

Welcome!

City Tech 101

Fall 2023
Prof. Jessica DeCoux
jdecoux@citytech.cuny.edu



Academic Basics:

#WelcomeToCityTech

Session 1
Monday August 28
Prof. DeCoux



Today's Topics

- ★ Introductions/Ice Breaker
 - ★ CT101 Syllabus + Schedule
 - ★ Learning Tools
 - ★ Instructional Modalities
 - ★ Learning: Etiquette + Engagement
-

Introductions

Connect with your Professor

Prof. Jessica DeCoux
jdecoux@citytech.cuny.edu

What is a Peer Mentor?

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 every week
 - Send you Weekly Updates
- Answer questions via email + office hours

Connect with your Peer Mentors

Salma Razak

salma.Razak@mail.citytech.cuny.edu

Ester Tavarez

ester.tavarez@mail.citytech.cuny.edu

Ice Breaker Bingo!

What will we do during the ten 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
Monday, August 28

Session 2 > The Syllabus and the Classroom
Monday, September 11

Session 3 > #RiseAndGrind
Monday, September 18

Session 4 > Behind the Scenes: What You Can Do at City Tech
Monday, October 2

Session 5 > You Paid For It, Use It: Resources + Services
Tuesday, October 10

Session 6 > #aMAJORdecision: Practical Steps
Monday, October 16

Session 7 > A Long-Term Decision
Monday, October 23

Session 8 > #YellowJacketLife: The Buzz on Getting Involved
Monday, October 30

Session 9 > Helping You Help Yourself
Monday, November 6

**Session 10 > Emerging From 'The Cave': What We Know Now
and What is Ahead**
Monday, November 13

Learning Tools



Electronic Platforms Used at City Tech

Administrative Apps

- CUNYFirst
- Schedule Builder
- DegreeWorks

General College Activities

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

In the Classroom

- Blackboard
- OpenLab
- Zoom
- Blackboard Collaborate

Which of these are you familiar with?

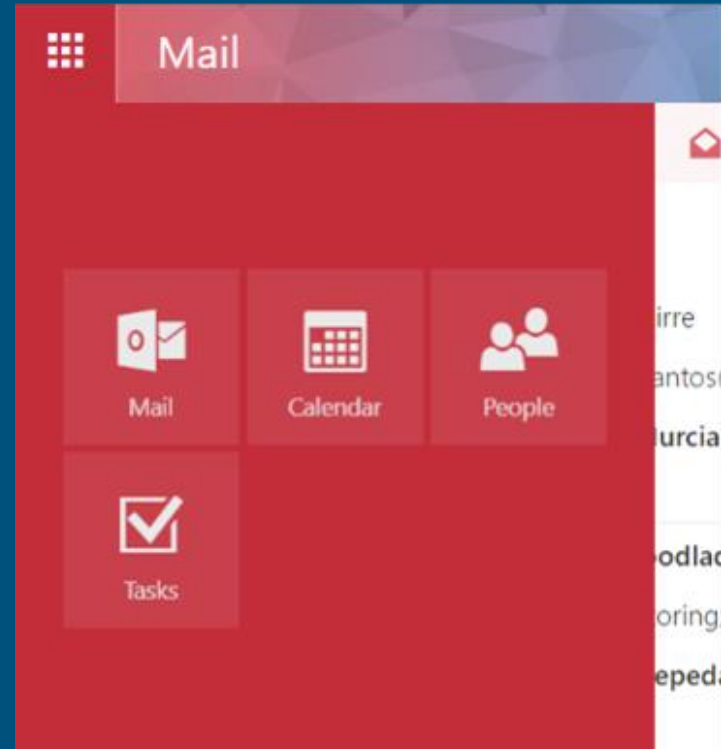
City Tech Email (Outlook)

