



## Happy Monday COTC Faculty!

We hope that you and your families are continuing to do well and stay healthy.

As we continue to navigate this 'New Normal' we want to remind you that the Digital Learning team is available to assist you in providing your students with the best Remote and Distance Learning experience possible.

- **Kacy Burchfield** - [burchfield.53@osu.edu](mailto:burchfield.53@osu.edu) - [go.cotc.edu/kacy](https://go.cotc.edu/kacy)
- **Kris Read** - [read.23@osu.edu](mailto:read.23@osu.edu) - [go.cotc.edu/kris](https://go.cotc.edu/kris)

In this email, you will find various Digital Learning topics that may help you finish out the Spring Semester and prepare for Summer 2020. We hope you find this information valuable and appreciate input on future topics you would like to see covered.

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# THINGS TO **KNOW**

### **Course Copy Processing for Summer 2020 is underway.**

If your courses are showing in OpenLMS (Moodle) and you'd like to get in line for processing, please fill out the [Course Copy Request Form](#).

**ADJUNCTS:** Please contact your Lead Faculty member to determine if you need to submit a copy request or if they will be submitting one for you.

Please reach out to [Kacy Burchfield](#) if you have any questions on this.

Watch the [Course Copy Video Tutorial](#)

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### **Online Masters**

Now is the time to begin developing your Online Master Course. As we all know, the way we teach can change in an instant. In an effort to prepare for future instances where remote and online teaching and learning may be needed, we are encouraging lead and full time faculty to begin preparing Online Master course shells.

If you are interested in beginning this process please reach out to LMS Administrator [Kacy Burchfield](#).

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### **Zoom update applied automatic passwords to cloud recordings**

**Issue:** As a part of their continued efforts to increase security Zoom enabled a security setting for cloud recordings on April 10th, 2020. Any recordings created since April 10th now have a system-generated password automatically associated with it.

**Workaround:** If you have a secure way of doing so (for instance, in your OpenLMS/Moodle course), please leave the setting in place and share the password. If sharing the password securely is not feasible, you may disable the password from specific recordings or change the default for your account.

The process for removing passwords is two-fold, as you need to disable the setting for both your CarmenZoom account and any recordings created since the update went live.

#### **To disable the setting for your CarmenZoom account:**

1. Log in to [carmenzoom.osu.edu](https://carmenzoom.osu.edu).
2. Select Settings from the left-hand menu.
3. Click the Recording tab from the top of the page.
4. Scroll down to the setting titled Require password to access shared cloud recordings. Switch this setting off to keep any future recordings from being automatically password protected.

#### **To remove the password from any recent recordings:**

1. Log in at [carmenzoom.osu.edu](https://carmenzoom.osu.edu).
2. On the left side of the page, select Recordings.
3. Click the Cloud Recordings tab from the top of the page.
4. To the right of your listed recordings, you will see a SHARE... button, click it to bring up a Share this cloud recording dialog box.
5. Midway in the dialog box, you should see a setting titled Password protect. Switch that off to disable the password.

Contact [Kris Read](#) with any questions in regards to this or anything else Zoom related.

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# TOPICS TO **DISCOVER**

## Zoom Backgrounds

Various COTC branded [Zoom backgrounds](#) have been added to our [Teaching Resources site](#). If you're in need of a branded Zoom background for your Zoom sessions, please check them out!

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## Quiz Setup Assistance

Philosophy faculty [Steve Huizenga](#) has kindly offered his assistance to any faculty member that may need to get a Quiz or Exam ready for students in the LMS (Learning Management System). Please reach out to him to set this up.

We also have a Video Tutorial on [Creating a Quiz in OpenLMS](#) if you'd like to try to create or setup a quiz on your own.

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## Ways to Help

Many members of our combined COTC/OSU community have asked: “**How can I help?**” The Ohio State Wexner Medical Center is grateful for this generous offer of support, and we welcome your gifts of [supplies](#), [funds](#), [meals](#) and [other ways](#) to care for our patients and all members of our Community who are working to address this challenge.

As a reminder, we can all help support our colleagues and their work, and offer words of encouragement, through the [Ways to Help webpage](#).

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Our [Teaching Resources site](#) is being updated regularly. Please continue to check in there for tools and resources. If you would like to see something added, please reach out to us.



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