3C Media LTI

Overview

Please note: TechConnect is in the process of rebranding our digital solutions and updating our websites. 3C Media or 3C Media Solutions will be called TechConnect Cloud. This document will refer to 3C Media and not TechConnect Cloud since the LTI is labeled as *3C Media* in Canvas.

3C Media offers system-wide digital storage of videos and files and provides on-demand video streaming and video conferencing services to faculty, staff, and administrators of the 116 campuses in the California Community Colleges System.

The **3C Media** LTI was created to provide instructors with the ability to access their **3C *Media Library*** directly from within Canvas, and insert that media into their course(s). It's worth noting that the media in an instructor's account can be accessed two ways: 1) from within Canvas using the **3C Media** LTI, as detailed in this document, or 2) from the 3C Media website. The media presented will be the same regardless of which way it is accessed.

*LTI is an abbreviation for Learning Tools Interoperability. It allows easy integration of external tools into your Learning Management System (LMS) as single-sign-on tools.

Initial access to the 3C Media LTI

Once in their Canvas course, the instructor will select the **3C Media** LTI using the **Course Menu** that pops out directly to the right of the **Global Navigation Menu**. When an instructor initially accesses the **3C Media** LTI, it will try to sync the instructor's Canvas login email address to an existing 3C Media account.

If a matching email address is found, the system will connect the instructor's information to their existing 3C Media account and they will have immediate access to their media (they can skip to Step 2).

If an account is not found, the instructor will be prompted to create an account, or to contact 3C Media department from within TechConnect Support (see Step 1).

Note: In order to use the **3C Media** LTI, the instructor is required to have a **Teacher** role in their course.

Step 1

Requesting a 3C Media account from within the LTI

When a matching email address is not found, this page will prompt the instructor to enter a user name (suggesting the user's currently logged in email address) and a password. Click **Create Account** after you complete the form.

The new account will be created with faculty level privileges (ability to upload).

*Note: Creation of an account within the **3C Media** LTI in Canvas gives the instructor access to their account on the 3C Media website as well. The same email address and password entered here can be used to log into their account at 3cmediasolutions.org*

We could not match your email address 'events@cccconfer.org with a 3C Media Solutions account.

If you already have a 3C Media account, please contact support@3cmediasolutions.org for assistance.

If you do not have an account, you can create one using the form below.

Request 3C Media Account

User Name

> events@cccconfer.org

Password

Confirm Password

[Create Account]

Step 2

Once you have created an account, clicking **3C Media** (**1**) from within the **Course menu** page will bring you to the Course Media page. This page will prompt the instructor to start uploading media and/or publishing content to their course.

To get started, click **Add some now** (**2**).

Step 3

If the account is new, the screen to the right will be shown.

If the instructor has an existing 3C Media account and has uploaded media, it will also appear.

Instructors will be presented with three options by clicking the **Add/Upload** button (**1**) on the upper right:

- **Add YouTube Video** (see 3.1) (**2**)
- **Upload Media** (see 3.2) (**3**)
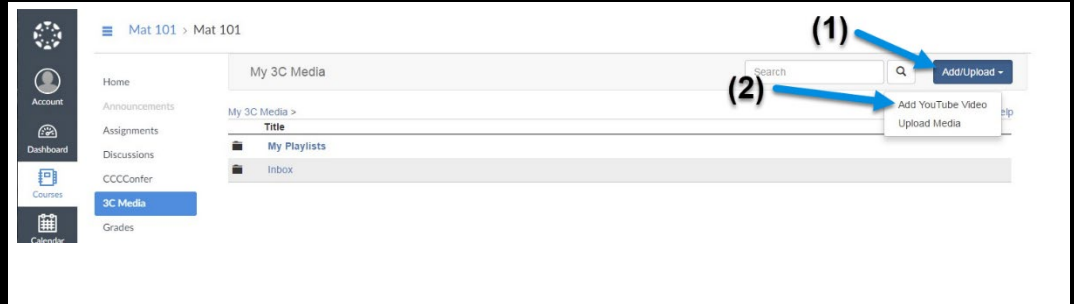- Or, if there is existing content in your 3C Media account, you will be able to select it.

Note: Media uploaded via the 3C Media LTI will also be available from the instructor's 3C Media account.

