

DVCsync

DIABLO VALLEY  
DVC  
COLLEGE

# User Guide

*Serving student organizations, student government, and club advisors*



dvc.campuslabs



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## Welcome

Welcome to DVCsync!

DVCsync is your access to our online community to get and stay connected with engagement activities and events.

As a user you will be able to do the following with ease:

- Check out the events to see what is going on by logging into the CORQ APP
- Search involvement opportunities and request to join student organizations
- Strengthen internal collaboration and communication with organization members and leaders as well as staff and faculty advisors

We truly welcome your feedback and suggestions. Please email the Student Life Office with any questions, comments or concerns.

The Student Life Office Team  
Find us in the Margaret Leshar Student Union  
[DVCStudentLife@dvc.edu](mailto:DVCStudentLife@dvc.edu)

Clubs Program Coordinator: [Renee Savage](#), 925-969-4262

Administrative Assistant: [Wynona Jordan-Thomas](#), 925-969-4267

Food Pantry Program Assistant: [Richard Stanfield](#), 925-969-2355

Program Manager: [Todd Farr](#), 925-969-4271

## What is DVCsync? Downloading the CORQ App

DVCsync is our online community for student involvement and engagement. The intent of this online system is to create one central location for student clubs and student government; enrich communication for all students; and streamline club renewal, event and funding approvals.

DVCsync features:

- Event planning and Communication
- File management
- Budget Management
- Engagement log



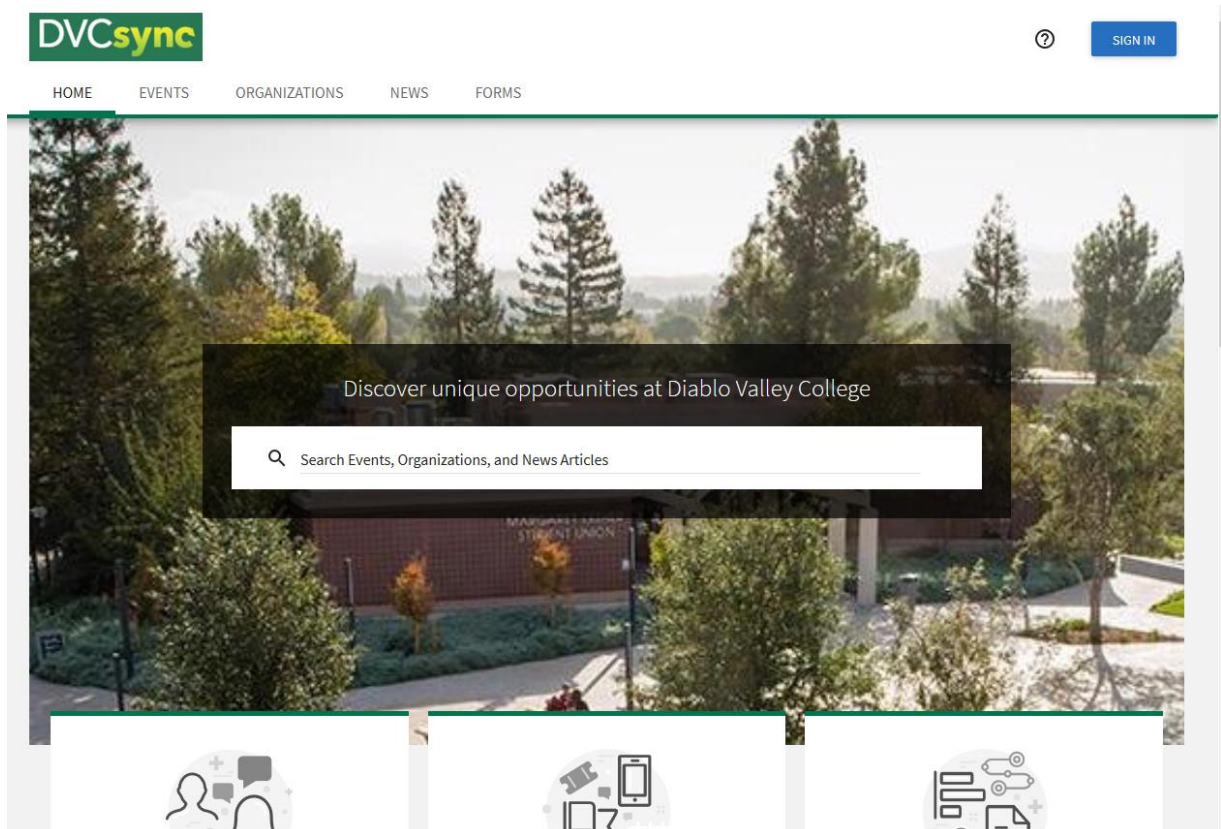
**The CORQ mobile APP is Free & available for download ([CORQ](#)) from the App Store for iPhone users and Google Play Store for Android phone users.**

## How do I log in to DVCsync?

Log in to DVCsync using your DVC Insite portal username and password

Where to access DVCsync:

- DVC Student Life Webpage: <https://www.dvc.edu/student-services/student-life/index.html>  
Then click on the **DVCsync** Logo
- <https://dvc.campuslabs.com/engage/>
- [CORQ APP](#) to follow events and learn about clubs



## What is a User Profile?

A user profile shares information about the student, staff, or faculty member. The profile has a user's name, Insite email address, and space to add information about yourself and your photo.

Complete your user profile (please use insite portal email address)

- Click your name on the upper right corner
- Click My Account on the right side bar
- "My Account" is also referred to as your "User Drawer"
- Don't forget to add your picture!

