

# How To: UPLOAD VIDEO

## FROM YOUTUBE & THE 3C VIDEO SERVER

## LINKING A VIDEO FROM YOUTUBE

There are two ways you can upload video to your channel. Upload directly to the *3C Media Solutions* web-site or linking a video from YouTube. Let's start with a video from *YouTube*.

Click **ADD / UPLOAD VIDEOS**. (Figure 1)



Click A **VIDEO ALREADY ON YOUTUBE**. (Figure 2)



Paste the YouTube link of the video you want to upload to the *3C Media Solutions* site. Click **NEXT**. (Figure 3)



Fill in the fields on the next page and check the box next to the **TERMS AND CONDITIONS**. The **TITLE** of the video is automatically filled in for you. Click **NEXT**. (Figure 4)



Your video is now linked to your channel. It is not a file uploaded to the *3C Media Solutions* site but linked from *YouTube* to your channel.

If you have questions or want more information you can e-mail **TechConnect Support** at [support@ccctechconnect.org](mailto:support@ccctechconnect.org).



On this page you can **ADD** the video to your playlist, **VIEW**, or play, the video, **EDIT** the description or change the title and **DELETE** the video from your channel. You will only delete the link from the *3C Media Solutions* site not the video on *YouTube*. **DETAILS & OPTIONS** will give you tools and links to share the video, and request captions from the *DECT* grant. (Figure 5).

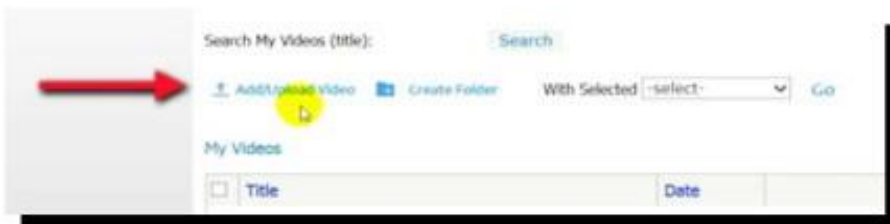


(Figure 5)

## UPLOADING A VIDEO TO 3C MEDIA SOLUTIONS

You can upload videos directly to the *3C Media Solutions* site. Uploading videos directly to *3C Media Solutions* gives you options to secure your video content that other public sites may not be able to provide. Videos uploaded directly to *3C Media Solutions* sever are not shared on the site unless the media is made **Public**. The next few steps will show you how to secure and upload the media to the *3C Media Solutions* server.

Click **ADD / UPLOAD VIDEO**. (Figure 6)



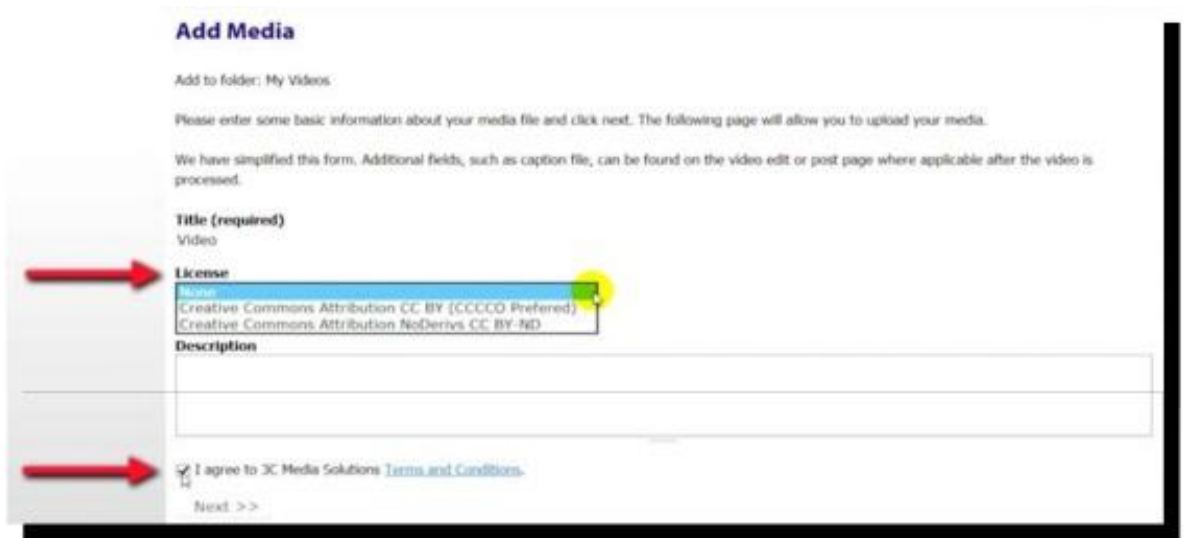
(Figure 6)

*Upload a video to 3C Media Solutions* is already selected. Click **NEXT**. (Figure 7)



