy
Day/Date/Time

Session 6 > #YellowJacketLife: The Buzz on Your Future
Day/Date/Time

Session 7 > Coming to Terms with College Vocabulary
Day/Date/Time

Session 8 > #aMAJORdecision
Day/Date/Time

Learning Tools



Electronic Platforms Used at City Tech

General College Activities

- CUNYFirst
- Schedule Builder
- DegreeWorks

Communication

- City Tech Email (Outlook)
- Microsoft Office
- OneDrive (Microsoft)
- 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.

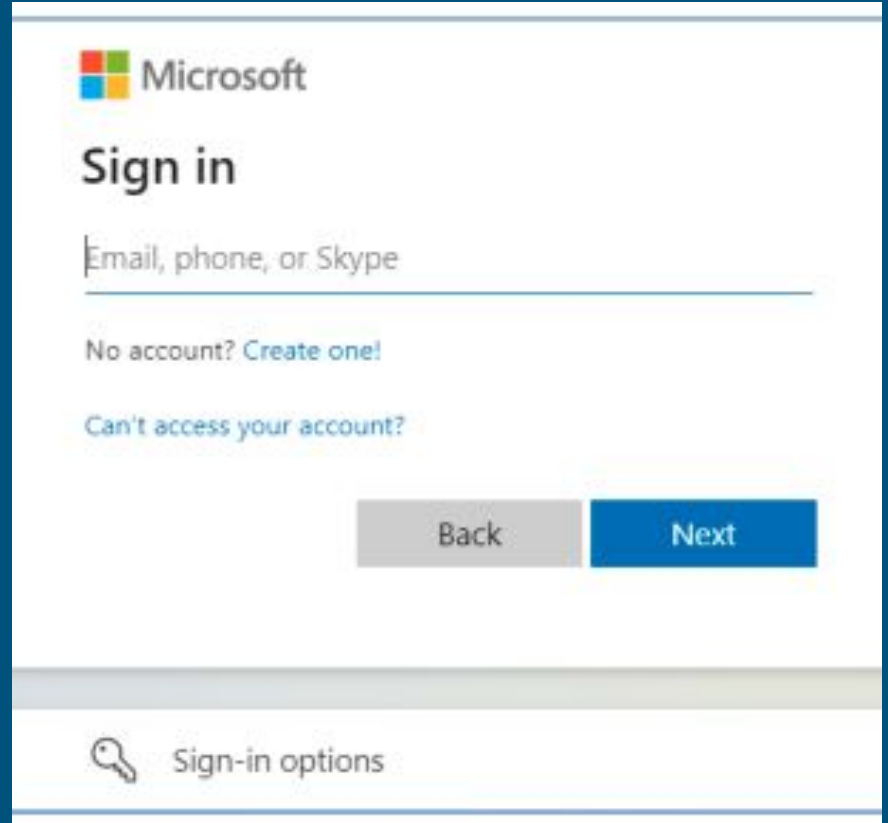
Access the available functions by:

- Clicking on a tab along the top row
- OR**
- Selecting a worksheet function listed in the left margin

Students use DegreeWorks to track academic progress and degree requirements.

City Tech Email (Outlook)

Have you activated your
email?



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Microsoft". The main heading is "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field are two links: "No account? Create one!" and "Can't access your account?". At the bottom right are two buttons: "Back" (grey) and "Next" (blue). At the bottom left is a key icon and the text "Sign-in options".

Microsoft


Sign in

Email, phone, or Skype

No account? [Create one!](#)

[Can't access your account?](#)

[Back](#) [Next](#)

 [Sign-in options](#)

Activating Your City Tech Email (Outlook)

1. Visit [Email Address Look Up](#) to find your email.
2. Go to the website: myapps.microsoft.com.
3. Enter your Student Email, then click Next.
4. Enter the temporary password: (First initial of your first name (must be capitalized), First initial of your last name (must be lower case), your date of birth in the format MMDDYYYY and the last 4 digits of your EMPL ID e.g. JdMMDDYYYY9367 then click Sign in.
5. Click Next on the More information required page.
6. Additional Security Verification, Step 1: How should we contact you? Enter your phone number (numbers ONLY) and select Method Send me a code by text message, click Next.
7. Check to see the verification sent via text. Enter the 6 digit code and click Verify
8. If verification has been completed you should be presented with a Verification Successful message. Click Done.
9. Enter the current password, new password, confirm your new password, and click Sign in.
10. Click on the Outlook icon to access your email account.

