

C&NS Source Guide

iTunes U at Fairfield University Student User Guide

Requirements

- iTunes U requires the latest version of iTunes and Quicktime to be installed on your computer. Both programs are free and can be downloaded from www.apple.com/itunes/download. Download the software and install it by following the instructions that accompany the downloaded file.

Login

1. Open your internet browser (Internet Explorer, Firefox, or Safari (Mac)).
2. Type in the following web address: <http://itunes.fairfield.edu>.
3. When the username and password dialog box appears, enter your StagWeb username (id) and password.
4. Click OK.
5. Click “Yes” to any security dialogs that may appear.
6. The browser will display the following message: “The page you requested was opened in iTunes, and you can close this window.” Close the browser window.
7. iTunes will automatically open and direct you to the iTunes U at Fairfield University welcome page.

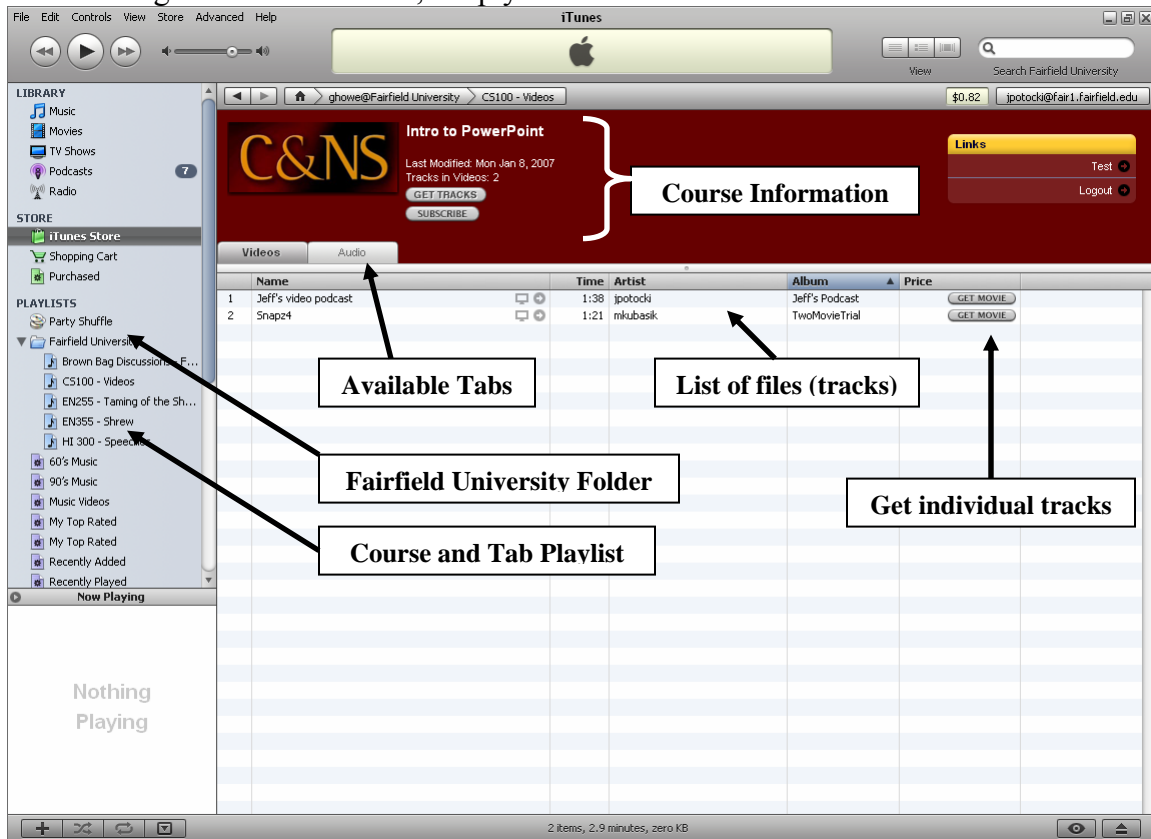
The Welcome Page

- The welcome page will display public content and the courses you are registered for under the Courses title.
- Enter a course by clicking on its title.



The Course Page

- The course page displays information about the course on the top of the page and displays the available content in tabs on the bottom part of the page.
- To navigate to other content, simply click on the available tabs.



Getting content from a Course

- There are three ways to download the content from a course: 1. Get Tracks, 2. Subscribe to a course, 3. Get individual tracks.
 - ▶ **Get Tracks:**
 - By clicking on the “Get Tracks” button under the course information, iTunes will download all the tracks on the tab you are currently viewing and put them into a playlist with your course and tab name under a Fairfield University folder that will be created automatically for you in your media management pane.
 - ▶ **“Subscribe” to a Course:**
 - By clicking on the “Subscribe” button under the course information, iTunes will download all the tracks on the tab you are currently viewing and create a playlist with your course and tab name under a Fairfield University folder that will be created automatically for you in your media management pane.
 - A podcast will also be created with your course and tab name under the Podcast section of your iTunes library. You can now manage each course tab podcast just like your other podcasts by choosing Edit>Preferences and select the Podcasts tab. (iTunes>Preferences on the Mac.)

► **Get individual tracks:**

- By clicking on the “GET MOVIE” or “GET SONG” button under the price column on a particular tab, iTunes will download only that particular file/track and create a playlist with your course and tab name under a Fairfield University folder that will be created automatically for you in your media management pane.

Playing your Content

- To view and play the content downloaded from a course, simply click on the course and tab name playlist in your media management pane and then double-click on the file you wish to play.
- Audio files will also appear in your main Music library.
- Video files will also appear in your main Movies library.
- To go back to your iTunes U course, click on the iTunes Store link in the media management pane.

Manually moving or Synching class content to your iPod

- To synch your class content to your iPod:
 1. Connect your iPod to your computer.
 2. Click on your iPod name in the media management pane.
 3. On the iPod Summary tab in the main iTunes window, determine if you want to “Manually manage music and video” or “Only synch checked items.”
 - Manually managing your music and video allows you to drag and drop files to your iPod at your disposal.
 - “Only synch checked items” will synch the items you have previously set up to be synched on the Music, Movies, TV Shows, Podcasts, Photos, Contact, and Games tabs when you connect your iPod to your computer.

Logging Out

- Click the Logout button in the Links box on the top right-hand side of the screen to log out of iTunes U.