Welcome!

City Tech 101

Fall 2023

Prof. Jessica DeCoux
jdecoux@citytech.cuny.edu

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Academic Basics:
#WelcomeToCityTech

Session 1
Monday August 28
Prof. DeCoux

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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

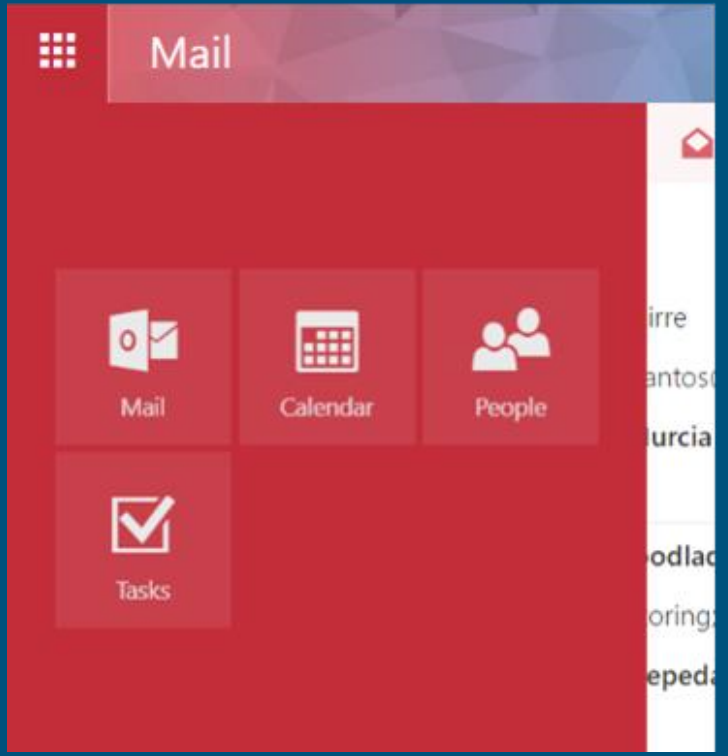
In the Classroom

- Blackboard
- OpenLab
- Zoom
- Blackboard Collaborate

Which of these are you familiar with?

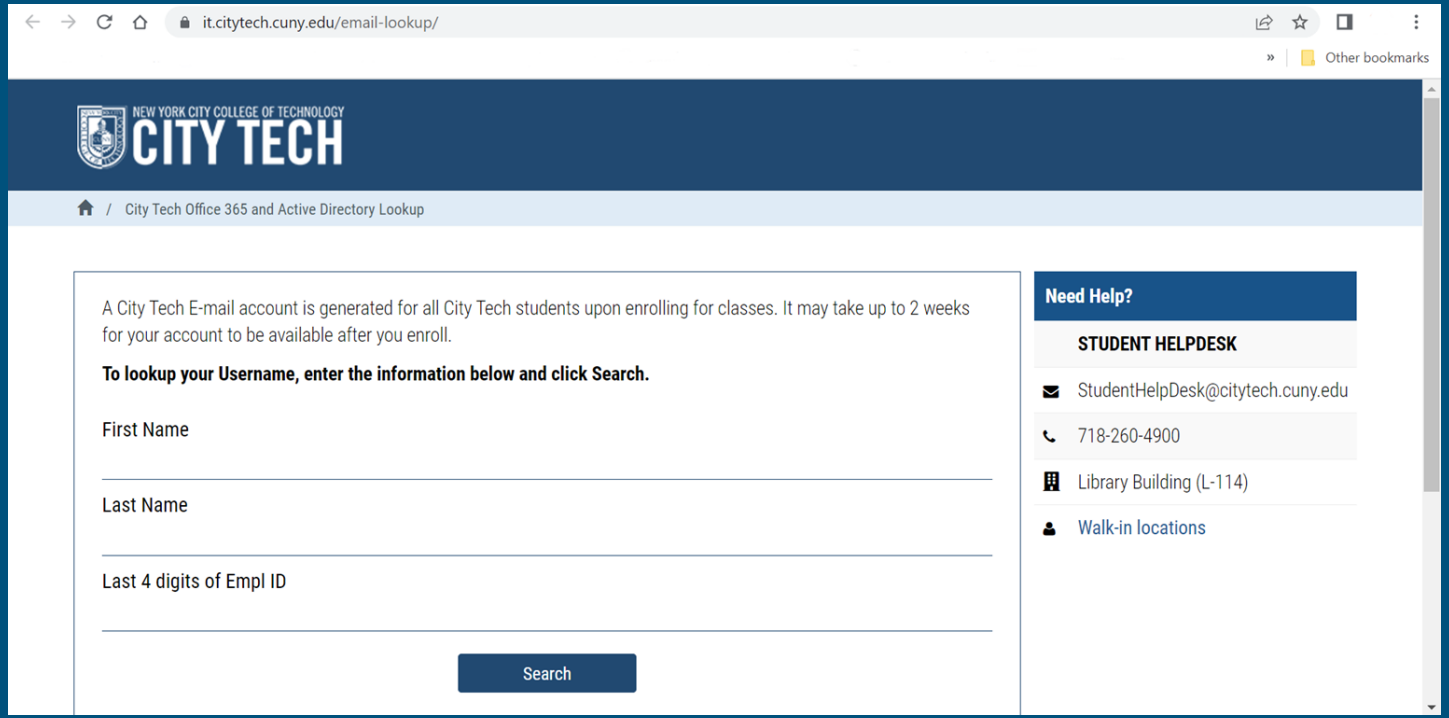
City Tech Email
(Outlook)

