

Welcome!

City Tech 101

Semester
Professor Name
Professor Email



Academic Basics:

#WelcomeToCityTech

Session 1
Wednesday, September 4
Professor Jessica DeCoux



Today's Topics

- ★ Introductions
 - ★ CT101 Syllabus + Schedule Review
 - ★ Learning Tools
 - ★ Instructional Modalities
 - ★ "If the Walls Could Talk" (optional)
-

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
- Answer questions via email + office hours

Connect with your Peer Mentor

Aryan LNU

Aryan.LNU@mail.citytech.cuny.edu

Ice Breaker Activity

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 (10-Session)

Session 1 > Academic Basics: #WelcomeToCityTech
Wednesday 9/4

Session 2 > The Syllabus and the Classroom
Wednesday 9/11

Session 3 > #RiseAndGrind
Wednesday 9/18

Session 4 > You Paid For It, Use It: Resources + Services
Wednesday 9/25

Session 5 > Get Your Head in the Game: Mindset + Self-Care
Wednesday 10/9

Session 6 > #YellowJacketLife: The Buzz on Getting Involved
Wednesday 10/16

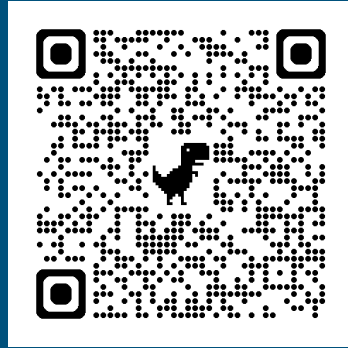
Session 7 > Coming to Terms with College Vocabulary
Wednesday 10/23

Session 8 > #aMAJORdecision
Wednesday 10/30

Session 9 > Discover your Direction
Wednesday 11/6

Session 10 > Wildcard / Wrap-up
Wednesday 11/13

**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

Administrative Apps

- CUNYFirst
- Schedule Builder
- DegreeWorks

General College Activities

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

In the Classroom

- Brightspace
- OpenLab
- Zoom

Which of these are you familiar with?

How to Access Campus Computers

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

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)

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

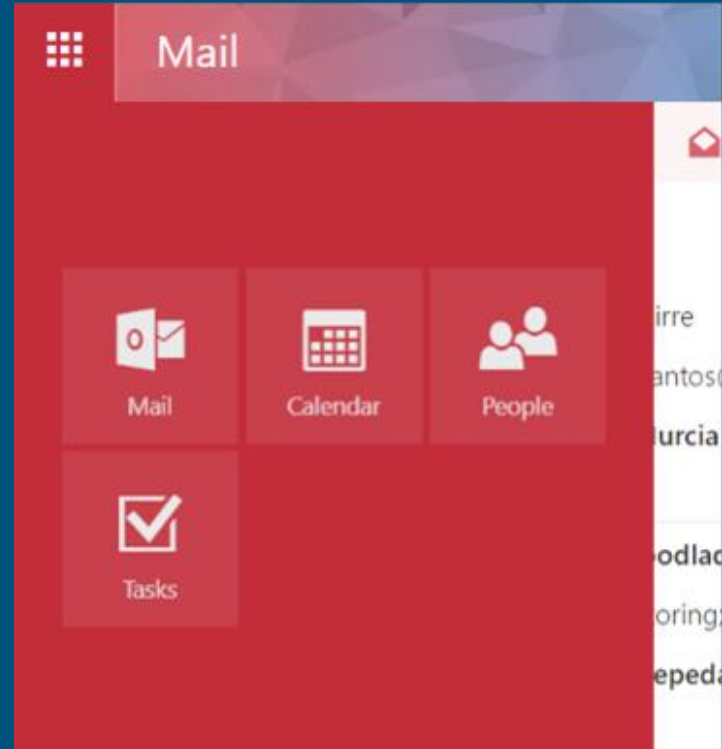
City Tech Email (Outlook)

