

# myGateway for Faculty



NORTH ORANGE COUNTY  
COMMUNITY COLLEGE DISTRICT  
*Greatness. Achieved.*

NOCCCD Central Authentication Service (CAS)

**Username:**

**Password:**

[Forgot username?](#)  
[Forgot password?](#)

For security reasons, please logout and **exit** your web browser when you are done accessing services that require authentication!

NOCCCD CAS provides authentication for our district services and campuses



Cypress  
College



Fullerton  
College



School of  
Continuing Ed

## North Orange County Community College District

### Information Services

1830 West Romneya Drive  
Anaheim, CA 92801

Helpdesk

Phone: 714-808-4849

Email: [ishelpdesk@noccd.edu](mailto:ishelpdesk@noccd.edu)

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## Signing Into myGateway

Sign into myGateway with your Banner ID number (without the @). Your password is something that you create. If you are unsure of your password, you can click on the "Forgot Password" link to change it.

## Forgot Banner ID?

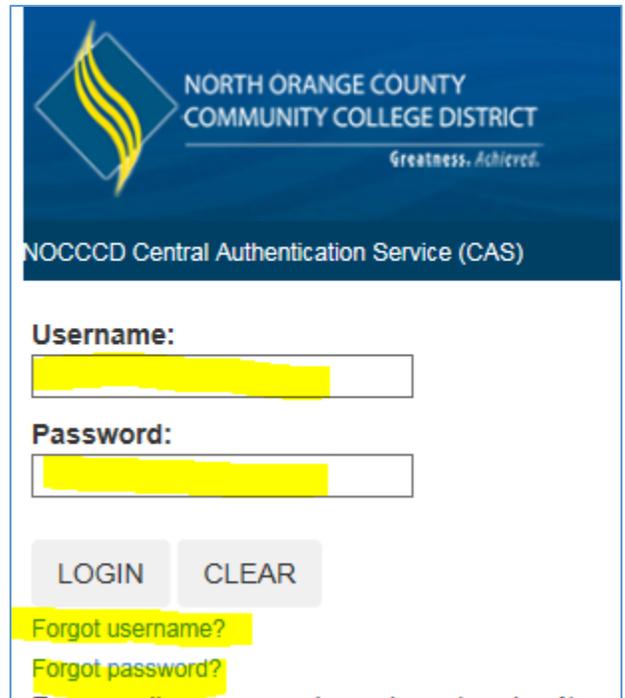
If you can't remember your Banner ID, there are a few things you can do.

- If you have an identification badge, the number is usually on your badge.
- If on campus, you can ask someone in your division office to help you.
- You can click on "Forgot username" on the NOCCCD CAS home page, <https://sso.nocccd.edu>.
  - This will walk you through a procedure that asks for your email address and birthday.
  - An email will be sent with a link that will give you your Banner ID number.

## Forgot Password?

If you can't remember your password, you will need to go through the procedure to change it. On the NOCCCD CAS home page, <https://sso.nocccd.edu>, click on "Forgot Password."

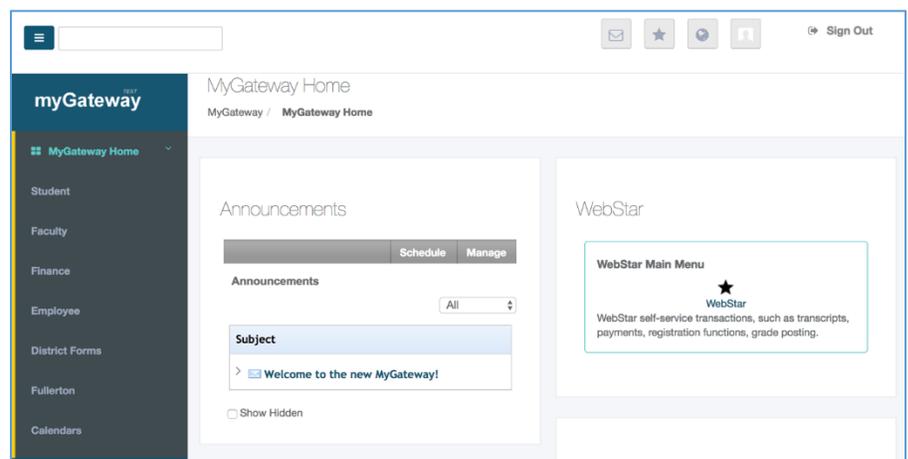
- You will need to know what email address is listed in Banner as your "preferred" or default email address. As an employee, this should be your campus email address.
- You will be asked to enter in your preferred email address and the last 4 digits of your Banner ID number.
- As long as the two things you entered match, myGateway will send an email with a unique link that will allow you to change your password.
- Click on the link to be taken to a page to create a new password. The password must be 8-20 characters and you must use at least one letter and one number.



## Navigation Menu

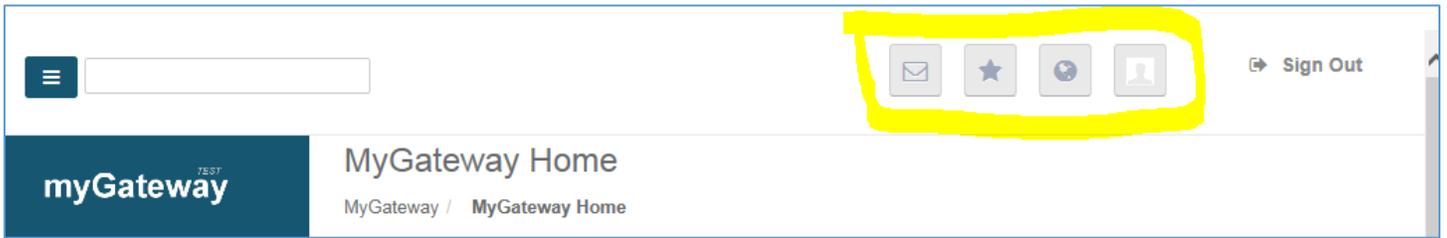
Once you sign into myGateway, you will see the main or home page. The navigation menu is now on the side instead of the top of the screen. Tabs are now "Pages" in the new myGateway.

Click on any of the links to be taken to that page. Example, click "Faculty" to go to the Faculty page.

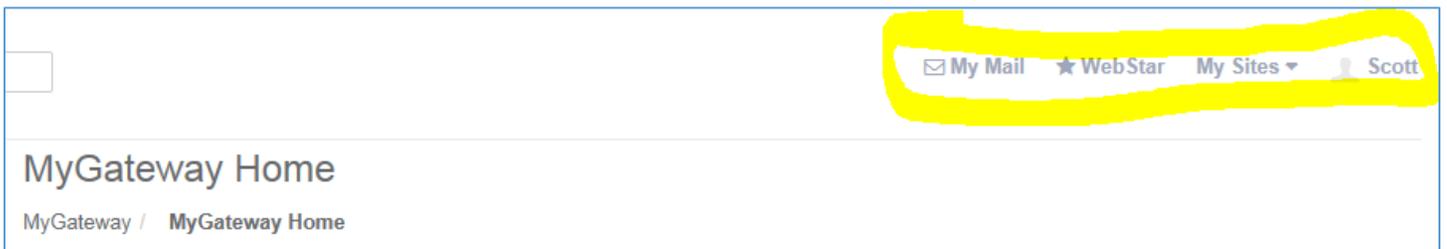


If you want to go back to the beginning, or the myGateway home page, click on “myGateway” shown at the very top of the menu (white letters) or you can click "MyGateway" from the breadcrumbs under "MyGateway Home".

