



**EdVantage**  
NOCCCD Professional Development

### **Workshop Calendar Event Access Guide**

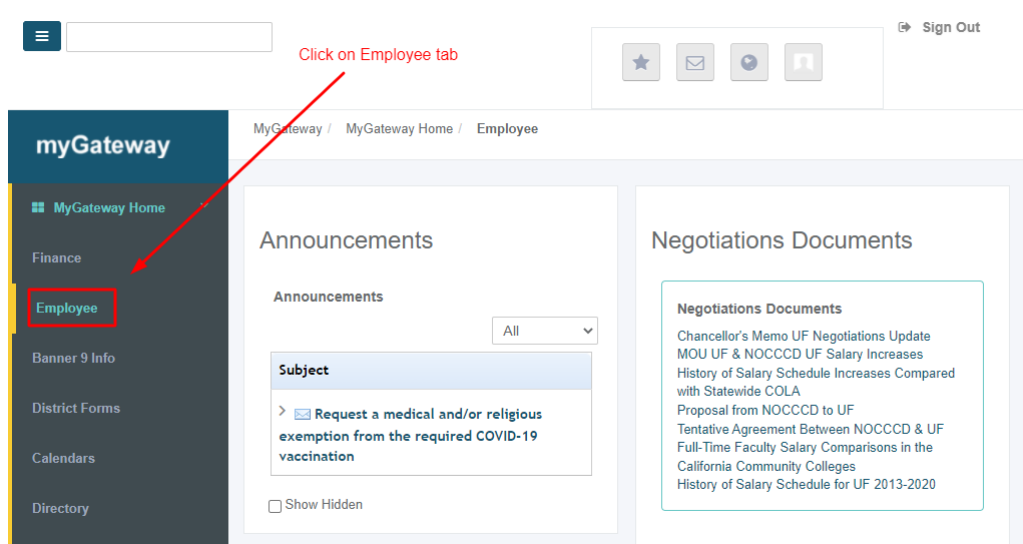
This guide will walk you through accessing the EdVantage Workshop Calendar, finding, and registering for events.

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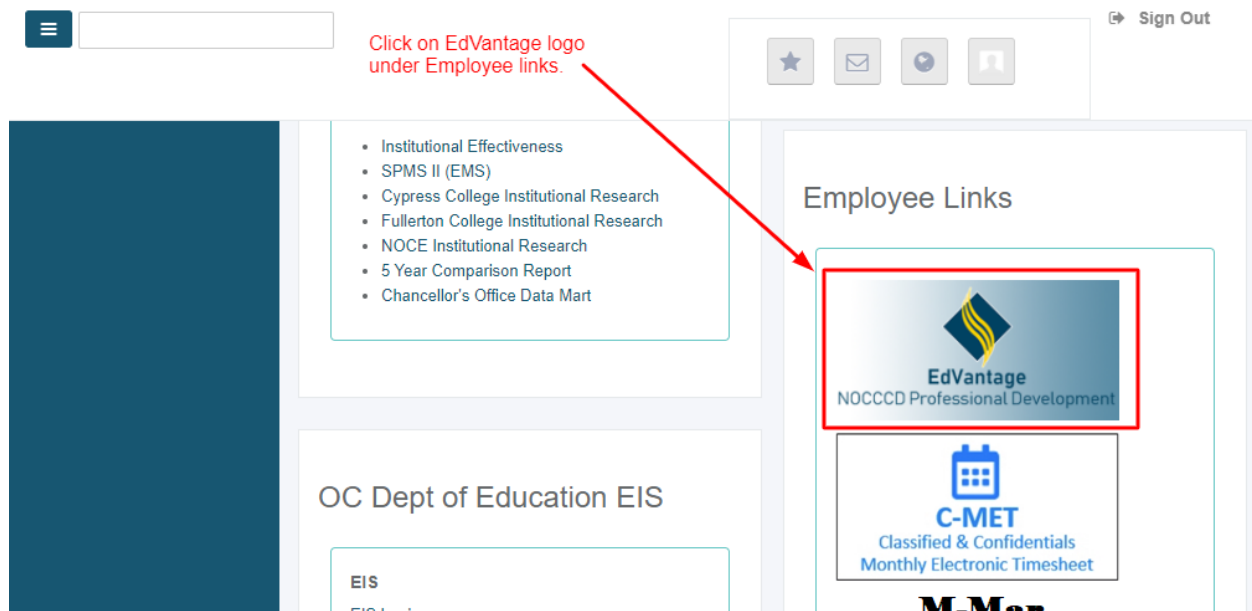
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## Logging into EdVantage

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](mailto: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.

Click on the **Calendar** icon to access the Workshop 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.

Locate your event and click on the name.

## 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.

To filter events by our District only, click the little arrow by Location. A pop-out window will appear.