The screenshot displays the DVCsync user interface. At the top left is the DVCsync logo. A navigation bar includes links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The main content area features the heading "Explore Diablo Valley College" and a search bar labeled "Search Events, Organizations, and News Articles". Below this is a "Club Renewal" section with a message: "In order to renew your club today, please enter your advisor/s information and 6 members as well as the required data." A "Memberships" section follows, showing a grid of club cards with their respective initials and names: Alpha Gamma Sigma Honor Society, American Red Cross, Associated Valley Coll, Circle K International, Club Advisors, dvcoders, Horticulture Club, Inter-Club Council, and Internatio. On the right side, a vertical "User Drawer" menu is visible, containing a profile picture and name "Todd Farr Account", and a list of options: Event History, Memberships, Experiences, Service Hours, Diablo Valley College, Submissions, Notifications, Downloads, Get Ready to Vote, and Sign Out.

## What is a User Profile?

In your user Drawer, you can manage the following:

- ▶ Manage your personal profile, privacy settings, notification settings
- ▶ Upload your picture to your User Profile
- ▶ View a historical and current list of submissions (e.g., events, forms, elections, organization registrations)
- ▶ Create and submit Self-Reported Experiences
- ▶ View notifications from the Engage site that are relevant to you, your submissions, and the organizations you manage

There are privacy settings available under My Account Settings

The screenshot shows the DVCsync user interface. At the top left is the DVCsync logo. To the right are icons for help, a grid, and a user profile picture. Below the logo is a navigation bar with links for HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. The main content area is titled "My Account Profile" and includes a sub-navigation bar with links for PROFILE, PRIVACY SETTINGS, NOTIFICATIONS, and INTERESTS. The "PROFILE" section is active and contains two columns of information. The left column, "Profile Information", includes fields for First Name (Todd), Last Name (Farr), Suffix, Hometown, and Campus Email Address (tfarr802@email.4cd.edu). The right column, "Profile Picture", shows a circular profile picture of a man, a "Profile Picture Upload" section with a "Browse..." button and the text "No file selected.", and a "DELETE PICTURE" button. A note at the bottom of the profile information section reads: "(Please contact your system admin to update campus email)".

**DVCsync**

HOME EVENTS ORGANIZATIONS NEWS FORMS

My Account Profile

Fields marked with an asterisk (\*) are required.

PROFILE PRIVACY SETTINGS NOTIFICATIONS INTERESTS

**Profile Information**

First Name  
Todd

Last Name  
Farr

Suffix

Hometown

Campus Email Address  
tfarr802@email.4cd.edu

*(Please contact your system admin to update campus email)*

**Profile Picture**

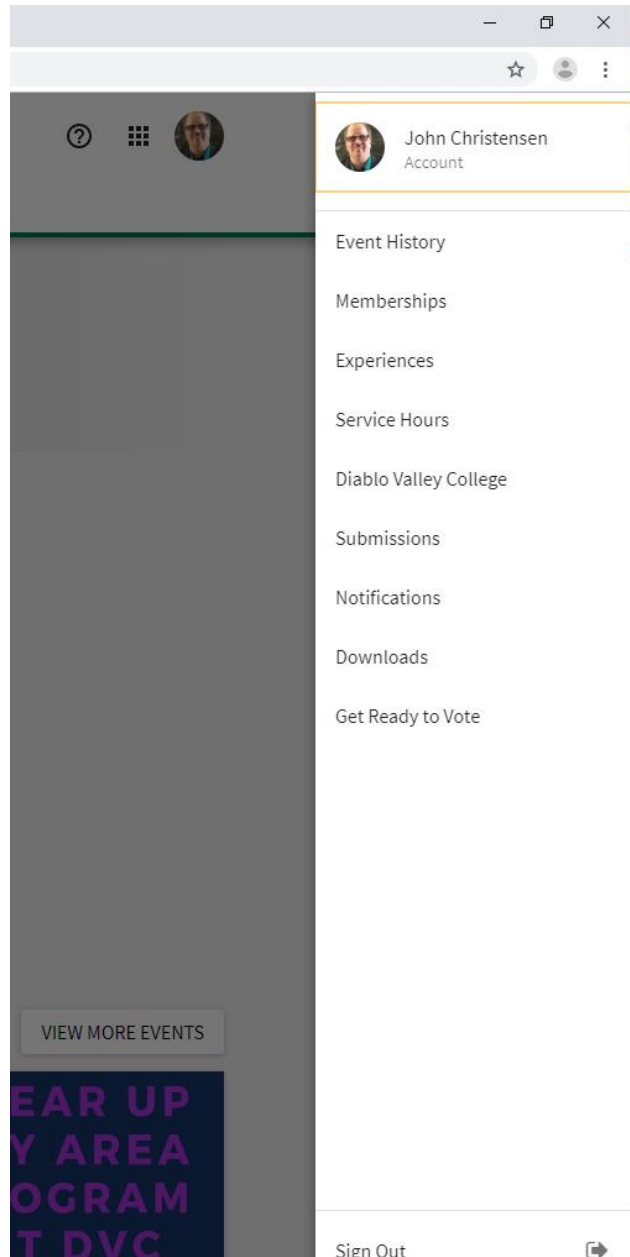
Profile Picture Upload  
Browse... No file selected.

DELETE PICTURE

## What is the Side bar Menu?

The 'Side bar Menu' is where you can access your "User Drawer" tools and settings that are specific to you! Here you'll be able to see upcoming events you've RSVP'd to, complete forms, and update your personal profile.

To access the 'Side bar Menu', just click on your name/image at the top right of the global navigation toolbar.