You will see four links at the top of the screen, to the left of the Sign Out link, depending on the size of the window you are working on, they might appear as icons, or if maximized, as words:



Or



**My Mail** – or the envelope icon – will take you to the O365 log in page so that you can sign into your email account.

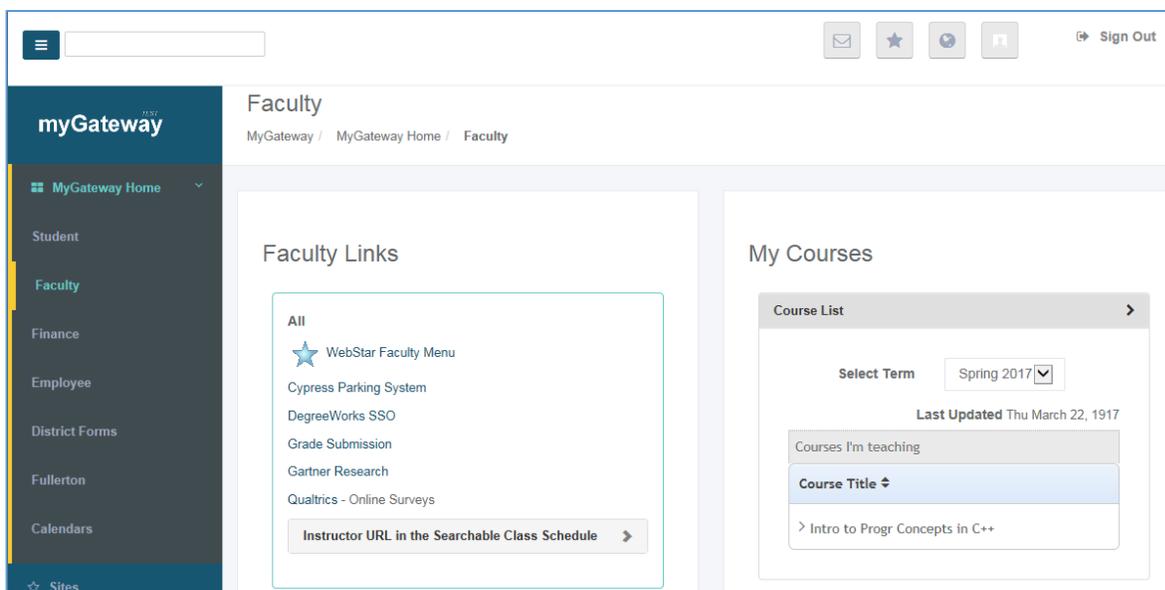
**WebStar** – or the star icon – will take you into WebStar.

**My Sites** – or the globe icon – will take you to a page that lists all the myGateway “groups” you belong to. Groups and Course are now referred to as “Sites”.

**Profile** – or the person icon – will take you to your profile/account.

## Faculty

Click on the Faculty link from the left-hand navigation and you’re taken to the Faculty page:



## Faculty Links

This channel will have a list of links that are useful to faculty members.

Some links include:

- WebStar Faculty menu
- Cypress Parking System
- DegreeWorks
- Qualtrics
- Etc.

## Faculty Links

All

★ WebStar Faculty Menu

Cypress Parking System

DegreeWorks SSO

Grade Submission

Gartner Research

Qualtrics - Online Surveys

Instructor URL in the Searchable Class Schedule >

## My Courses

Select the current term to see what courses you are teaching.

## My Courses

Course List >

Select Term

Spring 2017 ▾

Last Updated Thu March 22, 1917

Courses I'm teaching

Course Title ⇅

> Intro to Progr Concepts in C++

You can click on the course title to expand and see more information about the Course Site in myGateway.

Courses I'm teaching

Course Title ⇅

▼ Intro to Progr Concepts in C++

Home Page: 

Course Id: CSCI-123 F-100

Instructor(s): 

The **house icon** will take you to the myGateway site home page for that course. Here you can see members of the class, add files, email the class, etc.

The **wrench icon** will allow you to configure which LMS (Learning Management System) you want to use for the course. (Fullerton Blackboard, Cypress Blackboard or the Luminis site).

The **envelope icon** will allow someone to email the instructor.

## Faculty Dashboard

The Faculty Dashboard will also list the classes you are teaching and provide direct links to the course information in WebStar.

### Faculty Dashboard

**Preferences**

**My Classes**

> FC Math - For Payroll Only [24635]		
> FC Math - For Payroll Only [14482]		
> FC Math - For Payroll Only [24397]		
> FC Math - For Payroll Only [14059]		
> Intro to Prog Concepts in C++ [20185]		

## Faculty Schedule

The Faculty Schedule will show you your class schedule. By default, it will show you a daily view:

### Faculty Schedule

**My Classes** (Daily View)  Go

Class Time	Course Title	Location	Assigned Hours
02:00 pm - 04:05 pm	CSCI-123 F Math/Comp Science - FC616Class	FC 611C Class	
04:30 pm - 06:35 pm	CSCI-123 F Math/Comp Science - FC611CClass	FC 611C Class	

Unassigned Meeting Times: **PAYR-MATH**

But if you click on the little arrow on the right of the scroll bar on top, you can see a weekly view:

**My Classes** (Weekly View)

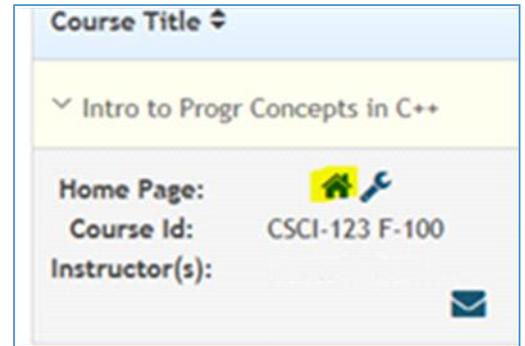
Mon, 24	Tue, 25	Wed, 26	Thu, 27	Fri, 28	Sat, 29
	09:30 am - 11:35 am		09:30 am - 11:35 am		
02:00 pm - 04:05 pm CSCI-123 F Math/Comp Science - FC616Class	02:00 pm - 04:05 pm CSCI-123 F Math/Comp Science - FC616Class	02:00 pm - 04:05 pm CSCI-123 F Math/Comp Science - FC611CClass	02:00 pm - 04:05 pm CSCI-123 F Math/Comp Science - FC616Class		
04:30 pm - 06:35 pm CSCI-123 F Math/Comp Science - FC611CClass	04:30 pm - 06:35 pm CSCI-123 F Math/Comp Science - FC611CClass	04:30 pm - 06:35 pm CSCI-123 F Math/Comp Science - FC611CClass	04:30 pm - 06:35 pm CSCI-123 F Math/Comp Science - FC611CClass		

