

Uploading and Managing Audio Files in iTunes University

Requesting an iTunes University Course

If you would like to upload media files to have them available for your students online, you must first fill out an iTunes U online request form. <http://fcpe.adelphi.edu/services/itunesurequest.php>. Once your course has been created, you will be able to upload media files to your course.

Connecting the Recorder to your Computer

Slide open the access panel door, with your thumb located at the bottom of the recorder.

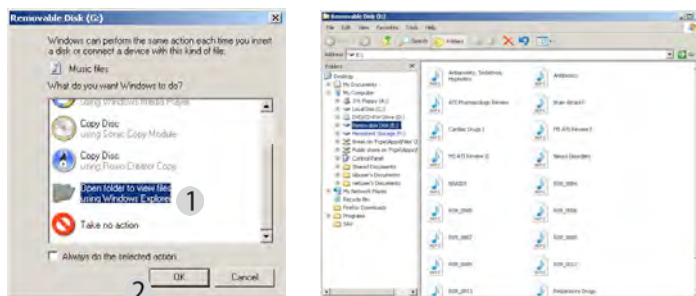
Insert the smaller end of the provided USB cable into the USB port located at the bottom of recorder.

Insert the larger end of the USB cable into one of your computer's USB ports



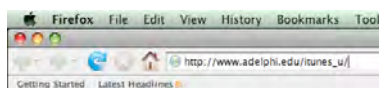
Your computer will ask, "What do you want Windows to do?" Select **Open Folder** 1 and Click **OK** 2.

A new window will appear 3 showing the contents of the recorder.

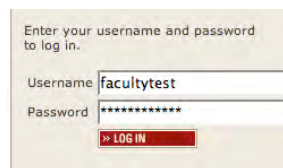


Uploading files to iTunes University

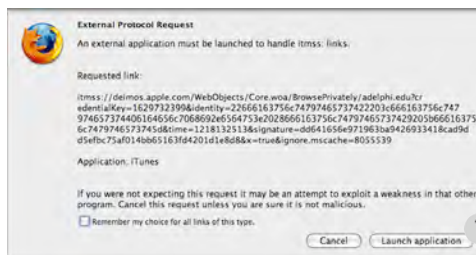
Enter http://www.adelphi.edu/iTunes_u/ into your favorite web browser or click on the link to your iTunes University course.



You will be redirected to the Adelphi University login page to verify your access to iTunes. Enter your ecampus user name and password and click LOG IN.

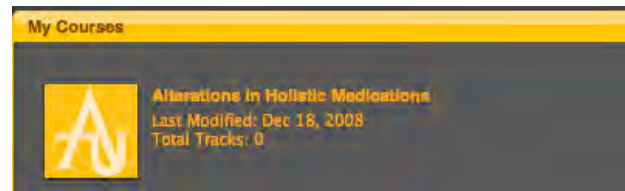


After you log in, this window will appear. Click on **Launch application** 1 to open iTunes.

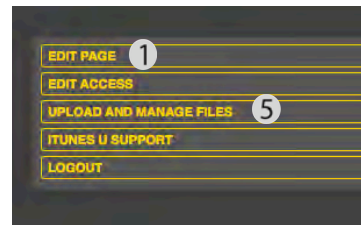


Uploading and Managing Audio Files in iTunes University

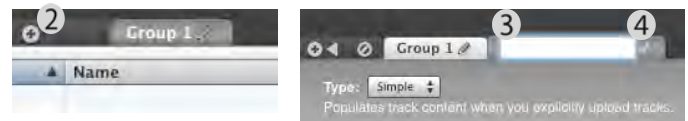
iTunes will open to Adelphi's iTunes U Home page within the iTunes store. The Courses that you are teaching will be at the top of the page in the section, **My Courses**. Click on the course in which you would like to add the audio file. This is where all of your audio files will be stored for your course.