**Event History:** Update/edit your basic profile with user information and an image.

**Memberships:** View your memberships and edit your membership information, e.g. Officer Status and your duration,

**Experiences:** Add/Enter your separate "Out-of-Classroom" Experiences that can be added to your Co-Curricular Transcript

**Service hours:** This function is not yet being used. Stay tuned for more information.

**Diablo Valley College:** Here you will be able to create your own personal "Co-Curricular Transcript." This is an Unofficial Transcript that is not attached to your Academic transcript. You can also add your "Out-of-Classroom" experiences to your Co-Curricular Transcript.

**Submissions:** These are incomplete registrations or forms you have submitted that you need to complete

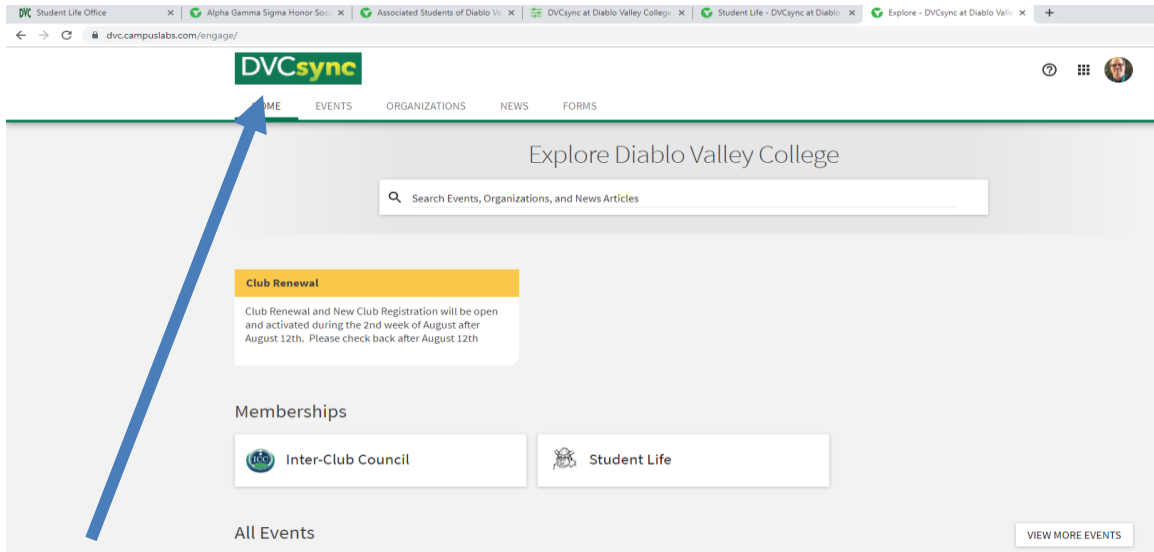
**Notifications:** This only viewable to Club Officers with access to the "Manage" mode of Engage. These are notification of any action you need to take as a Club Officer.

**Downloads:** These are DVCsync Engage system files or documents you have requested to download.

**Get Ready to Vote:** These are reminders to register to vote or to vote in upcoming regional, primary or national Elections

## What is the Community Home Page?

The Community Home Page provides a single snapshot of everything going on across all of the portals you are subscribed to or Clubs/Organizations for which you are a member. It's a centralized location for all of your involvement.



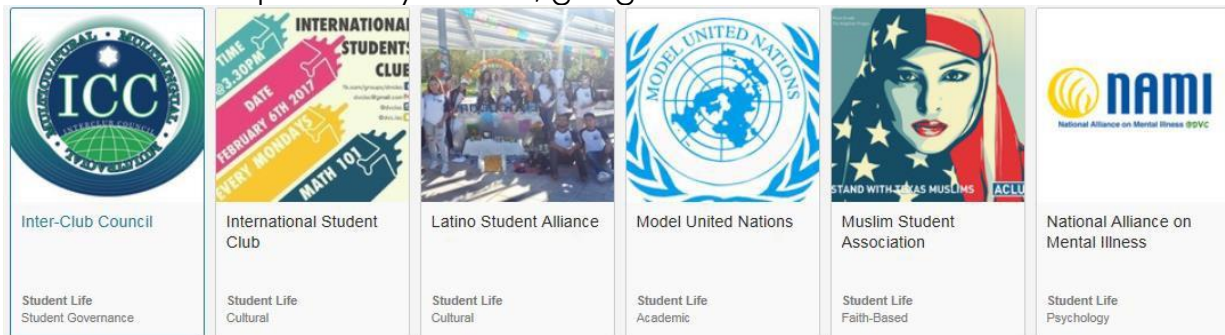
No matter where you are in DVCsync - Engage, you can always click the 'DVCsync' logo in the upper left-hand corner to return to the Community Home Page.

From the Community Home Page, you can view upcoming Events, access all Organization Portals, view News Articles, view the Forms List and submit Forms.

## What is an organization?

An organization is a page for your group, club, ASDVC or ICC. The purpose of an organization is to have a space for all of the members of a group to communicate, collaborate, store information, create calendar events, budget, and complete projects. Joining an organization will allow you to become a member of that organization. You're already in the #involvement organization!