## My Courses

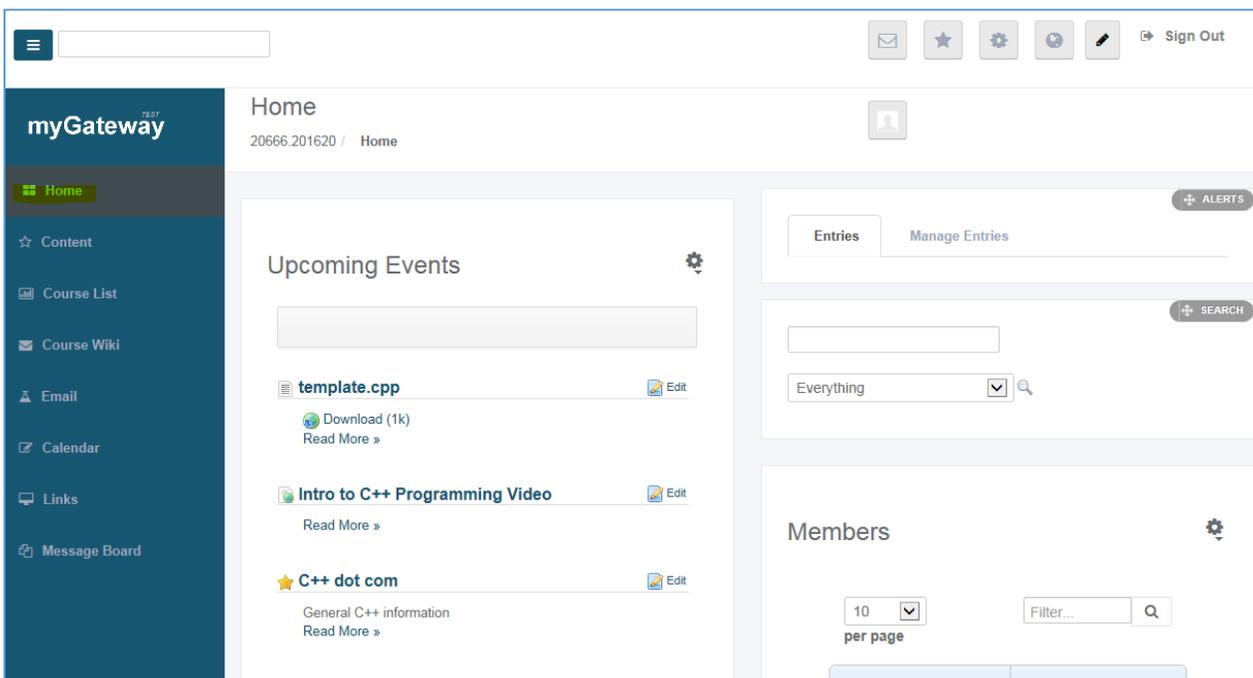
Click on a course listed in My Courses and it will expand showing you options.

Click on the Home icon to be directed to the course's site home page in myGateway. Once on the home page, you can see things such as:

- Upcoming Events
- Members
- Recent Downloads

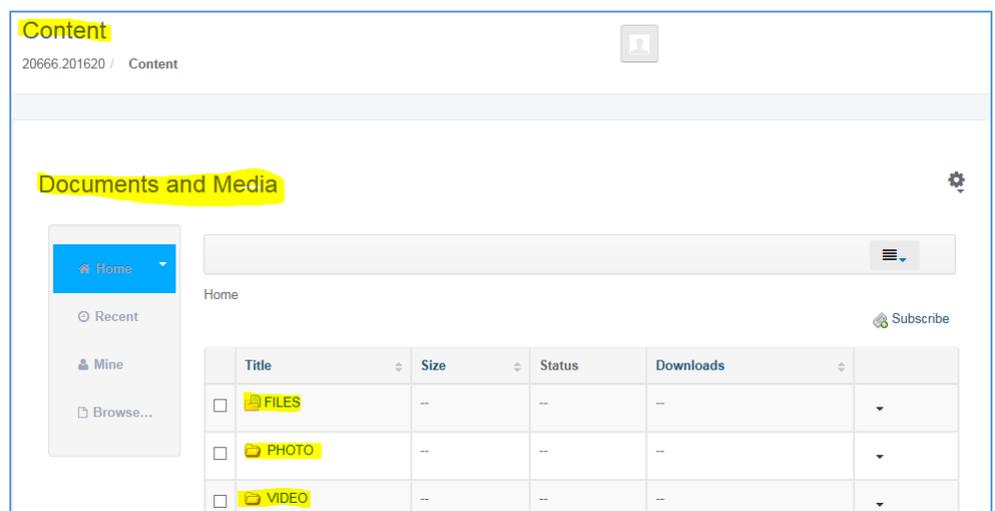


To the left you will have a navigation menu for the course page. Included in the menu is content, email, a calendar, links, etc.

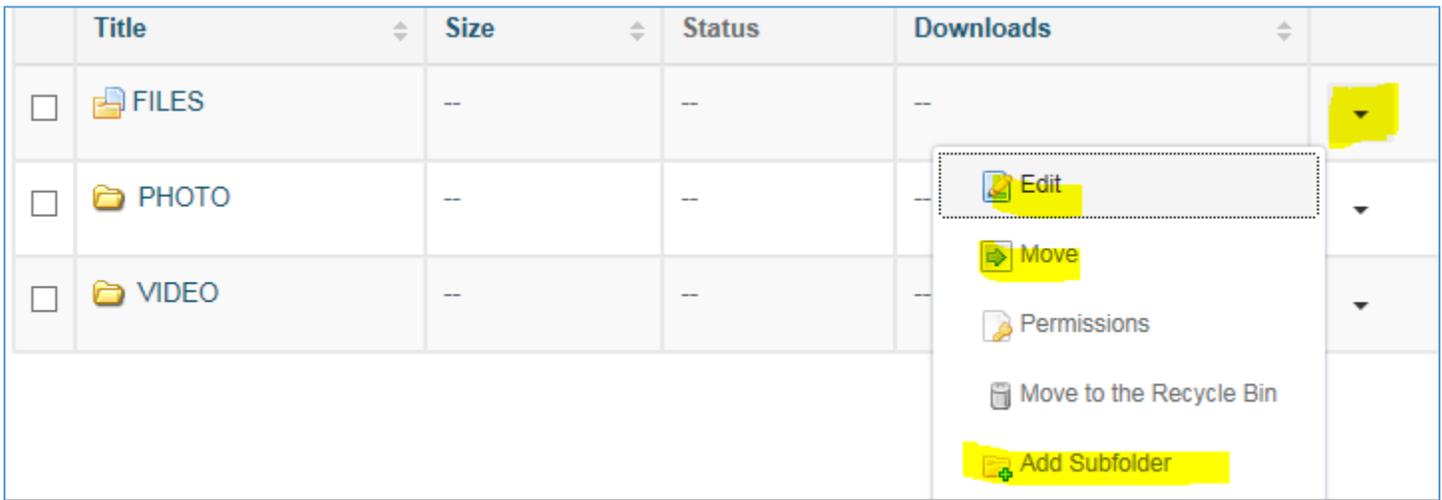


## Content

When you click on CONTENT from the left-hand menu, you will have folders for files, photos and videos to make it easier for you to manage the content that you upload for the class. *Note: the folders FILES, FOLDERS, and VIDEO are just default folders, you're free to add subfolders or delete the folders altogether and create your own folders.*



You can easily create subfolders or even move something by clicking on the down arrow for that folder:



### Adding a Subfolder

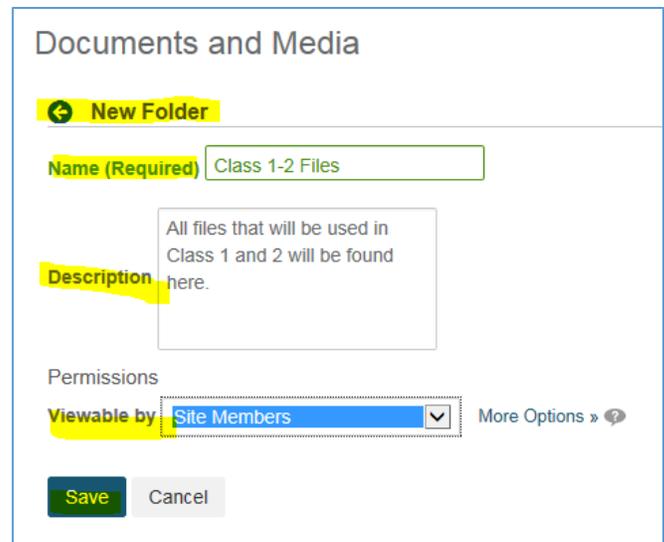
Click on “Add Subfolder”

Enter in the name and the description of the folder.

