

Trainee Success Welcome Guide



Welcome!

Thank you for joining us at CanCode Communities, we are thrilled to be working with you! We hope you love learning about technology as much as we do!

About Us

Our goal at CanCode is to shift the mindset about who can work in technology, remove cultural and economic barriers to joining the tech workforce, and establish and promote pathways to tech careers throughout the region. We deliver programs to groups that are underrepresented in the tech industry, not because of a lack of aptitude but rather because of a lack of exposure and training. Part of that involves empowering people with aptitude and motivation. Part of that mission involves changing the mindset in our region about who can be a technologist, and how to evaluate candidates for technology jobs.

AlbanyCanCode was established in the summer of 2016 to serve two key stakeholder groups: local employers of software and IT professionals, and local folks who have the aptitude to work in software but lack local options for training. Since our inception, we have expanded across NYS and beyond.

For more information about us, our work, and what we have to offer please visit our website, www.cancode.org to learn more!



Table of Contents

1. [Course Programming](#)
 - a. Software Sector Classes
 - i. Front End Web Development
 - ii. Python for Data Analytics
 - iii. JavaScript
 - iv. SQL and ETL
 - v. Microsoft Azure

2. [Technology Requirements and Support](#)
 - a. Laptop and Internet Access
 - b. Laptop Lending Library and Hotspots
 - i. Laptops
 - ii. Hotspots
 - c. Microsoft Teams
 - i. Trainee Success Tip #1: Creating a Strong Password**
 - ii. Downloading Teams
 - iii. Signing Into Teams
 - d. Microsoft Authentication App

3. [General Class Expectations](#)
 - a. Attendance
 - i. Trainee Success Tip #2: We Are Here For You!**
 - b. Class Recordings
 - c. Classroom Assignments (In and Outside of Class)
 - i. Submitting Assignments
 - d. Certificate of Completion

4. [Additional and Ongoing Support](#)
 - a. Career Services
 - b. Alumni Network
 - c. Additional Support



Course Programming

Software & Programming Courses

CanCode Communities offers courses on a range of topics. Many of these courses are stackable, meaning that you can progress through courses to develop more advanced skills. Below are some of the courses that we offer. Follow us on social media or check out our website, cancode.org, to see our most up-to-date course offerings.

Front End Web Development (FEWD)

This 12-week course in Front-End Web Development is structured around tutorials, assignments, and individual and group projects to give trainees hands-on practice building the pieces of code that determine how an online experience feels, and connect the user experience to the processes of the back-end. Through lectures and individual assignments, trainees will establish solid foundations in key tools of front-end developers: HTML, CSS, Bootstrap, JavaScript, and collaborative workplace/version control tools Git and GitHub. The latter part of the course features team-based portfolio-building projects for community organizations, giving trainees real-world experience in web design and development.

This course may be of particular interest to graphic designers, as it teaches the technical skills necessary for UI (user interface) development and wire-framing. The course may also be attractive to beginning programmers with aspirations to create mobile applications, as it establishes foundations in JavaScript that support eventual progression into Full-Stack Web Development.

Python for Data Analytics

This course is designed for both trainees with no prior programming experience and those interested in learning new coding languages or applications. Trainees will learn fundamental programming concepts using the programming language Python, specifically as a tool for collecting, analyzing,



and visualizing data. Python is one of the world's most popular programming languages, and more businesses are introducing Python into their work.

The course will take trainees through the basics of programming (variables, data structures, loops, conditionals, etc.), and into Python Libraries for data analysis (Numpy, Matplotlib, etc). Basic statistics will also be covered to help trainees interpret data, such as basic summary statistics and how to recognize common statistical distributions. All this will culminate in the analysis and visualization of real data sets of the trainee's choosing.

JavaScript Fundamentals

Our JavaScript Fundamentals course is designed as an intermediate-level class focused on learning all of the many features of modern JavaScript. This course teaches the fundamentals of JavaScript, building a solid foundation to stand on before learning front-end web frameworks – like React, Redux, Vue.js, and Angular. Trainees will explore how to make applications come alive in the browser, how to communicate with a remote server, and finally, how to organize their code.