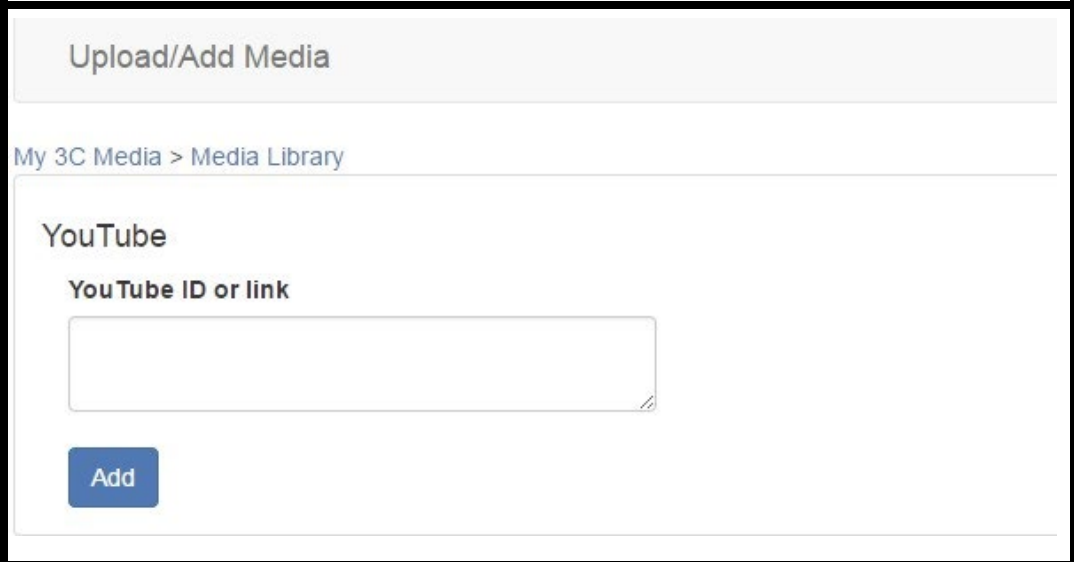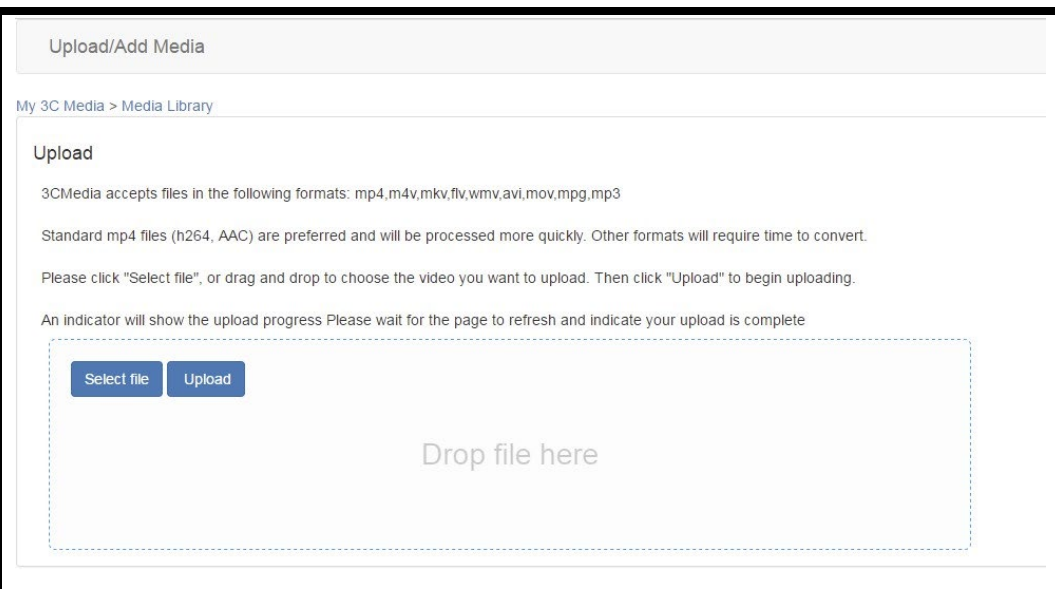|	
Step 3.1 To 'Add YouTube Video': 1. Select ***Add YouTube Video*** (**2**) from ***Add/Upload*** (**1**) drop down button.	

2. From YouTube, copy the 'share' link to the video you want to add to your account.
    3. Paste the link into the "YouTube ID or link" box in Canvas (shown at right).
    4. Click ***Add***.
 	
The ability to modify title and description will be available immediately after the video is added to the Media Library.	

Step 3.2 To **Upload Media**: 1. Select ***Upload Media*** (**2**) from the **Add/Upload** (**1**) drop down button (shown in step 3 image above).	

2. Drag and drop the file (shown at right) or click *Select file*.
3. Click the *Upload* icon.
4. Wait for the progress bar to reach 100%.