City Tech Email (Outlook)

What is the most recent message
you 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

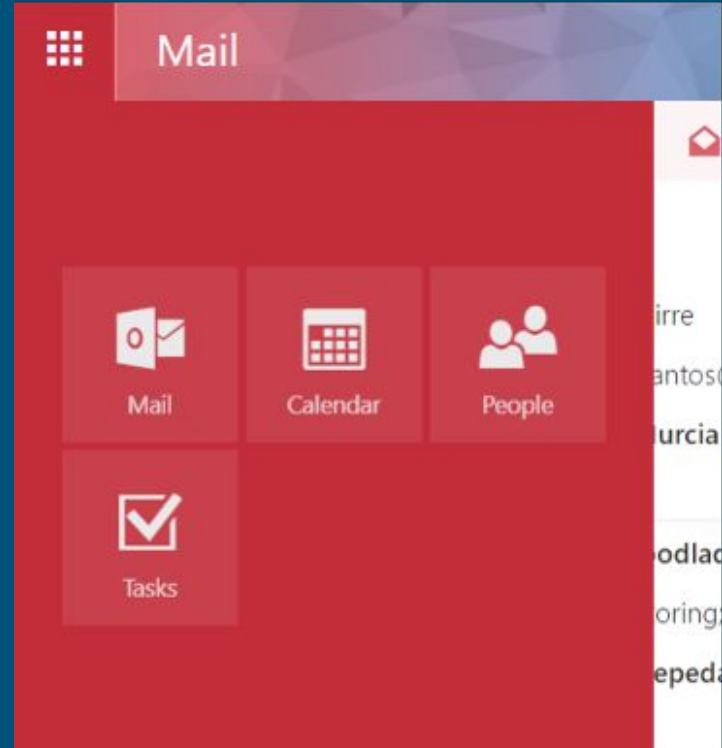
City Tech Email (Outlook)

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 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**

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 online or hybrid 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

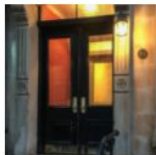
Faculty Name | Section | Semester

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



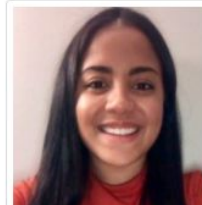
Department of Mechanical

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.

Learning Etiquette + Engagement

Classroom Learning: Etiquette + Engagement

- Prepared to participate
- Ready to take notes
- Asking and answering questions
- Addressing your professors
- Active learning doesn't always mean speaking up
- Choose your seat wisely
- Headphones off/out
- Phones on silent and put away
- Arriving late and leaving early
- Excusing yourself during class

Online Learning: Etiquette + Engagement

Everything from Classroom Learning plus...

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

Instructional Modalities

Instructional Modalities at City Tech

- In person
- Online
 - Synchronous
 - Asynchronous
- Hybrid

Modalities

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

2022 Fall Term Schedule

	Class	Schedule
	COM 1330-D324 LEC (20629)	TuTh 8:30AM - 9:45AM Namm N-1018
	EET 1102-HD01 LEC (21043)	We 8:30AM - 11:00AM Voorhees V-711 Online- Asynchronous
	ENG 1101-D427 LEC (19211)	MoWe 12:00PM - 1:40PM Namm N-523A
	MAT 1275-D020 LEC (20852)	TuTh 10:00AM - 11:40AM Namm N-719
	WKSHP 1001-OL00 LEC (21521)	Mo 10:00AM - 10:50AM Online-Synchronous

In-person

2022 Fall Term Schedule		
	Class	Schedule
	COM 1330-D324 LEC (20629)	TuTh 8:30AM - 9:45AM Namm N-1018
	EET 1102-HD01 LEC (21043)	We 8:30AM - 11:00AM Voorhees V-711 Online- Asynchronous
	ENG 1101-D427 LEC (19211)	MoWe 12:00PM - 2:40PM Namm N-523A
	MAT 1275-D020 LEC (20852)	TuTh 10:00AM - 11:40AM Namm N-719
	WRKSHR 1001-OL00 LEC (21521)	Mo 10:00AM - 10:50AM Online-Synchronous

Class Details

MAT 1275 - D020 College Algebra and Trigonometry
NYC College of Technology | 2022 Fall Term | Lecture

Class Details

Status	Closed <input type="checkbox"/>	Career	Undergraduate
Class Number	20852	Dates	8/25/2022 - 12/21/2022
Session	Regular Academic Session	Grading	Letter Grades
Units	4 units	Location	Main - NYC College of Technlgy
Instruction Mode	In Person	Campus	NYC College of Technology
Class Components	Lecture Required		

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
TuTh 10:00AM - 11:40AM	Namm N-719	Staff	08/25/2022 - 12/21/2022

Enrollment Information

Enrollment Requirements	CUNY proficiency in mathematics. High School Math GPA 70 or higher AND complete Algebra 1 OR Algebra 1 Regents score of 75 or higher OR Geometry Regents score of 70 or higher
Requirement Designation	Required Core - Mathematical&QuantitativeReasoning
Class Attributes	Low Textbook Cost

Class Availability

Class Capacity	35	Wait List Capacity	0
Enrollment Total	35	Wait List Total	0
Available Seats	0		

Notes

Class Notes HOLD

Description

An intermediate and advanced algebra course. Topics include quadratic equations, systems of linear equations, exponential and logarithmic functions; topics from trigonometry including identities, equations and solutions of triangles.

SATISFIES REQUIRED CORE- MATH & QUANTITATIVE REASONING

Textbook/Other Materials

Special Instructions Please note that the textbook information is subject to change without notice.

