This document will guide you through the process of using the iTunes U Blackboard Building Block as created by Vanderbilt University. This guide includes:

1. Administrator Guide
   a. Installing and configuring the Building Block.
   b. Editing access privileges in iTunes U.
2. Instructor Guide

The steps are:

1. Blackboard Administrator installs the Blackboard Building Block.
2. Blackboard Administrator configures the Building Block.
3. iTunes U Administrator sets permissions in iTunes U.
4. Instructor requests iTunes U activation.
5. iTunes U Administrator creates the course in iTunes U.
6. Bb Administrator (or iTunes U Administrator) creates the connection between iTunes U and Blackboard.
7. Instructor creates a link in their course.
8. Instructor adds content to iTunes U.
9. Students access the content in iTunes U.

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Administrator Processes

This section will guide you through the process of using the iTunes U Building Block as created by Vanderbilt University. The basic steps are:

1. Instructor requests iTunes U activation.
2. iTunes U Administrator creates the course in iTunes U.
3. Bb Administrator creates the connection between iTunes U and Blackboard.
4. Instructor creates a link in their course.

Installing the Building Block

Prerequisites:
1. The war archive file provided by Vanderbilt University.
2. The iTunes U account parameters provided by Apple Inc.

Perform the following steps:
1. Log in as administrator.
2. Click the System Admin tab.
3. Under the Building Block Management section choose Manage System Extensions tab
4. Click Install Extension.
5. Choose the iTunes U war file for upload, and click Submit.
6. The system should indicate, that the system extension was installed successfully, and click OK.
7. Now the iTunes U Building Block should appear in the list of Installed System Extensions, with an Inactive status.
8. Choose Available and click OK, to activate the extension.
9. Blackboard will display a brief summary about Blackboard-Specific Data Permissions which indicates the operations that are performed by the installed system extension.
10. After reading through the summary, you acknowledge it by clicking the OK button that will enable the iTunes U Building Block.

Installation is finished, now the Building Block needs to be configured.

Note: The iTunes U Building Block will be enabled and visible in the Control Panel for all Instructors along with the iTunes U Link content type.
Configuring the Building Block

To configure the Building Block, you will need the **site URL**, **Shared Secret** and **debug suffix** as provided by Apple. You will also need the Blackboard user names for iTunes U administrators.

1. Enter the information provided by Apple.

2. Enter the iTunes U administrator credentials and Blackboard usernames of the iTunes U administrators (separated by commas).

3. Set the instructor credentials you defined on iTunes U; student credentials will be derived from this. *(It IS case sensitive.)*

4. The iTunes U link will launch iTunes.

5. Enter in the local information for “other settings.

6. Click **Submit**.

**Note:** The user types ARE case sensitive; use Title Capitalization for these.

**Note:** It is important to note that these users need to have access privileges for the admin tool panel. These users will receive automatic activation requests on behalf of the instructors.

At Vanderbilt, a separate Administrator Role was created for the purpose of managing the instructor requests. This role only has access to the iTunes U link in the System Admin tab. For more information, please contact oak@vanderbilt.edu.
Creating an iTunes U Admin Role in Blackboard

Vanderbilt created a role within Blackboard that allowed the iTunes U Administrators to manage the iTunes U courses. Access is restricted to ONLY the iTunes U link within the Tools area in the Sys Admin tab.

In the System Admin tab, Users area:

1. Click System Roles.
2. Click Add.
3. Name the role and give it an ID. (We call it “iTunes U Administrator.”)
4. Click Submit.

Enable privileges:

1. Administrator Panel
2. [Tool Panel] Personal Information > Set Visual Text Box Editor Options
3. [Tool Panel] Personal Information > Set CD-ROM Drive
4. [Tool Panel] Personal Information
5. [Tool Panel] Personal Information > Change Password
6. [Tool Panel] Personal Information > Edit Personal Information
7. [Tool Panel] Personal Information > Set Privacy Options
8. [Tool Panel] Personal Information > Set Language Pack
Admin Tools

The link to the iTunes U admin area can be found under Tools and Utilities.

The iTunes U administrator has the following two options:

- Manipulating course access to iTunes U.
- Linking the administrator directly to the iTunes U Administrator interface.

