

**From:** [Rebecca Pang](#)  
**To:** [cc\\_adjunct](#); [cc\\_faculty\\_full](#)  
**Cc:** [Justin Witt](#)  
**Subject:** Reminder of Online Canvas Training Subscription - Available 9/30/2016 to 9/29/2017  
**Date:** Monday, March 27, 2017 2:28:00 PM

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This is a reminder of the Canvas training available to you.

From: Rebecca Pang  
Sent: Tuesday, October 11, 2016 4:40 PM  
To: cc\_adjunct <[cc\\_adjunct@cerrocoso.edu](mailto:cc_adjunct@cerrocoso.edu) <[mailto:cc\\_adjunct@cerrocoso.edu](mailto:cc_adjunct@cerrocoso.edu)> >; cc\_faculty\_full <[cc\\_faculty\\_full@listserv.cerrocoso.edu](mailto:cc_faculty_full@listserv.cerrocoso.edu) <[mailto:cc\\_faculty\\_full@listserv.cerrocoso.edu](mailto:cc_faculty_full@listserv.cerrocoso.edu)> >  
Cc: Tammy Kinnan <[tkinnan@cerrocoso.edu](mailto:tkinnan@cerrocoso.edu) <<mailto:tkinnan@cerrocoso.edu>> >; Corey Marvin (<[cmarvin@cerrocoso.edu](mailto:cmarvin@cerrocoso.edu) <<mailto:cmarvin@cerrocoso.edu>> >) <[cmarvin@cerrocoso.edu](mailto:cmarvin@cerrocoso.edu) <<mailto:cmarvin@cerrocoso.edu>> >; Christine Small <[christine.small@cerrocoso.edu](mailto:christine.small@cerrocoso.edu) <<mailto:christine.small@cerrocoso.edu>> >; Paula Suarez (<[pasuarez@cerrocoso.edu](mailto:pasuarez@cerrocoso.edu) <<mailto:pasuarez@cerrocoso.edu>> >) <[pasuarez@cerrocoso.edu](mailto:pasuarez@cerrocoso.edu) <<mailto:pasuarez@cerrocoso.edu>> >; Justin Witt (<[justin.witt@cerrocoso.edu](mailto:justin.witt@cerrocoso.edu) <<mailto:justin.witt@cerrocoso.edu>> >) <[justin.witt@cerrocoso.edu](mailto:justin.witt@cerrocoso.edu) <<mailto:justin.witt@cerrocoso.edu>> >; Pamela Campbell <[pamela.campbell@cerrocoso.edu](mailto:pamela.campbell@cerrocoso.edu) <<mailto:pamela.campbell@cerrocoso.edu>> >; Kristin Hanle <[kristin.hanle@cerrocoso.edu](mailto:kristin.hanle@cerrocoso.edu) <<mailto:kristin.hanle@cerrocoso.edu>> >; Lisa Stephens <[lisa.stephens@cerrocoso.edu](mailto:lisa.stephens@cerrocoso.edu) <<mailto:lisa.stephens@cerrocoso.edu>> >; Deanna Campbell <[dcampbel@cerrocoso.edu](mailto:dcampbel@cerrocoso.edu) <<mailto:dcampbel@cerrocoso.edu>> >; Michael Kane <[michael.kane@cerrocoso.edu](mailto:michael.kane@cerrocoso.edu) <<mailto:michael.kane@cerrocoso.edu>> >; Caroline Sanderson <[caroline.sanderson@cerrocoso.edu](mailto:caroline.sanderson@cerrocoso.edu) <<mailto:caroline.sanderson@cerrocoso.edu>> >  
Subject: Online Canvas Training Subscription - Available 9/30/2016 to 9/29/2017

Dear Faculty,

Good news!

KCCD has purchased Canvas training subscription that will grant you access to Instructure's entire Canvas online training beginning 9/30/16 and ending 9/29/17. The details for the training are included below.

1. Sign In / Create an Account using your institution assigned email address (<https://community.canvaslms.com/community/answers/training/>)
2. Select & register for the trainings that you would like to attend
3. Repeat

Please let me know if you have questions.

