



Paul J. Gutman Library

# Instructional Technology @ PhilaU

A Guide For Using Technology  
In The Classroom

Podcasting and iTunes U @ Philadelphia University

Installing PhilaU Podcasts on Your iPod/MP3 Player



Handout Created By:  
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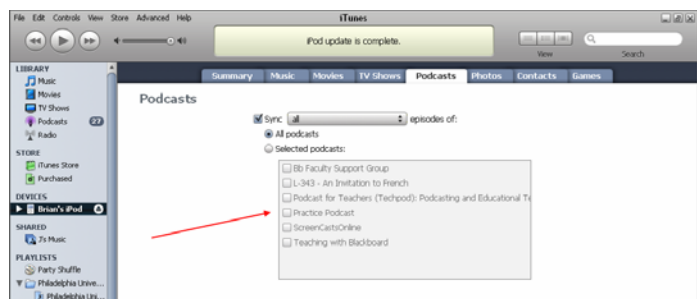
## Installing PhilaU Podcasts on Your iPod/MP3 Player

1. Insert your iPod/MP3 player into your computer
2. You should see your connected iPod/MP3 player under the “**Devices**” section and your iPod/MP3 player information should appear in the central iTunes window.



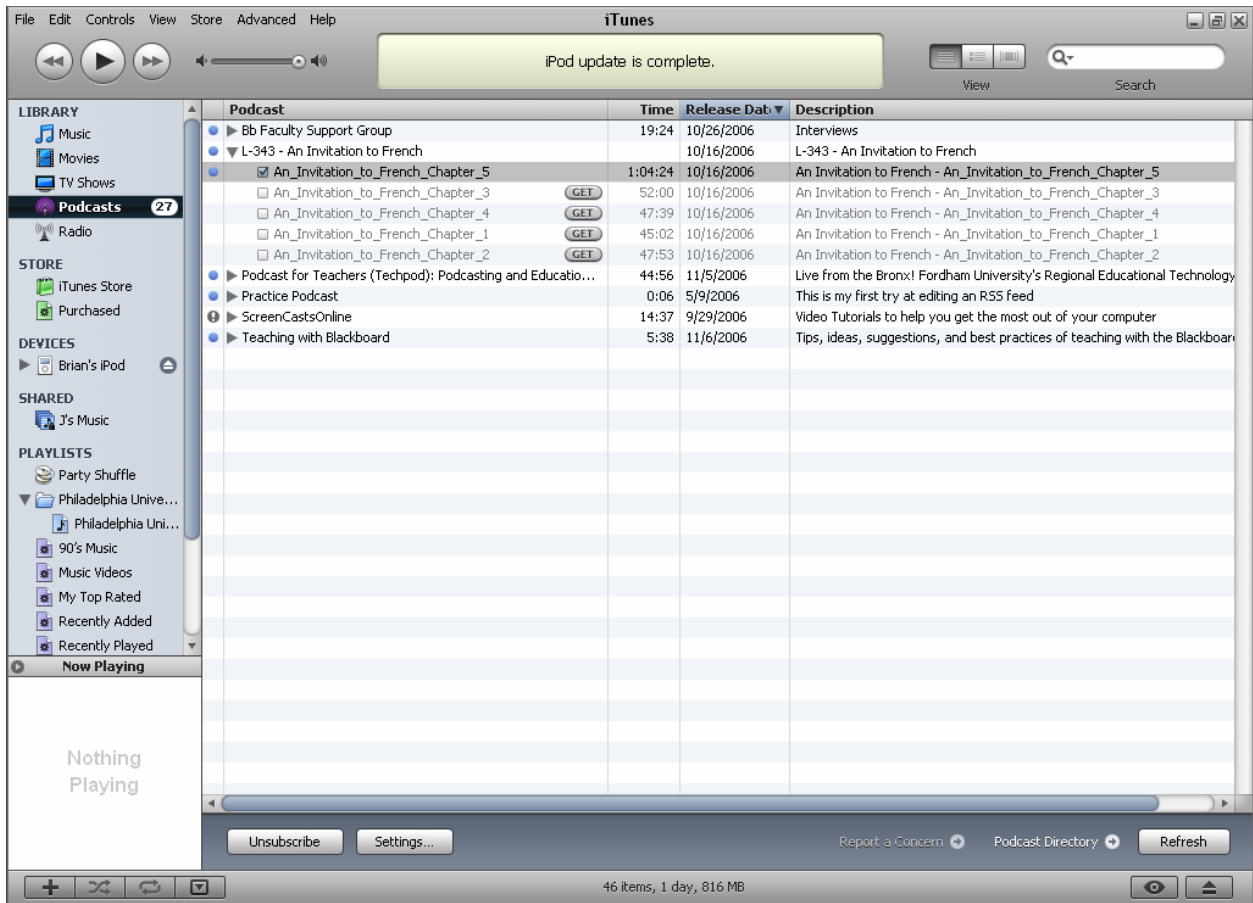
3. Find the podcast/mp3 you want to download to your iPod/MP3 player under “Philadelphia University” folder. Click and drag the podcast/mp3 you want over to your iPod/MP3 player under the “**Devices**” section. Release your mouse once your iPod/MP3 player icon is outline in Blue.
  - a. Below: You see the user in the process of the clicking and dragging the file that was downloaded earlier to the iPod/MP3 player.
    - i. Note that while the user is clicking and dragging the mp3, the file name appears in a gray box. Also, note that once the iPod is outlined in Blue, the user will let go of the mouse. The mp3 will have then downloaded to the iPod.

*Note: If you already synch your iPod with your music, etc. the podcasts will be synched automatically.*



4. To view/play the podcast/mp3 off your iPod/mp3 player, click the “**Music**” or “**Podcast**” icon listed underneath your iPod/MP3 player.

*Note: If you subscribe to a Podcast, you will see the files in the Podcast category.*



5. You can now see that the mp3 file has been downloaded to the iPod.