

Uploading Files to iTunes U

1. Set up OAK account by contacting your local support provider
2. Contact Jim Parker to create class. Determine if you want your class to be public or private. Jim will create class for you.
3. Log in to OAK.
4. Open your course.
5. Open Control Panel from the menu on the left.
6. Click on iTunesU.
7. Click on the iTunesU button. This will launch iTunes and take you to your course's page.
8. Once in iTunes, click Edit Page. This will allow you to customize your page by adding an image, description, links and editing your course name.
9. Edit your tabs – You can divide content up by topic or type.
10. Set upload type for each tab – You can either upload manually or paste your RSS feed in for it to upload automatically.
11. To upload files manually, click upload.
12. Choose file – for audio, .mp3, for video, .mp4.
13. Click upload.
14. While a file is in the queue, you can continue to upload additional files.
15. Questions? Check the iTunes U help page for administrators:
http://www.apple.com/support/itunes_u/