Thanks,

Rebecca

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Rebecca Pang

Director, Distance Education

Cerro Coso Community College

3000 College Heights Boulevard, LRC, 724C

Ridgecrest, CA 93555

Tel: 760-384-6115

Fax: 760-384-6186

<<mailto:Rebecca.pang@cerrocoso.edu>> Rebecca.pang@cerrocoso.edu

From: [Rebecca Pang](#)  
To: [cc\\_faculty\\_full](#); [cc\\_adjunct](#)  
Cc: [Justin Witt](#)  
Subject: Canvas Training Schedule! Canvas FastTrack Series & Lunch-n-Learn  
Date: Tuesday, August 01, 2017 8:35:00 AM

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**Watch Student Canvas Tutorial:** [Navigating Your Online Course Successfully](#)  
Click to Take [Computer Readiness Test](#)

**Canvas FastTrack Series (Self-Pace, Online, Offered by Instructure)** - Quick video guide for faculty to help with the alignment of Canvas tools with SAMR and the ways to increase user engagement.  
<https://community.canvaslms.com/docs/DOC-6352>

**Lunch-n-Learn Canvas Sessions (Cerro Coso Faculty & Staff, Live Online Session Using ConferNow)**

To register for the session, please email [Rebecca.pang@cerrocoso.edu](mailto:Rebecca.pang@cerrocoso.edu).

August 29th from 12:30-1:30pm – Peter Fulks, Professor of Criminal Justice – **“Better Engagement and Reduced Workload: Canvas Mobile App”**

September 5th from 12:30-1:30pm – Guck Ooi – **“Benefits of Using Canvas for Your Onsite Courses”**

September 12th from 12-1pm – Dawn Ward, Professor of Paralegal – **“Grading in Canvas and Grading Offline”**

September 19th from 12:30-1:30pm – Justin Witt – Justin Witt, Canvas Admin and Educational Media Specialist – **“Proctorio - Student’s Perspective”**

September 26th from 12:30-1:30pm – Vivian Baker, Professor of Child Development – **“Methods to Enhance Your Regular and Effective Contact with Online Students”**

October 17th from 12:30-1:30pm – Matt Hightower, Professor of Business & Information Technology – **“How to Create an Interactive PowerPoint for Your Online Course”**

November 7th from 12:30-1:30pm – Nakysa Cummings, Associate Professor of Psychology – **“Reduce Student Cost and Support student success through Open Education Resources”**

November 21st from 12:30-1:30pm – Suzie Ama – **“Making Online Courses Accessible”**

More coming soon!

**24/7 Canvas Support Hotline for Cerro Coso Community College Phone #– (844) 589-3854**

**Faculty Mentors – Below are a list of faculty mentors you can contact if you have questions relating to Canvas and would like to have a faculty perspective.**

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Faculty Mentors for Canvas		
Department/Campus	Faculty	Email
Allied Health Careers	Michael Metcalf	<a href="mailto:mmetcalf@cerrocoso.edu">mmetcalf@cerrocoso.edu</a>
Allied Health Careers	Matthew Wanta	<a href="mailto:matthew.wanta@cerrocoso.edu">matthew.wanta@cerrocoso.edu</a>
Child Development	Lisa Fuller	<a href="mailto:lfuller@cerrocoso.edu">lfuller@cerrocoso.edu</a>
Child Development	Vivian Baker	<a href="mailto:vbaker@cerrocoso.edu">vbaker@cerrocoso.edu</a>
CIS & Business	Karen O'Connor	<a href="mailto:koconnor@cerrocoso.edu">koconnor@cerrocoso.edu</a>
Counseling	Karee Hamilton	<a href="mailto:khamilton@cerrocoso.edu">khamilton@cerrocoso.edu</a>
English and Foreign Languages	Cliff Davis	<a href="mailto:cmdavis@cerrocoso.edu">cmdavis@cerrocoso.edu</a>

