



OHS FY26 CLASS[®] 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:

6 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

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

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

Record your Lesson



Review Recordings



Propose & Submit



Manage Users



A woman and a young boy are shown from the chest up, both wearing light-colored face masks. The woman, on the right, is holding a small, dark object in her hands and looking down at it. The boy, on the left, is looking towards the woman. The background is a soft, out-of-focus indoor setting. The entire image has a semi-transparent green overlay.

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 screenshot shows the Record App interface with several callouts pointing to specific features:

- Menu:** A list of options on the left side of the app, 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" located in the top left corner of the main content area.
- Upload queue:** A list of uploads on the left side of the app, showing the user's name (Enya Martin), the title (e.g., "Enter your new title here", "Enya - Reflection 24", "Enya - Reflection 22", "Enya - Reflection 21", "Enya - Reflection 20"), and the status (Uploaded).
- App Settings:** A settings menu on the right side of the app, including options for Camera, Camera Resolution, Screen Fade, Actual Camera Preview, Multiple Audio, and Mic prompt.
- Microphone Settings:** A microphone icon located in the bottom right corner of the main content area.

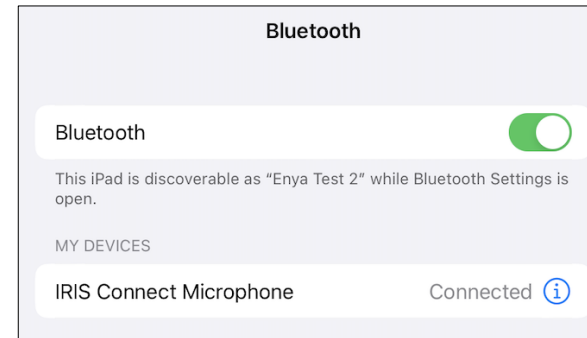
The main content area displays a video of a classroom scene with children raising their hands.

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**



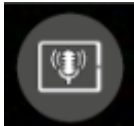
Microphone light guide

- 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,



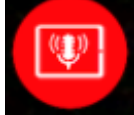
the microphone is *not* connected

If green,



the microphone is **connected**

If red,



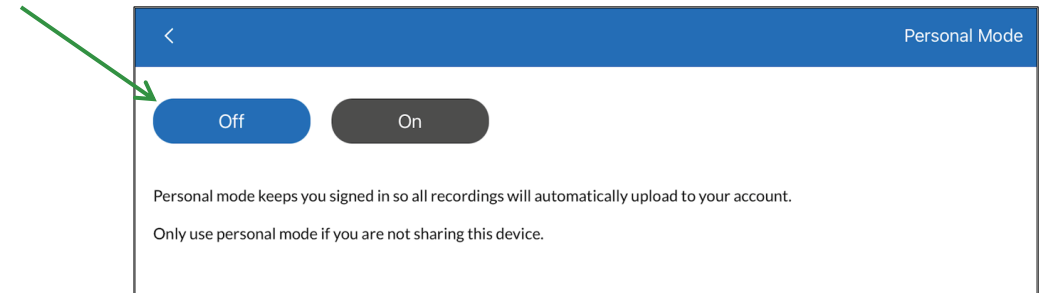
the microphone has disconnected or been turned off

Record App - First Steps

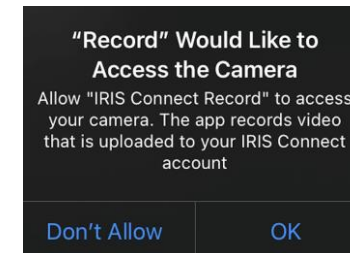
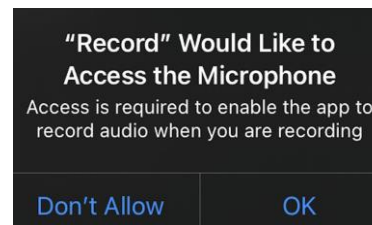
System Check

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	✓
<div>Test 14 of 14 OK</div>	

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?](#)

