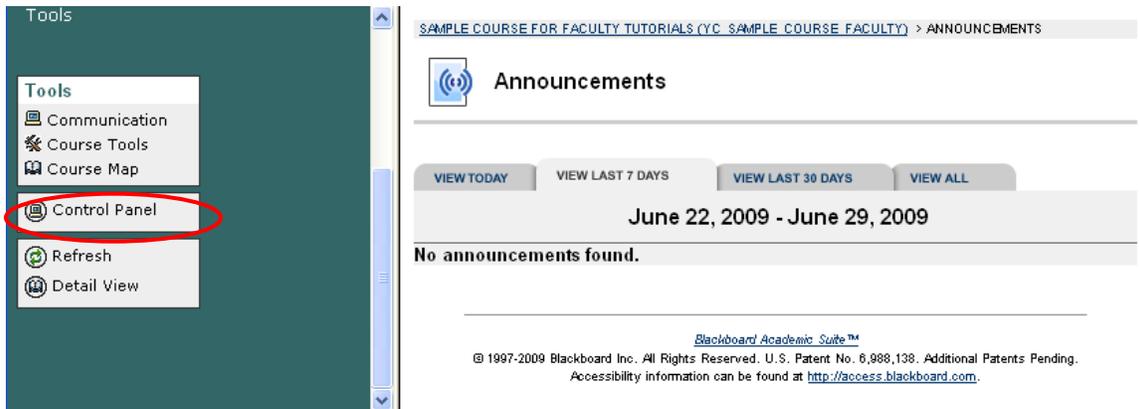


How to Use iTunes U (A tutorial for Instructors)

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



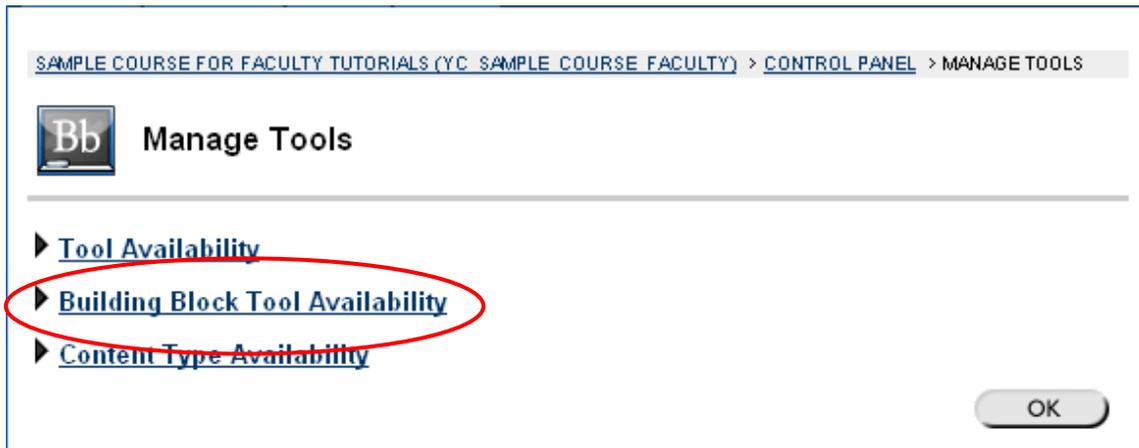
The screenshot shows the Blackboard interface. On the left, a 'Tools' menu is open, listing 'Communication', 'Course Tools', 'Course Map', 'Control Panel', 'Refresh', and 'Detail View'. The 'Control Panel' option is circled in red. On the right, the 'Announcements' page is displayed for the course 'SAMPLE COURSE FOR FACULTY TUTORIALS (YC SAMPLE COURSE FACULTY)'. It shows a date range of 'June 22, 2009 - June 29, 2009' and states 'No announcements found.' At the bottom, there is a copyright notice for Blackboard Academic Suite™.

2. Click "Manage Tools" under "Course Options" panel.



The screenshot shows the 'Course Options' panel. It contains two columns of links: 'Manage Course Menu', 'Course Design', 'Manage Tools', 'Settings', and 'Recycle Course' in the left column; and 'Course Copy', 'Import Course Cartridge', 'Import Package', 'Export Course', and 'Archive Course' in the right column. The 'Manage Tools' link is circled in red.

3. Click "Building Block Tool Availability".



The screenshot shows the 'Manage Tools' page. It features a 'Bb' logo and the title 'Manage Tools'. Below the title, there are three expandable sections: 'Tool Availability', 'Building Block Tool Availability', and 'Content Type Availability'. The 'Building Block Tool Availability' section is circled in red. An 'OK' button is located at the bottom right of the page.

- The "Available" column is for enabling different tools.

 **Building Block Tool Availability**

Tool	Available	Allow Guest
------	-----------	-------------

- Enable "iTunes U" by checking the checkbox next to "iTunes U Course Application".

Add Users by Role Add Users by Role	<input type="checkbox"/>	<input type="radio"/>
iTunesU Course Application iTunesU Course Application	<input checked="" type="checkbox"/>	<input type="radio"/>
List All Users List All Users	<input type="checkbox"/>	<input type="radio"/>

- Click "Submit".

