

This sheet is a guide to the information necessary in order to use iTunesU and link your podcast to WVU eCampus.

## Getting iTunesU Access

Before you can use iTunesU to create an audio or video podcast for your class, you must request access:

1. Go to the ITRC web site: <http://itrc.wvu.edu>
2. Click the "Start a Project" button.
3. Complete the form, and be sure to put a checkmark in the box next to "Podcasting."

**NOTE:** You must have the iTunes software program installed on your computer before you can use iTunesU.

You can download iTunes at this address:

<http://www.itunes.com>

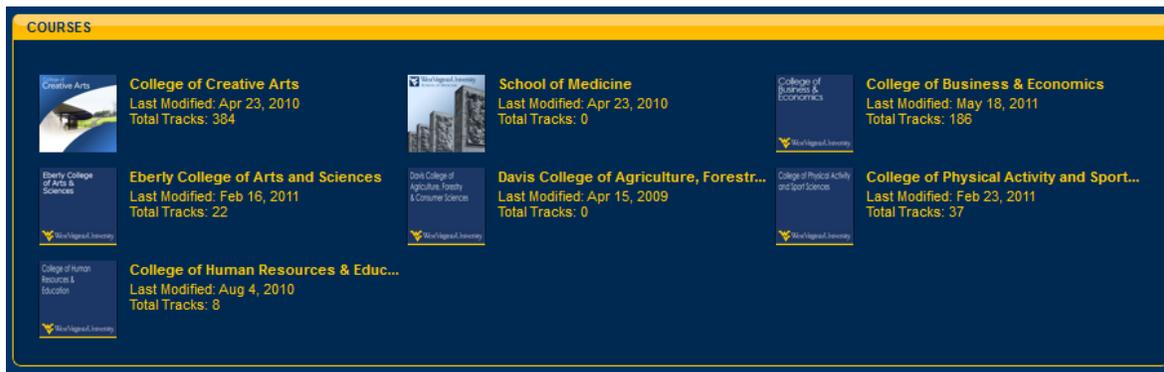
## Accessing iTunesU

To access WVU iTunesU, follow these steps:

1. Open a web browser, and go to <http://itunes.wvu.edu/account/login>
2. Enter your WVU Master ID username and password into the boxes.
3. Click the "Sign In" button.
4. Click the "Load WVU iTunesU" button.
5. The web browser will open the iTunes program and load WVU iTunesU inside of it. This may take a minute, especially the first time. If you see a message asking for permission to open iTunes, then click "OK."

## Accessing Your Class Podcast

Once you are inside WVU iTunesU, you will see various gold boxes on the blue page. The first box is entitled "Courses." Inside of it are icons for each WVU college that is using iTunesU.



In order to find your class podcast:

1. Click the icon for your college in the "Courses" box, as shown above.

- The page for your college will load, and you will see icons for the class podcasts within your college. Look for the course number and title of your class, and click on it.



## Managing Your Class Podcast

Once the page for your class podcast has loaded inside of iTunesU, you will see the list of media in the bottom half of the window. If you have not yet uploaded any audio or video, then the list will be made up of blank lines.

You will see an "Edit Page" button in the top right corner.



- In order to upload files or edit your description, click the "Edit Page" button.
- Small grey buttons with a pencil will



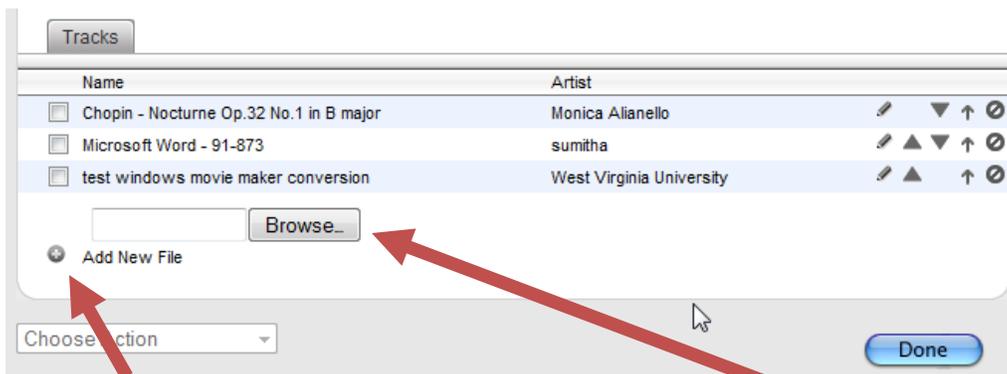
let you edit information, such as your class description or your name.

- If you edit your description or name, click the grey button with a checkmark on it when you are finished, to save your changes.



