# 3C Media Solutions LTI

## Overview

3C Media Solutions offers system-wide digital storage of videos and files and provides on-demand video streaming and video conferencing services to the faculty, staff, and administrators of the 114 campuses in the California Community Colleges System.

The 3C Media LTI was created to provide an instructor the ability to access their 3C Media Solutions' media library directly from within Canvas, and insert that media into their course/s. It's worth noting that the media in an instructors account can be accessed via two ways: 1) from within Canvas using the 3C Media LTI, as detailed in this document, or 2) from the 3C Media Solutions 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

When an instructor initially accesses the 3C Media LTI, it will try to sync the email address the instructor is logged in to Canvas with to an existing 3C Media Solutions account.

If a matching email address is found, the system will connect the instructor's information to their existing 3C Media Solutions 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 Solutions for support, (see Step 1).
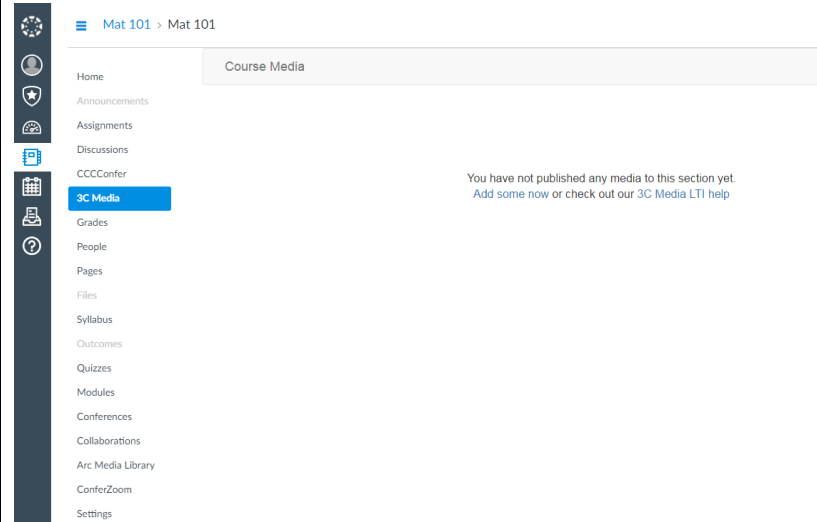
Note: Is required that Instructor is enrolled to the course with teacher role.

| Step 1 | |
|---|---|
| **Requesting a 3C Media Solutions account from within the LTI**<br><br>When a matching email address is not found, this page will prompt the instructor to enter a user name (suggesting the email address from which the user is currently logged in as) and a password. Click "Create Account".<br><br>The new account will be created with faculty level privileges, (ability to upload).<br><br>*Note: Creation of an account within the 3C Media LTI in Canvas gives the instructor access to his/her account on the 3C Media Solutions website as well. The same email 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.<br><br>If you already have a 3C Media account, please contact support@3cmediasolutions.org for assistance.<br><br>If you do not have an account, you can create one using the form below.<br><br>**Request 3C Media Account**<br><br>**User Name**<br>events@cccconfer.org<br><br>**Password**<br><br>**Confirm Password**<br><br>Create Account |