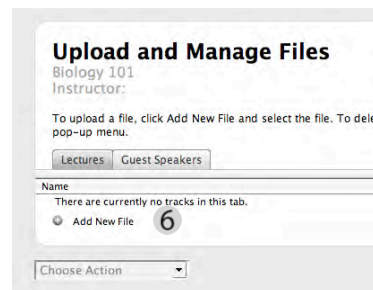
iTunes U lets you divide your course page into different sections. To do so, select **Edit Page** ①. Click on the **+** icon ② at the upper left corner of the list of files. A new tab will be created ③ and you will be prompted to give it a name. After you are done, click on the **Checkmark** button ④.



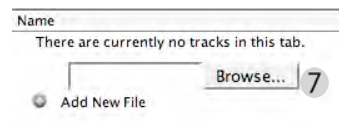
Once you are ready to upload files, select **Upload and Manage Files** ⑤ from the menu on the upper right corner of the screen.



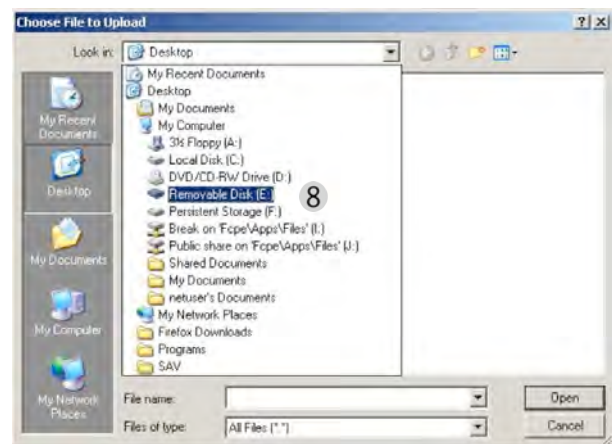
A new window will open. To add an audio file, select **Add New File** ⑥.



To look for your audio file select **Browse** ⑦.





Go to the drop down **Look-in** menu and locate the Recorder. Usually, the recorder would appear in your system under the name **Removable Disk** ⑧.



Uploading and Managing Audio Files in iTunes University

Uploading your file might take a few minutes depending on how large your file is. Once it has been uploaded, you can rename it, change the order, or delete it.

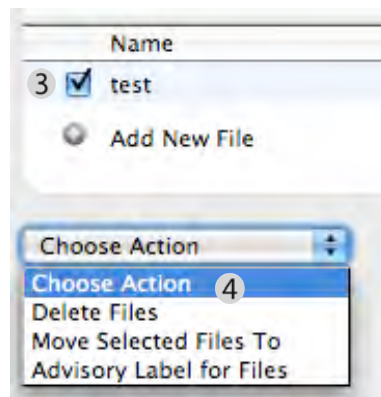
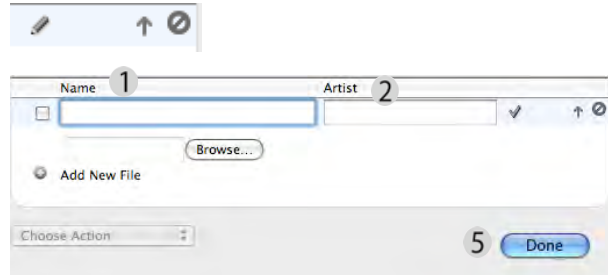
In order to rename a file, click on the **Pencil Icon**  on the right. Two text fields will appear. Enter the title of your audio file in the Name text field **1**. Enter **YOUR** name in the Artist text field **2**.

If you would like to change the order of the files you can do so by using the **Arrow Icons** .

To delete a file that you have uploaded click the check box **3** next to the file. From the **Choose Action** dropdown menu select Delete Files **4**.

After you are finished uploading and managing files click **Done** **5**.

*(If you do not select **Done** your changes will not be saved.)*



You will be brought back to your course page. The audio file that you uploaded will immediately be available for streaming or download.