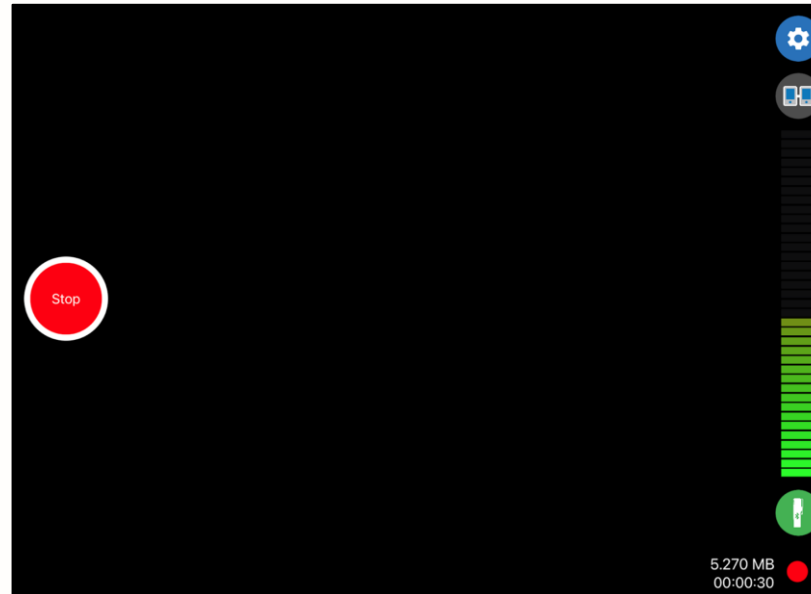
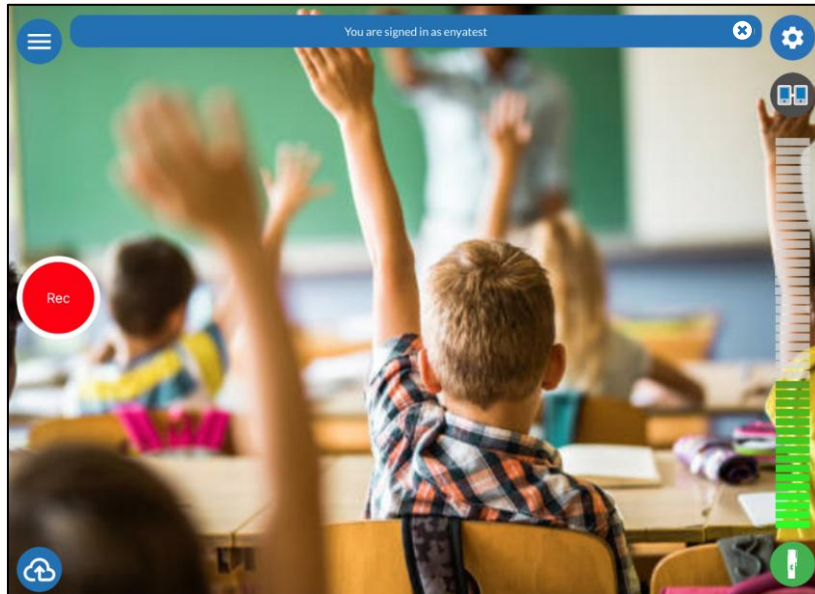
Sign in

Or sign in with

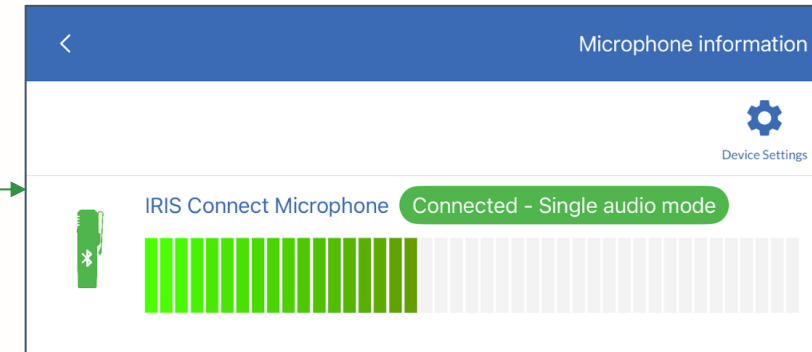
  

You are signed in as enyatest 

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

Record App - Uploading

The screenshot displays the Record App interface. The main video feed shows a classroom with children raising their hands. A red circular 'Rec' button is overlaid on the video. A green box highlights a cloud upload icon in the bottom left corner of the video frame, with a green arrow pointing to it. The top of the app shows a blue header with a menu icon, the text 'You are signed in as enyatest', and a settings icon. On the right, a 'Reflections' panel is open, showing a list of uploads.

