

## How to Access & Set Up Your Course in CWU on iTunes U

1. **Log into Blackboard** and access the course for which you requested an iTunes U course. If you have not done this fill out the request form at the URL below:

[http://www.cwu.edu/~websolutions/itunes\\_course\\_request/new.html](http://www.cwu.edu/~websolutions/itunes_course_request/new.html)

2. Click the link in Blackboard to the course and go to the **Tools area** located in the menu on the left.



3. Notice that toward the middle of the page is the **iTunes U icon**. Click the link to launch CWU on iTunes U. This path to iTunes U will give you instructor privileges to upload content to your iTunes U courses.



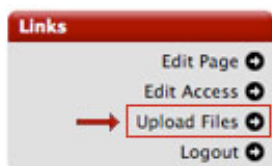
4. Navigate to your course in the Private Course area. As an Instructor you will be able to Edit your CWU on iTunes U Course and Upload content using the provided links. Courses you teach appear only to Instructors who teach them and to students enrolled.



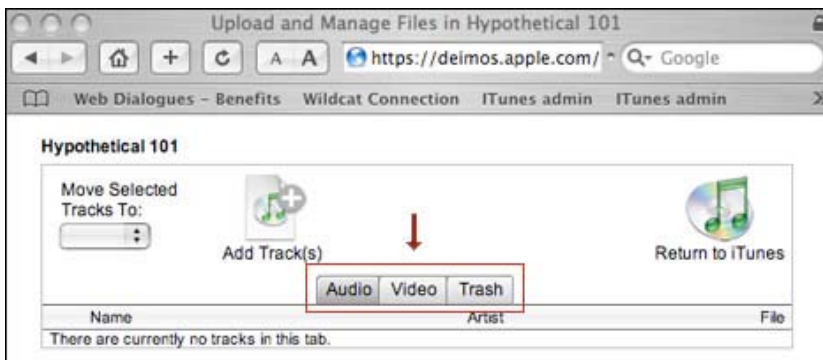
Note: As an Instructor you may select the "Edit Page" links and the "Edit Access" links which provide additional tools for adjusting the organizational structure, graphics, and access to you CWU on iTunes U Course.



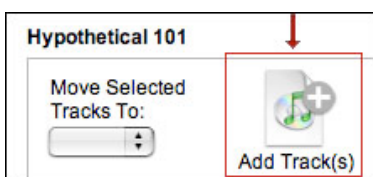
5. Click on the upload files link in the upper right of your course's main page.



6. A browser page will launch allowing you to select media for upload. Note the tabs correspond to the tabs on your courses main page, in this case audio and video. Select the appropriate tab.

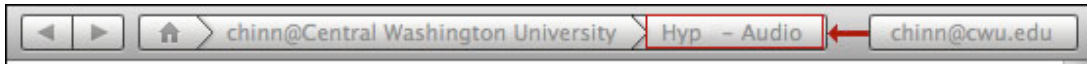


7. Click on the Add Tracks icon and then click on the Browse button.



8. Using the navigation window select the media file you wish to upload and click Open. Depending on the file to upload the process can take anywhere from 1 minute to 15 minutes or perhaps even longer.

9. Once the upload is complete refresh iTunes by clicking on the course name in the navigation bar. Uploaded media will now appear under the appropriate tab.



10. Students can now retrieve media by clicking the “Get Track” buttons next to the course image.
11. Clicking “Get Track” downloads the file into the Music Library without subscribing to the podcast feed.

#### **Private - Student Downloading of Content**

If you have identified your CWU on iTunes U Course as 'Private' then only registered students enrolled in the CWU Course associated with the designated CWU on iTunes U Course will be able to see and download content. These students will also need to login to Blackboard and access iTunes by clicking the “Launch iTunes U” icon in the Tools area.

#### **Authenticated Access for Faculty, Staff and Students at CWU**

This level of access is for members of the CWU community only and is initiated by logging into the WildCat Connection on the main CWU homepage.

#### **Public - General Public Downloading of Content**

Individuals not associated with CWU as Faculty, Staff or Students can access community iTunes U content by going to the iTunes U URL at <http://itunes.cwu.edu>.

**This concludes the tutorial, *How to Access & Set Up Your Course in CWU on iTunes U*. If you have any questions please contact Jane Chinn by e-mail: [chinn@cwu.edu](mailto:chinn@cwu.edu) or call (509) 963-1224.**