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

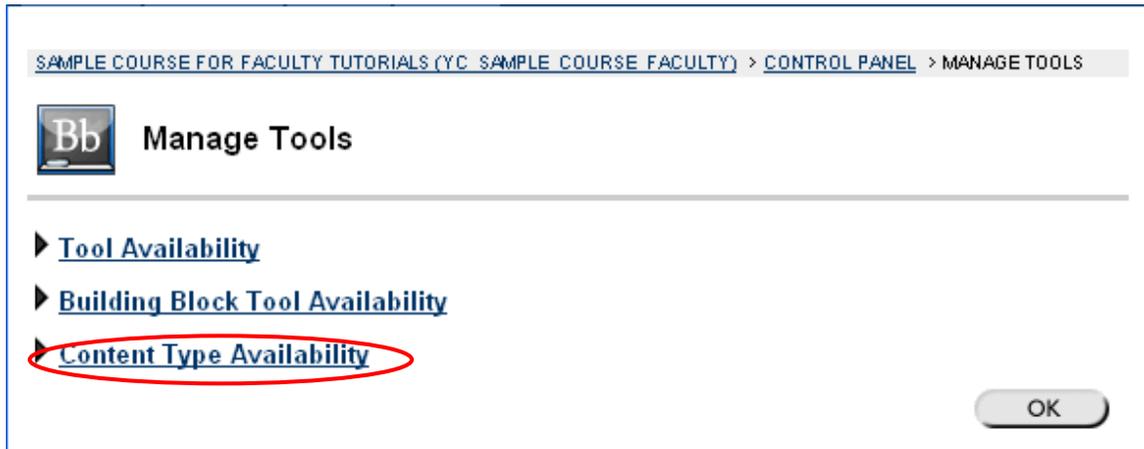
- You will see a confirmation message.

 **Building Block Tool Availability**

Receipt: Success
The attempted action was successful.

2009-06-29 10:30:31 AM

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



SAMPLE COURSE FOR FACULTY TUTORIALS (YC SAMPLE COURSE FACULTY) > CONTROL PANEL > MANAGE TOOLS

 **Manage Tools**

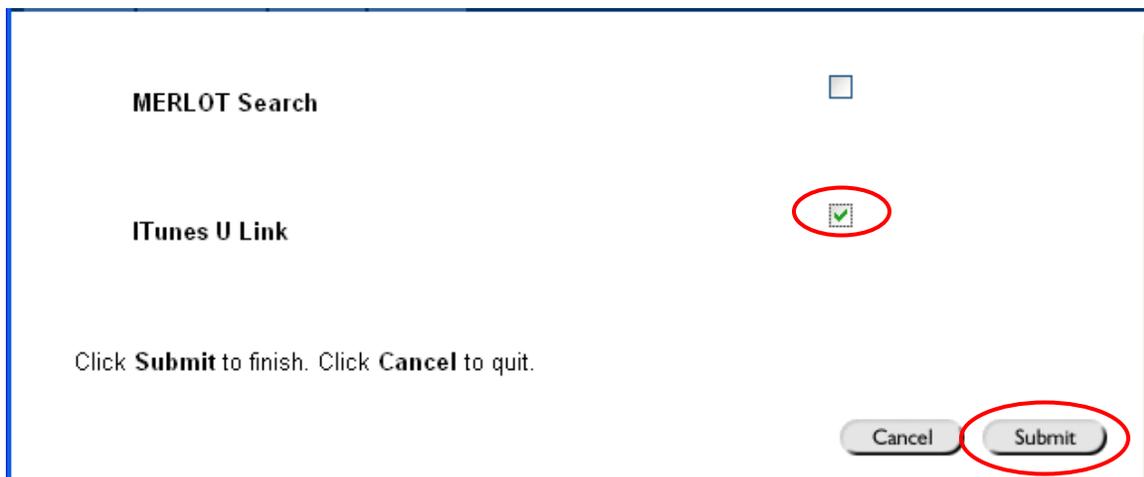
▶ [Tool Availability](#)

▶ [Building Block Tool Availability](#)

▶ [Content Type Availability](#)

OK

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



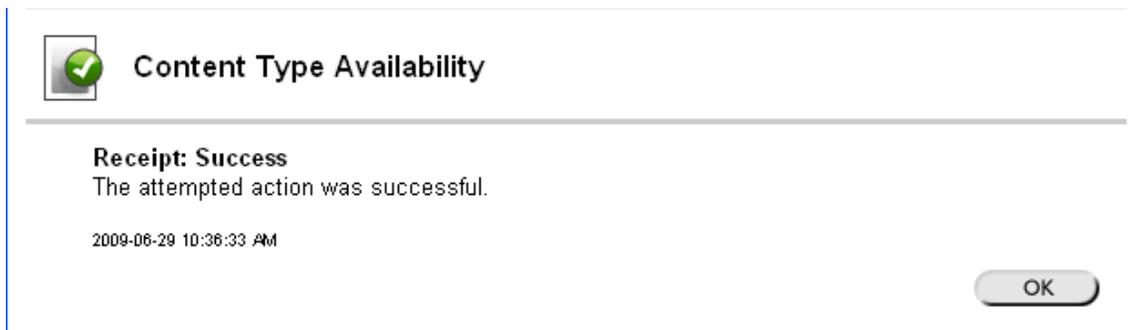
MERLOT Search

iTunes U Link

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

Cancel Submit

10. You will see a confirmation message.



 **Content Type Availability**

Receipt: Success
The attempted action was successful.