MANAGE MAPPINGS

This admin tool provides a way for the iTunes U administrator to manipulate course access to iTunes U. iTunes U links within a course cannot be created without a mapping definition. The administrator has the following options:

- Adding new mappings proactively.
- Setting the iTunes U destination for pending requests.
- Removing the mapping completely.

EDIT MAPPINGS

1. To create a mapping, you will first need to create the appropriate iTunes U course area.
2. After that is set up, drag and drop the last part of the navigation bar into a text editor.
3. Take the last part with the numbers without the leading dot, so it will be something like 1234151111.01234158055
4. Set it to PENDING if the accompanying iTunes U area is not set up yet.
5. A message will automatically be sent to all the instructors enrolled in the course unless you unselect the "Send notification to instructor" or set the destination to PENDING.
Setting Access Permissions in iTunes U

Blackboard courses cannot be mapped to iTunes U until appropriate permissions are set in iTunes U. Log in to iTunes U with Administrator privileges.

1. Click Edit Access from the main iTunes U page.

2. Select the page or section you wish to grant access. (We use the “main” level and let the sub-pages inherit the permissions from there.)


4. For the Instructor:
   a. Select Edit access level
   b. Credential Definition should be: Instructor@urn ... edu:classes:${IDENTIFIER}
   c. Group Access Label should be Instructor

5. For the Student:
   a. Select Download access level
   b. Credential Definition should be: Student@urn ... edu:classes:${IDENTIFIER}
   c. Group Access Label should be Student

Note: The user types ARE case sensitive; use Title Capitalization for these.
Additional Blackboard Administrator Notes

**Removal of Building Block**

1. Log in as administrator  
2. Click on System Admin tab  
3. Under the Building Block Management section choose Manage System Extensions tab  
4. Click on the Remove button in the row of iTunes U Plugin  
5. Confirm the removal by clicking "Ok" on the popup window

**Migration Issues**

When your Blackboard is being updated or the system is moved to a different server you have to make sure that the following files are moved for sure:

- iTunes U building block configuration file. Its name is `config.properties` and it usually resides someplace like: 
  
  `/blackboard/content/vi/bb_bb60/plugins/ITUN-plgnhndl/config`  

- iTunes U building block index file. This can be found in the same directory as the above file, its name is `course.index`

**Upgrading the Building Block**

When upgrades are necessary, uninstall the current Building Block before installing the upgrade. Building Block properties will be maintained.

**Crediting Vanderbilt**

We encourage you to share your successes and lessons learned with our Building Block. Please do not distribute the Building Block yourself; instead, refer users to the Vanderbilt download page. This page is updated with the latest Building Block versions and documentation.

**Modifying the Building Block**

Feel free to modify the Building Block to suit your needs. However, please credit Vanderbilt in your documentation.
Properties of the iTunes U Building Block

**CODE PERMISSION, SECURITY POLICY**

Access to iTunes U requires setting up an http client for communication between the Building Block and the iTunes U Server. In order to do that we require permissions for creating sockets with accept and connect capabilities. Refer to bb_manifest.xml's "permissions" section.

**BLACKBOARD DATA MANIPULATION DISCLAIMER**

We use the persistent content creation/modification/removal functionality of blackboard, but our building block only modifies or deletes content that has been created by the building block.

The plugin accesses user information such as:

- id
- firstname/lastname
- role
- email address

Refering to bb_manifest.xml we only grant "get" permission to user objects.

Using standard API calls provided by the Blackboard API, the system extension creates a standard java property file in the plugin directory (config.property), that stores iTunes U specific parameters.

**Note:** We do not modify any property of the user objects, or other elements in the blackboard database other than described above.
Creating an iTunes U Course

1. Go back to your browser and click Manage to view course requests.

2. Click the Properties button for a “Pending” Course. You’ll need this information to set up a course in iTunes U. (This information is also located in the default email generated by the Building Block.)

CREATE A COURSE IN ITUNES U

3. Open the iTunes U administrator panel by clicking the “iTunes U” button. (This launches iTunes U.)


5. Click Course Page in the Courses section (not the public area) and select From Template “Default Course”.

At the bottom of the iTunes U Courses section, you should see:

6. Using the email sent to you by the system, or the information found in Blackboard:
   a. Enter the Title (Bb Course Name)
   b. Short Name (an abbreviated version of the Title) and
   c. Identifier (Bb Course ID)
   d. Click the Check Mark
Note: The Title and the Identifier MUST match those in Blackboard for the mapping to occur correctly.

