

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

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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

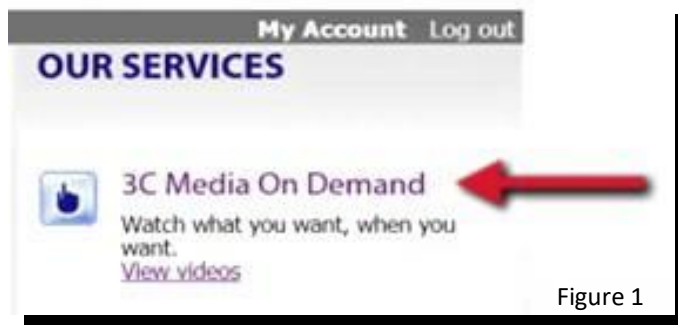


Figure 1



Figure 2

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)



Figure 3

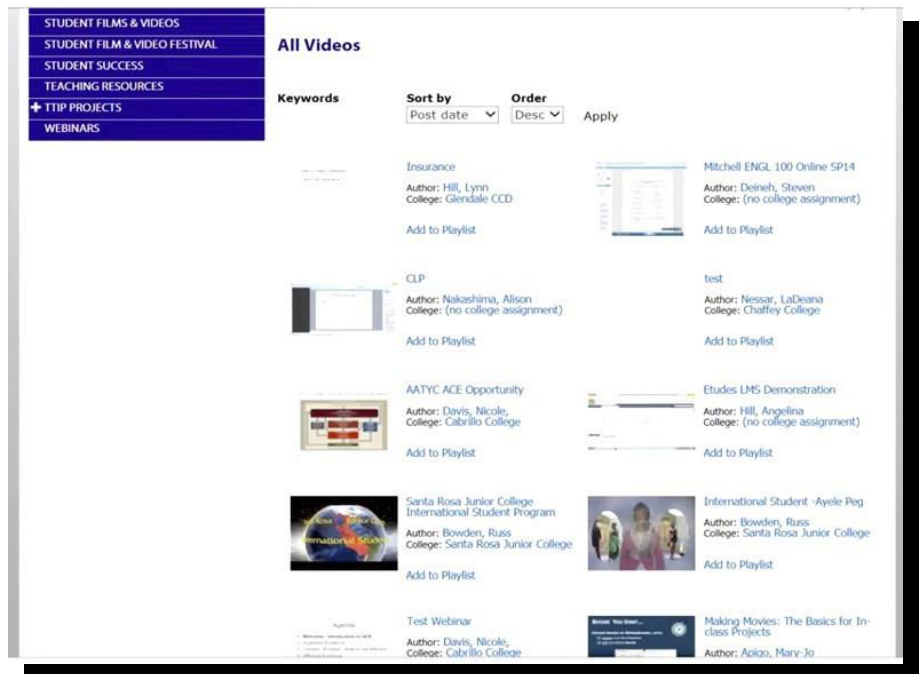


Figure 4

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)