Email

Calendar

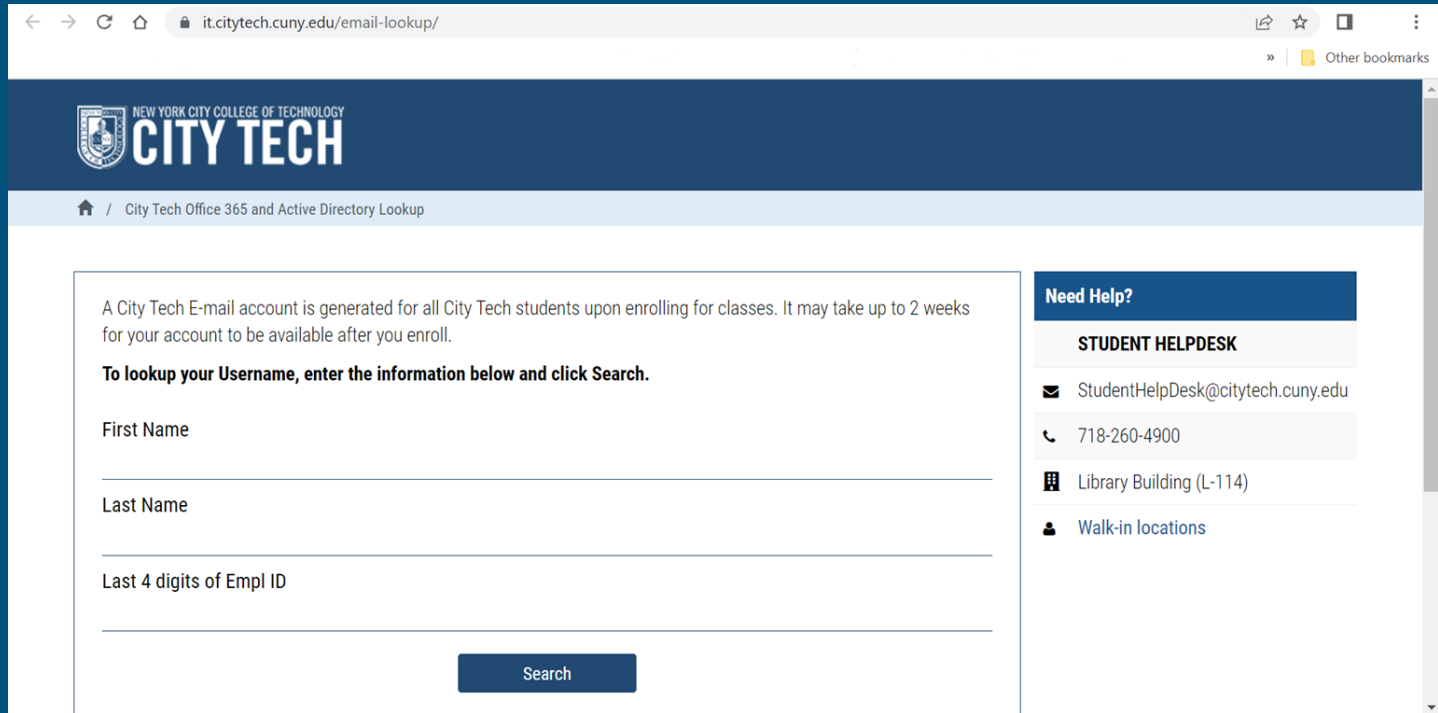
Teams

Tasks



City Tech Email (Outlook)

Have you activated your email?

A screenshot of a web browser displaying the City Tech email lookup page. The browser's address bar shows the URL "it.citytech.cuny.edu/email-lookup/". The page header features the City Tech logo and the text "NEW YORK CITY COLLEGE OF TECHNOLOGY CITY TECH". Below the header, a breadcrumb trail reads "City Tech Office 365 and Active Directory Lookup". The main content area contains a text box with instructions: "A City Tech E-mail account is generated for all City Tech students upon enrolling for classes. It may take up to 2 weeks for your account to be available after you enroll." Below this, a bold instruction states: "To lookup your Username, enter the information below and click Search." There are three input fields labeled "First Name", "Last Name", and "Last 4 digits of Empl ID". A dark blue "Search" button is positioned at the bottom of the form. To the right of the form is a "Need Help?" section with a dark blue header. Underneath, a "STUDENT HELPDESK" section lists contact information: an email address "StudentHelpDesk@citytech.cuny.edu", a phone number "718-260-4900", a location "Library Building (L-114)", and "Walk-in locations".

it.citytech.cuny.edu/email-lookup/

NEW YORK CITY COLLEGE OF TECHNOLOGY
CITY TECH

City Tech Office 365 and Active Directory Lookup

A City Tech E-mail account is generated for all City Tech students upon enrolling for classes. It may take up to 2 weeks for your account to be available after you enroll.

To lookup your Username, enter the information below and click Search.

First Name

Last Name

Last 4 digits of Empl ID

Search

Need Help?

STUDENT HELPDESK

- StudentHelpDesk@citytech.cuny.edu
- 718-260-4900
- Library Building (L-114)
- Walk-in locations

<https://it.citytech.cuny.edu/email-lookup/>

Activating Your City Tech Email (Outlook)

1. Visit [Email Address Look Up](#) to find your email.
2. Go to the Microsoft Office 365 email login at <https://myapps.microsoft.com/>
3. Log in using the following:
YourPassword: First initial of first name UPPERCASE + first initial of last name lowercase + MMDDYYYY + last 4 of your EMPL ID.
 1. For example: If your name is John Doe and your date of birth is 01/06/1986 and the last four digits of your EMPL ID are 1234, your password is: Jd010619861234
 2. You will be asked a number of security questions. If prompted to create a new password, do so, but make sure to write it down!
 3. You will also need to complete your e-mail security verification, which will enable you to reset your password if you forget it. To do this:
 4. Open a new tab in your browser and type <https://myapps.microsoft.com> in the address line.
 5. Click Verify Now.
 6. Set up authentication for cellphone and email and verify them. Set up security questions and answers. Click Finish.
 7. Click the Outlook icon to access your email.

Log in. What is the most recent message you have received?

Have you received emails from any of your professors?

What can you do in Outlook besides email?



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**.