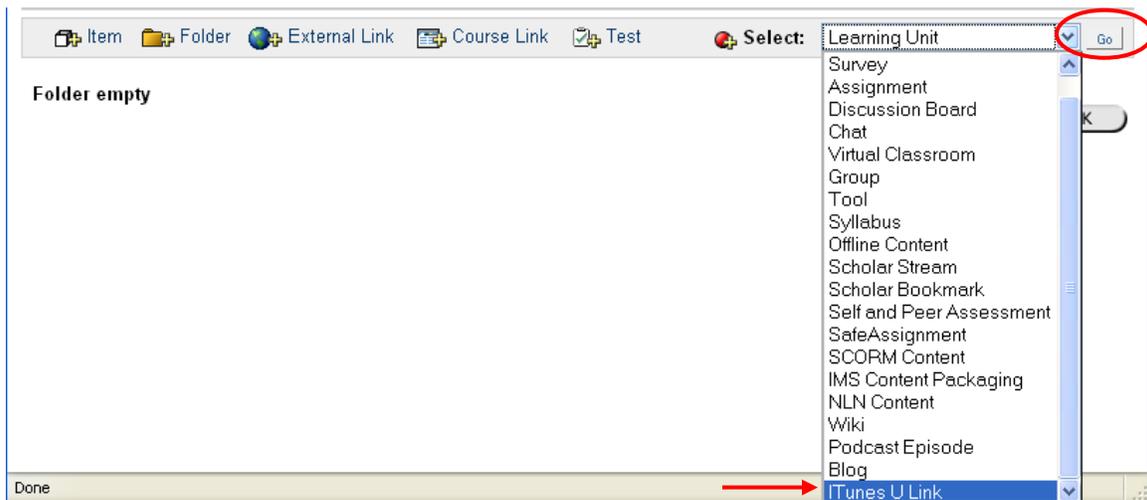
2009-06-29 10:36:33 AM

OK

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”.



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

The screenshot shows a web form titled "iTunesU Link Information" with a "Help" link in the top right. The form is divided into three sections:

- 1 iTunesU Link Information:** Contains a "Name" field with the text "Course Podcast" and an "Instructions" text area with the text "This is a demo about how to use iTunes U." Above the text area is a rich text editor toolbar with various icons for text formatting and editing.
- 2 Options:** Contains an "Active" section with radio buttons for "Yes" (selected) and "No". Below it is an "Availability Dates" section with "Start date" and "End date" fields, each containing a date picker set to "Jun 29 2009 11:30 AM".
- 3 Submit:** Contains the text "Click **Submit** to finish. Click **Cancel** to quit." and two buttons: "Cancel" and "Submit". The "Submit" button is circled in red.

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

The screenshot shows a confirmation message box titled "iTunes U Link Created" with a wrench icon. The message text reads "Content successfully created." followed by the timestamp "Monday, June 29, 2009 11:40:37 AM EDT". An "OK" button is located in the bottom right corner and is circled in red.

15. You will see the “iTunes U” link on the “Course Documents” page.

The screenshot shows a toolbar for a "Course Documents" page. The toolbar includes icons for "Item", "Folder", "External Link", "Course Link", and "Test". A "Select:" dropdown menu is set to "Learning Unit" with a "Go" button. Below the toolbar, a red arrow points to a music icon next to a dropdown menu showing "1" and the text "Course Podcast". To the right of this are buttons for "Modify", "Manage", "Copy", and "Remove". An "OK" button is located in the bottom right corner.

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.

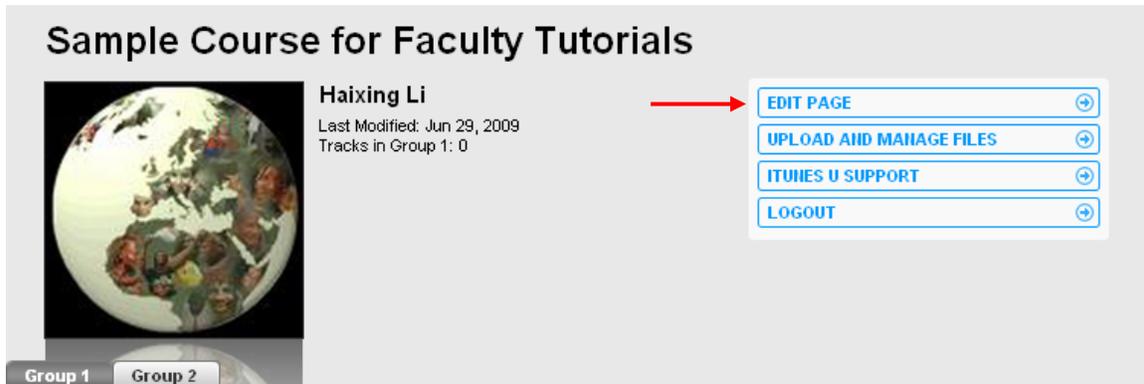


19. "Group 1" and "Group 2" are the default tabs under which you can upload audio files or video files. Your students have only download access to the files from these two tabs.



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

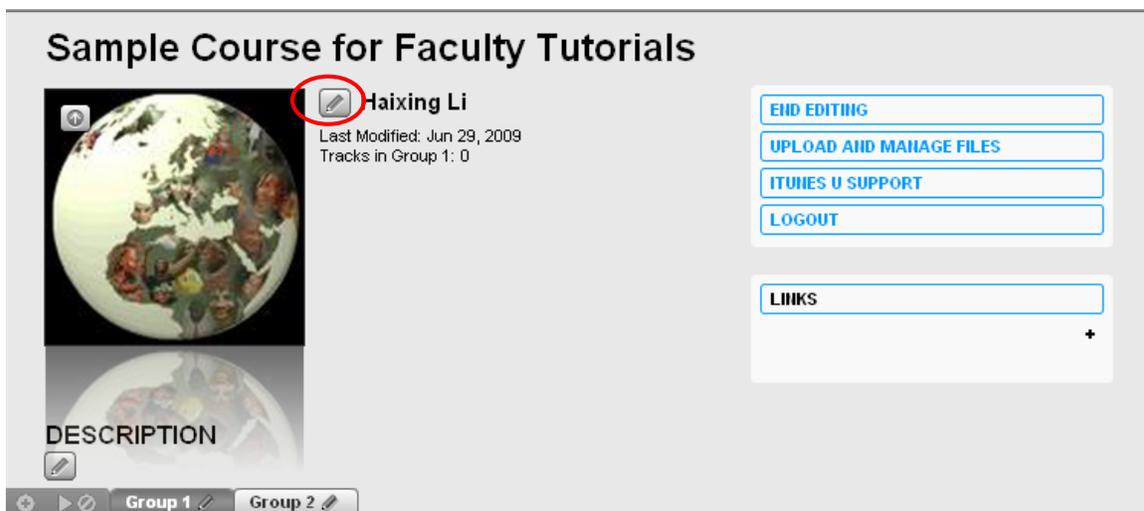
Group 1 Group 2

- EDIT PAGE
- UPLOAD AND MANAGE FILES
- ITUNES U SUPPORT
- LOGOUT

a. Edit the name field.

