



SPC iTunes U Instructions for Instructional Technologists

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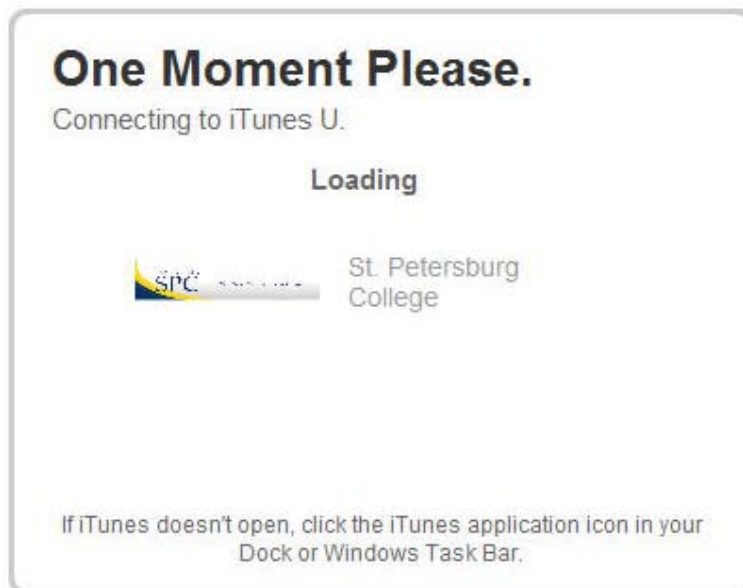
1. Go to www.spcollege.edu/iTunesU, enter your SPC Username and Password and click the "Login" button.

A screenshot of the iTunes U Login page. The page has a light blue header with the text "iTunes U Login". Below the header, there is a section titled "Enter Your Username and Password:". This section contains two input fields: "Username:" and "Password:". Below these fields is a "Login" button. At the bottom of the form, there is a link that says "SPC iTunes U Guest".

2. If you have not already installed iTunes, the "Download iTunes" Web page will appear. Refer to the [How to Install iTunes](#) instructions before proceeding.



3. If you have already installed iTunes, a "One Moment Please" window will appear, which you can close as soon as iTunes has opened.



4. Once in SPC iTunes, you should see the four main sections: Categories, Featured Content, Links, and Top Downloads.

Categories

- Allied Health
- Building Arts/Engineering T...
- Business Technologies
- College of Education
- College of Nursing
- College of Tech Manageme...
- Communications
- Digital Arts
- Early Childhood Education
- Environmental Science
- Ethics
- Humanities & Fine Arts
- General Information
- Hospitality & Tourism
- Library Sciences
- Mathematics
- Natural Sciences
- Paralegal
- Parks and Leisure
- Public Safety
- Social & Behavioral Sciences
- Web and Instructional Tech
- Veterinary Technology

Featured Content

 BSC 2085 - Naravane	 MVK 1125 - Donovick	 BSC 2086 - Naravane
 MAC 1105 - Billiris	 ENC 1101 - Rosengarten	 MAC 1105 - Williams

General Information

Quality Enhancement Plan

Web and Instructional Technologoy

Web and Instructional T...

