

HOW TO UPLOAD MEDIA DIRECTLY TO ITUNES U

What's iTunes?

iTunes is a free software program and media player which allows you to organize and play your digital music and video on your computer (PC or Mac).



Figure 1. *iTunes*.

What is iTunes U?

iTunes U utilizes the concept of the iTunes Store to allow users to upload, download, and share educational content. iTunes software needs to be downloaded and installed.

Please complete the following steps:

1. Navigate to <http://www.apple.com/itunes> and download the software.

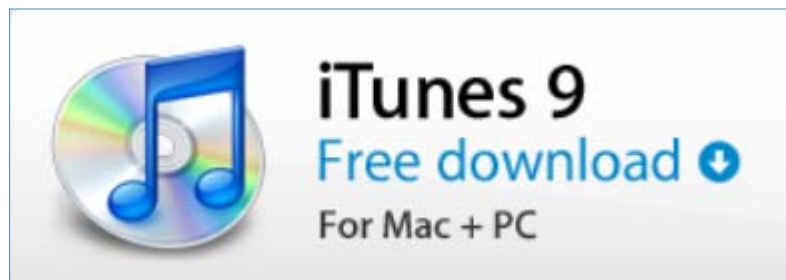


Figure 2. *iTunes download button*.

Accessing iTunes U

1. Type the following URL into your internet search bar:
<http://www.southalabama.edu/itunes/>

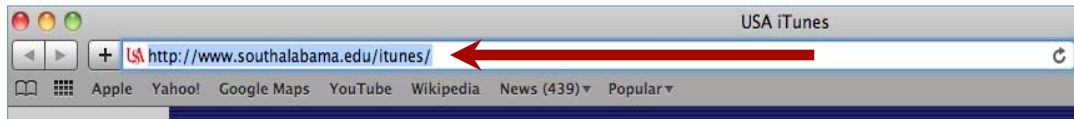


Figure 3. Address box with URL for USA iTunes U.

2. The USA iTunes page will appear with two boxes on the right side of the screen. The first box will be red and says "Open USA iTunes" and the second box will be blue and reads, "Authenticated Access to USA iTunes U." Click the blue box that reads, "Authenticated Access to USA iTunes U."