Email

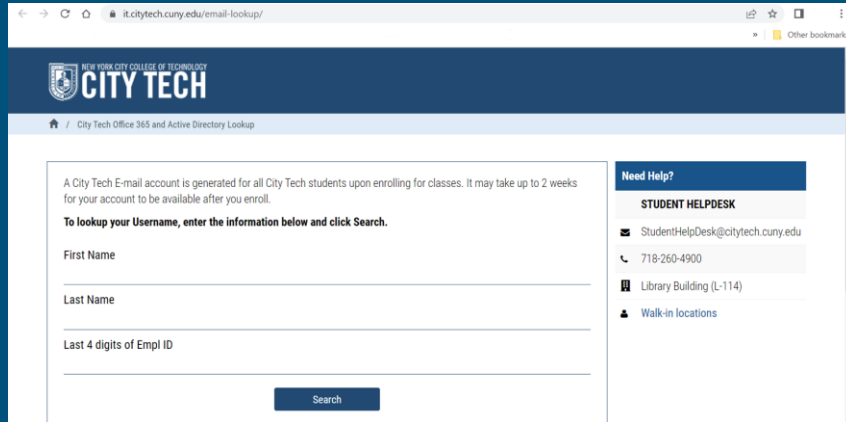
Calendar

Teams

Tasks



City Tech Email (Outlook)



The screenshot shows a web browser window with the URL `it.citytech.cuny.edu/email-lookup/`. The page header features the City Tech logo and the text "CITY TECH" and "City Tech Office 365 and Active Directory Lookup". The main content area contains the following text:

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

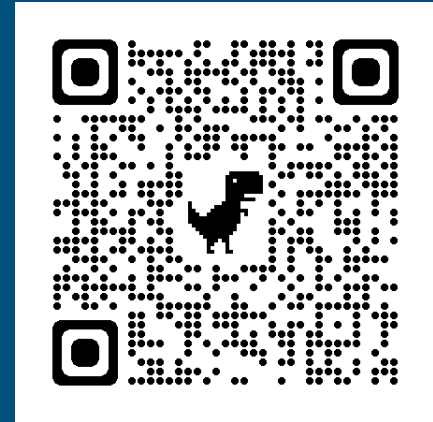
Last 4 digits of Empl ID

[Search]

On the right side, there is a "Need Help?" section with the following information:

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)
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.



Brightspace is a Learning Management System– this is where many of your courses live online. Professors will use Brightspace to post syllabi, schedules, assignments, homework, quizzes, grades, etc.

Log in to Brightspace...

- **What features do you notice?**
- **Are all of your classes available?**
- **Have any professors posted a welcome message or other info?**

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

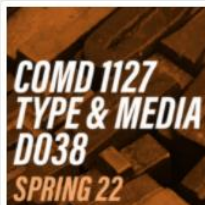
A new look for new courses!

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 ▶



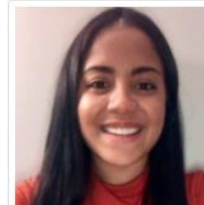
MECH

Department of Mechanical

Clubs ▶

Architecture Club
For over 30 years the

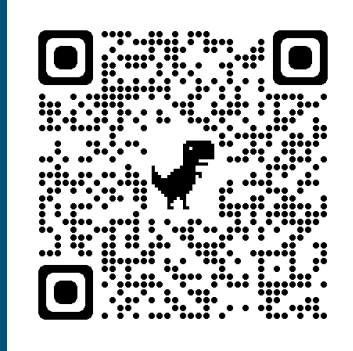
Portfolios ▶

Jashlie D Sanchez's
RDH ePortfolio

OpenLab (OL) is similar to Brightspace– this is a place where your courses live online. Some professors may use it in a similar way as Brightspace. OL also has projects, clubs, and portfolios, which you will not find on Brightspace.

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!



City Tech 101 Fall 2024 Prof. DeCoux (LC05)



Students may 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.

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?

Schedule Builder



Schedule Builder is a tool you can find within CUNYFirst. You can use it to help register for classes.

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

Do NOT use Schedule Builder to look up your schedule for the upcoming semester! Instead, use the “Course Planning and Enrollment” tile in CUNY First.

DegreeWorks and FACTS



DegreeWorks can also be found within CUNYFirst. Use it 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
	ARTH 1110-OL30 LEC (25130)	TuTh 4:00PM - 5:15PM Online-Synchronous
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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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	ENG 1101-D041 LEC (28990)	MoWe 12:00PM - 1:40PM Namm N-500

Schedule Issues?

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

If the Walls Could Talk



Course Information

Next Meeting: Wednesday, September 11

Workshop Location: Namm Room 417

Open Lab site: <https://openlab.citytech.cuny.edu/ct101-fall-24-decoux/>

Prof. email: jdecoux@mail.citytech.cuny.edu

Peer Mentor Email: Aryan.lnu@mail.citytech.cuny.edu

Recap

- ★ Introductions
 - ★ CT101 Syllabus + Schedule Review
 - ★ Learning Tools
 - ★ Instructional Modalities
 - ★ "If the Walls Could Talk"
-

Before Session 2...

- **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
Wednesday, September 4
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