E-book

Status	Required	Intermediate Algebra, Author: L. Marecek, A. Mathis et al, Publisher: OpenStax, Edition: 2nd, Price: 0.01 USD, Notes: https://openstax.org/details/books/intermediate-algebra-2e
Status	Required	Algebra and Trigonometry, Author: Jay Abramson et al, Publisher: OpenStax, Edition: 6th, Price: 0.01 USD, Notes: https://openstax.org/details/books/algebra-and-trigonometry

Online, Synchronous

2022 Fall Term Schedule		
	Class	Schedule
	COM 1330-D324 LEC (20629)	TuTh 8:30AM - 9:45AM Namm N-1018
	EET 1102-HD01 LEC (21043)	We 8:30AM - 11:00AM Voorhees V-711 Online- Asynchronous
	ENG 1101-D427 LEC (19211)	MoWe 12:00PM - 1:40PM Namm N-523A
	MAT 1275-D020 LEC (20852)	TuTh 10:00AM - 11:40AM Namm N-719
	WKSHP 1001-OL00 LEC (21521)	Mo 10:00AM - 10:50AM Online-Synchronous

Class Details

WKSHP 1001 - OL00 ASAP Workshop
NYC College of Technology | 2022 Fall Term | Lecture

Class Details			
Status	Open		
Class Number	21521		
Session	Regular Academic Session		
Units	0 units		
Instruction Mode	Online		
Class Components	Lecture Required		
Career	Undergraduate		
Dates	8/25/2022 - 12/21/2022		
Grading	Message No Grades		
Location	Main - NYC College of Technlgy		
Campus	NYC College of Technology		

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
Mo 10:00AM - 10:50AM	Online-Synchronous	Staff	08/25/2022 - 12/21/2022

Enrollment Information	
Class Attributes	ASAP

Class Availability			
Class Capacity	24	Wait List Capacity	0
Enrollment Total	20	Wait List Total	0
Available Seats	4		

Description
ASAP Workshop

Textbook/Other Materials
Textbooks to be determined

Hybrid

2022 Fall Term Schedule		
	Class	Schedule
	COM 1330-D324 LEC (20629)	TuTh 8:30AM - 9:45AM Namm N-1018
	EET 1102-HD01 LEC (21043)	We 8:30AM - 11:00AM Voorhees V-711 Online- Asynchronous
	ENG 1101-D427 LEC (19211)	MoWe 12:00PM - 1:40PM Namm N-523A
	MAT 1275-D020 LEC (20852)	TuTh 10:00AM - 11:40AM Namm N-719
	WKSHP 1001-OL00 LEC (21521)	Mo 10:00AM - 10:50AM Online-Synchronous

Class Details

EET 1102 - HD01 Techniques of Electrical Technology
NYC College of Technology | 2022 Fall Term | Lecture

Class Details

Status Open

Class Number 21043

Session Regular Academic Session

Units 2 units

Instruction Mode Hybrid

Class Components Lecture Required

Career Undergraduate

Dates 8/25/2022 - 12/21/2022

Grading Letter Grades

Location Main - NYC College of Technlgy

Campus NYC College of Technology

Meeting Information

Days & Times	Room	Instructor	Meeting Dates
We 8:30AM - 11:00AM	Voorhees V-711	Arthur Kramer	08/25/2022 - 12/21/2022
TBA	Online-Asynchronous	Staff	08/25/2022 - 12/21/2022

Enrollment Information

Enrollment Requirements MATH 1275 OR MAT 1275CO OR HIGHER

Class Availability

Class Capacity	18	Wait List Capacity	0
Enrollment Total	15	Wait List Total	0
Available Seats	3		

Description

"An introduction to the use of computers for analysis of electrical and electronic circuits, using electronics workbench and software such as Matlab."

Textbook/Other Materials

Textbooks to be determined

Hybrid with Lab

BIO 1101 - Biology I						
Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	4.00	Letter Grades		Required Core - Life and Physical Sciences (Taken)		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
52378	HD14	Lecture	Th 2:30PM - 5:00PM	Online-Synchronous	Staff	08/25/2022 - 12/21/2022
			Th 2:30PM - 5:00PM	Academic A506	Laina Karthikeyan	08/25/2022 - 12/21/2022
18602	D039	Laboratory	Tu 8:30AM - 11:00AM	Academic A202	Moulay Chaouch	08/25/2022 - 12/21/2022

Class	Schedule
BIO 1101-D039 LAB (18602)	Tu 8:30AM - 11:00AM Academic A202
BIO 1101-HD14 LEC (52378)	Th 2:30PM - 5:00PM Online-Synchronous Th 2:30PM - 5:00PM Academic A506

Schedule Issues?

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

If these walls could talk...



Recap

- ★ Introductions
 - ★ CT101 Syllabus + Schedule Review
 - ★ Learning Tools
 - ★ Classroom Learning: Etiquette + Engagement
 - ★ Online Learning: Etiquette + Engagement
 - ★ Instructional Modalities
 - ★ If the walls could talk...
-

Before Session 2...

- **Download CT 101 syllabus posted on OpenLab.**
- **Complete Reflection on OpenLab by replying to Reflection #1 Post.**
 - Remember, you must have an account and be logged in to OpenLab to reply to a post.
 - 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.

Reflection #1

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.

Academic Basics:

#WelcomeToCityTech

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