

File Submission Requirements for LAUSD on iTunes U:

Please follow the steps below:

- ☐ Prepare the multimedia file with a file name and meta-tags (see below)
- ☐ Provide artwork (this is optional)
- ☐ Send the multimedia file on a CD/DVD, along with the submission form, to Educational Technology via school mail

Supported File Formats –Provide your audio file in **.mp3** format and/or your video file in **.m4v** format.

Name the Multimedia File

Name the multimedia file using the following naming convention: SubjectTitle_SeriesNumber

For example, Mr. Jones, at 85th Street School submitting a class project video entitled “Volcanoes” (the first in a series on volcanoes) would name the project file: Volcanoes_01. Please note that, in this example, there is an episode number in the title (01). This will not always apply, in which case, the “Series Number” would not be part of the file name.

Prepare the Multimedia File on CD/DVD

File Naming Convention:

Example:

Disk Title (Date (MMDDYYYY)_LocationCode):	01282010_6215
Top Level Folder (iTunesU_SchoolName_LastName):	iTunesU_85thStreet_Jones
Subfolder (Grouping):	Instructional Resources
Subfolder (Course Title):	4 th Grade Science
File Name (SubjectTitle_SeriesNumber):	Volcanoes_01.m4v

General Description of Meta-Tags

LAUSD on iTunes U allows for content to be searched and displayed in various categories. By inserting meta-tag data in the multimedia file, iTunes U will classify and organize content in a searchable manner.

Meta-Tag Entry Procedure

Step 1: Launch the iTunes Application

Step 2: Select File > Add to Library

Step 3: Select the file to be meta-tagged (Volcanoes_01.m4v, in this example) from your computer.

Step 4: Click the Movies Section in the iTunes Library

Step 5: Select File > Get Info

Step 6: Click on the Info Tab

Metadata Tags Required: Please refer to the example below for entering the Meta-Tag Data

The screenshot shows a metadata form titled 'Types of Volcanoes' with tabs for Summary, Info, Video, Sorting, Options, Lyrics, and Artwork. The 'Info' tab is active. The form contains the following fields and annotations:

- Name:** 'Types of Volcanoes' (Annotation: 'Use a clear, succinct title that represents the individual topic.')
- Artist:** 'Mr. Jones' Class' (Annotation: 'An artist can be an individual, a group, a unit, a department, or the District.')
- Year:** '2010' (Annotation: 'Insert the year the Podcast was created.')
- Album Artist:** (Empty field)
- Track Number:** '1 of 1' (Annotation: 'A multimedia file that is part of a series should be identified by a track number.')
- Album:** 'Types of Volcanoes' (Annotation: 'If not a part of a series, album is the same as name.')
- Grouping:** 'Instructional Resources' (Annotation: 'Your choices are: • Showcase of Student Work • Parent Information • Instructional Resources • Operational Resources • General Information and Broadcasts • Miscellaneous Resources')
- Composer:** (Empty field)
- Comments:** '2010: 85th Street School: This is a video podcast about different types of volcanoes and their origins.' (Annotation: 'Insert the year the Podcast was created (colon) followed by the School Name (colon) and write a descriptive sentence about your Podcast.')
- Genre:** (Empty dropdown menu) (Annotation: 'Leave this field empty')
- Part of a compilation:** (Unchecked checkbox)

Buttons at the bottom: Cancel, OK.

Step 6: Click on the Artwork Tab

Artwork Tab (optional)

This is for the album art image related to the multimedia file

- Click Add button
- Locate your image file and click OK

Use the following for image file formatting:

- Use PNG or JPEG formats
- Size: must be 300 pixels x 300 pixels
- Art must be original and adhere to LAUSD's Copyright Guidelines

Step 7: Click OK