JavaScript Frameworks

The second course in our JavaScript series, Frameworks builds on the skills taught in Fundamentals and helps trainees develop a better understanding of JavaScript frameworks. It begins by solidifying trainee skills in functional programming, higher-order functions, callbacks, currying, recursions, and promises. JSX and Virtual DOM are covered and practiced, then the curriculum dives into components in React.js and other currently popular frameworks. Trainees who have an outside foundation in JavaScript can apply to take this course without taking our Fundamentals course.

SQL and ETL

This 12-week course in SQL/ETL is structured around tutorials, assignments, and individual and group projects to give trainees hands-on practice utilizing SQL and ETL to manage and manipulate data, including generating reports. This course is ideal for trainees with strong intermediate computer skills.



Microsoft Azure

This course covers the fundamentals of two Microsoft services - PowerPlatform and Azure. Microsoft PowerPlatform is a family of services that allow for the creation of applications, data dashboards, or workflow automations with no-or minimal code. The course will focus on the business value PowerPlatform provides by connecting common data sources together. Microsoft Azure is a cloud computing service, offering resources for computing, analytics, storage, and networking needs. This course will introduce trainees to the core concepts of cloud computing and the different services offered within Azure. Additionally, this course will cover how to plan out, provision, and administer an Azure subscription depending on business requirements.



Technology Requirements and Support

Laptop and Internet Access

A computer is required to participate in the class. Due to compatibility, it is preferred to have a Windows operating device for class, but a Mac Computer can also work if necessary. Please note that Chromebooks do not provide the same functionality as a Windows laptop, which your instructor will be using to teach. If you are taking a virtual class, it does not matter if you use a desktop or a laptop computer. To get the most out of your class, please make sure that your device has a working webcam, speakers, and microphone. If you do not have access to a Windows or Mac computer for your class, we can assist you with our Laptop Lending Library.

Internet access is required for all virtual and hybrid classes. You will also need internet access to work on homework assignments and projects. If you do not have reliable internet access for class, please reach out to your instructor. We can provide Verizon hotspots to those who need them, as well as work with you to come up with other solutions as needed.

Laptop Lending Library and HotSpots

CanCode Communities received funding and support from our partners to provide our trainees with a laptop and hotspot lending library. Hotspots allow you to connect to the internet for class and class assignments. If you need a laptop or hotspot, please let us know as soon as possible so that we can do our best to provide you with one.

Laptops

If you need a laptop to take your class, CanCode can work with you to provide a loaner laptop from our Laptop Lending Library. If you are able to pick up your laptop from our office in the South End of Albany, a time will be



coordinated. If you are not able to come to our office, a laptop will be shipped to you. When your laptop is shipped to you from CanCode Communities, your box will include the following items:

- A laptop
- A charger
- A return label

If your box is missing any of these items, please contact caro@albanycancode.org. **Please make sure to keep your box, packing materials, and return label for shipping the laptop back to us after class! If you do not keep it, the price for packing and shipping the laptop back will be your responsibility.**

If you encounter any problems with your CanCode Laptop, please contact our office to troubleshoot and figure out the next steps. It is important that you do not change any passwords or create new accounts on your device. It is also important that you do not download any software that is not necessary for your class, as this may affect your laptop's performance and security.

At the end of your class, you will be asked to return your laptop. If your laptop was shipped to you, please return it in the original packaging and box with the return label provided to you. Otherwise, please contact caro@albanycancode.org to set up an appointment for a return at our location at 20 Warren Street in Albany. Remember that returning your device promptly ensures that CanCode Communities will be able to provide the same support to other trainees.

Hotspots and Data Usage

If you are using a Hotspot provided by CanCode Communities for internet service to attend class, something to keep in mind is that our Verizon Hotspots do have a limit on Data Usage per month renewing every 30 days.

When nearing the 4G LTE threshold for Mobile Hotspot/tethering service, data speeds connected through the hotspot will be reduced to 600 Kbps for phones and tablets. Your internet service will be slower than usual, and you may have issues viewing the course video. To prevent this from occurring, please make sure to use your hotspot only for class-related activities (attending class or



office hours, working on projects). If you are reaching the data cap (internet usage cap), you can turn off your camera during class to make it run better.

Microsoft Teams

CanCode utilizes Microsoft Teams as our teaching platform, so it's important you familiarize yourself. You will receive a CanCode-issued email and a temporary password to log in. After entering your temporary password, you will be prompted to create a new password.