Click **Install Office**

Students have access to Microsoft Word, Excel, Powerpoint, and One Drive (cloud storage)!

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.



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

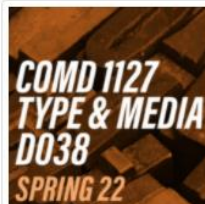


Welcome to Spring 2022!

Welcome back! The OpenLab has workshops and open hours scheduled this spring. [\(image credit\)](#)

[See More](#)

Courses



COMD1127 Type & Media, Spring 2022

Projects



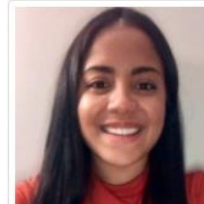
Department of Mechanical

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.

We will be using OpenLab as the classroom management tool for our CT101 Workshop.

Please take a moment now to go to openlab.citytech.cuny.edu to set up your account and join this course!

CT101 Section LC03 Fall 2023 Prof. DeCoux



Students use Zoom to attend online or hybrid classes, meet with professors, attend school events, and more.



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 **S**ervices **T**ool. 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.

The logo for CU NY Schedule Builder is displayed on a white rectangular background. It features the letters 'CU' stacked above 'NY' in a bold, blue, sans-serif font. A vertical line separates this from the words 'Schedule' and 'Builder', which are stacked vertically in a blue, sans-serif font.

**CU
NY** | Schedule
Builder

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.





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 is Online, Asynchronous?
- Which class is Hybrid?

This Week's Schedule		
	<u>Class</u>	<u>Schedule</u>
	ARTH 1110-OL30 LEC (25130)	TuTh 4:00PM - 5:15PM Online-Synchronous
	CMCE 1110-HE02 LEC (25509)	Tu 6:00PM - 9:20PM Voorhees V-408 Tu 6:00PM - 9:20PM Online-Synchronous
	ECON 1101-HD68 LEC (26030)	Mo 2:30PM - 5:00PM Namm N-1022A Online-Asynchronous
	ENG 1101-D041 LEC (28990)	MoWe 12:00PM - 1:40PM Namm N-500





ARTH 1110 - Islamic Art

Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	3.00	Undergraduate Letter Grades		Flexible Core - World Cultures & Global Issues (Taken)		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
25130	OL30	Lecture	TuTh 4:00PM - 5:15PM	Online-Synchronous	Gilad BenDavid	01/28/2022 - 05/24/2022


CMCE 1110 - Construction Drawings I

Status	Units	Grading	Grade	Requirement Designation	Deadlines	
Enrolled	2.00	Undergraduate Letter Grades		Regular Non-Liberal Arts (Taken)		
Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
25509	HE02	Lecture	Tu 6:00PM - 9:20PM	Voorhees V-408	Loyra Nunez	01/28/2022 - 05/24/2022
			Tu 6:00PM - 9:20PM	Online-Synchronous	Loyra Nunez	01/28/2022 - 05/24/2022

This Week's Schedule


	Class	Schedule
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	ENG 1101-D041 LEC (28990)	MoWe 12:00PM - 1:40PM Namm N-500

ECON 1101 - Macroeconomics

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Undergraduate Letter Grades		Flexible Core - US Experience in its Diversity (Taken)	





Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
26030	HD68	Lecture	Mo 2:30PM - 5:00PM	Namm N-1022A	Unurjargal Nyambuu	01/28/2022 - 05/24/2022
				Online-Asynchronous	Unurjargal Nyambuu	01/28/2022 - 05/24/2022

ENG 1101 - English Composition I

Status	Units	Grading	Grade	Requirement Designation	Deadlines
Enrolled	3.00	Undergraduate Letter Grades		Required Core - English Composition (Taken)	

Class Nbr	Section	Component	Days & Times	Room	Instructor	Start/End Date
28990	D041	Lecture	MoWe 12:00PM - 1:40PM	Namm N-500	Sarah Paruolo	01/28/2022 - 05/24/2022

This Week's Schedule

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	ARTH 1110-OL30 LEC (25130)	TuTh 4:00PM - 5:15PM Online-Synchronous
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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

Schedule Issues?

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

Course Information

Next Meeting: Monday, September 11

Workshop Location: Name Building Room 1119

Open Lab site: <https://openlab.citytech.cuny.edu/groups/ct101-section-lc03-fall-2023-prof-decoux/>

Prof. email: jdecoux@citytech.cuny.edu

Peer Mentor 1 Email: salma.razak@mail.citytech.cuny.edu

Peer Mentor 2 Email: ester.tavarez@mail.citytech.cuny.edu

Recap

- ★ Introductions/Ice Breaker
 - ★ CT101 Syllabus + Schedule
 - ★ Learning Tools
 - ★ Instructional Modalities
 - ★ Learning: Etiquette + Engagement
-

Before Session 2...

- **Bring syllabi (plural of syllabus) from other courses with you to class next time, or download and review sample syllabi 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 the “Leave a Reply” field.
 3. Write your comment in the box.
 4. Click “Post Comment.”

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

Session 1
Monday, August 28
Prof. DeCoux

