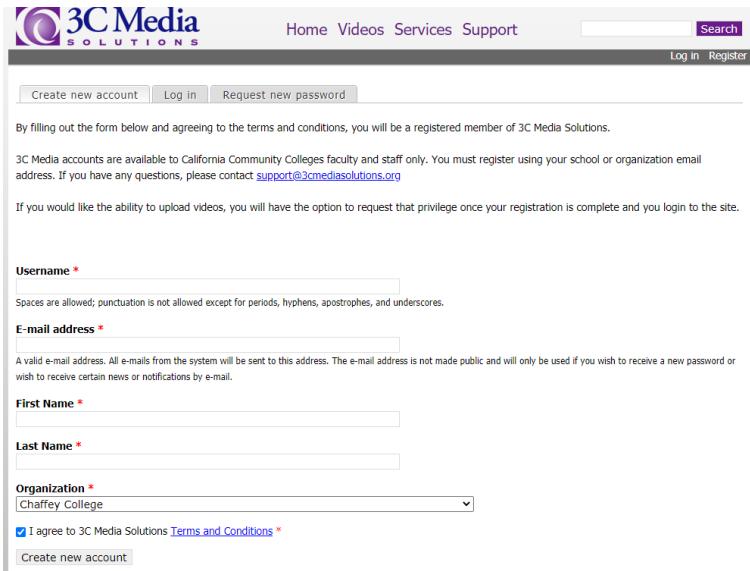


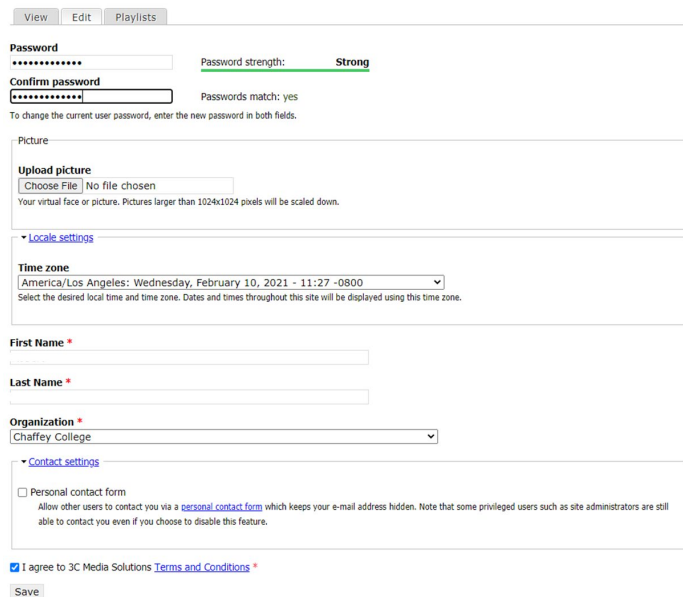
Register for a 3C Media Account

- Go to <https://www.3cmediasolutions.org/user/register> and fill out the required fields.
- Select San Bernardino Valley College from the "Organization" drop down options.
- Click on Create account button



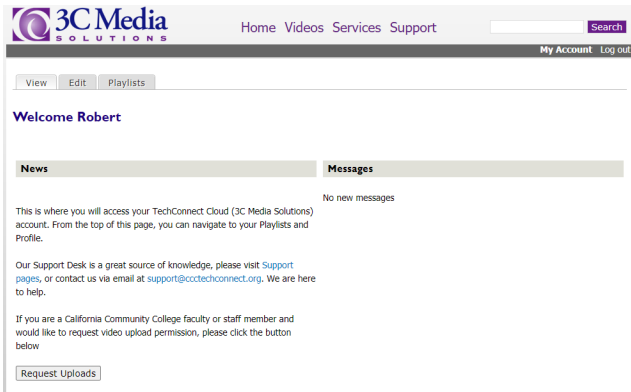
The screenshot shows the registration page for 3C Media Solutions. At the top, there is a navigation bar with the logo, links for Home, Videos, Services, and Support, and a search bar. Below the navigation bar, there are buttons for "Create new account", "Log in", and "Request new password". The main content area contains instructions: "By filling out the form below and agreeing to the terms and conditions, you will be a registered member of 3C Media Solutions." It also states that accounts are for California Community Colleges faculty and staff only, and provides the support email support@3cmediasolutions.org. A checkbox is checked for "I agree to 3C Media Solutions Terms and Conditions". The form fields include: Username (with a note: "Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores."), E-mail address (with a note: "A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail."), First Name, Last Name, and Organization (a dropdown menu currently showing "Chaffey College"). A "Create new account" button is at the bottom.

