



# OHS FY25 CLASS<sup>®</sup> Video Technology Training



# Getting Started



# Download the IRIS Connect Record app

Download the “IRIS Connect Record app”

- Apple = iOS app store
- Android = Google Play store



## Minimum Requirements

Software:  
Android 7 or newer  
iOS 15 or newer

Storage:  
8 GB free space



Android



iOS



Chromebooks

Fire OS

Laptops

Digital Cameras



# Activating Your Account

☐ ☆ IRIS Connect

OHS Video Monitoring Account Activation - IRIS Connect Hi user, Welcome to the OHS video monitoring programme.

**Process starts with Program Director:**

*Activate* your IRIS Connect account

You will receive an activation email from [irisconnect@cvr.itams.ohs.acf.hhs.gov](mailto:irisconnect@cvr.itams.ohs.acf.hhs.gov)

and be prompted to create a password



**IRIS Connect**

**Hi user,**

Welcome to IRIS Connect - the video-based professional learning platform. Please click the button below to activate your account.

**Activate**

A blue arrow points from the bottom of the page to the 'Activate' button.

## Create New Password

Your password must be at least 6 characters.

user

New Password

Confirm Password

**Create**



From your  
mobile device:



From your  
computer:



App: Record

Web: [ohs.irisconnect.com](https://ohs.irisconnect.com)

Record your Lesson



Review Recordings



Propose & Submit



Manage Users





# **IRIS Connect Record App**

## **Mobile app & Bluetooth Microphone Overview**

# Audio Kit Components

## 1. Bluetooth Microphone

- Clip to Lead Teacher's clothing (approx. 6in below chin)
- Remove jewelry, lanyard, etc. to prevent noise



## 2. Device Stand (puck) and Wedge

- Use if you don't have access to a tripod
- Use wedge will ensure device is stable in the puck



## 3. USB Charging Cable



## 4. "How-to" Pamphlet

# Record app – The Basics

The image shows a central screenshot of the Record app interface, which features a classroom scene with children raising their hands. Several callouts point to specific UI elements:

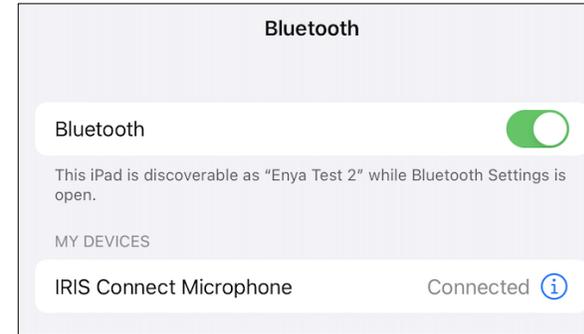
- Menu:** A list of navigation options including Region, System Check, Remote Support, Change mode, Mobile Network, Personal Mode, Manual upload, Live chat, and About.
- Sign in button:** A green circular button with the text "Sign in".
- Upload queue:** A list of five upload items, each with a user profile icon, a title (e.g., "Enya Martin - Reflection 24"), and an "Uploaded" status with a right-pointing arrow.
- App Settings:** A settings menu with options for Camera, Camera Resolution (set to Medium), Screen Fade (Off/On), Actual Camera Preview (Off/On), Multiple Audio (Off/On), and Mic prompt (Off/On).
- Microphone Settings:** A microphone icon located in the bottom right corner of the app interface.

# Record app - Connecting Your Bluetooth Microphone

**Step 1:** Turn the bluetooth microphone on

**Step 2:** Pair the microphone to the device

**Step 3:** Open the Record app and check microphone icon is **green**



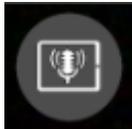
## Microphone light guide

-  Blue flashing - pairing mode
-  Blue flash every 5 seconds - paired
-  Solid Purple - powering on/off
-  Solid red - low battery