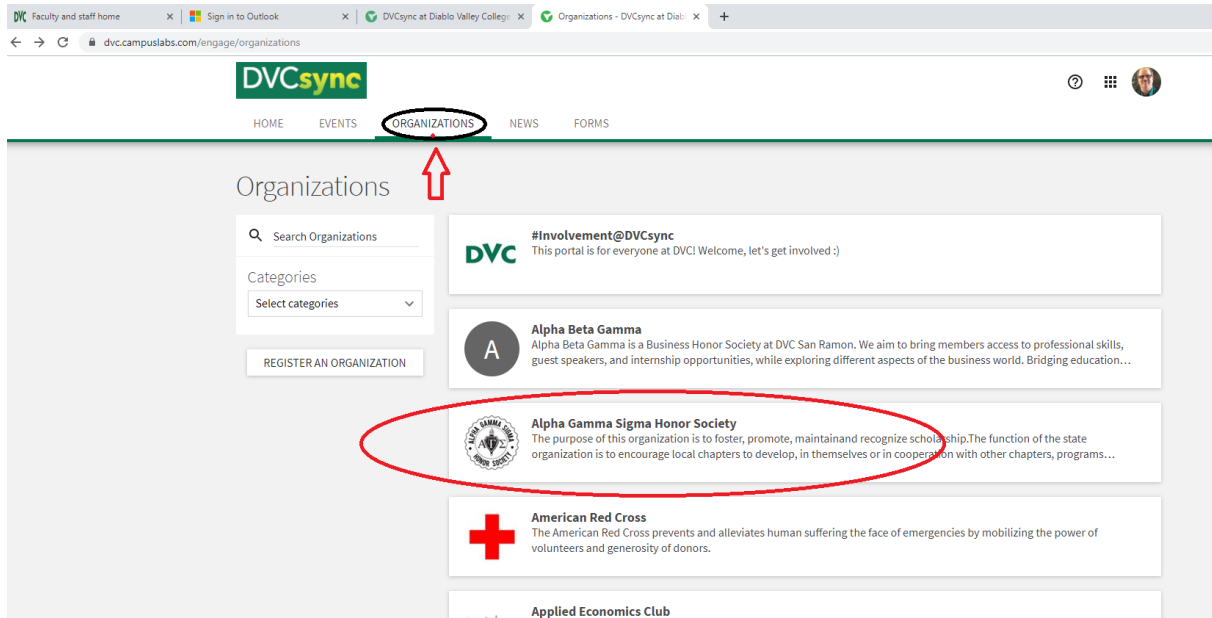
Portals should replace any listservs, google drives and USB's.



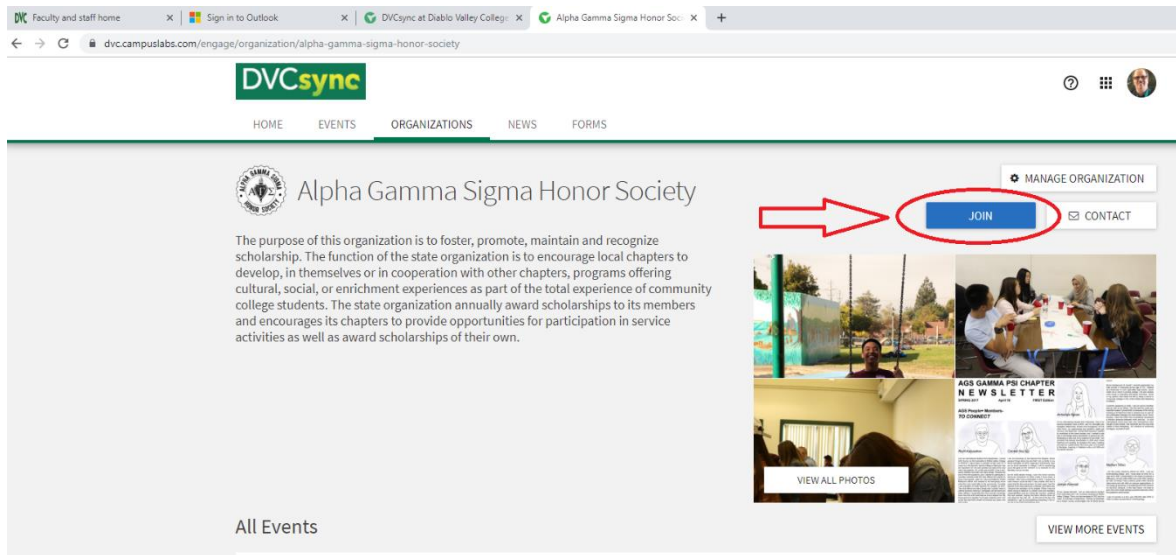


## Why would I join a portal?

To Join an organization to become involved in a group, club, or Student Government Group at DVC. Click Organizations tab



Select a club from the list by clicking on it and select/click on the "Join" Button.

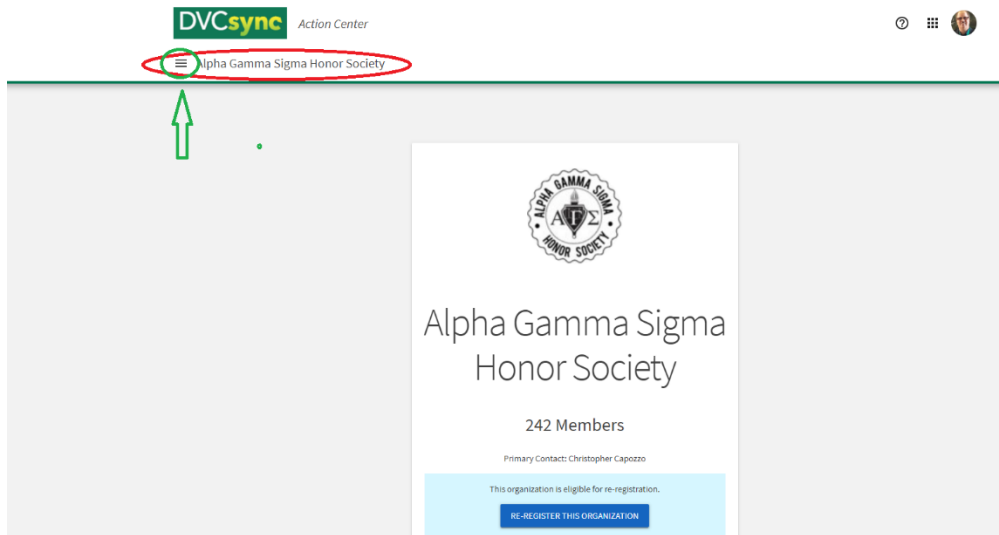


## May I create a portal?

Portals are only for sanctioned DVC Student Clubs/Organizations. Portals are automatically created when a New Club Registration is Approved. To start a new club at DVC, view the requirements in the Student Organization Handbook, attend a New Club Workshop with the Student Life Program Coordinator and Submit a "New Club Registration" in DVCsync - Engage.

