

Subject: Re: [cfaes-all] Mid-day CFAES Update
Date: Wednesday, March 11, 2020 at 12:54:26 PM Eastern Daylight Time
From: Cfaes-all on behalf of Kress, Cathann A. via Cfaes-all
To: cfaes-all@lists.service.ohio-state.edu
Attachments: Template Language for Event Cancelations or Postponing.docx, ATT00001.txt

Attached is the draft communication that can be used when meetings or events need to be rescheduled, canceled, or moved virtually (referenced in the original email below).

It can also be found at the following Box link: <https://osu.box.com/s/jzclckbmq1axp2xs18qy2bbj5lsfakhi>

From: Cfaes-all <cfaes-all-bounces@lists.osu.edu> **On Behalf Of** Kress, Cathann A. via Cfaes-all
Sent: Wednesday, March 11, 2020 12:40 PM
To: cfaes-all@lists.service.ohio-state.edu
Subject: [cfaes-all] Mid-day CFAES Update

To avoid inundating your email inboxes, in the coming days, I will plan to send a mid-day update [around 12pm](#). and if needed, an end of day update [around 4pm](#) to keep you all as informed as possible.

Draft Communication

Please see attached for a draft communication that can be used when meetings or events need to be rescheduled, canceled, or moved virtually.

CFAES CarmenCanvas & Zoom Trainings

Ohio State ATI Academic Affairs and our partners in OCIO are working together to provide additional guidance as we temporarily move from face-to-face to teaching virtually. Three training sessions will be offered over the next few days to help keep everyone moving forward. Bring your laptop, iPad, etc. to use during the training.

TODAY, March 11

[1 pm](#) – Where do I start? Online? Synchronous? Labs? Assessment?

[2 pm](#) – Zoom – How do I set up? How do I record?

[3 pm](#) – Carmen – How do I set up? How do I link Zoom?

As per university guidelines, focuses will be on facilitating all courses are active in CarmenCanvas & resources are available electronically. *At minimum, Carmen should include: the syllabus, course materials, including presentations, videos, links, and assignments, and the grade book.*

TOMORROW, [March 12](#)

[10 am](#) and [5pm](#) – Where do I start?

[11 am](#) and [6pm](#) – Zoom

[12 pm](#) and [7pm](#) – Carmen

All offerings will be in person on the CFAES Wooster campus in Skou 206, and will have a Zoom

option: <https://osu.zoom.us/j/364217800>. **For those that cannot attend, one complete set of the sessions will be recorded.**

The safety of our community is our top priority. We realize that our COVID-19 policy guidelines will cause disruption, but the risk of not acting outweighs the inconvenience of these temporary measures. We will share updates as more information becomes available. [Learn how we're working to keep our communities safe: https://wexnermedical.osu.edu/features/coronavirus](#)

<Template Language for Event Cancellations or Postponing.docx>