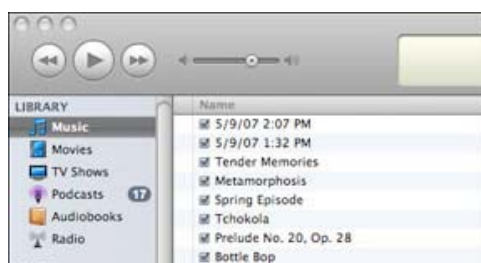**Preparing Your Files for Upload to CWU on iTunes U**

1. After recording your lecture using Audacity, Garageband or a live lecture recorded with the iTalk Pro, an iPod accessory (by Griffin) or similar device, you will need to convert it to a format compatible with iTunes and iPods. Some applications will compress the file if you export it for iPod. Others, you can compress using iTunes (more about this later).

2. First copy the file in its current format (typically .wav or .aiff) to iTunes on your computer. If you have a copy of the file saved on your hard drive you can simply drag and drop it into the "Music" window of your iTunes program.
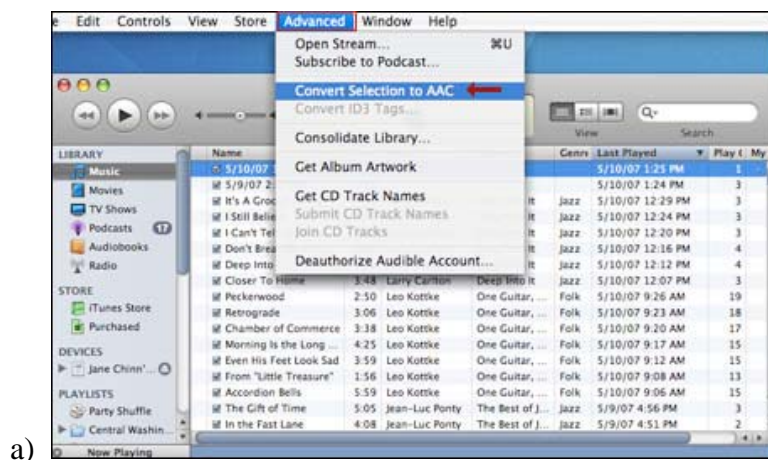
    Note: If you are using Griffin's **iTalk Pro** the **Voice Memo** feature on the **iPod** is automatically activated. Follow the instructions that come with the device to transfer the voice memos from your iPod to iTunes.

3. Click the **Music** link under **Library** on the menu on the left in iTunes to make the current list of songs visible.

4. With the window active drag the desired file from your hard drive (I recommend placing it on the desktop for easy accessibility) into the list.

5. After copying the file to iTunes you will want to convert it to a format compatible with iTunes U so it can be uploaded later. With the file selected in iTunes click on the "**Advanced**" menu (see **item a** below) and select "**Convert Selection to AAC**". If the file is a video file it will indicate "Convert Selection for iPod". This will convert the video and give it the extension .m4v.

    In the far left menu you will note that a small round orange icon will begin to spin next to the file indicating that it is being converted. See **item b** pictured below.
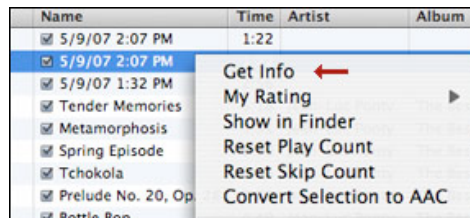

a)   b)

6. After the file has been converted you will need to find the resulting converted file in the "Music" song list or if it is a video in the "Movies" list. The best way to locate it is to use the sort by columns across the top. I have had luck clicking "**Last Played**" (see **(a)** in image below) which will bring up the most recent files you have listened to. To find the exact file type the filename in the **Search box** (see **(b)** in image below) in the upper right corner.
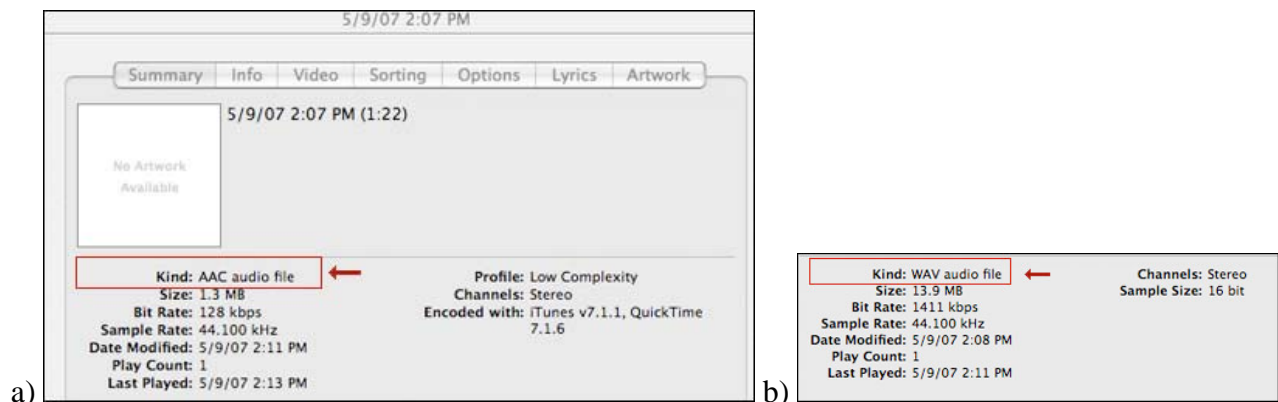
    Note: Voice memos recorded with **iTalk Pro** can be tricky to identify because the titles are created from the date of recording.
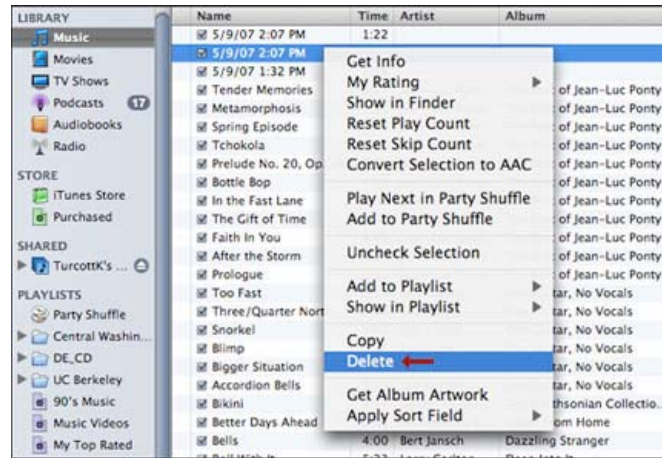