GETTING THE ITUNES U DESTINATION ID

7. To get the iTunes U destination:
   a. Click on the Course
   b. Open a text editor
   c. Click the tab containing the course name
   d. Drag it into the editor

8. Copy the numbers at the end of the URL and paste (in Blackboard) in the iTunes U destination box.

9. Click Submit.

10. Click OK.

The course now says “Active” and is ready for instructor use. A system email is generated and sent to the instructors.
**Optional: Changing the default course image in iTunes U**

1. Click Edit Page

2. Click the up arrow in the course image placeholder. This opens a browser window asking for the location of the image to upload.


4. Accept and close the browser window; iTunes will refresh with the new course image.

5. Click End Editing to return to normal course view.
Instructor Processes

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1. Instructor requests iTunes U activation.
2. iTunes U Administrator creates the course in iTunes U.
3. Bb Administrator creates the connection between iTunes U and Blackboard.
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iTunes U Building Block Instructor Interface

**INTRODUCTION**

The iTunes U Blackboard Building Block provides easy access to iTunes U course areas directly from the Blackboard interface without additional authentication.

iTunes U Links in Blackboard should be created manually by the instructor. This will create the link to the appropriate iTunes U courseware area, thus providing an entry point that takes students directly there.

**PREREQUISITES**

This document assumes that the instructor is already familiar with Blackboard. Otherwise please study Blackboard's Help pages, tutorials and documentation.

This document also assumes that the instructor is familiar with the iTunes interface. Otherwise please study iTunes' Help pages, tutorials and documentation.

**SENDING ACTIVATION REQUEST**

In order to be able to create iTunes U Links for students, instructors need to request the activation of iTunes U for the course.

**ACTIVATION REQUEST PENDING**

If you have already sent an activation request you should wait for the administrators to get back to you.

**iTUNES U ACTIVE**

Once the iTunes U course area is set up by the administrators you can go and upload course related material, you should use the link provided here.

**CREATE AN iTUNES U LINK**

Prerequisites: iTunes U is already active for the Blackboard course

Instructors create iTunes U links for their Blackboard course simply by creating Blackboard-like course document. For students, these links will appear and behave like any other Blackboard assignment.
1. Login as user having Instructor role
2. Click on Courses tab
3. Choose the course for the iTunes U link
4. Click on any course folder such as Assignments
5. Click on "EDIT VIEW"
6. Choose "iTunes U Link" from the dropdown list on the right
7. Click "OK"
8. Enter a name for the link
9. You may optionally enter instructions in the 'Instructions' field. This will appear under the link.
10. You may optionally make it unavailable initially, and make it available later
11. Click "Submit"
12. Acknowledge success/failure by pressing "OK"
13. You may optionally modify the availability of the link by clicking the "Modify" button
14. You may optionally modify the order of the link by setting the order numbers

**Modify an iTunes U Link**

If instructors need to make modifications to courseware assignment availability dates, they can do so by clicking the "Modify" button next to the desired iTunes U link.

1. Login as user having Instructor role
2. Click on Courses tab
3. Choose the course with iTunes U link you wish to modify
4. Click on Assignments
5. Click on "EDIT VIEW"
6. Click on the Modify button corresponding to the chosen iTunes U link
7. Set the properties of the assignment
8. Click "Submit"
9. Acknowledge success/failure by pressing "OK"
10. You may optionally modify the order of the assignment by setting the order numbers
iTunes U Building Block Instructor Guide

Before a connection to iTunes U can be made, the instructor must make a request through the course control panel.

REQUESTING iTUNES U ACTIVATION

1. Go to the course Control Panel.
2. Click on iTunes U, found under Course Tools.
3. Click Submit to submit a request.

Note: You will have to wait to upload content until your iTunes U Administrator sets up your course.

CREATING A LINK TO iTUNES U

1. Click the Edit View link within a course content area.
2. Select iTunes U Link from the pull-down menu
3. Click GO.
4. Enter link properties.
5. Click OK.