- Click "✎" icon to edit your name or add your title.

Sample Course for Faculty Tutorials



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

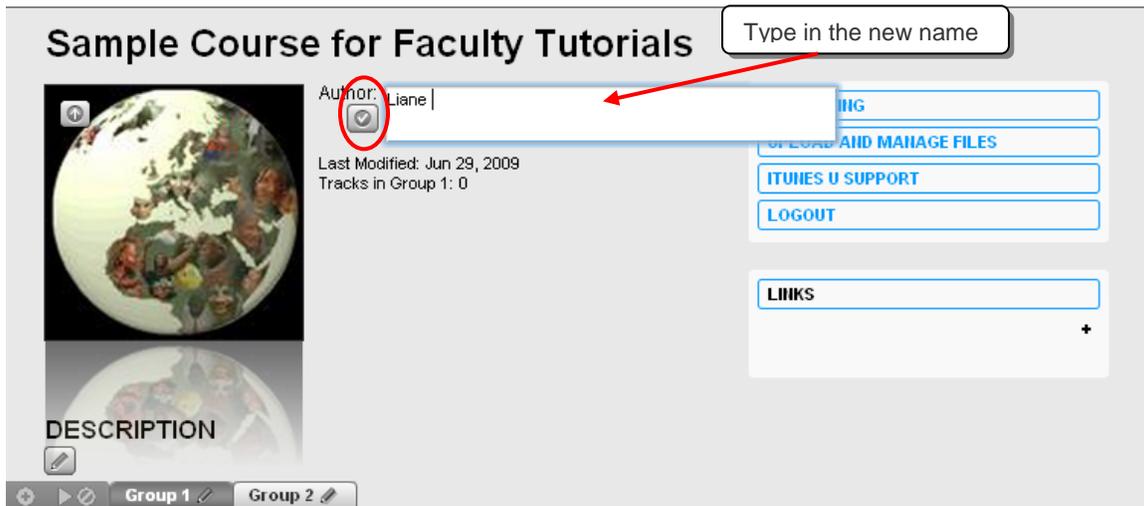
DESCRIPTION

Group 1 Group 2

- END EDITING
- UPLOAD AND MANAGE FILES
- ITUNES U SUPPORT
- LOGOUT

LINKS +

- Type in your title, etc, and click “” icon to save the new name.



Sample Course for Faculty Tutorials

Type in the new name

Author: Liane

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

END EDITING

UPLOAD AND MANAGE FILES

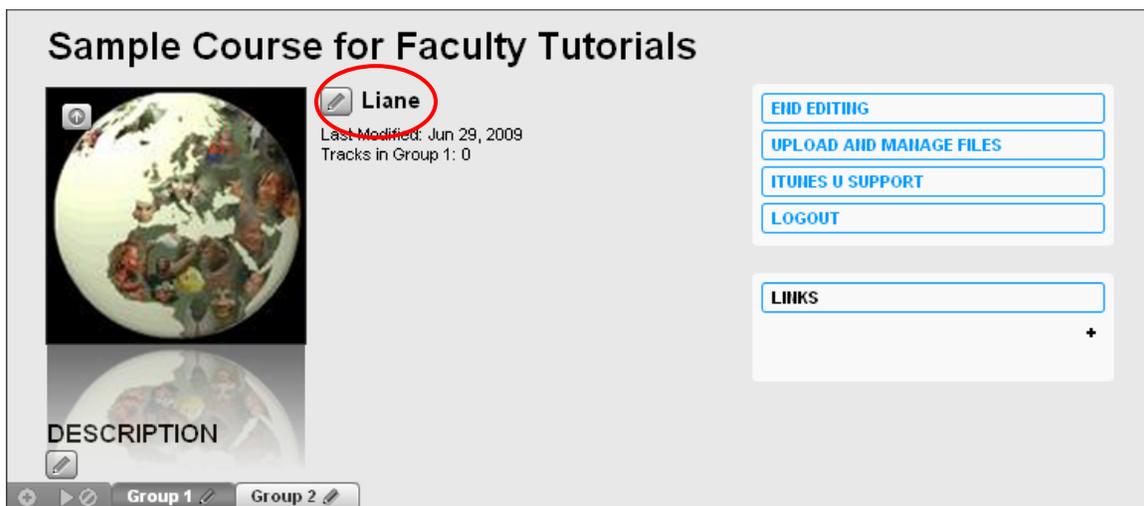
ITUNES U SUPPORT

LOGOUT

LINKS

Group 1 Group 2

- The new name will be displayed on the home page.



Sample Course for Faculty Tutorials

Liane

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

END EDITING

UPLOAD AND MANAGE FILES

ITUNES U SUPPORT

LOGOUT

LINKS

Group 1 Group 2

b. Upload a display picture.

- Click “” on the display picture.

Sample Course for Faculty Tutorials



 **Liane**
Last Modified: Jun 29, 2009
Tracks in Group 1: 0

END EDITING

UPLOAD AND MANAGE FILES

ITUNES U SUPPORT

LOGOUT

LINKS

+

DESCRIPTION



   **Group 1**  **Group 2** 

- Choose a new picture from you local computer by clicking “Browse”. The acceptable formats of an image file are .png, .jpg, .jpeg, and .gif.