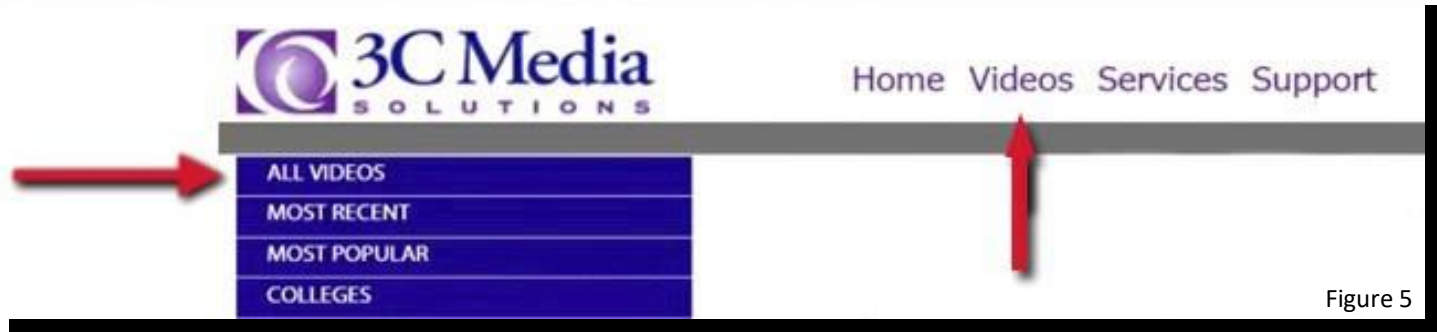


Figure 5

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



Figure 6

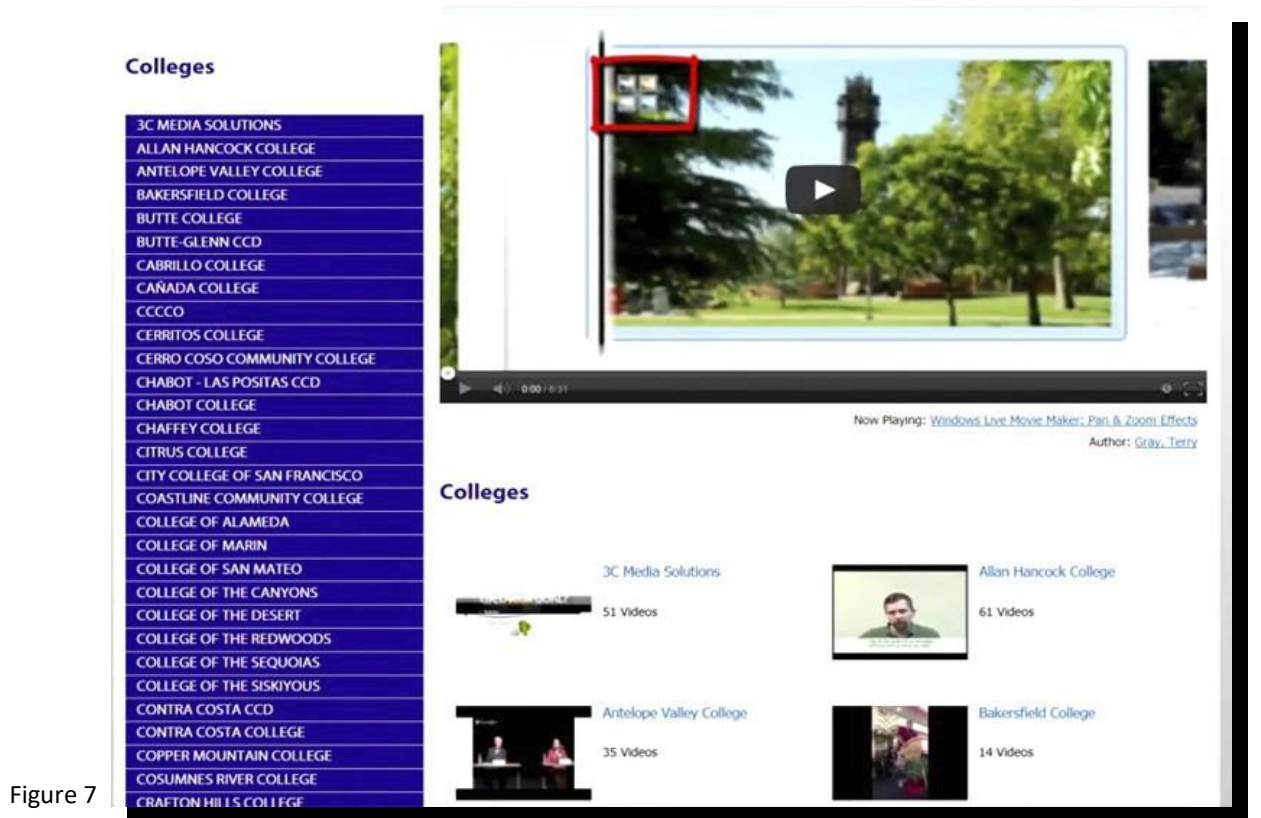


Figure 7

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)

The screenshot shows the 3C Media Solutions website interface. At the top, there is a navigation bar with 'Home Videos Services Support' and a 'Search' button. Below this, there is a 'My Account Log out' link. The main content area is divided into a left sidebar and a central video player. The sidebar includes a dropdown menu for 'All Video > All Colleges', a 'Choose College-' dropdown, a logo for Lake Tahoe Community College, a '+ MATHEMATICS' button, and a list of authors: 'GREEN, LARRY' and 'MAY, GINNI'. The central video player displays a video titled 'What Test or Confidence Interval?' with a play button. Below the video player, there is a search filter section for 'Lake Tahoe Community College' with 'Keywords', 'Sort by' (Post date), and 'Order' (Desc) options. Below the search filters, there are two search results for the video '145 - Probability and Statistics with Ginni May and Larry Green', each with a thumbnail and author information.

Estimate or Decision	Mean or Proportion	Sigma Known or Unknown	1 or 2 Samples	Dependent or Independent	Conclusion
Estimate	Mean	Known	1	NA	ZInterval
Estimate	Mean	Unknown	1	NA	TInterval
Estimate	Prop	NA	1	NA	1PropZInt
Estimate	Mean	Known	2	independ	2SampleZInt
Estimate	Mean	Unknown	2	independ	2SampleTInt
Estimate	Mean	Known	2	Depend	ZInt (1, 1, 2)
Estimate	Mean	Unknown	2	Depend	TInt (1, 1, 2)
Estimate	Prop	NA	2	NA	2PropZInt

