

## Workshop Calendar Event Access Guide

This guide will walk you through accessing the EdVantage Workshop Calendar, finding, and registering for events.

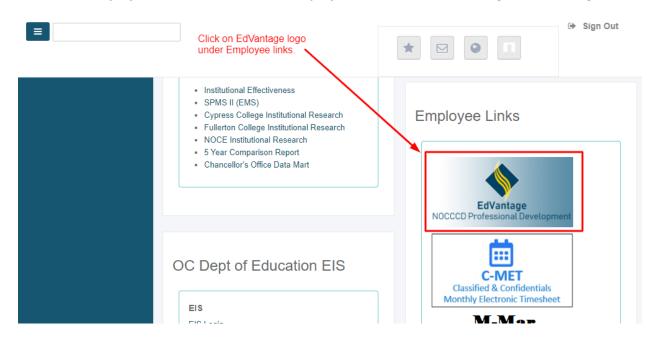
CONTENTS	
Section 1: Logging Into EdVantage	2
Section 2: Accessing the EdVantage Calendar	3
Section 3: Searching for only NOCCCD events on the EdVantage Calendar	4
Section 4: Registering for Events	6
Section 5: Withdrawing from an Event	7

### Logging into EdVantage

Ξ	Click on Employee tab	Sign Out
myGateway	MyGateway / MyGateway Home / Employee	
MyGateway Home     Finance     Employee     Banner 9 Info	Announcements	Negotiations Documents  Negotiations Documents  Chancellor's Memo UF Negotiations Update MOU UF & NOCCCD UF Salary Increases
District Forms Calendars	Subject   Request a medical and/or religious exemption from the required COVID-19 vaccination  Show Hidden	History of Salary Schedule Increases Compared with Statewide COLA Proposal from NOCCCD to UF Tentative Agreement Between NOCCCD & UF Full-Time Faculty Salary Comparisons in the California Community Colleges History of Salary Schedule for UF 2013-2020
Directory	☐ Show Hidden	

To access EdVantage, log into MyGateway and access the **Employee** tab.

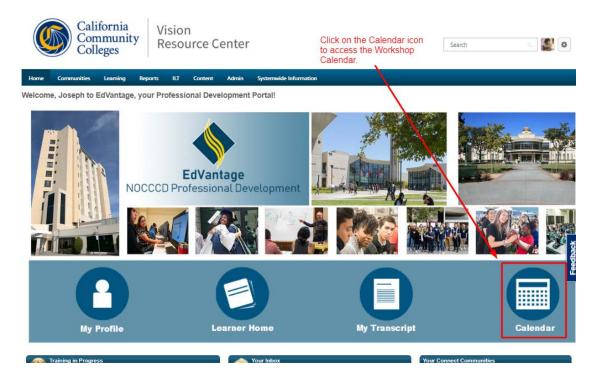
Once in the Employee tab, scroll down under Employee Links and click on the logo for EdVantage.



If you are logged into MyGateway, you will be transferred to the EdVantage **Welcome Page** via the Single Sign On. If you do not land on the EdVantage Welcome Page, please email District Professional Development at profdev@nocccd.edu.

### Accessing the EdVantage Workshop Calendar

Once you land on the **Welcome Page**, click on the **Calendar** icon. Alternatively, you can hover over the **Learning** tab and click on **Workshop Calendar** to access the calendar.



Once you have the **Workshop Calendar** open, locate your event and click on the session title. Viewing the Workshop Calendar will not only show District events, but also **Vision Resource Center & State Chancellors Office** events. If you cannot locate your event, use the Global Search Bar in the top right.

