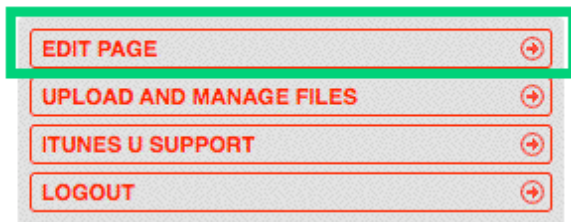


Editing your Channel's Homepage

If you've ever used a web-based, templated form that you can customize, iTunesU will behave as you've come to expect. If you're new to this, it is pretty easy to do because you're restricted to sticking within a format that has already been designed.



You'll notice in the above image that there are several area's that you'd want to customize – and you can!

8. To edit your page, click the EDIT PAGE link in the upper-right corner.



You'll notice the little pencil and arrow icons appear on your homepage (shown below highlighted in green). Anywhere you see an icon like these you can click it to make changes to your page.

BCST 135 Spring 2007

  Instructor: Eyestone

Podcasting

City College of San Francisco


BCST 135

GET TRACKS

SUBSCRIBE

DESCRIPTION

BCST 135 is a 1 unit course offered online through CCSF – taught by really a "demo" site where I'm trying out a bunch of different things f



You'll perhaps notice that your Channel Name (in my case BCST 135 Spring 2007) is something that isn't editable. This requires the iTunesU administrator to change.

9. To change the Description of your podcast channel, just click the pencil icon below DESCRIPTION and you'll get a text box that you can just type your information into (shown below).

DESCRIPTION

BCST 135 is a 1 unit course offered online through CCSF - taught by Donna Eyestone. This is really a "demo" site where I'm trying out a bunch of different things for other faculty to see.

When you're ready, click the little check icon below the form field to confirm your edits.

10. Edit any other information you'd like changed in the top area of your Channel. To upload a picture (iTunes prefers 300x300 pixel images, but any size will work), just click the Up-facing arrow (shown below) and then you'll see you a new window (browser window) appear on top of iTunes.

You can then click Choose File to browse for any PNG, JPEG, or GIF file on your computer. Locate the file you'd like to use, and then click Choose.

BCST 135

Podca

City Coll
San Fran
BCST

DESCRIPTION

BCST 135 is a 1 uni
"demo" site where

BCST 135 Spring 2007
Instructor: Eyestone

Images must be PNG, JPEG or GIF and must also have the cr .gif)

Podcasting
City College of
San Francisco
BCST 135

Please select a new Image:
Choose File no file selected

11. You can also add links from your iTunesU channel to any websites you'd like. You could link to the CCSF Moodle login page, your course information page, or wherever you'd like. (I don't know the number of links you can include, but its over 5.) You don't have to include any links if you don't want.



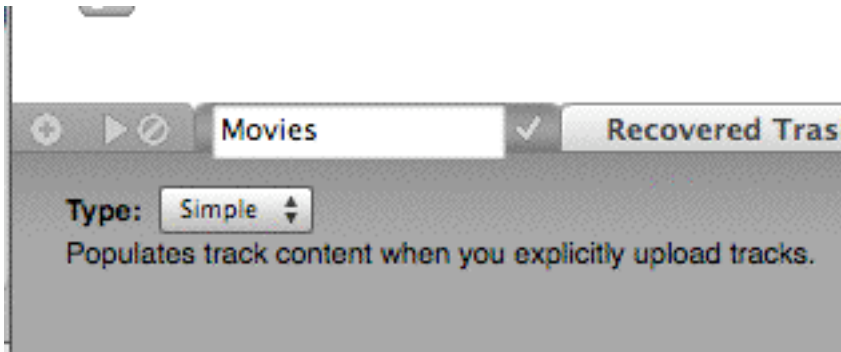
12. While still in editing mode, you can also add new “tabs” to your channel (shown below).