Figure 8

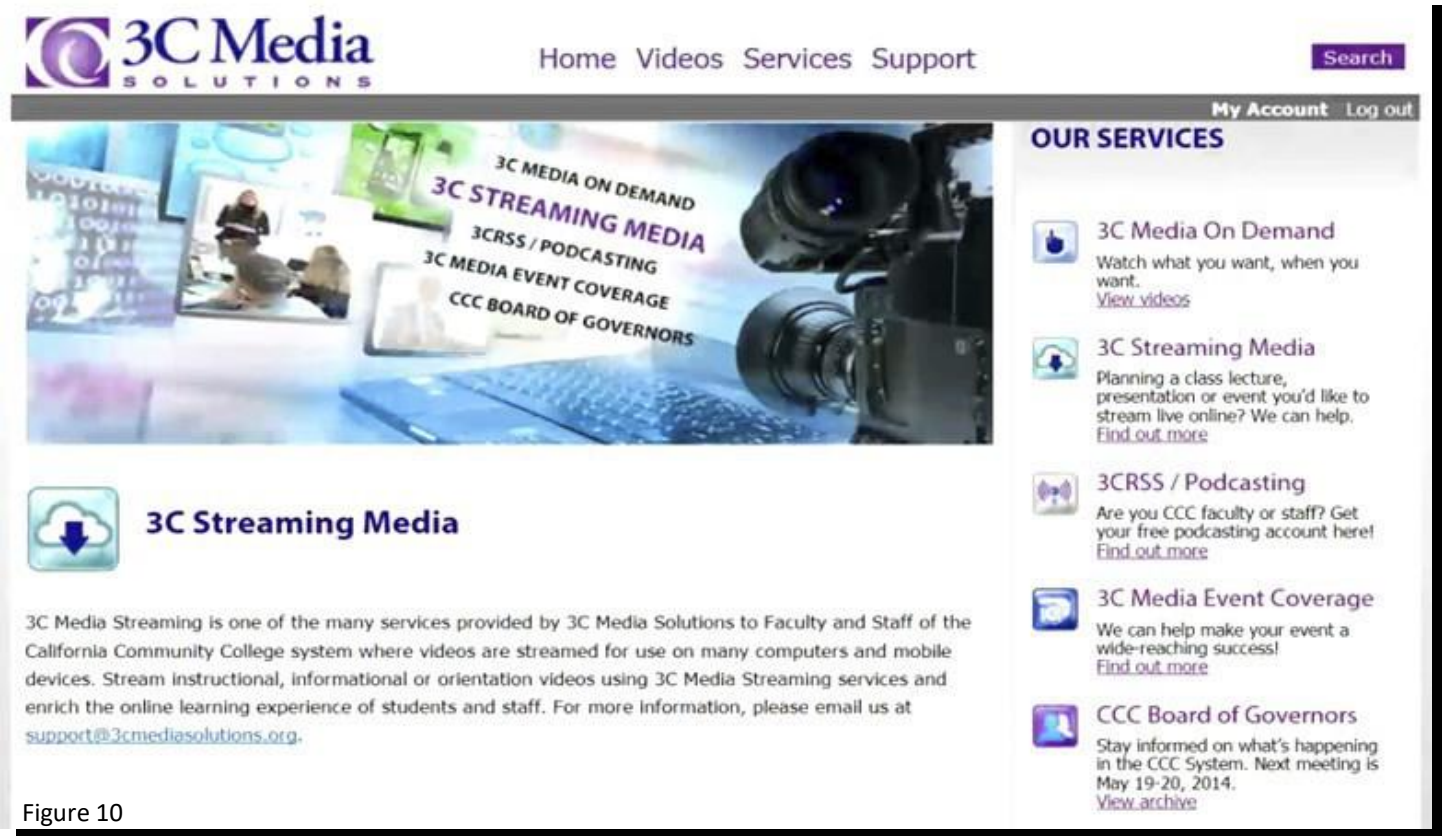
Searching for videos on the 3C Media Solutions web-site is easy and there are many ways to search for a specific program or service. You can learn how to use these search functions by viewing the [How to Search](#) video or reading the [PDF](#).

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@ccctechconnect.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)

