

## **Introductory Certificate in Online Learning**

### **Module M106: Creating courses using iTunes U**

#### **Module Description**

At the end of the module the participant will gain the following competencies:

- Understand how to create, publish and manage online courses on HCT's iTunes U catalogue
- Understand how to organize a iTunes U course so that students can effectively work through the content

#### **Duration:**

- 3 hours instructor led
- 7 hours post-course tasks

#### **Eligibility and Pre-Requisites**

- Full-time staff at HCT
- Basic knowledge of iOS 7.1 (latest iPad operating system)

#### **Pre-Course tasks**

- Have a computer fully charged or with cable (PC or MacBook)
- Have a valid Apple ID for the UAE store
- Have a fully charged and updated iPad
- Download the iTunes U app downloaded

#### **Learning Resources**

Instructor slides and notes available on the Blackboard website

Files folder (shared through USB and/or BlackBoard Content Collection)

## **Course Outline**

- Enrolling in a demo iTunes U course
- Review several public iTunes U courses for course outline styles and best practice
- Organizing materials and course outline
- Supported media types and best practice in choosing the file formats, sizes etc.
- Logging into the iTunes U course manager
- Filling out the 'my instructor info'
- Creating the new course set up
- Review of public versus private courses
- Review of licensing/copyright issues related to iTunes U courses
- Adding/editing course outline with sections and sub-sections
- Adding/editing content to materials section - movies, images, text docs, slides, iBooks etc.
- Adding/editing content in posts section - from materials list, weblinks, App Store, from computer
- Editing/updating materials info
- Sharing the course privately via mail link and codes
- Approving requests to join the course
- Blocking users in the course and closing enrollments
- Adding/deleting contributors to a course
- Copying/transferring/sending and deleting a course
- Sharing the course publicly onto the HCT catalogue

## **Assessment**

Participants will be required to create an original iTunes U course for one of the learning outcomes for one of the courses they are teaching - 100%.