*NOTE: You can sort files by Title, Create Date, Modify Date, etc. If sorting alphabetically, and you want a folder to be listed at the top, you might need to be creative in how you name it! You can name the folder beginning with a number so that it is at the top of the list.*

Select who can view this folder.

Save.



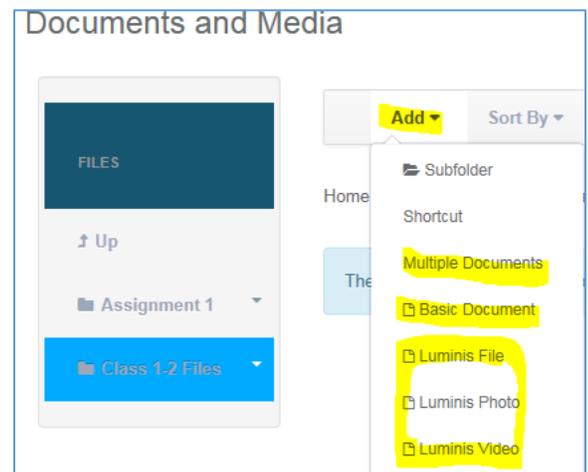
### Adding a File/Photo/Video

Click in the folder you want the file, photo or video to be in.

Click on ADD. A dialogue box will open.

You can add a basic document or multiple documents at one time.

The options listed on the bottom (Luminis File, Luminis Photo and Luminis Video) is an advanced technique that is similar to adding a “hash tag” to the file. It basically adds that file/photo/video to a “category” so that all files tagged in a similar manner will show up in the Luminis folder regardless to where the file/photo/video was actually uploaded to.



You can easily see what folder you are uploading the file to. It's listed next to the "Folder" label.

Browse to find the file you want to upload.

Give the file a Title and Description.

Select who can view this file.

Click on Publish.

Documents and Media

← New Document

Upload documents no larger than 102400k.

Folder: Class 1-2 Files

File:  Browse...

Title:

Description:

Category:

Related Assets:

Permissions: Viewable by: Site Members [v] More Options >

### Adding Multiple Documents

You can easily add multiple documents by either selecting them or "drag and drop" them into the document box.

Documents and Media

← Add Multiple Documents

Drop Files Here to Upload  
or  
Select Files

### Preview a File

Just click on the name of a file and you will see a preview of it. This will include the version, date it was last updated, and a preview of the actual document:

style\_guide.pdf

Download Edit Move Checkout Permissions Move to the Recycle Bin

style\_guide.pdf

Uploaded by: [user] 3/14/17 2:54 PM Average (0 Votes) ☆☆☆☆

Version 1.0

Last Updated by: [user] 3/14/17 2:55 PM

Status: Approved

Download (148k) Get URL or WebDAV URL

Version History

Version	Date	Size	Status
1.0	1 Month Ago	148k	Approved

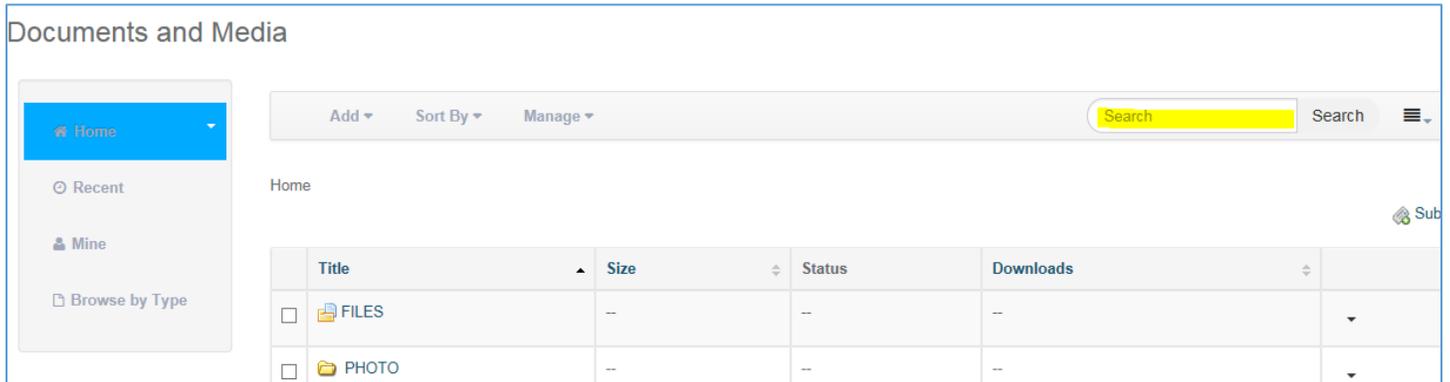
**EDIT** will allow you to upload a new version of the same document. In the corner it will show the new version as 1.1. Please note – uploading a new version of a document does not overwrite the original. Both versions will be available!

**CHECKOUT** is used for group collaboration. Someone can “check out” the document to edit it. This allows one user to modify documents and stops others from modifying them until the document is checked back in.

*NOTE: Students will see the document list and the download button. They will not see Edit, Checkout, etc. A student WILL see versions of a document.*

## Searching for a Document

You can easily search for any document anywhere on the course site by keyword be using the search function:



The screenshot shows the 'Documents and Media' interface. On the left is a navigation sidebar with 'Home' selected, 'Recent', 'Mine', and 'Browse by Type'. The main area has a header with 'Add', 'Sort By', and 'Manage' options, and a search bar. Below the header is a table with columns: Title, Size, Status, and Downloads. The table lists two items: 'FILES' and 'PHOTO'.