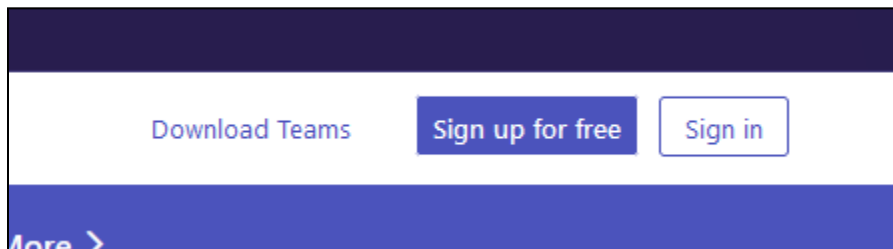
Student Success Tip #1: Creating A Strong Password

- At least 8 characters—the more characters, the better.
- A mixture of both uppercase and lowercase letters.
- A mixture of letters and numbers.
- Inclusion of at least one special character, e.g., ! @ # ?]

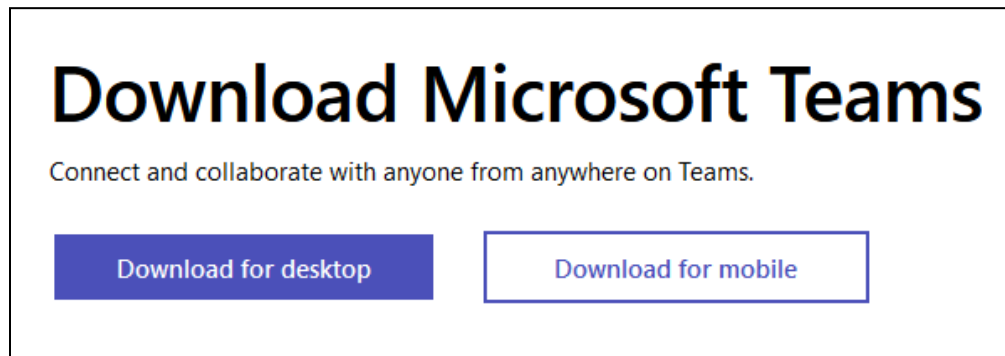
Downloading Teams

In order to participate in class, you will need to download and install teams. You need to make sure you download the work or school version of teams. To do so follow the steps below.

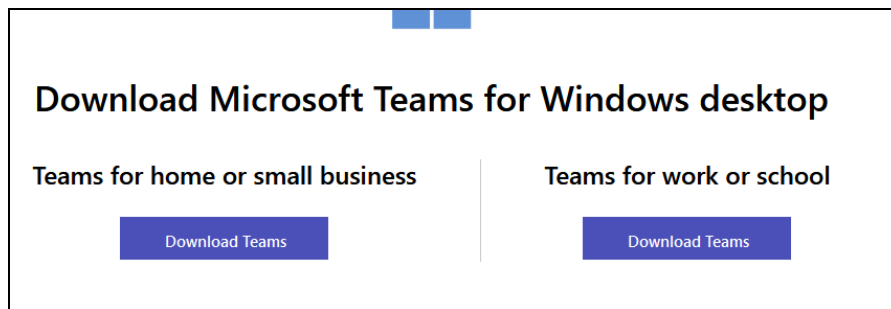
1. Go to <https://www.teams.com>
2. Click **Download Teams** in the upper right-hand corner.



3. Click **Download for Desktop**



4. Click the **Download Teams button** under “Teams for work or school”



5. Run the file that you downloaded.
6. Teams should now be installed.

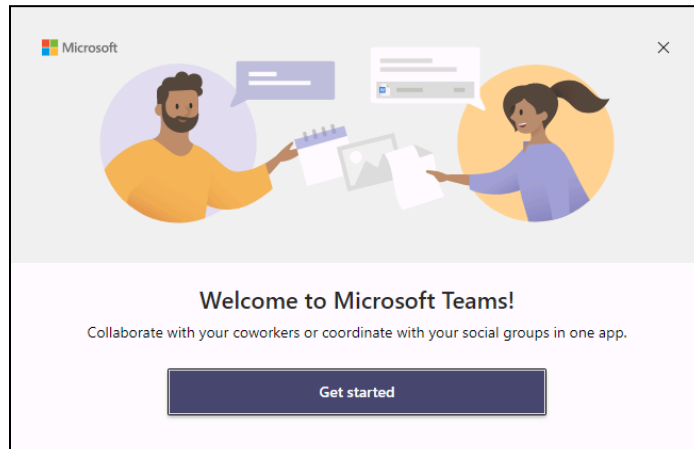
Signing into Teams for the First Time

Once you have teams installed on your computer, you will need to sign into your Can Code Communities account. If you have issues with this you can follow the instructions below and contact your instructor.