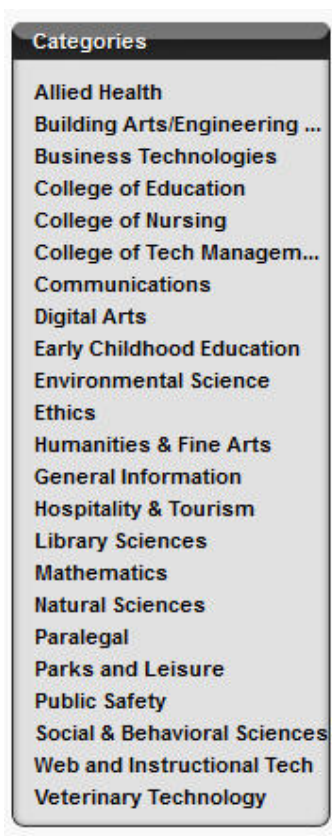
Links

- SPC Home
- ANGEL

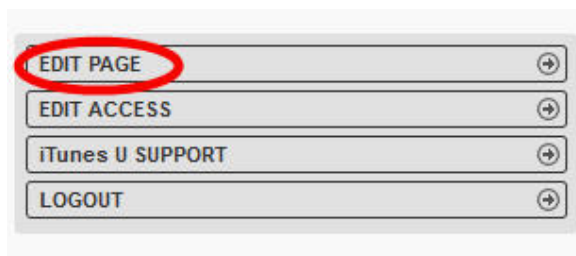
TOP DOWNLOADS

- Project 1 Overview
Janice Thiel
- Module 24**
Judy Smaling
- Chapter_1_1a_Graph...**
- The Cell**
Anita Naravane
- Nutrition I Podcast fo...**
Jennifer Lechner
- POS2041 Jumpstart - ...**
Suzanne Preston
- Endocrine System**
St. Petersburg College
- Career Explorations ~...**
Sara Brzezinski
- Fundamentals_Music...**
Jeff Donovick
- Full Block Style Busin...**
Barbara Styers

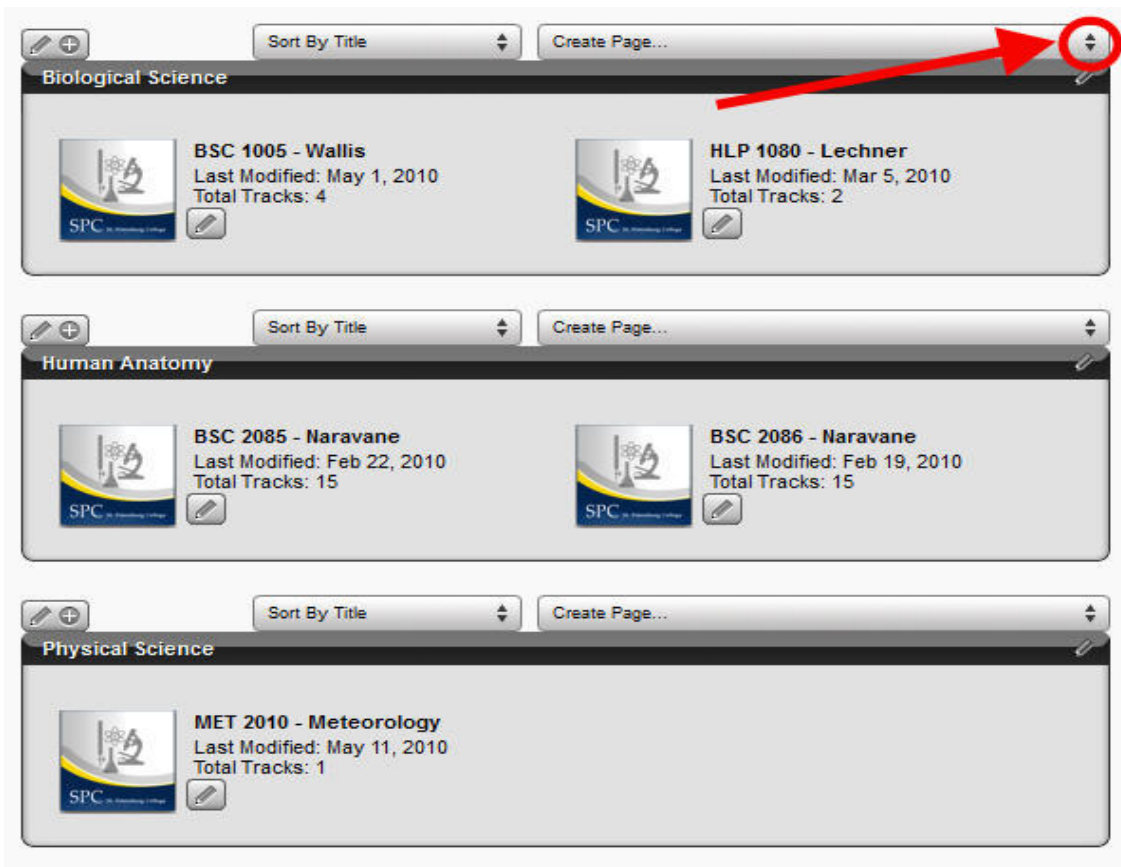
5. To add a new page for a course, go to the categories and select the appropriate category that the course fits under.



