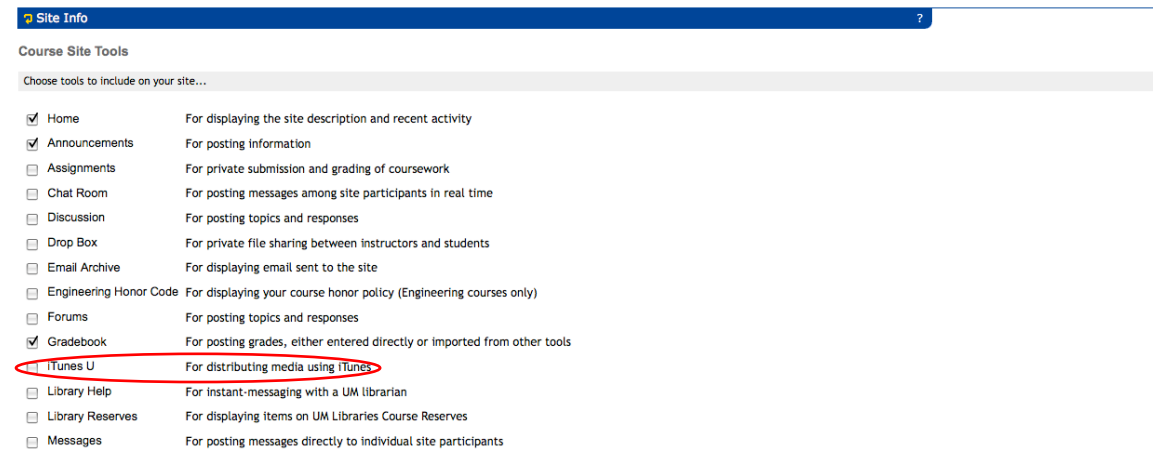


Adding and Using iTunesU

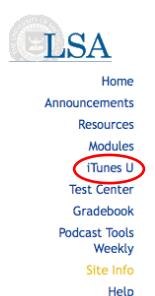
iTunesU allows instructors to easily post media or PDF files online for students to easily access at any time using iTunes. Access to your iTunesU site is restricted to members of your CTools course only, so all content remains private.

1. Add the iTunesU tool to your CTools site

Log in to CTools and select the appropriate course. Click on “Site Info” from the links on the left and then go to “Edit Tools” from the links at the top. Check the box for “iTunesU” and click continue. Follow the prompts to finish adding iTunesU to your course.

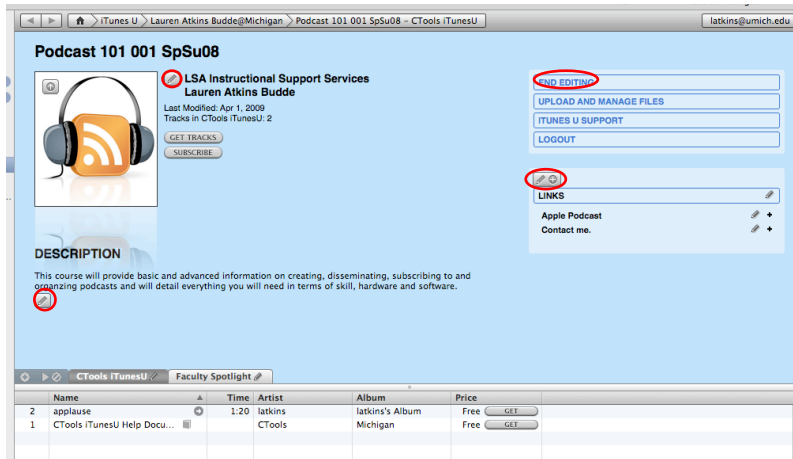


When finished, an iTunesU link should appear with your other tools on the left, like below:



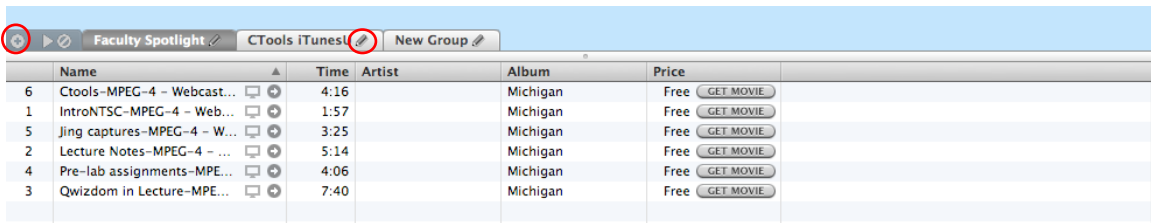
2. Edit the description and information in your iTunesU site.

Click on the iTunesU link in CTools. This will launch iTunes (you and your students will need to have the application installed on your computer in order to use this tool). iTunes should open to a page that looks like this:



To edit the information on your page, click the “Edit Page” link on the top right. You can edit the title, description or links by clicking on the pencil icon near any of those sections. This will open a text box in which you can adjust, delete or edit information. When you are finished, click the check mark icon to save.

iTunesU allows you to create multiple tabs under which you can store various files. For instance, you might have a homework tab an exams tab, or perhaps decide to divide your media by type and create an audio tab, a video tab, and a print materials tab. To create a new tab, click on the plus icon just above the file area on the left.



To edit an existing tab, click on the pencil icon next to the tab name.

When you have finished editing your page’s basic information and tabs, click the “End Editing” link at the top to save.

3. Add files

Click on the “Upload and Manage Files” link on the right. This will open a page in your internet browser where you can upload and manage files. It will have tabs corresponding to the ones in your iTunes site and look like the image below:

Upload and Manage Files

Podcast 101 001 SpSu08
LSA Instructional Support Services Lauren Atkins Budde

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.

Faculty Spotlight CTools iTunesU New Group

Name	Artist	
<input type="checkbox"/> IntroNTSC-MPEG-4 - Webcasting		
<input type="checkbox"/> Lecture Notes-MPEG-4 - Webcasting		
<input type="checkbox"/> Quizdom in Lecture-MPEG-4 - Webcasting		
<input type="checkbox"/> Pre-lab assignments-MPEG-4 - Webcasting		
<input type="checkbox"/> Jing captures-MPEG-4 - Webcasting		
<input type="checkbox"/> Ctools-MPEG-4 - Webcasting		
<input checked="" type="checkbox"/> Add New File		

Choose Action Done

Click on the tab to which you would like to add a file and then click the “Add New File” link at the bottom of the page. Click “Browse,” locate your file and click “Open.” The browser will immediately add the file to its “queue” and begin uploading. You do not have to wait for the file to have fully loaded before adding another; the system will just continue to add new files to the queue and add them automatically when ready.

Files must be less than 1GB in size and the supported formats are the following:

For audio files: AAC or MP3 with appropriate file extensions (.m4a, .mp3)

For video files: MPEG-4 with H.264 compression with appropriate file extensions (.mp4, .m4v, .mov)

To delete or move multiple files, check the box next to each file name and then choose the desired action from the drop down box at the bottom of the page.

To edit an individual file name, click the pencil icon next to that file.



Click the up arrow icon to move it up in the list, and the down arrow to move it down in the list.



To replace a file with a newer version, click the thin up arrow and use the “Browse” button that appears to locate and upload the new version.



To delete an individual file, click the circle with the slash through it.



When you are all set managing files, click “Done.”

Your students can now access and download all these materials simply by clicking on the iTunesU link in your CTools course.

Questions? Email, Stop by or give us a call.

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