

*Welcome!*

# City Tech 101

Winter 2024  
Professor DeCoux  
[jdecoux@citytech.cuny.edu](mailto:jdecoux@citytech.cuny.edu)



# Academic Basics:

## #WelcomeToCityTech

Session 1  
Tuesday, January 9  
Prof. DeCoux



# Today's Topics

- ★ Introductions
  - ★ CT101 Syllabus + Schedule Review
  - ★ Learning Tools
  - ★ Instructional Modalities
  - ★ Campus Tour
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# Introductions

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# Connect with your Professor

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

# What is a Peer Mentor?

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# What is a Peer Mentor?

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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
- Answer questions via email + office hours

# Connect with your Peer Mentors

Yuong Huao Ng Liang

[Younghuao.ngliang@mail.citytech.cuny.edu](mailto:Younghuao.ngliang@mail.citytech.cuny.edu)

Tolulope Olayemi

[Tolulope.olayemi@mail.citytech.cuny.edu](mailto:Tolulope.olayemi@mail.citytech.cuny.edu)



# 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.*

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# Syllabus + Schedule Review

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**Session 1 > Academic Basics: #WelcomeToCityTech**

Tuesday, January 9, 12:30 p.m.

**Session 2 > The Syllabus and the Classroom**

Wednesday, January 10, 12:30 p.m.

**Session 3 > #RiseAndGrind**

Thursday, January 11, 12:30 p.m.

**Session 4 > You Paid For It, Use It: Resources + Services**

Friday, January 12, 12:30 p.m.

**Session 5 > Get Your Head in the Game: Mindset + Self-Care**

Tuesday, January 16, 12:30 p.m.

**Session 6 > #YellowJacketLife: The Buzz on Getting Involved**

Wednesday, January 17, 12:30 p.m.

**Session 7 > Coming to Terms with College Vocabulary**

Thursday, January 18, 12:30 p.m.

**Session 8 > #aMAJORdecision**

Friday, January 19, 12:30 p.m.

**Have you completed the pre-workshop  
survey?**

**To get credit for successful completion of this  
workshop, you must complete it by today!**

# Learning Tools



# Electronic Platforms Used at City Tech

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## Administrative Apps

- CUNYFirst
- Schedule Builder
- DegreeWorks

## General College Activities

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

## In the Classroom

- Blackboard
- OpenLab
- Zoom
- Blackboard Collaborate

**Which of these are you familiar with?**

# How to Access Campus Computers

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1. Navigate to: <https://forgot.citytech.cuny.edu>
2. Enter username. Username: Firstname.Lastname
3. Enter default password.

(For New Users Only) First name initial UPPERCASE, last name initial lowercase, your Date of Birth (MMDDYYYY), followed by the last four digits of your CUNYfirst EMPL ID. Default Password: JdMMDDYYYY9367

(Current Users): password you set up for your Active Directory account

1. Select four Security Questions and Provide Answers, click Save Answers. • The answers are not case sensitive. • Answers must be more than four characters.
2. Answer both Helpdesk Security Questions, click Save Answers.
3. Enter and confirm your new password, click Change Password.

# How to Access Campus Wifi on a Personal Device

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1. Connect your device to CityTech-WiFi network.
2. Open a browser, enter: <http://ecsa.citytech.cuny.edu>
3. Click on “Faculty, Staff and Students.”
4. Enter username: Firstname.Lastname
5. Enter password: City Tech Active Directory (AD) password.
6. Click Continue and wait for the progress bar to complete your network connection.

# How to Access Campus Wifi on a Personal Device (alternate option/continued)

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1. Download the free “geteduroam” app onto your device
2. Search for the institution “City University of New York,” then click “next.”
3. Login using your CUNYFirst credentials



# City Tech Email (Outlook)

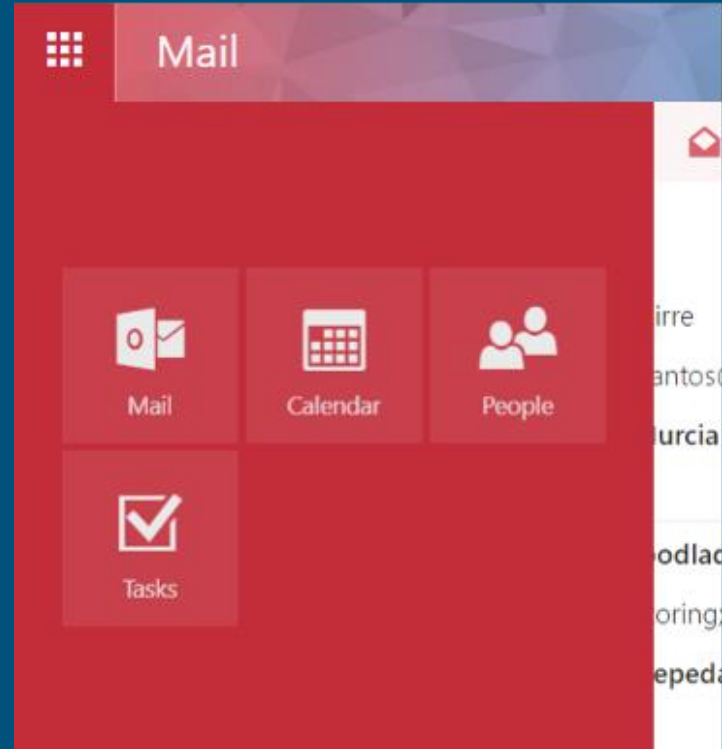
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Email