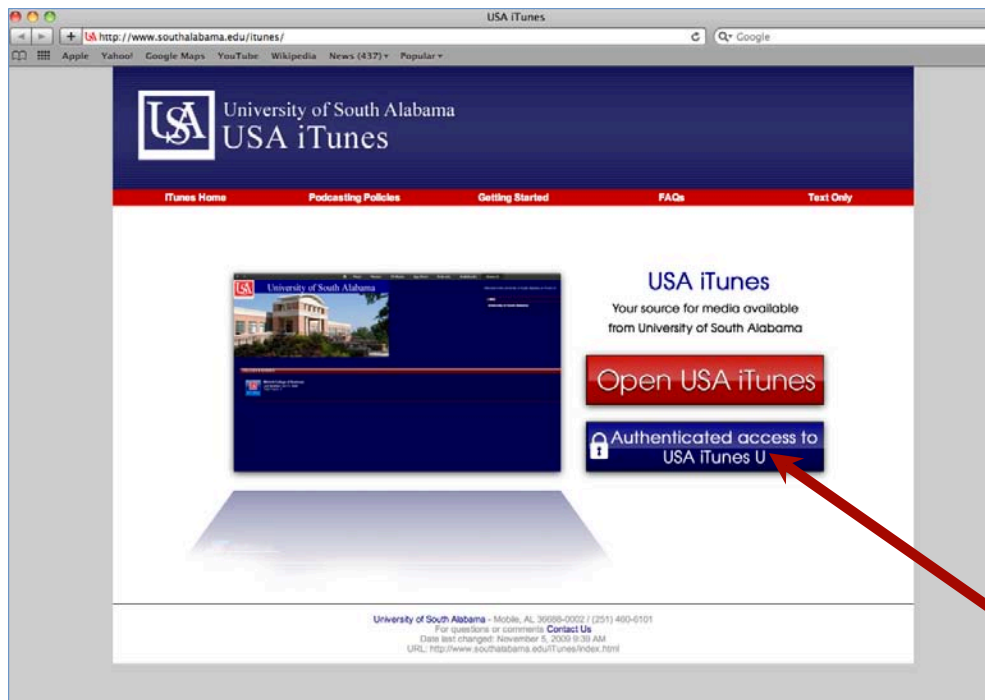


Figure 4. Open USA iTunes pages.

3. Once you click the "Authenticated Access to USA iTunes U" box, a screen will appear that asks for your JAG Number and your PAWS PIN. Type in both your JAG Number and PAWS PIN in the boxes provided and click Submit.

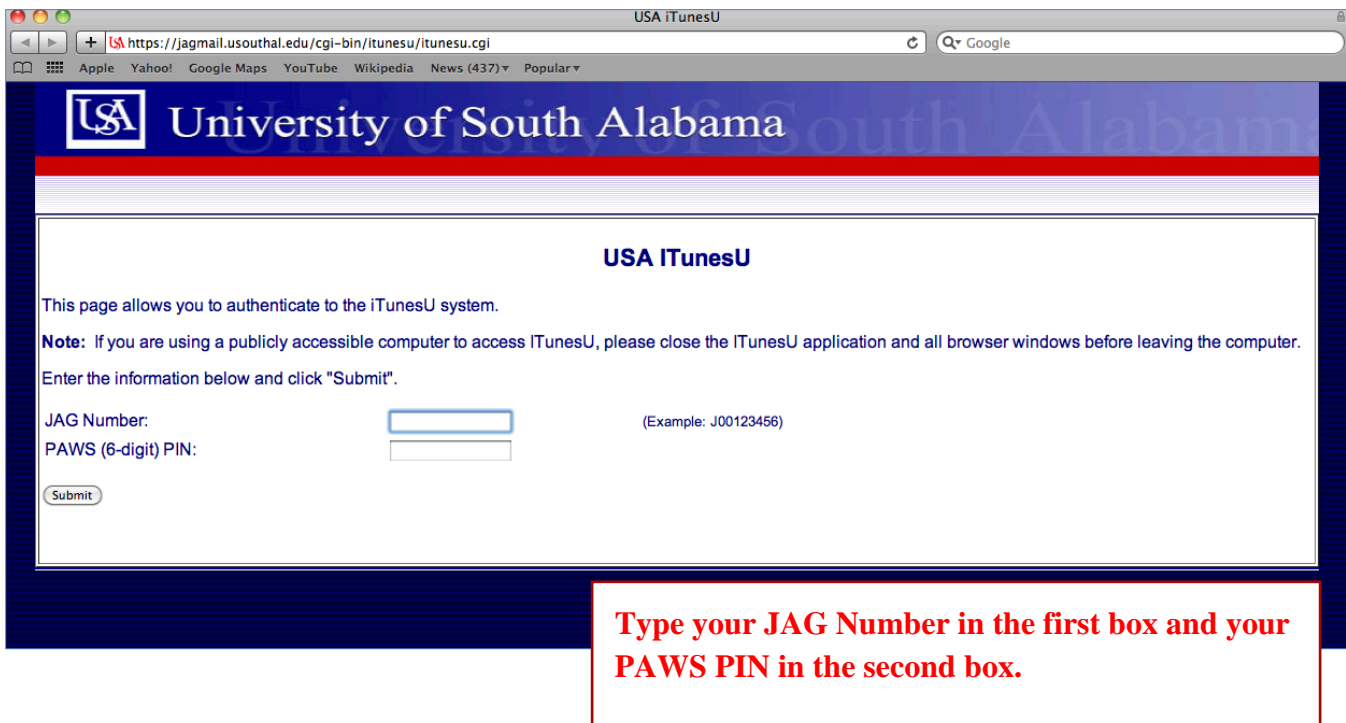


Figure 5. USA iTunes *authentication page*.

