

Work Order Request Form for College Website and Distance Education Learning Program Using Mediasite Videos Platform for the Classroom Lectures

Website Publishing Policy

Please complete and submit the following required information to Ms. Anissa Riley, Office of External Affairs, for your web and video contents. If any changes required, the Office of External Affairs will inform you. Once it is approved from the Dean's office, your document or website related contents will be posted.

NOTE: Department Head or responsible party will be responsible to provide all the contents (word files, images) to Ms. Anissa Riley or Mrs. Akhter for a complete website project. Completion of website projects, logos and, graphic designing will depend on the length of the files and materials.

Distance Education Learning using Mediasite for Classrooms Video Lectures Recordings Policy

1. All the classroom lectures will be recorded in the Auditorium of Patterson Hall due to the sensitivity and security of the device.
2. Instructor will be responsible to provide his/her classrooms recording schedules and request form a week prior to the lecture date to Mr. Monday, Mr. Sunday, Ms. Akhter and Ms. Riley (Office of External Affairs).
3. A short training will be provided to the faculty member for the use of lavalier microphone and how to pause and start his/her lectures during break. If an instructor forgets to turn on his/her lavalier microphone or start button, the Mediasite team will not be responsible for his/her incomplete lecture recorded.
4. All the recorded lectures of the week will be available on the Mediasite catalog as well as at Distance Education website on the following week.
5. Contact following team members through emails if you have any questions and concerns regarding the website contents and Mediasite videos.

Requester name _____

For Website Contents

Semester

Website content information

Date

Department

Telephone

Time

For Mediasite Videos

Semester

Days of the Week

Lecture Start – End Time

Department

Telephone

Contact Information:

Ms. Samina Akther	sakther@tuskegee.edu
Mr. Monday Offem	moffem@tuskegee.edu
Mr. Sunday Adalumo	sadaulmo@tuskegee.edu
Ms. Anissa Riley	ariley@tuskegee.edu