Library/LRC	Julie Cornett	<a href="mailto:jcornett@cerrocoso.edu">jcornett@cerrocoso.edu</a>
Mathematics	Steve Roger	<a href="mailto:stogers@cerrocoso.edu">stogers@cerrocoso.edu</a>
Kinesiology and Health Science	Kimberlee Kelly	<a href="mailto:kikelly@cerrocoso.edu">kikelly@cerrocoso.edu</a>
Public Service	Jarrod Bowen	<a href="mailto:jarrod.bowen@cerrocoso.edu">jarrod.bowen@cerrocoso.edu</a>
Science	Scott Cameron	<a href="mailto:scameron@cerrocoso.edu">scameron@cerrocoso.edu</a>
Social Science	Sarah King	<a href="mailto:sarah.king1@cerrocoso.edu">sarah.king1@cerrocoso.edu</a>
Visual & Performing Arts	Lisa Darty	<a href="mailto:ldarty@cerrocoso.edu">ldarty@cerrocoso.edu</a>
IWV Site	Dawn Ward	<a href="mailto:dawn.ward@cerrocoso.edu">dawn.ward@cerrocoso.edu</a>
Kern River Valley Site	Gary Enns	<a href="mailto:genns@cerrocoso.edu">genns@cerrocoso.edu</a>
Tehachapi Site	Dean Bernsten	<a href="mailto:dbernste@cerrocoso.edu">dbernste@cerrocoso.edu</a>
Bishop Site	Matt Hightower	<a href="mailto:mhightow@cerrocoso.edu">mhightow@cerrocoso.edu</a>
Mammoth Site	Greg Kost	<a href="mailto:gkost@cerrocoso.edu">gkost@cerrocoso.edu</a>
Cerro Coso Community College	Suzanne Ama	<a href="mailto:sama@cerrocoso.edu">sama@cerrocoso.edu</a>

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**Canvas Orientation for Faculty (Self-Pace, Online, Offered by Instructure)** – This is a self-paced Canvas Instructor Orientation course designed to familiarize instructors with the basic need-to-know tools and features of Canvas in an effort to prepare them for course design and delivery.

<https://resources.instructure.com/courses/445>

**Introduction to Teaching with Canvas (Self-Pace, Online, Offered by @One)** – This course introduces you how to teach using the Canvas learning management system by Instructure. You will learn how the system works through a series of curated readings and recall what you have learned through formative quizzes. You will also be provided with an opportunity to practice what you have learned through a series of hands-on exercises focused on the subject you teach.

<http://www.onefortraining.org/node/785>

**Canvas Instructor Guide** – The guides provide quick how-to's with step-by-step screenshots.

<https://community.canvaslms.com/docs/DOC-4131>

**Canvas Video Guide** - The guides provide quick how-to's with step-by-step videos.

<https://community.canvaslms.com/docs/DOC-3891>

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[Rebecca.pang@cerrocoso.edu](mailto:Rebecca.pang@cerrocoso.edu)

**From:** [Rebecca Pang](#)  
**To:** [cc\\_faculty\\_full](#); [cc\\_adjunct](#)  
**Subject:** DE Tips & Resources - OEI Course Design Rubric - Section D: Multimedia and Accommodation  
**Date:** Friday, November 03, 2017 10:42:00 AM  
**Attachments:** [image001.png](#)

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The OEI Course Design Rubric was developed in 2014 by the OEI Professional Development work group to assure that all courses offered as part of the initiative promote student success and meet existing regulatory and accreditation requirements. It has undergone three major revisions since then, including the current iteration, in response to changes in available instructional technology and feedback from both instructors and reviewers.

For a course to be offered to students in the CCC Course Exchange, it must first go through a course review process that ensures alignment with the OEI Course Design Rubric. The Rubric is divided into five sections.

