



iTunes U

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What is iTunes U

By using iTunes U, you can create course(s) that students can access using the iTunes U app. You can post audio or video files that students can play and take notes that synchronize with what they are watching or listening to. iTunes puts all notes in one place, whether they are about a book, video, or lecture. Students can view all assignments in a list and check off each task as it is completed. Additionally, when you send a message or create a new assignment, students receive a push notification with the new information.

iTunes U Course Manager

The iTunes U Course Manager page is what you use to create your courses. In order to use the course manager you need an Apple ID. To create an Apple ID go to appleid.apple.com and click the **Create an Apple ID** button. Once you have done that, do the following to create a course.


Login and Instructor Info

- Go to <http://coursemanager.itunes.apple.com>.
- Click **Sign In**.
- Type in your Apple ID and password and click the arrow.
- Fill out the **My Instructor Info** page. Make sure you put **Western Illinois University** as the primary institution.
- Your image must be at least 300 x 300 pixels. (Good online image editor - www.pixlr.com)
- Check the **iTunes U Content/Service Agreement** and click **Continue**.

Creating a Course

- Click the **Create New Course** button.
- Fill in the information on the **New Course Settings** page.
 - Course Info - Use **Western Illinois University** as the primary institution.
 - Course Type - Self-Paced or In Session
 - Licensing
- Your image must be at least 600 x 600 pixels. You need to have an image if you want the course to be available to the public.
- Click **Save** when you are finished.

You will receive an email confirmation that your course has been created along with a URL to access the course from an iOS device. This is the same URL you will send to your students. When your students click the link they will get a **Request Enrollment** window. When they click **Agree** a request will be sent to you in the course manager. Click the notification under the **Student** column and click the green check mark to approve the request.

Course Name	Info	Posts	Materials	Students	Updated
 Chad's Course Chad Dennis	2	0	0	0 ¹	04/29/14 

Adding Content to a Course

Click on the course name to go into it. You will see the following:



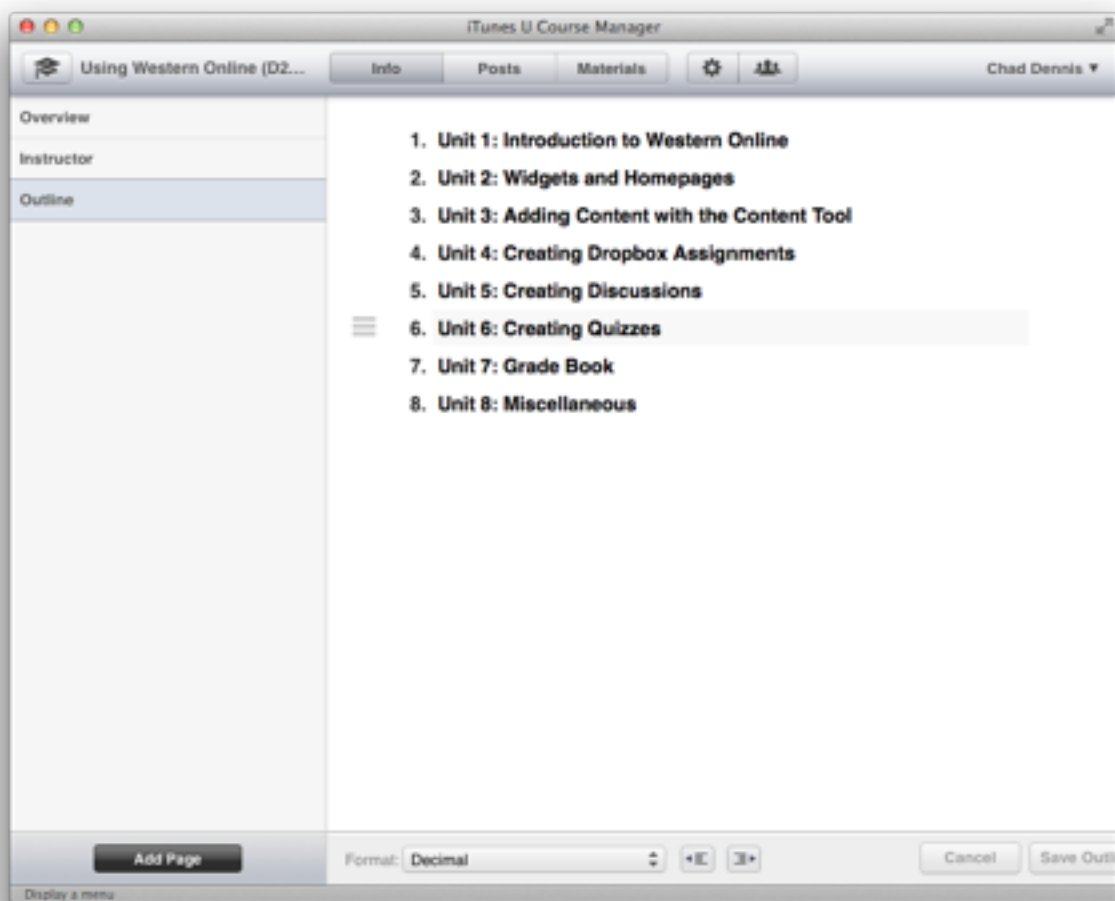
Info Tab

Outline

The **Info** tab contains the course overview and instructor information on the left. Below those you will see an **Outline**. Do the following to complete the outline for your course:

- Click **Outline** on the left.
- Click where it says **Type or paste your outline here** to add your first item.
- Hit enter/return on your keyboard to add another item.
- Use the drop down at the bottom to choose from the following outline options:
 - Decimal
 - Alphanumeric
 - None
- You can also use the indent option to create subtopics in the outline.
- When you are finished, click **Save Outline** on the bottom right.

When the outline is created, each topic in the outline appears as a topic in the **Posts** section. The following is an example outline:



You can also add a new page to left under the outline by doing the following (this would be a good place to put your syllabus information):

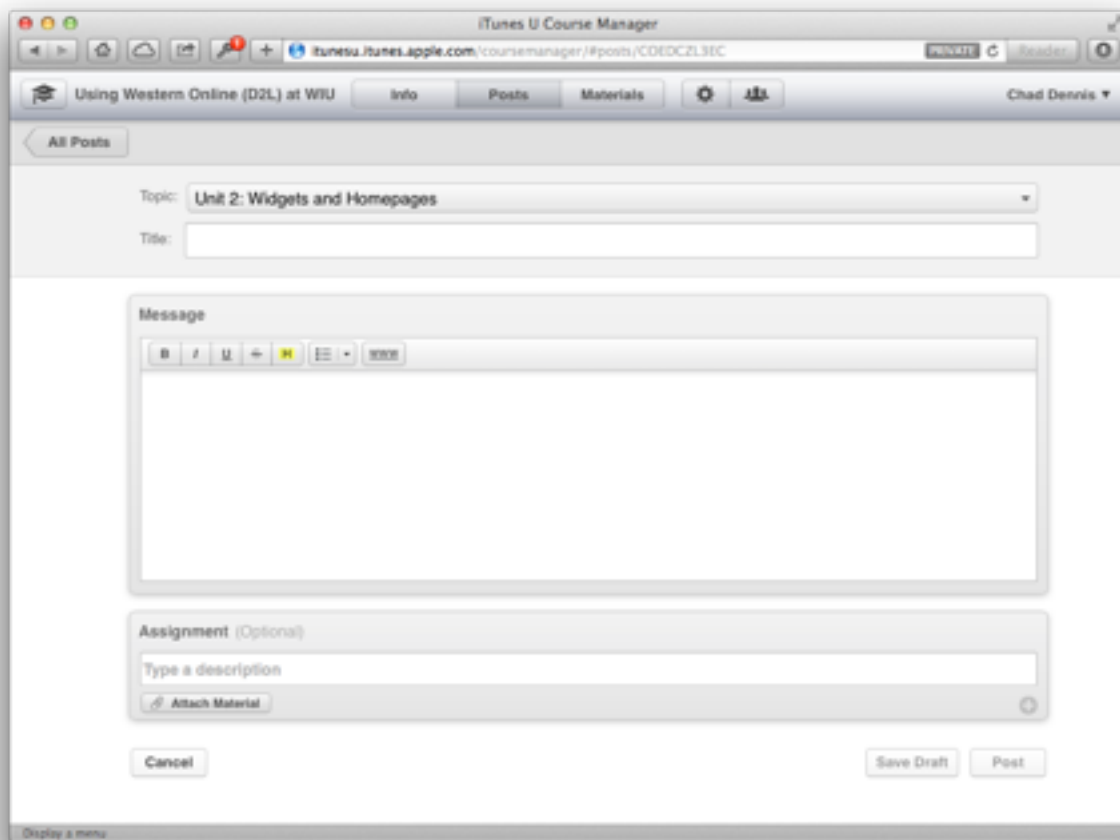
- Click the **Add Page** button on the lower left.
- Give the page a title and enter the content.
- Click **Save** on the lower right.

This would be a good spot for your syllabus information.