- Email
- Calendar
- Teams
- Tasks



City Tech Email
(Outlook)

Have you activated your email?



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?

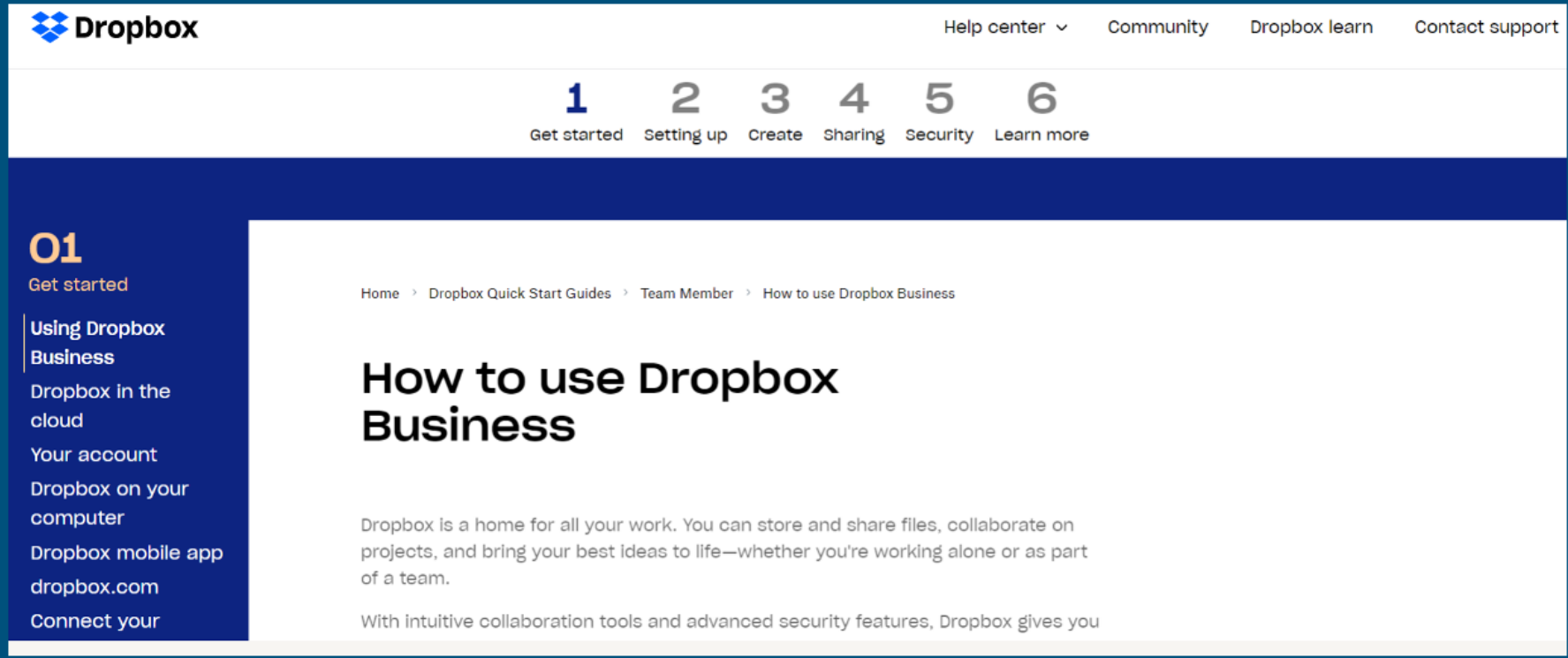