4. A message box will appear and you will need to click the Allow button to continue. iTunes will open and display The University of South Alabama iTunes U page. It may take a few minutes to load.

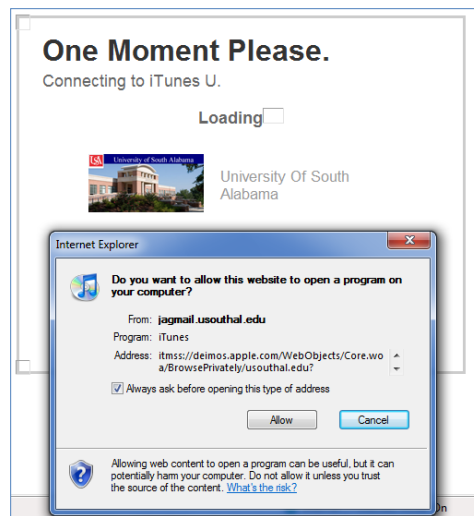


Figure 6. iTunes U *message box*.

5. You have arrived at the University of South Alabama iTunes U page.

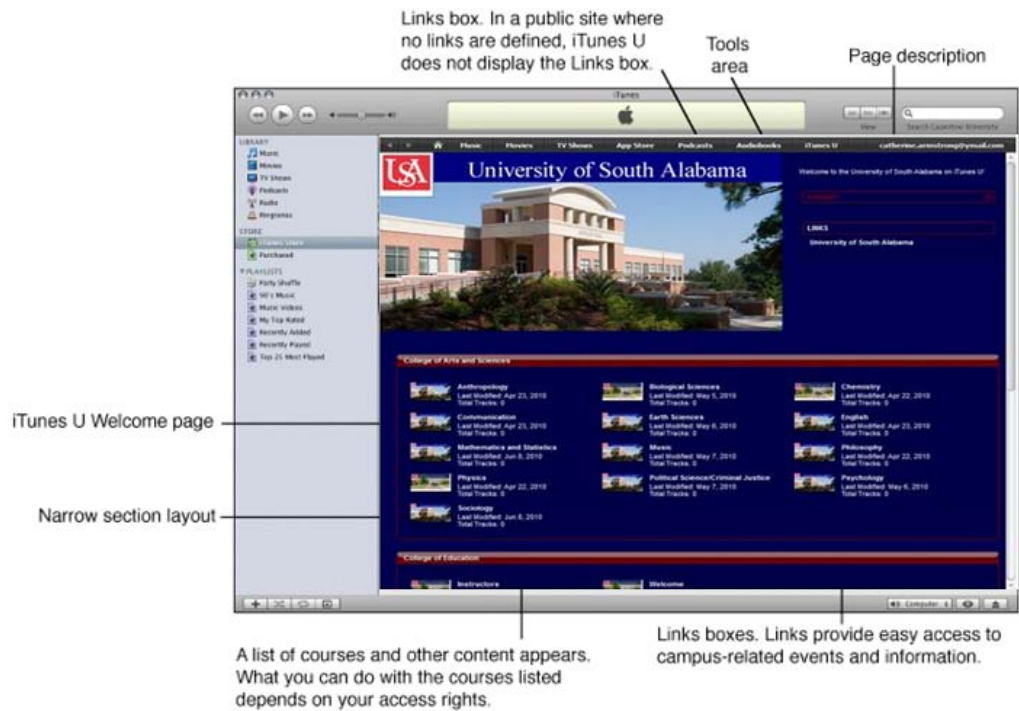


Figure 7. University of South Alabama iTunes U interface.

