

# Setup a 3CMedia Account

## What is 3C Media?

**3C Media Solutions** is a collaborative effort to advance distance learning and support the mission of the California Community Colleges system by providing services to its faculty, staff, and administrations to acquire, store, share, and distribute educational **media** and professional development programming to students .

- Here you can upload videos and receive a share URL or an embed code. You can also submit your videos for free captioning.

## How to Setup a 3C Media Account and Upload Media

IF you'd like to embed videos rather than link out to them, you'll need to use 3C Media. Below are the steps you'll need to create a 3C Media account, how to upload your video, and how to submit the video for captioning.

1. Login to 3C Media– if new, create an account.
2. **For new 3C Media account users**, select the request permission button so you have the ability to upload videos.
3. Go to the **Media** tab on the top left hand side of the screen.
4. Select the “**Add/Upload Media**” button.
5. Add the **Title**, pick appropriate **License**, **Description** (if you want), and check the “**Agreement**” box when ready.
6. Click “**Next**”
7. Select the file you'd like to upload. The file will need to be on your device, to upload.
8. Select **Upload**, when you have your file selected and ready.
9. Your video will take a moment to be rendered by 3CMedia.
10. When you see a thumbnail for your video, you will know it is rendered and ready to use.
11. Click on the blue lettering or thumbnail of your video to access the share code.
12. **To submit your video for DECT Grant captioning**, click on the video and go to the “**Tools**” area underneath your video. You will need the video length (in minutes, round up to the nearest minute), the CRN of the course it will be used in, and the term you are in.

The screenshot displays the 3C Media Solutions user interface. On the left, the 'Home' page is visible with navigation tabs for 'My Account', 'Media', 'Files', 'Playlists', and 'Channels'. A search bar is present, and the 'Add/Upload Media' button is highlighted with a red box. The central panel shows the upload form with fields for 'Title (required)', 'License' (set to 'None'), and 'Description'. A checkbox for 'I agree to 3C Media Solutions Terms and Conditions' is checked. A 'Next >>' button is at the bottom. On the right, the 'Tools' menu is shown with options: 'Edit Media', 'Customize Thumbnail and Poster Image', 'Post/List Video', 'Submit this Media for Captioning' (highlighted in yellow), and 'Download Video'.