CCC Online/Hybrid Instructors can upload video content to 3C Media and request FREE captioning (usually) within a few days. Follow the below steps to get your videos captioned through 3C Media:

Watch the Registration Video

1. Go to 3CMedia Solutions.
2. Click on "Create new account" (you'll need to create a username, enter your email address, name, and organization, read through Terms & conditions & check "I agree to 3C Media Solutions".)
3. You will receive an email from 3CMedia approving your account

Watch the Uploading Content Video

1. Log in to 3C Media
2. Click on "My Videos tab", and create a folder for where you want your videos to be saved.
3. Click on the folder that you just created and click "Add or upload video"
4. Select "Upload a video to 3C Media solutions", & click "Next"
5. Title your video, select the license to save your video under, and add a description (example: this video provides a brief overview of the material we will be covering in week three of your online course)
6. Check "I agree to 3C Media Solutions Terms & Conditions" box, click "Next"
7. Click "Select file", select your video file and "upload"

Watch the Accessing Captions Video

1. Click on "My Videos". If you don't see your video yet, it is likely still being converted and saved. (You should see a message notifying you that video is being converted. This process should not take too long).
2. Once your video is ready, Click on "My Videos", then click on the folder that your video is saved in. Click on "Details & Options" (to the right of your video title).
3. Click "DECT Captioning Grant". Enter requested information, & click "submit".
4. Content will take about 2 days (sometimes up to 1 week) to be captioned. You can then share the link to your captioned video to your online course, or use in your in-person class.

Adapted from: College of the Canyons - Accessibility Resources for Online Instructors