



# 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



	<b>Android</b> An Android tablet device showing a colorful home screen with the time 10:12 and date Tue, Aug 11.	<b>Chromebooks</b> <b>Fire OS</b> <b>Laptops</b> <b>Digital Cameras</b>
<b>iOS</b> An iPhone device showing a colorful home screen with abstract shapes.		<b>Head Start</b>

# 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



## 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



# 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



## 3. USB Charging Cable



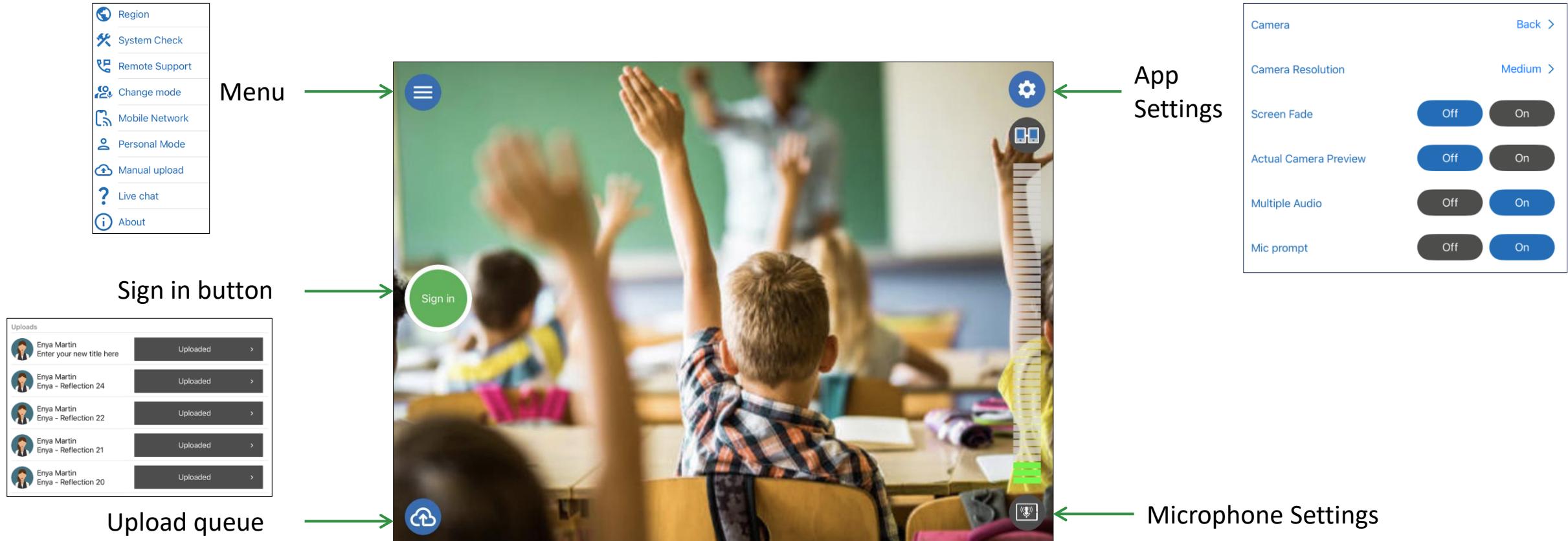
## 2. Device Stand (puck) and Wedge

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



## 4. "How-to" Pamphlet

# Record App - The Basics



# Record App - Connecting Your Bluetooth Microphone

---

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

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

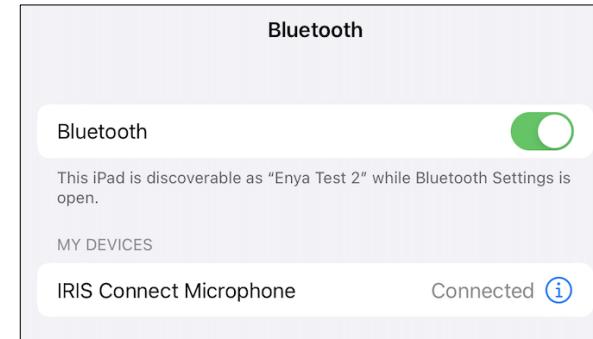
**Step 3:** Open the Record app and check  
microphone icon is **green**



If gray,  the microphone is *not connected*

If green,  the microphone is **connected**

If red,  the microphone has disconnected or been turned off



## Microphone light guide

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

## Charging

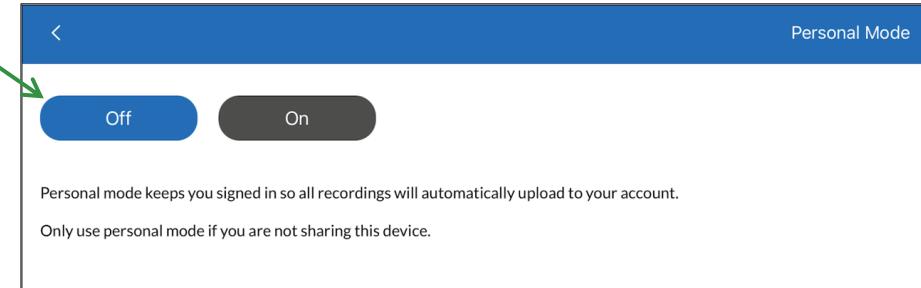
- Solid red - charging
- Solid green - fully charged