OEI Rubric (<https://drive.google.com/file/d/0B1xkCojmd9vWNFdtcUsyYU1WSkU/view>)

Rebecca

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**From:** [Rebecca Pang](#)  
**To:** [cc\\_adjunct](#); [cc\\_faculty\\_full](#)  
**Cc:** [Justin Witt](#)  
**Subject:** DE Tips & Resources: Check Your Online Course Accessibility  
**Date:** Monday, February 12, 2018 2:29:00 PM

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## Bi-Monthly DE Tips & Resources: Is Your Online Course Accessible?

### **Web Accessibility Law in Higher Education**

<http://ncdae.org/blog/web-accessibility-law/>

### **NEW! Check Your Online Course Accessibility**

- Contrast Ratio Analyser - online service  
<http://juicystudio.com/services/luminositycontrastratio.php>
- Colour Contrast Check  
[http://snook.ca/technical/colour\\_contrast/colour.html#fg=33FF33,bg=333333](http://snook.ca/technical/colour_contrast/colour.html#fg=33FF33,bg=333333)
- Index of Color Contrast Samples <http://trace.wisc.edu/contrast-ratio-examples/>
- Three or Below Flashes/Blinks to have an Accessible Online Course  
<https://www.w3.org/TR/UNDERSTANDING-WCAG20/seizure-does-not-violate.html>

### **NEW! How to Receive FREE Captioning or Transcription through Distance Education Captioning and Transcription (DECT) grant**

- Create a free 3CMedia Account <http://www.3cm mediasolutions.org/>

### **When is Captioning or Transcription Required**

- Any video or podcast to be used for your **asynchronous** online course.
- Any video or podcast to be shown in your classroom, if there is an enrolled student requesting for accessibility accommodation.
- Any video or podcast on Cerro Coso Community College website.
- **Note:** You must obtain permission from video or podcast owner prior to captioning or transcribing the video or the podcast.

### **Accessible Web Content**

- Considering the User Perspective <http://webaim.org/articles/userperspective/>
- Creating Accessible Electronic Content  
<http://ncdae.org/resources/cheatsheets/electronic-content.php>
- Captions, Transcripts, and Audio Descriptions <http://webaim.org/techniques/captions/>
- Fonts <http://webaim.org/techniques/fonts/>
- Cognitive Disabilities Part 1 [http://webaim.org/articles/cognitive/cognitive\\_too\\_little/](http://webaim.org/articles/cognitive/cognitive_too_little/)
- Cognitive Disabilities Part 2 <http://webaim.org/articles/cognitive/conceptualize/>

### **Microsoft Word**

- Creating Accessible Microsoft Word 2013 Documents (Windows)  
<http://ncdae.org/resources/cheatsheets/word2013.php>
- Creating Accessible Microsoft Word 2011 Documents (Mac)  
<http://ncdae.org/resources/cheatsheets/word-mac.php>
- Creating Accessible Microsoft Word 2007/ 2010 Documents  
<http://ncdae.org/resources/cheatsheets/word.php>
- PDF Conversion In Microsoft Word 2007/2010 Documents  
<http://ncdae.org/resources/cheatsheets/pdf.php>

### **Microsoft PowerPoint**

- Creating Accessible Microsoft PowerPoint 2013 Presentations (Windows)  
<http://ncdae.org/resources/cheatsheets/powerpoint2013.php>
- Creating Accessible Microsoft PowerPoint 2007/ 2010 Presentations  
<http://ncdae.org/resources/cheatsheets/powerpoint.php>

### **Microsoft Excel**

- Creating Accessible Spreadsheets in Microsoft Excel 2010/13 (Windows) & 2011 (Mac)  
<http://www.ncdae.org/resources/cheatsheets/excel.php>
- Creating Accessible Microsoft PowerPoint 2011 Presentations (Mac)  
<http://ncdae.org/resources/cheatsheets/powerpoint-mac.php>

### **Adobe Acrobat**

- Creating Accessible PDF Documents In Adobe Acrobat XI  
<http://ncdae.org/resources/cheatsheets/acrobat-xi.php>
- Creating Accessible PDF Documents In Adobe Acrobat X  
<http://ncdae.org/resources/cheatsheets/acrobat.php>
- Captioning YouTube Videos <http://ncdae.org/resources/cheatsheets/youtube.php>

If you still have questions, please contact me.

