How to Use iTunes U (A tutorial for Instructors)

1. Go to your course site, and click “Control Panel”.

2. Click “Manage Tools” under “Course Options” panel.

3. Click “Building Block Tool Availability”.

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4. The “Available” column is for enabling different tools.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Available</th>
<th>Allow Guest</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Users by Role</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Add Users by Role</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iTunes U Course Application</td>
<td>✔️</td>
<td></td>
</tr>
<tr>
<td>List All Users</td>
<td></td>
<td></td>
</tr>
<tr>
<td>List All Users</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. Enable “iTunes U” by checking the checkbox next to “iTunes U Course Application”.

6. Click “Submit”.

Click **Submit** to finish. Click **Cancel** to quit.

7. You will see a confirmation message.

<table>
<thead>
<tr>
<th>Building Block Tool Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipt: Success</td>
</tr>
<tr>
<td>The attempted action was successful.</td>
</tr>
</tbody>
</table>

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8. Go to “Manage Tools” again. Click “Content Type Availability”.

9. Check the checkbox next to the “iTunes U Link” to enable iTunes U content, and then click “Submit”.

10. You will see a confirmation message.

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11. Go back to the “Control Panel”, and add a link to iTunes U course site under any of the “Content Areas”. For example, click “Course Documents”.

12. Select “iTunes U Link” from the dropdown box, and click “Go”.

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13. Fill in the information and set up options for your “iTunes U” link, and click “Submit”.

14. You will see a confirmation message, click “OK”.

15. You will see the “iTunes U” link on the “Course Documents” page.
16. Before clicking that link to connect to iTunes, make sure that you have iTunes installed on your computer. You can download it for free at http://www.apple.com/itunes/download/

17. Click the Course Podcast link (the one in step 15) and you will see the following message. If you are a first-time user of iTunes, you need to click “Agree” on terms of condition popup page.

One Moment Please.
Connecting to iTunes U.

Loading

Haixing Li
Sample Course for Faculty Tutorials

If iTunes doesn’t open, click the iTunes application icon in your Dock or Windows Task Bar.
18. iTunes application will open and displays your course home page. You will notice that
the course name is the same as that on the Blackboard course site.

19. “Group 1” and “Group 2” are the default tabs under which you can upload audio files or
video files. Your students have only download access to the files from these two tabs.
20. Click “Edit Page” to edit your name, change the display picture, add a description of the course, and to add “Drop Box” tab or “Shared” tab. “Drop Box” tab allows your students to upload their audio or video files that can only be viewed by you, while “Shared” tab allows them to upload and to share their files.

Sample Course for Faculty Tutorials

Haixing Li
Last Modified: Jun 29, 2009
Tracks in Group 1: 0

a. Edit the name field.
   • Click icon to edit your name or add your title.
• Type in your title, etc, and click "✓" icon to save the new name.

• The new name will be displayed on the home page.
b. Upload a display picture.
   • Click "��" on the display picture.
Choose a new picture from your local computer by clicking “Browse”. The acceptable formats of an image file are .png, .jpg, .jpeg, and .gif.

You will see a message saying “In Queue”, meaning the iTunes is uploading the picture to your course site on iTunes U.
You will see the picture when the upload is completed. Click “Done” if you decide to keep this image.

Upload Artwork
Sample Course for Faculty Tutorials
Liane

Images must be PNG, JPEG, or GIF and must also have the correct file extension (.png, .jpg, .jpeg, .gif).

Select a new Image:

Alt Text For Improved Accessibility
iTunes U provides default alt text for this image based on the page name where the image was uploaded. If the default alt text does not apply or is incomplete, provide your own concise description of the image. Before overriding the default alt text, see the iTunes U documentation for help determining proper alt text format.

Alt Text: Sample Course for Faculty Tutorials

This picture will become the new display picture of your course site.

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Tracks in: 0

Description

Links

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c. Edit description.

- Click "✎" under “DESCRIPTION” to add or modify a description.

- Type in description, and click "✎" icon to save the description.
d. Add more tabs

- You can add new tabs to your course site by clicking " icon. The groups include "Download", "Drop Box" and "Shared", etc.

- Under "Access" area, Choose "Drop Box" from the Dropdown box tab to allow your students to upload their files into this link. Only you can view the files on this tab.

- If "Shared" is selected, your students will be able to upload and download or play each other’s files.
• Click to save settings for this new group.

• You can change the name of group by clicking .

• Type in new name, and click icon to save the new name.

21. Click “END EDITING” to exit from editing.
22. Click “UPLOAD AND MANAGE FILES” to upload audio or video files to your “iTunes U” course site.

23. Click “Add New File”.

Upload and Manage Files

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To upload a file, click Add New File and select the file. To delete files or move files to another group, select the files’ checkboxes and choose the appropriate action from the Choose Action pop-up menu.
24. Read "Note" about requirement for uploading a file first, and click "Browse".

25. Choose a video or audio file from your computer, click "Open".
26. You will see the progress of uploading the file.

There are currently no tracks in this tab.
0.61 of 3.31MB

Add New File

27. You will see the file listed once it is on the iTunes U server. Click “Done” when you finish uploading all of the files.

Upload and Manage Files

Sample Course for Faculty Tutorials
Liane

To upload a file, click Add New File and select the file. To delete files or move files to another group, select the files’ checkboxes and choose the appropriate action from the Choose Action pop-up menu.
28. The audio or video file will be listed on your iTunes U course home page of the selected tab.

29. If you want to modify the metadata of your audio or video file, click "UPLOAD AND MANAGE FILES".

30. Click "📝" icon to edit the information about the file.
31. Type in new information, and click "✓" icon to save the editing.

32. Click "↑" icon to replace the current file.

33. Choose a file, and click "Open".

34. You will see the new file listed.
35. Click "🗑️" icon to delete a file.

36. Click "OK" to confirm.

37. Click "Done" to save all of your editing.