| | |
|---|---|
| **Step 2**<br><br>This page will prompt the instructor to start uploading media and/or publishing content to their course.<br><br>To get started, click 'Add some now'. |  |
| **Step 3**<br><br>If the account is new, the screen to the right will be shown.<br><br>If the instructor has an existing 3C Media account and has uploaded media, it will also appear.<br><br>Instructors will be presented with three options:<br>• 'Add YouTube Video' (see 3.1)<br>• 'Upload Media' (see 3.2)<br>• Or, if there is existing content, that will be able to be selected<br><br>*Note: Media uploaded via the 3C Media LTI will also be available from the instructor's 3C Media Solutions account.* |  |
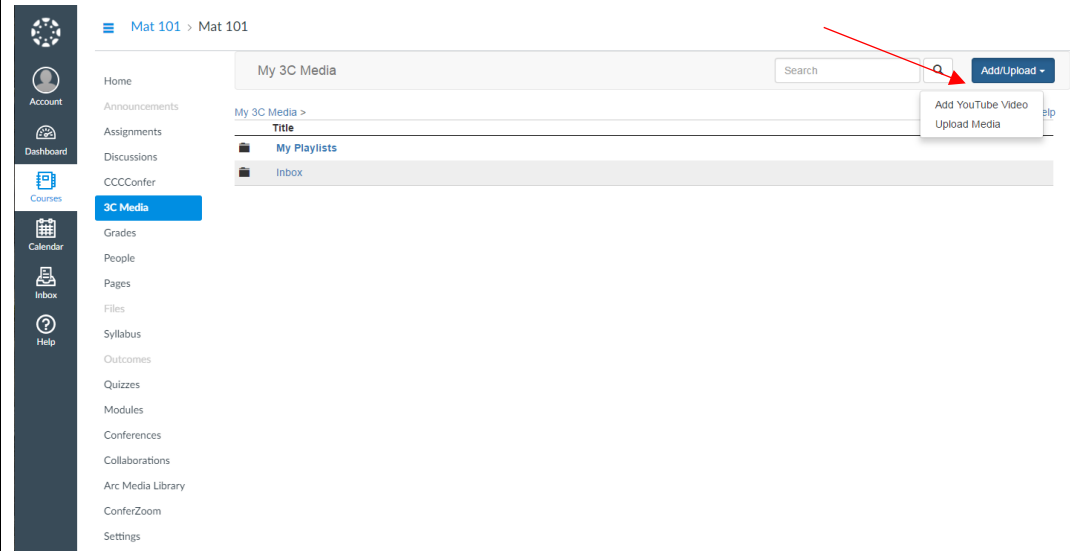
## Step 3.1

To 'Add YouTube Video':

1. Select "Add YouTube video" from "Add/Upload" 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.

Upload/Add Media

My 3C Media > Media Library

YouTube

**YouTube ID or link**

Add

## Step 3.2

To 'Upload Media':

1. Select "Upload Media" from the "Add/Upload" drop down button
2. Select, or drag and drop the file (shown at right)

The ability to modify title and description will be available immediately after the video is added to the 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
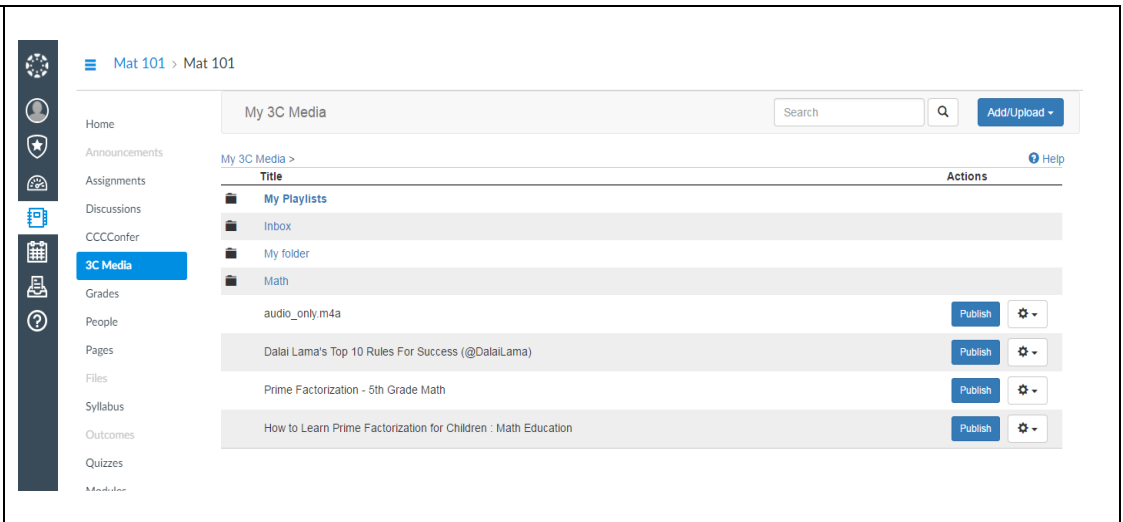
Select file    Upload

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 choose to view, edit, publish, or add captions to the media.