Thank you,

Rebecca

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Rebecca Pang

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**From:** [Rebecca Pang](#)  
**To:** [cc\\_adjunct](#); [cc\\_faculty\\_full](#)  
**Subject:** Last Chance to Register: January 26th -Creating Accessible Online Documents & Legal Issues for Videos  
**Date:** Monday, January 22, 2018 8:19:00 AM

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## **Workshop Training (Onsite)**

To register for the hands-on workshop, please email [Rebecca.pang@cerrocoso.edu](mailto:Rebecca.pang@cerrocoso.edu).

January 26<sup>th</sup> from 8:00-12:00pm – Gaeir Dietrich, Director of the High Tech Center Training Unit (HTCTU) of the California Community College – **“Creating Accessible Online Documents”**

Location: IWV

*Covers tips and tricks in MS Word to facilitate the creation of accessible documents with additional topics on the Make Accessible Wizard, marking tables in PDF, and creating accessible PowerPoint documents.*

January 26<sup>th</sup> from 1:00-3:00pm – Gaeir Dietrich, Director of the High Tech Center Training Unit (HTCTU) of the California Community College – **“Legal Issues for Videos”**

Location: IWV

*Focuses on the legal requirements for captioning and audio description, longer version can also include information on copyright and fair use*

February 13<sup>th</sup> from 12:30-1:30pm – Ryan Khamkongsay, College Institutional Researcher – **“Accessing and Leveraging Data to Strengthen Student Success”**

Location: IWV in an iTV room

## **Lunch-n-Learn Canvas Sessions (Cerro Coso Faculty & Staff, Live Online Session Using ConferZoom)**

To register for the session, please email [Rebecca.pang@cerrocoso.edu](mailto:Rebecca.pang@cerrocoso.edu).

January 30<sup>th</sup> from 12:30-1:30pm – Peter Fulks, Professor of Criminal Justice – **“Canvas Teacher App Streamline Your Workload”**

February 6<sup>th</sup> from 12:30-1:30pm – Justin Witt – Justin Witt, Canvas Admin and Educational Media Specialist – **“Proctorio - Student’s Perspective”**

March 13th from 12:30-1:30pm – Justin Witt, Canvas Admin and Educational Media Specialist – **“How to Record Your Desktop Using Jing, a Screen Capture Software”**

August 29th from 12:30-1:30pm – Peter Fulks, Professor of Criminal Justice – **“Better Engagement and Reduced Workload: Canvas Mobile App”** – Recorded and in Cerro Coso Community of Service Icon

September 5th from 12:30-1:30pm – Guck Ooi – **“Benefits of Using Canvas for Your Onsite Courses”** – Recorded and in Cerro Coso Community of Service Icon

September 12th from 12-1pm – Dawn Ward, Professor of Paralegal – **“Grading in Canvas and Grading Offline”** – Recorded and in Cerro Coso Community of Service Icon

September 19th from 12:30-1:30pm – Justin Witt – Justin Witt, Canvas Admin and Educational Media Specialist – **“Proctorio - Student’s Perspective”** – – Recorded and in Cerro Coso Community of Service Icon

September 26th from 12:30-1:30pm – Vivian Baker, Professor of Child Development – **“Methods to Enhance Your Regular and Effective Contact with Online Students”** – – Recorded and in Cerro Coso Community of Service Icon

October 10th from 12:45-1:45pm – Justin Witt, Canvas Admin and Educational Media Specialist – **“How to Record Your Desktop Using Screen Capture Software”** – – Recorded and in Cerro Coso Community of Service Icon

October 17th from 12:30-1:30pm – Matt Hightower, Professor of Business & Information Technology – **“How to Create an Interactive PowerPoint for Your Online Course”** – Recorded and in Cerro Coso Community of Service Icon

October 31st from 12:30-1:30pm – Lucila Gonzalez-Cirre, Professor of Spanish – **“How To “Personalize” Your Interaction With Your Online Students Using ConferZoom”** Recorded and in Cerro Coso Community of Service Icon