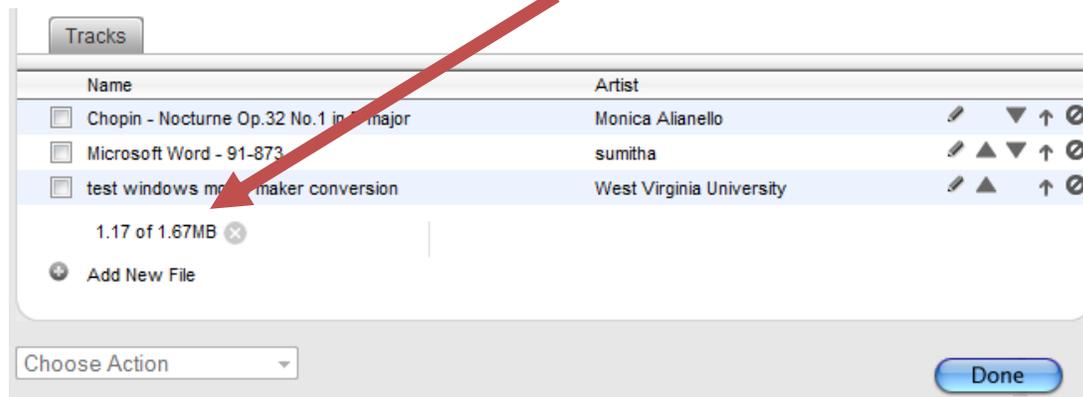
## Uploading Audio and Video

- In order to upload audio or video, click the "Upload and Manage Files" button.
- A page will load in your web browser showing a list of the audio and video in your podcast.



- Click the "Add New File" button.
- If a window does not immediately pop open for you to find your file, then click the "Browse" button and it will appear.

5. While the file is uploading, you will see the file size counting up to the total file size.

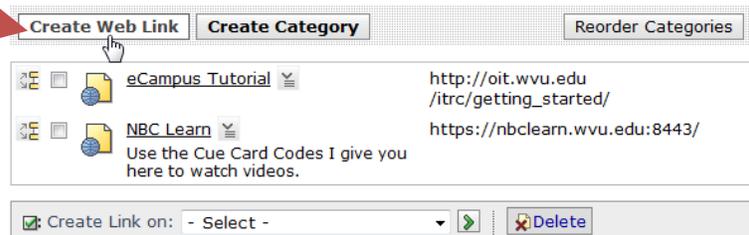
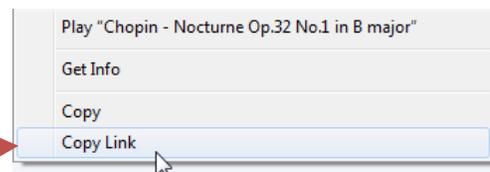


6. Once the file has finished uploading, the name of the file will be shown in the list.
7. When you have finished uploading audio and video files, click the “Done” button to return to WVU iTunesU inside the iTunes program window.
8. Your new file will be displayed in the list.

## Link to Your Class Podcast from WVU eCampus

You can place a link to your WVU iTunesU class podcast inside your WVU eCampus course. This will make it easy for your students to access the audio and video files you have uploaded there.

1. Inside of iTunesU, right-click on any of the audio or video files you have uploaded.
2. A menu will pop up. When it appears, click on the “Copy Link” item.
3. Make sure that you are in the “Build” tab inside of your course.
4. If you do not see the Web Links tool on the left menu bar, then you must go to “Manage Course” and then go into the “Tools” section to enable this tool.
5. Click the “Web Links” button on the left menu bar.
6. Click the “Create Web Link” button.



7. A page will load where you can create a web link.

8. Enter a title for your link. **Create Web Link**

9. You can optionally enter a description for the link in the "Description" box.

**Title:**

**Description:**

Item Visibility:  Show Item  
 Hide Item

10. Right-click inside of the Web Address box, and click "Paste" on the menu that pops up.

**Web Address (URL)**

Open in a new browser window

11. If you have set up class goals with the goals tool, you can attach your link to goals with the "Select Goals" button.

**Created by**  
Chrys Dean

**Category** (Web Links can be organized into categories.)  
Select Category: **None**

11. If you have set up class goals with the goals tool, you can attach your link to goals with the "Select Goals" button.

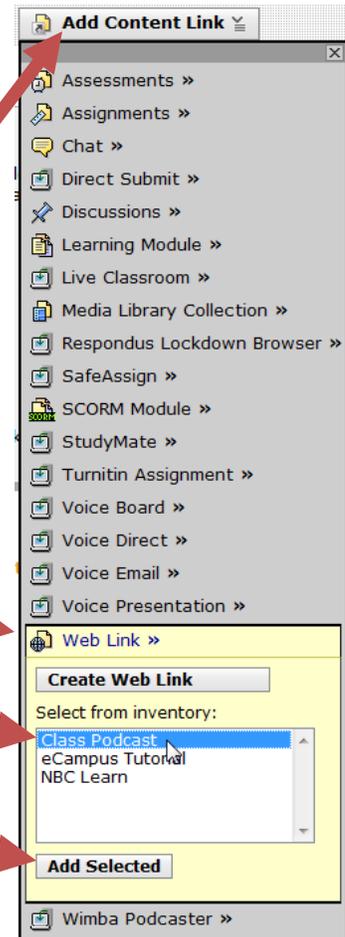
**Goals**  
Associate goals with this web link.

12. When you are finished, click the "Save" button.

You can add this web link to any page/folder inside of your course:

13. At the top of a course page/folder, click the "Add Content Link" button.

14. A menu will appear with a list of class tools.



15. Click "Web Link."

16. A box will appear showing all of the web links you have created. Click once on the link to your podcast to highlight it.

17. Click the "Add Selected" button.

18. The link will appear on your course page.