## Charging

-  Solid red - charging
-  Solid green - fully charged

If gray,



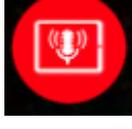
the microphone is *not* connected

If green,



the microphone is **connected**

If red,



the microphone has disconnected or been turned off

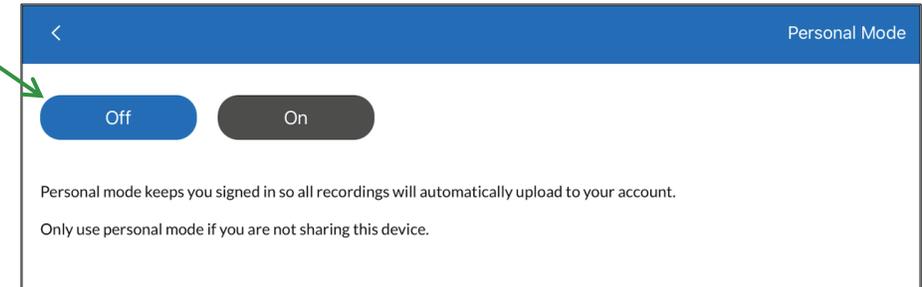
# Record app – First Steps

## System Check

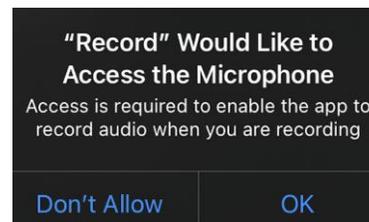
System Check	
Latest version	✓
Camera Permission	✓
Microphone Permission	✓
IRIS Connect Server	✓
Internet Connection	✓
Time and Date	✓
Amazon S3	✓
Bluetooth Connection	✓
Bluetooth Permission	✓
Access library Permission	✓
Remote Support	✓
Notifications	✓

**Test** 14 of 14 OK

## Personal Mode: OFF



## Permissions



# Record app - Signing In



User Sign in

Enter username Region: North America

Next

Or sign in with

User Sign in

enyatest Region: North America

Password 👁

[Forgot Password?](#)

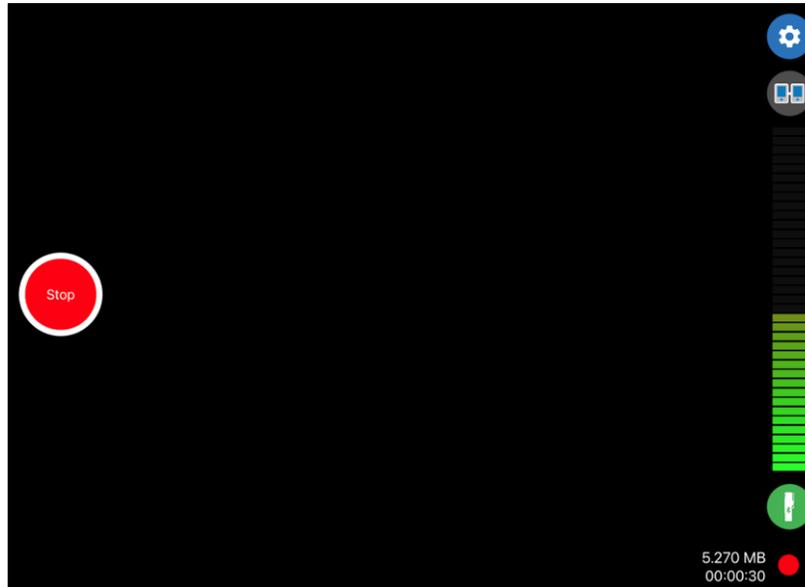
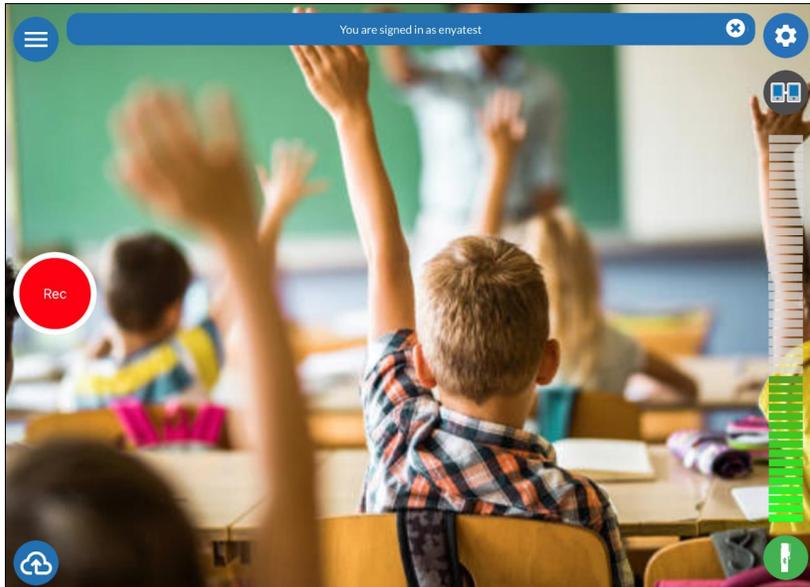
Sign in

