

# W&M iTunes U Section Administrator Guide

## Table of Contents

Changing Images.....	2
Changing Your Welcome Page Image.....	2
Changing Your Welcome Page Default Thumbnail Image.....	2
Changing a Course Image.....	2
Adding Sections, Courses, and Course Tabs Explained.....	3
Adding Sections to the Second-level Welcome Page.....	3
Adding Courses to Sections.....	3
Adding/Editing Course Tabs within a Course.....	4
Edit Tab names and order.....	4
Add Tabs.....	4
Delete Tabs.....	4
Assigning Permissions.....	4
Credential Levels.....	4
Granting Other Groups Access to Your Welcome Page.....	5
Granting Other Groups Access to Sections Within Your Welcome Page.....	5
Granting Other Groups Access to Your Courses.....	5
Granting Other Groups Access to Your Course Tabs.....	5
Support Documents from Apple.....	6

## Changing Images

---

Administrators can change the image used on both your area's welcome page and for each individual course. By default, all course images will use the same image used in the second-level welcome header, so it's a good idea to use a square image. However, you may still set individual customized images for each course, separate from your area's default thumbnail image.

iTunes U also allows you to set a separate thumbnail image for your area, which will display on the top-level welcome page. Otherwise, your second-level welcome page image is displayed as a thumbnail on the top-level welcome page.

### CHANGING YOUR WELCOME PAGE IMAGE

You can choose to use a different image than the default graphic used by the entire William and Mary iTunes U. Apple recommends using a 300 x 300 pixels image.

1. Log into iTunes U from <http://itunesu.wm.edu>.
2. Click on the area you administer and click "Edit Page" from the Links section on the right.
3. Notice you have the option to left-align and center-align the image in the header.
4. Click on the Pencil Tool located over the bottom-right corner of the image displayed.
5. You will be sent to a web page, where you need to click on the Browse button and find the image you want to upload.

### CHANGING YOUR WELCOME PAGE DEFAULT THUMBNAIL IMAGE

This image is displayed on the top-level welcome page. If you do not specify a thumbnail image for your second-level welcome page then your header image will be used automatically as the thumbnail image displayed on the top-level welcome page. Apple recommends using a 60 x 60 pixels image.

1. Log into iTunes U from <http://itunesu.wm.edu>.
2. Click on the area you administer and click "Edit Page" from the Links section on the right.
3. Click on the Pencil Tool located over the bottom-right corner of the thumbnail image displayed in the right panel, Edit Page Thumbnail.
4. You will be sent to a web page, where you need to click on the Browse button and find the image you want to upload.

### CHANGING A COURSE IMAGE

1. Log into iTunes U from <http://itunesu.wm.edu>.
2. Click on the area you administer.
3. Click on a course.
4. Click "Edit Page" from the Links section on the right.
5. Click on the Pencil Tool located over the bottom-right corner of the image displayed.

6. You will be sent to a web page, where you need to click on the Browse button and find the image you want to upload.

## Adding Sections, Courses, and Course Tabs Explained

---

William and Mary on iTunes U is organized into three main levels: A top-level Welcome page, a second-level Welcome page, and courses:

1. The top-level welcome page is administered by the iTunes U site administrator
2. A second-level welcome page exists for each entity "living" on the top-level welcome page. Second-level welcome pages are controlled by separate second-level welcome page administrators. Each second-level welcome page can be organized into Sections, which can be used to group similar courses.
3. Courses, which can contain audio, video, and PDF files, "live" on second-level welcome pages. Each course can also contain a number of tabs, which can be used to group similar media files or types of content within a course.

## Adding Sections to the Second-level Welcome Page

---

5. Log into iTunes U from <http://itunesu.wm.edu>.
6. Click on the area you administer and click "Edit Page" from the Links section on the right.
7. Click the Plus Sign Tool. (If the welcome page contains no sections, clicking on the "Edit Page" link automatically creates a section, named "Section." Click the Pencil Tool next to the section name to edit it. Click the Check Tool to confirm.)
8. Give your section a name. Click the Up or Down Arrow Tool to place the section in its proper location. Click the Check Tool to confirm.

