

Process:

### **Instructional Use of Video on Demand**

1. Instructor expresses interest in VOD.
2. Instructor and KTS Master Control meet to determine need.
3. Demonstrate the uses of VOD.
4. Verify the video material is compliant with the TEACH Act and current copyright laws.
5. Create an instructor account and folder.
6. Create instructor username and password.
7. Digitally encode video material and place video files in instructor folder.
8. Verify username and password displays the stored video material.
9. Notify instructor that the files are ready for use.
10. Troubleshoot any problems instructor has with VOD.