Or sign in with

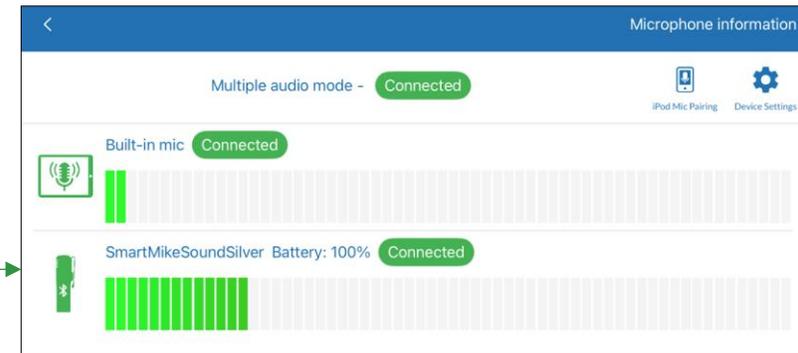
  

You are signed in as enyatest ✕

# Record app - Recording



**Screen Fade Setting:**  
If ON (default), the screen will appear black *when recording* to minimize distraction.  
If OFF, screen will show the active camera view.



Time & File size counter

# Record app - Save & Upload or Delete



Recording Finished

Recorded Reflection of 1 mins 4 secs

Enya - Reflection 25

Delete and record new

Save and upload

Encrypted

A screenshot of a mobile application interface. At the top, it says "Recording Finished". Below that, in blue text, it says "Recorded Reflection of 1 mins 4 secs". There is a text input field containing "Enya - Reflection 25". Below the input field are two buttons: a red one labeled "Delete and record new" and a blue one labeled "Save and upload". At the bottom center, there is a blue circle icon above the word "Encrypted".

# Record app - Uploading

The screenshot displays the Record app interface. At the top, a blue header bar contains a menu icon, the text "You are signed in as enyatest", a close button, and a settings gear. The main content area shows a video recording of a classroom with children raising their hands. A red "Rec" button is overlaid on the video. In the bottom left corner, a blue cloud upload icon is highlighted with a green box and a green arrow. On the right side, a "Reflections" panel is open, showing a list of uploads:

Reflections	
Uploads	
Enya Martin Enya - Reflection 28	Uploading >
Enya Martin Enya - Reflection 27	Uploaded >
Enya Martin Enya - Reflection 26	Uploaded >

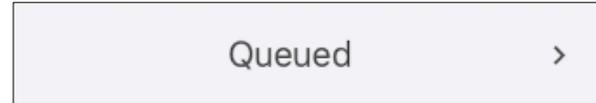
# Record app - Troubleshooting

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## Upload Status

### Grey – Queued

- App is uploading another file or there is no internet connection.



### Blue – Uploading

- The file is uploading. Keep the app open and wait for it to complete.



### Red – Error

- Check error message, proceed accordingly.



### Dark Grey - Uploaded



## General Troubleshooting steps

- Hard quit the Record app
- Turn the device off and on again
- Run a System Check
- Try a different internet connection
- Contact the IRIS Connect Support Team



# IRIS Connect Web Platform

[ohs.irisconnect.com](https://ohs.irisconnect.com)

## Proposing & Submitting Videos

# User levels – Admin & Recorder

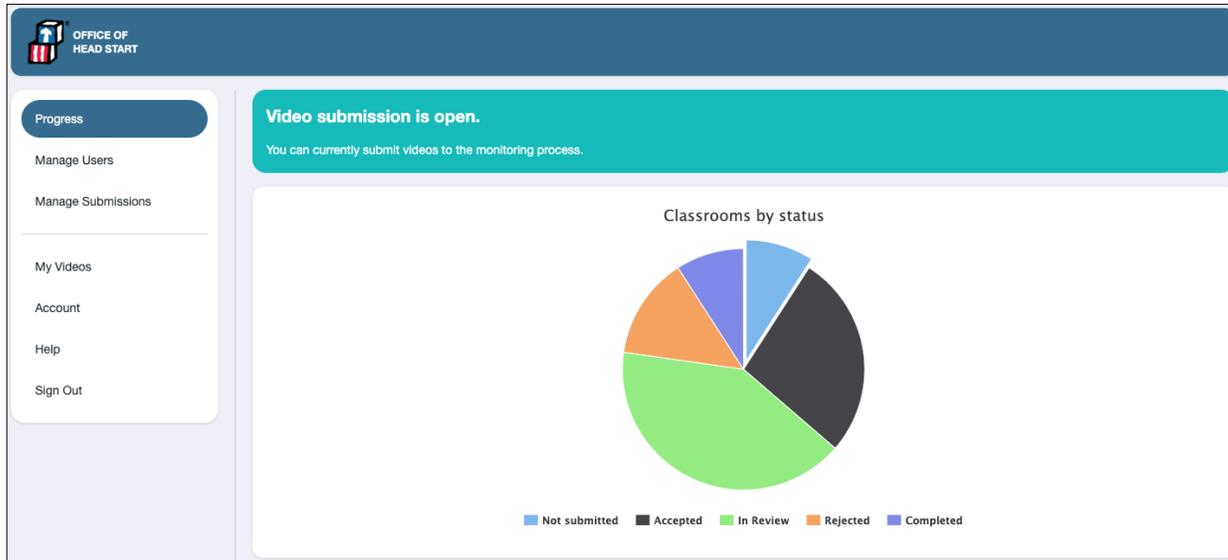
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Action	Recorder level user	Admin level user
Recording	✓	✓
Proposing	✓	✓
Submitting	✗	✓
Manage Users	✗	✓
Manage Submissions	✗	✓