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

# Managing the 3C Media Solutions Media Library from within Canvas

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

1) The instructor needs to have a 3C Media Solutions account
2) The email address the instructor uses for accessing their Canvas account must be the same email address they use/d to establish their 3C Media Solutions account.

After the instructor account has synced with the 3C Media Solutions 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)
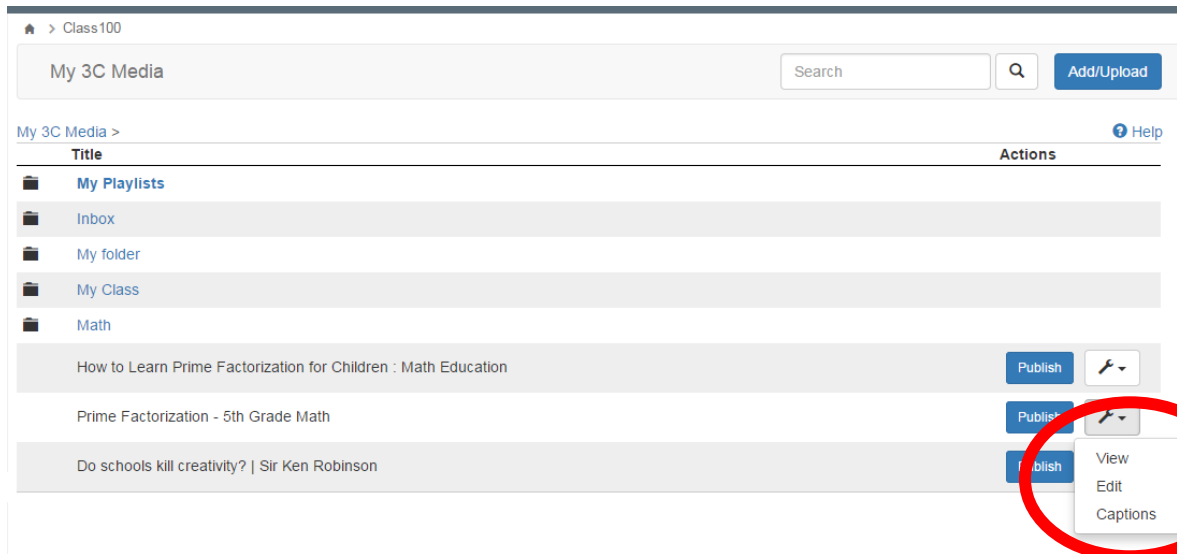


## View

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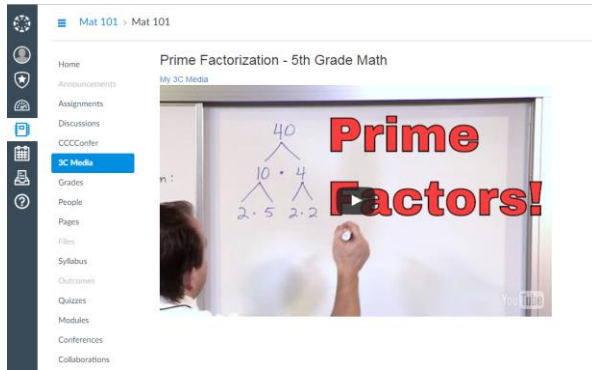