Refresh your browser, then you will be able to modify title and description after the media becomes available in the **3C Media Library**.

Upload/Add Media

My 3C Media > Media Library

Upload

3CMedia accepts files in the following formats: mp4,m4v,mkv,flv,wmv,avi,mov,mpg,mp3

Standard mp4 files (h264, AAC) are preferred and will be processed more quickly. Other formats will require time to convert.

Please click "Select file", or drag and drop to choose the video you want to upload. Then click "Upload" to begin uploading.

An indicator will show the upload progress Please wait for the page to refresh and indicate your upload is complete

Select file   Upload
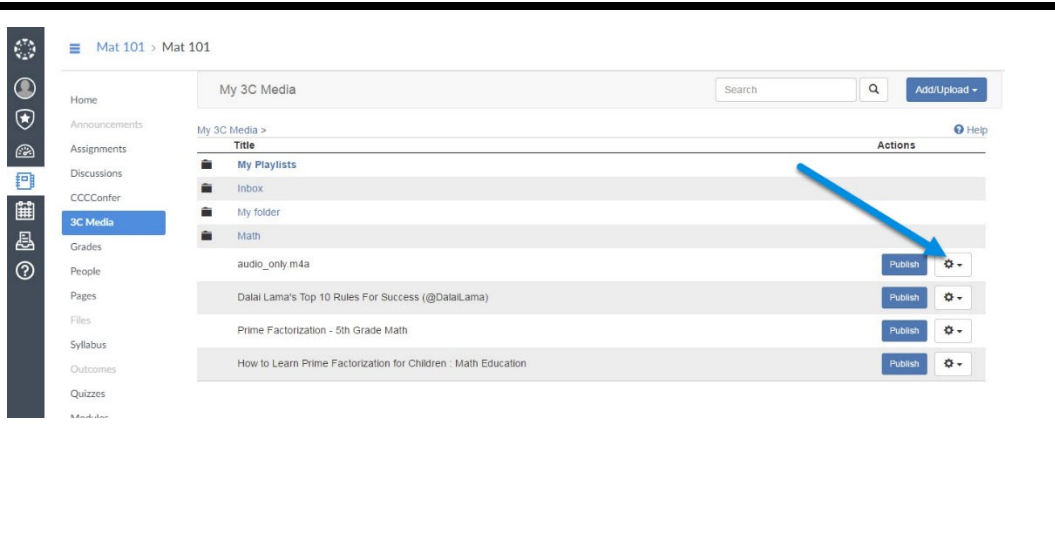
Drop file here

Step 4

When the instructor has finished uploading media and processing is complete, the video is ready to publish or insert into a course and will be displayed on the **My 3C Media** page (shown at right).

From the **My 3C Media** page the instructor can click the *Gear* icon to the right of their video and use the pulldown menu to choose **View**, **Edit**, **Publish**, or **Captions** (to add captions to the media).

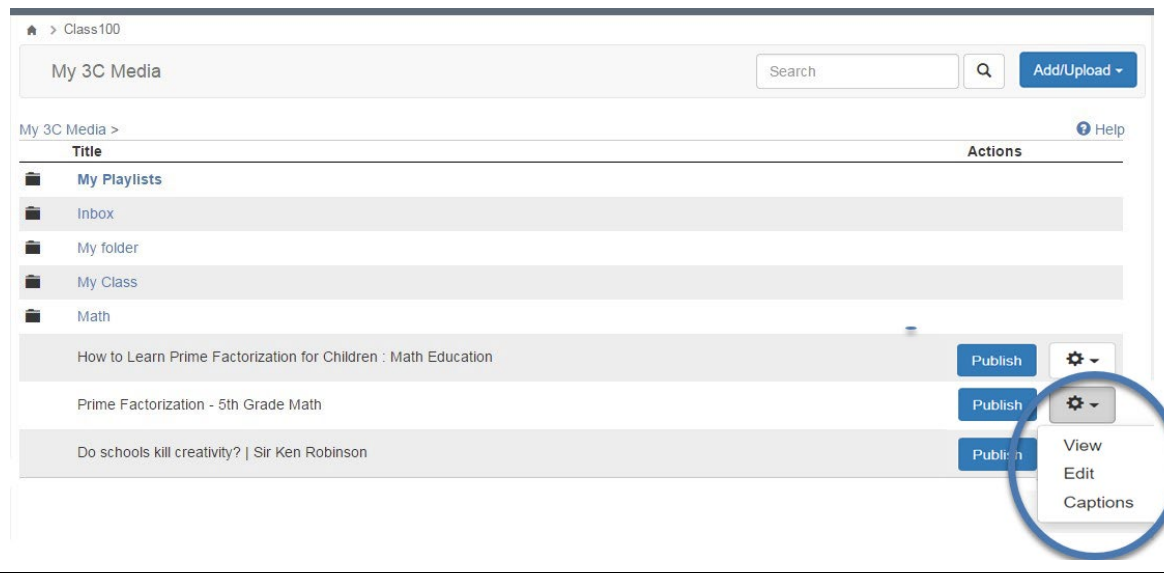*These options will be explained later in this document.*