# Web Platform

[ohs.irisconnect.com](https://ohs.irisconnect.com)

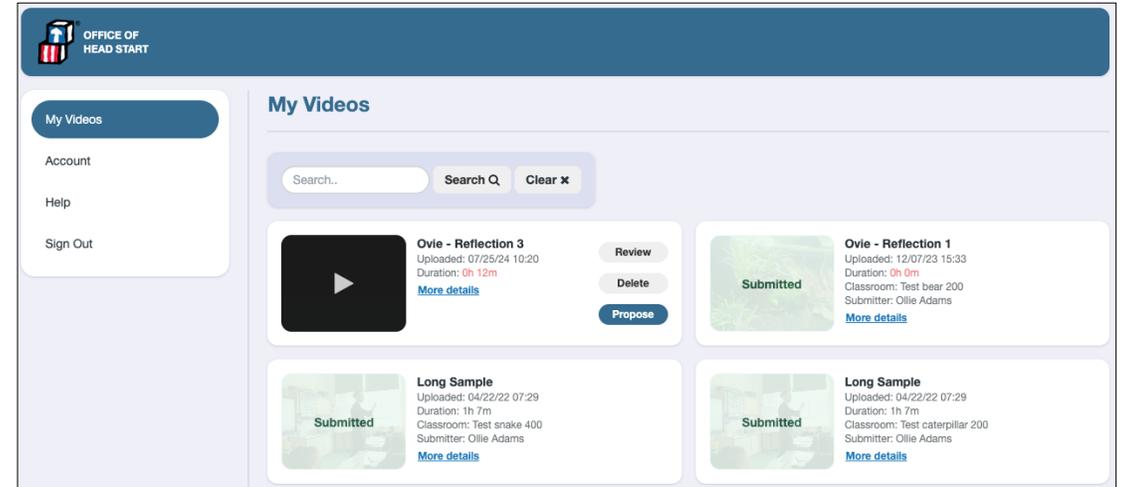
## Admin



The Admin dashboard features a dark blue header with the 'OFFICE OF HEAD START' logo. A teal notification bar at the top states 'Video submission is open. You can currently submit videos to the monitoring process.' Below this is a pie chart titled 'Classrooms by status' with a legend: Not submitted (light blue), Accepted (dark grey), In Review (green), Rejected (orange), and Completed (purple). A left sidebar contains navigation links: Progress, Manage Users, Manage Submissions, My Videos, Account, Help, and Sign Out.

Status	Count (approximate)
Not submitted	10
Accepted	25
In Review	35
Rejected	15
Completed	10

## Recorder



The Recorder dashboard has a dark blue header with the 'OFFICE OF HEAD START' logo. A left sidebar contains navigation links: My Videos, Account, Help, and Sign Out. The main area is titled 'My Videos' and includes a search bar with 'Search Q' and 'Clear x' buttons. Below are three video cards. The first card, 'Ovie - Reflection 3', has a play button icon and 'Review', 'Delete', and 'Propose' buttons. The other two cards, 'Ovie - Reflection 1' and 'Long Sample', have 'Submitted' status and 'More details' links.

Title	Status	Uploaded	Duration	Classroom	Submitter	Actions
Ovie - Reflection 3	Not Submitted	07/25/24 10:20	0n 12m	Test bear 200	Ollie Adams	Review, Delete, Propose
Ovie - Reflection 1	Submitted	12/07/23 15:33	0n 0m	Test bear 200	Ollie Adams	More details
Long Sample	Submitted	04/22/22 07:29	1h 7m	Test caterpillar 200	Ollie Adams	More details



# Change Your Video Title

**My Videos**

Search.. Search Q Clear x

 **Mr. Mogle English**  
Uploaded: 04/22/22 07:29  
Duration: 1h 7m  
[More details](#) ←

Review  
Delete  
Propose

<b>Name</b>	<input type="text" value="change your title here"/>	<b>Update</b>
<b>Date</b>	07/25/24 10:20	
<b>Video Status</b>	Ready	
<b>IRIS Connect ID</b>	100310	
<b>Recorded By</b>	Ovie Robinson	
<b>Submission Status</b>	None	