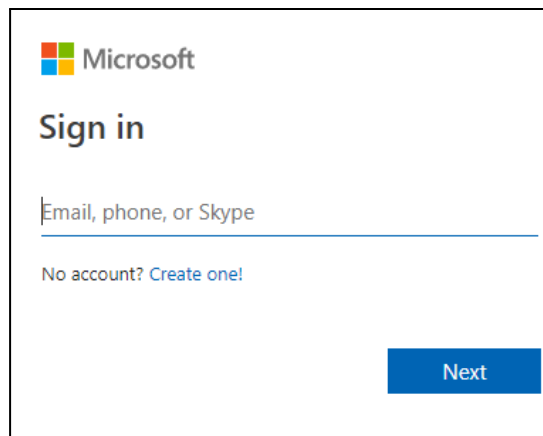
1. Open the Teams app on your computer by clicking on the icon on your desktop or by selecting it from your menu.



2. Click the **Get started** button.

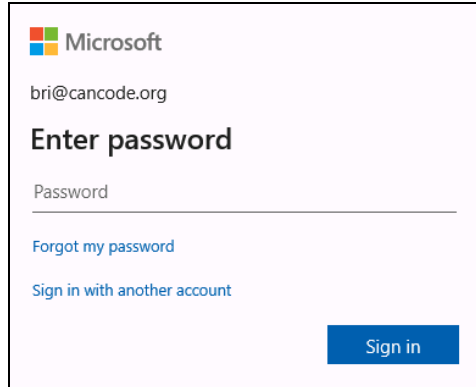


3. Enter your Can Code email address and press **Next**.

A screenshot of the Microsoft sign-in screen. At the top left is the Microsoft logo. Below it is the heading "Sign in". There is a text input field with the placeholder text "Email, phone, or Skype". Below the input field is a link that says "No account? Create one!". At the bottom right is a blue button labeled "Next".

4. Enter your password and press **Sign in**.



A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the email address 'bri@cancode.org' is displayed. The main heading is 'Enter password'. Below this is a password input field with the placeholder text 'Password'. Under the input field are two links: 'Forgot my password' and 'Sign in with another account'. At the bottom right is a blue 'Sign in' button.

5. Now you will be prompted to add more information to your account or you will be asked to authenticate your sign-in.
 - a. If you are asked to authenticate your sign in just follow the instructions on the screen and you will be signed in.
 - b. If you are asked to add more information, skip to step 5 in the Microsoft Authenticator App section of this document and continue from there.

Microsoft Authenticator App

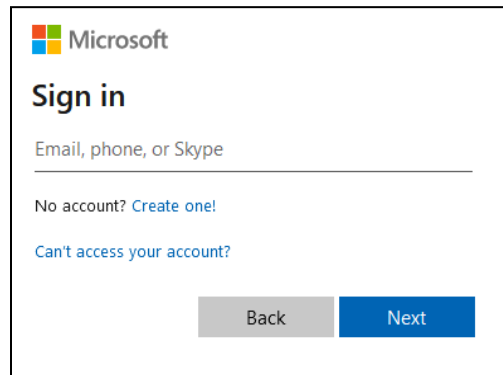
In order to keep your account secure, you will need to set up multifactor authentication upon logging in. Multifactor Authentication provides an added level of security for your account, and we recommend setting it up on all your important accounts, not just your CanCode account! For your CanCode account, you will be required to use the Microsoft Authenticator app on your smartphone using the directions below. If you do not have a smartphone or have issues setting up Microsoft Authenticator please reach out to your instructor and they will be able to help you.

1. Head to office.com and click **Sign In**. If you are having issues with this step you may wish to try opening a private/incognito window.