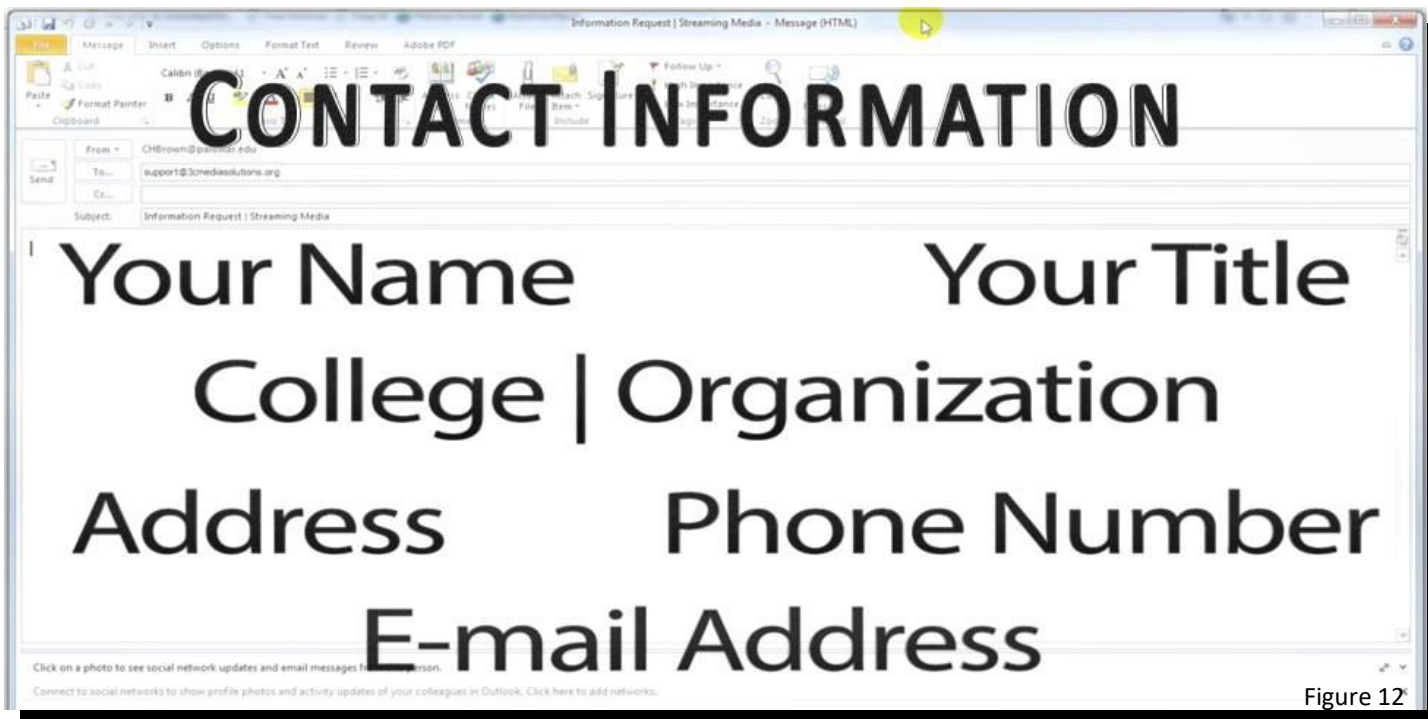


Figure 12

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 steam 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.

The screenshot shows the 3C Media Solutions website interface. At the top left is the logo for 3C Media SOLUTIONS. To its right are navigation links: Home, Videos, Services, Support. Further right is a search bar with the word "Search" inside. Below the navigation is a horizontal menu with "My Account" and "Log out". The main content area features a large banner image with text overlays: "3C MEDIA ON DEMAND", "3C STREAMING MEDIA", "3CRSS / PODCASTING", "3C MEDIA EVENT COVERAGE", and "CCC BOARD OF GOVERNORS". Below the banner is a section titled "3C Streaming Media" with a cloud download icon. The text below this section reads: "3C Media Streaming is one of the many services provided by 3C Media Solutions to Faculty and Staff of the California Community College system where videos are streamed for use on many computers and mobile devices. Stream instructional, informational or orientation videos using 3C Media Streaming services and enrich the online learning experience of students and staff. For more information, please email us at support@3cmediasolutions.org." To the right of the banner is a section titled "OUR SERVICES" with five items, each with an icon and a link: "3C Media On Demand" (watch what you want, when you want, [View videos](#)), "3C Streaming Media" (planning a class lecture, presentation or event you'd like to stream live online? We can help, [Find out more](#)), "3CRSS / Podcasting" (are you CCC faculty or staff? Get your free podcasting account here! [Find out more](#)), "3C Media Event Coverage" (we can help make your event a wide-reaching success! [Find out more](#)), and "CCC Board of Governors" (stay informed on what's happening in the CCC System. Next meeting is May 19-20, 2014. [View archive](#)).

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 / Pod-casting 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 pod-casts

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)



