



iTunes U at Fairfield University – iTunes U Guide and Checklist
Summer '07 Faculty Computer Training

Table of Contents:

Initial Course Setup:	1
Computer Requirements:	1
Instructor Access:.....	1
Organizing your Course:.....	2
Editing the Course Page.....	2
Edit Course Image.....	3
Edit Course Instructor Info	3
Edit Course Description.....	4
Adding Links	4
Adding Tabs.....	4
Setting Tab Access.....	4
Uploading files:.....	5
Other Information	7

Initial Course Setup:

- If you are interested in using a course in iTunes U, you need to forward the following information to Jeff Potocki (jpotocki@mail.fairfield.edu):
 - Course Name and Number (and any sections numbers or letters if necessary)
 - A list of the students enrolled in your course as well as their StagWeb ID numbers, which can be accessed from StagWeb.

Computer Requirements:

- In order you to use iTunes U, you must download and install the iTunes program which can be found at: <http://www.apple.com/itunes/download>.
- You should also make sure you computer has the latest software updates from Microsoft or Apple.

Instructor Access:

- Instructors will be accessing their courses using their Network/Outlook E-mail account credentials. If you do not have one, please contact Human Resources at x2277 so they can provide you with the information to get an account.

- To login to your course:
 1. Open a web browser. (Internet Explorer, Netscape, Firefox, Safari)
 2. Go to the following web address: <http://itunes.fairfield.edu>
 3. Enter you Network/Outlook username and password.
 4. **Click OK.**
 5. The iTunes program will automatically open for you and display your course title.
 6. **Click on your course title** in the iTunes window to enter the course page.



Organizing your Course:

- iTunes U uses tabbed pages to organize your content that you will upload into your course. Tabs can be created, named, re-ordered, and assigned specific access privileges. However, before you create your tabs, you have to think about how you will organize your content before you begin uploading content by determining how many tabs you will use and what names you will assign to them. This is important because certain tab access privileges will require a separate tab for that particular function.

Editing the Course Page

- Once you enter your course page, you will see all the customizable options that are available to you. To begin to customize your course page, click

on the “[Edit Page](#)” link on the top right of the course page. The available customizable options are below.



Edit Course Image

- You can upload an image that represents your course. To do so:
 1. Click on the small “up” arrow under your course title in the reserved image space.
 2. Click “Yes” to any security dialogs that may appear.
 3. A webpage will appear that will ask you to browse your computer to search for an image.

Note: Images must be PNG, JPEG, TIFF or GIF and must also have the correct file extension (.png, .jpg, .jpeg, .tiff, .tif, .gif)
 4. Click the “Browse” button, locate the picture on your computer, and then click the “Open” button in the “Choose File” dialog box.
 5. Your image will upload and then bring you back to your course page.

Edit Course Instructor Info

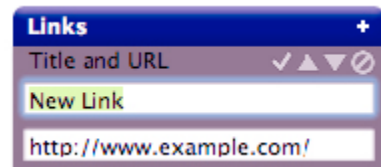
- To the right of the course image, you can add the name of the instructor of the course. To do so:
 1. Click on the “pencil” icon next to the course image.
 2. A text box will appear.
 3. Type your name and any other name information.
 4. When done, click the **check mark button** to save the changes.

Edit Course Description

- Underneath the course image, you can add a description of your course to your course page. To do so:
 1. Click on the “pencil” icon under the Description heading.
 2. A large text box will appear.
 3. Type any course description or information.
 4. Click the **check mark button** under the text box when done to save the changes.

Adding Links

- On the right side of your course page, you can add links to other websites so as to provide references to the material related to your course. To do so:
 1. Click on the plus (+) button under the Links heading on the right side of the course page.
 2. Two text boxes will appear; one for a **title** for the link, and the other for the **web address** for the link. Add in your link information for both text boxes.
 3. Click the **check mark button** to save the changes.



Note: Use the url format of: <http://www.example.com> for the web address. Also, you can delete links and if you have more than one link, you can re-order your links to put them in any position you want by using the up and down arrows in the link box.

Adding Tabs

- Tabs allow you to organize and assign access privileges to your content. To create tabs:
 1. Click the plus (+) button just above and to the left of the tracks viewing pane on the bottom of your course page. (**Note:** one tab will be given to you to start)
 2. Once the tab is created, you can then name the tab in the text box of the tab.
 3. To finish, click the check box button to save your changes.

Note: You can delete and re-order tabs as well. Remember to select the tab you want to change first, before modifying your tabs.