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:

You will see a message saying “In Queue”, meaning the iTunes is uploading the picture to your course site on iTunes U.

Select a new Image:
In Queue

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:

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

Sample Course for Faculty Tutorials



Liane
Last Modified: Jul 1, 2009
Tracks in : 0

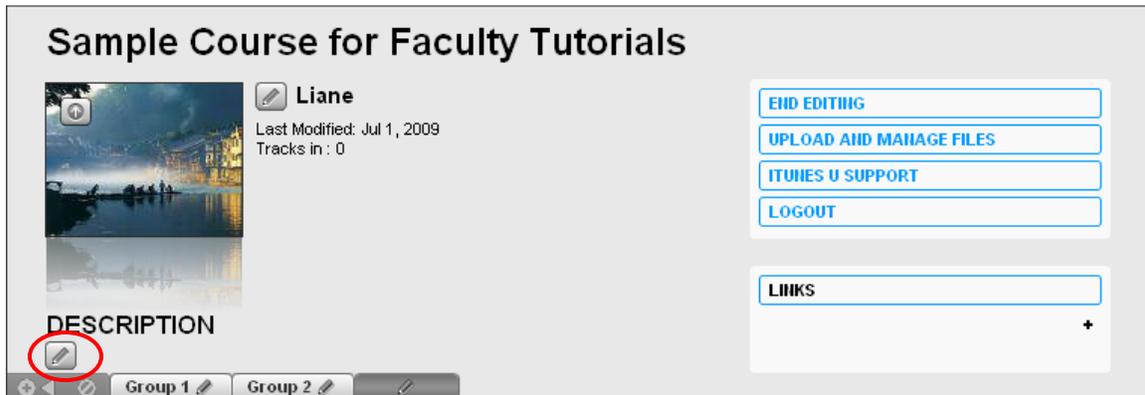
DESCRIPTION

LINKS +

Group 1 Group 2

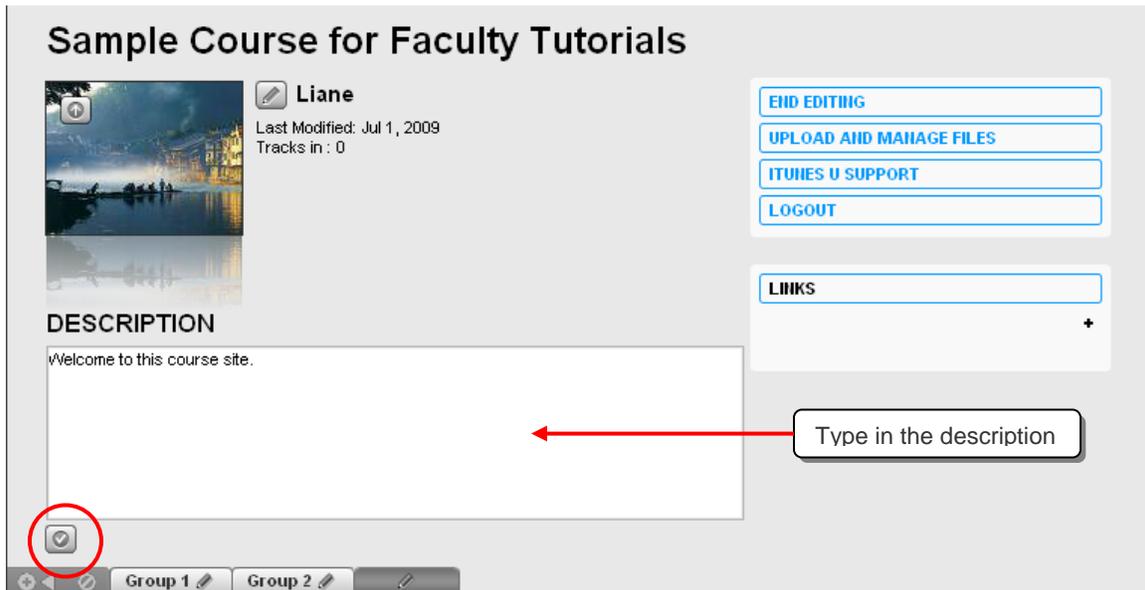
c. Edit description.

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



The screenshot shows the course management interface for "Sample Course for Faculty Tutorials". The user is "Liane", and the course was last modified on Jul 1, 2009. The "DESCRIPTION" section is visible, and a pencil icon next to it is circled in red. On the right side, there are buttons for "END EDITING", "UPLOAD AND MAHAGE FILES", "ITUNES U SUPPORT", and "LOGOUT". Below these is a "LINKS" section with a plus sign. At the bottom, there are tabs for "Group 1" and "Group 2".

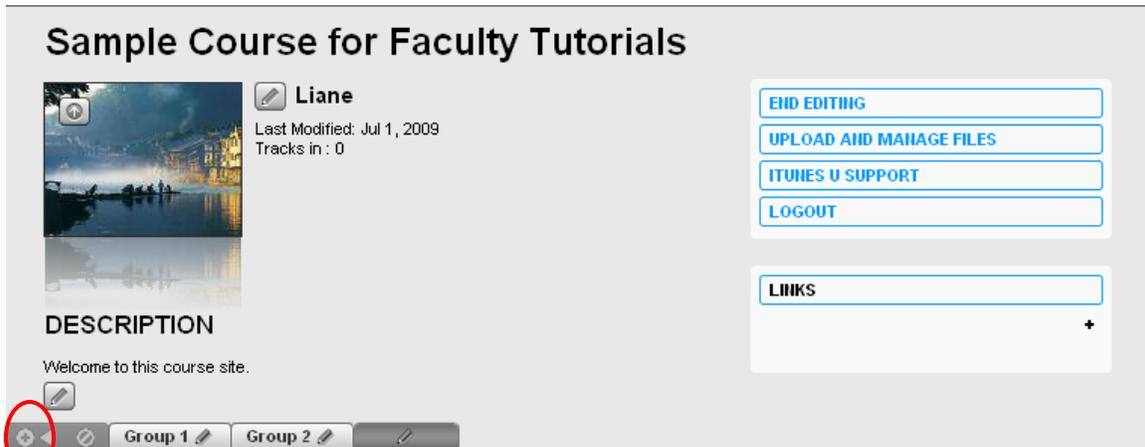
- Type in description, and click “” icon to save the description.



