

## Managing iPods in schools

### Background

iPods were designed for personal use and for one user to link the iPod with a single personal computer. In schools it is more likely that neither the iPods nor the computers will be unique to individual users

Ideally you would want to be able to allow users to link to computers at home as well as in several places within a school (especially in a secondary school where the students are so mobile)

In addition many schools (and homes) will have to conjure with a mixture of computers managed by the Windows and Mac operating systems. Apple's support website for iPods - <http://docs.info.apple.com/article.html?artnum=61672> - says that "You cannot use an iPod whose disk is configured for Macintosh on a Windows-compatible computer. However, you can restore the iPod disk to use it with a Windows-compatible computer"

The technicalities are that iPods initialised on a Windows computer uses the FAT32 file format to prepare the disc. iPods initialised on Macintosh computers used the HFS Plus file format to prepare the disc

If you are not sure how your iPod has been configured, following this procedure using the iPod

- 1 Select Settings on the iPod main menu
- 2 Select About from the Settings menu
- 3 If the last entry in the list (you will probably have to scroll down to read it) is "Format Windows", then you obviously have an iPod initialised on a Windows computer  
If the last entry in the list is the model (eg MA146FB) or the serial number (eg 8K611E5MTXK), you have an iPod initialised on a Mac
- 4 You can also get the iPod management software version and the serial number of the iPod from here (qv)

In practice, as with other storage media such as hard disc drives or USB flash drives (also known as 'pen drives' or 'USB sticks') - which is basically what an iPod is - you need to initialise iPods which are going to be used on mixed Windows and Mac platforms on a Windows computer

Apple's official line is that this is "not supported" but

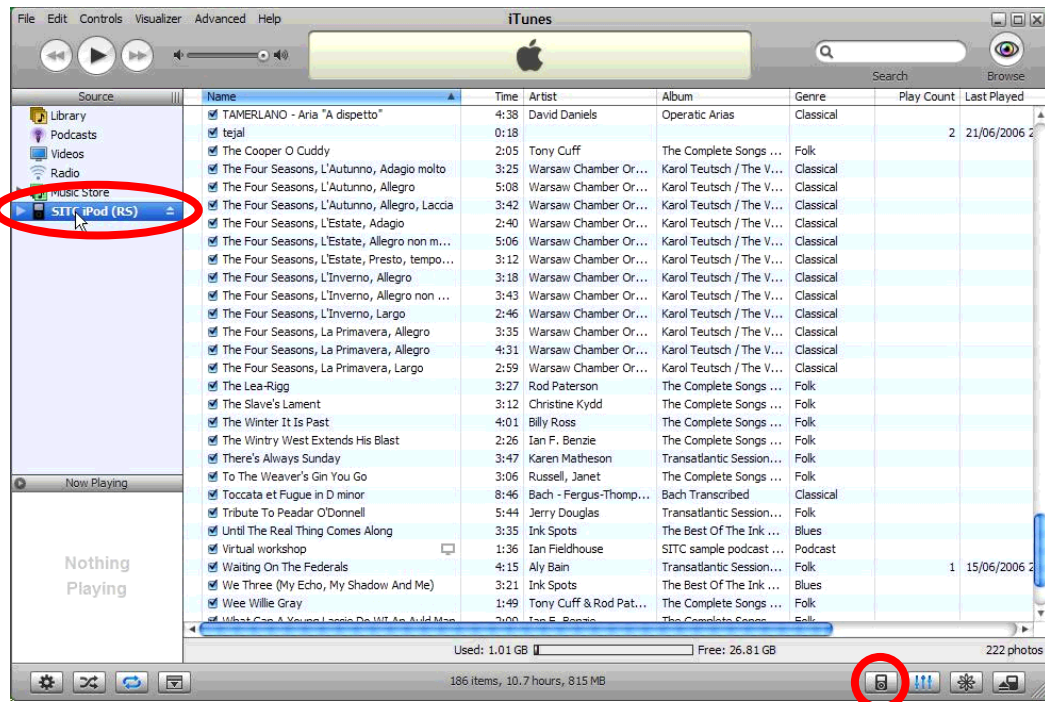
- experience so far suggests that there are no problems using a 'Windows' iPod with Macs (although this may be one of the lessons learned from the range of pilot projects)
- the only alternative is to 'restore' the iPod each time you switch computers, which wipes all materials (music, videos, photos, podcasts)

This note is concerned with a number of practical issues associated with the management of a set of iPods with a range of computers, including those schools and homes where there will be a mixture of platforms