# Review & Propose/Submit Your Video



**Math - Mr. Bixby**  
Uploaded: 04/22/22 07:29  
Duration: 1h 7m  
[More details](#)

**Review**  
**Delete**  
**Propose**

Math - Mr. Bixby



## Recorder view:



**Science - Mr. Kidd**  
Uploaded: 04/22/22 07:29  
Duration: 1h 7m  
[More details](#)

**Review**  
**Delete**  
**Submit**

## Admin view:



**Math - Mr. Bixby**  
Uploaded: 04/22/22 07:29  
Duration: 1h 7m  
[More details](#)

**Review**  
**Delete**  
**Propose**

# Entering Key Information

[← Cancel](#) **Propose: Math - Mr. Bixby**

**Classroom:**

Use the pickers below to select the classroom recorded.

Site:

Classroom:

Site:

Classroom:

**To comply with the observation Protocol, please confirm the following:**

- The video has a duration of between 60 and 80 minutes.
- Lead educator (or substitute) has been in the classroom for more than 10 consecutive program days.
- No additional adults are in the room beyond the regularly assigned instructional staff.
- Fifty percent (50%) or more of the children currently enrolled in the classroom are present.
- The educators should be consistently visible and audible throughout the majority of the video.
- Interactions between the teachers and children can be clearly seen and heard throughout the majority of the video.
- Children are visible for the majority of the time.
- The classroom and educator(s) captured in the video is the same classroom that has been selected for sampling by OHS and the educator(s) are assigned to the classroom.

**Enrollment**

Please confirm the number of children enrolled in this class at the time of recording:

**Present number**

Please confirm the number of enrolled children that were present in the class during this recording.

**Educator recorded**

Please enter the name of the primary educator in the video:

**Primary language**

Please identify the primary language spoken in the video:

**Secondary language**

Please identify, if applicable, the secondary language spoken in the video. If the secondary language does not appear in the list of options, please select 'other' and enter the language in the 'other' field below.

Secondary language:

Other:

# Propose / Submit your Video

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**Recorder:**

Create Proposed Submission

**Admin:**

Do you want administrators to view and approve this submission?

- Yes (create a proposed submission)
- No (submission will be final)

Confirm

# Potential Video Statuses

Search.. Search Q Clear x

**Writing skills \_ Stanley**  
 Uploaded: 08/12/24 17:17  
 Duration: 1h 7m  
 Video state: Waiting  
[More details](#)

[Delete](#)

**Math - Mr. Bixby**  
 Uploaded: 04/22/22 07:29  
 Duration: 1h 7m  
[More details](#)

[Review](#)  
[Delete](#)  
[Propose](#)

**Ms. Wright - Chemistry**  
 Uploaded: 12/07/23 15:33  
 Duration: 1h 7m  
 Classroom: Test bear 200  
 Submitter: Ollie Adams  
[More details](#)

**Mrs. Burns - History**  
 Uploaded: 04/22/22 07:29  
 Duration: 1h 7m  
 Classroom: Test snake 400  
 Submitter: Ollie Adams  
[More details](#)

**Mr. Mann - Health**  
 Uploaded: 04/22/22 07:29  
 Duration: 1h 7m  
 Classroom: Test caterpillar 200  
 Submitter: Ollie Adams  
[More details](#)

**Mr. Mogle English**  
 Uploaded: 04/22/22 07:29  
 Duration: 1h 7m  
 Classroom: Test snake 200  
 Submitter: Submission not yet confirmed.  
[More details](#)

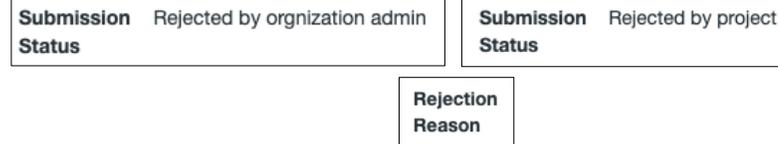
**Geography.Smith**  
 Uploaded: 04/22/22 07:29  
 Duration: 1h 7m  
[More details](#)

[Review](#)  
[Delete](#)  
[Propose](#)

**Session 6 - Math**  
 Uploaded: 04/22/22 07:29  
 Duration: 1h 7m  
[More details](#)

[Review](#)  
[Delete](#)  
[Propose](#)