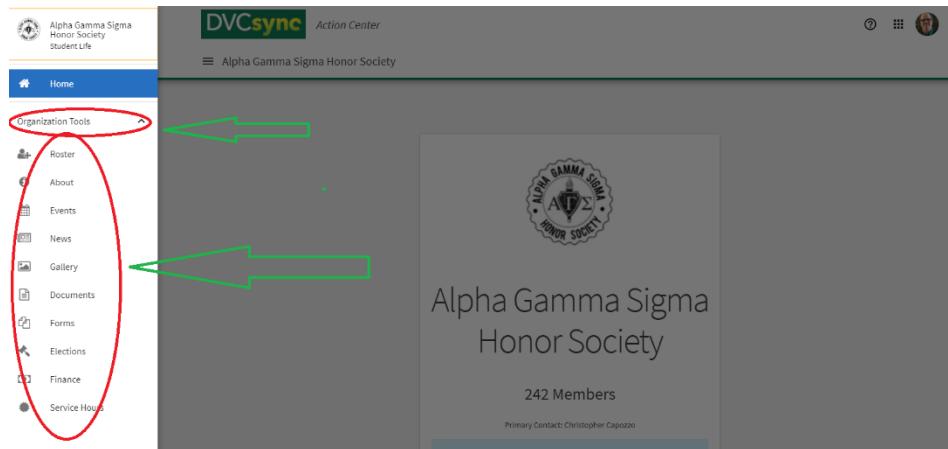
## How do I access my Club “Organizational Tools?”

Every Organization/Club organization has an “Organizational Tool” menu that allow Club Officers to manage their organization. It is located on the left hand side of your Clubs Organization in the “Manage” mode. If you do not see this option, you do not have “Manage” access within your Club’s portal. In this case, send a message to your President to request access. Only the Club President, Treasurer and Secretary are given “Manage” access. Below, you will see a Screenshot of where to access your organization Tools. Click on the “Hamburger” menu to the left of your Club name:



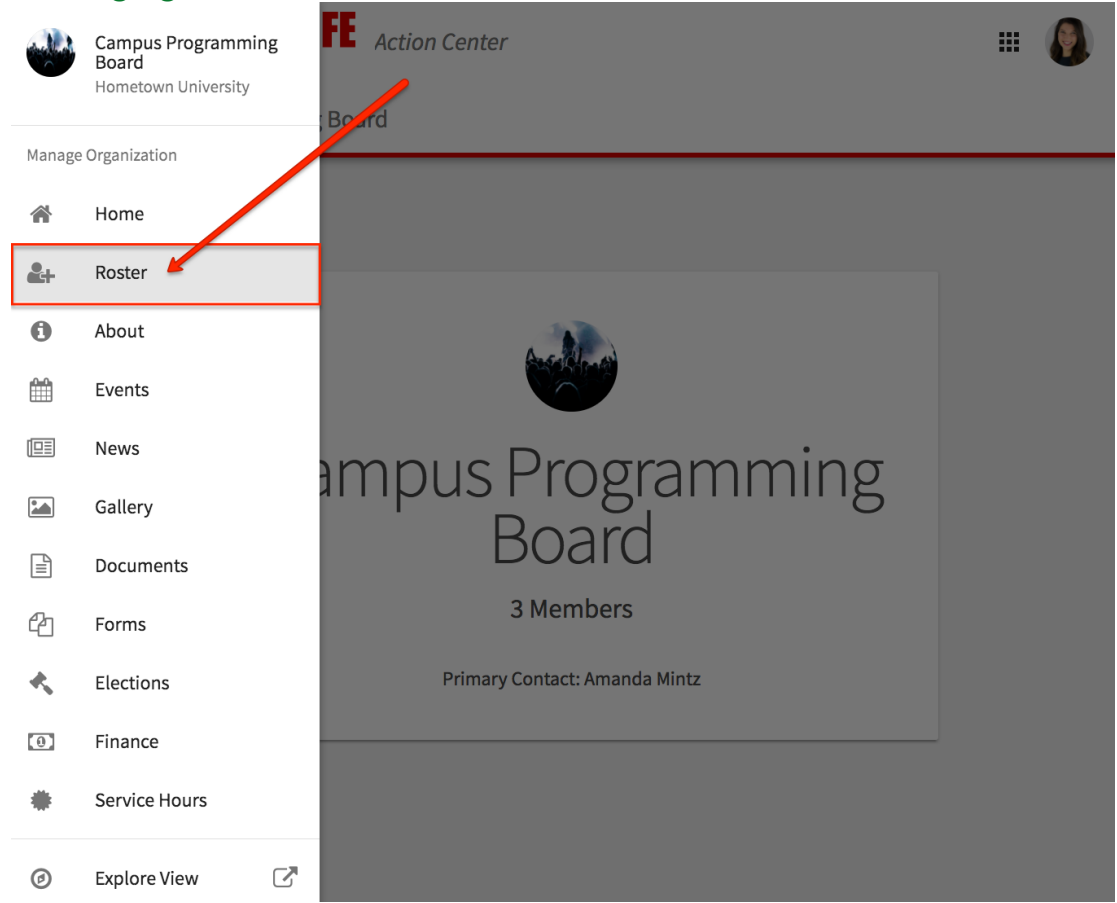
Then, your Organization Tool Menu should appear as a column in the left side of the screen. Here Club Officers with “Manage” access can manage the

Club Roster, edit the club profile & message, create & submit Club Sponsored events, create & post News articles about the Club, Upload Pictures to your Gallery; save documents, e.g., meeting agendas, meeting minutes, club letters or correspondence, Event or Club marketing flyers, etc.

