



iTunes U Instructor's Guide

INTRODUCTION

iTunes U enables you to make recordings of your lectures or supplementary course materials available online only to the students in your course. These recordings (or “podcasts”) are accessed through Blackboard using the popular iTunes program, so it's easy to download content, play it on a computer, and transfer it to an iPod. Plus, the files are stored on Apple's servers with virtually no limits on storage space.

Anything posted on iTunes U can be downloaded, copied, and redistributed without limitation, so you should only post materials you create or have permission to redistribute. For copyrighted materials, you should use NKU's streaming server instead of iTunes U.

BEFORE YOU BEGIN

To use this system, you will need to have the latest version of iTunes installed on your computer. This software should come preinstalled on all NKU computers. If you need to install or upgrade it on your Mac or Windows computer, you can download it for free from Apple's web site at <http://www.apple.com/itunes/download/>. It is a good idea to launch this program at least once on your computer before trying to access NKU's iTunes U site to make sure it is set up and ready to go.

PART 1: REQUESTING ACCESS FOR A COURSE

iTunes U is not automatically available for every course—you must request to have an iTunes U course set up for every class and every semester you want to use this system. Each course set up on iTunes U can be connected to only one Blackboard course shell.

In the Blackboard course you want to use with iTunes U, go to the **Control Panel**. A bar at the top of the Control Panel displays your course ID, course name, and your name. Copy and paste the **Course ID** into an email to itunesu@nku.edu to have your course added to iTunes U.

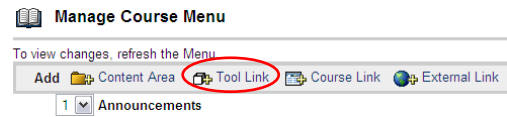
POD TEST (POD-888-999-072) > CONTROL PANEL

POD-888-999-072: POD Test - Sean Ringey (Instructor)

| | | | |
|------------------------------------|--------------------------------|-------------------------------------|--|
| Content Areas | | User Management | |
| Course Information | Assignments | List / Modify Users | Enroll User |
| Course Documents | External Links | Create User | Remove Users from Course |
| Course Tools | | Batch Create Users | Manage Groups |

PART 2: ADDING A LINK TO YOUR BLACKBOARD COURSE MENU

Once you have requested to use iTunes U with a particular Blackboard course and the iTunes U administrator has set it up, you can access it by adding a link to iTunes U in the left-hand course menu in Blackboard. Go to your course **Control Panel**, click **Manage Course Menu**, then click **+Tool Link**.



Choose **iTunes U Tools** from the drop-down box, type "iTunes U" for the name, and click submit.



Note: The course must be set to **Available** in Blackboard before you can access it on iTunes U. To do this, click **Settings** in the course **Control Panel** and then choose **Course Availability**. Change the setting to **Yes** and click **Submit**. If any students are enrolled in the course, they will now be able to access it in Blackboard. If you do not want students to view your course yet, set it back to **Unavailable** as soon as you are finished uploading files to iTunes U.

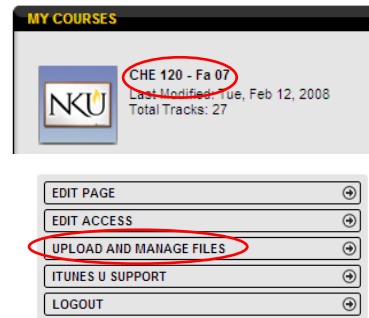
PART 3: UPLOADING FILES

After you have created the iTunes U link in your course menu (see Part 2), click it and the iTunes program will open on your computer and display NKU's welcome page.



This may take several seconds, and if it is the first time you have used iTunes on that computer you may need to move or minimize your browser window to see and click on a dialog box before the program will finish opening.

You should see your course listed in the **MY COURSES** box. Click the title of your course to access it then click **UPLOAD AND MANAGE FILES** in the gray box in the upper right corner. This will open a web page where you can load your content.



Click **Add New File** near the bottom of the web page then click the **Browse** button and select the file you want to upload. Repeat this for all your files then click the **Done** button in the bottom right corner of the page. This will return you to iTunes and reload the page to show you the files you just uploaded.

PART 4: INSTRUCTING YOUR STUDENTS

Your students will access iTunes U the same way you do, by clicking the link in the course menu and then clicking on your course in iTunes. They will be able to double-click any file to listen to it, click the **GET** button to download a file to their computer, or click **GET TRACKS** at the top of the page to download all the files to their computer. If your students have questions or need help, they can refer to the **Help** page at <http://itunesu.nku.edu>.