The image shows a screenshot of an iTunesU channel interface. At the top, there are several tabs: 'Movies', 'Recovered Trash', 'iPod Format', 'PDFs', and 'Lectures'. Below the tabs is a table with the following columns: Name, Time, Artist, Album, and Price. The table contains the following data:

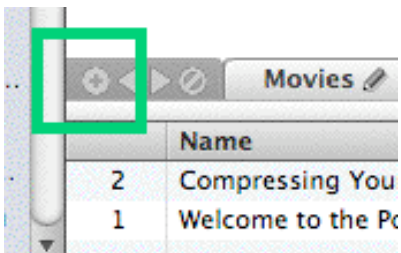
	Name	Time	Artist	Album	Price
5	cupping	2:06	bkelly@c...	Chinese medicine	Free GET
4	Your Second MP3 Episode Title	4:48	Donna	Educational Podcasts	Free GET
7	donna	0:44			Free GET
3	Searching and Subscribing to Podcasts	4:48			Free GET
6	test	3:48			Free GET
2	Using a Content Aggregator	4:46			Free GET
1	Welcome to the Podcasting Channel	0:54			Free GET

You can choose to organize your channel however you'd like. You'll see in my example above that I have a tab for “Movies” (forget the Recovered Trash for the moment), “iPod Format”, “PDFs”, and “Lectures”. You may only have one tab for all your content, or you can divide it up into “lectures” and “labs” or “extras” or “homework feedback” or “homework assignments” or whatever you decide. You can add more tabs in as you go – so don't feel like you have to do a lot of tabs from the very beginning. It is just a way to help you (and your students) stay organized.

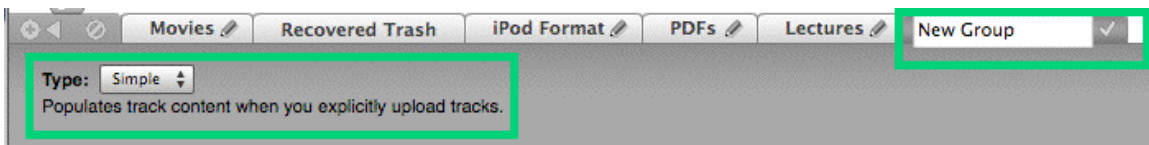
13. To edit an existing tab, just click the pencil icon on the right side of the tab and then enter a new name. Click the checkmark when you're done.



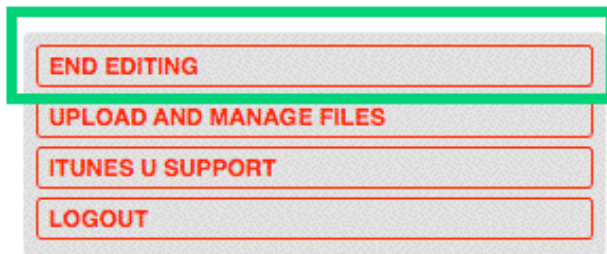
14. To add a new tab, click the plus in the circle (shown below).



You'll see a New Group tab appear to the right. Type whatever name you'd like, leave the Type set to Simple, and then click the checkmark to the right of your tab.



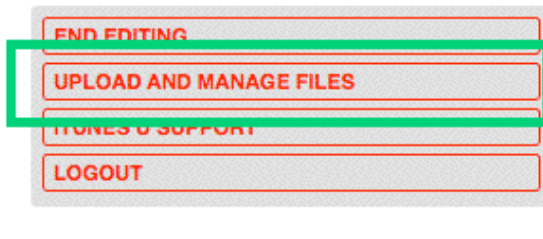
15. When you're done editing your homepage, click END EDITING in the upper-right corner of the iTunes window.