Figure 13

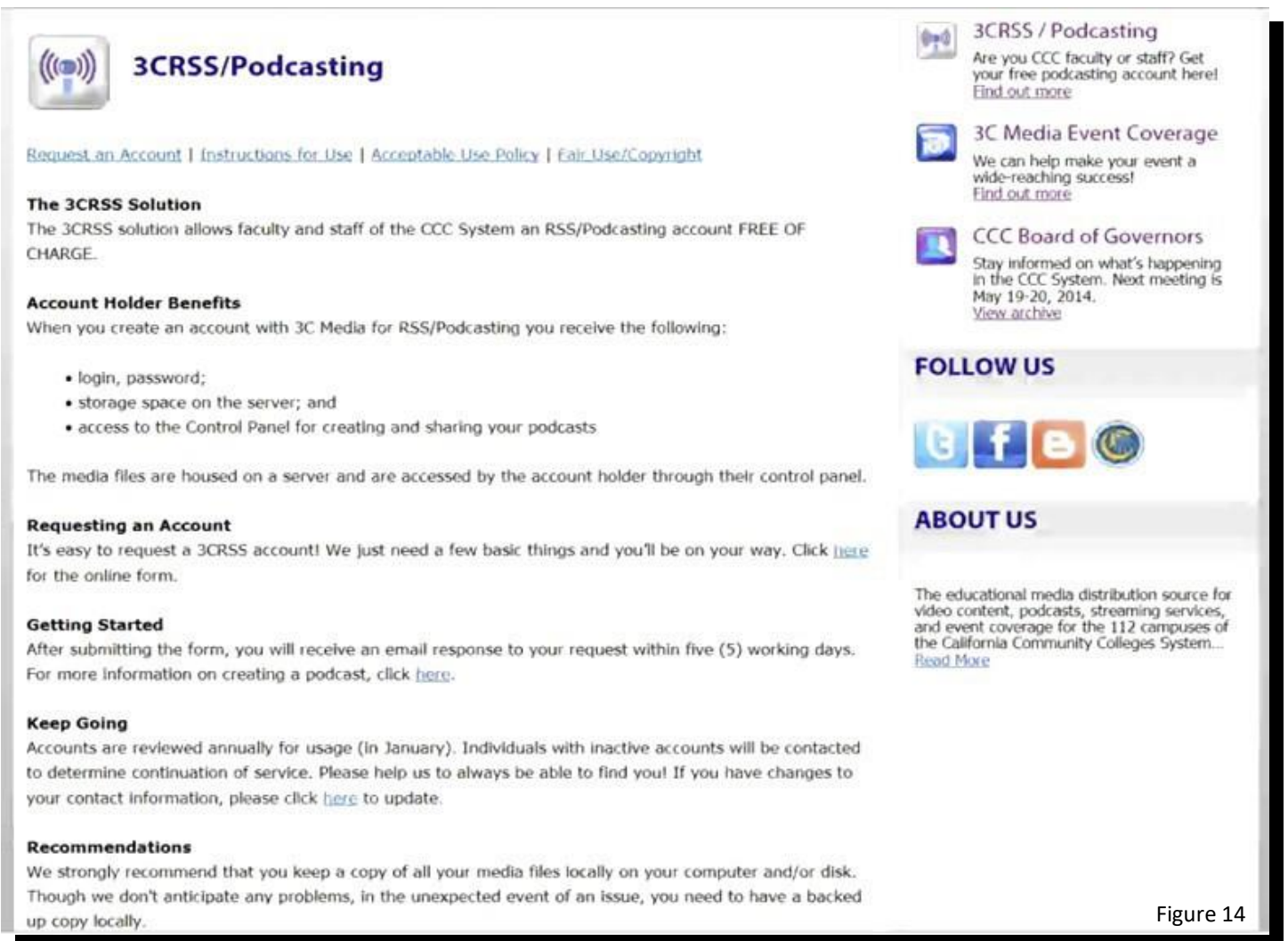


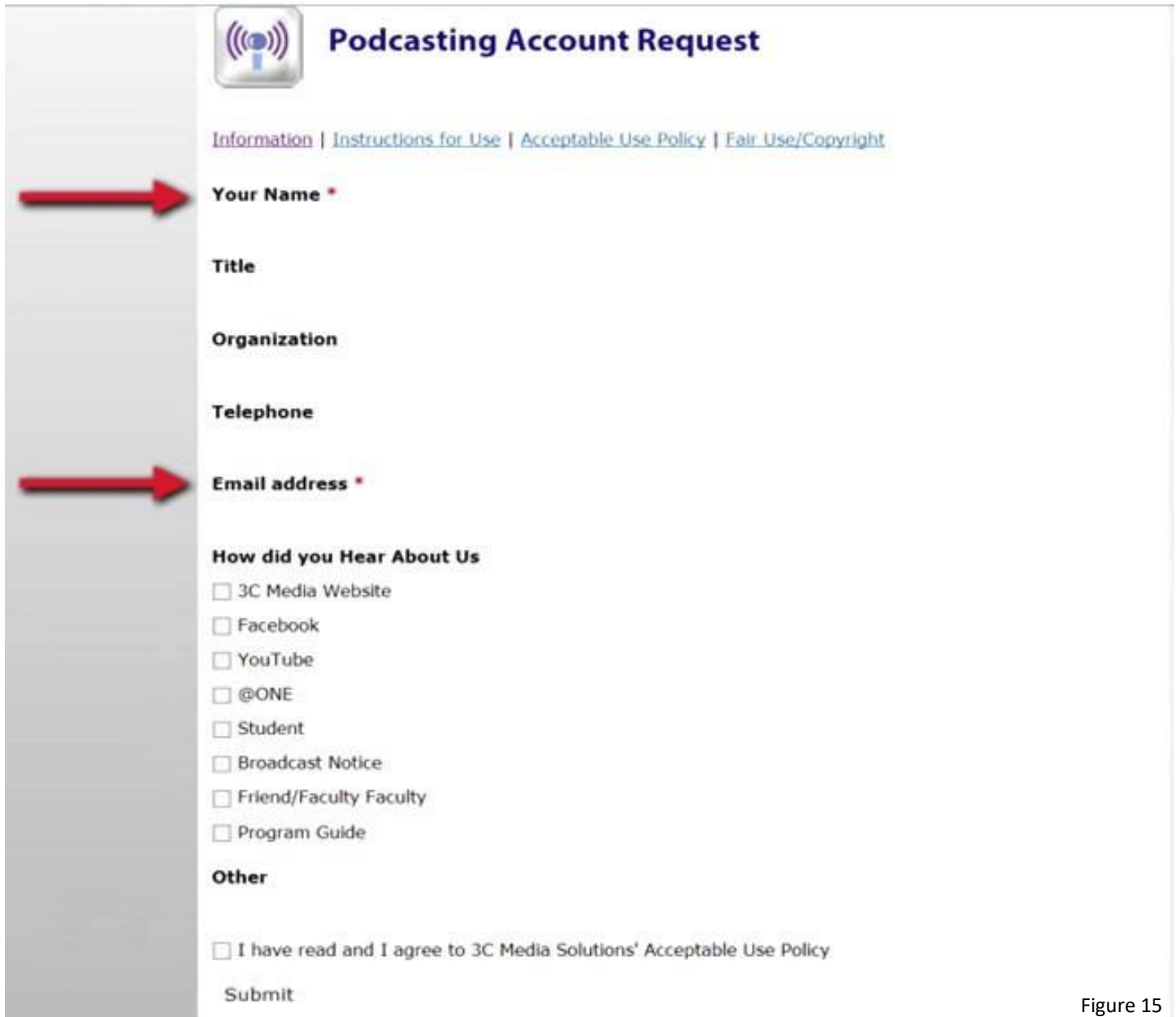
Figure 14


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)



 **Podcasting Account Request**

[Information](#) | [Instructions for Use](#) | [Acceptable Use Policy](#) | [Fair Use/Copyright](#)

Your Name *

Title

Organization

Telephone

Email address *

How did you Hear About Us

- 3C Media Website
- Facebook
- YouTube
