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-castng, 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.

Contents

How to use 3C Media Solutions Pg. 2

3C Media on Demand Pg. 3

3C Streaming Media Pg. 7

3CRSS | Pod-castng Pg. 10

3C Media Event Coverage Pg. 14

3C Media Video Editing Service Pg. 18

CCC Board of Governors Pg. 19

If you have questions or want more information you can e-mail TechConnect Support at support@ccctechconnect.org.
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 programming using a variety of media, from video to audio, and can be viewed on most mobile devices, and computers.

If you have questions or want more information you can e-mail TechConnect Support at support@ccctechconnect.org.
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).

If you have questions or want more information you can e-mail TechConnect Support at support@ccctechconnect.org.
To view what other California Community Colleges are posting on the 3C Media on Demand website click COLLEGES in the category list (Fig 6). This will take you to a page listing the participating California Community Colleges using the 3C Media on Demand (Fig 7). Select any of the colleges listed.

If you have questions or want more information you can e-mail TechConnect Support at support@ccctechconnect.org.
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.

If you have questions or want more information you can e-mail TechConnect Support at support@ccctechconnect.org.
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 steam 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@ccctechconnt.org and in the Subject line type in Streaming Event'

If you have questions or want more information you can e-mail TechConnect Support at support@ccctechconnect.org.
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)

Figure 11

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

Figure 12

If you have questions or want more information you can e-mail TechConnect Support at support@ccctechconnect.org.
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 TechConnect Support at support@ccctechconnect.org.
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 TechConnect Support at support@ccctechconnect.org.
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 TechConnect Support at support@ccctechconnect.org.
Click on Instructions for Use to learn how to use your new pod-castng account (Fig. 16)

Figure 16

This site gives you step by step instructions on how to login, create your channel and add episodes to your channel. These instructions are easy to follow and will get you started on developing your podcast channel (Fig. 17)

Figure 17

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

If you have questions or want more information you can e-mail TechConnect Support at support@ccctechconnect.org.
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.

Figure 18

![Figure 18 - Acceptable Use Policy for 3CRSS](image1.png)

Acceptable Use Policy for 3CRSS

3C Media Solutions Acceptable Use Policy (the "Policy") for 3C Media Solutions' RSS is designed to help protect 3C Media Solutions, 3C Media Solutions' clients, affiliates and the Internet community in general from irresponsible or, in some cases, illegal activities. The Policy is a non-exclusive list of the actions prohibited by 3C Media Solutions. 3C Media Solutions reserves the right to modify the Policy at any time.

Use of 3C Media Solutions' RSS Solution constitutes acceptance and agreement to 3C Media Solutions' T. O. S. (Terms of Service).

This agreement is between 3C Media Solutions, and subscribers to our RSS services, (hereafter referred to as client). This agreement is effective for any period during which the client is using any RSS service offered by 3C Media Solutions.

If a 3C RSS account is used to violate the Acceptable Use Policy of our TOS, we reserve the right to discontinue service without notice. We prefer to advise clients of inappropriate behavior and any necessary corrective action for certain violations of the Acceptable Use Policy will result in immediate termination of service. Our failure to enforce any infraction, for whatever reason, shall not be construed as a waiver of our right to do so at any time.

3C Media Solutions' RSS may not be used for illegal purposes, or in support of illegal activities. 3C Media Solutions reserves the right to cooperate with legal authorities and/or injured third parties in the investigation of suspected crimes or civil wrongdoing.

Copyright Policy

It is the responsibility of all individual clients and their end-users to respect the legal protection provided by copyright and license to programs, data and other information that may be accessible over 3C Media Solutions products or services. Transmission, distribution or storage of any broadcast material in violation of any applicable law or regulation is prohibited. This includes, without limitation, material protected by copyright, trademark or other intellectual property rights.

Figure 19

![Figure 19 - 3C Media Solutions Fair-Use](image2.png)

3C Media Solutions Fair-Use

More information on Fair Use/Copyright issues

See the links below for more information regarding Fair Use and Copyright issues.

- CUNY Copyright Usage Tutorial: [http://www.baruch.cuny.edu/tutorials/copyright/](http://www.baruch.cuny.edu/tutorials/copyright/)

Figure 20

If you have questions or want more information you can e-mail TechConnect Support at support@ccctechconect.org.
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 production 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 TechConnect Support at support@ccctechconnect.org.
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).

Figure 24

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).

Figure 25

If you have questions or want more information you can e-mail TechConnect Support at support@ccctechconnect.org.
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).

![3C Media Event Video Packages](image1)

**Figure 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 streaming 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).

![3C Event Coverage Tech Specs](image2)

**Figure 27**

If you have questions or want more information you can e-mail TechConnect Support at support@ccctechconnect.org.
3C Media Event Coverage offers an assortment of support services for your production 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 TechConnect Support at support@ccctechconnect.org.
**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)

---

If you have questions or want more information you can e-mail TechConnect Support at support@ccctechconnect.org.
CCC Board of Governors

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.

If you have questions or want more information you can e-mail 3C Media Solutions TechConnect Support at support@ccctechconnect.org.