How To:
Use 3C Media Solutions
How to Use 3C Media Solutions

3C Media Solutions provides many services available for your use. Located on the right side of the 3C Media Solutions home page you will see a list of our services we provide to the California Community Colleges system.

Some of our services include 3C Media On Demand, which allows you to view, and use, the thousands of public videos uploaded to the 3C Media Solutions website, 3C Streaming Media, 3CRSS / Pod-casting, 3C Media Event Coverage and our exclusive service of covering the California Community Colleges Board of Governors Meetings. We will explore each of these services and how they can be used for your various educational needs.

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If you have questions or want more information you can e-mail 3C Media Solutions at support@3cmediasolutions.org or call 760-744-1150 extension 1543.
3C Media on Demand

Click on 3C Media on Demand. (Fig. 1)

You will be directed to the 3C Media On Demand page. (Fig. 2) From here you can explore the thousands of videos from the California Community College system or the many organizations using 3C Media on Demand.

3C Media Solutions provides on demand programing using a variety of media, from video to audio, and can be viewed on most mobile devices, and computers.

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On the left of the All Videos page you will see a list of categories. Clicking the All Videos tab will direct you to the page listing all of the public videos currently available to view. Most Recent and Most Popular tabs will list those videos that have been recently uploaded or viewed the most. Colleges will list all of the California Community Colleges that currently have Public videos on our website. Clicking on the Plus Signs (+) next to a category item will expand it listing additional sub categories. Click on any of the categories listed to go to that specific page. (Fig. 3)

There you will see a list of available videos for you to view. More videos get added every day so you should check back frequently to see the latest video added to the list. (Fig. 4)

Clicking on the All Videos tab at the top of the category list will take you back to the 3C Media on Demand page which lists all of the videos in the 3C Media on Demand library. Clicking on the Videos tab at the top of the page will also take you back to the 3C Media on Demand page. (Fig. 5)

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If you have questions or want more information you can e-mail 3C Media Solutions at support@3cmediasolutions.org or call at 760-744-1150 extension 1543.
You will be directed to that college’s web-page. Below will be a list of videos, and to the left will be a list of categories, as well as list of program authors. Here you can watch the most popular video from the college or search for a specific program. (Fig. 8)

Searching for videos on the 3C Media Solutions web-site is easy and there are many ways to search for a specific program or service. You can learn how to use these search functions by viewing the How to Search video or reading the PDF.

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3C Streaming Media

3C Streaming Media is a service provided to the Faculty and Staff of the California Community Colleges system where videos and live events are streamed to most computers and mobile devices. Using 3C Streaming Media will enrich the online learning experience of students and staff of the California Community College system.

Click on 3C Streaming Media. (Fig. 9)

It will take you to the 3C Streaming Media page. From here you can send in your request to 3C Media Solutions to stream your live event or video to the California Community Colleges system. (Fig. 10)

All you have to do to request a Live Steam event is to send us an e-mail to support@3cmediasolutions.org and in the Subject line type in Streaming Event.

If you have questions or want more information you can e-mail 3C Media Solutions at support@3cmediasolutions.org or call 760-744-1150 extension 1543.
In the body of the e-mail please include the name of the event, the time, date, a brief description and the link for us to use on the 3C Media Solutions web page. (Fig. 11)

Also include your contact information such as your name, title, college or organization, address, phone number and an e-mail address. (Fig. 12)

If you have questions or want more information you can e-mail 3C Media Solutions at support@3cmediasolutions.org or call at 760-744-1150 extension 1543.
In a few days one of our representatives will be in contact with you to work out the details necessary for us to help stream your event and start promoting it to the 112 community colleges in the California Community Colleges system. Once your event is complete, and as a benefit for your college or organization, we will archive the program on the 3C Media Solutions web-site, and provide you links for you to share.

Using 3C Steaming Media on the 3C Media Solutions web-site is free to all faculty and staff of the California Community Colleges system.