### Managing music and other resources

The 'default' setting for new iPods is to "Automatically update all songs and playlists". While this may be fine for a wholly personal iPod working in connection with a wholly personal computer, it will not normally suit school circumstances

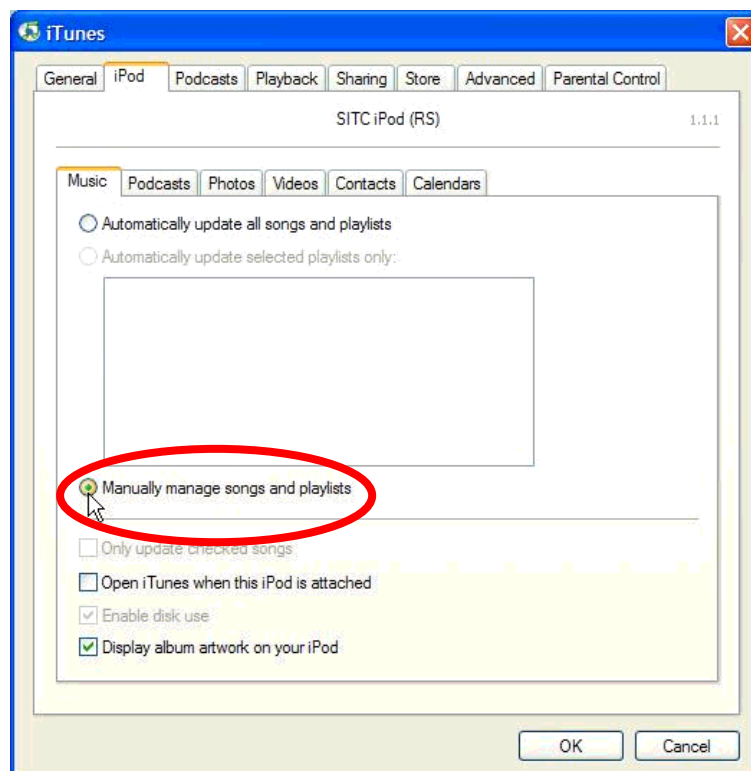
Generally it is probably best to manually manage the transfer of music, podcasts, photos and videos to an iPod. This is how this is done, using iTunes (either on Windows or Mac)



1 Attach your iPod and, when it appears in the Source List panel at the left side of the window, click on your iPod (as above)



2 Click on the small iPod looking icon towards the bottom/right corner of the window. This brings up the iPod preferences. If necessary, click on the Music tab, as below

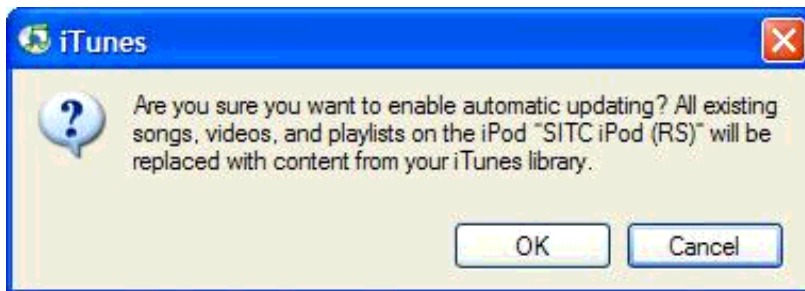


3 Click on the button beside 'Manually manage songs and playlists'

NB The use of 'songs' is misleading; it really means all files, whether these really are songs or other music, but audio materials, video materials, podcasts, audio books and so on

Manual transfer is covered later

- 4 This also means that connecting to **any** computer will allow you to charge the iPod's battery using any computer without the fear that it is wiping your carefully constructed collection of music or other files
- 5 If you do select 'Automatically update all songs and playlists' you will get the following alert