Posts

The Posts tab is where you will build your iTunes U course. Here you will see all of the outline items that you entered in the **Info** tab on the left side of the page. Using the **Add Post** button you can add content to each outline item. Do the following to add your content:

- Click the outline item you want to add content to.
- Click the **Add Post** button on the bottom left of the screen. You will get the following window:



- Give the post a title in the **Title** field.
- You can type or copy and paste content into the **Message** box.
- In the **Assignment** section you can click the **Attach Material** button to add one of the following:
 - Files from your computer by clicking **From My Computer**.
 - A link by clicking **iTunes or Web Link**
 - Files already uploaded to your **Materials** tab by clicking **From My Materials**.



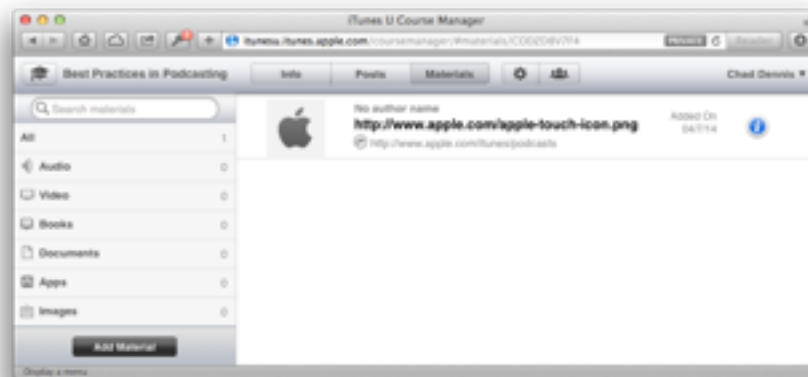
From My Computer

You can upload files from your computer including audio files, video files, images, word docs and PDF files.

- Click **Add Material** and choose **From My Computer**.
- Navigate to the file on your computer and click to select it then click **Choose**.

iTunes or Web Link

- Click **Add Material** and choose **iTunes or Web Link**
- In the window that appears, type or paste the URL of the link and click **Enter Link**.
- Enter the optional description and click **Add**. The link will appear on the page.

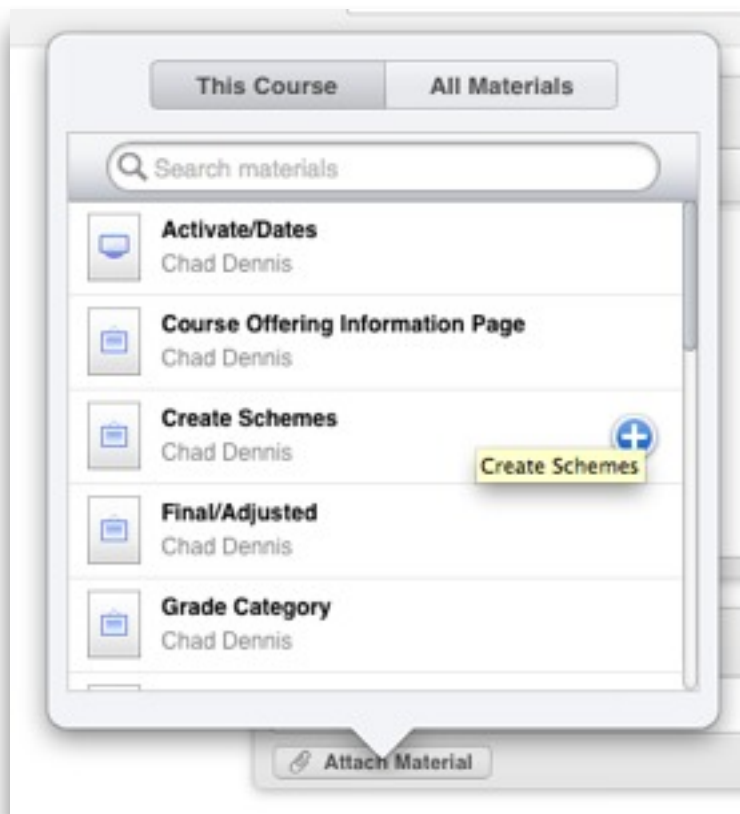


- Click the blue **i** then the **Edit** button to edit the link info.
- Here you can add a name and author.
- Click **Save**.
- To delete the link, hover over it until you see the **x** on the right. Click the **x** to delete.

From My Materials

If you have already uploaded all of your content into the **Materials** tab, you can then add them from there.

- Click **Add Material** and choose **From My Materials**.
- Choose the item you want to add from the **This Course** or **All Materials** tabs.



Materials

The **Materials** tab is where all of the content for your course resides. When you use the **Attach Material** button, as described above, the material that you add appears in the post as well as in the Materials tab. To add content directly to the Materials tab, do the following:

- Click the **Materials** tab.
- Click **Add Material** on the lower left. You will see the same options as in the image above.