

## 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.




**Note:** 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.

2. Click “Open Curriculum” to launch the trainings in MIST.

**CURRICULUM**

## Faculty Online Compliance Training for Distance Education

Last Updated 10/27/2021 Duration 2 hours, 1 minute

**Details**

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.

The compliance training includes the following topics:

- Accessibility
- Online Course Design
- Copyright Infringement
- FERPA

[Show More](#)

**CURRICULUM**

Faculty Online Compliance Training for Distance Education

In Progress

**Open Curriculum** ▼

or

Assign

3. Click “Launch” to open the first training in the list, Intersection between Section 504 and Section 508.

Online Course Design  
Accessibility  
Copyright  
FERPA

**Intersection between Section 504 and Section 508**  
Status: Registered 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...

**Launch** ▼

**Universal Design for Learning**  
Status: Registered Due: No Due Date Training Hours: 34 min  
Creating accessible materials will assist in reaching the broadest audience of learners possible. In this module, users will explore the concept and benefits...

**Launch** ▼

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

evaluation. Click “Evaluate” to launch the evaluation.

**Intersection between Section 504 and Section 508**  
**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...

- 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.

**Faculty Online Compliance Training for Distance Education** Options ▾


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.

The compliance training includes the following topics:

- Accessibility
- Online Course Design
- Copyright Infringement
- FERPA

**Intersection between Section 504 and Section 508**  
**Status:** Completed **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...

- 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.




**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.



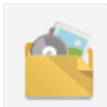
**MCC AP 3750: Use of Copyrighted Material** ⓘ

**Status:** Registered    **Due:** No Due Date

AP 3750: Use of Copyrighted Material details copyright and fair use policies for MiraCosta Community College District.

Launch
▼



8. Upon finishing reading through AP 3750: Use of Copyrighted Material, click “Mark Complete” to mark the training as complete.



**MCC AP 3750: Use of Copyrighted Material** ⓘ

**Status:** In Progress    **Due:** No Due Date

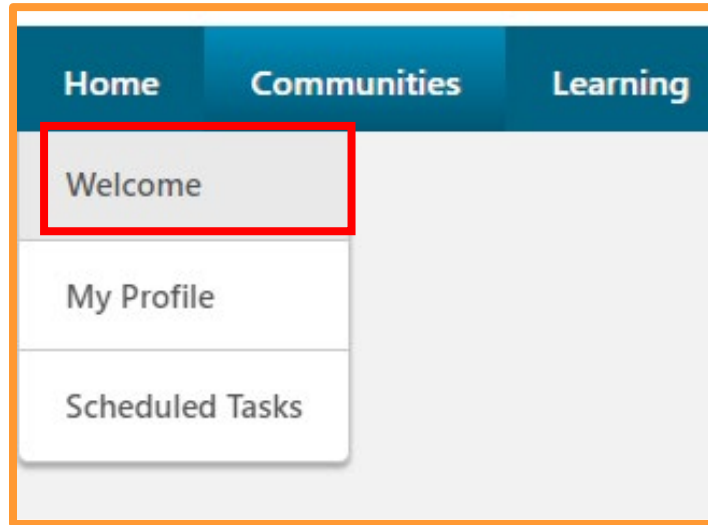
AP 3750: Use of Copyrighted Material details copyright and fair use policies for MiraCosta Community College District.

Mark 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.

- In the upper, left-hand corner of the MIST system, hover over the “Home” button to select “Welcome”.