Title	Size	Status	Downloads
FILES	--	--	--
PHOTO	--	--	--

## Course List

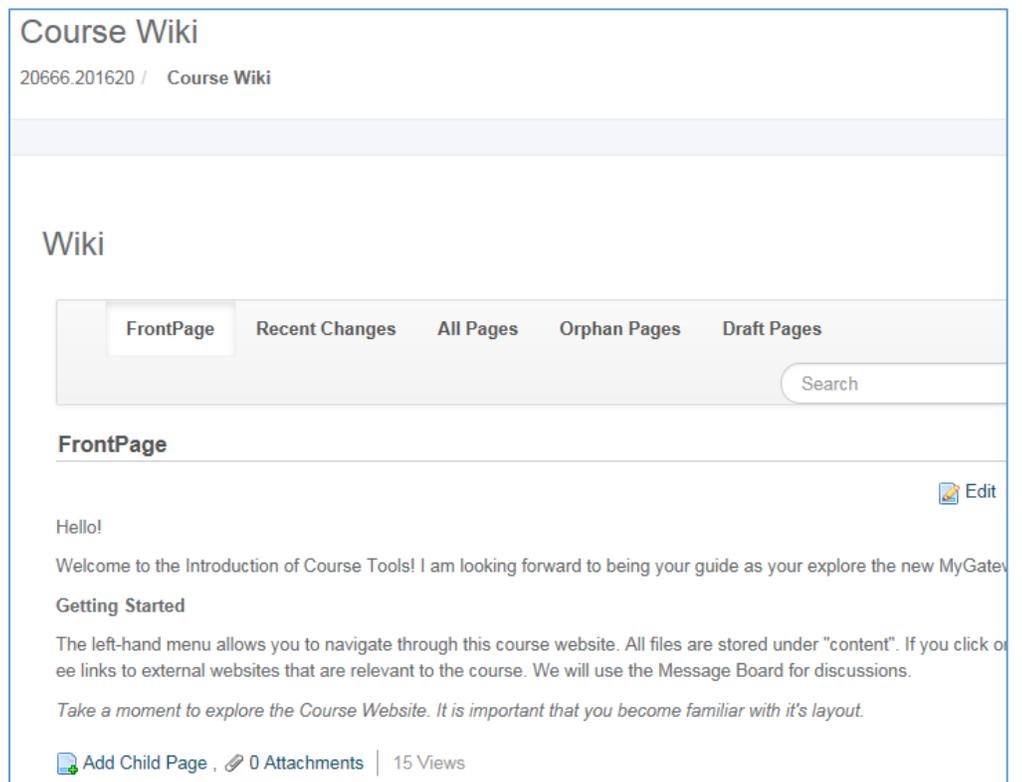
Clicking on Course List will take you into the WebStar Faculty tab.

## Course WIKI

This is a course collaboration tool.

You can create information for that particular course in a WIKI environment.

Students can see the course WIKI and add, modify, contents of the wiki.



The screenshot shows the 'Course Wiki' interface for course 20666.201620. It features a navigation bar with tabs: 'FrontPage', 'Recent Changes', 'All Pages', 'Orphan Pages', and 'Draft Pages'. The 'FrontPage' tab is active. Below the navigation bar is a search bar. The main content area displays the 'FrontPage' with the text: 'Hello! Welcome to the Introduction of Course Tools! I am looking forward to being your guide as your explore the new MyGatev'. There is an 'Edit' button next to the text. At the bottom, it shows 'Add Child Page', '0 Attachments', and '15 Views'.

## Email

You can easily email your students by clicking on Email.

**Email**

CSCI-123 F-100 CRN: 20666 Term: Spring 2017

Hi [Name] Here's your membership information:

**Warning! Please select at least one recipient by clicking on a row!**

Excel PDF **All Members** Clear All

<input type="checkbox"/>	Name	Membership
<input type="checkbox"/>	[Name]	Instructor
<input type="checkbox"/>	[Name]	Student
<input type="checkbox"/>	[Name]	Student

EXCEL – will create a list of your students in an excel format that you can download (download are only available to the instructor).

PDF – will create a list of your students in a PDF format that you can download.

ALL MEMBERS – selects all members of the course to be recipients of the email message.

Or you select just the students you want to email. If you are looking for a particular student in a large course, you can use the search box in the upper right corner to find a particular student.

Once you have selected the student(s), click on COMPOSE EMAIL.

**Email**

CSCI-123 F-100 CRN: 20666 Term: Spring 2017

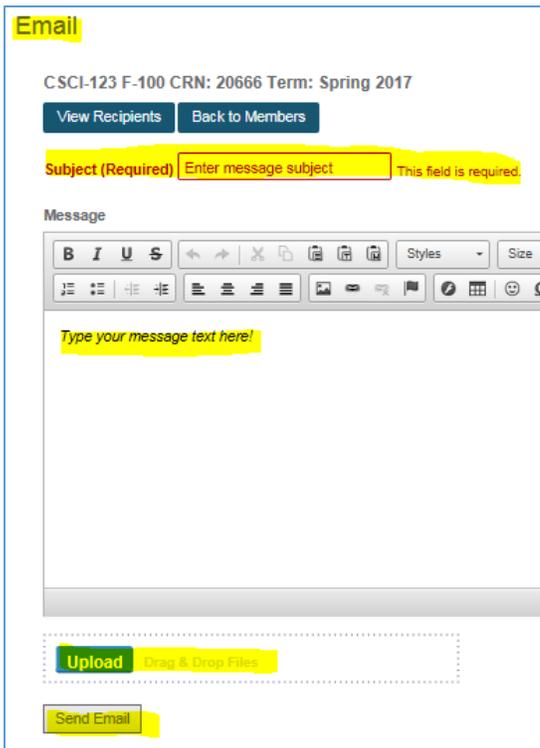
Hi Scott Edwards! Here's your membership information:

Excel PDF All Members Clear All

<input type="checkbox"/>	Name	Member
<input checked="" type="checkbox"/>	[Name]	Instructor
<input checked="" type="checkbox"/>	[Name]	Student
<input checked="" type="checkbox"/>	[Name]	Student

Showing 1 to 3 of 3 entries 3 rows selected

**Compose Email**



From here it's just like a normal email. The email works within myGateway.

You have formatting choices (bold, italics, size, etc).

You can attach documents to the email by dragging and dropping the files or clicking the "Upload" button to attach the files individually.