							-
	January, 2022 >	Locate your event and on the name	1 click				Day Week Month Ag
•	• At Evens O My Evens	1					
	SUNDAY	MONDAY	TUE SOAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	26	27	2	29	30	31	1
	2	3	4 Vision Resource Center Admin Cine Nours	5	6	7 Vision Resource Center Admin Office Hours	8
		Disk is a Test Everet 100 RV RD Hack Dange Samly 11D	Visit No. 1977 - Saine Ranners Control			Vision Resource Center Admin Units Horry 1920 All MT Vision Resource Dama Vision Resource Center Admin Working Session Setting Vie PDVLEX Events 1920 All MT Vision	
	9	10	11	12	13	14	15
		CCC I information Security & Assessibility Workshops	CCC I Information Security & Accessibility Workshope Markshope	2 Cell Winter 2022 Design Lub - Creating & Surg Communities of Proteiner	SC 3M Event / Winter 2022 Insult-part Design Labiletis, Is 8 M K You're Looking For7: ePertfolion as tools for engagement, retertion, completion, & assessment s	3C SN I Winter 2022 Design Lab - Creating & Besteining Communities of Practice	
		Weisen Resources Center Admin Office Hours UNLINE FOT - Italian Devoters Center	3C SR Event i Winter 2022 multi-part Design LabHello, In it Me You're Looking Por? affectives as twels for angagement, ratection, completion, & assarcement s		1002-5xx1931 - Evaluation Counts 2018   Winter 2022 Design Lake - Peer Educator Preser: Culturating collaboration and connections for decare function	Vision Resource Center Admin Office Hours 19 00 AM / 07 - Vision Resource Careson	
			SCSN Writer 2022 Design Lates - Developing a Water for Classified Equity 11.2014/727 - Systematic Trans		1.00 PM PDT - Swamman Einem		
			3C3N I Winter 3512 Design Labs - Peer Educator Power: Cultivating tollaboration and connections for deeper learning 100/171 UT . documents Earnin				
			Vision Resource Center Admin Office Neura	$\mathbf{X}$			
	16	17	18	19	20	21	22
		Vision Resource Center Admin Office Hours 1:00 FM 757 - Hours Tensorie Coner	3C SN Event I Winter 2022 multi-sarti Design LabHelin. Is it Me You're Looking Far?: aPortholius as hol's far engigement, retention, completion. & assessment s	SCSN / Winter 2022 Design Lab - Creating & Bustaining Communities of Provider Lab AM 797 - Recommunity Parts	Sel Event EXCLUSION New Deep Comp LT.D.	Vision Resource Center Admin Office Hours 15.45 AM 757 - Volve Texturbs Center	
			10 III, All PDT - Sustematic Easter 3C 38 Worker 2023 Design Lakes - Developing a Vision Nor Classified Equity 11 22 Add PDT - Sustematic Easter	CVC-CRE (Welson: Collaborative Group Work in Drote English Courses: A Strategy for Conspensie Support Unit PM PTET Sciences Lower	SC BK Event / Winter 2022 multi-part Design Labridge In 6 Me You're Looking Far't affordiales is knots for impopriesel, interfate, completion, & assessment y 125 AUPT1 Spotential Credit		
			3CIN I Winker 2012 Design Labs - Peer Educator Power: Cultivating softaboration and connections for despire Jacobig 1100 PM 2012 - Descention Comm		2019 (Writer 2022 Design Labs - Peer Educator Preser: Culturating collaboration and connections for design learning 1:00194 P37 - Systematic Linea		
			Vision Resource Center Advin Office Nours				
	23	24	25	26	27	28	29
		Vision Resource Center Admin Office Hours Vision Fold 7027 - Vision Remains Conter	CCC.1Pathways to Equity Learning Series 10.00 KM 2001 - Epistemic Directo			Vision Resource Center Admin Office Hours Mill Welf IT - Mean Resident Center	

### Searching for only NOCCCD events on the EdVantage Workshop Calendar

To filter calendar events to only show North Orange County Community College District events, simply click on the arrow icon by 'Location.' A pop-out window will appear.

Califor Comm College	unity	ce Center		To filter events b only, click the litt Location. A pop-		Search	a. 🔛
ome Communities Lea		ntent Admin Systemwide Information	/				
	< January, 2022	2 >				Day	Week Month Ager
January, 2022         +           Su Mo Tu We Th Fr Sa         -           26 27 28 29 30 31 1         -	All Events O My Event						đ
2 3 4 5 6 7 8	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
0         10         11         12         13         14         15           6         17         18         19         20         21         22           3         24         25         26         27         28         29           0         31         2         3         4         5           deg: Thursdee, January 20, 2022         2022         2022	26	27	28	29	30	31	1
• 🖄						7	
on IQ ion	2	3 This is a Test Event! 1.00 PM PST - Harth Grange County C.C.D	4	5	6	Y Vision Resource Center Admin Working Session: Setting Up PDFLEX Events 11.00.335 PST - Vetual	8
on Instructor	9	10	11	12	13	14	15
d Subject(s) lillers		CCC   Information Security & Accessibility Workshops 9:00 AM PST - Systematic Events	CCC   Information Security & Accessibility Workshops 8:00 AM PST - Systemvide Events	3CSN ( Winter 2022 Design Lab - Creating & Sustaining Communities of Practice	3CSN Event   Winter 2022 multi-part Design LabHello, is it Me You're Looking For7: ePortfolios as toots	Vision Resource Center Admin Office Hours 19 08 AM PST - Vision Resource Center	
sessions situations		Vision Resource Center Admin Office Hours 1:00 PM PST - Vision Resource Center	3CSN Event   Winter 2022 multi-part Design LabHello, Is it Me You're Looking For?: ePortfolios as tools for engagement, retention, completion, & assessment s 100 MM PST - Synthemide Events	1.00 PM PST - Systemuside Events	for engagement, retention, completion, & assessment s 10 00 AM PST - Systemicia Events 3CSN   Winter 2022 Design Labs - Peer Educator Power: Cultivating collaboration and connections for	3C SN ( Winter 2022 Design Lab Creating & Sustaining Communities of Practice 1:00 PM PST - Systemwole Events	
esion Location Int Name			3CSN Winter 2022 Design Labs - Developing a Vision for Classified		deeper learning 1.00 PM PST - Systemwide Events		

On the pop-out window, search for 'North Orange County C.C.D.' in the Name box. Click on the '+' sign next to our District name and the pop-out window will close.