If you have questions or want more information you can e-mail 3C Media Solutions at support@3cmediasolutions.org or call 760-744-1150 extension 1543.
3CRSS | Podcasting

All faculty and staff of the California Community College system can have a 3CRSS / Podcasting account for free! All you need to do is request an account. Other benefits include storage space on the server and the ability to create and share podcasts.

Click on 3CRSS / Podcasting. (Fig. 13)

It will take you to the 3CRSS / Podcasting page. Here you can learn about the many benefits this service will provide. (Fig. 14)

To request an account we need a few basic things from you.

If you have questions or want more information you can e-mail 3C Media Solutions at support@3cmediasolutions.org or call 760-744-1150 extension 1543.
Click on Request an Account on the upper left. This will take you to the account request page. (Fig. 15)

The fields marked with a red asterisk (*) are required to set up your account. (Fig. 15) Fill in Your Name and Email Address. It is not necessary to fill in the rest of the form for Title, Organization or Telephone to get your account. However we do suggest you fill out as much of it as you want to help us identify you as a user of this great service. Check the box after you have read the 3C Media Solutions Acceptable Use Policy. Then click Submit.

After you submit the form you will receive an email response within five business days. This email will include a Login and Password to access your new account.

If you have questions or want more information you can e-mail 3C Media Solutions at support@3cmediasolutions.org or call 760-744-1150 extension 1543.
Click on Instructions for Use to learn how to use your new pod-casting account. (Fig. 16)

To start using your 3CRSS channel go to http://3crss.org/controlpanel.

If you have questions or want more information you can e-mail 3C Media Solutions at support@3cmediasolutions.org or call 760-744-1150 extension 1543.
Clicking on Acceptable Use Policy or Fair Use / Copyright (Fig. 18) will take you to the web pages explaining 3C Media Solutions Policies for using the 3CRSS / Podcasting service (Fig. 19) and provide links explaining how Fair Use and Copyright laws (Fig. 20) can affect the videos you upload to your podcasting channel.

If you have questions or want more information you can e-mail 3C Media Solutions at support@3cmediasolutions.org or call at 760-744-1150 extension 1543.
3C Media Event Coverage

3C Media Event Coverage offers the ability to develop programming that benefits your college or organization, and delivers access to your videos to anyone within the California Community College system. With the capability to record, stream and archive your program 3C Media Event Coverage is the one service to cover all of your productions needs. The staff will assist you in the planning, the execution and the delivery for your program.

Click on 3C Media Event Coverage (Fig. 21)

You will be directed to the 3C Media Event Coverage page. (Fig. 22)

There are several things to be considered when planning an event and the staff at 3C Media Solutions are here to help you. Click Planning. (Fig. 23)

If you have questions or want more information you can e-mail 3C Media Solutions at support@3cmediasolutions.org or call 760-744-1150 extension 1543.
Here are some things to consider when planning your live event. Don't worry. This list looks intimidating, but really it isn't. We are here to help you to go over it and guide you through the process. Once you confirm the location it will be up to us to help you make it work for your viewing audience. (Fig. 24)

![3C Media Event Coverage Planning](image)

Here are some items for you to consider if you would like to record your event.

- **Location** - Does the location allow video recording to take place there, and do they have any special requirements or agreements.
- **Electrical** - Are there ample electrical outlets in the room for catering, audio visual equipment, and video crew equipment.
- **Lighting** - Is the room(s) bright enough. Although many digital cameras these days work well in low lighting sometimes room lighting still is not bright enough to capture the person's face. Rooms with spot lighting tend to cast shadows onto a person's face, and some areas in ballrooms have no lighting where you may place your speakers.
- **Sunlight** - Is there windows or bright objects behind your presenters or guest that may be too bright and cause a distraction. Sometimes shades or curtains can be used to block-out light or bright objects behind your speaker.
- **Background** - Consider what is placed behind or beside the presenter(s). You may want to add green or colored plants, paintings, a large banner, or patterned light onto the background to enhance the visual appearance. Never have your presenter stand in front or walk across the projection screen.
- **Audio** - In addition to your presenter(s), we'll want to record audio from the presenters’ computer or device and from your audience. If you have a Q&A segment consider adding at least one microphone to pick-up questions and comments. Your audio technician will need to provide us with a mixed audio feed. We can discuss the audio options with you and your audiovisual technician.
- **Audience Questions and Comments** - Will you allow participants to ask questions. Consider a few options for allowing your attending and online audience to ask questions or comments. Some people have used 3”x5” cards, wireless microphones with room moderators walking around the room and a stationary microphone on a mic stand placed strategically within the room. You could also use some online features for both attending and online audiences, such as, a simple chat box, twitter, e-mail, or text messaging. An audience response system could be used for instant feedback to your presenters, and is something we can provide under Support Services.
- **For LIVE streaming** we'll need two (2) 6ft tables and chairs adjacent to the floor riser or at the back of the room. The tables is for us to place our video production and streaming equipment.