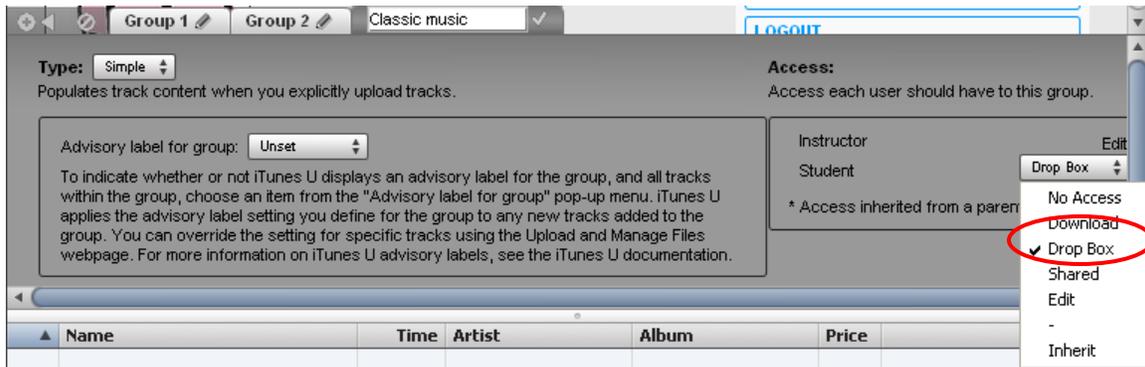
The screenshot shows the course management interface for "Sample Course for Faculty Tutorials". The user is "Liane", and the course was last modified on Jul 1, 2009. The "DESCRIPTION" section is visible, and a text input field contains the text "Welcome to this course site.". A red arrow points from a box labeled "Type in the description" to the input field. At the bottom left, a checkmark icon is circled in red. On the right side, there are buttons for "END EDITING", "UPLOAD AND MAHAGE FILES", "ITUNES U SUPPORT", and "LOGOUT". Below these is a "LINKS" section with a plus sign. At the bottom, there are tabs for "Group 1" and "Group 2".

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.



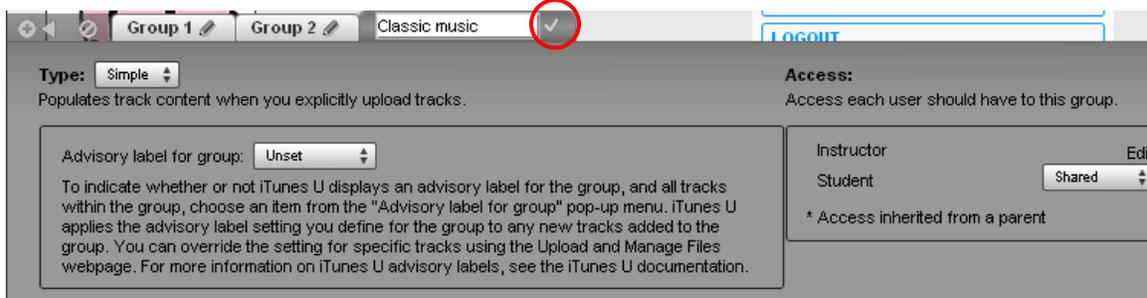
- Under “Access” area, Choose “Drop Box” from the Dropdown box tab to allow your students to upload their files into this link. Only you can view the files on this tab.



- 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.



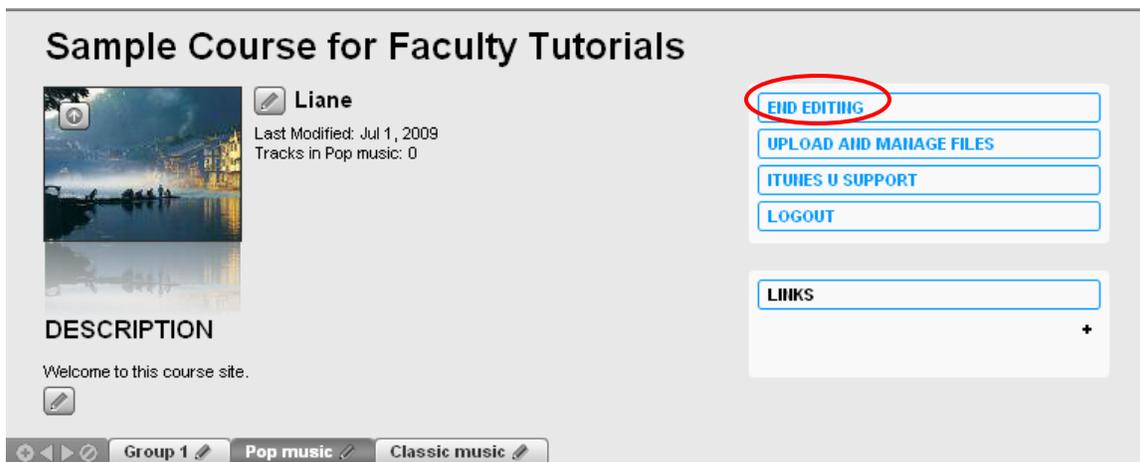
- You can change the name of group by clicking “✎”.



