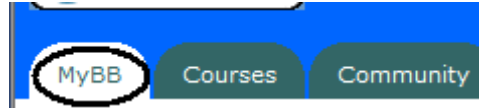


GVSU on iTunes U

For Faculty & Students

To begin using iTunes with Blackboard, you must add a Module to your MyBB page. Faculty and students must do this only once.

1. Create a new Module on you're My BB tab
2. Click MyBB



3. Click Modify Content



4. Go down the list and place a check in **iTunes U**

iTunes U
Provides Blackboard users with access to the institution's iTunes U site.

5. Click 'Submit' at the bottom of the page.
6. You will see a confirmation message: "The page has been successfully customized." Click OK.

For Faculty

Creating an iTunes U Course:

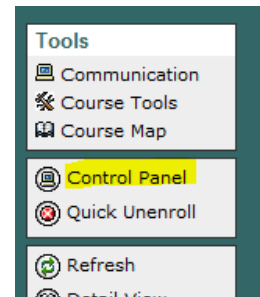
1. Go to the course you want to create an iTunes U course under the 'Courses' tab.
2. Go the Control Panel.
3. Under 'Course Tools' find and click on the iTunes U link.

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Content Areas	
Course Information	Assignments
Course Documents	External Links

Course Tools	
Announcements	Quota Usage
Course Calendar	Blackboard Scholar®
Staff Information	WebAssign
Tasks	Course Reserves Administration
Send Email	iTunes U
Discussion Board	SafeAssign
Collaboration	Manage Podcast
Glossary Manager	Configure Wiki Tool
Link Checker	Assess Wikis
iLrn Instructor Tools	Recycle Wikis
iLrn Gradebook	Configure Blog Tool
Course Objectives	Recycle Blogs
Advanced Group Management	

Course Options	
Manage Course Menu	Course Copy
Course Design	Import Course Cartridge



4. Click Submit to create an iTunes U Course.

1 Setup iTunesU Course

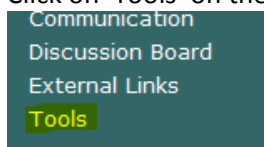
iTunes U is presently not enabled for this course.
You can create the iTunesU course by clicking the Submit button.

5. Your course will be created and you will see a confirmation message. **Your iTunes course is now created.**

Accessing Your iTunes U Course:

NOTE: Course MUST be available in order for Students or Faculty to see it in iTunes.

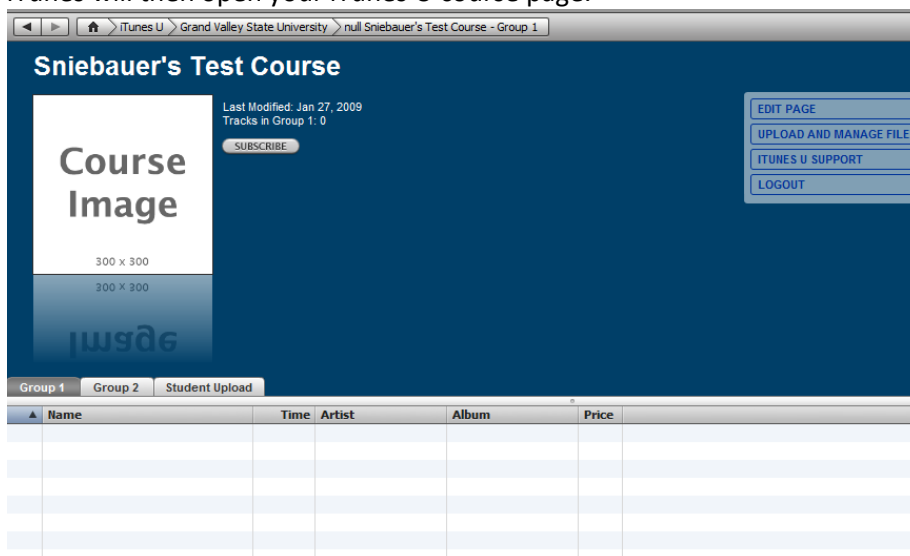
1. Go to the course you want to access the iTunes U course for.
2. Click on 'Tools' on the menu on the left.



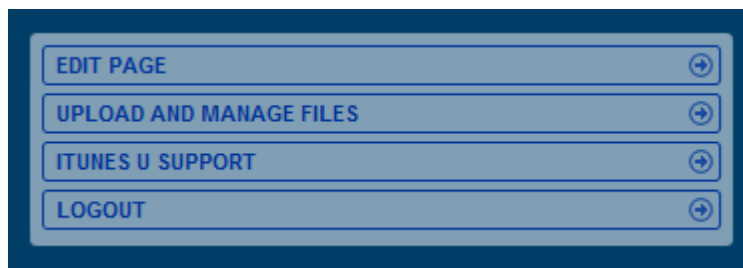
3. Click the iTunes U link. iTunes will open and a list of courses will be shown. Click on your course.



4. iTunes will then open your iTunes U course page.



5. Your iTunes U course control panel is on the upper right. To edit the look of your iTunes U course click "Edit Page." To upload course audio files, click "Upload and Manage Files."



You have now set up your iTunes U course and may now upload files.