Managing the 3C Media - Media Library from within Canvas

REMINDER: Two things are necessary in order for an instructor to access their 3C Media content from within the LTI

1) The instructor needs to have a **3C Media** account.
2) The email address the instructor uses for accessing their Canvas account must be the same email address they used to establish their 3C Media account.
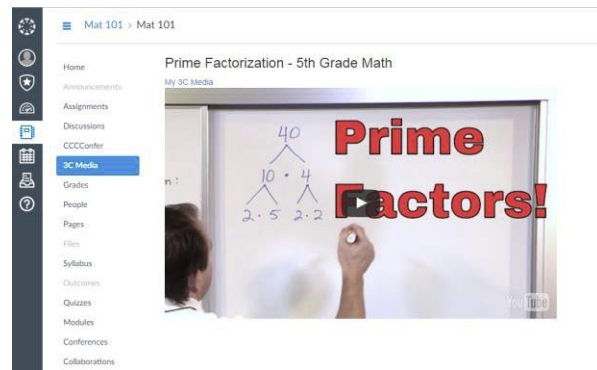
After the instructor account has synced with the **3C Media** database, instructors will have access to their **3C Media Library** and will have the options to:
- **View**
- **Edit**
- **Captions** (request closed captions, available for user-owned, instructional media only)

View

Instructors will have the option to view their video for review purposes. Here is an example of what instructors will see when they click on *View*:

Edit

Instructors can edit the title and description for their media. These changes also appear in your 3C Media account. Here is an example of what instructors will see when they click on *Edit*:

Captions

In partnership with the DECT Captioning Grant, 3C Media provides instructors the ability to request Closed Captioning for their instructional videos. This is possible either directly from the instructor's 3C Media account or from within the **3C Media** Canvas LTI. To request captions within the LTI, click on the gear icon, select *captions*, fill out, and submit the form.

The caption file will automatically be added to the media (usually within 4-6 business days) and available from the instructor's 3C Media account (both direct and via the Canvas LTI). **Please note:** Due to funding restrictions, we cannot support captioning of YouTube videos. In order to submit for captions thru 3C Media, you will need to be the owner of your video.

There are different ways to add media to a Canvas course. An explanation of each follows:

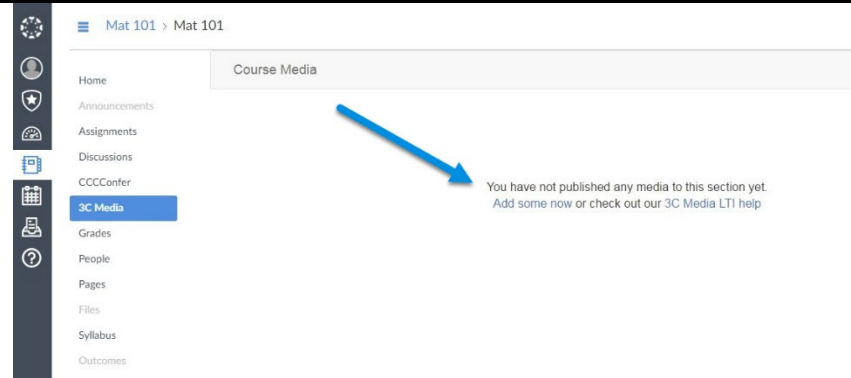## Adding media to a course on a Top Level

These steps will show you how to add media/video to a Canvas course on a top level.

Note: "Top level" is the page content an instructor can see when clicking on their course, then on the *3C Media* LTI link.

Step 1

This page will be displayed when there is no media published on the top level.
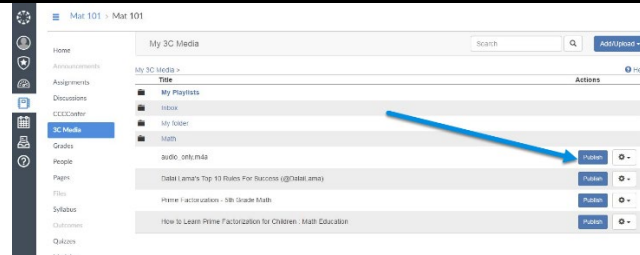
Instructors can click on *Add some now* for their '**My 3C Media Library**' to appear.