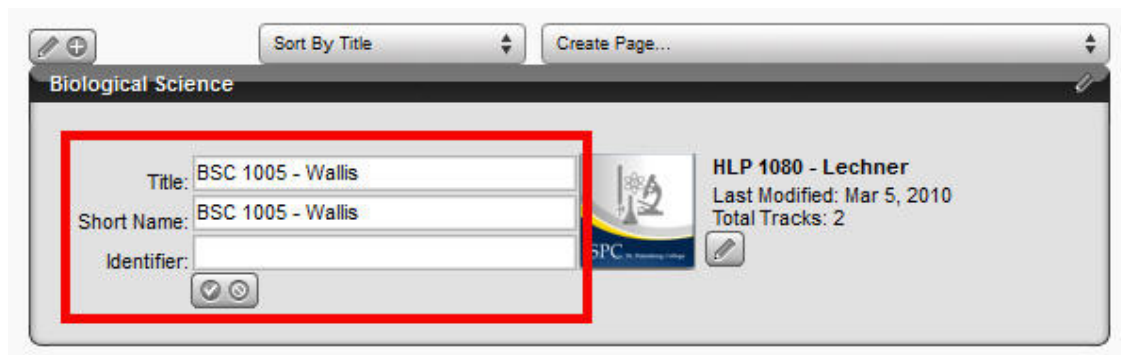
6. Go to "Edit Page."



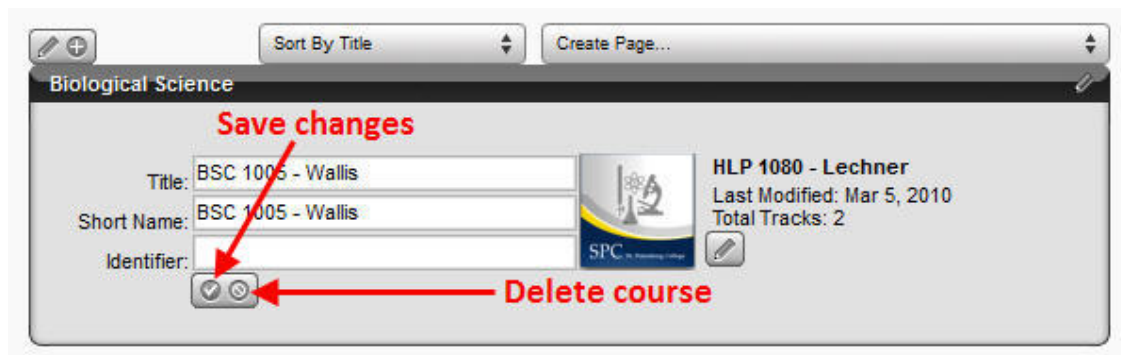
7. Once you've hit the "Edit Page" button, find the appropriate section that the course fits under and click on the triangles in the "Create Page..." bar. Select the appropriate template from the list. The template should match the category that you are in.