HOW TO INSTALL OFFICE 365

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**

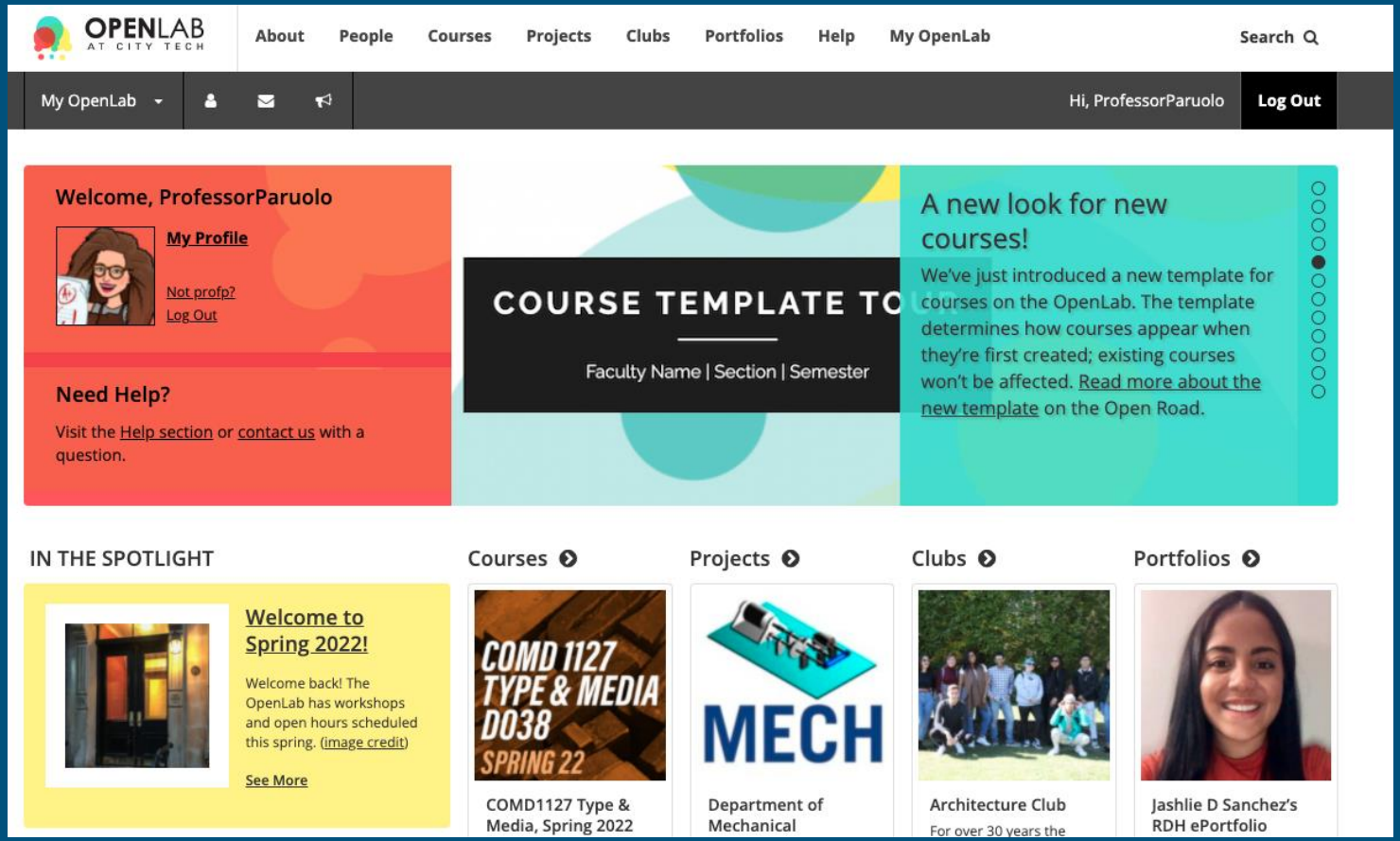
Students have access to Microsoft Word, Excel, Powerpoint, and One Drive (cloud storage)!