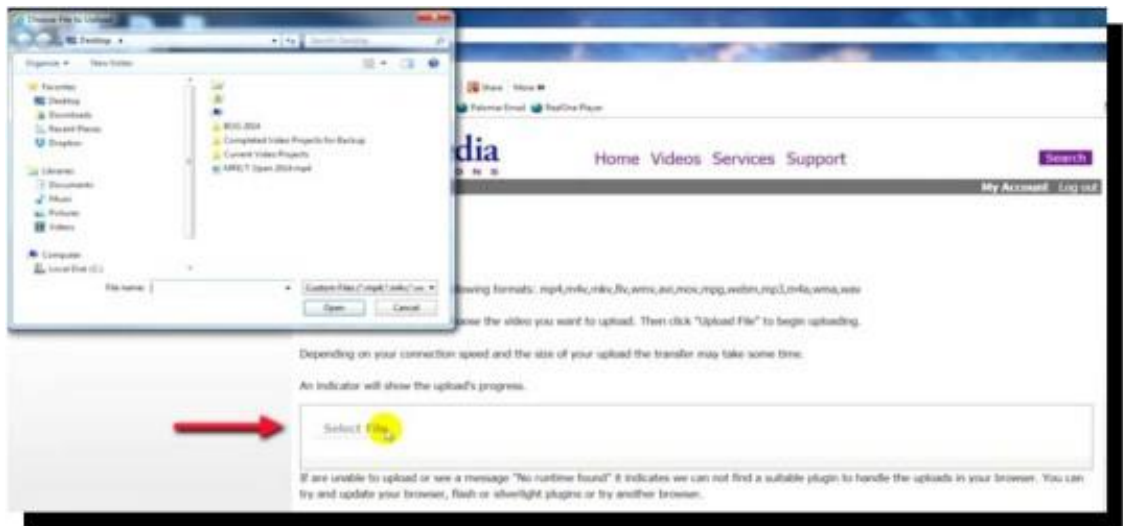
(Figure 7)

Fill out the required fields about the video. **TITLE** of the video is already filled in and cannot be changed. **DESCRIPTION** is optional, but providing a brief description of your video by using certain keywords will be beneficial when **SEARCH** is used. Select the type of **LICENSE** for the video. You will have two *Creative Commons Attributions Licenses* to choose from or select *None* if neither one of these licenses apply to your video. Check the box for the **TERMS AND CONDITIONS** and click **NEXT**. (Figure 8).



(Figure 8)

Select the file that will be uploaded to the 3C Media Solutions site. The following files are currently accepted for uploading to the site: **MP4, M4V, MKV, FLV, WMV, AVI, MOV** and **WEBM**. Click **SELECT FILE** and select the file to upload. (Figure 9)

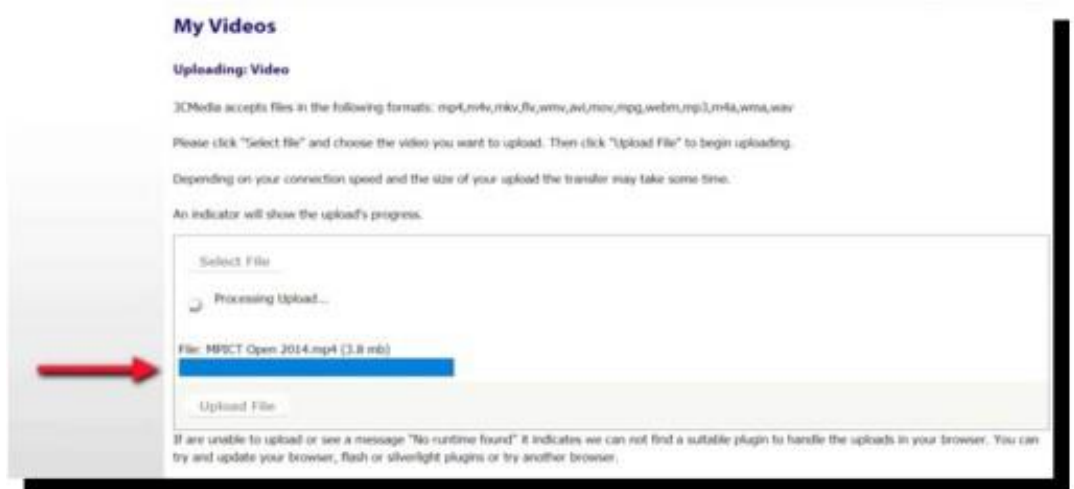


(Figure 9)

Depending on your connection speed and the size of the file the transfer speed will vary.