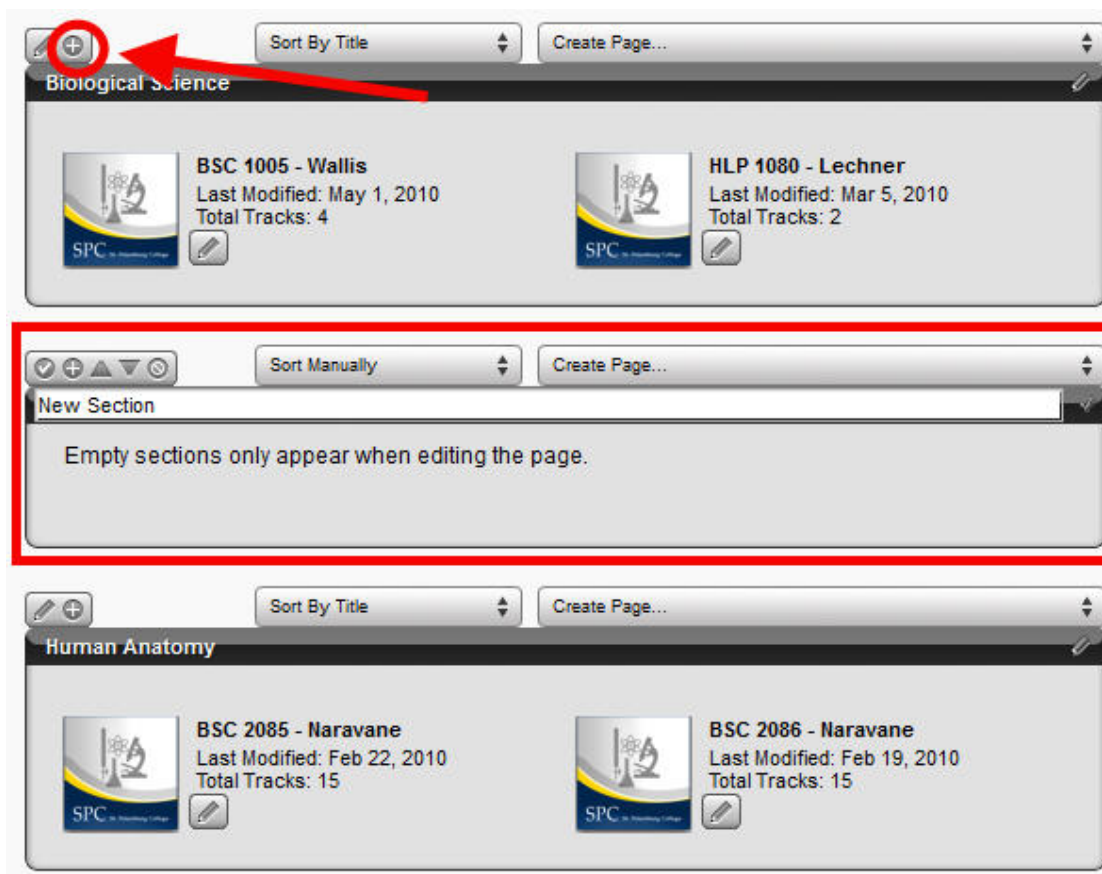
8. Once you do that, you will see three editable fields. In the Title field, enter the name of the course (or the subject of the podcast series) followed by a hyphen, then the instructor's/podcastser's name. The information in the Short Name field should be identical to the Title field.



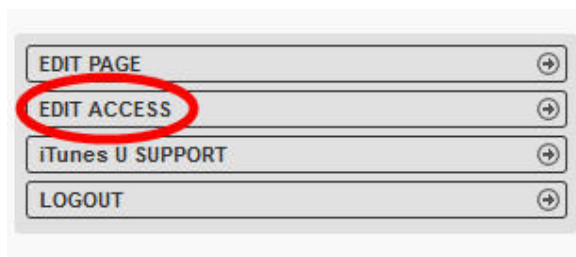
9. The check icon will save the information. The circle with a line through it icon will delete the course. Note: If you delete a course, you will delete all of the podcasts in that course.



10. If the course you wish to add does not fit into any of the sections already created on the page and you need to add a new section, click on the plus icon at the top of the section. A new section will be added below the current section (the section you clicked the pencil icon on). Add the name of the new section in the field that says "New Section." You can also move sections up or down on the page by clicking on the up or down triangles. To delete a section, click on the circle with the slash through it - Note: if delete a section, you will delete all podcasts that are in that section.



11. In order to give an instructor the ability to upload and manage their podcasts you need click on the instructor's course and click on "Edit Access."



12. Click the pencil icon next to "Edit" in the "Custom Permissions" area.

Built-in Permissions
iTunes U provides built-in credentials. You can modify only the access level and group access label.

	Access Level	Credential Definition	Group Access Label
	Edit*	Administrator@urn:mace:itunesu.com:sites:spcollege-public	
	No Access	Authenticated@urn:mace:itunesu.com:sites:spcollege-public	
	No Access*	Unauthenticated@urn:mace:itunesu.com:sites:spcollege-public	
	Download	All@urn:mace:itunesu.com:sites:spcollege-public	

Custom Permissions
Customize access to your site by defining credentials and their access levels.