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.



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.

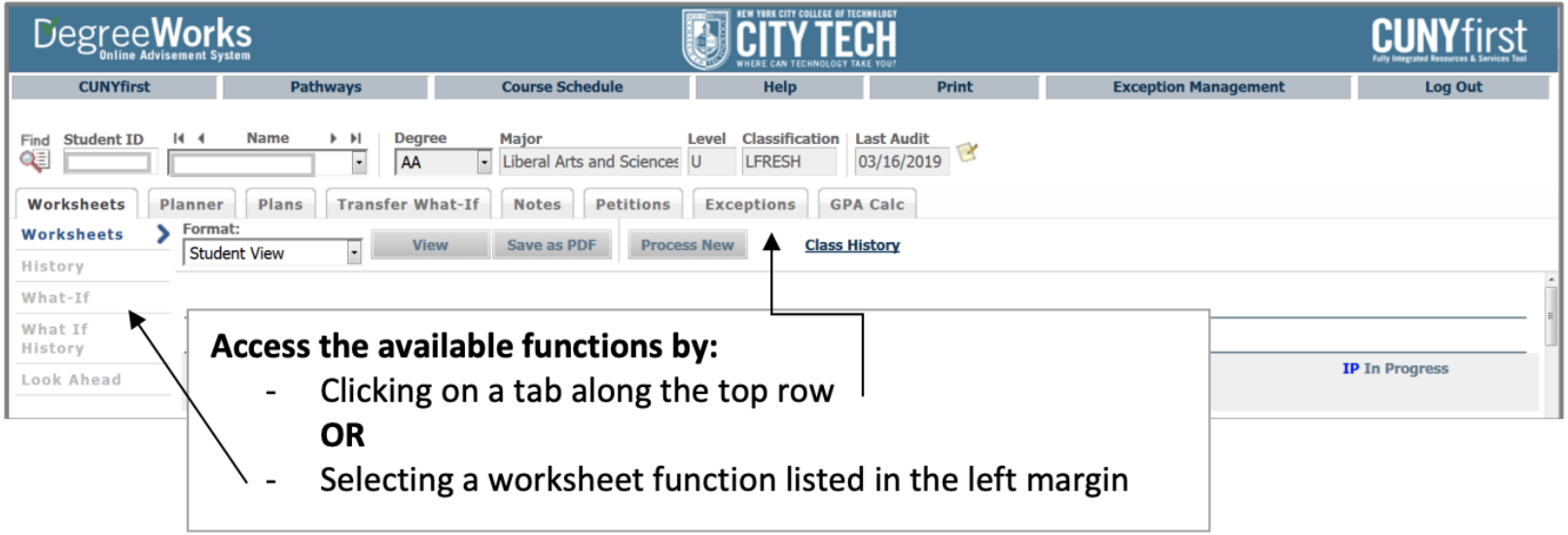
Please take a moment now to go to openlab.citytech.cuny.edu to set up your account and join this course!