STATUS	What it means
! – Waiting	Check progress on recording device
! – Uploading	Currently uploading
! – Transcoding	Uploaded and begin processed
No Status	Uploaded and ready for review
Proposed	Sent to Admins for approval
Submitted	Sent to CLASS Leads for Quality Assurance (QA)
Rejected	Rejected by Admin or during the QA stage



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# Administrative Features

- **Managing Users**
- **Managing Proposed Videos**

# Manage and Create Users

The screenshot displays the 'User Management' interface. On the left is a sidebar with navigation options: Progress, Manage Users (highlighted), Manage Submissions, My Videos, Account, Help, and Sign Out. The main area is titled 'User Management' and contains a table with columns for NAME, ROLE, and VIDEOS. A 'User +' button is located in the top right of this section. The table lists two users: 'OHS Review Test Account' (Recorder, 0 videos) and 'Ollie Adams' (Admin, 19 videos). A red box highlights the 'User +' button, with an arrow pointing to a 'Create user' modal form. Another red box highlights the menu icon for the 'OHS Review Test Account' user, with an arrow pointing to a dropdown menu containing 'Deactivate', 'Reset Password', and 'Edit' options.

NAME	ROLE	VIDEOS
OHS Review Test Account	Recorder	0
Ollie Adams	Admin	19

**Create user**

Email

First name

Last name

User Role

- Recorder (can record videos and propose their submission to admins)
- Admin (has the same privileges as your account)

Create

Deactivate

Reset Password

Edit

# Manage Submissions Tab

The screenshot shows the 'Manage Submissions' interface. On the left is a sidebar with navigation options: Progress, Manage Users, Manage Submissions (highlighted with a red box and a yellow badge with the number '1'), My Videos, Account, Help, and Sign Out. The main content area is titled 'Manage Submissions' and features a 'Submit All' button in the top right. Below the title is a search bar and a filter dropdown menu currently set to 'Proposed'. A red arrow points to this dropdown. Below the search and filter is a submission card for 'Mr. Mogle English'. The card includes a video thumbnail with the status 'Proposed', the title 'Mr. Mogle English', upload date '04/22/22 07:29', duration '1h 7m', classroom 'Test snake 200', and submitter 'Submission not yet confir...'. A 'More details' link is present. To the right of the card are three buttons: 'Review' (grey), 'Reject' (red), and 'Submit' (blue), which are also enclosed in a red box. A red arrow points to the 'Proposed' filter dropdown.

This close-up shows a submission card for 'Ms. Gregg - Math'. The card has a search bar, a filter dropdown set to 'Rejected', and search/clear icons. The submission details include a video thumbnail with the status 'Rejected', the title 'Ms. Gregg - Math', upload date '04/22/22 07:29', duration '1h 7m', and a 'More details' link. Action buttons on the right are 'Review' (grey), 'Delete' (grey), and 'Submit' (blue). A red arrow points to the 'Rejected' filter dropdown.

This close-up shows a submission card for 'Ollie - Reflection 2'. The card has a search bar, a filter dropdown set to 'Submitted', and search/clear icons. The submission details include a video thumbnail with the status 'Submitted', the title 'Ollie - Reflection 2', upload date '12/18/23 08:09', duration '0h 0m', classroom 'Test tiger 200', and submitter 'Ollie Adams'. A 'More details' link is present. A red arrow points to the 'Submitted' filter dropdown.

# Managing Submissions - Submitting

Submit

Ovie Robinson has already filled in this submission form. Please check the information provided before submitting to the project.

## Classroom:

Site 6

Test snake 200

Note: If this is the wrong classroom for this submission, return to the submissions listing and reject this submission.

## To comply with the observation Protocol, please confirm the following:

- The video has a duration of between 60 and 80 minutes.
- Lead educator (or substitute) has been in the classroom for more than 10 consecutive program days.
- No additional adults are in the room beyond the regularly assigned instructional staff.
- Fifty percent (50%) or more of the children currently enrolled in the classroom are present.
- The educators should be consistently visible and audible throughout the majority of the video.
- Interactions between the teachers and children can be clearly seen and heard throughout the majority of the video.
- Children are visible for the majority of the time.
- The classroom and educator(s) captured in the video is the same classroom that has been selected for sampling by OHS and the educator(s) assigned to the classroom.

## Enrollment

Please confirm the number of children enrolled in this class at the time of recording:

17

## Present number

Please confirm the number of enrolled children that were present in the class during this recording.

15

## Educator recorded

Please enter the name of the primary educator in the video:

Mr. Newman

## Primary language

Please identify the primary language spoken in the video:

english

## Secondary language

Please identify, if applicable, the secondary language spoken in the video. If the secondary language does not appear in the list of options, please select "other" and enter the language in the "other" field below.