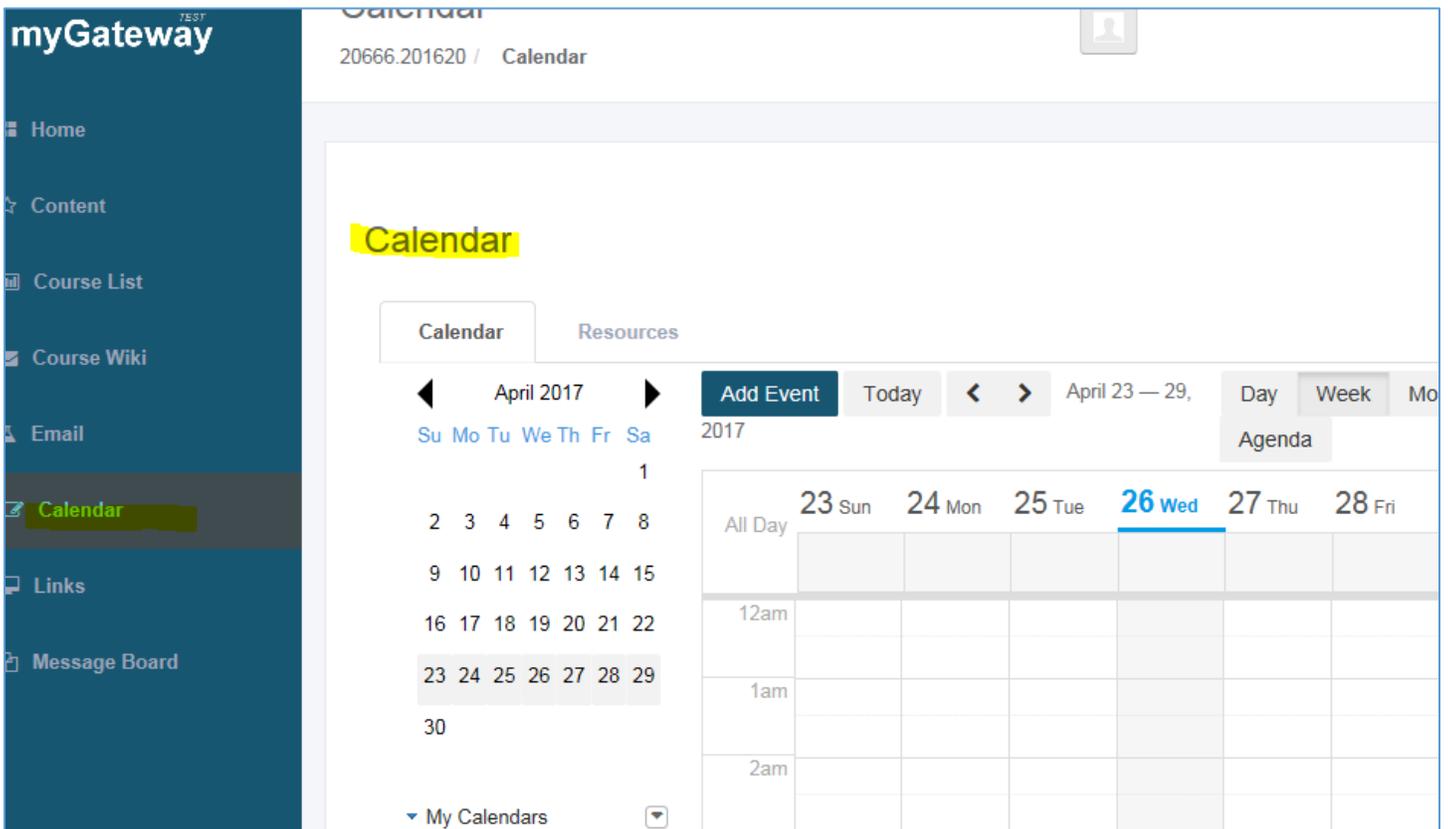
**IMPORTANT NOTE:** You can click on the **envelope icon in the Faculty Dashboard** to email your class. However, this is a completely different way (than the above) to email your students and some people can run into difficulties. This uses *whatever* email program that is configured on that particular PC to email.

If you are on campus, the computers here are configured to use Outlook as the default email program. So Outlook will open.

If you are on your computer at home and your computer is set up to use gmail as the default, gmail will open. This email will be from your PERSONAL email address - not your campus email address!

## Calendar

Each course page has a calendar that you can use. You can enter in class times, or dates assignments are due, dates of tests, etc.



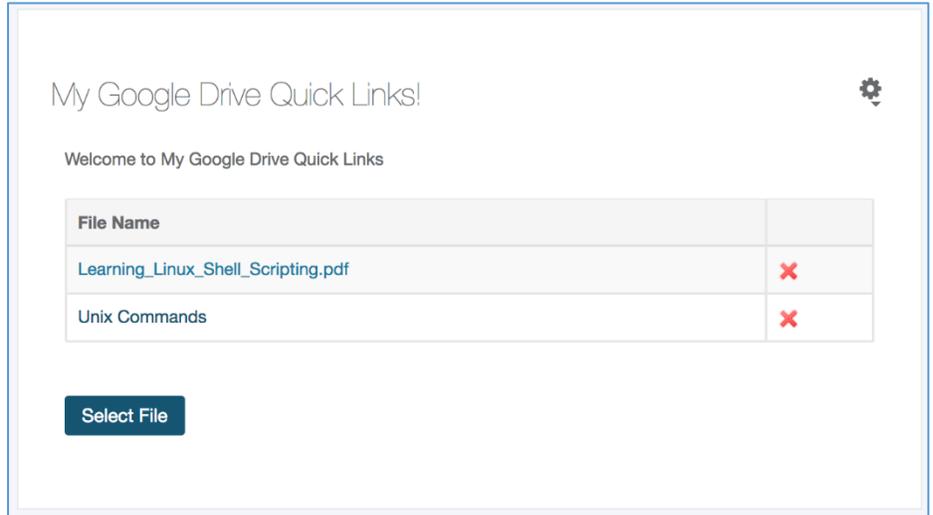
## Links

Will take you to a section called Course Links. Here you can add links to anything that is related to the course.

### Links to Google Drive

On the Links page, myGateway also provides the ability to link directly to documents that are stored in Google Drive. When linking to documents, you will be prompted for your Google username and password, before you can select a document to link to.

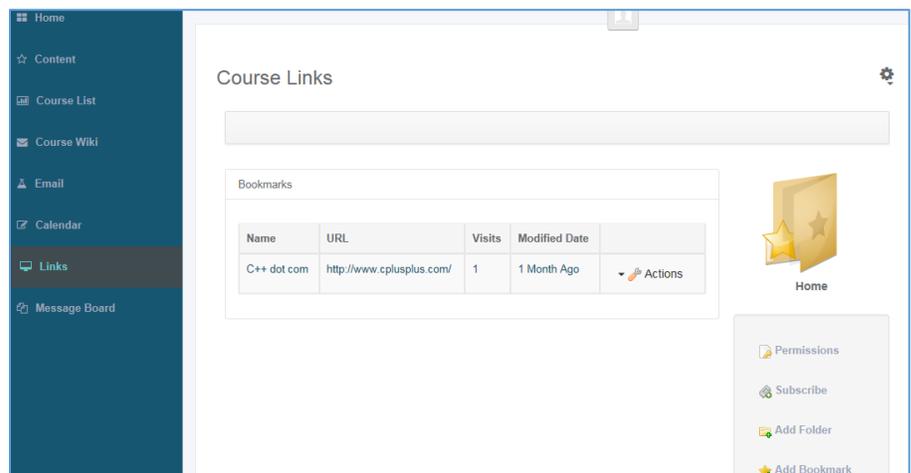
Once linked, students can access the document by clicking the links to the documents. Example, clicking “Unix Commands”, will take the user directly to the document in Google Drive.



### Exporting and Importing Course Content (Copy Course Content)

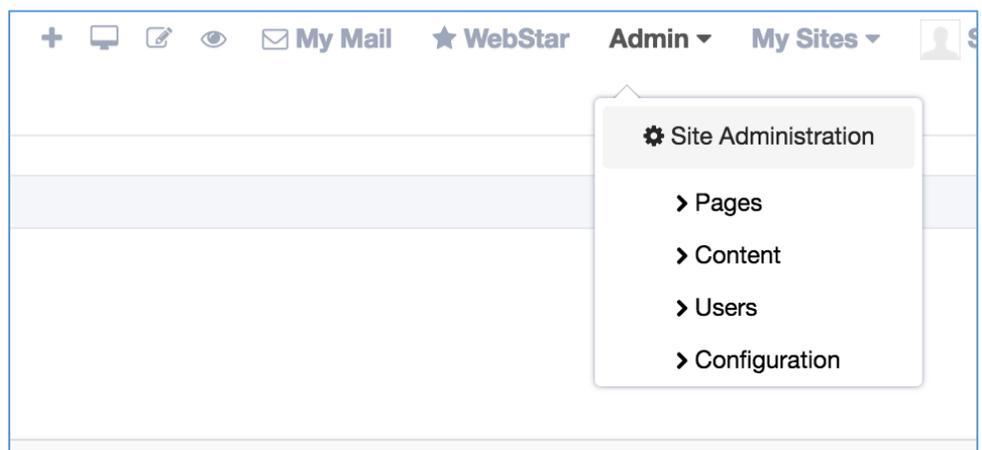
In the previous version of myGateway, there was the ability to copy content from a course in one term to a course in another term. Example, copy “Spring 2016 ENGL 100” to “Spring 2017 ENGL 100”.