7. After locating the voice memo that has been converted you will see it listed below the original .wav version of the file. You have two files now that are named the same thing but one is AAC (the desired format) while the other is .wav.

8. To determine which file is which you will need to right click on the file or CONTROL click with your mouse on the Mac. Then click "**get info**" and select the summary tab.

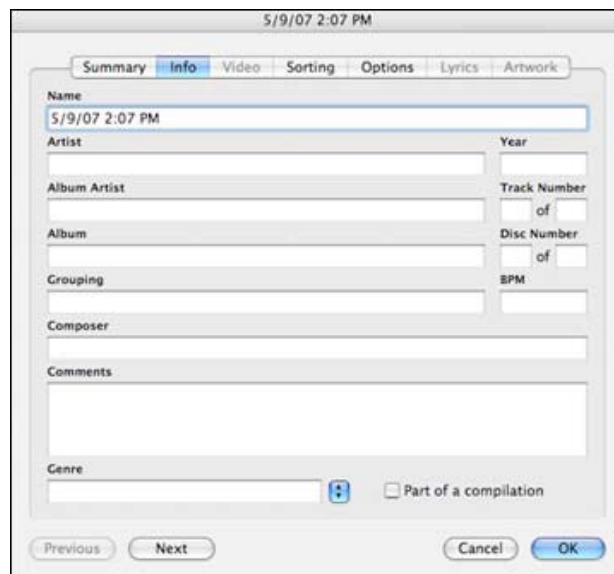The **summary tab** will describe the format: (a) if AAC or (b) if .wav.

9. To avoid confusion and save disk space I recommend that you delete the .wav file from which the AAC file was created. To delete a file in the list right click it and select Delete in the resulting menu.

10. The next step will be to provide metadata (information about information) on your lectures. iTunes is where you will want to add the embedded metadata. This will allow you are your students to better identify to what they are listening.

   Select the file you want to describe and use the "get info" command as you did in step 8 above. This time you will select the **Info tab** which displays the available fields for information below"
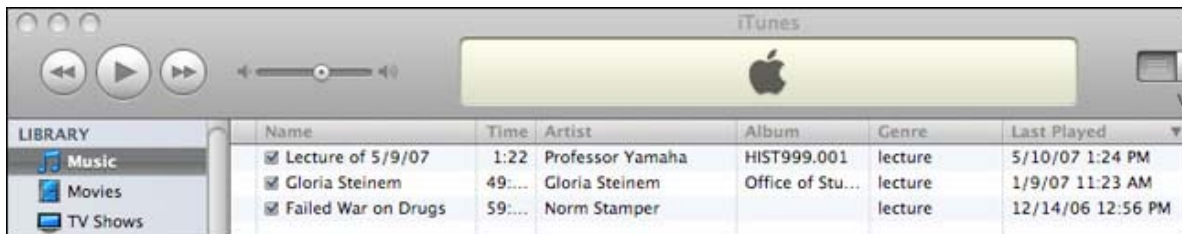

   The Info tab allows you to enter the metadata you will use to describe your files/lectures for your students. The typical categories are Artist, Album Artist and Album, etc.

11. I recommend typing in a more descriptive title if you need to. For artist type in your name and for Album you can type the name of your course. These descriptors can indicate whatever you wish.

Note: You must remember that you need to type the metadata (descriptive information) while the file is in iTunes. If you copy a file to your desktop and then put in the metadata it won't stick when you upload it to CWU on iTunes U.

12. The result of tying in the descriptive information above can be seen in the first item below when viewing the music list in iTunes:

13. The next step is to launch Blackboard and access your course to launch CWU on iTunes U. For more detailed instructions regarding the process please consult the handout downloadable at the following URL:

http://www.cwu.edu/~media/itunes/iTunesCourses.doc