Calendar

Teams

Tasks



# City Tech Email (Outlook)

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

**Have you activated your email?**

# Activating Your City Tech Email (Outlook)

1. Visit [Email Address Look Up](https://cis.citytech.cuny.edu/Student/it_student_findemail.aspx) to find your email. ([https://cis.citytech.cuny.edu/Student/it\\_student\\_findemail.aspx](https://cis.citytech.cuny.edu/Student/it_student_findemail.aspx))
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](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**

**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.**

## **Log in to Blackboard...**

- **Are any of your classes available yet?**
- **Have any professors posted a welcome message or other info?**
- **Don't forget to complete your ESPARC training!**



## Heads up! in summer 2024...

- **City Tech will transition from using Blackboard to using Brightspace as its supported learning management system!**
- **You will get more news and instructions about this transition from the school via email in spring 2024.**

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

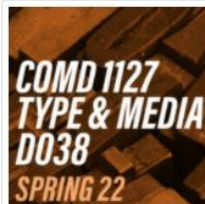
A new look for new courses!

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 &amp; 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](https://openlab.citytech.cuny.edu) to set up your account and join this course!**

**<https://openlab.citytech.cuny.edu/decoux-ct101-wn15-winter2024/>**



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 blue 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.**

**Schedule Builder is a planning tool that can contain draft versions of your schedule.**

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**Do NOT use Schedule Builder to look up your schedule for the upcoming semester!**

**DegreeWorks**  
Online Advisement System

NEW YORK CITY COLLEGE OF TECHNOLOGY  
**CITY TECH**  
WHERE CAN TECHNOLOGY TAKE YOU?

**CUNYfirst**  
Fully Integrated Resources & Services Tool

CUNYfirst Pathways Course Schedule Help Print Exception Management Log Out

Find Student ID Name Degree Major Level Classification Last Audit

Worksheets Planner Plans Transfer What-If Notes Petitions Exceptions GPA Calc

Worksheets Format: Student View View Save as PDF Process New Class History

History What-If What If History Look Ahead

IP In Progress

**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

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# Instructional Modalities at City Tech

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- 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<br>LEC (25130) | TuTh 4:00PM -<br>5:15PM<br>Online-Synchronous                                    |
|  | CMCE 1110-HE02<br>LEC (25509) | Tu 6:00PM - 9:20PM<br>Voorhees V-408<br>Tu 6:00PM - 9:20PM<br>Online-Synchronous |
|  | ECON 1101-HD68<br>LEC (26030) | Mo 2:30PM - 5:00PM<br>Namm N-1022A<br><br>Online-Asynchronous                    |
|  | ENG 1101-D041<br>LEC (28990)  | MoWe 12:00PM -<br>1:40PM<br>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     | <a href="#">OL30</a> | 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     | <a href="#">HE02</a> | 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   |
|---|-------------------------------|--|
|  | ARTH 1110-OL30<br>LEC (25130) | TuTh 4:00PM - 5:15PM<br>Online-Synchronous                                       |
|  | CMCE 1110-HE02<br>LEC (25509) | Tu 6:00PM - 9:20PM<br>Voorhees V-408<br>Tu 6:00PM - 9:20PM<br>Online-Synchronous |
|  | ECON 1101-HD68<br>LEC (26030) | Mo 2:30PM - 5:00PM<br>Namm N-1022A<br><br>Online-Asynchronous                    |
|  | ENG 1101-D041<br>LEC (28990)  | MoWe 12:00PM - 1:40PM<br>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     | <a href="#">HD68</a> | 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     | <a href="#">D041</a> | Lecture                     | MoWe 12:00PM - 1:40PM | Namm N-500                                  | Sarah Paruolo | 01/28/2022 - 05/24/2022 |

### This Week's Schedule

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

# Schedule Issues?

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

**Let's take a tour!**

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# Course Information

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Next Meeting: Wednesday, January 10

Workshop Location: N519

Open Lab site: <https://openlab.citytech.cuny.edu/decoux-ct101-wn15-winter2024/>

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

Peer Mentor 1 Email: [yuonghuao.ngliang@mail.citytech.cuny.edu](mailto:yuonghuao.ngliang@mail.citytech.cuny.edu)

Peer Mentor 2 Email: [tolulope.olayemi@mail.citytech.cuny.edu](mailto:tolulope.olayemi@mail.citytech.cuny.edu)



# Recap

- ★ Introductions
  - ★ CT101 Syllabus + Schedule Review
  - ★ Learning Tools
  - ★ Instructional Modalities
  - ★ Campus Tour/"If the Walls..."
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# Before Session 2...

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- **Download and review 1101 syllabi (plural of 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

Session 1  
Tuesday, January 9  
Prof. DeCoux