- 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.

Sample Course for Faculty Tutorials



Liane
Last Modified: Jul 7, 2009
Tracks in Group 1: 1

[GET TRACK](#)

DESCRIPTION

Welcome to this course site.

[EDIT PAGE](#) 

[UPLOAD AND MANAGE FILES](#) 

[ITUNES U SUPPORT](#) 

[LOGOUT](#) 

Group 1 [Pop music](#) [Classic music](#)

23. Click "Add New File".

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.

[Group 1](#) [Group 2](#)

Name	Artist
There are currently no tracks in this tab.	
 Add New File	

24. Read “Note” about requirement for uploading a file first, and click “Browse”.

Upload and Manage Files

Sample Course for Faculty Tutorials
Liane

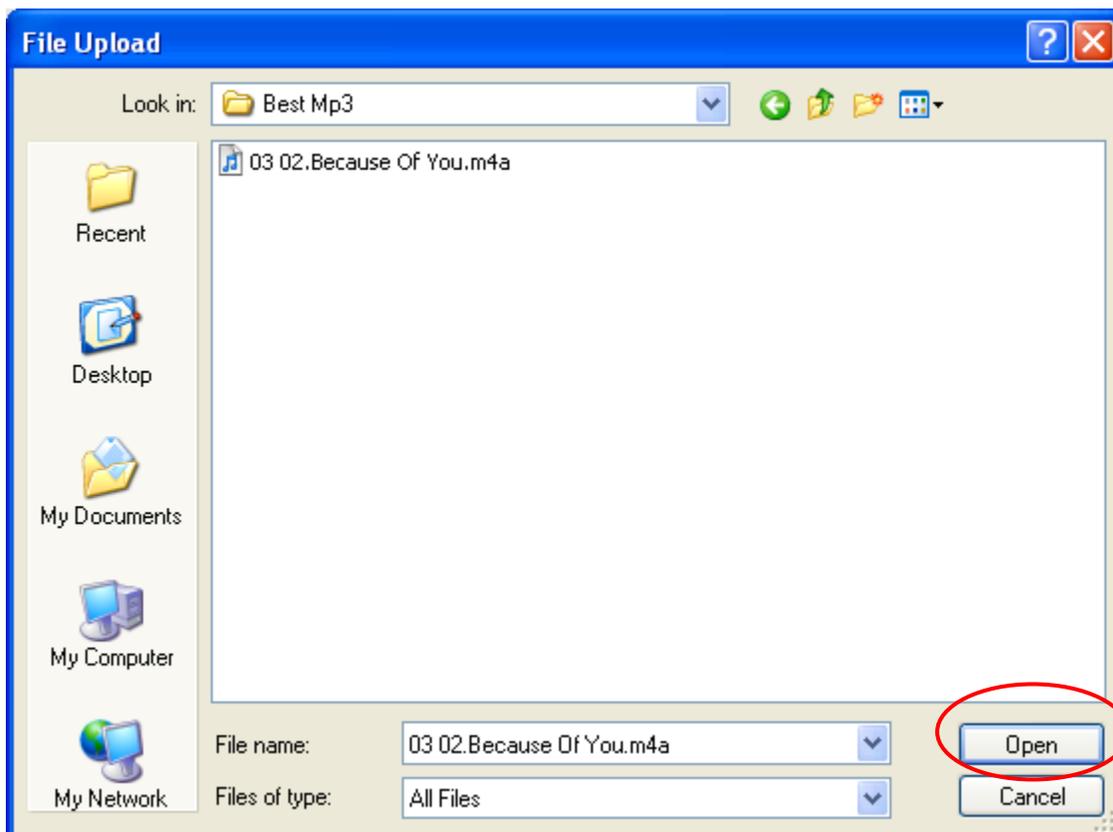
To upload a file, click Add New File and select the file. To delete files or move files to another group, select the files' checkboxes and choose the appropriate action from the Choose Action pop-up menu.

Note: iTunes U only accepts files for upload that are less than 1 gigabyte (GB). Audio files must be either AAC or MP3 with appropriate file extensions (.m4a, .mp3). To use specific cover artwork with an audio track, use the AAC file type format (.m4a). Video files must be MPEG-4 with H.264 compression with appropriate file extensions (.mp4, .m4v, .mov). If you are using QuickTime to create and edit video content, export your videos by choosing Movie to iPod from the Export pop-up menu in QuickTime Pro.

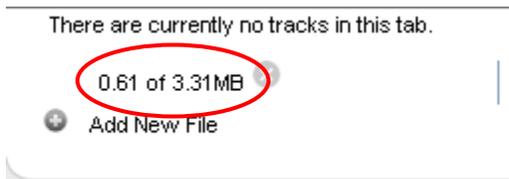
Group 1 Group 2

Name	Artist
There are currently no tracks in this tab.	
<input type="text"/>	<input type="button" value="Browse..."/>
<input type="radio"/> Add New File	