Secondary language:

spanish

Other:

spanish

Confirm



Banner if two videos proposed to one classroom:

Ovie Robinson has already filled in this submission form. Please check the information provided before submitting to the project.

There are 2 proposed submissions for this classroom.



# Manage Submissions - Rejecting

Search.. Proposed Q X

**Ms. Gregg - Math**  
Uploaded: 04/22/22 07:29  
Duration: 1h 7m  
Classroom: Test frog 100  
Submitter: Submission not yet confirmed.  
[More details](#)

Review  
Reject  
Submit

**Reject: Ms. Gregg - Math** X

**Reason:**  
Provide the proposer feedback on why you are rejecting the video (optional).

Reject



**Ms. Gregg - Math**  
Uploaded: 04/22/22 07:29  
Duration: 1h 7m  
[More details](#)

<b>Submission Status</b>	Rejected by organization admin
<b>Rejection Reason</b>	Issue with audio quality

# Support Resources



# Resources – Audio Kit Return

Included in your Audio Kit shipment:



### KEEP THIS BOX FOR RETURN

When your last submission is *Accepted*, scan the QR code below and fill out the form. Once the form is completed, you'll receive a prepaid UPS label for your Audio Kit return within 5 business days.



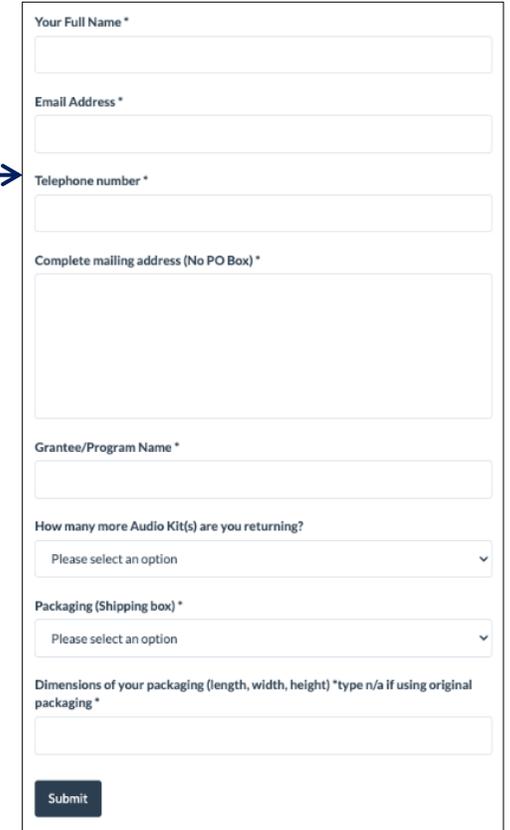
**Return Checklist:**  
Please ensure your Audio Kit(s) contain *all* contents:

- Bluetooth microphone
- Microphone case
- Microphone charging cable
- Device stand
- Wedges

\*Do NOT write on the Audio Kits please

After your final submission is **Accepted** by QA:

1. Director to receive email to complete form
2. IRIS Connect will send a pre-paid UPS label
3. Attach label to your shipping box and give to UPS



The form contains the following fields:

- Your Full Name \*
- Email Address \*
- Telephone number \*
- Complete mailing address (No PO Box) \*
- Grantee/Program Name \*
- How many more Audio Kit(s) are you returning?  
Please select an option
- Packaging (Shipping box) \*  
Please select an option
- Dimensions of your packaging (length, width, height) \*type n/a if using original packaging \*
- Submit



\*You will not receive your label until 100% of your classrooms are Accepted



# Resources – Support Hub

[help-ohs.irisconnect.com](http://help-ohs.irisconnect.com)

QR Code



## Getting Started, Admin and User Guides

This section has guides for installing the app, recording, reviewing, submitting and user management



## FAQ, Troubleshooting & Resources

This section includes Technical Guides and General Resources

### ★ Featured Articles ★

[Install the Record app](#)

[Activate your Account](#)

[Managing Submissions](#)

[System Check](#)

[Review, Propose, Submit and Delete Videos](#)

[OHS Guides and Resources](#)

# Resources – Contact IRIS Connect

Live Chat:

The screenshot shows the IRIS Connect web application. On the left, there's a sidebar with 'My Videos', 'Account', 'Help', and 'Sign Out'. The main area is titled 'My Videos' and contains a search bar and a grid of video cards. Each card shows a video thumbnail, title, upload date, duration, classroom, and submitter. The cards are categorized as 'Submitted', 'Rejected', or 'Proposed'. A 'Help' sidebar is open on the right, listing various guides like 'Welcome', 'Install the recording app', 'Set up the Audio Kit', etc. At the bottom right, a green button labeled 'Start support chat' is highlighted with a blue arrow.