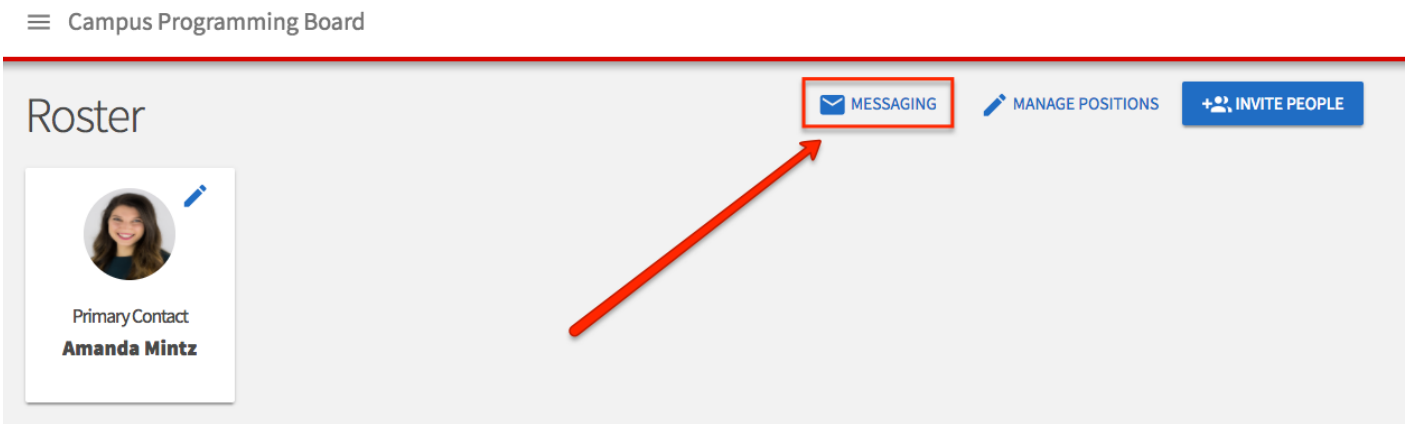


# What are the Communication Tools?

## Messaging



Click on the *Messaging* link in the upper right corner, followed by *Create Relay* on the page that loads. Click on the *Messaging* link in the upper right corner, followed by *Create Relay* on the page that loads.



Select the positions or individual members that you would like to send the message to by selecting *Edit...* within each component.

### 1) Select Recipients

Send to members holding these <b>Positions</b> <a href="#">EDIT...</a>	and/or these specific <b>Members</b> <a href="#">EDIT...</a>
Marketing Committee	<a href="#">3 Selected</a>
Marketing Committee Chair	

Enter a title for your relay/message to identify it later (this does not carry over to your message). When you're finished, click *Generate*.

On the new page, take the Temporary Relay Address (email address in blue text), open a new email in your preferred email account (e.g., Outlook), and add this into the "To" field. Then, just compose and send your message as normal!

Remember that messages are sent within the system and then out to an e-mail address if the user has not opted out of receiving messages via e-mail in their notification settings.

### Forms

Go paperless by creating all of your forms online! It easy to create any type of form, review all submissions and generate meaningful reports. To learn more, click [here](#).

In your Organization Tool Menu, Club Officers with Access to the “Manage” mode will have the ability to save pictures, files, forms & other documents, e.g., Club meeting Agendas and meeting Minutes

### **Files, Forms & other Documents**

Create an organization knowledge base by storing all of your files online. By saving & storing files in the “Documents” section of your Organization Tools, you can ease officer transition and prevent future members from duplicating work.

### **Photos**

Photos can be saved & stored in the “Gallery” section of your Organization Tools, which allows every organization to store unlimited amounts of photos and albums.