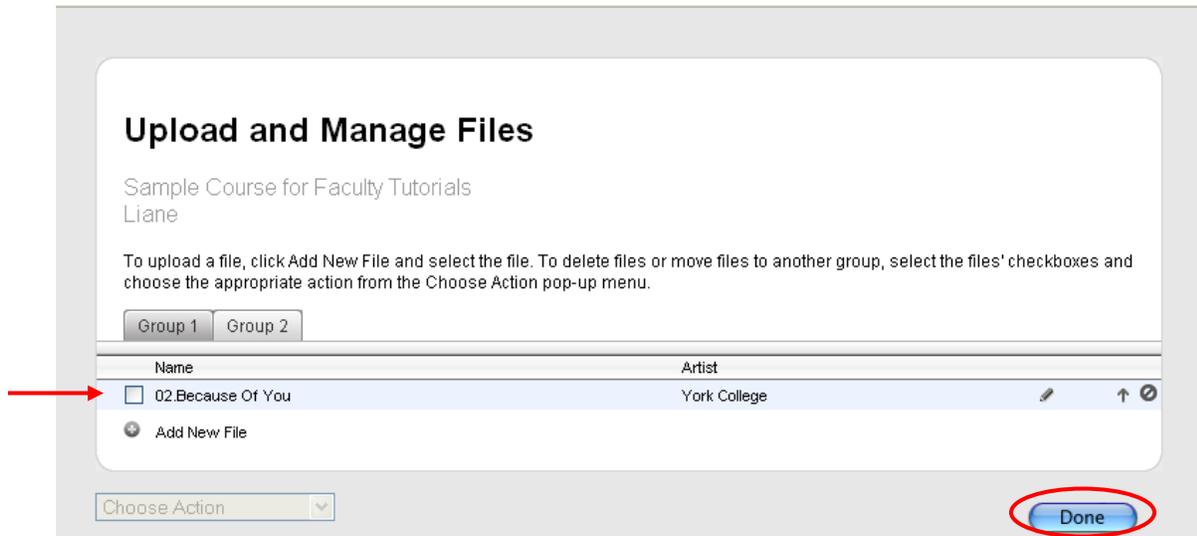
25. Choose a video or audio file from your computer, click “Open”.



26. You will see the progress of uploading the 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.



28. The audio or video file will be listed on your iTunes U course home page of the selected tab.

The screenshot shows the iTunes U interface for a course titled "Sample Course for Faculty Tutorials". The course is by "Liane" and was last modified on Jul 1, 2009. It contains 1 track in the "Pop music" category. The track list is as follows:

▲	Name	Time	Artist	Album	Price	
1	02.Because Of You	3:41	York College	Best MP3人气超强...	Free	GET

A red arrow points to the first track, "02.Because Of You".

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

This screenshot is identical to the previous one, but the "UPLOAD AND MANAGE FILES" button in the top right navigation menu is circled in red.

30. Click "✎" icon to edit the information about the file.

This is a close-up of the track list from the previous screenshot. The first track, "02.Because Of You" by "York College", is selected. The edit icon (✎) is circled in red.

Name	Artist	
<input type="checkbox"/> 02.Because Of You	York College	✎ ↑
➕ Add New File		

31. Type in new information, and click “✓”

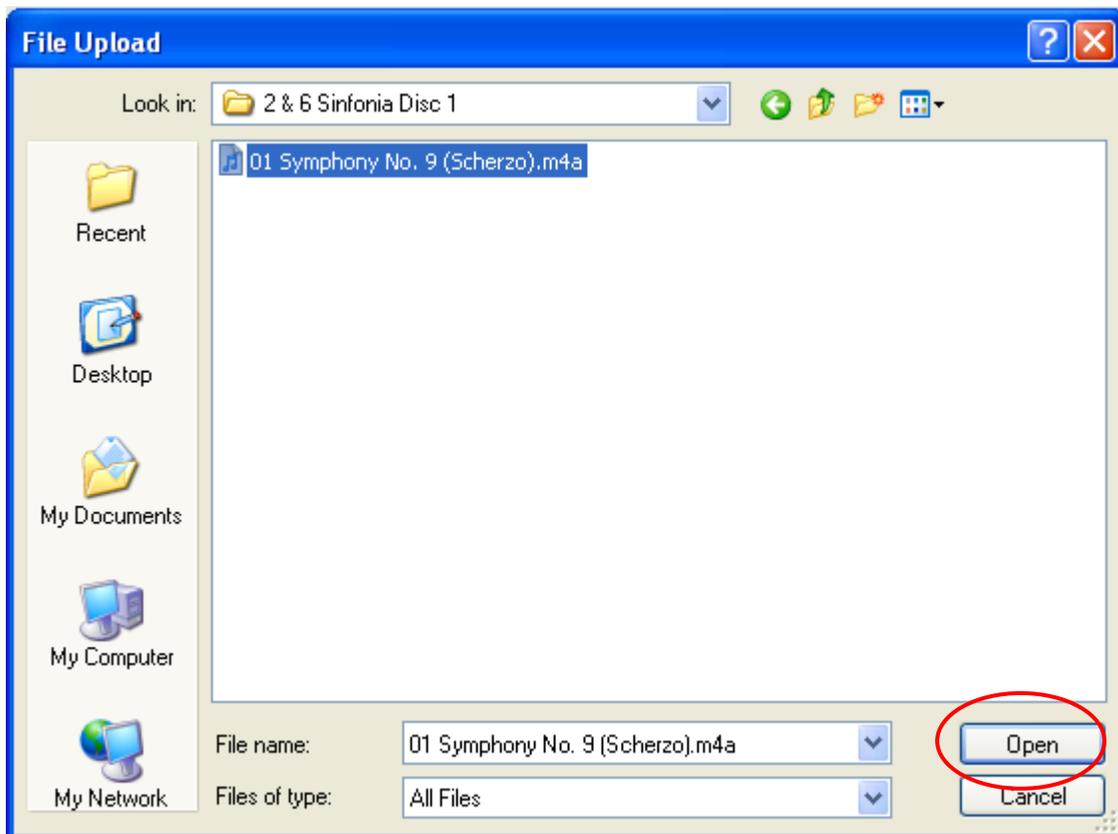
New information



32. Click “↑” icon to replace the current file.



33. Choose a file, and click “Open”.



34. You will see the new file listed.

New file



35. Click “🗑️” icon to delete a file.



36. Click “OK” to confirm.



37. Click “Done” to save all of your editing.

