iTunesU - FAQ

How do I access iTunesU at SUNY Cortland?

To access only the public side of iTunesU, go to http://www.cortland.edu/itunesu and click on the ‘Launch SUNY Cortland iTunes’ button. A smaller window will open indicating that you are being connected to iTunesU. At this point your iTunes application will launch.

This launch function works best with Internet Explorer (Windows and Mac) and Safari (Mac) browsers. You may experience problems connecting through Firefox.

iTunesU appears under the ‘iTunes Store’ heading and link in iTunes.
From this point you can click on any of the headings to access Sporting Events, Student Showcases, Tutorials, etc., that are available to the general public.

How do I access my course in iTunesU?

Only students enrolled in a course and the corresponding faculty and staff can access course content in iTunesU. To access your course area in iTunesU, you must first log in through BannerWeb.

Go the main SUNY Cortland website at [http://www.cortland.edu](http://www.cortland.edu) and click on Banner Web from the Quick Links drop down menu.

Log in to Banner Web with your User ID and PIN or use your Cortland Net - ID

Once in Banner Web, click on the Launch iTunesU link at the bottom of the list on the Main Menu.
From the next screen, choose your course from the list from the 'Launch as Student for Course'. Faculty can launch iTunesU through either Student or Faculty interface.
The iTunes application will launch and iTunesU is located under the ‘iTunes Store’ heading and link.

From the main page, click on the SUNY Cortland Courses link. Then click on the link for your course.

Once you are in your course area, you can playback any audio or video files (also known as episodes) subscribe to the course podcast and (depending on the course) upload files.
How do I subscribe to my course podcast in iTunesU?

Log in to iTunesU as outlined in the ‘How do I access my course in iTunesU?’ section of the FAQ, and navigate to your course area.

Instead of logging into iTunesU and going to your course section to check for new updates, iTunes will do it for you once you subscribe to the podcast RSS feed.

Click on the subscribe button. Then click on the Podcasts heading in iTunes.
Your course podcast will be listed here and the most recent episode of podcast will start to download. You can manually download past episodes. From this point on, any additional episodes will download on their own as they are added to the podcast.

**How Do I Upload Files to iTunesU (Student Log In)?**

Depending upon the requirements of your course, you may be given permission to upload your own files to the Student Upload area of iTunesU.

Log into iTunesU through BannerWeb, then navigate to your course.
Then click on the Student Uploads tab.

Under the Links heading at the top right of the window, click on the Upload Files link

Your browser will launch and you will be taken to this page.
Click the ‘Add Tracks’ icon

Next, Click the ‘Browse’ button and navigate to your file.
If you have opened your file in iTunes, it will be located in a folder in your iTunes Library.

Mac Users: A Finder window will open. Click on your Music Directory, then iTunes>iTunesMusic>YourName> YourAlbum> Your file. Click on the file once to select it and then click open.

The file will go into the upload que. Once it is uploaded, it will appear in the list of files in your browser window.
Go back to the iTunes application and iTunesU. Your file will now be listed under the Student Uploads tab for your course.

How do I synchronize my iPod and my course podcasts?

For this step, you will NOT want to use a campus computer. You should be synchronizing your iPod, and subscribing to podcasts on your own computer. If you try to synchronize your iPod to different computers, the information already on the iPod will be wiped out.

iTunesU, subscribe to your course podcast. Your course will now appear under the Podcasts heading in iTunes.

Plug in your iPod to your computer via its USB cable. Do not disconnect the iPod until the synchronization is completed.
If it is not already open, iTunes will launch and you will see a screen similar to this.

Click on the Podcasts Tab
Make sure that the box next to ‘Sync’ is checked and the drop down menu is set to ‘all’. This will result in your iPod transferring all the episodes of the podcasts to which you have subscribed.

Synchronization is complete when the iPod screen displays the menus instead of the ‘Do Not Disconnect’ icon.

Audio podcasts and episodes will be located under the ‘Music’ menu. Video podcasts and episodes will be located under the ‘Video’ menu.