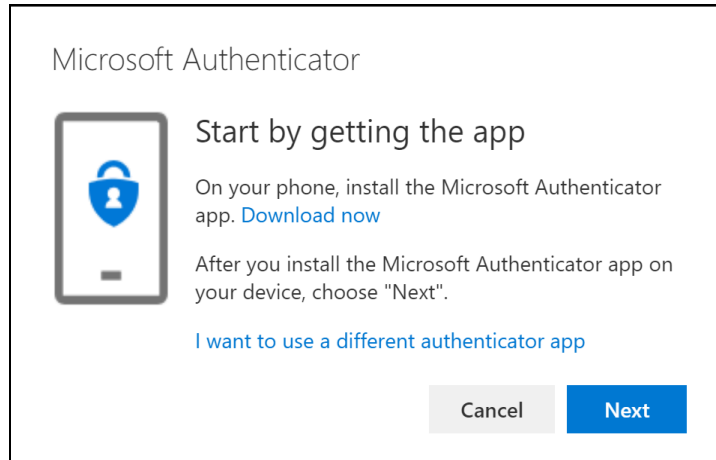


2. Next, you will need to put in your CanCode email address. (firstname.lastname@talent.cancode.org). If you are asked whether this is a personal or school/work account, choose school/work.

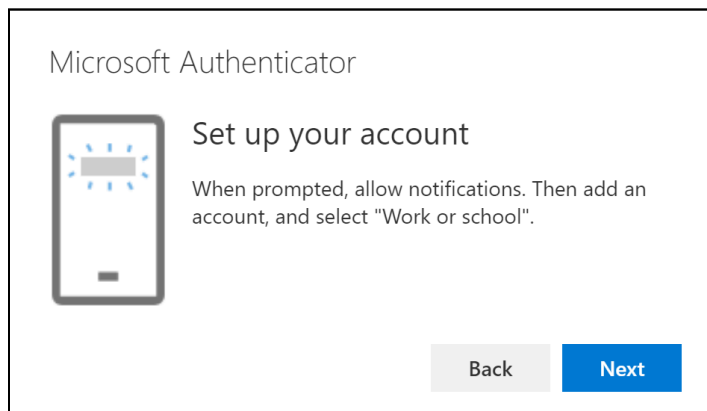


3. Put in the password that CanCode provided to you.
4. Then you will be prompted to make a new password. Remember the tips from above!
5. After signing in, you will be told your organization needs more information from you. This is multifactor authentication and will keep your account secure.
6. Next, You will need to install the Microsoft Authenticator App on your phone.
7. After that is done installing you can click **Next** on your computer.



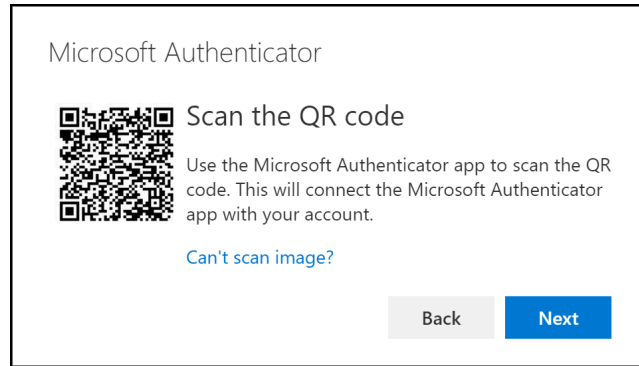


8. Now you will need to walk through the prompts in your app selecting to add a work/school account, NOT as a personal account.
9. Once you press the **Scan QR Code** button on your phone and allow access to your camera, you will need to press next on your computer so the QR code will be displayed.