Step 2

'**My 3C Media**' page will display all media from the instructor's 3C Media account as well as media uploaded within the Canvas **3C Media** LTI. This means what the instructor sees here, they will also see in their 3C Media account, including the folder structure that they have created and any other media files.
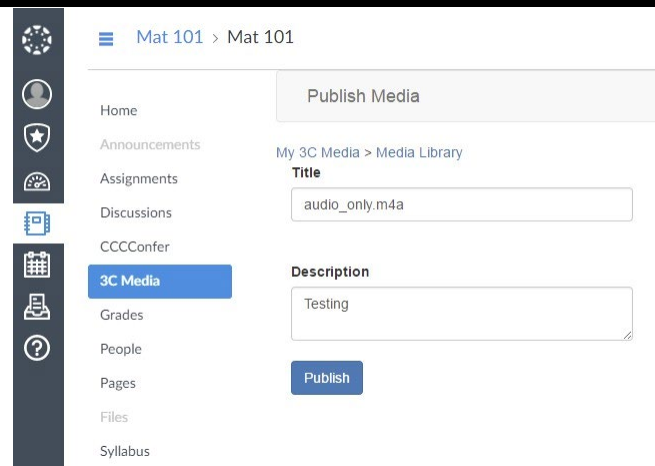
In order to make media visible to students, the instructor needs to click *Publish*.

Step 3

This page allows the instructor the ability to change the title and/or description to be used in their course (optional).
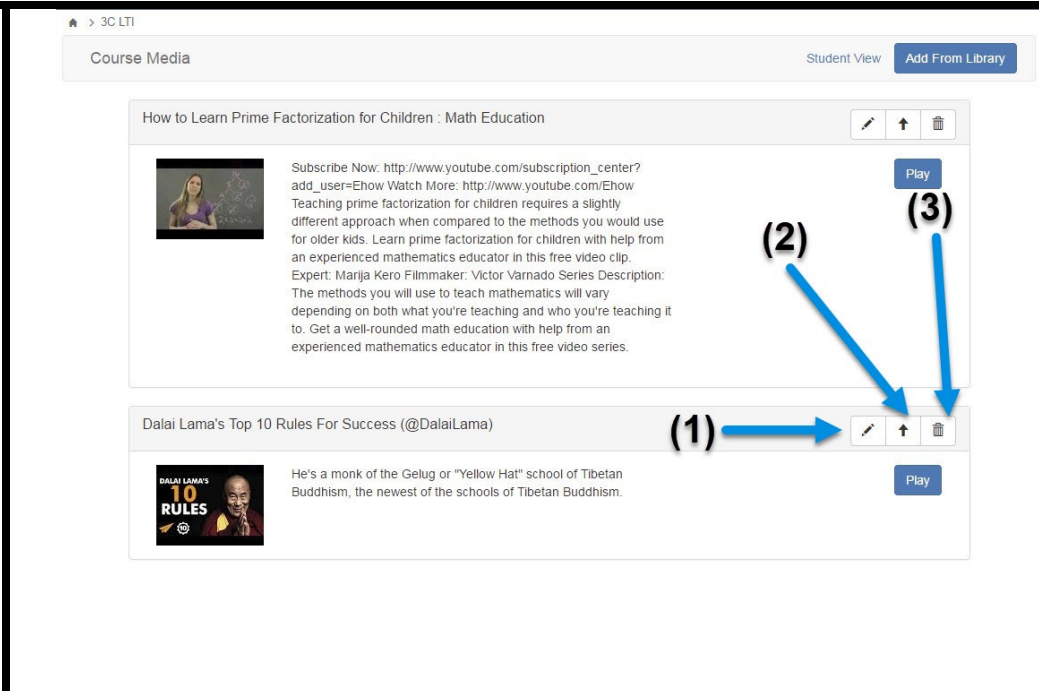
When finished, click **Publish**.

Step 4

The **Course Media** window will open after the media has been published/added to a course as seen on the right.

In this example there are two videos in the Canvas course. Options to **Play**, **Edit** (using the **Pencil** icon [**1**]), **Re- order** (using the **Up** or **Down** arrow icon [**2**]), or **Delete** (using the **Trashcan** icon [**3**]) are available.