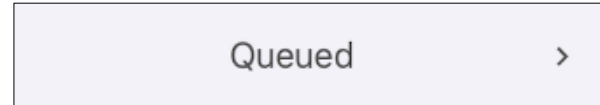
Reflections	
Uploads	
Enya Martin Enya - Reflection 28	Uploading >
Enya Martin Enya - Reflection 27	Uploaded >
Enya Martin Enya - Reflection 26	Uploaded >

Record App - Troubleshooting

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.

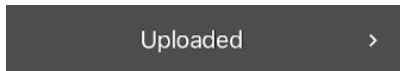


Red – Error

- 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

A young child with curly hair, wearing a backpack and holding a book, smiling. The image is overlaid with a semi-transparent red filter.

IRIS Connect Web Platform

ohs.irisconnect.com

Proposing & Submitting Videos

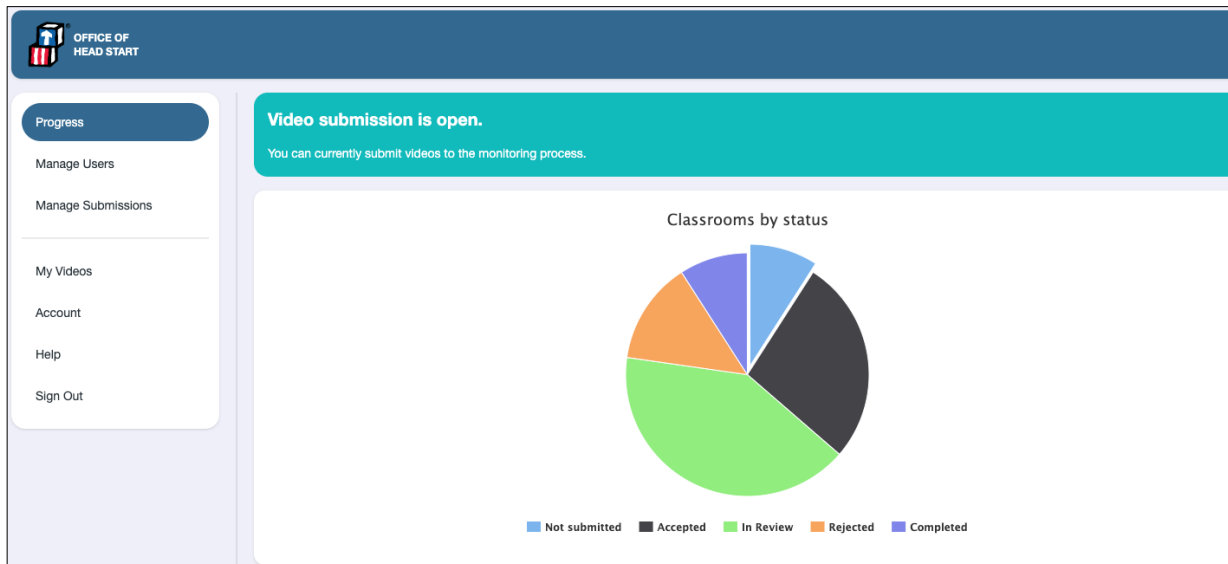
User Levels - Admin & Recorder

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

Web Platform

ohs.irisconnect.com

Admin



Recorder

OFFICE OF HEAD START

My Videos

Account

Help

Sign Out

Search.. Search Q Clear x

Ovie - Reflection 3
Uploaded: 07/25/24 10:20
Duration: 0h 12m
[More details](#)

Review
Delete
Propose

Ovie - Reflection 1
Uploaded: 12/07/23 15:33
Duration: 0h 0m
Classroom: Test bear 200
Submitter: Ollie Adams
[More details](#)


