**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>