- @ONE
- Student
- Broadcast Notice
- Friend/Faculty Faculty
- Program Guide

Other

I have read and I agree to 3C Media Solutions' Acceptable Use Policy

Submit

Figure 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.

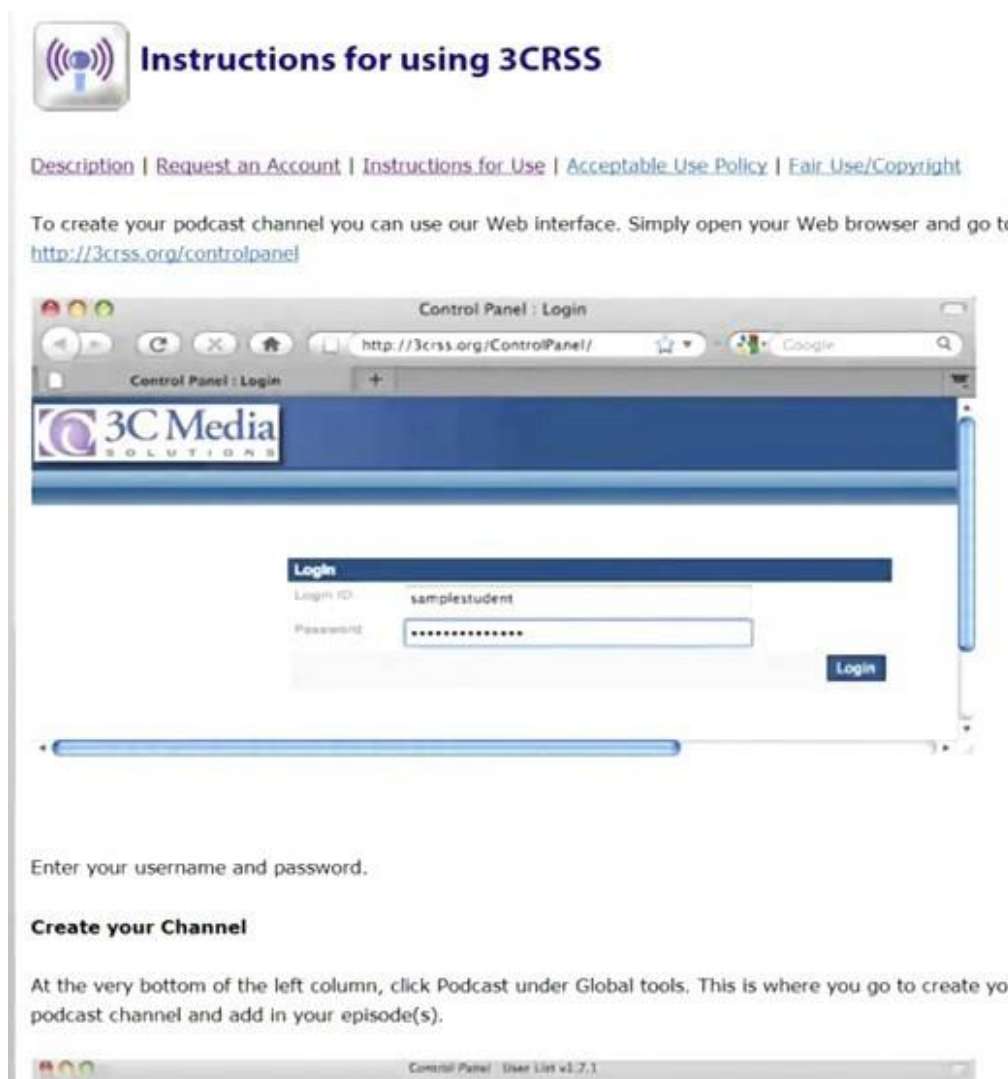
After you submit the form you will receive an email response within five business days. This email will include a Login and Password to access your new account.

