

Course Media Checklist

This is a resource for faculty to use when preparing media for delivery in their courses. Following this checklist with help to ensure that both your found and self-created media are of the highest quality and accessibility for your students. Should you have any questions or need assistance about the steps outlined below, please contact ol-media@rit.edu or request a [1:1 consultation](#) with an Instructional Technologist or Multimedia Developer.

Existing/Found Media

Gather your found and existing media

- YouTube and other web video
- Textbook publisher video
- Audio recordings
- Personal or department owned DVDs. You will need to coordinate with the Media Librarian to donate your privately-owned media to the RIT Library collection make it available for streaming.
- RIT library owned media. Please note, just because a DVD is part of RIT's library collection doesn't necessarily mean it is already available for streaming.

Review your found media to determine captioning and streaming requirements

- Does media already have captions?
- Are captions accurate? (be aware that YouTube auto-generated captions are not sufficient)
- Is your media already hosted on RIT's streaming server, your personal YouTube channel, or other streaming service?

Submit found and existing media for captioning and streaming

- [TLS Media Request Form](#)
- To ensure media is available to your students online, request streaming for any personal/department or library owned DVD at least two weeks in advance.

Self-Created Media

Create a list of media that you intend to self-create

- Course Intro / Welcome Messages
- Weekly Intros / Summaries
- Micro Lectures / Presentations
- Whiteboard Problems / Annotated Documents
- Labs / Demos / Interviews

Decide on the production style(s) that fit your content

- Talking Head
- Voice Over Slides
- Digital Whiteboard
- Demo/Lab
- Interview

Review the researched-based best practices for creating course media

- Segment media into 4-6 minute length videos
- Provide students with an outline of topics covered
- Give it a personal feel (use a conversational tone, show enthusiasm, have natural pacing)
- Keep it visually simple with only essential images
- Use on-screen text sparingly and to reinforce key points (terms, formulas, processes)
- Use visual cues/annotations to direct the viewer

- Place corresponding text and graphics close to one another on the screen
- Present corresponding narration and graphics simultaneously
- Pair your media with related course activities

Script/outline/storyboard your media

- Find and select your visuals
- Align script with visuals into a storyboard
- Rehearse and determine timing

Record

- [Camera Recording Tips](#)
- [Checklist for Video Recording Process](#)
- [Camtasia Studio](#)

Edit

- [Camtasia Studio](#)

Upload to the Streaming Server

- [RIT's Ensemble Video](#)

Request captioning (or self caption)

- [TLS Media Request Form](#)

Share with your students

- [Insert in myCourses](#)