



Paul J. Gutman Library

Instructional Technology @ PhilaU

A Guide For Using Technology
In The Classroom

Podcasting and iTunes U @ Philadelphia University

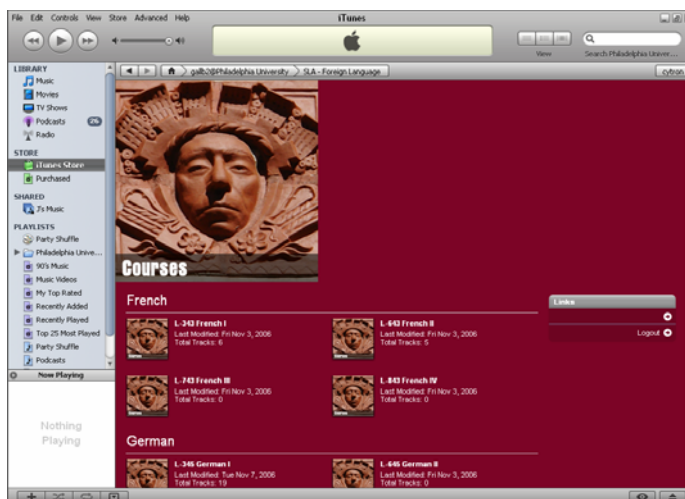
Downloading Podcasts



Handout Created By:
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Philadelphia University
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Downloading Podcasts/MP3s to your Computer:

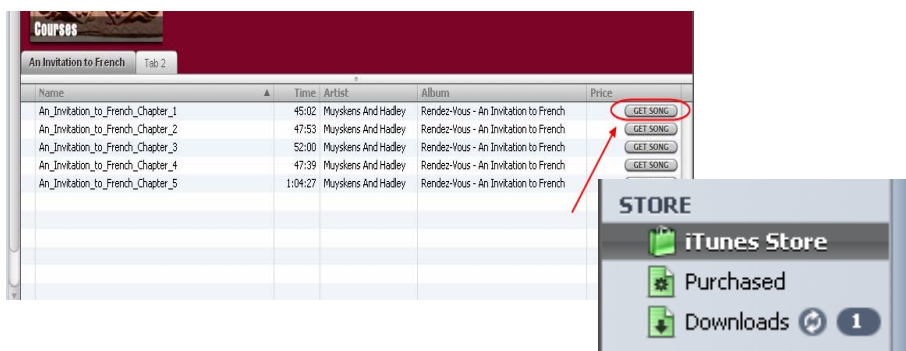
1. Open **iTunes University @ PhilaU** in iTunes.
2. Below the heading section of "Philadelphia University on iTunes U. logo", click on the **podcast category you want to download your podcast/mp3 from**.
3. For example, if I click **Foreign Language**, you will see all of the courses in that program.



4. To see all of the available podcasts/mp3 for L-343 French I, click on the **icon or text that says, "L-343 French I**.



5. To download a particular podcast, single-click the **"Get Song"** button next to the podcast you want to download.



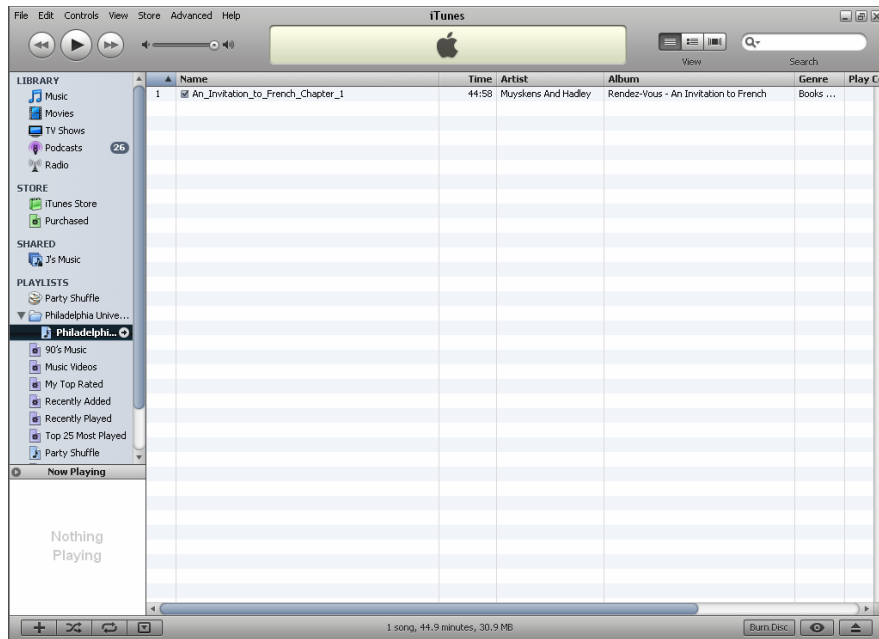
a. iTunes will now download that song.



6. To access your newly downloaded song, look on the left-hand side of the iTunes window. Under the "**Playlists**" section, look for the "Philadelphia University Folder".

a. Under this folder click on the **podcast category** you downloaded your podcast/mp3 from.

b. Upon single-clicking the podcast category, you should now see your downloaded podcast/mp3.



7. To play the podcast/song, double-click the **podcast/song**.

8. The song information and audio player controls (**Rewind, Play/Pause, Fast Forward, and Volume Controls**) are all available at the top of the iTunes program window.