

## iTunes U: University of Virginia Podcast Upload Instructions

1. After you have entered the metadata in iTunes for each file you wish to upload and you have logged into the iTunes U admin, navigate to the group you wish to upload to.
2. In the top right admin navigation click on "Upload and Manage Files."
3. This will open up an upload screen in your default browser.
4. On this upload screen click on "Add New File."
5. A "Browse..." button will appear, click on it.
6. Choose the file you want from your hard drive double click on the folder "Music," then "iTunes," then "iTunes Music," from here double click on the folder of the artist name, then the folder of the album name, finally selecting the file you wish to upload.
7. Press "Choose" and the upload will begin. Depending on how large the file is, it will take a couple of moments to several minutes.
8. You should be able to upload multiple files in your browser (this depends on your connection speed and the size of the files).
9. Continue this process until you have uploaded all of your files to this group. Click on "Done" after you completed each upload in group in the browser.