Long Sample
Uploaded: 04/22/22 07:29
Duration: 1h 7m
Classroom: Test snake 400
Submitter: Ollie Adams
[More details](#)

Long Sample
Uploaded: 04/22/22 07:29
Duration: 1h 7m
Classroom: Test caterpillar 200
Submitter: Ollie Adams
[More details](#)

Change Your Video Title

My Videos

Search Q Clear x




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

Review
Delete
Propose

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


Review & Propose/Submit Your Video

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

Review
Delete
Propose




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:
Select a site

Classroom:
Select a classroom

Site:
Site 6

Classroom:
Test snake 200

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:

Select an option

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:

Select an option

Other:

Secondary language

Propose / Submit your Video

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 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](#)

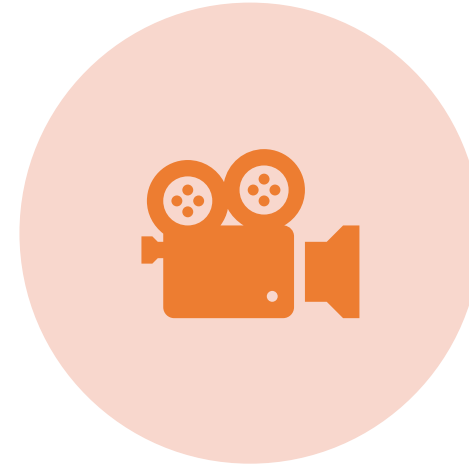
Review
Delete
Propose

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

Administrative Features



MANAGING USERS



**MANAGING PROPOSED
VIDEOS**

Manage and Create Users

The screenshot displays the 'User Management' interface. On the left, a sidebar contains links: Progress, Manage Users (highlighted with a red box), Manage Submissions, My Videos, Account, Help, and Sign Out. The main area is titled 'User Management' and features a 'User +' button (highlighted with a red box). Below this is a table with columns NAME, ROLE, and VIDEOS. The table lists two users: 'OHS Review Test Account' (Recorder, 0 videos) and 'Ollie Adams' (Admin, 19 videos). Each user row has a menu icon (three horizontal lines) to its right, with the first one highlighted by a red box. To the right of the table is a 'Create user' modal. This modal includes input fields for Email, First name, and Last name. It also has a 'User Role' section with two radio buttons: 'Recorder (can record videos and propose their submission to admins)' (selected) and 'Admin (has the same privileges as your account)'. A 'Create' button is at the bottom right of the modal. A red arrow points from the 'User +' button to the 'Create user' modal. Another red arrow points from the menu icon of the 'OHS Review Test Account' to a dropdown menu. This dropdown menu contains three options: 'Deactivate' (in red), 'Reset Password', and 'Edit'.

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' tab selected in the left sidebar. The main content area has a title 'Manage Submissions' and a 'Submit All' button. Below the title is a search bar and a dropdown menu set to 'Proposed'. A red arrow points to this dropdown. Below the search bar is a card for 'Mr. Mogle English' with a 'Proposed' status. A red box highlights the 'Review', 'Reject', and 'Submit' buttons for this submission. A red arrow points to the 'Proposed' dropdown menu.

Progress

Manage Users

Manage Submissions 1

My Videos

Account

Help

Sign Out

Manage Submissions

Submit All

Search.. Proposed Q X

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

Review
Reject
Submit

Two close-up screenshots of submission cards. The top card is for 'Ms. Gregg - Math' with a 'Rejected' status. A red arrow points to the 'Rejected' dropdown menu. The bottom card is for 'Ollie - Reflection 2' with a 'Submitted' status. A red arrow points to the 'Submitted' dropdown menu.

Search.. Rejected Q X

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

Review
Delete
Submit

Search.. Submitted Q X

Ollie - Reflection 2
Uploaded: 12/18/23 08:09
Duration: 0h 0m
Classroom: Test tiger 200
Submitter: Ollie Adams
[More details](#)

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) are 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

Proposed Q x



Proposed

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



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

Submission Status	Rejected by organization admin
Rejection Reason	Issue with audio quality

Reject: Ms. Gregg - Math x

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

Reject

Support Resources



Resources - Audio Kit Return



KEEP THIS BOX FOR RETURN

When your last submission is **Accepted**, scan the QR code and fill out the form. Once it's complete, you will receive a prepaid UPS label for your return within 5 business days.