- You will receive an email with a link to confirm your email. This link will take you to a password setup page.
- Create and confirm the password you want to use for this site.
- Verify that all other fields are correct and click save.



The screenshot shows the password setup and profile page. At the top, there are buttons for "View", "Edit", and "Playlists". The "Password" section has a text input field with masked characters, a "Password strength" indicator showing "Strong", and a "Confirm password" section with a matching text input field and a "Passwords match: yes" indicator. Below this is a "Picture" section with an "Upload picture" button and a "Choose File" button. The "Locale settings" section includes a "Time zone" dropdown menu currently set to "America/Los Angeles: Wednesday, February 10, 2021 - 11:27 -0800". The "Personal contact form" section has a checkbox that is unchecked. At the bottom, there is a checked checkbox for "I agree to 3C Media Solutions Terms and Conditions" and a "Save" button.

- You need to request access to upload videos.
- Click on my account. Select Request Uploads.
- You will receive a email within 48hrs letting you know hat your account now can upload videos.



Beginning the Upload Process to Your TechConnect Cloud Account

- Select the **<My Media> (1)** (See Figure 1)



Figure 1-TechConnect Cloud <My Account> Tab Opened

- Select the **<Add/Upload Media> (1)** button from within **My Media** (See Figure 2).



Figure 2-TechConnect Cloud <My Media> Tab Selected

- Under **I want to add** select the **<Upload a video to TechConnect Cloud>** radio button (1) (See Figure 3).

- Select <Next> (2) (See Figure 3)



Figure 3-TechConnect Cloud <My Media> Tab Opened with <Add/Upload Media> Window Opened

Adding Metadata for Your Audio or Video Upload to Your TechConnect Cloud Account

- Now, enter the requested information in the indicated fields (See Figure 4).
 - **Title** (required) (1)
 - **License** (optional) (2)
 - **Description** (optional) (3)
 - Select the box next to I agree to **TechConnect Cloud Terms and Conditions** (4)
 - The file information you just typed is added when you select **Next** (5).

