Faculty Online Compliance Training for Distance Education

The Faculty Online Compliance Training for Distance Education curriculum is accessed through the MIST system. To access the MIST system, you will need to sign in with your single sign-on login.



<u>Note</u>: If you have forgotten your password or need assistance logging in to the MiraCosta Portal, please contact the AIS Help Desk (760) 795-6850.

Navigate and Access Trainings in MIST

1. From the Canvas Module, click the "Faculty Online Certification Basic

Compliance Training" link to navigate to the curriculum in the MIST system.

Faculty Online Compliance Training for Distance Education Curriculum

Click the link below to navigate to the training curriculum in the MIST system. For directions on how to complete the trainings in MIST, please refer to the instructional aids provided below.

Faculty Training Curriculum in MIST @

a. This can also be found in the MIST system directly by searching for
"Faculty Online Compliance Training for Distance Education" In the upper,
right-hand search menu.

Faculty Online Training Curriculum

2. Click "Open Curriculum" to launch the trainings in MIST.

| CURRICULUM | CURRICULUM |
|--|---------------------------|
| Faculty Online Compliance Training for | Faculty Online Compliance |
| Distance Education | Education |
| Last Updated 10/27/2021 Duration 2 hours, 1 minute | In Progress |
| Details | Open Curriculum |
| The curriculum provided below meets the District's compliance training requirements for distance education. The training will be no longer than three (3) hours total. | or |
| | Assign |
| The compliance training includes the following topics: | |
| Accessibility | |
| Online Course Design | |
| FERPA | |
| Show More | |

3. Click "Launch" to open the first training in the list, Intersection between Section

504 and Section 508.



4. Once you have finished the training, return to the curriculum to complete the

evaluation. Click "Evaluate" to launch the evaluation.

| 1 | Interrection between Section 504 and Section 509 | |
|---|--|------------|
| | Status: Pending Evaluation Due: No Due Date Training Hours: 30 min This module discusses what Section 504 and Section 508 are, and how they complement each other. It also explains more about programs that serve | Evaluate 🔻 |

5. After completing the first training and evaluation, your training will be marked as complete and your curriculum progress indicator wheel in the upper, left-hand corner will show percentage progress for the curriculum. Additionally, your training will show a checkmark in the upper, right-hand corner of the training's icon.



 Return to the curriculum to continue with each of the six (6) trainings in the curriculum, evaluating each training upon completion of the training module, if prompted to do so.

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Important!

The following four trainings created by California Community Colleges (CCC) require evaluations to be marked "complete" in your curriculum. Please ensure you complete the evaluations to obtain "completion" status for the trainings below:

- 1. Intersection between Section 504 and Section 508
- 2. Universal Design for Learning
- 3. Accessible Instructional Materials
- 4. Accessible Presentations
- 7. After completing all six (6), click "Launch" to read MiraCosta College's AP 3750:

Use of Copyrighted Material. This will navigate you to an external page on the

MCC website for the AP language.



8. Upon finishing reading through AP 3750: Use of Copyrighted Material, click

"Mark Complete" to mark the training as complete.



9. After completing the entire curriculum (all 7 items – six (6) trainings and one (1)

document), print a copy of your transcript. Follow the directions below to create a PDF copy of your MIST transcript.

10. In the upper, left-hand corner of the MIST system, hover over the "Home" button

to select "Welcome".



- 11. From the "Welcome Page" in MIST, locate the Transcript button underneath the banner image.
- Click the "Transcript"
 button to navigate to your
 full transcript.



13. Select "Completed" from the drop-down menu in the upper, right-hand corner to

display completed trainings on your transcript.

| Welcome to your learning transcript! To add workshops/trainings to your transcript, just navigate to the LEARNING tab, search for learning, and registe 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 a 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 workshops you have completed will show on the COMPLETED screen (use the drop down menu). Note that upon completion, your ACTIVE courses will Courses you did not attend or withdrew from will move automatically to ARCHIVED. | r for workshops. If you would nd then select ADD EXTERNA progress will show on the AC be immediately moved to the |
|---|--|
| Active By Date Added All Types Active | Search for training |
| Completed ility in Canvas (self-paced) @ONE Online Course | Launch |

14. After navigating to the "Completed" trainings on your transcript, click the three dot

menus in the upper, right-hand corner to access a PDF copy of your transcript.

| Welcome to your learning transcript! To add workshops/trainings to your transcript, just navigate to the LEARNING tab, search for learning, and regist 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- 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 workshops you have completed will show on the COMPLETED screen (use the drop down menu). Note that upon completion, your ACTIVE courses will Courses you did not attend or withdrew from will move automatically to ARCHIVED. | Pr for workshops. If you would be a complete and then select ADD PP, anNAL TRAINING. To a progress will show on the ACTIVE screen and I be immediately moved to the COMPLETED tab. |
|---|---|
| Completed By Completion Date All Types Search Results (16) | Search for training Q |
| College Admin Functional Office Hours (Starts 10/8/2021 10:00 AM) Completed: 10/8/2021 Status: Completed | View Certificate |
| Vision Resource Center: College Admin Technical Office Hours (Starts 9/20/2021) | |

15. Select "Export to PDF" to download a PDF copy of your transcript.

| anscript: | | | | | | | | |
|--|---|---|---|---|---|--|---|------------------------|
| lcome to your learning tr ming outside of schedule at a report showing your rkshops you have comple urses you did not attend | anscript! To add workshop d activities, you can add a total completed hours clic ted will show on the COM or withdrew from will mov | s/trainings to your tran n external training by o k on the button with th PLETED screen (use the e automatically to ARC | iscript, just r licking on th e three dots e drop down HIVED. | navigate to the LEARNING ne button with the three do and select RUN TRANSCR menu). Note that upon co | ab, search for learning, ts in the upper right ha IPT REPORT. Workshop mpletion, your ACTIVE | and register for workshops. If nd corner and then select ADE s that are in progress will show courses will be immediately m | Add External Tra Export to PDF Print Transcript Run Transcript R | aining _h Report |
| Completed * B | y Completion Date 🔻 | All Types 👻 | | | | Search for training | 9 | ٩ |

Faculty Online Training Curriculum

- 16. Submit the PDF of your transcript showing the completion of the curriculum and the signed *MiraCosta Online Class Requirements Checklist* located in the Canvas module to your Dean and department administrative support assistant.
- **17.** Congratulations! You have now completed the Faculty Online Compliance Training for Distance Education curriculum!