

# 3C Media Quick Reference



## What is 3C Media Solutions?

3C Media Solutions is a free educational repository for all file types including media (video/audio). In addition it is a distribution source for podcasts, streaming services, and event coverage for all CA Community Colleges. With 3C Media you can:

- Upload any files including video and audio recordings
- Give others file access via a unique URL
- Access YouTube videos without “ad-clutter”
- Create playlists (for public sharing or private use)
- Access educational and professional development programs
- Web stream lectures, presentations or events

## How to Get a 3C Media Account?

1. Browse to [www.3cmediasolutions.org](http://www.3cmediasolutions.org).
2. Click **Register** link (top right corner). **Register**
3. Click **Create New Account** tab. **Create new account**
4. Complete form and click **Create New Account** button.
5. When validation e-mail arrives, click validation (login) link. *The Reset Password page will open in your browser.*
6. Click **Log In** button.
7. Enter and confirm your new password and then click **Save**.
8. Click the **View** tab, and then click **Request Video Uploads**. *You'll receive a confirmation e-mail within 24 hours.*

## Log Onto 3C Media

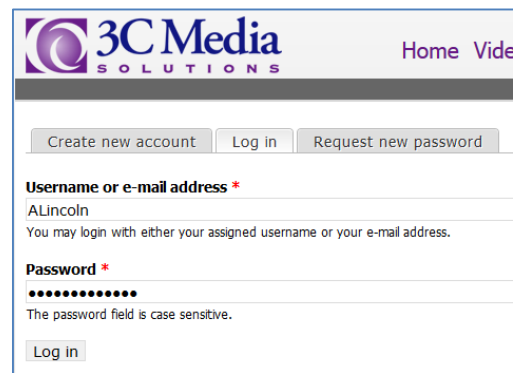
1. Browse to [www.3cmediasolutions.org](http://www.3cmediasolutions.org). Click **Log In** link (top right corner). **Log in**
2. Enter your 3C Media username and password.
3. Click **Log In** button. *Your “My Account” page will appear.*

## Update Personal Info

1. Click **Profile**.
2. Make desired changes. *Items to change: password, picture, time zone, name, org.*
3. Click **Save** at bottom of form.

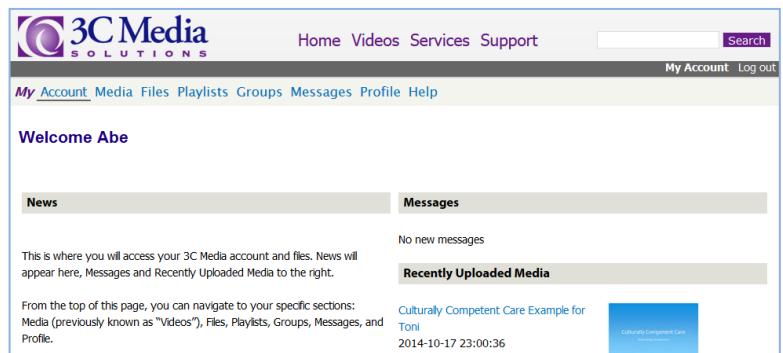
## Upload Media (video or audio)

1. Click **Media**. **Add/Upload Media**
2. Click **Add/Upload Media**.
3. Select **Upload a video to 3C Media Solutions**, and then click **Next**.
4. Enter **Title** for media file.
5. *Optional: Enter Author, License and Description. Upload Caption file if you have one.*
6. Click “**I agree...**” check box.
7. Click **Select File** button.
8. Click **Upload**.
9. Locate and double-click on the desired video file.
10. Click **Upload File**. *Processing may take an hour or more before the media file is available.*




## Forgot Password?

1. At the login screen click **Request new password** tab.
2. Enter your username or e-mail address, and then click **E-mail new password**.



### View a Video/Listen to Audio

1. If necessary, click **Media**.
2. Click the name of the media file.
3. Click the play button. 

### Control Playback

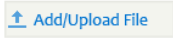
- For video position the mouse pointer *on* the image.  
*Controls will appear for pause/play, timeline, volume, and full screen toggle.*



### Return to Media

- Click the “Media” link.

### Upload File (non-media)

1. Click **Files**.
2. Click **Add/Upload File**. 
3. Optional: Enter **Title** for file.
4. Click **Next**.
5. Click **Select File** button.
6. Locate and double-click on the desired video file.
7. Click **Upload File**.