Windows

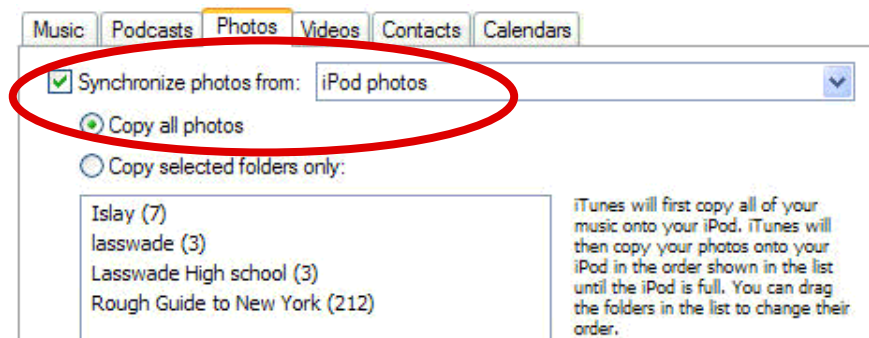


Macintosh

Click on Cancel to retain manual management

### Transfer of photos

Photos (and things like PowerPoint presentations which are treated as photos) are handled in a different way. The simplest way to transfer photos is to set up a folder on the iPod's **base** computer (the one used to initialise the iPod) and to synchronise the photographs stored on this folder with the collection on the iPod, as below

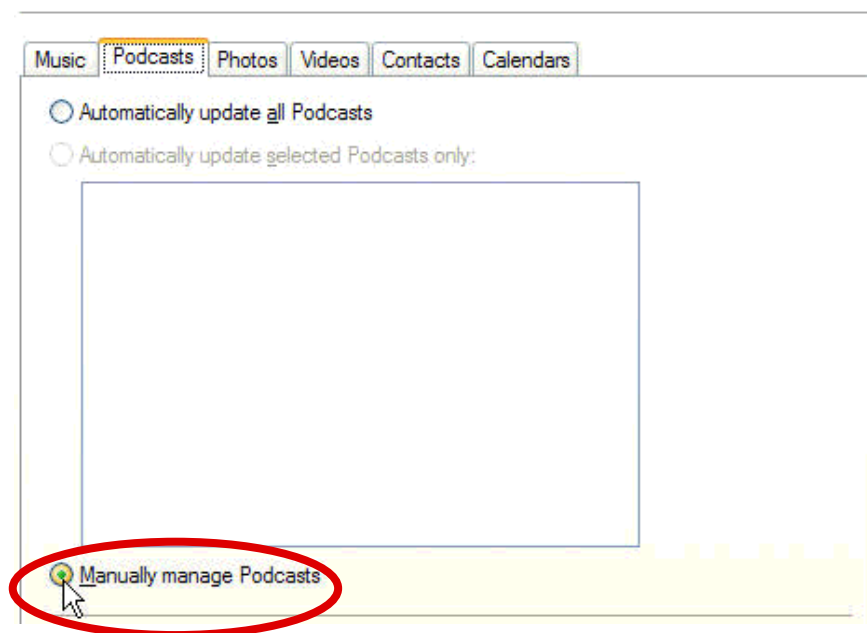


If you take attach iPod to another computer (which is not the base computer which initialised the iPod), it treats photos in a different way from the way it handles music and other resources, as over. No transfer takes place



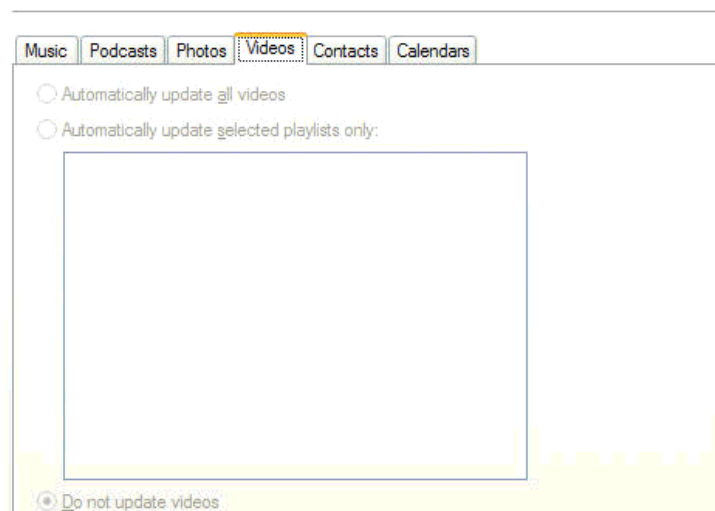
## Podcasts

It is also safer to manage podcasts manually (qv) by selecting the appropriate option in the iPod preferences, as below



## Videos

If you manage music manually, the transfer of videos cannot be automatic. The options become greyed out, as below



If you do turn on automatic transfer of music (and associated resources), the options are

then offered to automatically update all videos or to update only videos in specified (video) playlists

### **Manual transfer**

All music, documents, videos and podcasts are stored in the Library. Manual transfer simply involves dragging the item from the library and dropping it on top of the iPod listed in the Source list, which is the first column from the left in the iTunes window