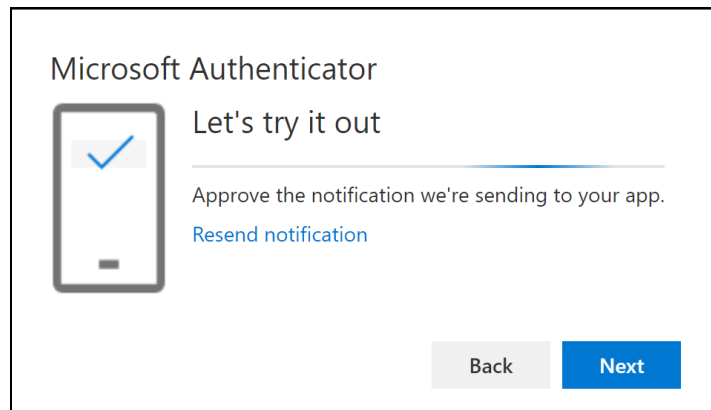


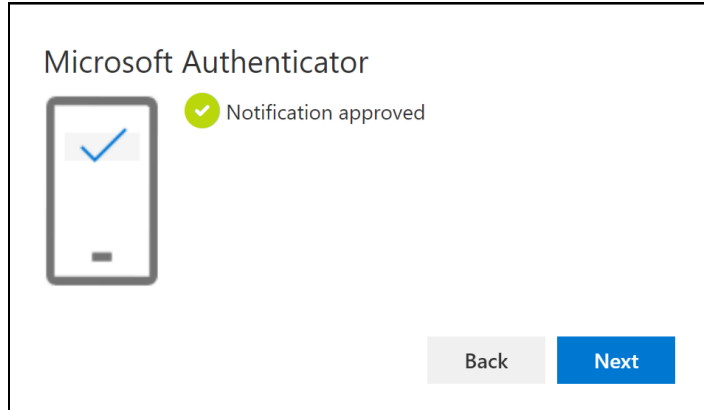
10. Now you must scan the QR code on your computer screen, by using the camera that has appeared on your phone, pointing your phone camera at your computer screen, and lining the corners up around the QR code.





11. You will be asked to test to make sure that everything works and you will be all set.





Detailed Instructions

The following links will take you to Microsoft Support pages where you will find more detailed instructions.

- [Setup Authenticator App](#)
- [Instructions for Microsoft Authenticator App \(Android and iOS\)](#)
- [Video Instructions for Microsoft Authenticator App](#)
- [Download the app, here!](#)

General Class Expectations

Attendance and Participation

To get the most out of your experience at CanCode, it is important to attend class and participate. Regular active and positive class participation is expected from all trainees. It is encouraged and highly recommended that trainees have their cameras on, and be ready to talk out loud during class time. This allows you to build a better connection with your instructor and fellow classmates and the necessary skills for working in a digital era. You will need to familiarize and utilize all forms of



communication throughout the cohort, via video, audio, and written, so that your instructors and classmates can get to know you and better advocate for you within the employer network. If you cannot attend, please let your instructor know in advance.



Student Success Tip #2: We Are Here For You!

CanCode Communities Instructors, TAs and Student Support are available to assist you with these assignments, and that if you encounter any difficulties in completing your assignments, they are there to offer guidance and support.

Class Recordings

Class recordings will be available to review and catch up on coursework. **Class recordings are NOT meant to replace attending the class itself** unless you have spoken to your instructor about doing so. Class recordings are meant for you to go back and reference material. You will find the recordings on Microsoft Teams for you to review.

Classroom Assignments (In and Outside of Class)

As a part of the class, you will periodically be given individual and group assignments to understand whether you comprehend the course material or not and ultimately prepare you for tasks in the workforce. These assessments are not graded, but failure to complete them may jeopardize your ability to complete the course. Your instructor will provide some classroom time to practice your skills, but you may also be required to submit assignments outside of classroom time.

Please plan accordingly and make sure you work with your instructor if you cannot submit your projects during the intended time frame. If you are

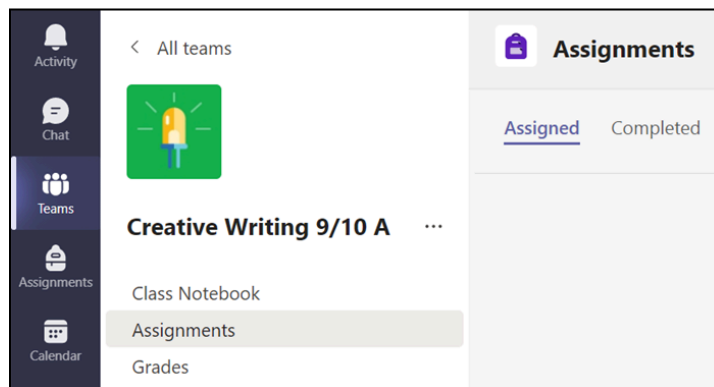


unsure about the content or project, please ask for clarification from your instructor.