Setting Tab Access

- There are four access privileges that you can assign to your tabs. **No Access, Download, Drop Box, and Shared.** Download is selected by default.

Use this permission:	For this result:
No Access	Only you as the course manager have access. Visitors to the Course page will not see the tab.
Download	Visitors to the Course page can download content from the tab. Only the course manager can upload content to the tab.
Drop Box	Students can upload content to the tab. Students see only those items they have uploaded, not those of other students. Only the course manager can see all of the contents.
Shared	Students and course managers can upload, download, and delete content in the tab.

- The access privilege drop down box is located on the right side of the course page. **Remember:** You must create a separate tab for any of the access privileges that you wish to assign. To assign access privileges:
 1. First select the tab in which you would like to assign an access privilege.
 2. From the access privilege drop down box, choose one of the four privileges.
 3. Move to another tab if you wish to assign another access privilege.
- **Note:** Do not ever select the “Edit,” “-“, or “Inherit” access privileges in the access privileges drop down box. These are for administrator use only.

Uploading files:

- **Before you upload files,** you must make sure your files use one of the supported file formats and have metadata that will describe the files in the track lists in you tabs.
- You can upload supported files to any of your tabs. The supported file formats are below:
 - Audio: .mp3,
 - Video: .mp4, .m4v, .m4a, .m4b, .mov
 - PDF: (.pdf) Created from Adobe Acrobat Pro or save as PDF on the Mac.
- **Adding Metadata**
 - Metadata is descriptive information that is stored with your file so when you upload your file, that information will be displayed in the available track columns. Example metadata is: file name, artist and album. Refer to the “Using iTunes” handout about adding metadata to a file. You must add metadata to your file before you upload it. You will not be able to add metadata once you upload your file.

Intro to PowerPoint

Move Selected Tracks To: Add Track(s)

Return to iTunes

Name	Artist	File
<input type="checkbox"/> Jeff's video podcast	jpotocki	▼ Replace File
<input type="checkbox"/> Snapz4	mkubasik	▲▼ Replace File
<input type="checkbox"/> World News, 2.25.07	ABC News	▲ Replace File

○ **To upload files:**

1. Click the “Upload Files” link on the top right side of the course page.
2. Click “Yes” to any security dialogs that may appear.
3. A web page will open (see above) to show the uploading files options.
4. In the “Move Selected Tracks To:” drop-down box, select the tab you wish to add files to.
5. Click the “Add Tracks” icon.

Intro to PowerPoint

Move Selected Tracks To: Add Track(s)

Return to iTunes

Name	Artist	File
<input type="checkbox"/> Jeff's video podcast	jpotocki	▼ Replace File
<input type="checkbox"/> Snapz4	mkubasik	▲▼ Replace File
<input type="checkbox"/> World News, 2.25.07	ABC News	▲ Replace File

Upload To Videos:

Note: Audio files must be either AAC or MP3. They also must be named with the appropriate file extension (.m4a / .mp3).
Video files must be either MPEG-4 or H.264 encoded. They also must be named with the appropriate file extension (.mp4 / .m4v / .mov).
When using QuickTime®, export your videos by choosing "Movie to iPod" from the Export pop-up menu in QuickTime Pro.

6. An “Upload to Tab Name” field will appear with a “Browse” button.
7. Click the “Browse” button to navigate through your computer to choose the file you want to upload.
8. Select the file and then click the “Open” button in the Choose File window.
9. Your file will then begin to upload. The upload field will show you the upload progress of your file.
10. When done, your file will be added to the track list in your selected tab.
11. When finished adding files, click on the “Return to iTunes” icon on the top right side of the webpage.

Note:

- You can move uploaded files to other tabs (so you don't have to upload the same file again to another tab).
- You can re-order tracks in your tabs by clicking the up and down arrows under the “File” heading on the upload files page.
- You can replace files within your tabs by choosing the “Replace File” option under the “File” heading on the upload files page.
- You can delete files in your tabs by moving them to the Trash.

- You can empty your trash folder by clicking on the Trash tab, selecting the files in the list, and then click the “Empty Trash” icon at the top of the page. You can put items in the trash back to any of your tabs by using the moving function.

Other Information

- **Edit Access link** – Do not choose the “Edit Access” link on the top right side of your course page. This is for administrator use only.
- **End Editing** – When you are finished editing your page, click the “End Editing” link on the top right side of your course page.
- **Logout** – You must logout properly when finished with your iTunes U session. To do so, click on the “Logout” link on the top right side of your course page.