November 7th from 12:30-1:30pm – Nakysa Cummings, Ass Prof of Psychology – **“Reduce Student Cost and Support student success through Open Education Resources”** – Recorded and in Cerro Coso Community of Service Icon

November 14th from 12:00-1:00pm – Justin Witt, Canvas Admin and Educational Media Specialist – **“Using Cranium Café in Your Online Course”**– Canceled

November 21st from 12:30-1:30pm – Suzie Ama – **“Making Online Courses Accessible”**

More coming soon!

Thanks,

Rebecca

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Rebecca Pang  
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[Rebecca.pang@cerrocoso.edu](mailto:Rebecca.pang@cerrocoso.edu)

**From:** [Rebecca Pang](#)  
**To:** [cc\\_faculty\\_full](#); [cc\\_adjunct](#)  
**Cc:** [Justin Witt](#)  
**Subject:** DE Tips & Resources - What is the Canvas Teacher app?  
**Date:** Wednesday, November 15, 2017 4:53:00 PM

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What is the Canvas Teacher app?

<https://community.canvaslms.com/docs/DOC-11975-67952772361>

Canvas Teacher allows teachers to facilitate their courses on the go, both inside and outside the classroom. This app provides quick access to grading, communicating, and updating—three of the most frequent course facilitation tasks for teachers through Announcements, Assignments, Discussions, and Quizzes.

How do I download the Teacher app on my Android device?

<https://community.canvaslms.com/docs/DOC-11916-71082771614>

How do I download the Teacher app on my iOS device?

<https://community.canvaslms.com/docs/DOC-11921-71156771517>

Please feel free to contact Justin Witt or Rebecca Pang.

Justin Witt (justin.witt@cerrocoso.edu <<mailto:justin.witt@cerrocoso.edu>> )

Rebecca Pang (rebecca.pang@cerrocoso.edu <<mailto:rebecca.pang@cerrocoso.edu>> )

Rebecca

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Rebecca Pang

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**From:** [Rebecca Pang](#)  
**To:** [cc\\_adjunct](#); [cc\\_faculty\\_full](#)  
**Cc:** [Justin Witt](#)  
**Subject:** Training Sign-up: March 20th -Canvas Grading Using Your Computer and Mobile Device  
**Date:** Monday, March 12, 2018 11:39:00 AM

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Lunch-n-Learn Canvas Sessions (Cerro Coso Faculty & Staff, Live Online Session Using ConferZoom)

To register for the session, please email <<mailto:Rebecca.pang@cerrocoso.edu>> Rebecca.pang@cerrocoso.edu.

March 13th from 12:30-1:30pm – Justin Witt, Canvas Admin and Educational Media Specialist – “How to Record Your Desktop Using Jing, a Screen Capture Software”

March 20th from 12:30-1:30pm – Dawn Ward, Professor of Paralegal – “Canvas Grading Using Your Computer and Mobile Device”

April 24th from 12:30-1:30pm – Sharlene Paxton, Professor, Library; Librarian – “Finding and Adopting Open Educational Resources”

August 29th from 12:30-1:30pm – Peter Fulks, Professor of Criminal Justice – “Better Engagement and Reduced Workload: Canvas Mobile App” – Recorded and in Cerro Coso Community of Service Icon

September 5th from 12:30-1:30pm – Guck Ooi – “Benefits of Using Canvas for Your Onsite Courses” – Recorded and in Cerro Coso Community of Service Icon

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October 31st from 12:30-1:30pm – Lucila Gonzalez-Cirre, Professor of Spanish – “How To "Personalize" Your Interaction With Your Online Students Using ConferZoom” Recorded and in Cerro Coso Community of Service Icon

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November 21st from 12:30-1:30pm – Suzie Ama – “Making Online Courses Accessible” – Recorded and in Cerro Coso Community of Service Icon

More coming soon!

Thanks,

Rebecca

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Rebecca Pang

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