University College Cork

# University College Cork on iTunes U – Upload Procedure

## Overview

iTunes University is a delivery mechanism for distribution of audio, video pdf and iBook content. All audio, video and pdf content on *University College Cork on iTunes U* is accessible to everyone, similar to YouTube public videos.

## Relevant Policies

* **Acceptable Use Policy**
* **DEWG policy**
* **Data Protection Policy**
* **Film Guidelines**

## Content Submission Guidelines

Acceptable Content: Only audio, video, pdf, and iBook content may be included in University College Cork on iTunes U. Examples of acceptable content include (but aren't limited to): audio, video, or podcasts of lectures, events, seminars and interviews.

Appropriate content that is generated by Audio Visual Media Services for use on University YouTube channel will be uploaded to iTunes U automatically. A list of content that has been uploaded to iTunes U will be provided to the Digital Estate Working Group on a weekly basis.

Requests to submit academic content to iTunes U should be directed to academiccontent\_itunesu@ucc.ie; these requests will be reviewed by an Academic Content Review Committee, under the auspices of Office of VP for Teaching & Learning. Upon approval the Academic Content Review Committee will then authorise the uploading of the academic material. Requests to submit non-academic content should be directed to itunesu@ucc.ie.

Panopto lecture capture system should be used as the primary vehicle to record lecturing and presentation content for iTunes U. It is possible to create a Collection in iTunes U that links directly to a public folder in Panopto. This way one can record material with Panopto to that folder, and it will get automatically included in iTunes U.

The Digital Estate Working Group reserves the right to remove non-academic content that it deems inappropriate at any time without prior notice, see DEWG policy link. The Academic Content Review Committee reserves the right to take-offline any academic content which breaches appropriate University Policies. To report inappropriate content on University College Cork on iTunes U, or for more information about it, contact itunesu@ucc.ie.

## Accepted file types

Panopto templates have been configured to use appropriate settings and file formats. File size should ideally be less than 500 megabytes (MB). Audio files must be either AAC or MP3 with appropriate file extensions (.m4a, .mp3) Video files must be MPEG-4 with H.264 compression with appropriate file extensions (.mp4, .m4v or .mov).

## Disclaimer

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