Deleting from here will only remove the video from the course, it won't be deleted from the User's 3C Media account and will still be available to use again at any time.
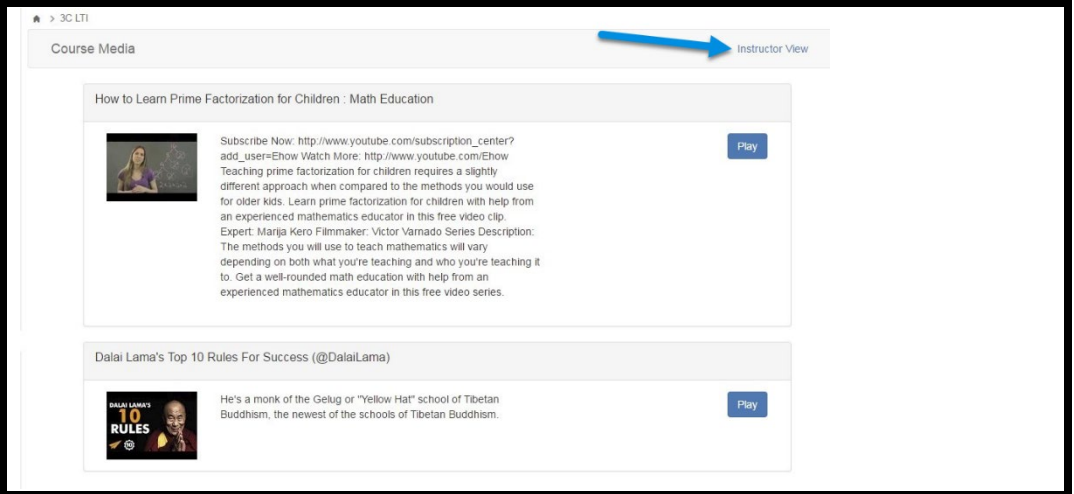
The instructor can continue to add more media, by clicking on **Add From Library** (in the upper right corner).

Then, the **My Media** area of your 3C Media account will open.

Step 5

By clicking on the *Instructor View* or the *Student View* link in the upper right corner, an instructor can test both views before giving students access.
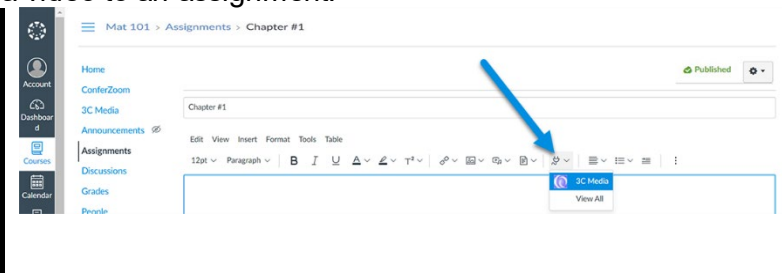

Adding media to a course assignment using the Canvas Editor

Once videos have been Published, they can be added to assignments, discussions, or any other module where the Canvas Editor is available. The example below shows you how to add a video to an assignment.
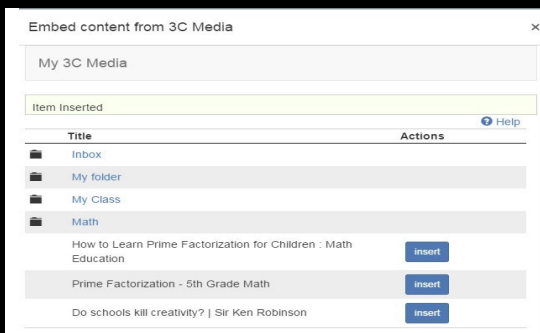
Step 1

From within the Assignment's Canvas Editor, an instructor can access their **3C Media Library** and add media to their Canvas course by clicking the *Apps* icon and selecting purple *3C Media* icon within the **Apps pulldown menu**.