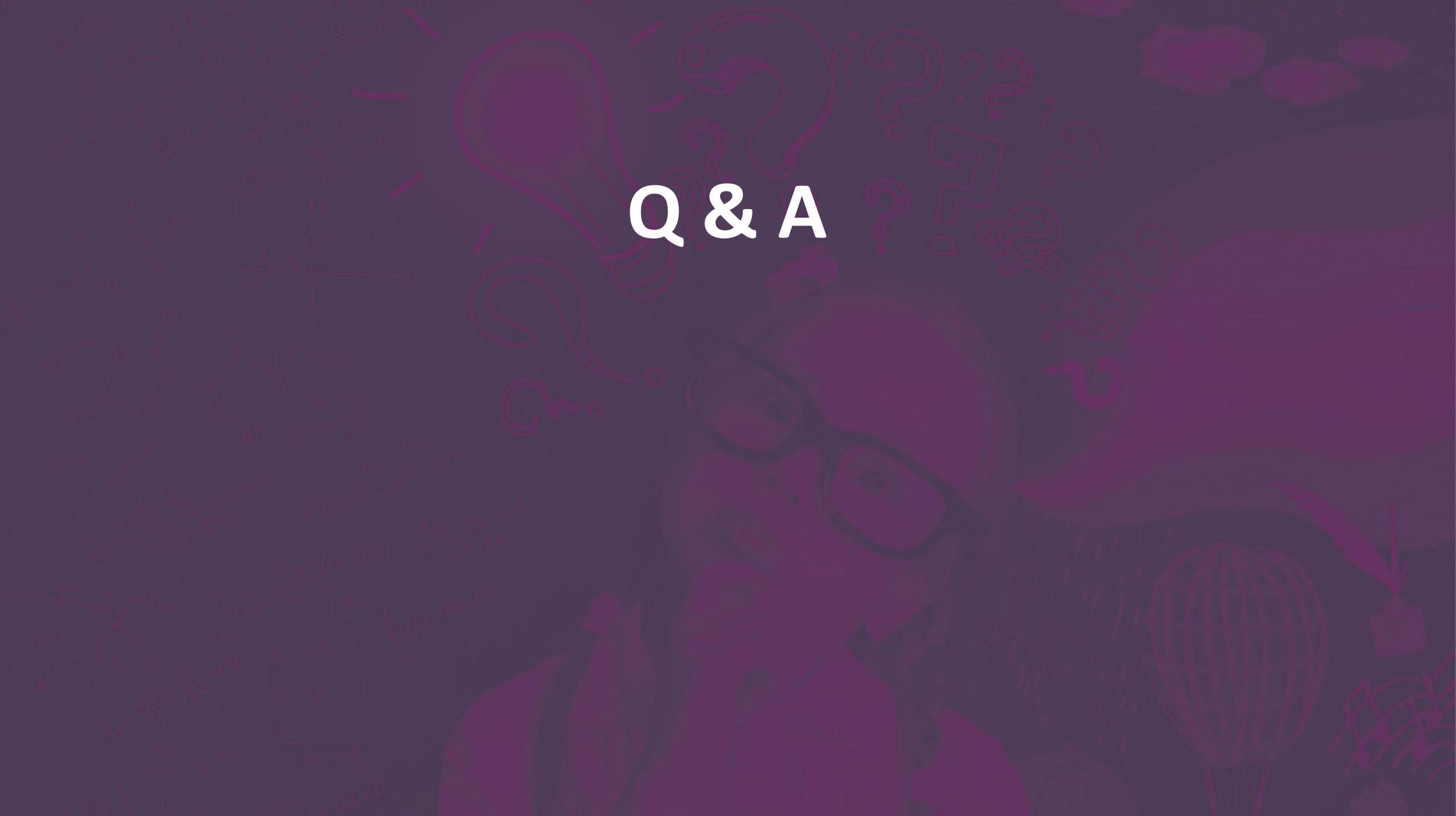
Email: support@irisconnect.com

Phone: (206) 201 – 1998 [ext. 2]

The screenshot shows the live chat interface. At the top, it says 'IRIS Connect'. Below that, it displays the user's profile: 'Ovie Robinson' with email 'enya+ohsrecorder@irisconnect.com'. There's a dropdown menu for 'Please select a department' with '1. Technical Support' selected. Below that is a 'Message' section with a text input field containing the placeholder text 'Type your message here... What do you need help with?'. At the bottom right, there's a blue 'Start chat' button. The Zendesk logo is visible in the bottom left corner.



# Q & A



**Thank you!**