The solution in the new portal is to export the contents of the course that needs to be copied and then import those contents into the new course.

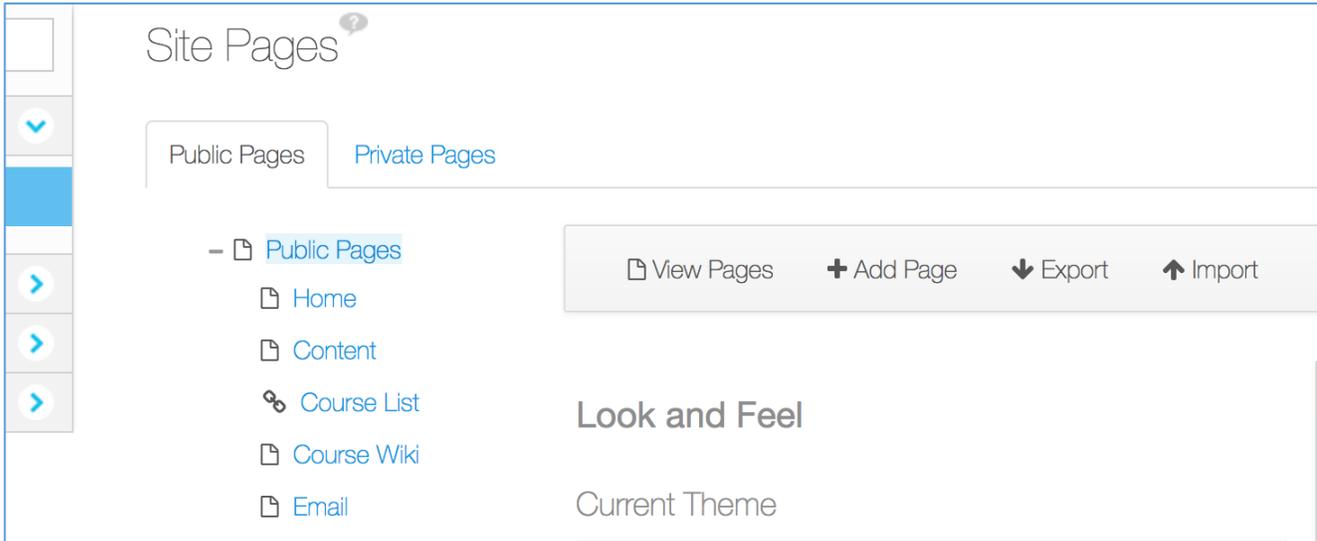


### Exporting Course Content

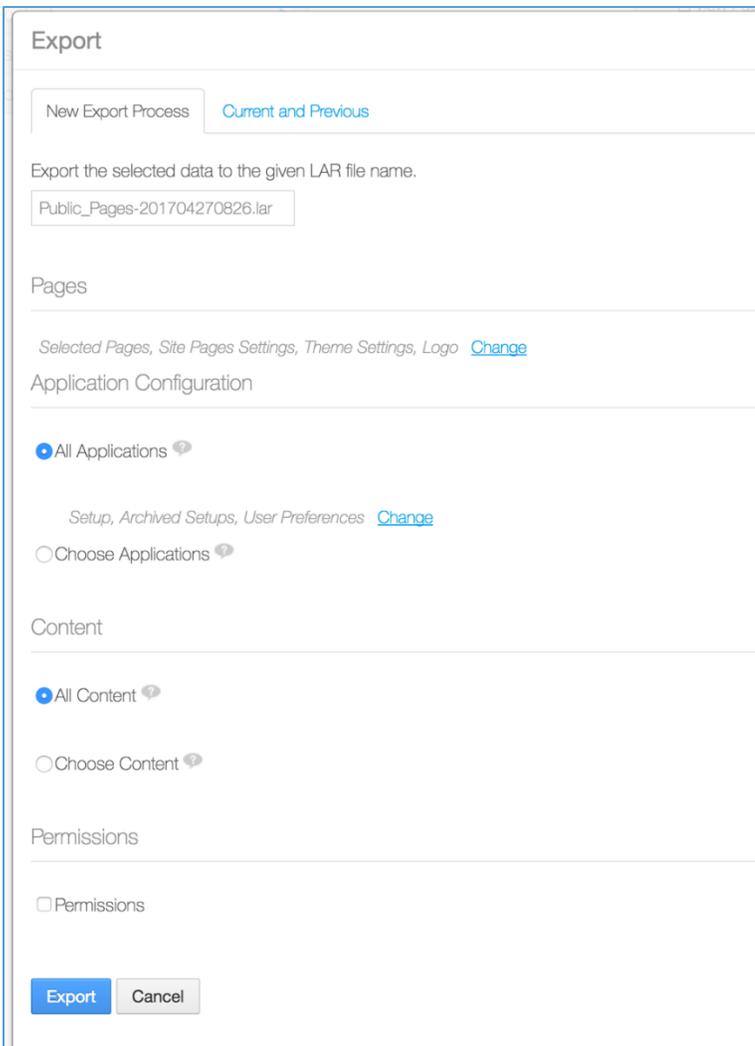
Go to the course and click the “Admin” link in the top navigation on the page and then click “Site Administration”.



From the Site Administration page, there will be links to “Export” and “Import” the site (course) contents. Click “Export”.



A page will popup and display the export options.



Export the selected data to the given LAR file name.

ENGL100-Spring2017-2017.lar

### Pages

Selected Pages [Change](#)

### Application Configuration

All Applications [?](#)

[Select](#)

Choose Applications [?](#)

### Content

All Content [?](#)

Choose Content [?](#)

