Gordon on iTunes U

users’ guide
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Welcome to Gordon on iTunes U, an exciting new venture into the world of podcasting. We are excited to bring to the Gordon community the ability to access audio and visual content produced by students, faculty and staff all over campus; from Chapel speakers and presentations by special guests, to student-made films and Athletics events updates, and much more.

System Requirements

To fully enjoy Gordon on iTunes U, you will need the following:

- Access to the internet
- A web browser - We recommend that you access Gordon on iTunes U using the latest version of Internet Explorer (PC only, version 6 and up), Firefox (version 2.0) or Safari (version 2.0)\(^1\)
- The latest version of iTunes - If you do not already have iTunes installed, visit \(\text{www.itunes.com}\) to download the latest version\(^2\)
- The latest version of Quicktime player - Version 7 is required to view video content in iTunes U.

\(^1\) Other web browsers and older versions of the browsers mentioned should also work, but there is no guarantee that other browsers will be able to properly launch iTunes U.

\(^2\) Older versions of iTunes will work, but you may experience some differences in operation or difficulties viewing video content.
Please note: Even though we are podcasting through iTunes U, an ipod is not required. While an ipod may certainly increase your enjoyment of iTunes U, allowing you to download audio and video content and take it on-the-go with you, it is not necessary. All you need is iTunes.

Launching Gordon on iTunes U

To begin using Gordon on iTunes U, visit our launch page at:

itunes.gordon.edu

and click “Launch Gordon on iTunes U”

Clicking this link will open your iTunes application and will automatically redirect to Gordon on iTunes U.

Different web browsers handle this process in different ways. It is best if iTunes is not already open on your computer before you begin. For more information and troubleshooting this step, see the ‘Troubleshooting’ section, starting on page 7.
## Using Gordon on iTunes U

### Sections

<table>
<thead>
<tr>
<th>Section</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seasonal Spotlight</td>
<td>Content appropriate for the season or other special events will be highlighted in this section. Watch here for exciting new content each month!</td>
</tr>
<tr>
<td>Gordon Pulpit&lt;sup&gt;4&lt;/sup&gt;</td>
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<td>Convocation speakers and other special guest speakers from around campus</td>
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<tr>
<td>Life at Gordon</td>
<td>By students, for students!! This section highlights student-created content of all types; from student-made short films, to music by Gordon bands, and much more!</td>
</tr>
<tr>
<td>Fighting Scots</td>
<td>Updates and features about Gordon’s athletic teams. Featuring Coach’s Corner, a weekly update on Men’s Basketball by coaches Mike Schauer and Jeremy Martin</td>
</tr>
<tr>
<td>Concert Hall</td>
<td>Various performances from the Music Department</td>
</tr>
</tbody>
</table>

<sup>4</sup> Due to copyright issues, we are not able to offer recordings of every chapel or convocation speaker for public download. Please contact the Center for Educational Technologies at 978.867.4500 or the Chapel Office at 978.867.4213 if you have a question regarding the availability of a particular event.
Browsing Gordon on iTunes U

Moving around Gordon on iTunes U works just like the iTunes Store: clicking on any of the icons will show you all tracks available for that particular section.

Once you have clicked on a section, you will see the following:

1. **Navigation Bar**

   The navigation bar can be used to quickly move between a particular section and the Gordon on iTunesU home page, as well as the iTunes Store main page. The ‘Back’ and ‘Forward’ button will move you backwards and forwards through pages you have visited, much like a web browser.
The ‘Get Tracks’ button will download **ALL** available tracks from the podcast you are viewing. Audio files will automatically be added to your ‘Music’ section in iTunes, and video files will be added to your ‘Movies’ section. Future updates to this podcast will not be downloaded automatically.

Subscription is where the real power of podcasting lies. When you click on ‘Subscribe’, the podcast is added to your Podcasts section of iTunes. The most recent track is automatically downloaded; other available tracks may be downloaded by pressing the ‘Get’ button next to each track in the iTunes Podcasts section.