6. Locate your college and your group. Click you grouping. Once you click on your grouping, a page will display with the categories within that particular group.
7. Click on the category where you would like your file uploaded.

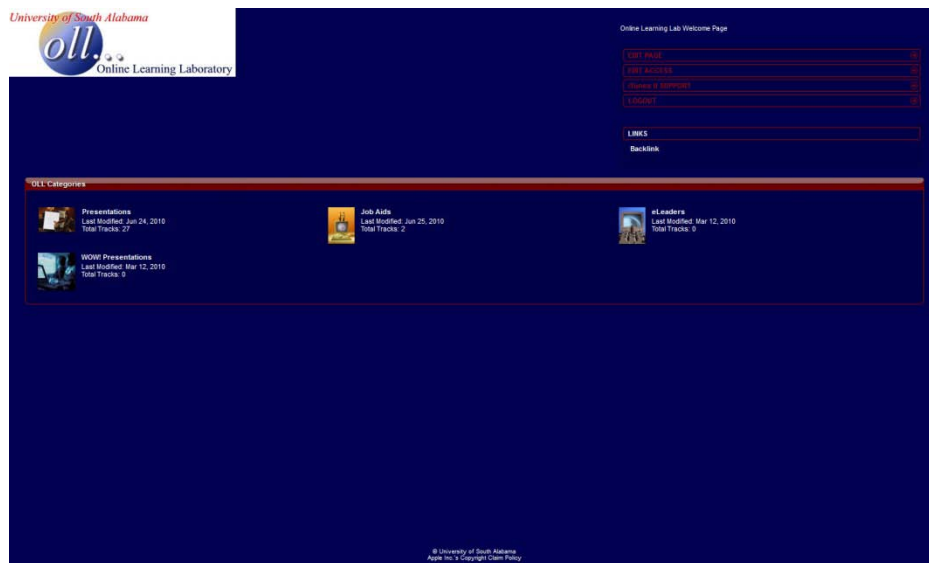


Figure 8. University of South Alabama iTunes interface

8. In the top right hand corner of the page, you will see 5 red boxes.
 - By clicking the “Edit Page” box, you will be able to edit the icons for your category.
 - By clicking the “Edit Access” box, you will be able to edit the access of individuals within your college.
 - By clicking the “Upload and Manage files” box, you will be able to upload and remove files from a particular category.
9. The “Upload and Manage Files” box is the box you want to click on now.



Figure 9. Upload and manage files button.

10. Once you click the “Upload and Manage Files” box, scroll to the bottom of the page that appears and click the button “Add New File.”