Step 2
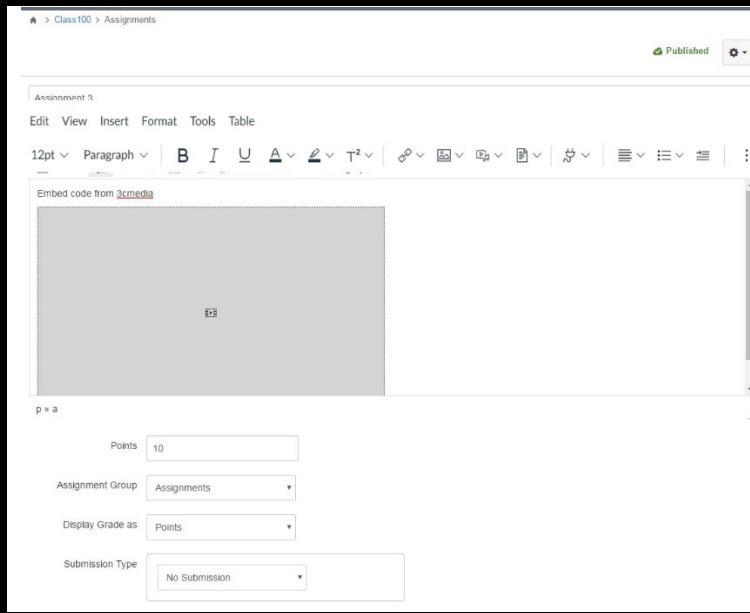
After the *3C Media* icon is selected, the *My 3C Media* window will be available for the instructor to select from.

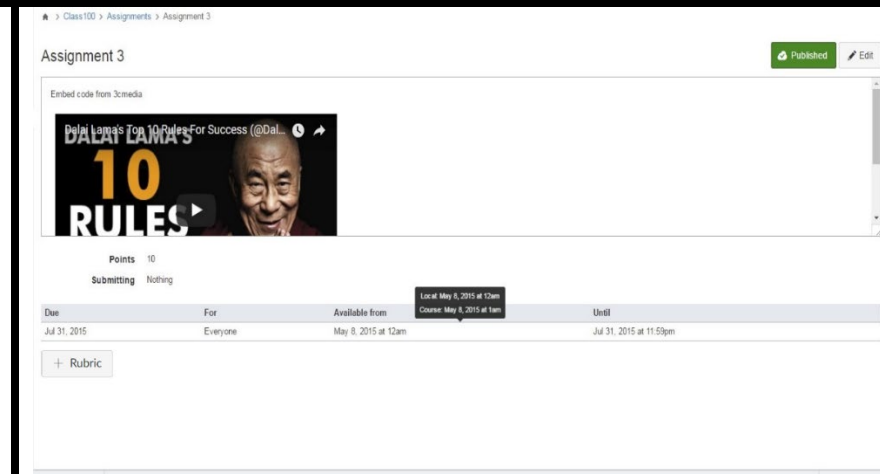Add media by clicking on the *Insert* button next to the item to be inserted.

Step 3

The media/video has been added to an assignment from the *Canvas Editor*. Now, scroll down to the bottom of the page. Click *Save* (if you are adding a video to **an existing assignment**). You may click *Save* or *Save and Publish* if you are adding video to a **new assignment**.

Step 4

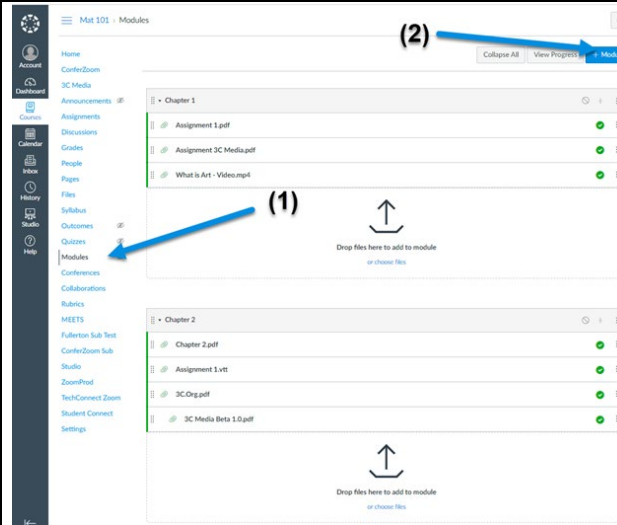This is how the instructor will see a 3C Media embedded video on an assignment.

Adding media to a course on a Canvas Module

Instructors can add 3C Media videos from Canvas **Modules** by following the steps in this section.
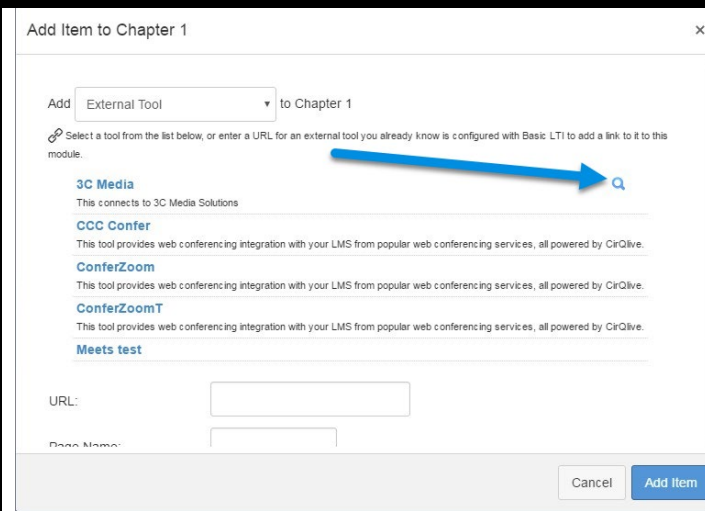
Step 1