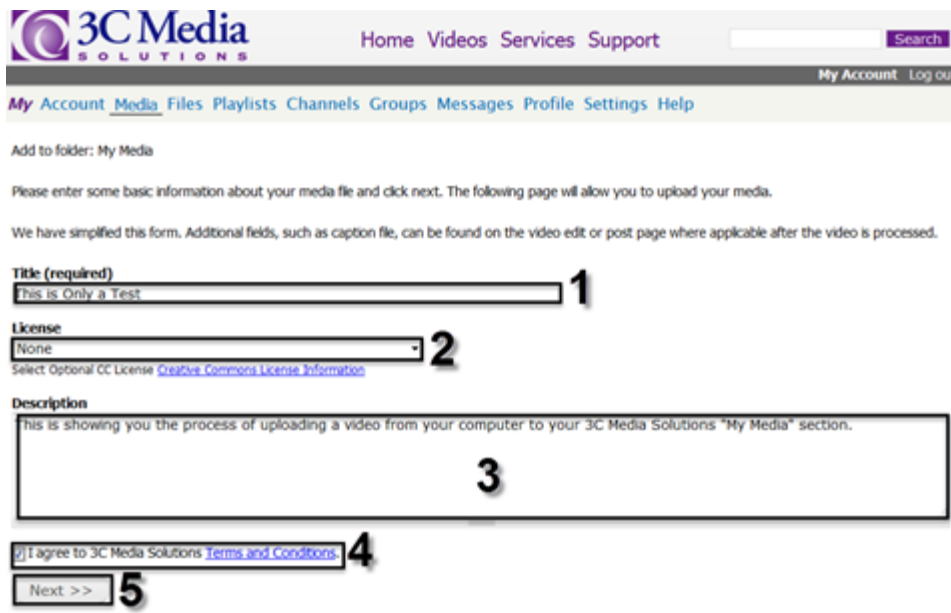


Figure 4-TechConnect Cloud <My Media> Tab with <Upload a Video to TechConnect Cloud Opened>

Uploading Your Zoom Meeting Video Recording to Your TechConnect Cloud Account

- Continue the upload process by selecting **<Select File>** (1) (See Figure 5)

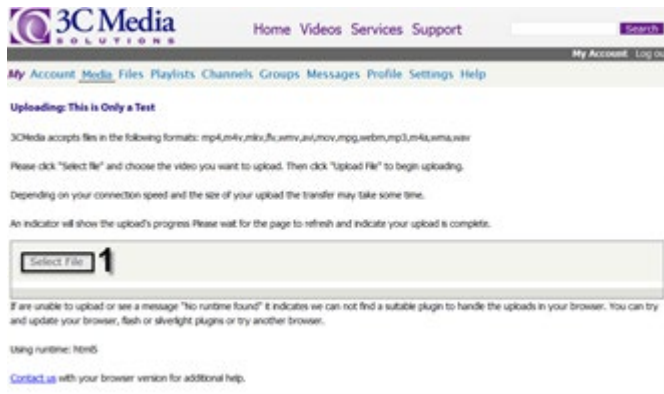


Figure 5-TechConnect Cloud <My Media> <Select File> Window Opened

- Navigate to your MP4 video file in the Download folder or other storage location (See Figure 6).
 - Select the MP4 file you wish to upload (1)
 - Select **<Open>** (2)

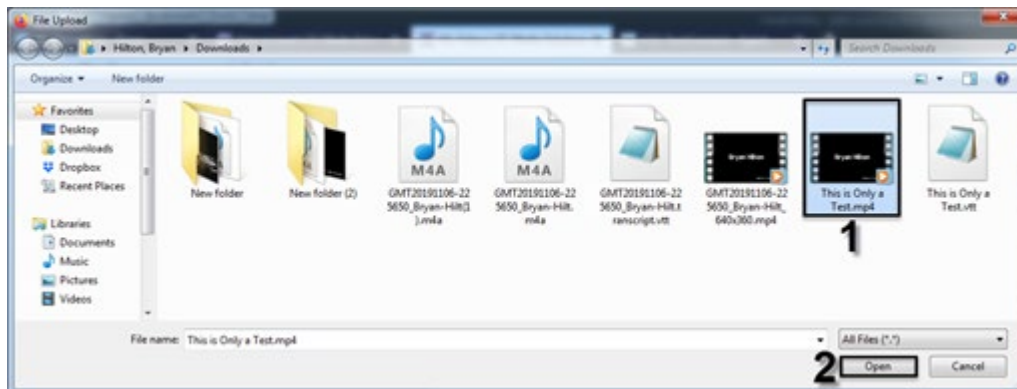


Figure 6-Windows Explorer Opened With the Desired File Selected

- Select **<Upload File>** (1) (See Figure 7)



Figure 7-TechConnect Cloud <My Media> <Upload File> Window Opened

- The upload will begin processing (See Figure 8)