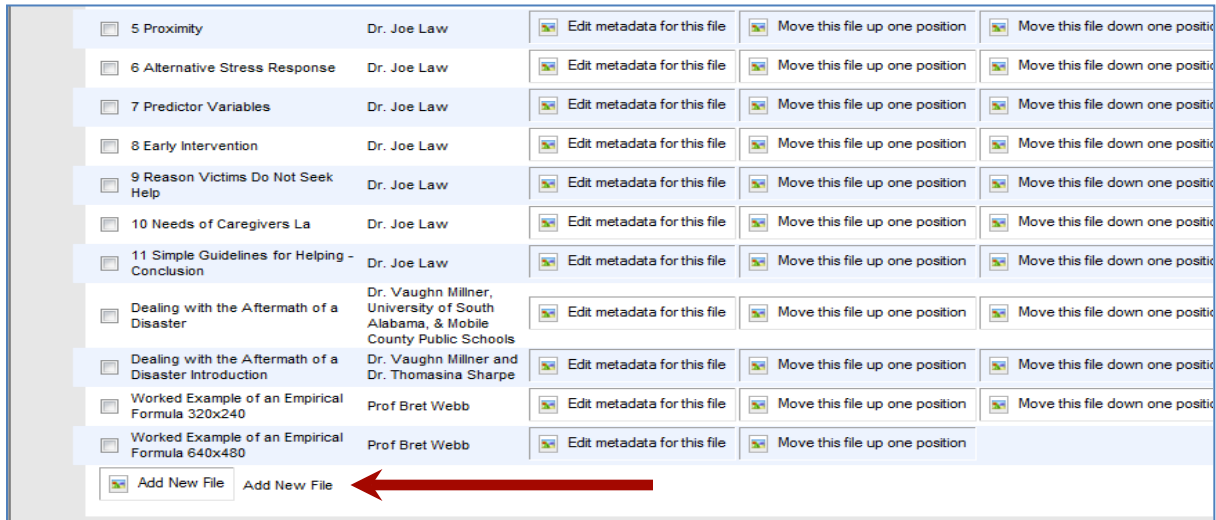


Figure 10. Add New File button

11. Locate your file on your computer and select your file by highlighting the file. Name your file in the white box after the words, “File name:” or the computer will automatically use the file name as it is listed on your computer. Click the box in the bottom right corner labeled, “Open.”

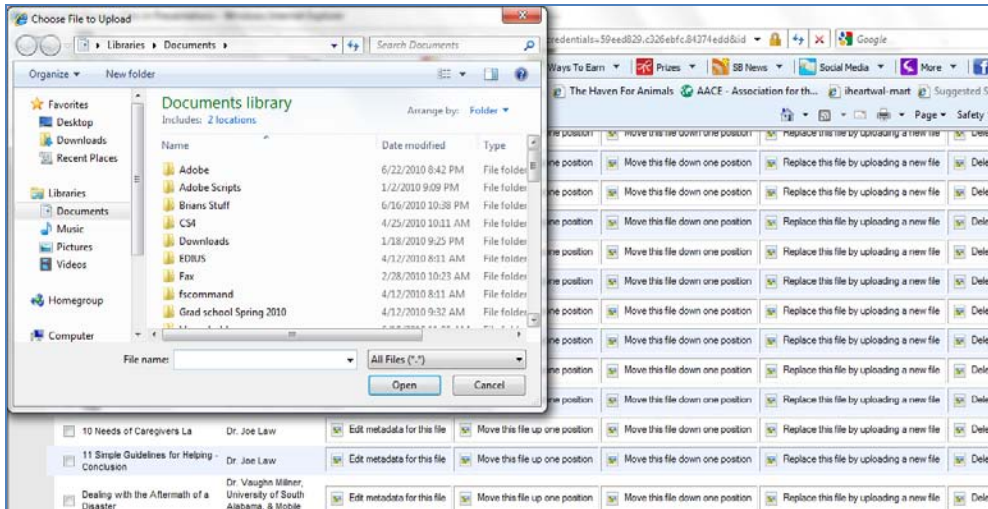


Figure 11. Locating a file on the computer

12. You have successfully added a file to iTunes U.

Supported Formats

- Audio files (AAC, MP3) with appropriate file extensions (.m4a, .mp3). For best results during playback, Apple recommends converting MP3 files greater than 32 megabytes (MB) to AAC format. For AAC audio files, Apple recommends the following specifications:
 - Audio Format: Baseline Low-Complexity Profile with AAC-LC (Music)
 - Data Rate: Up to 160 Kbps
 - Channels: Stereo in .m4v, .mp4, and .mov formats
 - Output Sample Rate: 48 kHz
 - Encoding Quality: Better
- Video files (MPEG-4 with H.264 compression) with appropriate file extensions (.mp4, .m4v, .mov). For best results with iPod, Apple recommends using MPEG-4 with H.264 compression with the following specifications:
 - Video Format: MPEG-4 with H.264
 - Data Rate: Up to 1.5 Mbps
 - Image Size: 640 x 480 pixels
 - Frame Rate: 30 frames per second
 - Key Frame: Every 24 frames
- Portable Document Format (PDF) files.

***For further assistance, contact the Innovation in Learning Center at (251) 461-1888.**