**Develop Media for your Course**

* **Pre-Production**

*Taking a bit of time to sketch your trajectory will save you tremendously down the road.*

* + Use CITL’s Media Planning Guide to review an inventory of teaching practices and available resources, and consider student needs at <https://uofi.box.com/v/MediaPlan>
	+ Consider legal issues such as Fair Use, Public Domain, and Creative Commons
	+ Utilize CITL’s Online Course-in-a-Box’s Copyright Information page at <https://goo.gl/QFBFsx>
	+ Consider Universal Design Principals
		- Plan ahead for visuals
		- Employ audio descriptions or screen readable alt-text
			* For more information, see: <https://goo.gl/tD3gUb>
		- Build information accessible to persons with color-blindness
			* For more information, see: <https://goo.gl/AQh1Xf>
		- If applicable, examine your choice of colloquial phrases, ensuring international students can understand your teaching
		- Identify a strategy for transcribing and/or captioning your media
* **Production**

*Consider these things just before and during recording.*

* + Gear up with your webcam/microphone or rent equipment from the Media Commons
		- For more information on the Media Commons, see here: <https://goo.gl/duVgdS>
	+ Choose your location:
		- Office or Home
		- Lightboard – see here for more information: <https://goo.gl/qreyvi>
		- Media Commons Studio – see here for more information: <https://goo.gl/Q3VTcJ>
	+ Review CITL’s Recording Tips: <https://goo.gl/WPiaQG>

* **Post-Production**

*Once you are done recording, follow these steps to package all your media up for your students.*

* Review CITL’s Media Editing Tips here: <https://goo.gl/u3xMzn>
* Distribute your material(s) to students
	+ - See MediaSpace FAQ for using this system to distribute media: <https://mediaspace.illinois.edu/help>
		- Contact your department/college’s online education administrators for additional recommendations
	+ Appropriately transcribe/caption time-based media using these DRES recommendations: <https://goo.gl/4Z7Ns0>