### Return to Files

- Click the “Files” link.

### Link to a File on 3C Media

1. If necessary, click **Media** or **Files**.
2. Click the name of the file.
3. Select and copy the URL in the **Share Link** field.
4. Paste the link in the desired location.

*NOTE: You may also share links to playlists.*

### Create a Playlist

1. Click **Playlists**.
2. Click **Create New Playlist**.
3. Enter a name in the **Name** field.
4. From the “Share Permissions” dropdown, select Public, Protected, or Private.
5. Click **Save**.

### Add Media to Playlist

1. Locate a personal or shared media file anywhere in 3C Media.
2. Click **Add to Playlist** (under Options).
3. Select the playlist from the dropdown under “Add to playlist”, and then click **Save**.

### Search Media

1. If necessary, click **Media**.
2. Type part or all of a title in “Search My Media (title)” field.  

Search My Media (title):
3. Click **Search**.  
*The results will appear below.*

### Edit Media Properties

1. If necessary, click **Media**.
2. Click the name of the media file.
3. Click **Edit Media**.
4. Make changes and then click **Save**.

### Edit File Properties

1. If necessary, click **Files**.
2. Click the name of the file.
3. Click either **Edit File**.
4. Make changes and then click **Save**.

### Download a File

1. If necessary, click **Files**.
2. Click the name of the file.
3. Click **Download File**.
4. Click the filename.
5. Respond to the dialog indicating what to do with the file.

*Examples of locations to paste the link:*

- *Links in My Courses*
- *An e-mail*
- *A student announcement*
- *An assignment in Moodle*
- *A document or PDF posted online*

### View Playlist

1. Click **Playlists**.
2. Click on the desired playlist name.

### Edit a Playlist

1. Click **Playlists**.
2. Click **Edit** to the right of the specific playlist.
3. Make desired changes.
4. Click **Save**.

### Delete a Playlist

1. Click **Playlists**.
2. Click **Delete** to the right of the specific playlist.
3. Click **Delete** at the confirmation screen.

## Closed Captioning

By law, all shared video must be closed captioned.

### Closed Captioning Service (DECT Grant)



1. Upload your video.
2. Once the video's status is "Available", click the video title.
3. Under "Tools", select **Submit this Media for Captioning**.
4. Complete the on-screen form.
5. Click **Submit**.

*The captioning will be created and added to your video, usually within 5 working days.*

### Closed Captioning by Self



1. Create a caption file (SRT, VTT, or WEBVTT).  
*Example: An SRT file can be created in Camtasia.*
2. Upload the video.
3. Once the video's status is "Available", click the video title.
4. Under "Tools", select **Edit Media**.
5. Under "Caption File", click **Browse**.
6. Locate and double-click on your caption file.
7. Click **Upload**.
8. Click **Save**.

*The captioning will be available immediately.*

## View Public Videos

1. Click **Videos** at top of the screen.

Home **Videos** Services Support

2. Optional: Customize the list of videos using any of the following:
  - Select a category
  - Enter a Keyword
  - Change the Sort by option
3. Scroll down and locate the desired video.
4. Click the video title.
5. Click the play button in the middle of the video image.

A screenshot of the 3C Media Solutions website. The top navigation bar includes 'Home', 'Videos', 'Services', and 'Support', with 'Videos' circled in red. A sidebar on the left lists various video categories such as 'ALL VIDEOS', 'MOST RECENT', 'MOST POPULAR', 'COLLEGES', 'BASIC SKILLS', 'BUDGET', 'CONFERENCES', 'EDUCATIONAL LECTURES', 'EPORTFOLIO', 'ONLINE &amp; DISTANCE EDUCATION', 'OPEN EDUCATIONAL RESOURCES', 'PROFESSIONAL DEVELOPMENT', 'STUDENT FILMS &amp; VIDEOS', 'STUDENT FILM &amp; VIDEO FESTIVAL', 'STUDENT SUCCESS', 'TEACHING RESOURCES', 'TRIP PROJECTS', and 'WEBINARS'. The main content area features a video player with a play button and the name 'CASSANDRA SCHAFFER'. Below the video player, there is a search section with 'Keywords', 'Sort by' (set to 'post. date'), and a 'Filter' dropdown. Two video thumbnails are shown below, each with an 'Add to Playlist' button.

*NOTE: Public videos can also be added "...to Playlist".*