

### 🔊 Audio

<b>Create</b>	Record new audio files.
<b>Process</b>	Process provided audio files.
<b>Accessibility Remediation</b>	Tracking effort spent on making previous work more accessible.

### 🎨 Graphics

<b>Find</b>	Graphics not provided. Must source and process.
<b>Process</b>	Graphics provided. Must process to our standards.
<b>Design</b>	Graphics needs to be created or modified.
<b>Accessibility Remediation</b>	Tracking effort spent on making previous work more accessible.

### ♻️ Interactive

<b>New Type</b>	Develop a new, significantly different interactive instructional component.
<b>Existing Type</b>	Create an interactive instructional component based on an existing component.
<b>Accessibility Remediation</b>	Tracking effort spent on making previous work more accessible.

### 📺 Presentation

<b>Create</b>	Create slide presentation from provided notes.
<b>Convert</b>	Convert presentation to meet Rio standards.
<b>Accessibility Remediation</b>	Tracking effort spent on making previous work more accessible.

### 💎 Style

<b>New Theme</b>	New stylesheet to apply to entire page.
<b>Revise Theme</b>	Modify current stylesheet to apply to entire page.
<b>New Element</b>	Develop a new element or component to add to a page. Examples: banners, asides, etc.
<b>Revise Element</b>	Change a current element or component on a page.
<b>Accessibility Remediation</b>	Tracking effort spent on making previous work more accessible.

### 📺 Video

<b>Capture</b>	Shoot new video with a camera and process for use.
<b>Create</b>	Piece together assets (images, video, audio, etc.) into an animated movie.
<b>Process</b>	Process provided video.
<b>Accessibility Remediation</b>	Tracking effort spent on making previous work more accessible.

### ☑️ Other Tasks

<b>Photography</b>	Shoot and process still photos.
<b>Tech Check</b>	Review a course for issues.
<b>Uncategorized</b>	Tasks that do not fit correctly in a different category. Notes are required.

### 📌 Media Requests

1. Category heading and title
2. Total number of items for the category (in parenthesis)
3. Lessons affected

For example, if lessons 2, 5, 6 and 10 needed interactives created based on a current matching game, the email request would look like this:

**Interactive - Existing Type (4) Lessons: 2, 5, 6, 10**

Instructional Designers may also use the Media Request Template spreadsheet.



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Published 17th February, 2017.  
Last updated 21st February, 2017.  
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