	Access Level	Credential Definition	Group Access Label
	Edit	Inst@spcollege.edu:lastname.firstname	Inst
	No Access*	Role@urn:mace:spcollege-public:...	

* Access permission inherited from a parent

13. In the "Credential Definition" field, change lastname.firstname to the instructor's SPC account credentials. That's all you change, when you are done hit the checkmark icon and then the done button. For example, Jon Smith's Credential Definition would look like this: Inst@spcollege.edu:smith.jon

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	No Access	Authenticated@urn:mace:itunesu.com:sites:spcollege-public	
	No Access*	Unauthenticated@urn:mace:itunesu.com:sites:spcollege-public	
	Download	All@urn:mace:itunesu.com:sites:spcollege-public	

Custom Permissions
Customize access to your site by defining credentials and their access levels.

	Access Level	Credential Definition	Group Access Label
	Edit	Inst@spcollege.edu:lastname.firstname	Inst
	No Access*	Role@urn:mace:spcollege-public:...	

*The credential "Inst@spcollege.edu:lastname.firstname" is defined here.
Users with this credential have permission to browse, download, upload, and edit content.*

* Access permission inherited from a parent

14. If there will be more than one instructor uploading and managing the files, you will need to add another Credential Definition for each instructor. In order to add another Instructor Credential Definition, hit the plus icon and then in the Access Level make sure that "Edit" is selected. The Credential Definition information should be the same as the other instructor's, except the lastname.firstname, which should match each instructor that will have edit access permissions.

Built-in Permissions
iTunes U provides built-in credentials. You can modify only the access level and group access label.

	Access Level	Credential Definition	Group Access Label
	Edit*	Administrator@urn:mace:itunesu.com:sites:spcollege-public	
	No Access	Authenticated@urn:mace:itunesu.com:sites:spcollege-public	
	No Access*	Unauthenticated@urn:mace:itunesu.com:sites:spcollege-public	
	Download	All@urn:mace:itunesu.com:sites:spcollege-public	

Custom Permissions
Customize access to your site by defining credentials and their access levels.

	Access Level	Credential Definition	Group Access Label
	Edit	Inst@spcollege.edu:lastname.firstname	Inst
	No Access*	Role@urn:mace:spcollege-public:...	
	Edit	Inst@spcollege.edu:lastname.firstname	Inst

Type the user credential you want to add, choose the access level for the credential, and click the Save icon. To make the credential available when editing Course pages, type an optional label for the credential before you save. iTunes U inserts the new credential, in alphabetical order, within the list of existing credentials.




* Access permission inherited from a parent

Done

15. If an instructor requests that their podcasts not be public, so that only their students can see them then the last entry under "Built-in Permissions" should be changed to "No Access" and under "Access Level" hit the plus icon. Once the new entry's fields show up, select "Download" from the drop-down list and then enter Stu@Course_Number_Term, replace **Course_Number_Term**, with the ANGEL course ID. For example:Stu@**EME2040_2727_0425**. Enter "Stu" in the field for "Group Access Label."



Built-in Permissions

iTunes U provides built-in credentials. You can modify only the access level and group access label.

	Access Level	Credential Definition	Group Access Label
	Edit*	Administrator@urn:mace:itunesu.com:sites:spcollege-public	
	No Access	Authenticated@urn:mace:itunesu.com:sites:spcollege-public	
	No Access*	Unauthenticated@urn:mace:itunesu.com:sites:spcollege-public	
	No Access	All@urn:mace:itunesu.com:sites:spcollege-public	

Custom Permissions

Customize access to your site by defining credentials and their access levels.

	Access Level	Credential Definition	Group Access Label
	Edit	Inst@spcollege.edu:lastname.firstname	Inst
	No Access	Role@urn:mace:spcollege-public:...	
	Download	Stu@EME2040_2727_0425	Stu

type the user credential you want to add, choose the access level for the credential, and click the Save icon. To make the credential available when editing Course pages, type an optional label for the credential before you save. iTunes U inserts the new credential, in alphabetical order, within the list of existing credentials.