## Edit

Instructors can edit the title and description for their media.  This information will change the original media/video and will be applied to the media in their 3C Media Solutions' account as well.
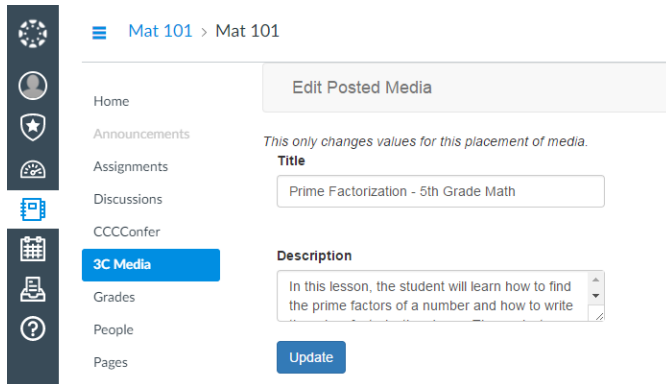
## Captions

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



The caption file will automatically be added to the media (usually within 5 working 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 Solutions, you will need to be the owner of the media, upload the media to your 3C account and then request captions.

There are different ways to add media to a Canvas course. An explanation of each follows.
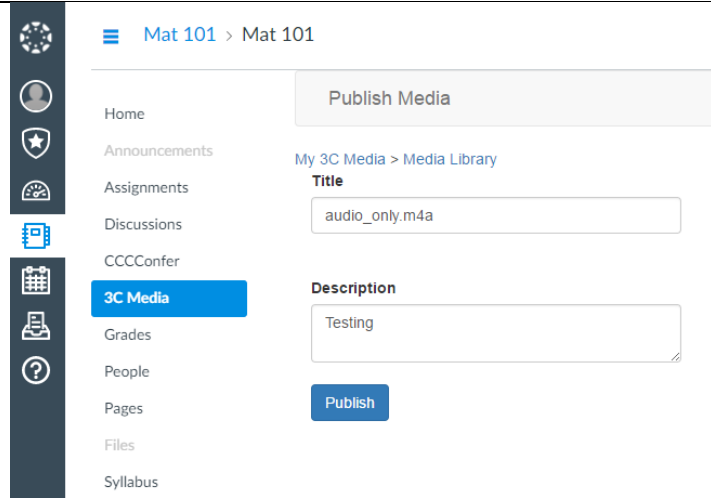
## Adding media to a course on a Top Level

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 3C Media LTI link from the course navigation.

| Step 1 | |
|---|---|
| This page will be displayed when there is no media published on the top level.<br><br>Instructors can click on 'Add some now' for their 'My 3C Media Library' to show. |  |
| Step 2 | |
| 'My 3C Media' page will display all media from the instructor's 3C Media Solutions account as well as media uploaded within the Canvas 3C Media LTI, (meaning what the instructor see here, he/she will also see in their 3C Media Solutions account, including the structure of folders that have been created and any other media files).<br><br>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 on instructor's course, (optional).