CT101 Section LC03 Fall 2023 Prof. DeCoux

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

Students use CUNYfirst for management of almost all personal records.

Students use Schedule Builder to register for classes.



Students use DegreeWorks to track academic progress and degree requirements.

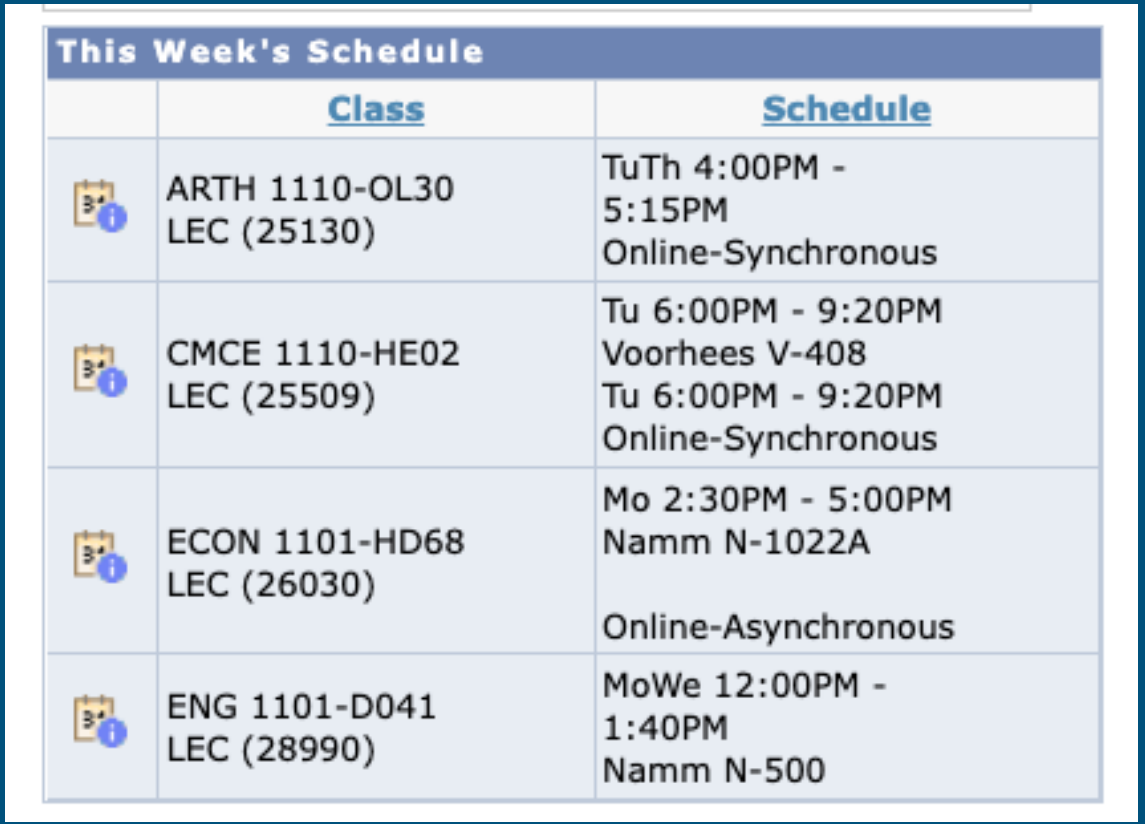
Instructional Modalities

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		
	Class	Schedule
	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

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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

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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 syllab us)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.

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