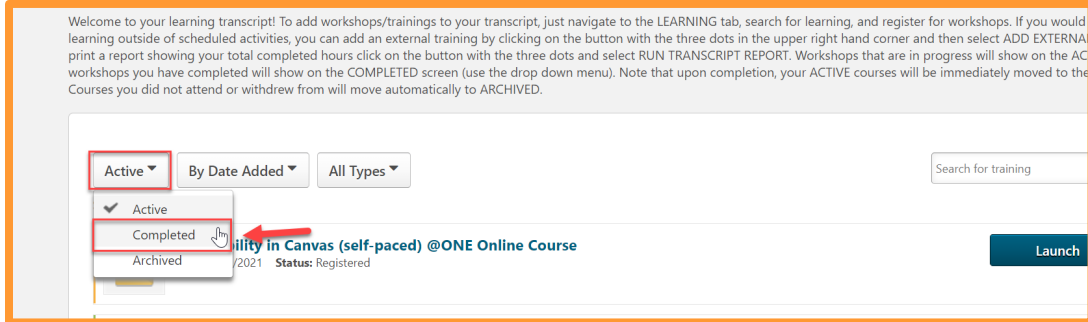


- From the “Welcome Page” in MIST, locate the Transcript button underneath the banner image.

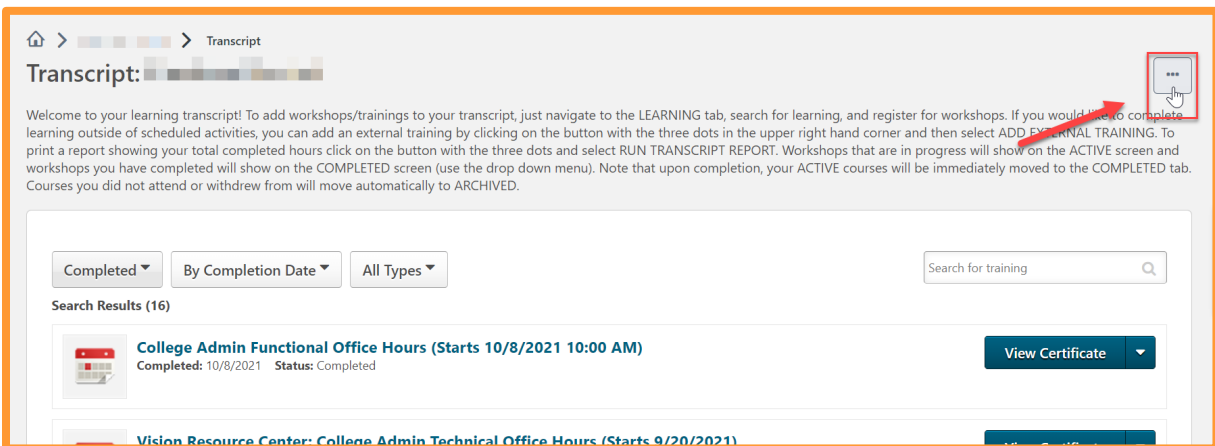


- Click the “Transcript” button to navigate to your full transcript.

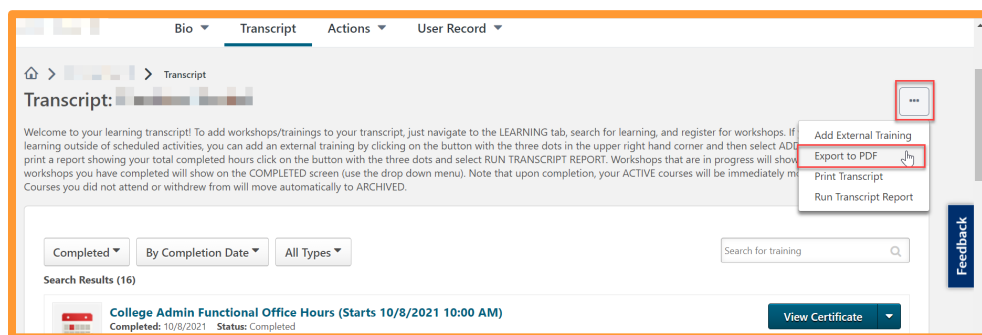
13. Select “Completed” from the drop-down menu in the upper, right-hand corner to display completed trainings on your transcript.



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.



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



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!