- If you want to drag a set of adjacent items from the library, click on the first item, then hold down Shift while you click on the last item; then drag the selected pile on to the iPod in the Source list
- If you want to drag more than one non-adjacent items from the library, click on the first item, then hold down Ctrl (Windows) or Command/Apple (Mac) as you click on any additional items; then drag the selection (even if you cannot see them all) on to the iPod in the Source list

### **Transfer of contacts and calendars**

Windows and Mac computers accomplish transfer of contacts (address book) and calendars in quite different ways. But it is less likely that these will be involved where iPods and computers are being shared

### **Attaching and detaching iPods**

When you attach an iPod to a computer, there is a worrying delay before the iPod appears in the Source list which is the first column from the left in the iTunes window. It seems to take 35 to 45 seconds for the iPod to appear

Macintosh computers allow you to attach more than one iPod at the same time. Windows computers do not permit this option

Detaching the iPod from the computer is best done by clicking on the eject button to the right of the iPod in the Source list

If iTunes is not operating, do the following

In Windows XP click on the Safely remove hardware icon in the notification area (sometimes known by the older name of 'system tray') to the right of the taskbar at the bottom of the window, as below



In Mac OS X the quickest way is to click on the eject button in the sidebar of a Finder window; if you are using an older version of Mac OS, click on the icon for the iPod on the desktop and then select File>Eject [apple/⌘+E is even quicker]



In both cases wait (briefly) until the above warning symbol and the message 'Do not disconnect' disappear from the iPod screen; it is replaced by the main iPod menu

### **iPod serial numbers**

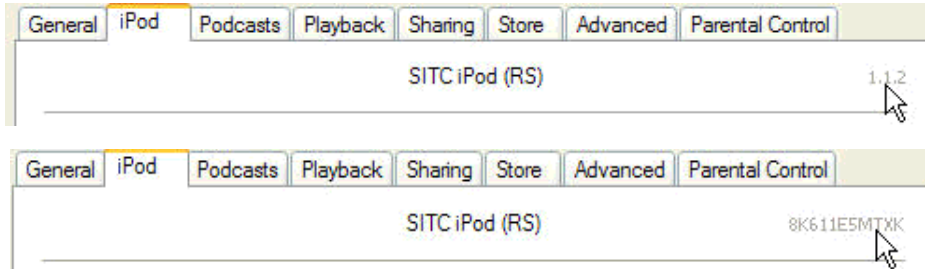
There may be times when you are working with several iPods and you need to identify

the serial numbers

This can be done from the Settings>About sequence on the iPod (see first page)

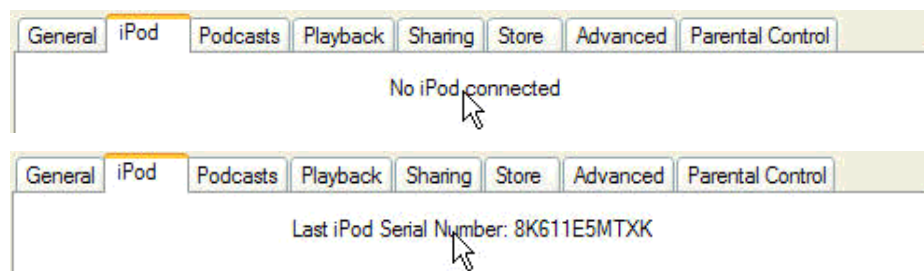
It can also be done when it is connected to the computer from iTunes

- Select Preferences - Edit>Preferences... on Windows [Ctrl+, (comma) is even quicker] or iTunes>Preferences... on Mac [Apple/⌘+, (comma) is even quicker]
- Select the iPod tab



- Click on the iPod management software version number at the right under the row of tabs - 1.1.2 in the above illustration - and the serial number is revealed

Even if the iPod is not attached you can find out the serial number of the most recently attached iPod. Start in the same way and select the iPod tab



- Click on the message 'No iPod connected' and it will tell you the serial number of the last iPod which was attached

### **If the iPod does not behave as expected**

Look at [http://www.apple.com/support/ipod/tutorial/ip\\_gettingstarted\\_t16.html](http://www.apple.com/support/ipod/tutorial/ip_gettingstarted_t16.html) for a 3.1Mb QuickTime movie which runs for 86 seconds and which goes through the sequence to be followed if the iPod is misbehaving

Roddy Stuart

Educational ICT Consultant

23 July 2006