Select Facility

Search	1				
Name:	ID:	Owner:	Q Search		
> View	Hierarchy	Search here for 'North Orar	ige County C.C.D.'		(1 Result)
Search	ı Results				
ADD	TITLE	ID	OWNER	PARENT	
4	North Orange County C.C.D.	860		California Community Colleges	
1			Close		
Hit t	he + sign by North Orange C	County C.C.D.			

On the pop-out window, search for 'North Orange County C.C.D.' in the Name box. Click on the '+' sign next to our District name and the pop-out window will close.

Comm College		ce Center		now display only NOCCCD e filer, hit the 'X' in location.		Sei	rch a
Events C		ниент жилит зуненичке инжинакт					
	< January, 2022	2 >					Day Week Month Ag
January, 2022 → Su Mo Tu We Th Fr Sa 26 27 28 29 30 31 1	All Events O My Event						
2         3         4         5         6         7         8           9         10         11         12         13         14         15           16         17         18         19         20         21         22           23         24         25         26         27         28         29           30         31         1         2         3         4         5           Today: Thursday, January 20, 2022	SUNDAY 26	27 27	TUESDAY 28	WEDNESDAY 29	THUR SDAY	FRIDAY 31	SATURDAY 1
ers e sion ID atom th Orange County C.C.E.X	2	3 This is a Test Event! 100 PM PST - North Drange County C.C.D.	4	5	6	7	8
sion Instructor .अ	9	10	11	12	13	14	15
All Sessions Session Instructor Session Location Part Name	16	17	18	19	20 Test Event 8:30 AM PST - North Orange County C.C.	21	22

The calendar will now display only events created by Admins in our District. If you would like to clear the filter, simply click on the small 'X' in the Location filter.

# Registering for Events

Once you have the event details page up, you can view all information provided for the event as well as register for it. To register, select the **View Details** button by the associated session, and then click **Request** on the menu that slides out. You will now be registered for the event.

California Vision Community Resource Center	Session Details	×
Note       Contract       Anter       Anter       Approximation	Existin Section Details Project 20 2020 D 20 447557 Project 20 2020 D 20 44757 Project 20 2020 D 2	Click on Request to register for the selected sessions.

#### Withdrawing from an Event

In the event that you need to cancel your registration and withdraw from an event, you can do so by visiting the **Event Details** page for the event in question. First make your way to the event you registered for, either by locating it on the **Workshop Calendar** or from the **My Transcript** page. Once you have located the event, simply hit the dropdown arrow and select **Withdraw**. The screens below will show both pages that will allow you to withdraw from your registered event.

### From the Event Details page:

EVENT			
Test	Event		EVENT
Last Upda	ted 01/03/2022		Test Event
Details	5		Not Started
This eve	ent is a test for the purpose of the training document. Show More		Select a Session V
	ning Sessions	1 Session	or Assign
		irst click the arrow	
JAN	Session Details		
20	Thu, Jan 20, 2022, 8:30 AM - 5:30 PM PST Register by Thu, Jan 20, 2022, 8:29 AM PST North Orange County C.C.D.	View Details	
	English (US) Then click 'Withdraw'	Edit Training Withdraw	
		View Training Details	
		Save for Later	
		Add to Playlist	

## From the My Transcript page:

Welcome to your learning transcript! To add workshops/trainings to your transcript, just navigate to the LEARNING tab, search for learning, and register for workshops. If you would like to complete learning outside of scheduled activities, you can add an external training by clicking on the button with the three dots in the upper right hand corner and then select ADD EXTERNAL TRAINING. To print a report showing your total completed hours click on the button with the three dots and select RUN TRANSCRIPT REPORT. Workshops that are in progress will show on the ACTIVE screen and workshops you have completed will show on the COMPLETED screen (use the drop down menu). Note that upon completion, your ACTIVE courses will be immediately moved to the COMPLETED tab. Courses you did not attend or withdrew from will move automatically to ARCHIVED.					
First click the arrow					
Active ▼     By Date Added ▼     All Types ▼       Search Results (7)	or training Q				
Test Event (Starts 1/20/2022 8:30 AM) Due : No Due Date Status : Registered Then hit 'Withdraw'	View Training D				
EEO/Diversity Hiring Committee Training Due : No Due Date Status : In Progress	View Training Details Request Exemption Move to Archived Transcript				