**Contributor guidelines for the Teaching Together podcasts**

Thank you for your interest in contributing to TT. Here are a few guidelines and resources.

* TT segments are housed on the Teaching and Learning>Communications [webpage](https://www.purdue.edu/innovativelearning/teaching-remotely/communications.aspx) created by Purdue’s Innovative Learning team. It includes original, 3- to 5-minute audio and video sessions recorded by Purdue instructors who are willing to share their strategies and tips on specific topics related to teaching in hybrid, hy-flex or online environments. The idea is to help instructors feel more connected to each other and part of the larger Purdue instructional community.
* We are looking for segments that other instructors can listen to or watch on multiple devices, including their phones. We are **not looking for technical instructions, but rather your story** -- the kinds of experiences and tips you might share in a small gathering or conversation. To that end, and particularly under COVID-19, we are not looking for highly polished pieces. A friendly, casual, conversational tone is most appropriate.
* You may offer audio or video segments previously created that you are willing to share (see options). We will embed these segments on the TT page.
* We will add a short introduction and closing that identifies your segment as part of “Teaching Together.”
* You will have an opportunity to listen/view the completed segment before it is posted to the webpage.
* After your segment is posted, we will send you a direct link to the segment, which we encourage you to promote in your own departments, social media, etc. Please mention that your segment is part of the Teaching Together series produced by Purdue’s Innovative Learning. We will also promote your segment through our communication channels, including social media.

You have several options to contribute to “Teaching Remotely Together.” Pick the one that best suits your circumstances:

1. Create an audio-only MP3 file and share it with us. You can use such programs as the Windows 10 app called Voice Recorder, Camtasia, or Audacity.
2. Create a video MP4 file. This is especially appropriate if you need to share visuals. You may use any built-in screen recorder app that creates an MP4, Camtasia, or Kaltura Capture.
3. Set up a day and time to do a remote “interview” with us after March 30, 2020. If you have at least two devices (one can be your phone), we can set up a remote meeting to walk you through the recording.
4. Share the URL’s to audio/videos or a series that you created and host on a third-party site such as YouTube. We will review the segments for inclusion on the TRT podcast page.

Please email your idea for a segment, whether it is audio or visual, and which recording option you would like to use to innovativelearningteam@purdue.edu