Events Calendar

January, 2022

Day Week Month Agenda

Filters

Title

Session ID

Location

Session Instructor

Add Subject(s) filters

Display Options

All Sessions

Session Instructor

Session Location

Part Name

26 SUNDAY

27 MONDAY

28 TUESDAY

29 WEDNESDAY

30 THURSDAY

31 FRIDAY

1 SATURDAY

2

3 This is a Test Event! 1:00 PM PST - North Orange County C.C.D.

4

5

6

7 Vision Resource Center Admin Working Session: Setting Up PUSTLX Events 11:00 AM PST - Virtual

8

9

10 CCC | Information Security & Accessibility Workshops 3:00 AM PST - Systemwide Events Vision Resource Center Admin Office Hours 1:00 PM PST - Vision Resource Center

11 CCC | Information Security & Accessibility Workshops 3:00 AM PST - Systemwide Events SCSN Event | Winter 2022 multi-part Design Lab/Info, is it Me You're Looking For?: Effortless as tools for engagement, retention, completion, & assessment 1:00 AM PST - Systemwide Events SCSN Winter 2022 Design Labs - Developing a Vision for Classified

12 SC SN | Winter 2022 Design Lab - Creating & Sustaining Communities of Practice 1:00 PM PST - Systemwide Events

13 SC SN Event | Winter 2022 multi-part Design Lab/Info, is it Me You're Looking For?: Effortless as tools for engagement, retention, completion, & assessment 1:00 AM PST - Systemwide Events SC SN | Winter 2022 Design Labs - Peer Educator Power: Cultivating collaboration and connections for deeper learning 1:00 PM PST - Systemwide Events

14 Vision Resource Center Admin Office Hours 10:00 AM PST - Vision Resource Center

15 SC SN | Winter 2022 Design Lab: Creating & Sustaining Communities of Practice 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

Name:  ID:  Owner:

View Hierarchy

Search here for 'North Orange County C.C.D.'

(1 Result)

Search Results

ADD	TITLE	ID	OWNER	PARENT
<input type="button" value="+"/>	North Orange County C.C.D.	860		California Community Colleges

Close

Hit the + sign by North Orange 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.



The calendar will now display only NOCCCD events. To clear the filter, hit the 'X' in location.

Home Communities Learning Reports ILT Content Admin Systemwide Information

### Events Calendar

< January, 2022 > Day Week Month Agenda

All Events My Events

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
26	27 This is a Test Event! 1:30 PM PST - North Orange County C.C.D.	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20 Test Event 8:30 AM PST - North Orange County C.C.D.	21	22

Today: Thursday, January 20, 2022

Filters

Title

Session ID

Location  
North Orange County C.C.C. **X**

Session Instructor  
All

Add Subject(s) Filters

Display Options

☒ All Sessions

☒ Session Instructor

☒ Session Location

☒ Part Name

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.

The screenshot displays the California Community Colleges Vision Resource Center interface. The main content area shows an event titled "Test Event" with a "View Details" button highlighted by a red box and a red arrow. A red text annotation points to this button, stating "Click on View Details for the session you are interested in." To the right, a sidebar titled "Session Details" provides further information about the session, including the date and time (Thu, Jan 20, 2022, 8:30 AM - 5:30 PM PST), location (North Orange County C.C.D., USA), duration (9 hours), language (English - US), and contact information (Jocelyn Andrade, 714-833-4837, jandrade@nccocd.edu). A red text annotation points to the "Request" button in the sidebar, stating "Click on Request to register for the selected sessions." The sidebar also includes a "PARTS / SCHEDULE" section with a table showing the session details.

California Community Colleges Vision Resource Center

Home Communities Learning Reports RF Contact Admin Systemwide Information

EVENT  
Test Event  
Last updated: 1/10/2022

Details  
This event is a test for the purpose of the training program.  
Show More

Upcoming Sessions  
Date (Ascending)

Session Details  
20  
Thu, Jan 20, 2022, 8:30 AM - 5:30 PM PST  
Register by Thu, Jan 20, 2022, 4:00 AM PST  
North Orange County C.C.D.  
English - US

View Details

Session Details

SESSION  
Session Details

Thu, Jan 20, 2022, 8:30 AM - 5:30 PM PST  
Register by Thu, Jan 20, 2022, 4:00 AM PST

North Orange County C.C.D.  
USA

9 hours  
English - US  
Swimming

20 out of 10 seats available

Jocelyn Andrade  
714-833-4837  
jandrade@nccocd.edu

PARTS / SCHEDULE

JAN 20  
Thu, Jan 20, 2022, 8:30 AM - 5:30 PM PST  
Test Event  
North Orange County C.C.D.  
Same as before

Assign Request

## 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:

The screenshot shows the 'Event Details' page for 'Test Event'. The event is marked as 'Not Started'. Below the event details, there is a section for 'Upcoming Sessions' with a dropdown menu set to 'Date (Ascending)'. A session for 'JAN 20' is listed, with details: 'Thu, Jan 20, 2022, 8:30 AM - 5:30 PM PST', 'Register by Thu, Jan 20, 2022, 8:29 AM PST', and 'North Orange County C.C.D.'. A 'Show More' link is present. To the right, there is a 'Select a Session' dropdown and an 'Assign' button. A red arrow points to the 'View Details' button with the text 'First click the arrow'. Another red arrow points to the 'Withdraw' option in the dropdown menu with the text 'Then click "Withdraw"'.

### From the My Transcript page:

The screenshot shows the 'My Transcript' page for Joseph Aranda. The page title is 'Transcript: Joseph Aranda'. Below the title, there is a welcome message and instructions. A search bar is present. Below the search bar, there are filters for 'Active', 'By Date Added', and 'All Types'. The search results show two items: 'Test Event (Starts 1/20/2022 8:30 AM)' and 'EEO/Diversity Hiring Committee Training'. A red arrow points to the three dots menu icon next to the 'Test Event' entry with the text 'First click the arrow'. Another red arrow points to the 'Withdraw' option in the dropdown menu with the text 'Then hit "Withdraw"'.