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)



To start using your 3CRSS channel go to <http://3crssorg/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

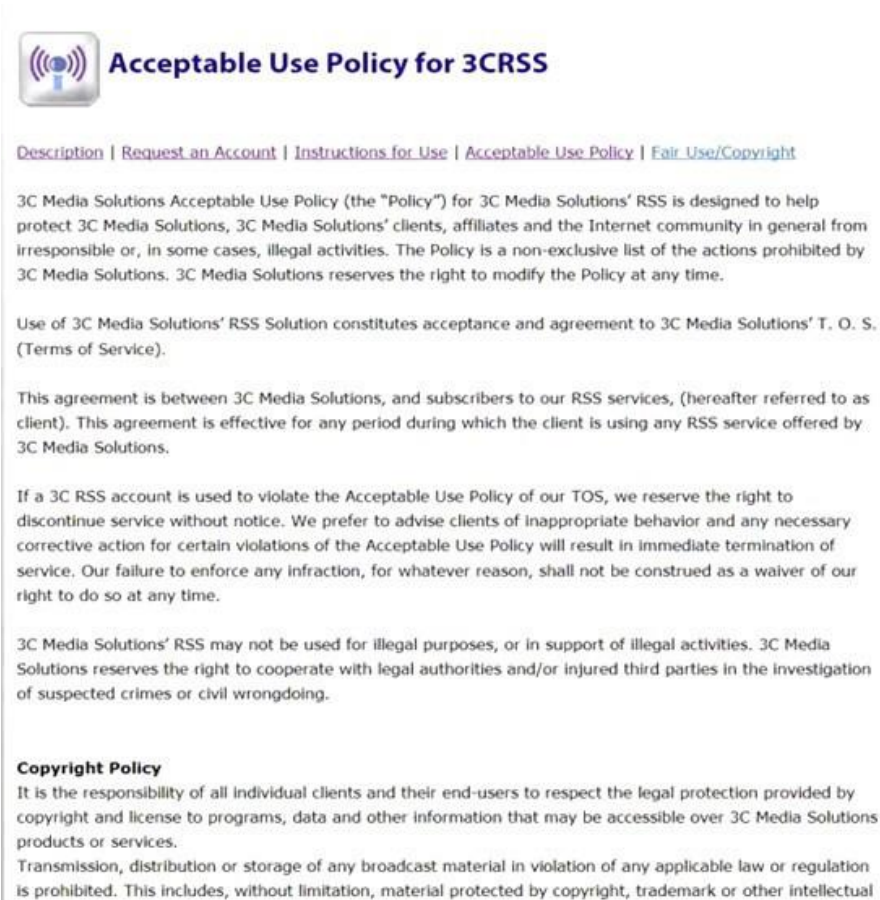


Figure 19



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)



Figure 21



3C Media Event Coverage

[Planning](#) | [Video Packages](#) | [Editing/Transcoding](#) | [Tech Specs](#) | [Support Services](#) | [Project Request Form](#)

3C Media Solutions offers a variety of digital media services for the California Community Colleges, affiliated organizations and agencies. Our courteous and professional team is trained and well experienced in the tools necessary to provide you with the deliverables you will be proud to share with your students, staff and colleagues.

Event Coverage Service provides you the opportunity to video record, stream LIVE online and archive all or part of your classroom lecture, presentation, symposium, conference keynote speaker, workshop, break-out sessions, board meetings and special events. Your event is recorded and archived online for viewing at a later time by students, staff and faculty. Events streamed LIVE online can range from a simple talking head video, a presentation with slides incorporated into the video, or a multi-camera video production with a variety of options. For LIVE streaming a variety of options can be provided and we'd be happy to discuss with you. If you have an event and would like to speak with us about your plans and available video

Figure 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)




Figure 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)



3C Media Event Coverage Planning

[Description](#) | [Video Packages](#) | [Editing/Transcoding](#) | [Tech Specs](#) | [Support Services](#) | [Project Request Form](#)

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** - Is 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 day 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 to place your speakers.
- **Sun light** - 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 table is for us to place our video production and streaming equipment.