## Adding Courses to Sections

---

1. Log into iTunes U from <http://itunesu.wm.edu>.
2. Click on the area you administer and click "Edit Page" from the Links section on the right.
3. Determine the section where the course should appear. To the right of the section name, choose "From Template 'Course'" from the Create Page drop down.
4. Provide a Title. The title displays on the second-level welcome page.
5. Provide a Short Name. The short name displays in the hierarchical navigation at the top of the iTunes Store interface.
6. Leave the Identifier blank. Identifier is used as part of an authentication process we will not use.
7. Click the Right or Left Arrow Tool to place the course in its proper location. Click the Check Tool to confirm.

## Adding/Editing Course Tabs within a Course

---

7. Log into iTunes U from <http://itunesu.wm.edu>.
8. Click on the area you administer.
9. Click the course where tabs should be added/edited/deleted.

### EDIT TAB NAMES AND ORDER

1. Click "Edit Page" from the Links section on the right.
2. Click the Pencil Tool to the right of the tab.
3. If necessary, rename the tab. Click the Check Tool to confirm.
4. If necessary, reorder the tab by clicking the Right or Left Arrow Tool To the right of all the tabs. Click the Check Tool to confirm.

### ADD TABS

1. Click "Edit Page" from the Links section on the right.
2. Click the Plus Sign Tool to add a new tab.
3. Name and, if necessary, re-order the tabs. Click the Check Tool to confirm.

### DELETE TABS

1. Click "Edit Page" from the Links section on the right.
2. Select the tab to be deleted by clicking on its name.
3. Click the Circle w/Slash Tool to delete immediately.

## Assigning Permissions

---

All permissions, or Credentials as they are called in iTunes U, are based on predefined groups in iTunes U. The system administrator manages these groups.

All second-level Welcome pages are initially assigned a section administrator role. This administrator can assign additional groups access to the second-level Welcome page, Welcome page sections, courses, and tabs. All Welcome pages, sections, courses, and tabs are initially set to allow anyone to download content.

## Credential Levels

---

1. *No Access* - Credentials assigned No Access cannot see the page.
2. *Download* - Credentials assigned Download can access the page and download content from the page.
3. *Drop Box* - Credentials assigned Drop Box can access the page and upload content to the page's Drop Box tab.
4. *Shared* - Credentials assigned Shared can access the page and upload, download, and delete content in the page's Shared tab.

5. *Edit* - Credentials assigned Edit can access the page to upload, download, and delete content in the page, as well as edit tabs (create, delete, rename), links (create, delete, rename), images, and text information in the page.

## Granting Other Groups Access to Your Welcome Page

---

1. Log into iTunes U from <http://itunesu.wm.edu>.
2. Click on the area you administer and click "Edit Access" from the Links section on the right.
3. Grant access to the desired group by choosing the access level from the drop down menu to the left of the group name.
4. Assign another group or click "End Editing" from the Links section on the right.

## Granting Other Groups Access to Sections within Your Welcome Page

---

1. Log into iTunes U from <http://itunesu.wm.edu>.
2. Click on the area you administer and click "Edit Access" from the Links section on the right.
3. Select the section from the drop down menu to the right of "Edit Access for," which is located just below the welcome page picture.
4. Grant access to the desired group by choosing the access level from the drop down menu to the left of the group name.
5. Assign another group or click "End Editing" from the Links section on the right.

## Granting Other Groups Access to Your Courses

---

1. Log into iTunes U from <http://itunesu.wm.edu>.
2. Click on the area you administer.
3. Click on the desired course and click "Edit Access" from the Links section on the right.
4. Grant access to the desired group by choosing the access level from the drop down menu to the left of the group name.
5. Assign another group or click "End Editing" from the Links section on the right.

## Granting Other Groups Access to Your Course Tabs

---

1. Log into iTunes U from <http://itunesu.wm.edu>.
2. Click on the area you administer.
3. Click on the desired course and click "Edit Page" from the Links section on the right.
4. Click on the desired tab.
5. Grant access to the desired group by choosing the access level from the drop down menu at the right.
6. Assign another group or click "End Editing" from the Links section on the right.

## Support Documents from Apple

---

[iTunes U User's Guide](#)

[http://images.apple.com/support/itunes\\_u/docs/iTunes\\_U\\_User\\_Guide.pdf](http://images.apple.com/support/itunes_u/docs/iTunes_U_User_Guide.pdf)

[iTunes U Support Site](#) (requires an Apple ID)

[http://www.apple.com/support/itunes\\_u/](http://www.apple.com/support/itunes_u/)