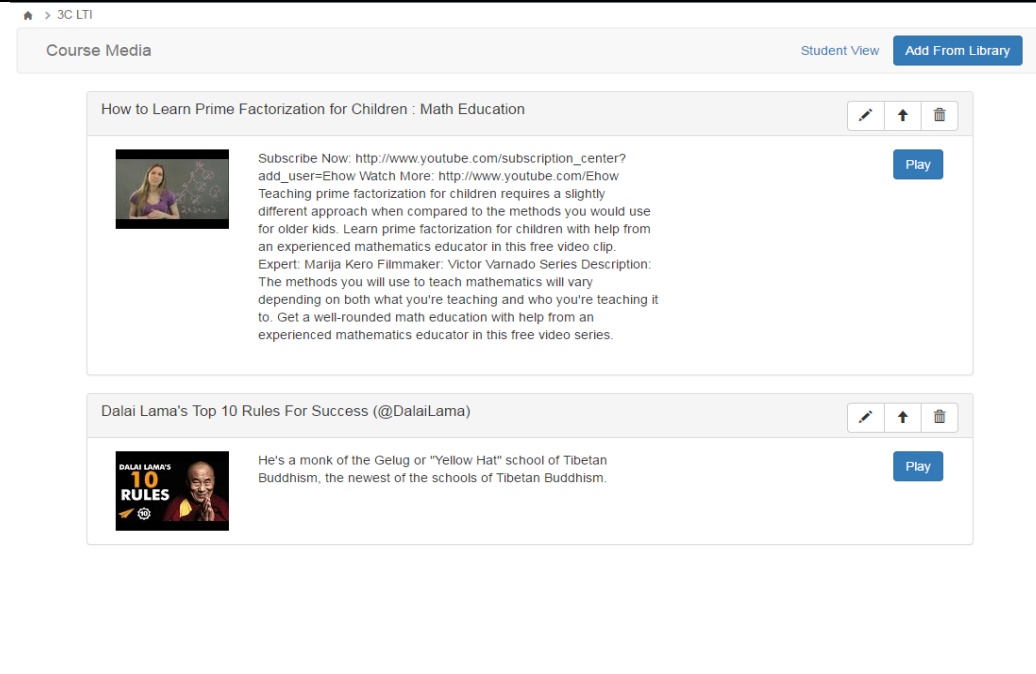When finished, click 'Publish'.



## Step 4

After the media has been published/added to a course, an example of what will be displayed is shown to the right.

In this example there are two videos in the Canvas course. Options to play, edit, re-order, or delete 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 for inclusion again at any time._

The instructor can continue to add more media, by clicking on "Add From Library" (in the upper right corner).

When doing that, they will be taken back to the view of "My 3C Media".

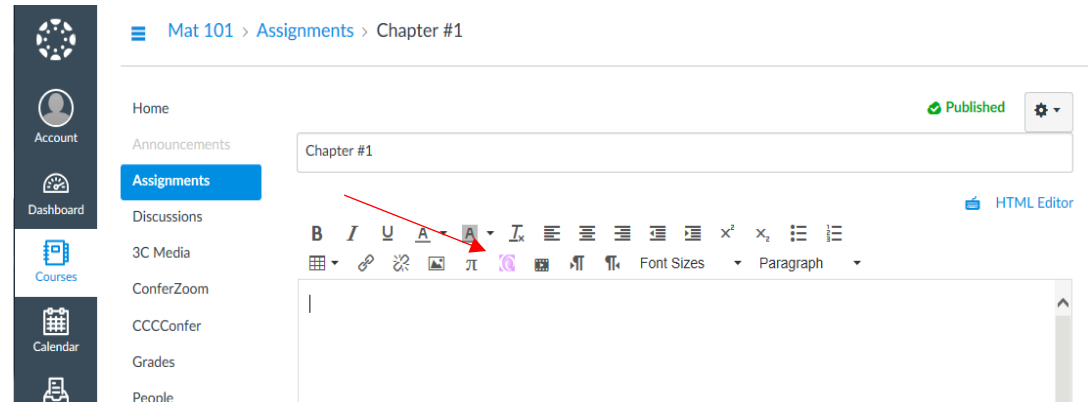| Step 5 |  |
|---|---|
| By clicking on the "Instructor View" or the "Student View" link in the upper right corner, an instructor can test both views before giving access. | |

# Adding media to a course using the Canvas Editor

Videos can be added to an assignments, discussions, or any other module where the Canvas editor is available.