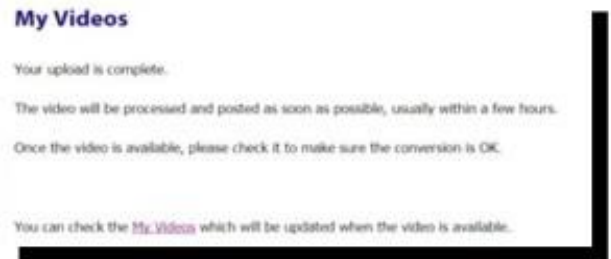
Click **UPLOAD FILE**. An indicator will show the progress of the file. (Figure 10)

(Figure 10)



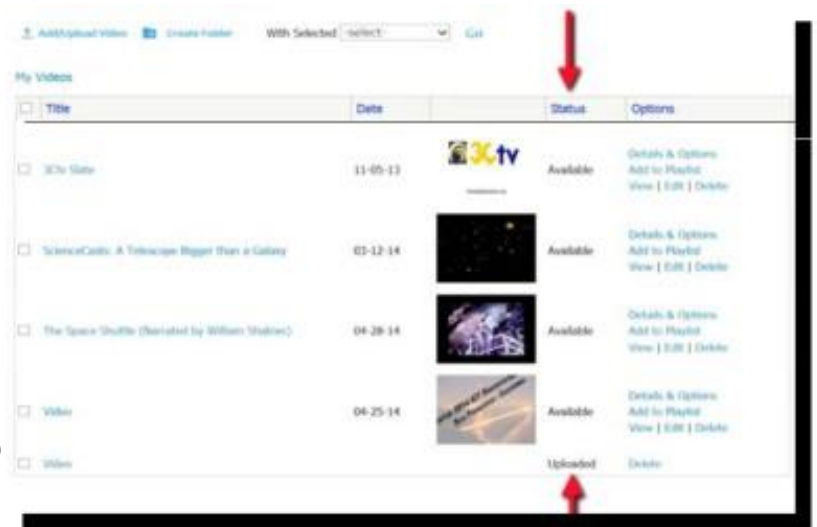
Your upload is complete and in a few hours your video will be processed, posted and ready for viewing. Always check it to be sure the conversion was successful. (Figure 11)

(Figure 11)



Under the status column you will see either **ADDED**, **UPLOADED** or **AVAILABLE**. **ADDED** indicates the upload was not complete and you will need to try again. **UPLOADED** indicates the video is processing and once the conversion is complete will be ready for viewing. **AVAILABLE** indicates the video is done processing and is ready to be viewed. (Figure 12)

(Figure 12)



If you have questions or want more information you can e-mail **TechConnect Support** at [support@ccctechconnect.org](mailto:support@ccctechconnect.org).



The same options for videos uploaded to the *3C Media Solutions* site are also available as with the *YouTube* video you linked to earlier. (See Page 2) However, if you **DELETE** the video here . . . you will delete the video from the site. Permanently.

Click **EDIT** to upload caption files for videos uploaded to *3C Media Solutions* and videos linked from *YouTube*. Only **SRT**, **DFXP** and **WEB VTT** files are accepted. If you are NOT uploading a caption file at this time, leave the box blank. You can upload the caption file anytime. (Figure 13)

(See *How to Request a DECT Grant video or PDF on the Support page of the 3C Media Solutions web-site to learn how to upload and sync caption files for video.*)



(Figure 13)

You can also create folders to organize the many videos you will be uploading. You can learn how to create folders by viewing the [How to Create Folders](#) video in the **Support** page on the *3C Media Solutions* web-site.

Once you have created a folder you can change its settings or get the link for it by Clicking on **Folder Options / Link**. (Figure 14)



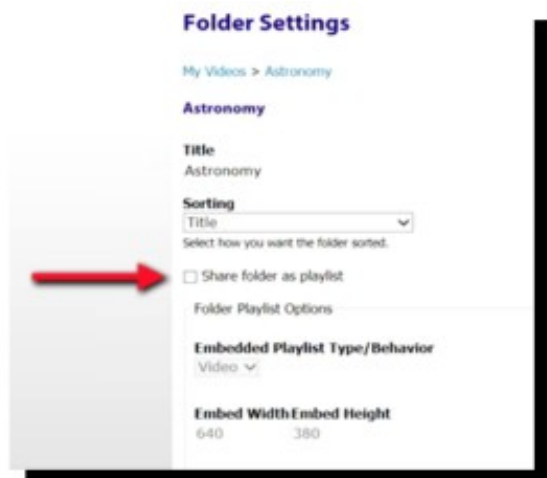
(Figure 14)

Here you can change the **Title**, turn the folder into a **Playlist**, **Regenerate** the key for a new link or copy the **Embed Code**. To make the folder to a playlist Click the box to the left. (Figure 15)

You can change the Embedded Playlist type to either video or audio and change the width and height of the embedded media.

Note: When deleting a folder remember to make sure the folder is empty of all its files.

Click **SAVE SETTINGS** to save any changes made.



(Figure 15)

If you have questions or want more information you can e-mail **TechConnect Support** at [support@ccctechconnect.org](mailto:support@ccctechconnect.org).



You also have the ability to move videos to folders or create **Plain**, **HTML** or **Embed** links by using the **WITH SELECTED** pull down menu. Select **Create Link List** and Click **GO** to create the links. Click on the appropriate link listed to get the code needed. (Figure 16)



To learn more on how to create folders watch [How to Use Folders](#) on the **Support** page on the **3C Media Solutions** web-site to learn how to use these features.

There are many other features available for your use once you have uploaded or linked videos to your channel. We recommend you watch, [How To Create A Playlist](#) and [How To Embed Your Video](#).