USER GUIDE

BERRY COLLEGE
For Vikings on the go...Berry anytime, anywhere

Music
Movies
TV Shows
App Store
Podcasts
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Berry on iTunes U User Guide

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Welcome to Berry on iTunes U

Welcome to Berry on iTunes U, a fresh way to listen and view media files. We are excited to present this exciting venture to the Berry community. The Berry community now has the ability to access audio and video content produced by Berry faculty, staff, and students. Examples of material available include instructional videos, athletic updates, and campus speakers.

System Requirements

In order to access Berry on iTunes U, your computer (PC or Mac) will need to have the following:

1. Access to the Internet

2. A web browser – recommended browsers are the most recent versions of Internet Explorer and Safari. Other browsers and older versions of preferred browsers may experience problems launching iTunes U.

3. The most recent versions of QuickTime player and iTunes. These programs are available as a bundle from http://www.apple.com/itunes/download/. Please note: Older versions of iTunes may not support video podcasts and may have difficulties navigating Berry on iTunes U.

You do not need an iPod to access content on Berry on iTunes U. An iPod may enhance your experience by allowing you to take the content with you when you are on the go and allowing you to watch video content, but it is not necessary.

Accessing Berry on iTunes U

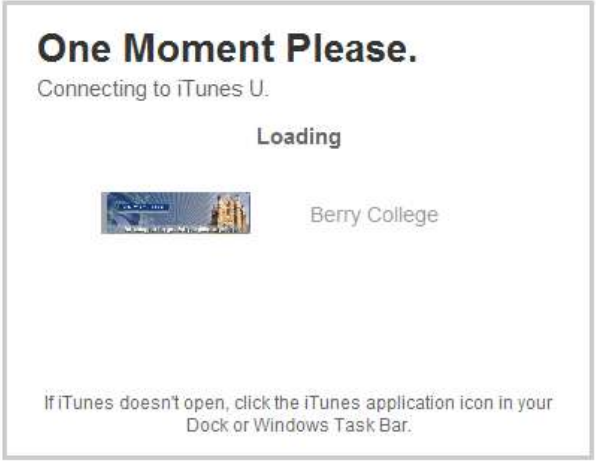
Go to itunes.berry.edu

From this page, you may:

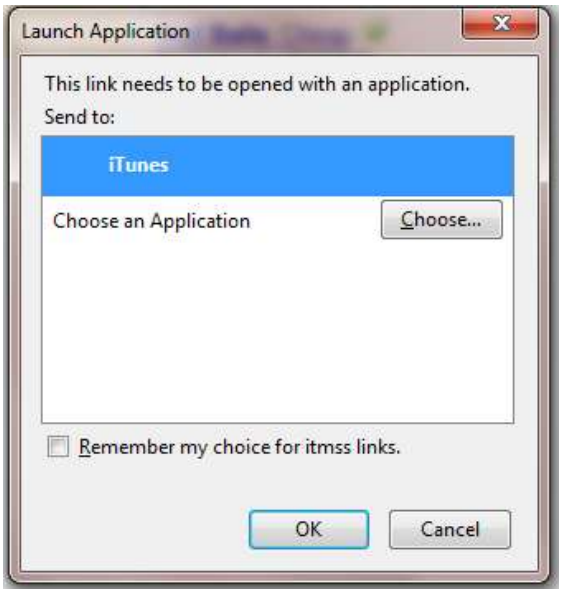
1) Click 'Download iTunes' to go to Apple's iTunes site to download iTunes and QuickTime.

2) Click Launch Berry on iTunes U

A new browser window will open with a screen that looks similar to:



You may then see a pop-up window similar to the one below. Make sure iTunes is highlighted and click 'OK'.



Once iTunes launches, you may see this until Berry on iTunes U completely loads.

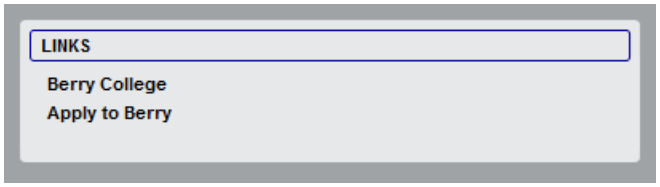
Navigating Berry on iTunes U

When Berry on iTunes is open, the screen should look similar to this:

This screen consists of three main areas:

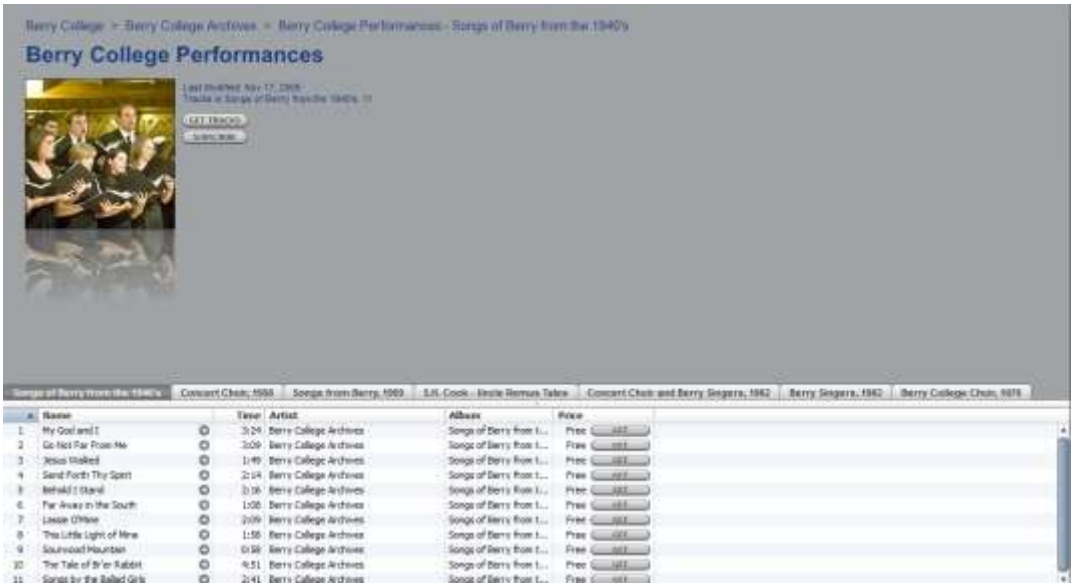
1) Content areas: Click on the picture or the title to access content for that area.

2) List of links that may be of interest to you. These links will open in your browser, not iTunes.



3) Log out button

Once you click on a content area, you should see a screen similar to the one below. Click on another content area to access podcasts.



1) The Breadcrumb Trail is how you navigate within the Berry on iTunes U site and Apple's iTunes Store. You may also use the the 'back' and 'forward buttons to move you through the pages you have visited.

- back and forward buttons

2) The 'Get Tracks' & 'Subscribe' buttons

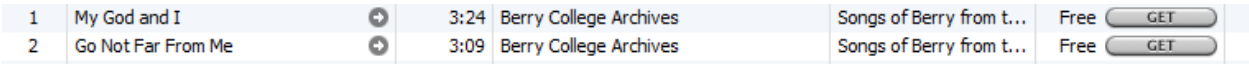
- The Get Tracks button will download all existing tracks from the podcast you are viewing. Audio files will be downloaded to the Music section of the Library. Video files will be downloaded to the Movie section of the Library. Future episodes of the podcast will not be automatically downloaded.

- The 'Subscribe' button will automatically download the most recent episode of the podcast and add it the Podcast section of the Library. Future episodes of this podcast will be delivered to your library automatically. You may also download past episodes by clicking the 'Get' button next to each episode.

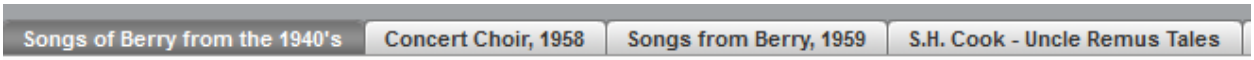
Podcast settings are somewhat editable in iTunes. Go to Edit → Preferences → Podcasts to setup how often iTunes checks for updates and how many previous episodes are kept. You

can also scroll through the other tabs to see if there are other settings that you would like to change.

4) Click the 'Get' button (or 'Get Song' or 'Get Movie') to download an episode of a podcast.

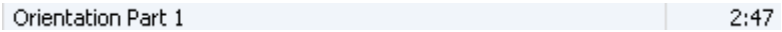


- Some content areas will have Tabs on the page.



- The television screen icon indicates that the file is a video podcast. There will be no icon indicating an audio podcast.

Video Podcast:

Audio Podcast: 

Accessing Downloaded Files

The left hand side of iTunes is how you navigate your Library, Playlists, and the iTunes Store.

When you click 'Get' (or 'Get Song' or 'Get Movie') the file will start to download. The Store section, located in left hand area of your screen, should look like this:

'Downloads' is not viewable unless a file is downloading. Additionally, if you highlight Downloads, you can see how big the file is and how long it will take to download:

You can click the 'X' next to the status bar to pause the download.

When the file(s) is finished downloading, you can access the file from your Library.

As described earlier, the tracks downloaded from Berry on iTunes U will either be stored in the Music, Movie, or Podcast section.

- If you clicked 'Subscribe,' the track will be in the Podcast area.

  The blue icon next to the podcast indicates that the podcast has not been listened to. The white number next to Podcasts, indicates how many unlistened to podcasts you have.

- If you clicked 'Get Song,' the track will be in the Music Section.
- If you clicked 'Get Movie,' the track will the in the Movie section.

Reporting Problems

Issues that may occur when launching Berry on iTunes U vary from browser to browser. It is unfeasible to cover all these situations in this document. If you encounter problems or have additional questions, please contact:

Jerry Trammell
Director of Instructional Technology
jtrammell@berry.edu
x2680