| Step 1 |  |
|---|---|
| From within the editor, an instructor can access their 3C Media Library and add media to their Canvas course by clicking on the purple 3C Media icon. | |
| Step 2 | |

| | |
|---|---|
| After the 3C Media icon is selected, "My 3C Media Library" will be available for the instructor to select from.<br><br>Add media by clicking on the "Insert" button next to the item to be inserted. | **Embed content from 3C Media** ✕<br><br>My 3C Media<br><br>Item Inserted<br><br>❓ Help<br><br>**Title**               **Actions**<br><br>📁 Inbox<br>📁 My folder<br>📁 My Class<br>📁 Math<br><br>How to Learn Prime Factorization for Children : Math Education    [ insert ]<br><br>Prime Factorization - 5th Grade Math    [ insert ]<br><br>Do schools kill creativity? \| Sir Ken Robinson    [ insert ] |
| ## Step 3<br><br>The media/video has been added to an assignment from Canvas Editor. Click 'update' assignment (bottom of the page) to save changes. | ♠ › Class100 › Assignments<br><br>✅ Published   ⚙ ▾<br><br>Assignment 3<br><br>ⓘ HTML Editor<br><br>B  *I*  U  A ▾  A ▾  I<sub>x</sub>  ≡ ≡ ≡ ≡ ≡ ≡  x²  x₂  ≔ ≔<br>▦ ▾  ⇔  ∞  ⏹  π  🅧  ¶  ¶  Font Sizes ▾  Paragraph ▾<br><br>Embed code from 3cmedia<br><br>p » a<br><br>Points   [ 10 ]<br><br>Assignment Group   [ Assignments ▾ ]<br><br>Display Grade as   [ Points ▾ ]<br><br>Submission Type   [ No Submission ▾ ] |

## Step 4

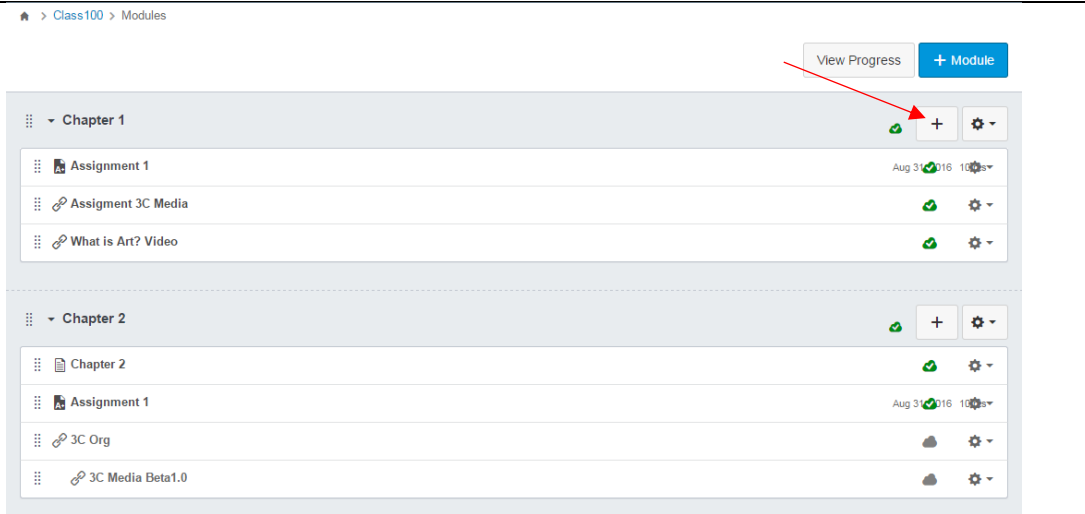This is how the instructor will see a 3C Media embedded video on an assignment.