Uploading and Managing Files

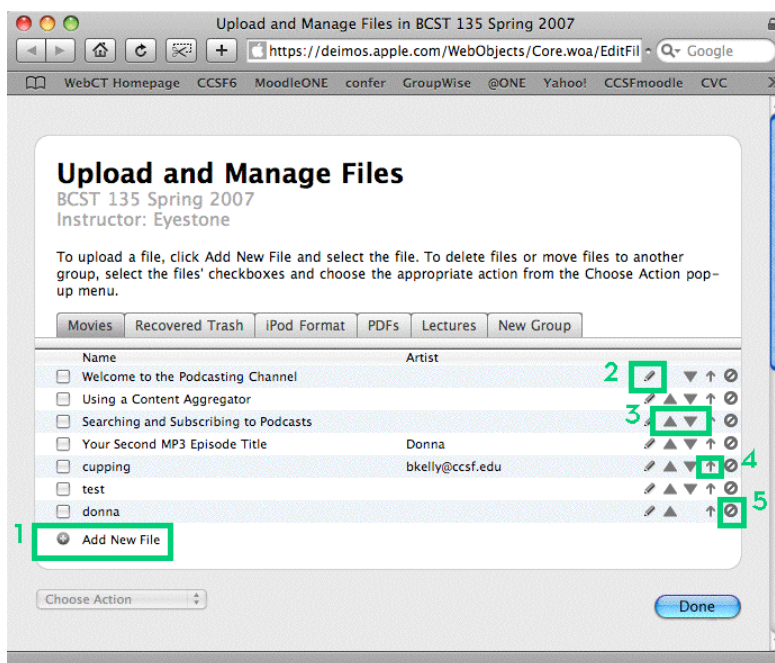
After you have your page set up and looking like you want, you're ready to start uploading your podcast episodes.

16. Click **UPLOAD AND MANAGE FILES** to upload an episode to your iTunesU channel.



A new browser window will appear and you'll see any of the tabs you created to store content. Within the tab you're trying to manage, you can (shown below)

1. Add a New File
2. Edit Metadata for the file (change the name that appears)
3. Use the Up or Down arrows to change the order in which the episodes appear
4. Replace the existing file with a new one
5. Delete the file from your podcast channel



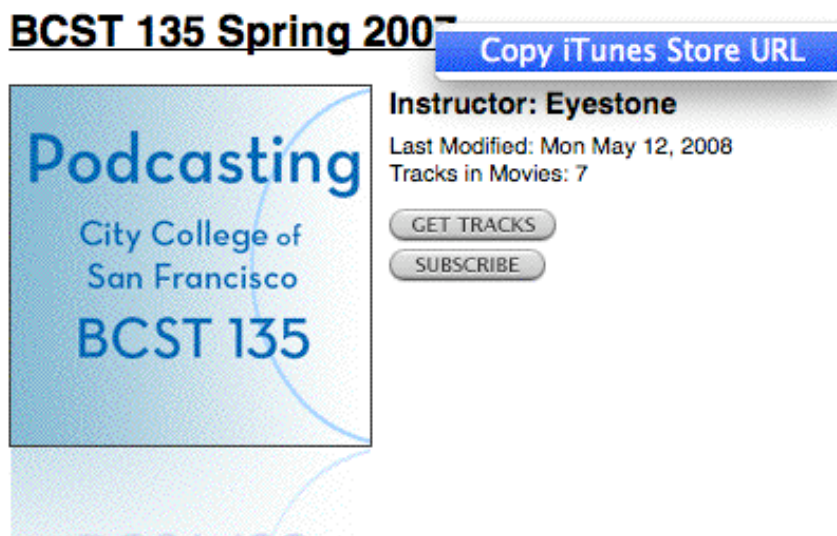
No matter what you choose to edit, just be sure to click the checkmark to confirm your choice.

You can add content to any of the tabs or move content from any one tab to another.

When you're ready, click Done.

Subscribing to your Channel

17. You can click the Subscribe button on your main iTunesU homepage to subscribe to your channel. To make it easy for your students to subscribe – just hold down the Control (ctrl) key on your keyboard and then click the Channel name. Copy the iTunes Store URL to your clipboard.



You'll get a URL that looks something like this:

<https://deimos.apple.com/WebObjects/Core.woa/BrowsePrivately/ccsf.edu.1287866020.01287866030>

Long and crazy and that one goes specifically to my podcast. But you can copy YOUR iTunes Store URL to your clipboard and then paste it in your web page for your course, or in your syllabus, or in a discussion forum posting to make it easy for your students to subscribe to your channel.

Questions, comments, concerns, please email deystone@mac.com
Donna Eyestone