Return Checklist:

Please ensure your Audio Kits contain all contents:

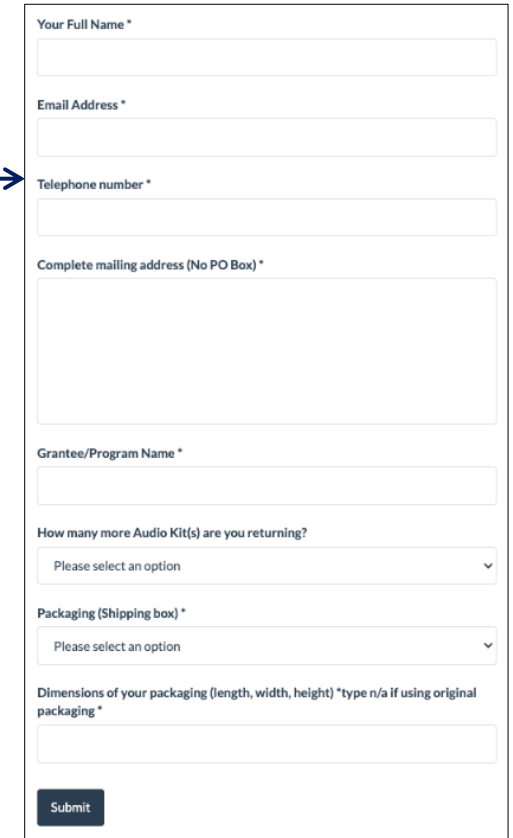
- ☐ Bluetooth microphone
- ☐ Microphone case
- ☐ Microphone charging cable
- ☐ Device stand
- ☐ Wedge

Please do NOT write on the Audio Kit boxes

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

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



The form contains the following fields and sections:

- 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 button



Resources - Support Hub

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:

OFFICE OF HEAD START

My Videos

Account

Help

Sign Out

My Videos

Search...

Search Q Clear x

Writing skills _ Stanley
Uploaded: 08/12/24 17:17
Duration: 0h 0m
[More details](#)

Review
Delete
Propose

Submitted

Ms. Wright - Chemistry
Uploaded: 12/07/23 15:33
Duration: 0h 0m
Classroom: Test bear 200
Submitter: Ollie Adams
[More details](#)

Submitted

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

Submitted

Geography.Smith
Uploaded: 04/22/22 07:29
Duration: 1h 7m
Classroom: Test snake 200
Submitter: Ollie Adams
[More details](#)

Submitted

Long Sample
Uploaded: 04/22/22 07:29
Duration: 1h 7m
Classroom: Test bear 400
Submitter: Ollie Adams
[More details](#)

Submitted

Rejected

Proposed

Rejected

Help

Welcome

Overview of the project

Install the recording app
How to install the app on your device

Set up the Audio Kit
Enhance your recordings

Upload a test video
Check everything is working

Recording a classroom
Tips to ensure recordings go smoothly

Submitting a video
How to submit to OHS

Visit the Support Hub for additional help

Checklist 43 %

Start support chat

Email: support@irisconnect.com

Phone: (206) 201 – 1998 [ext. 2]

IRIS Connect

Your profile:

Ovie Robinson
enya+ohsrecorder@irisconnect.com

Please select a department

1. Technical Support

Message

Type your message here... What do you need help with?

Start chat

zendesk



Q & A

The background is a purple-tinted collage. In the center, a man with glasses and a beard is shown in profile, looking thoughtful. To his left is a large, glowing lightbulb. Above him are several question marks of different sizes and styles. To the right, there are musical notes and a hot air balloon. The background is also filled with various sketches, including mathematical equations like $Q = \lambda m$, $NPI = \sum_{i=1}^n \frac{1}{p_i}$, and $\int f(x) dx$, as well as chemical structures and a graph of a function.

Thank you!