

USING ITUNES U FOR STUDENTS

Before beginning, please confirm that the **latest version of iTunes** is available on the computer you intend to use. Apple iTunes software can be downloaded for free from <http://www.apple.com/itunes/>.

FINDING YOUR ITUNES U COURSES

LOGGING IN

1. Go to <http://www.gsu.edu/itunesu>
2. Log in using your Campus ID and password.

For students, your CampusID/password is the same login/password you currently use for GoSOLAR and the Georgia State computer labs.

LOCATING A COURSE

As a student, you will have access to all public areas as well as any course private materials your instructor has uploaded to Georgia State University's version of iTunes U.

1. Confirm that you are logged in by checking that you see a blue "Logout" link in the upper right corner.
2. Select the semester for the course you wish to edit. In most cases, this will be the category marked **Current Semester**.



3. Click the icon for the course you wish to view. You will only be able to view the courses you are registered for.

VIEWING AND DOWNLOADING FILES

Content from iTunes U is downloaded to your local machine so you can sync the content to your iPod, burn CDs, or even share the content with others on your network.

- **Organization:** Within iTunes U, content is categorized according to topic and each category is

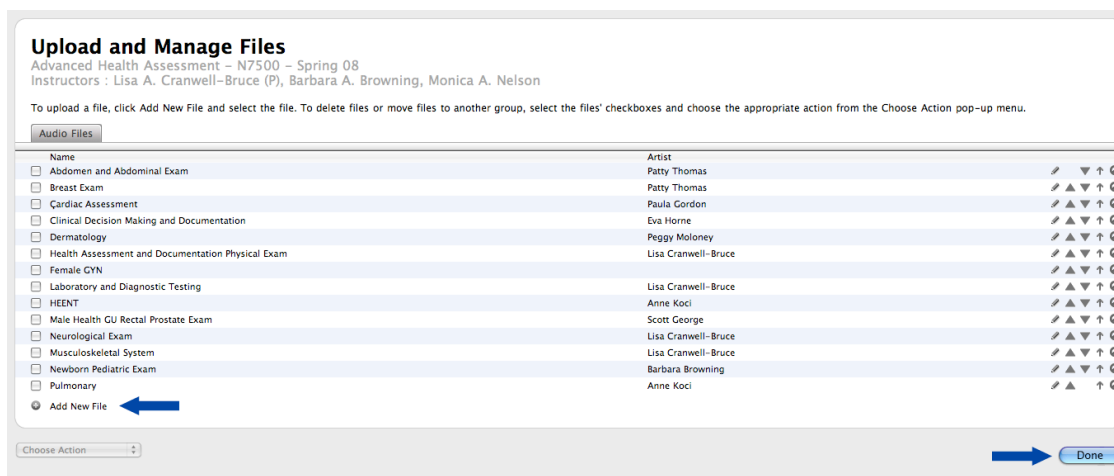
represented by album artwork (square images).

- **Previewing Tracks:** Double-click on a track in order to preview it before downloading it to your computer.
- **"Get Tracks" vs. "Subscribe":** You can choose either to get tracks or to subscribe to the information within a category. If you "Get Tracks," the tracks you select will be immediately downloaded to your machine and a playlist detailing the tracks you downloaded from the topic will be created under the Georgia State University folder in your library's Playlists. You will have to return to the topic in the future if you wish to download any additional content from the category. If you choose to subscribe, the content in the category will be treated like a podcast. The most recently posted item will be downloaded and a new podcast subscription will be created in your Podcasts. All content posted in the future to that category will be automatically downloaded to you computer when you open iTunes. You can also individually choose whether to download items posted in the past by pressing the "Get" button next to each item in the podcast listing.

UPLOADING FILES

Your instructor may allow you to upload media assignments to your course page as well. If this option is enabled, you will only be able to upload. You will not be able to make changes to the metadata or ID 3 tags (title of project, artist and so on...once you hit the **Done** button). You will not be able to see anyone else's uploaded files, unless your instructor has enabled that option. To upload, follow the instructions below.

1. Click **Upload and Manage Files** in the upper right corner menu options.
A browser window will open, confirming that you've opened the file manager.




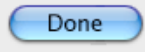
2. Select the tab you wish to upload your file to. In many cases, this tab will be labeled "Student Work" If there is more than one tab available, the tab that is darker gray indicates the selected tab.
3. Click the link that says **Add New File**.
4. Browse your computer to choose the file you wish to upload.
As the file uploads, you will first see an "In Queue" message, then you will see numbers updating you on how much of your file's total size has uploaded, then a message that your file upload has finished. More than one file can be uploading at a time.

Once your file's name appears on the page, your file's upload is complete. If you do not see the name of your file appear and get an error message instead, then you should make sure your file has been formatted correctly and try again.

5. To edit the file **Name** (file title) and **Artist** (creator) names for the file, click the **pencil icon** .

6. Enter the correct information.
You will not be able to make changes to this information once you click the Done button so please carefully enter your information now.

7. Click the **check mark**  to finalize your name and artist field changes.

8. Click the **Done** button 

The browser window will close and the files will appear within your iTunes U course page.

Note: iTunes U only accepts files for upload that are less than 1 gigabyte.
Audio files must be either AAC or MP3 with appropriate file extensions (.m4a, .mp3). 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.

BEST PRACTICES

To ensure the best results:

- Always run the latest version of iTunes.
- Convert .mov or .mp4 files to .m4v
- Do not connect your personal mp3 player to more than one computer; it may erase your files.

ON CAMPUS HELP

Visit <http://www.gsu.edu/itunesu> for additional documentation on creating podcasts and using iTunes U.

For assistance with converting materials or borrowing equipment, visit the [Digital Aquarium](#). It is located in the Student /University Center room 390.

FURTHER SUPPORT

Further documentation and support for using iTunes and iTunes U is available from Apple's website at http://www.apple.com/support/itunes_u/.