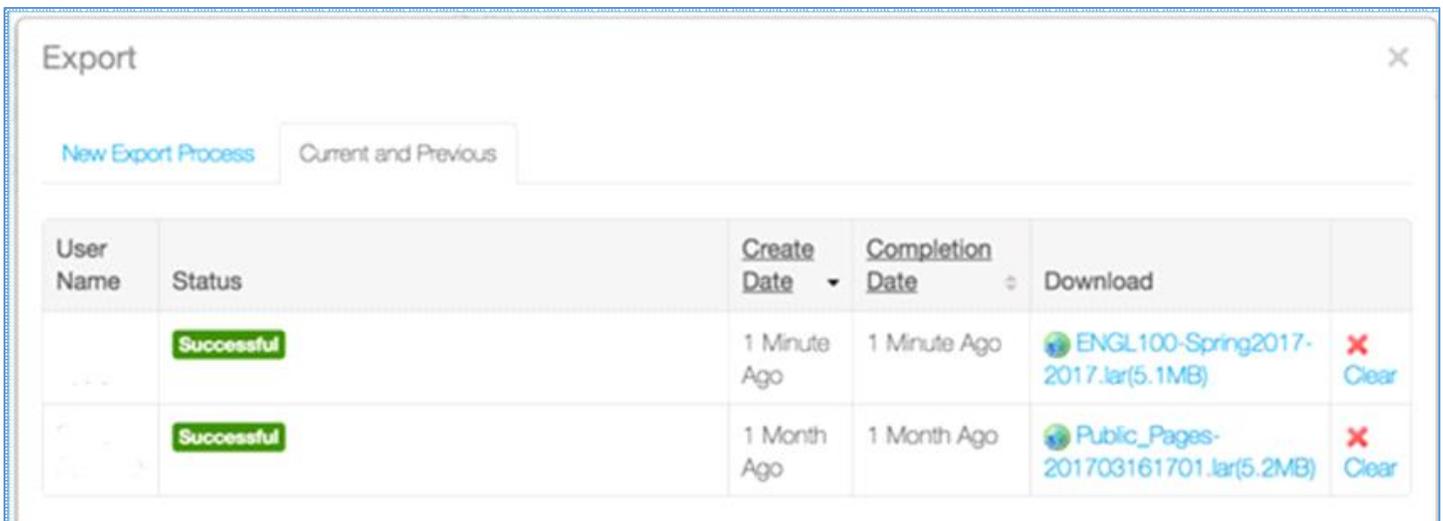
### Permissions

Permissions

Type a meaningful LAR file name. Example, “ENGL100-Spring2017-2017.lar”.

On the other export options, you will need to use your own disgression based on what has changed in the course. If you only need the content, then change the Pages options by unselecting all page options and unselecting All Application options. After doing so, your export page should look as follows:

Notice that none of the Pages or Applications are selected. Once here, click “Export”. This will take you to your export page. See below:



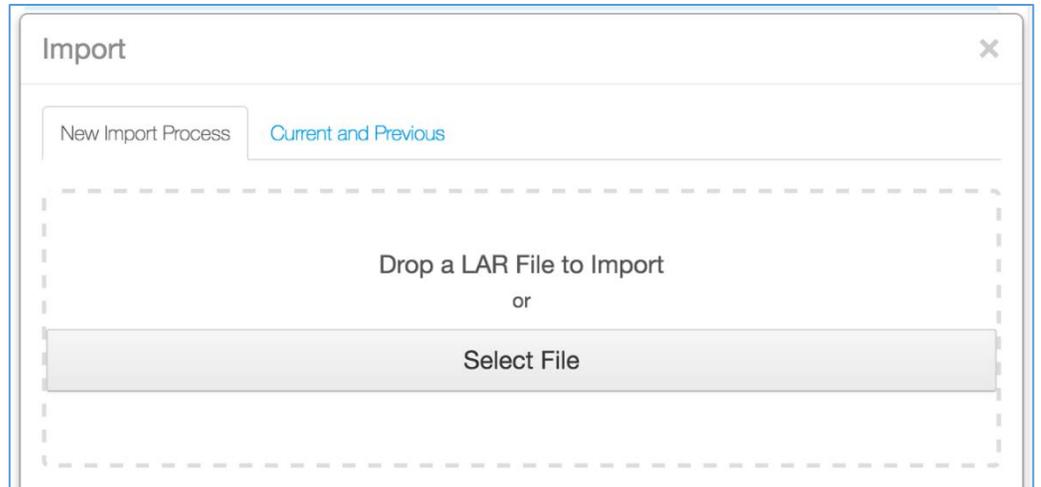
The screenshot shows a window titled "Export" with a close button in the top right. Below the title bar are two tabs: "New Export Process" (active) and "Current and Previous". The main content is a table with the following columns: "User Name", "Status", "Create Date", "Completion Date", "Download", and an empty column for actions. Two rows are visible, both with a "Successful" status. The first row shows a file named "ENGL100-Spring2017-2017.lar(5.1MB)" created and completed 1 minute ago. The second row shows a file named "Public\_Pages-201703161701.lar(5.2MB)" created and completed 1 month ago. Each row has a red "X" icon and a "Clear" link in the action column.

User Name	Status	Create Date	Completion Date	Download	
	Successful	1 Minute Ago	1 Minute Ago	<a href="#">ENGL100-Spring2017-2017.lar(5.1MB)</a>	<a href="#">X Clear</a>
	Successful	1 Month Ago	1 Month Ago	<a href="#">Public_Pages-201703161701.lar(5.2MB)</a>	<a href="#">X Clear</a>

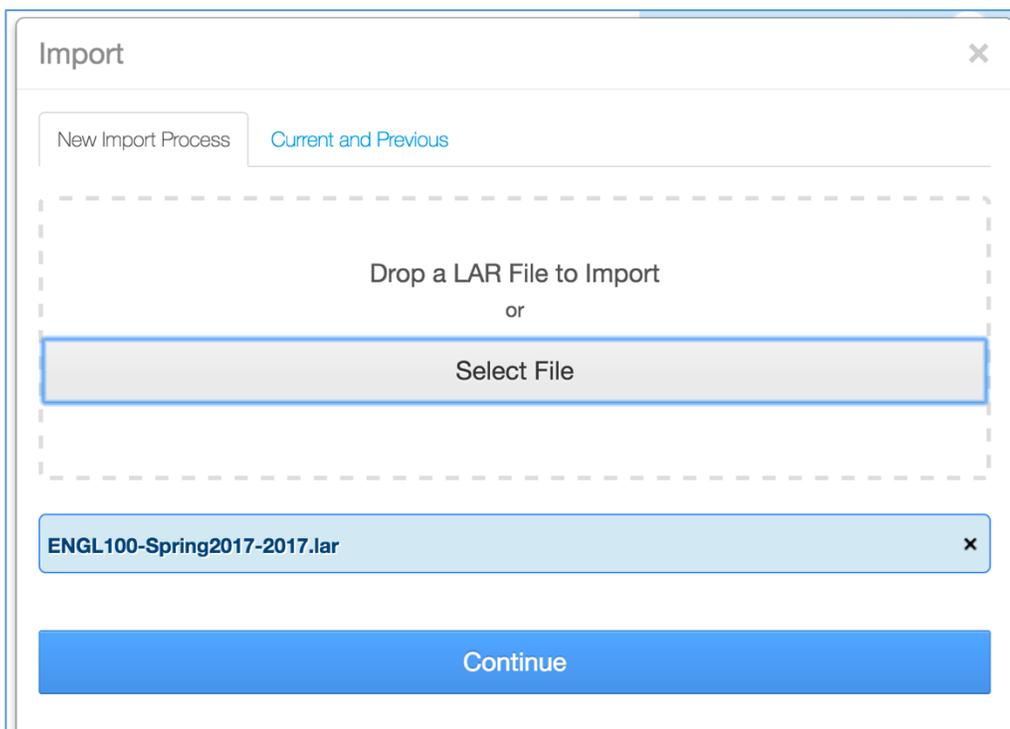
There is now an archive file for “ENGL100-Spring2017-2017.lar” This is basically a zip file of your course content that can be imported into an existing course. Click the “ENGL100-Spring2017-2017.lar” download link to retrieve the course content.

## Importing Course Content

Go to the course and click the “Admin” link in the top navigation on the page and then click “Site Administration” (See the first steps of Exporting Course Content). From the Site Administration page, click on “Import”. This will display the import page, where you can select the course content lar file, “ENGL100-Spring2017-2017.lar”



Once the file has been uploaded, click “Continue”.



The page will now show what archive is being importing and provide the ability to select what to import. Click “Continue” to import the content.