Submitting Assignments

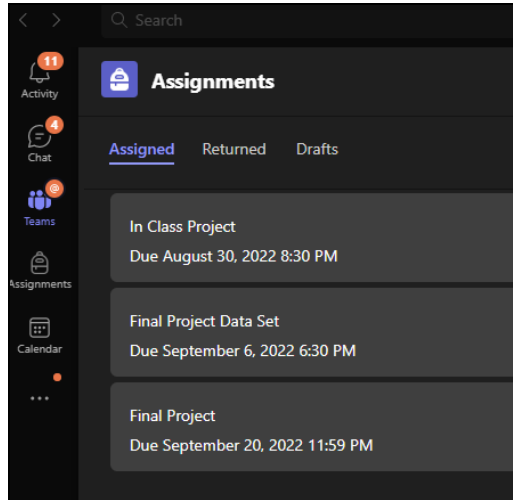
In order to be successful in the class, you will be required to submit assignments to your instructor. You should always check with your instructor for the specifics of how they want you to submit assignments. But below is a general guide for how to submit assignments through Teams. You can also find a guide at this [link](#).

1. Open Microsoft Teams.
2. Click on your class's Team.
3. On the left, you should see a menu with the word assignments, click on Assignments.

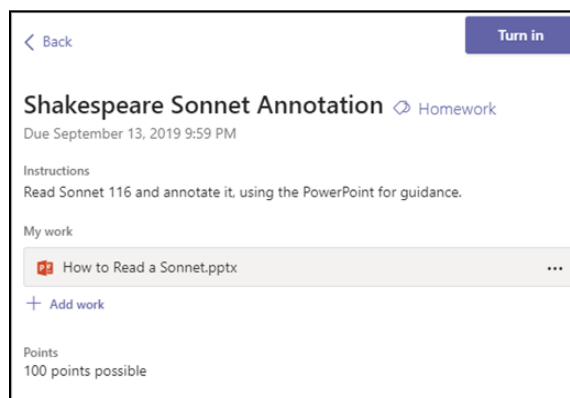


4. Click on the name of the assignment you want to submit.





5. Here you should see the details of the assignment, either in the text or as an attached document. In the example below, the details are in an attached PowerPoint file.



6. The directions will ask you to attach a file by clicking “Add Work.”
7. Up at the top right, you should see a button that says Turn In, once you click that you are done!

Certificate of Completion

When you have met the requirements for course completion, you will receive a Certificate of Completion that verifies that you have completed the class. To qualify for a Certificate of Completion, you must meet the specific requirements for your class. All classes have the following requirements.

- Active and positive class participation is expected from all trainees. Participation in this class will help the instructors get to know you and better advocate for you within the employer network.
- Must complete 80% of the assignments given by the instructor. These assignments will show the instructor that you understand the material and help prepare you for tasks in the workforce.
- Instructors may give periodic assessments to get a sense of whether you comprehend the material or not. These assessments are not graded, but failure to complete them may jeopardize your ability to complete the course.
- In order to qualify for a Certificate of Completion, you must attend 75% of the classes. If circumstances prevent me from attending classes, I will contact my instructor and the CanCode Communities staff to see if there is an alternative way for me to complete my course.

Your instructors may have additional requirements related to the technologies being used in your course.



Additional and Ongoing Support

Career Services

The Career Services Department is available to provide career readiness and job search support for CanCode trainees and alumni. The Career Services Advisor can assist you with resume critiques, interview prep, and much more! Our Career Services Advisor will attend some of your classes to introduce themselves and tell you more about what they do. They will also reach out directly to you to see how they can help you. You can schedule a meeting with them at any time to plan the next steps in your journey! Remember that our Career Services Department is open to you as a trainee and when you've completed our class.

Alumni network

Once you've taken a class with us, you are part of our CanCode Communities family for good! As a member of our Alumni Network, you can take part in Alumni Network events, serve as an in-class mentor, and take advantage of our Career Services department. Please keep in touch and let us know what you are up to! We love hearing back from our alumni, and the information that you provide helps us report back to our funders and partners about the success of our programs.

We will begin sending you alumni surveys three months after you complete class. We hope that you will respond to these surveys to let us know where you are in life (professionally and personally!) and how we can continue to help you in your career path. Our Career Services team will follow up with you from time to time by email and phone to hear all the great things that you're doing with your life. At any time, you can reach out to share an updated resume, seek resume or interview coaching, or any other support in your job search.



We're always looking for alumni who are interested in providing testimonials or who would like to be featured in our social media and marketing campaigns. If you'd like to be part of that, let us know!

Additional Support

CanCode Communities is here for you at every step. If you are encountering any challenges in your class or barriers to attendance or completion, please let us know. We will do our best to help you, or to connect you to someone who can. You can let your instructor know or reach out to any of us!



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