U on iTunes U
Tutorial on editing & adding content
Requesting Edit Access

- Go to website...
  http://itunesu.utah.edu

- Click on “Support” Link
Requesting Edit Access

- Click on “form” link

- Fill out form & submit request
How to login?

- Go to website...
  [http://itunesu.utah.edu](http://itunesu.utah.edu)

- Enter uNID & password

- Click “Login to iTunes U”
Navigate to Section

- Navigate to section of your course/podcast...
- Colleges, Depts & Groups
- Course
- Sandbox
  If you want to experiment or plan your setup
Open Course/Podcast

- Click on your course or podcast image or name

- Default page will display
Edit Default Page

- Click on “Edit Page” link

- Icons will appear by elements you can change
Editing Icons

- **Pencil**
  Edit content like instructors name, description, link names, tab names, etc.

- **Upload**
  Upload course image

- **Add**
  Add content like web links or tabs
Editing Icons

- **Delete**
  Remove content like links or tabs

- **Checkmark**
  Save modifications

- **Arrows**
  Move content like links or tabs
Edit Lecture/Author Name

- Click on the “pencil” icon next to text “Enter instructor..”

- Type in lecture/author name

- Click “checkmark” icon to save change
Edit Description

- Click on the “pencil” icon next to description
- Type in description
- Click “checkmark” icon to save change
Upload Image

- Click on “upload” icon to use custom image. 300 x 300 pixel image recommended.
- Web browser will launch & display page...
- Click “Choose File” button & select image.
Add Web Links

- Click on “add” icon next to “Links”

  ![Image of links adding process](link)

- Enter in link name & URL

  ![Image of link entry process](link)

- Click “checkmark” icon to save changes

  ![Image of link saving process](link)
Move Web Links

- Click on “pencil” icon next to link you want to move

- Click the “up” or “down” arrow to move link location

- Click “checkmark” icon to save changes
Delete Web Links

- Click on “pencil” icon next to link you want to delete

- Click the “delete” icon

- Note, be careful this deletion can’t be undone.
Tab Organization

- Tabs are a method of grouping or organizing...
- Group by file type...
- Group by category...
- Group by topic...
Edit Tab Name

- Click on “pencil” icon next to tab name
- Enter in name of tab
- Click “checkmark” icon to save change
Add Tab

- Click the “+” icon next to tabs
- Enter in tab name
- Click “checkmark” icon to save change
Move Tab

- Click on the tab you want to move
- Click on the “left” or “right” arrow
Delete Tab

- Select tab you want to delete
- Click “delect” icon
- Click “OK” button on warning dialog box
Add Media Files

- Click on “Upload Files”
- Web browser will launch & display
- Click on tab, you want to add media files
Add Media Files

- Click on “Add Track(s)” icon

- Web browser page will display

- Click on “Choose File” button and select media file
Move Media Files

- Click on “Upload Files”

- Web browser will launch & display

- Click on tab, you want to move media files
Move Media Files

- Click checkbox by media file you want to move
- Select tab name from pop-up list to move
- Click on “Return to iTunes” when done
Replace Media Files

- Click on “Upload Files”

- Web browser will launch & display

- Click on tab, you want to replace media files
Replace Media Files

- Click on “Replace File” next to the media file

- Click on “Choose File” & select replacement file

- Click on “Return to iTunes” when done
Delete Media Files

- Click on “Upload Files”

- Web browser will launch & display

- Click on tab, you want to delete media files
Delete Media Files

- Click checkbox by media file you want to delete

- Select “Trash” from the pop-up list

- Note, be careful this deletion can’t be undone
Using Institutional Servers

- You can use campus servers instead of using Apple servers for storing podcasts.

- This is useful if...
  - Large amount of media content
    Limited disk space in iTunes U 500 GB
  - Existing podcasting setup
  - Simplify backup of media content
    All media is on one or few servers vs multiple clients
Setup RSS 2.0 Feed

- Edit or add new tab

- Name tab...

- Click on “Type” pop-up menu & select “Feed” option
Setup RSS 2.0 Feed

- Feed configuration options display

- Enter in RSS 2.0 Feed URL
  http://hostname.utah.edu/MyFeed.xml
Setup RSS 2.0 Feed

- Enter in security option
  None or HTTP Basic Authentication

- Enter in signature
  None or Append SHA-256 Signature

- Check for updates
  Never or Daily

- Feed owner email

- Click “Apply” button to save modifications
Questions or Comments

- If you have any questions or comments
- Or if you have suggestions or corrections for this tutorial, please email...

itunesu-support@scl.utah.edu