tCRIL Onboarding

Release 0.1

tCRIL

May 25, 2023

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tCRIL (/ti'krl/) stands for *the Center for Reimagining Learning* and is a nonprofit organization that maintains and develops the Open edX Platform. This documentation will serve as a guide to your first few days here.

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FIRST STEPS

1.1 Work Laptop

Check your personal email for login instructions from IT.

1.2 Work email

Look for an email asking you to change your password that mentions "the Center for Reimagining Learning". Submit a new password, and sign into your now accessible account.

1.3 Jira/Confluence

Set up an account with Jira/Confluence by clicking the sign-in icon in the top right, and setting up your account via Google SSO using your tCRIL email address. Verify your email address using the link sent from Jira. Use the grid of nine dots in the upper left corner to switch between Jira and Confluence.

You'll also need to get yourself added to the TCRIL Atlassian Group. File an issue to get yourself access. Sample Text:

```
Hello,  I just joined the tCRIL engineering team and would like to be added
to the `TCRIL` Atlassian Team.
```

> **Warning:** Your new level of access will let you change the visibility of pages. Making private pages public is a tricky legal matter though so don't make them public unless you've spoken with the team first. Archiving pages is OK.

1.4 discuss.openedx.org

Set up an account on discuss.openedx.org by selecting the Google Account option using the Sign Up button in the upper right. Use a tcril.org email address or SSO.

1.5 GitHub

Using your personal account for work now? Better change the email too. You will be getting many notifications a day and you'll want them all in one place. Use the GitHub email settings and the GitHub notifications settings to add your email address and change where the notifications go. Be sure to enable 2 Factor Authentication within GitHub Security Settings.

1.6 Google SSO Services

Once you have access to your tCRIL google account, you'll also have access to a bunch of services that are setup for SSO(Single Sign-On) via Google.

You can find a list of services hooked up via SSO on our Google Workspace Dashboard

1.6.1 Keeper

Keeper is the password management service we use at tCRIL and you should be able to login via the Google Workspace Dashboard

Before anyone can share credentials with you, you'll need to login to the service at least once so that your Keeper account can be created and associated with your tCRIL google account.

Once you've logged into Keeper, let your manager know that you have done so, so they can give you access to any folders you will need to do your job.

OPEN EDX BACKGROUND

2.1 What is Open edX?

Open edX refers to its two components: the Open edX Platform and the Open edX Community. The Open edX Platform, a scaleable web-based platform, empowers both course authors and learners. It consists of the Learning Management System (LMS) and the Content Management System (CMS). The LMS provides access to course content and supporting infrastructure to learners, course teams, and instructors. The CMS, also known as the Open edX Studio, empowers the authoring of custom learning experiences with the latest in instructional design. This open source project is supported by an international community working together to create this multiuse platform. The Open edX Community consists of tCRIL, the nonprofit organization that runs the project, and a number of core and individual contributors. For more information, see:

- What is "Open edX"?
- What makes the Open edX Platform unique?
- State of Open edX Community and Architecture

2.2 More About the Open edX Community

The Open edX community is international and includes those writing code to further the Open edX platform's capabilities, those authoring courses on a wide variety of Open edX instances, operators of those instances, instructional designers, translators, and more. The community is furthering the Open edX mission and expanding the reach and impact via numerous working groups and through the growing core contributor program.

2.3 More About the Technical Side of the Open edX Platform

The Open edX Platform has a reasonably large codebase consisting of a monolith and a variety of microservices. The main platform code is hosted on GitHub here. The Open edX Platform is a scaleable web-based platform that empowers course authors and learners of the Learning Management System (LMS) and the Content Management System (CMS). There are a number of services and extensions that reside outside of the core repository, such as Xblocks and Micro Frontends. For a deeper dive, check out:

- "State of Open edX Frontend"
- "Xblocks and beyond: Extending Open edX"
- "Building with Blockstore - How OpenCraft Developed LabXchange Using Open edX"

COMMUNICATION

3.1 Slack

- Check your tCRIL email for an invitation or use this invitation link.
- Set up an account on Open edX slack using Google SSO (with your work email).
- Set up an account, and complete Slack's "Getting Started" module.

3.2 Calendly

- Check your tCRIL email for the invitation link.
- Set up an account using Google SSO (with your work email).

3.3 Zoom

- Check your tCRIL email for the invitation link.
- Set up an account using Google SSO (with your work email).
- To attain the upgraded account, request from admin.

3.4 Google

- Make sure you are on this list.
- Test that you can join Google Meet and share your screen.
- If you are part of Engineering, check that you are also in this group.

3.5 Writing Documents

- For now, try to make all documents as public as they can be, and ask your colleagues to find appropriate homes for various types of documentation.

MEETING YOUR COWORKERS

4.1 Send a Slack Message to the Team

Introduce yourself to the team with a Slack Message to the tcril-team channel. Share the amount of personal information you are comfortable with. And feel free to ask an ice-breaker question at the end to engage your coworkers.

Here's an example:

> Hello @channel!
>
> My name is Bob Smith, and I'm excited to join tCRIL.
>
> I am originally from New York, NY, USA and currently live in Cambridge, MA, USA.
>
> I've worked 5 years as a Software Engineer.
>
> My favorite type of food is Pizza.
>
> My favorite movie is Back to the Future.
>
> What's everyone's favorite animal?

4.2 Meet with Manager to review 30/60/90

Your first couple of days at tCRIL are very important to ensuring the type of success you deserve to achieve. Meeting with your manager to discuss a plan that will guide your first 30 days, 60 days, 90 days, and beyond will start you off on the right foot.

4.3 Set up Social 1-on-1's

While the Open edX community is very large, tCRIL is a smaller group. Take some time out of your schedule to set up Social 1-on-1's to get to know your coworkers better.

4.4 Check out the Organization Chart

While tCRIL is a smaller organization, there may still be some confusion on who to ask questions to. Familiarize yourself with the Organization Chart and it will be easier to ask questions to the right person when the time comes. If you are a full-time employee, you can access the Organization Chart on Paylocity (from the header "HR" > "Org Chart"). If you are a contract employee, ask your manager for a current copy.

4.5 Participate in Standups

Every morning, the Engineering team gathers together in a short meeting called a Standup. Use this meeting to sync up with the rest of your team on progress being made on project tasks. Non-Engineering team members are welcome to drop in on standup meetings, otherwise check with your manager on team-specific meetings relevant to you.

4.6 Pair-Working

Joining a teammate on a task may help you familiarize yourself with the way to complete a task. Ask your teammates to join you in working on a task, and work together to make progress.

BENEFITS

5.1 HR Accounts

tCRIL manages Human Resources using two main websites: Employee Navigator and Paylocity. Links to these accounts and instructions on how to set them up will be emailed to you.

5.2 Employee Navigator

Details about the Benefits supplied to tCRIL employees can be found in Employee Navigator. Navigate to the Benefits section by clicking on "Benefits" in the header on the top right. If you are viewing these Benefits for the first time, please be sure to enroll in your benefits. You can find more information in the Plan Documents found under "Resources" in the header on the top right.