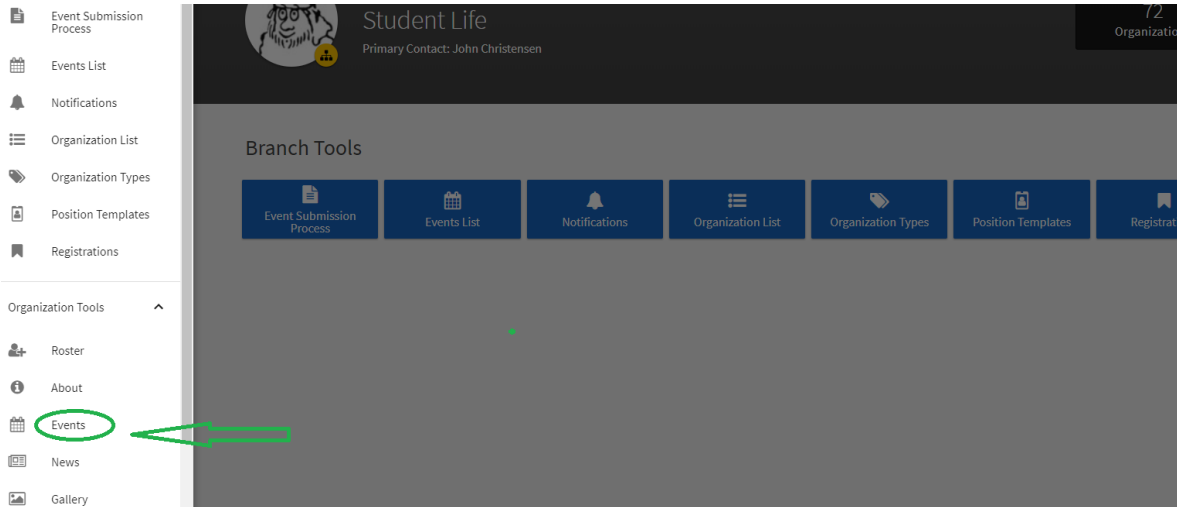
### **Videos**

Unlike photos and files, videos cannot be uploaded directly to DVCsync – Engage. They must first be uploaded to a third-party video site (like YouTube, Vimeo or Facebook) and then added to DVCsync.

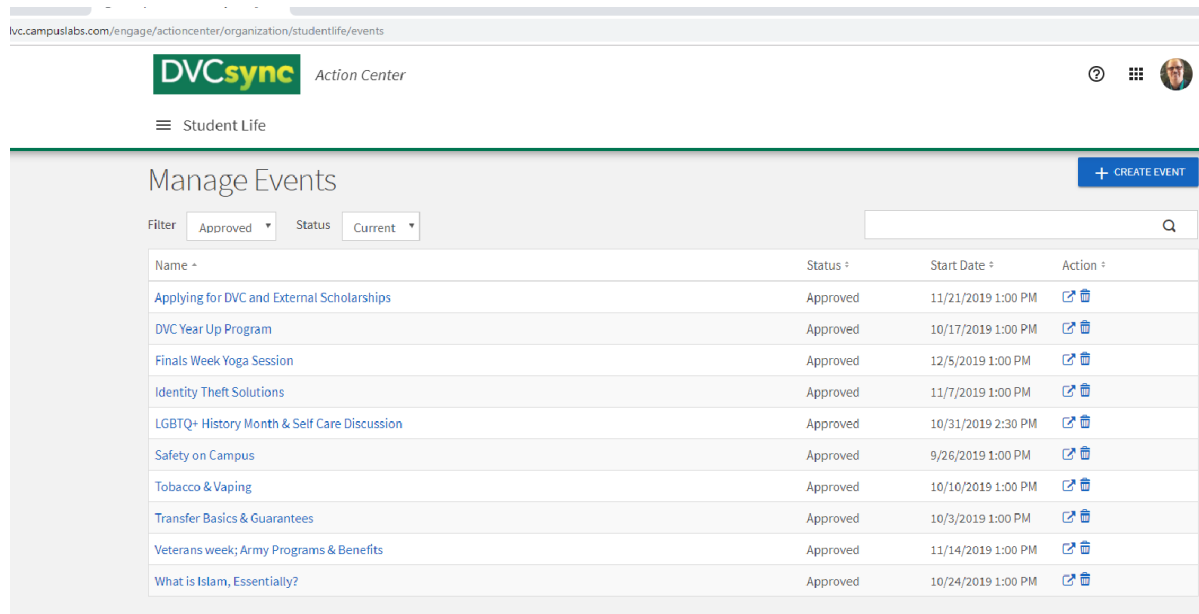
## How to submit Event requests

### Events

Only Club Officers with “Manage” access are able to submit Event Requests. To submit an Event Request, Click on the “Events” option from your Organization Management Tools menu.



A list of upcoming events will appear. Click on the **Blue** “Create Event” button on the upper right side of your screen.




Enter all the event details in the required fields and submit. Remember that Event requests must be submitted at least 2 weeks prior to the date of the Event and complex events, e.g., events with accompanying Funding requests, involving food catering, off-campus field trips involving travel/overnight accommodations or collaboration of multiple clubs or campus departments must be submitted at least 4 weeks in advance of the Event date.

# How to submit Event requests

DVC Student Life Office x DVCsync at Diablo Valley College x +

dvc.campuslabs.com/engage/submitter/organization/studentlife/eventssubmission/create

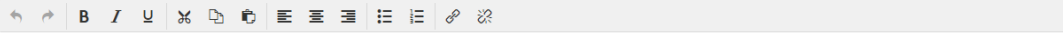
**DVCsync** Action Center ? 