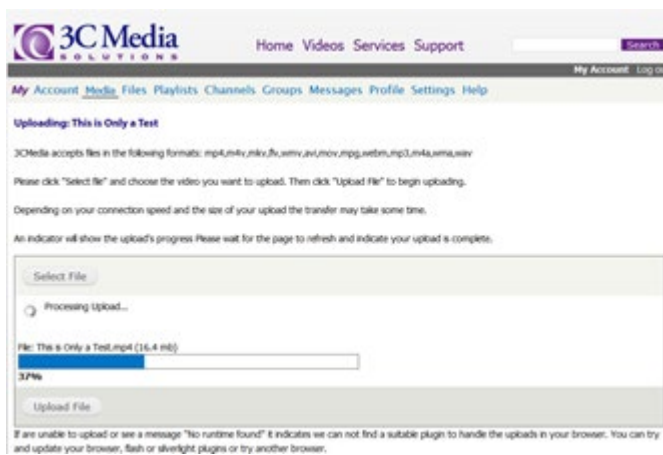


Figure 8-TechConnect Cloud <My Media> with <Upload File> Progress Bar

- Now, Click **My Media** (1) (See Figure 9)



Figure 9-TechConnect Cloud <My Media> Tab Selected

- Note: You will know if your video DID NOT upload successfully if you see **Added** (1) NOT "Uploaded" in the "Status" column. You will also see an option to **Upload** (2) your video in the **Options** column (See Figure 10).

My Media

<input type="checkbox"/>	Title	Date	Status	Options
<input type="checkbox"/>	This is Only a Test		1 Added	2 Upload Delete

Figure 10-TechConnect Cloud <My Media> Window Video Indicates "Added" in the Status Area

- You will notice the file says **Uploaded** (1) in the Status area and you no longer have the option to **Upload** the video in the **Options** (See Figure 11)

My Media

<input type="checkbox"/>	Title	Date	Status	Options
<input type="checkbox"/>	This is Only a Test		1 Uploaded	Delete

Figure 11-TechConnect Cloud <My Media> Window Video Indicates "Uploaded" in the Status Area

- Wait for the file to become **Available** (1) in the **Status** area (See Figure 12).

My Media

<input type="checkbox"/>	Title	Date	Status	Options
<input type="checkbox"/>	This is Only a Test	11-15-19	1 Available	Details & Options Add to Playlist View Edit Delete

Figure 12-TechConnect Cloud <My Media> Window Video Indicates "Available" in the Status Area

Adding the Transcription or Caption (.vtt) File

- Make sure the mp4 video file you just uploaded reads **Available** (1) in the Status area (See Figure 13).
- Select **<Details & Options>** (2) to the right of the video mp4 file you just uploaded (See Figure 13).


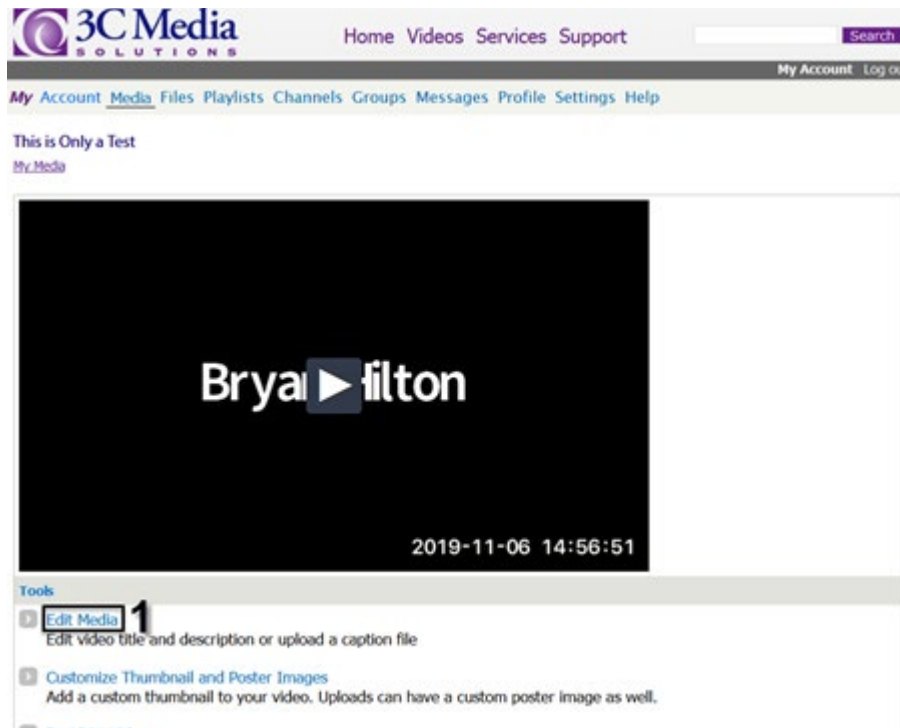
<input type="checkbox"/>	Title	Date		Status	Options
<input type="checkbox"/>	This is Only a Test	11-15-19		1 Available	2 Details & Options Add to Playlist View Edit Delete

