



The Office of Distance Learning Instructional Media Team

Media Services

Version 02.13.20

The **Instructional Media Team** at the Office of Distance Learning works with online instructors to identify and develop effective uses of media for their online courses. Instructors provide the content and subject matter expertise while the Media Team provides guidance and best practices for enhancing the online learning environment. To find out more about services or to schedule a consultation, please contact ODL's Production Manager D.D. Garbarino at dgarbarino@campus.fsu.edu.

Basic Services:

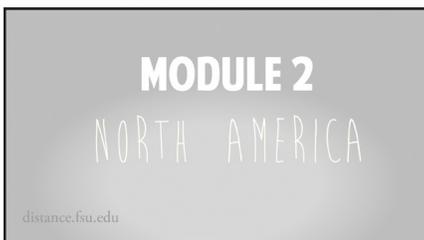
Our basic services are provided as part of the standard ODL course development package and instructors often choose to include them as part of their online course design.



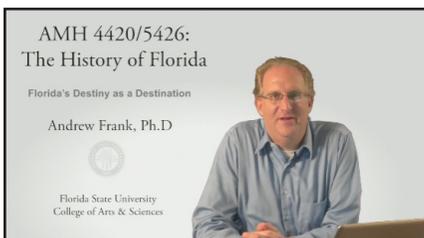
Introduction Videos: An introduction video is a great way for students to get to know a new course and sometimes an instructor whom they may only have a virtual relationship with. The instructor and Media Team will develop a script that introduces the subject and outlines material that will be covered over the course of the semester. Course Introduction Videos are usually recorded within the Media Studio.



Course Tours: Course Tours allow instructors to easily introduce students to the online course environment. Instructors can use this time to navigate the course menu and explain where various course materials can be located within the course site. The Media Team can assist instructors on the technologies needed to create these videos in their own home on their own time. Course Tours may be recorded on a personal computer or within the ODL Whisper Room.



Module/Unit Overviews: Creating a Module/Unit Overview video is an excellent idea for online instructors who want to give their students a weekly breakdown of the course materials and lesson. As with Course Tours, instructors can learn how to create these videos in their own home, on their own time. The Module/Unit Overview Videos may be recorded on a personal computer or within the ODL Whisper Room.



Instructor Lectures: Instructors who would like to bring their face-to-face style of teaching to the Internet can do so by recording their lectures. Video lectures can include visual elements to help enhance the text. Lectures may be recorded on a personal computer, within the ODL Whisper Room, or in the Media Studio; Media Studio lectures are an advanced service, please see reverse.

Advanced Services:

The following services go beyond the standard ODL development package and are highly dependent on production schedules. Contact ODL as early as possible to determine availability.



Guest Lectures: Inviting a guest lecturer into an online course is a great way to offer an expert's insight and perspective on a particular topic. Guest lecturers may be filmed in the Media Studio or On Location.



Interviews: Discussions between instructors and experts within the field offer students new perspectives into the topic they are studying. These interviews can break up traditional instruction by offering a more casual environment that's sometimes more engaging than a lecture. Interviews may be filmed in the Media Studio or On Location.



Demonstrations: Often times an important component of a course involves demonstrating how models or theories work in practice. Instructors have the opportunity to film these demonstrations separate from their main lecture. Demonstrations may be shot within the Media Studio or On Location.



Special Events (Instructional): Some instructors require their students to engage with the course material by attending special events on campus. In order to recreate the experiences online, the Media Team can film these events by traveling to the location. Events vary in length and preparation time, so please contact the Media Team well in advance in order to ensure availability.



Virtual Field Trips/Facility Tours: Much like special events, virtual field trips and facility tours allow students to engage in material through experiences typically limited to face-to-face courses. These productions can vary in length and travel time, so please contact the Media Team well in advance in order to ensure availability.



Program Promotions: When online programs are starting up, the Media Team can work with departments to develop promotional marketing pieces to increase awareness of the new program. Due to the complexity of these videos, promotions require strong collaboration between the Media Team and the department. Filming may occur in multiple settings and require many hours of preparation, production, and post-production.

To learn more about our services, please visit us at

<https://odl.fsu.edu/media>