# 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.

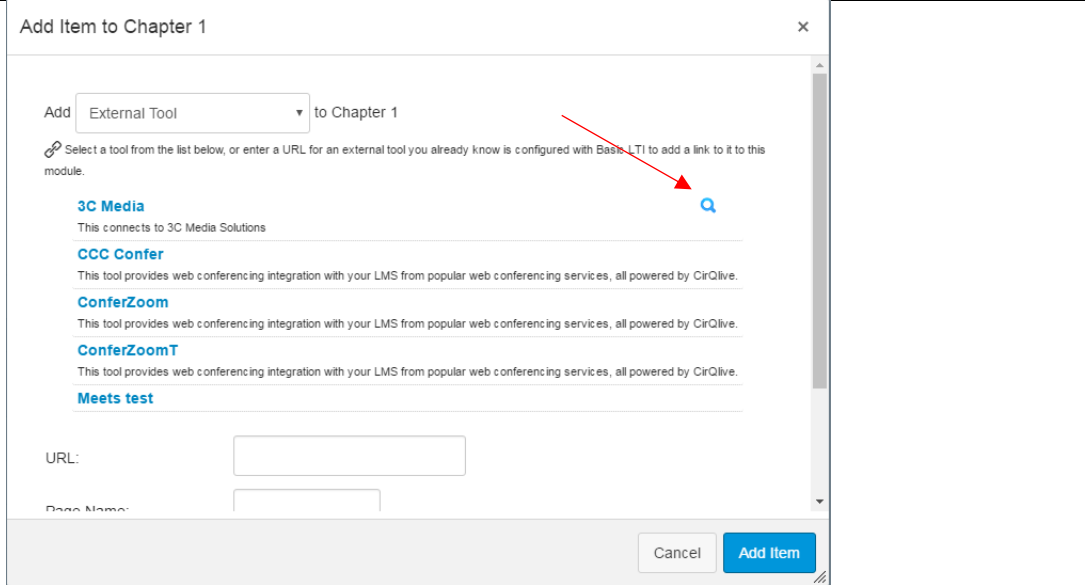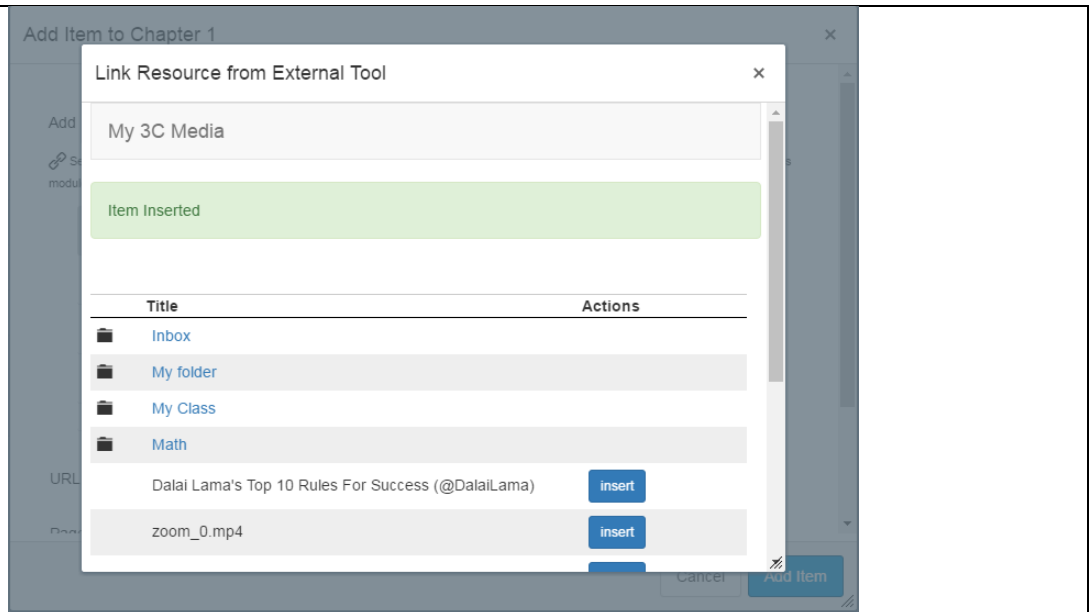| Step 1 | |
|---|---|
| Go to modules from the Canvas navigation, then select add item or plus (+) sign. |  |
| **Step 2**<br><br>Select 'External Tool' and then click the search icon to look for the 3C Media Library. |  |

## Step 3

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



## Step 4

This page shows how the instructor can see the locations of 3C Media on a module.

From here the instructor can manage the item as they do other items in Canvas - changing title, indenting, moving or removing.