Figure 13-TechConnect Cloud <My Media> Window Video Indicates "Added" in the Status Area & <Details & Options> Button is selected

- In the **Tools** section below your video, select <**Edit Media**> (1) (See Figure 14)



The screenshot shows the TechConnect Cloud interface. At the top is the 3C Media SOLUTIONS logo and navigation links: Home, Videos, Services, Support, and a search bar. Below this is a secondary navigation bar with links: My Account, Media, Files, Playlists, Channels, Groups, Messages, Profile, Settings, and Help. The main content area displays a video player for a video titled "This is Only a Test" with a thumbnail showing "Bryan Hilton" and a timestamp of "2019-11-06 14:56:51". Below the video player is a "Tools" section with two options: "1 Edit Media" (which is selected and highlighted with a box) and "2 Customize Thumbnail and Poster Images".

Figure 14-TechConnect Cloud <My Media> <Details & Options> window Opened with <Edit Media> Selected

- Navigate to the Caption File area (See Figure 15)
 - Select <**Browse**> (1)

Title (required)
This is Only a Test

Author
Help, CCCSAT
Last, First - only used on public posted pages.

Description
This is showing you the process of uploading a video from your computer to your 3C Media Solutions "My Media" section.

Create/Add Date
Nov 15 2019

License
None
Select Optional CC License [Creative Commons License Information](#)

Organization
3C Media Solutions
Select Organization - only used on public posted pages.

Subject
All Subjects
Select Optional Subject - only used on public posted pages.

Caption File
Browse... No file selected. Upload
Select a caption file (srt vtt webvtt)
1

Allow direct downloads (link will be available on media Details & Options page)

Figure 15-TechConnect Cloud <My Media> <Details & Options> <Edit Media> Window Opened with <Browse> Button Selected Under "Caption File"

- Locate and select the **.vtt** file (1) (See Figure 16)

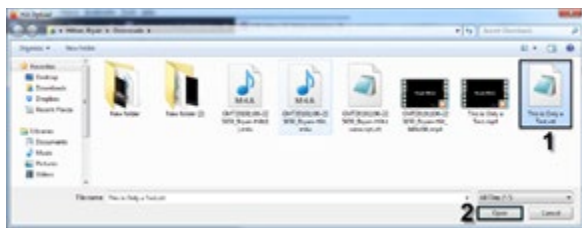


Figure 16-Windows Explorer Opened with the correct .VTT Caption File Selected

- Select <**Upload**> (1) (See Figure 17)

Caption File

Browse... This is Only a Test.vtt Upload 1

Select a caption file (srt vtt webvtt)

Allow direct downloads (link will be available on media Details & Options page)

Save

Figure 17-TechConnect Cloud <My Media> <Details & Options> <Edit Media> Window Opened with <Upload> Button Selected Under "Caption File"

- The caption file (1) will finish uploading (See Figure 18)
- Select **Save** (2) (See Figure 18)

Caption File

 [This is Only a Test.vtt](#) Remove

Select a caption file (srt vtt webvtt)

Allow direct downloads (link will be available on media Details & Options page)

2

Figure 18-TechConnect Cloud <My Media> <Details & Options> <Edit Media> Window Opened with the VTT File Uploaded Under & <Save> button Selected under "Caption File"