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)



[Description](#) | [Planning](#) | [Video Packages](#) | [Tech Specs](#) | [Editing/Transcoding Request Form](#)

Figure 25

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

[Description](#) | [Planning](#) | [Editing/Transcoding](#) | [Tech Specs](#) | [Support Services](#) | [Project Request Form](#)

The crew for our basic LIVE event coverage includes one video camera and operator, one video engineer, and one technical director. Equipment will vary depending on the your production needs, but may include additional staffing, cameras, an audio mixer, wireless microphones, hard wired microphone, two video encoders, laptop computers for monitoring and e-mail, graphics computer for presentation slides, a video graphics adaptor scan converter, and all the cabling necessary to capture and webcast your event.

Event coverage – Viewer Packages

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 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)

[Description](#) | [Planning](#) | [Editing/Transcoding](#) | [Tech Specs](#) | [Support Services](#) | [Project Request Form](#)

The crew for our basic LIVE event coverage includes one video camera and operator, one video engine

Figure 27



3C Event Coverage Tech Specs

[Description](#) | [Planning](#) | [Video Packages](#) | [Editing/Transcoding](#) | [Support Services](#) | [Project Request Form](#)

3C Media Solutions streams LIVE events in standard definition video using Flash H.264 video encoder. The video aspect ratio is 4:3 with a video resolution of either 320 x 240 or 640 x 480. The video bit rate for the LIVE stream can vary depending on the capability of your intended viewers and the technical capabilities of the event location. We can discuss with you the bit rate and other available video resolution combinations for

Figure 28

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)

[Description](#) | [Planning](#) | [Video Packages](#) | [Editing/Transcoding](#) | [Support Services](#) | [Project Request Form](#)

Figure 29 3C Media Solutions streams LIVE events in standard definition video using H.264 video encoder. The



3C Event Coverage Support Services

[Description](#) | [Planning](#) | [Video Packages](#) | [Editing/Transcoding](#) | [Tech Specs](#) | [Project Request Form](#)

3C Media Solutions offers a variety of support services for the California Community Colleges and affiliated organizations and agencies.

Support Services – AudioVisual

3C Media Solutions has audiovisual equipment and may be able to assist you with some of your equipment needs for the event we cover. Ask us what additional support we can provide for you.

Support Services - Audience Response System

3C Media Solutions can provide audience response keypads during your presentation at a *Conference* for participants to respond to your questions. Participants can vote and change their response as many times as necessary until your polling closes for that slide. The participants' last response is recorded and tallied. The

Figure 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@3cmediasolutons.org

[Description](#) | [Planning](#) | [Video Packages](#) | [Editing/Transcoding](#) | [Tech Specs](#) | [Project Request Form](#)

Figure 31 3C Media Solutions offers a variety of support services for the California Community Colleges and affil



3C Media Event Coverage Project Request

[Description](#) | [Planning](#) | [Editing/Transcoding](#) | [Tech Specs](#) | [Support Services](#) | [Project Request Form](#)

Your Name

Community College or Agency Name

Street Address

Figure 31

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)



Figure 32



[Planning](#) | [Video Packages](#) | [Editing/Transcoding](#) | [Tech Specs](#) | [Support Services](#) | [Project Request Form](#)

3C Media Solutions offers a variety of digital media services for the California Community Colleges, affiliated Figure 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)



[Description](#) | [Planning](#) | [Video Packages](#) | [Tech Specs](#) | [Editing/Transcoding Request Form](#)

Do you have a video recording of a class lecture, presentation or event you'd like edited and hosted online. 3C Media Solutions can help you by editing or transcoding the video for you. Contact us about your video and we can discuss how we can help you with your video project.

Please email us at support@3cmediasolutions.org, or fill out the [Editing/Transcoding Request Form](#).

Figure 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)



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- 3C Media Event Coverage**
We can help make your event a wide-reaching success!
[Find out more](#)
- CCC Board of Governors** 
Stay informed on what's happening in the CCC System. Next meeting is May 19-20, 2014.
[View archive](#)

FOLLOW US

Twitter Facebook YouTube YouTube

CCC Board of Governors

3C Media Solutions webcasts live and archives the California Community Colleges Board of Governors meetings. The planned meeting schedule for 2014 is as follows:

2014

January 13-14, 2014	Sacramento	(agenda/video)
March 3-4, 2014	Sacramento	(agenda/video)
May 19-20, 2014	Sacramento	(agenda)
July 7-8, 2014	Sacramento	(agenda)
September 8-9, 2014	Sacramento	(agenda)
November 17-18, 2014	Sacramento	(agenda)

Figure 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.