* Access permission inherited from a parent



Done

16. When you are finished, click the check icon.

Built-in Permissions
iTunes U provides built-in credentials. You can modify only the access level and group access label.

	Access Level	Credential Definition	Group Access Label
	Edit*	Administrator@urn:mace:itunesu.com:sites:spcollege-public	
	No Access	Authenticated@urn:mace:itunesu.com:sites:spcollege-public	
	No Access*	Unauthenticated@urn:mace:itunesu.com:sites:spcollege-public	
	No Access	All@urn:mace:itunesu.com:sites:spcollege-public	

Custom Permissions
Customize access to your site by defining credentials and their access levels.

	Access Level	Credential Definition	Group Access Label
	Edit	Inst@spcollege.edu:lastname.firstname	Inst
	No Access	Role@urn:mace:spcollege-public:...	
	Download	Stu@EME2040_2727_0425	Stu

Type in a new credential you want to add, choose the access level for the credential, and click the Save icon. To make the credential available when editing Course pages, give an optional label for the credential before you save. iTunes U inserts the new credential, in alphabetical order, within the list of existing credentials.

* Access permission inherited from a parent

The previous two credential strings allow access based upon enrollment in an ANGEL course. This grants edit and upload access to a specific instructor (or for anyone assigned as an instructor of the course if indicated that way), and grants download access to anyone indicated as a student of the course.

Refer to the "Permissions" section below for a summary of the possible credential strings you may add, based upon the access needs of the course/page.

17. Click the "Done " button.

18. Keep a record of all courses and corresponding instructors you have added to SPC iTunes U. Get in contact with each of your instructors at the start of each semester to obtain and update the course number and semester code in the instructor and student credential strings for each course page.

19. Instruct your faculty to keep copies of all podcasts they upload to iTunes U as a back-up.

20. Students can access SPC iTunes U by logging on at www.spcollege.edu/iTunesU

OR

Instructors can add the following link to their ANGEL course(s):

[http://www.spcollege.edu/iTunesU/iTunesU.php?uname=\\$USER_ID\\$](http://www.spcollege.edu/iTunesU/iTunesU.php?uname=$USER_ID$)

This link, when used in ANGEL, allows students to bypass the SPC iTunes U login screen. Instructors, however, will still be prompted to enter their username and password at the SPC iTunes U login screen.

Permissions

By adding any of the following credentials to a page, you can set access to "Edit," which allows editing, including uploading podcasts, or "Download," which only allows users to download podcasts, or "Shared," which allows uploading and downloading podcasts, but not editing.



Built-In Permissions

Authenticated@urn:mace:itunesu.com:sites:spcollege.edu	Allows anyone (in the world), whether they login or not, to access the page.
Unauthenticated@urn:mace:itunesu.com:sites:spcollege.edu	Allows anyone who is not an employee or student to access the page.
All@urn:mace:itunesu.com:sites:spcollege.edu	Allows anyone at SPC--employee, instructor, student--to access the page if they login.

Custom Permissions

Student Credentials

Stu@spcollege.edu	Allows all SPC students to access the page if they login.
Stu@ <i>Course_Number_Term</i>	Allows students enrolled in a particular course in ANGEL to access the page if they login or access <i>SPC iTunes U</i> via an ANGEL course. Replace <i>Course_Number_Term</i> with EME2040_2727_0385 , for example.
Stu@spcollege.edu: <i>student_id</i>	Allows a particular student to access the page if they login. Replace <i>student_id</i> with the student's ID number.

Instructor Credentials

Inst@spcollege.edu	Allows all instructors to access the page if they login.
Inst@ <i>Course_Number_Term</i>	Allows instructors assigned to a particular course in ANGEL to access the page if they login. Replace <i>Course_Number_Term</i> with EME2040_2727_0385 , for example.
Inst@spcollege.edu: <i>lastname.firstname</i>	Allows a particular instructor to access the page if they login. Replace <i>lastname.firstname</i> with the instructor's username.

SPC Employee Credentials

Emp@scollege.edu

Allows all SPC employees to access the page if they login.

Emp@scollege.edu:*lastname.firstname*

Allows a particular employee to access the page if they login. Replace *employee_id* with the employee's username.