≡ Student Life

## Create Event

\* Event Title  \* Theme

\* Description

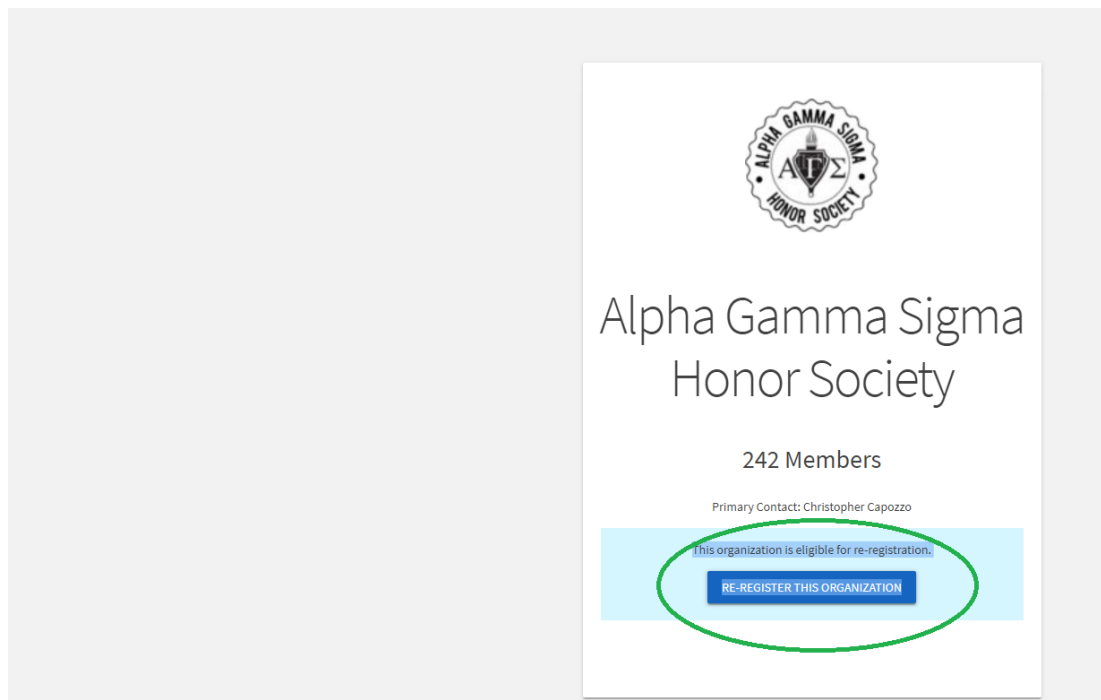


Additional organizations co-hosting this event

## How do I renew my club electronically?

To renew your club for the next semester, you should already have an organization.

- Only Club Officers with “Manage” access can submit the Returning Student Club Registration
- Select “Manage” in the switchboard and open your Club Organization in “Manage” mode
  - You will see a Blue box that says “This organization is eligible for re-registration.”  
**RE-REGISTER THIS ORGANIZATION**
- Click on the Blue Box and it takes you to the beginning of the Returning Student Club Registration. Follow the instructions and complete all required fields.



**In Order to Complete the Returning Student Club Registration, You Will Need:**

- 6 club Members including the 4 required Officer officer's names (these people should be registered in at least 5 units for the upcoming semester and have a 2.0GPA or higher,) student ID numbers, phone numbers & email addresses
- Your club's preferred meeting time (consult your faculty Adviser)
- 3 options for a meeting room listed in order of preference



## How do I renew my club electronically?

- If you are unable to complete the registration, you can exit without submitting the Registration and your entries will be saved. To return & complete later, go to your User Drawer & Click on “Submissions”

The screenshot shows the DVCsync web application interface. The main content area is titled "Register an Organization" and is divided into two sections: "Re-Register Existing" and "Register New". The "Re-Register Existing" section features a search bar labeled "Find an organization to re-register" and a list of organizations with "RE-REGISTER" buttons. The "Register New" section has a "REGISTER A NEW ORGANIZATION" button. On the right side, there is a user drawer menu for "John Christensen" with various options. A large white arrow points to the "Submissions" link in the user drawer menu.

Organization	Availability	Action
#Involvement@DVCsync	Available	RE-REGISTER
Alpha Beta Gamma	Available	RE-REGISTER
Alpha Gamma Sigma Honor Society	Available	RE-REGISTER
American Red Cross	Available	RE-REGISTER
Applied Economics Club	Available	RE-REGISTER

## What are the DVCsync Use Guidelines?

The College provides DVCsync as a resource to student organizations for the purpose of assisting them in their performance of duties and the execution of their programming.

### Ownership

Electronic files created, sent, received, or stored on DVCsync are under the custody and control of Campus Labs, Diablo Valley College and Contra Costa Community College District. DVCsync is the exclusive property of Diablo Valley College and the Contra Costa Community College District.

### Requirements

1. User must familiarize themselves with the [District Acceptable Technology Use Business Procedure 10.06](#).
2. Users must not attempt to access any data, documents, email correspondence or programs contained on the DVCsync system for which they do not have authorization.
3. Users must not share their account(s), passwords, or similar information used for identification and authorization purposes.
4. Users must not purposely engage in activity that may harass, threaten or abuse others or intentionally access, create, store or transmit material which the District or College may deem to be offensive, indecent or obscene, or that is illegal according to local, state or federal law.
5. Users must report any incidents of possible misuse or violation to the Student Life Manager or designee for follow up.

### Content/Activity Prohibited

Determination of prohibited content and activity is at the sole discretion of Campus Labs, Diablo Valley College and Contra Costa Community College District. The following are examples of illegal and prohibited content and activities on DVCsync:

1. Content which is patently offensive and promotes racism, bigotry, hatred or physical harm of any kind against any group or individual;
2. Harasses or advocates harassment of another person;
3. Exploits people in a sexual or violent manner;
4. Contains nudity, excessive violence, or offensive subject matter or contains a link to an adult website;
5. Constitutes or promotes information that you know is false or misleading or promotes illegal activities or conduct that is abusive, threatening, obscene, defamatory or libelous;
6. Contains restricted or password only access pages or hidden pages or images (those not linked to or from another accessible page);
7. Violates the privacy rights, publicity rights, copyrights, trademark rights, contract rights or any other rights of any person.

## **Acceptable Technology Use Enforcement**

Violation of either the [Acceptable Technology Use, Contra Costa Community College District Business Procedure 10.06](#) or the [Student Code of Conduct, Contra Costa Community College Student Services Procedure 3027](#) should be reported to the Student Life Manager or designee.

Violations may result in disciplinary action, loss of access privileges, civil, or criminal prosecution.