Click on **Modules** (**1**) from the Canvas **Course Menu**, then select add item or plus (**+**) sign (**2**).
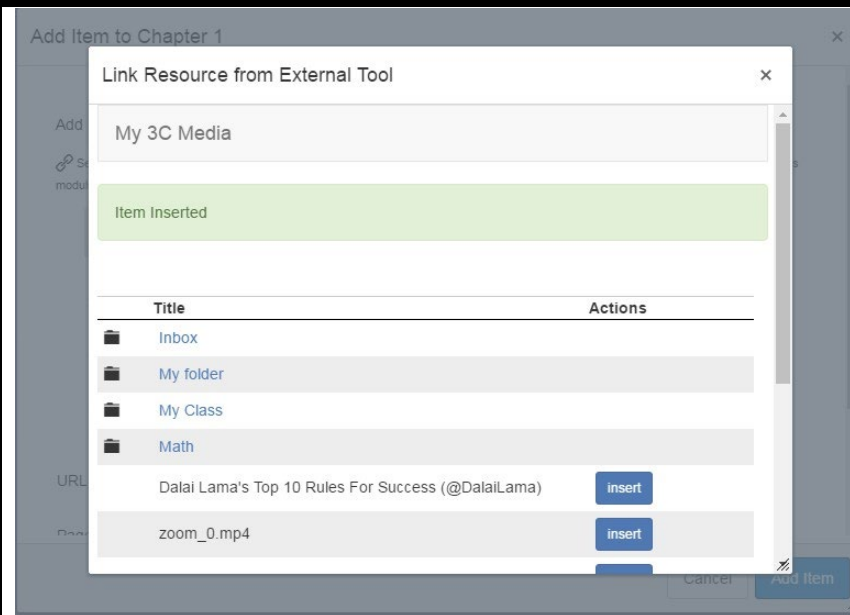

Step 2

Select 'External Tool' and then click the search icon to look for the 3C Media Library.
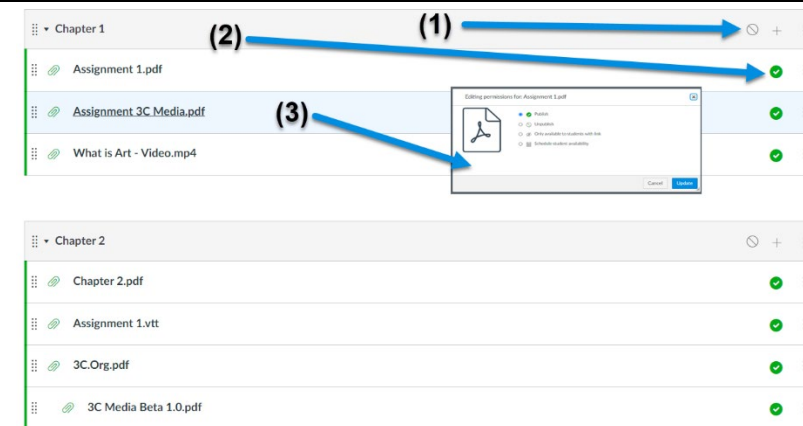
Step 3

Select from the 3C Media Library and insert media/video into the Canvas course.

Step 4

From here the instructor can manage the item as they do other items in Canvas –*Publish an entire module* (**1**) or individual content within a Module (**2**), using the **Editing Permissions Window** (**3**) title, indenting, moving or removing.

Step 5

Make global adjustments to a module by clicking the *Module Action Menu* (**1**), Add content to Module (**2**), Edit Module Name (**3**), Adjust Module Content Order (**4**), Adjust Module Order (**5**), Delete content within a Module (**6**), Duplicate content within a module (**7**), Send to (**8**) (email Module to one or more person), and Copy to (**9**) (select a course to which to copy the Module

Module Content Editing Action Menu (**10**), Increase Indent (**11**), Edit (**12**) Title and Description, Move To (**13**). Remove (**14**) content from Module.