

🔊 Audio

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

🎨 Graphics

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

♻️ Interactive

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

📽️ Presentation

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

💎 Style

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

📺 Video

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

☑️ Other Tasks

Photography	Shoot and process still photos.
Tech Check	Review a course for issues.
Uncategorized	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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