Whenever new content is added to any podcast to which you are subscribed, the next time you open iTunes the new content will be automatically downloaded. There is no need to check to see if there are updates or wonder when the next update will be. New content is delivered directly to your iTunes as soon as we post it.  

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5 Other options are available when subscribing to podcasts with iTunes, such as downloading more than just the most recent track when adding a subscription, or automatic deletion of old content. See the ‘Podcasts’ section of the iTunes Preferences.
Each section, or ‘course’ in iTunes U may have multiple tabs which contain content related to the section you are in. Each tab is an individual podcast. You may subscribe to as many individual podcasts as you like; there is no limit. Each podcast will appear separately in your iTunes Podcasts section. Clicking on any tab will allow you to view that tab.

The ‘Get Song’ and ‘Get Movie’ buttons work just like the “Get Tracks” button, except they will only download one file to your iTunes. Audio is placed in your Music section, video is placed in the Movies section. Future updates to the podcast are not downloaded automatically.

The ‘Links’ box contains any links related to each section. For instance, the Gordon Pulpit section has a link to the Gordon College Chapel Office.

This box also contains the ‘Logout’ button. Click this when you are finished with Gordon on iTunes U and wish to end your session.

Once subscribed to a podcast, new content will be automatically downloaded as it is added. You can observe download activity by clicking ‘Downloads’ on the left-hand navigation bar in iTunes. The number to the right of ‘Downloads’ indicates the number of files currently in the queue waiting to be downloaded.
A progress bar will fill as files are downloaded. Downloads may be paused and discontinued by pressing the buttons to the right of the progress bar.6

If you have clicked into the ‘Downloads’ section or any other section of iTunes, you may return to Gordon on iTunes U by clicking the ‘iTunes Store link on the iTunes navigation bar.

Troubleshooting

When launching Gordon on iTunes U, your web browser will be loading a link that uses a new protocol called ‘itmss’ (iTunes Music Store), as opposed to the typical protocol for web pages, ‘http’. A link using ‘itmss’ will make what is called an ‘external protocol request’, which means your web browser will ask another application to open the link, rather than handling it itself. Some web browsers will view this as a security risk. Different web browsers will handle links using this new protocol in different ways, and can cause some unexpected behavior when launching Gordon on iTunes U. Below are some of the known issues.

Firefox (Mac and PC)

Firefox will give a warning when trying to access ‘itmss’ links. Clicking ‘Launch application’ will allow Firefox to continue and open Gordon on iTunes U.

There also is a bug in version 1.x for Mac OS X. When Firefox displays this warning message, the ‘Launch application’ button appears off the side of the screen and is not able to be clicked. This can be remedied by changing some advanced settings with Firefox, but if you experience this problem the easiest solution is to use another web browser, such as Safari, or upgrade to version 2 of Firefox, which does not have this problem.

6 Files downloaded using the ‘Get Tracks’ and/or ‘Get Song’ buttons will not appear on the Downloads screen. They may be monitored through the regular iTunes library interface
Firefox (PC only)

Firefox on PC may display the following message when attempting to launch Gordon on iTunes U. Clicking ‘I Have iTunes’ will continue loading Gordon on iTunes U. Clicking ‘I Do Not Have iTunes’ will take you to Apple’s iTunes download site.

Internet Explorer 7 (PC only)

The latest version of Internet Explorer, version 7, will display the following warning when launching Gordon on iTunes U. This is because a blank web page is opened for a short time before iTunes launches and loads the iTunes Store. IE is attempting to close the blank page and is looking for confirmation. Clicking either ‘Yes’ or ‘No’ will continue loading Gordon on iTunes U. Clicking ‘Yes’ will close the blank web page (see below).

All Browsers

When launching Gordon on iTunes U, most browsers will first open a blank web page before launching the iTunes application. Depending on which browser you are using, some may close this blank window, others will not. Once the iTunes application opens and launches Gordon on iTunes U, you may feel free to close this window.