

SPC iTunes U
Instructions for Instructional Technologists

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



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, an "OK" window will appear, which you can close as soon as iTunes has opened.

OK

The page you requested was opened in iTunes, and you can close this window.

4. Once in SPC iTunes, you should see three sections, organized to allow a different level of access:

Pages here are accessible to everyone, even those who login as an "SPC iTunes U Guest."

Welcome to St. Petersburg College

Pages here are accessible to all SPC employees.

SPC Departments

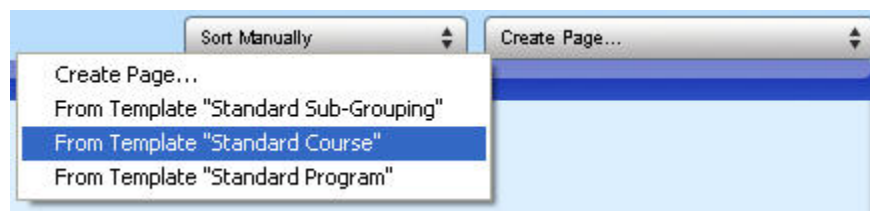
Pages here are accessible based upon enrollment in a specific ANGEL course. Credentials must be entered for each page.

Courses

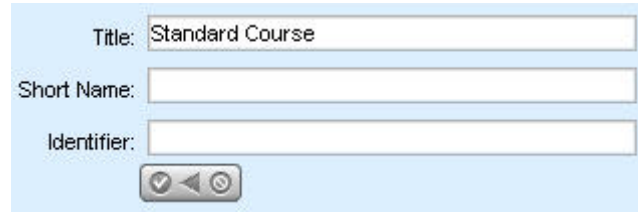
5. To add a new page for a course, click "Edit Page."



6. For the "Courses" section, click "Create Page" and click "From Template 'Standard Course'."

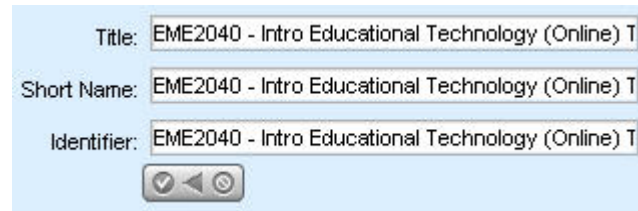


7. A new area will appear for you to enter the Title, Short Name, and Identifier.



A light blue rectangular form with three input fields. The first field is labeled "Title:" and contains the text "Standard Course". The second field is labeled "Short Name:" and is empty. The third field is labeled "Identifier:" and is empty. Below the fields is a small control bar with a checkmark icon, a left arrow icon, and a refresh icon.

8. Copy/Paste the course title, as it appears in ANGEL, into all three fields.

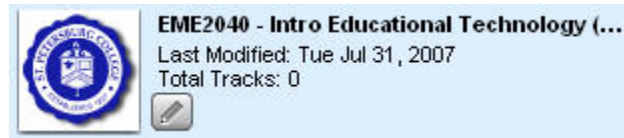


A light blue rectangular form with three input fields. All three fields are labeled "Title:", "Short Name:", and "Identifier:" and all contain the text "EME2040 - Intro Educational Technology (Online) T". Below the fields is a small control bar with a checkmark icon, a left arrow icon, and a refresh icon.

9. Click the check icon.



10. A new page will appear.



A light blue rectangular card. On the left is a circular logo for Eastern Michigan University. To the right of the logo, the text reads: "EME2040 - Intro Educational Technology (...)", "Last Modified: Tue Jul 31, 2007", and "Total Tracks: 0". Below the text is a small pencil icon.

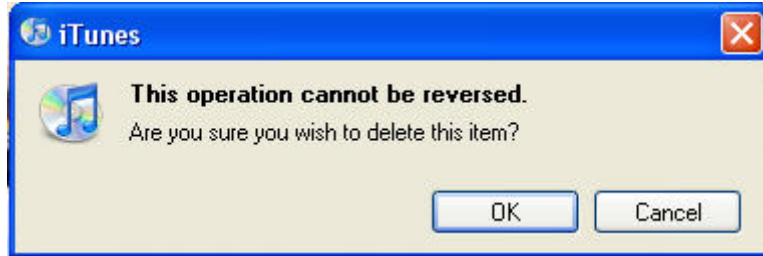
11. Click the pencil icon if you need to edit the Title, Short Name, or Identifier.



12. From this editing area, is also where you can delete a page by clicking on the "no" icon.



13. You will be warned that deleting a page is irreversible.



14. Click the title of the course to edit access.

EME2040 - Intro Educational Technology (...)

15. Click "Edit Access " from the "Links" menu.



16. The Custom Permissions will be displayed.

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

	Access Level	Credential Definition
	Edit	Inst@spcollege.edu:lastname.firstname
	Download	Stu@Course_Number_Term

17. Click the pencil icon next to the first (instructor) credential.



18. For the credential **Inst@spcollege.edu:lastname.firstname**, replace **lastname.firstname**, with the instructor's username. For example:
Inst@spcollege.edu:thiel.janice

OR

If there are multiple instructors in one ANGEL course, it might be simpler to use the ANGEL course ID, rather than individual username. Use the following credential, which will allow edit access to any instructors assigned as such to that particular course in ANGEL: **Inst@EME2040_2727_0385**



19. Click the check icon.



20. Click the pencil icon next to the second (student) credential.



21. For the credential **Stu@Course_Number_Term**, replace **Course_Number_Term**, with the ANGEL course ID. For example:**Stu@EME2040_2727_0385**



22. Click the check icon.



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.

23. Click the "Done " button.



24. 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.

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

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

OR

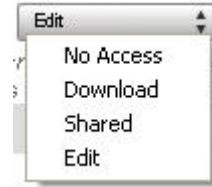
Instructors can add the following link to their ANGEL course(s):

[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@*Course_Number_Term*

Allows students enrolled in a particular course in ANGEL to access the page if they login or access *SPC iTunes U* via an ANGEL course. Replace *Course_Number_Term* with **EME2040_2727_0385**, for example.

Stu@spcollege.edu:*student_id*

Allows a particular student to access the page if they login. Replace *student_id* with the student's ID number.

Instructor Credentials

Inst@spcollege.edu

Allows all instructors to access the page if they login.

Inst@*Course_Number_Term*

Allows instructors assigned to a particular course in ANGEL to access the page if they login. Replace *Course_Number_Term* with **EME2040_2727_0385**, for example.

Inst@spcollege.edu:*lastname.firstname*

Allows a particular instructor to access the page if they login. Replace *lastname.firstname* with the instructor's username.

SPC Employee Credentials

Emp@spcollege.edu

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

Emp@spcollege.edu:*lastname.firstname*

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