



# How To Request Captioning Services from 3C Media Solutions

The [DECT Captioning Grant](#) offers funding to faculty, staff, and administrators of the CCC's for captioning of educational media. 3C Media Solutions is in partnership with DECT and provides the service thru the 3C Media Solutions' website. Once created, (usually within 5 working days), the caption file will automatically be added to the item, so please check your media details page for availability. Funding covers educational content with no length restrictions at this time. This service is available while funding exists and may expire without notice.

If you have questions or want more information you can e-mail 3C Media Solutions at [support@3cm mediasolutions.org](mailto:support@3cm mediasolutions.org) or call at 760-744-1150 extension 1543.

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.

1. Login into your [3C Media Solutions](#) Account.
2. Click on the “**My Media**” tab.

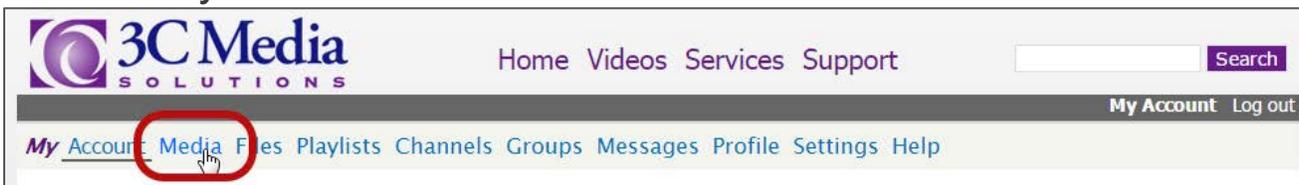


Figure 1: Finding the My Media tab.

3. Click the “**Details & Options**” link for the media that you would like to caption.

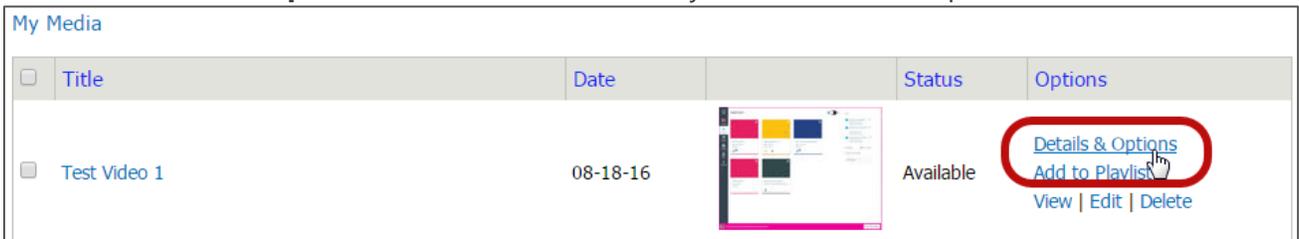


Figure 2: Locating the Details and & Options link for desired media.



- Under "Tools", click on "**Submit the Media for Captioning**" link.

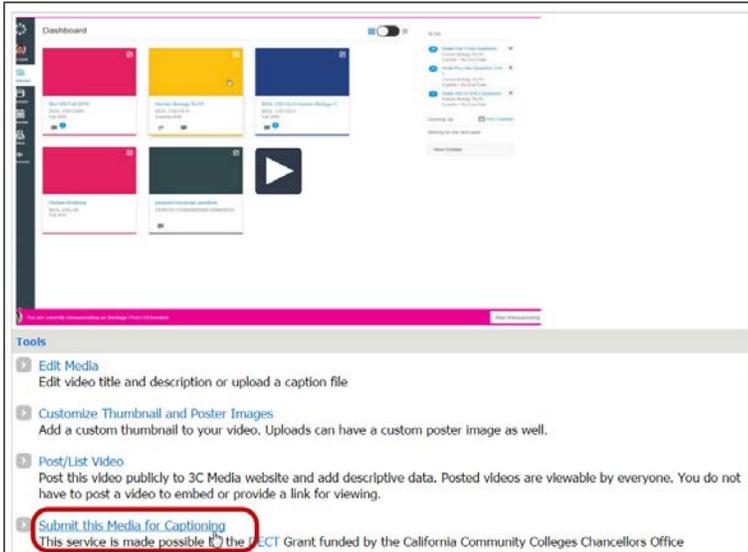


Figure 3: Finding the Submit this Media for Captioning link under the Tools menu.

- Fill out and submit the form. Be sure to complete the required fields and click "**Submit.**"

Once created, (usually within 5 working days, depending on length), the caption file will automatically be added to your media and placed in your 3C Media Solutions' account. A message will appear on your account page when the request has been completed. Please check your account for availability.

**Captioning Request**

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Please note, DECT-funded captioning of YouTube media is not directly supported. 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 submit for DECT-funded captions (please see [Request Captions](#)).

Please note, for media hosted on YouTube, captions will only be available when played though the 3C Media website. Captions will NOT be uploaded to YouTube.

To request captions for your video or audio file through 3C Media Solutions, simply complete the form below.

**Title \***

**Length of Video (minutes) \***

**Author \***

**Section#/CRN/Ticket \***

please enter the appropriate Section#, CRN, or Ticket from the course this media will supplement

**Term \***

**Transcriber Notes (short instructional note)**

These optional notes help the transcriber regarding spelling of proper names, notable audio or other issues in your media.

**Submit**

Figure 4: Captioning Request form.