



Happy Monday COTC Faculty!

We made it past the end of the 2020 Spring semester! It has been, and continues to be a wild ride, but we congratulate and celebrate each and every one of you on working through the chaos and providing the best experience possible for your students!

As always, 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 - go.cotc.edu/kacy
- **Kris Read** - read.23@osu.edu - go.cotc.edu/kris

We hope you find this information valuable and appreciate your input on future topics you would like to see covered.

TOPICS TO DISCOVER

Zoom Changes

ODEE will be making some changes to the default settings in CarmenZoom to better protect our students, faculty and staff. These settings were carefully chosen to ensure security while maintaining the usability of the tool. These changes include default passwords for meetings, disabling the option to join before the host, disabling name changes by default and more.

[The full story is on the IT@OSU site.](#)

The changes will be in place in time for the start of summer semester.

Faculty Tools to Check Out!

Remind

Free communication accounts for teachers.

- Share files, links, and other instructional resources with your class.
- Enable two-way messaging for individual outreach.
- Update class settings to encourage collaboration.

Explain Everything Online Whiteboard

- Whiteboard app for iPad, Android, Chromebook, and your browser.

Google Voice

- Google Voice is a **free** (if you're calling within the US) to start service available to you if you have a personal Gmail account. You can make phone calls via the Voice app on your phone or through your web browser. It's a boon to teachers who may need to speak to parents during the COVID-19 challenge. It's also nice to be able to share your Google Voice number with strangers. Only you need to know that it's not your "real" phone number.
-

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!

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 Buckeye 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](#).

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.

THINGS TO **KNOW**

Course Copy Processing for Summer 2020 is still underway.

I want to personally thank you for your patience as we complete the numerous course copy requests we have already received. **The 20SM semester begins next Monday May 11th!** Please remember that there is a **5 day turn-around** for course copies and the sooner you can submit your request, the better for me and for you.

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](#)

20SM Course Activation

As we are a week out from the start of the Summer semester, you may go ahead and activate your courses for student access **IF** they are ready for viewing.

[Activating Your Course - Documentation](#)

If you have questions regarding this process please reach out to LMS Administrator [Kacy Burchfield](#).

20SP Course Deactivation

Now that the Spring semester is completed, you may go ahead and deactivate your SPRING courses, as long as you do not have any students completing an Incomplete Final Grade. In order to do this, follow the previous instruction

documentation but change the setting to HIDE instead of SHOW!

If you have questions regarding this process please reach out to LMS Administrator [Kacy Burchfield](#).

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 for all courses.

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



cotc.edu

NEWARK · COSHOCTON · KNOX · PATASKALA

**Education
that *pays***