There are several video packages you can choose depending on the type of production you are requesting. Click on the Video Packages tab. (Fig. 25)

![Video Packages](image)

If you have questions or want more information you can e-mail **3C Media Solutions** at support@3cmediasolutions.org or call 760-744-1150 extension 1543.
Here we give a brief description on some of the many options you can choose from to make your production successful for you and your viewing audience. A representative will contact you to discuss your production and determine the number of staff, cameras, equipment needs and whether or not you want to stream live, record for archiving or both. If you are streaming the program we can also provide a webpage and URL for your online participants to watch. (Fig. 26)

Clicking on the Tech Spec tab (Fig. 27) will direct you to the page providing the technical information we currently use to steam your program to the California Community Colleges system. 3C Media Solutions will provide a link to our web-site for your audience to view the program. For more information about our steaming service click on 3C Streaming Media on the right under Our Services or you can watch the How to Request 3C Streaming Media video. (Fig. 28)

If you have questions or want more information you can e-mail 3C Media Solutions at support@3cmediasolutions.org or call at 760-744-1150 extension 1543.
3C Media Event Coverage offers an assortment of support services for your productions needs. (Fig. 29) From Audio and Visual support to Audience Response system we can assist you with almost any support you may require for your program. (Fig. 30)

When you are ready click the Production Request form tab (Fig. 31) and fill out the form and submit it (Fig. 32) or e-mail us at support@3cmediasolutions.org.

After you have contacted us, one of our staff will contact you to discuss your production needs. At that time we will cover everything from the type of video package needed to the cost, if any, that it will take to cover your event. 3C Media Solutions is here to help make your project or event successful.

Video playback is supported by all browsers as well as Android and iOS devices.

If you have questions or want more information you can e-mail 3C Media Solutions at support@3cmediasolutions.org or call at 760-744-1150 extension 1543.
3C Media Video Editing Service

3C Media Solutions offers many other services including Audio and Video Editing. If you have already recorded a lecture or an event and you need help editing your project then 3C Media Solutions Audio | Video Editing Services can assist you.

Click on 3C Media Event Coverage (Fig. 32)

You will be directed to the 3C Media Event Coverage page. Then Click on Editing. (Fig. 33)

Using our state of the art editing systems our award winning editors and graphic artists can edit your project to a quality looking video you will be proud to show to your students, faculty and staff.

It doesn't matter if you still record to tape or use the many digital formats to capture your media. Our professional editing systems can edit it and output to any format for web, broadcast, tablet and mobile devices or DVD's and Blu-Ray disks.

Whether its lectures, promotional videos, Documentaries or just about any type of video production you have 3C Media Solutions can help you in your editing and graphic needs.

To request editing services and to learn more about what we can do for you just send an e-mail to support@3cmediasolutions.org or you can fill out the Editing Request form. (Fig. 34)

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3C Media Solutions is the exclusive site to webcast the California Community Colleges Board of Governors meeting live from the California Community Colleges Chancellor’s Office in Sacramento. Click on CCC Board of Governors and you can attend the live meeting or watch any of the archived agenda items from previous meetings. (Fig. 35)

3C Media Solutions is the educational media distribution source for video content, podcasts, streaming services, and event coverage for the 112 campuses of the California Community Colleges System.

Please contact us if you have questions or if you need additional support.

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