# Record App - First Steps

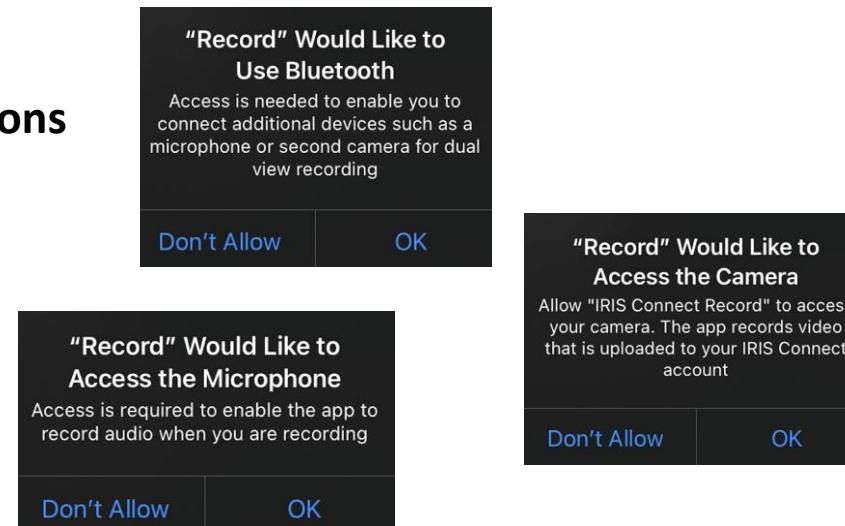
## System Check

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	✓
<b>Test</b>	
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

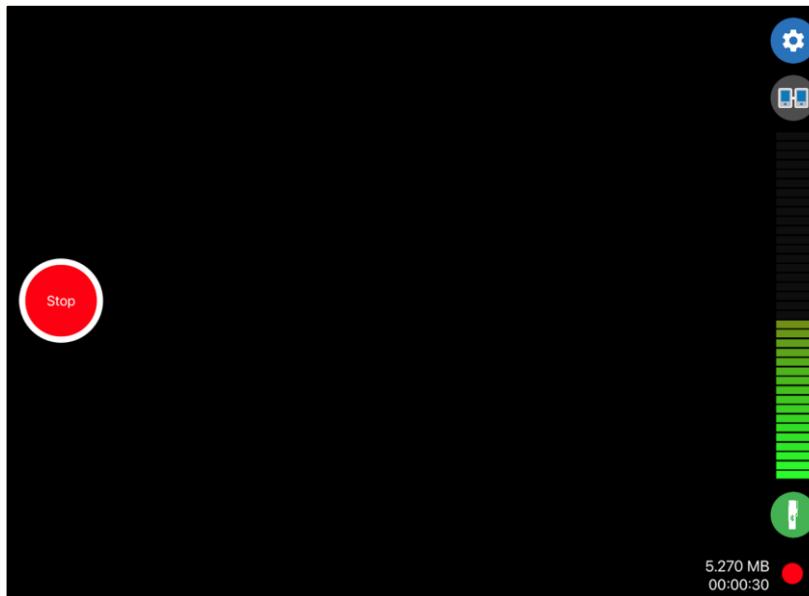
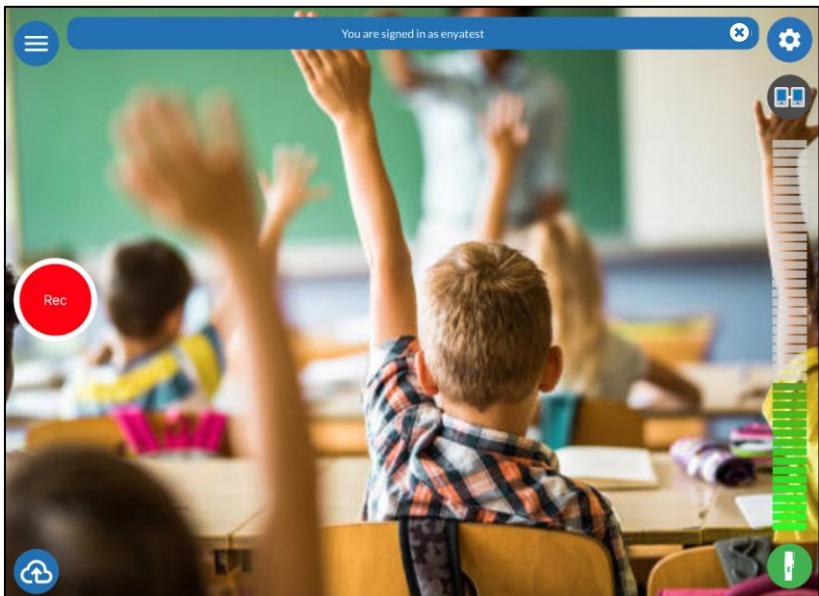
Forgot Password?

Sign in

Or sign in with

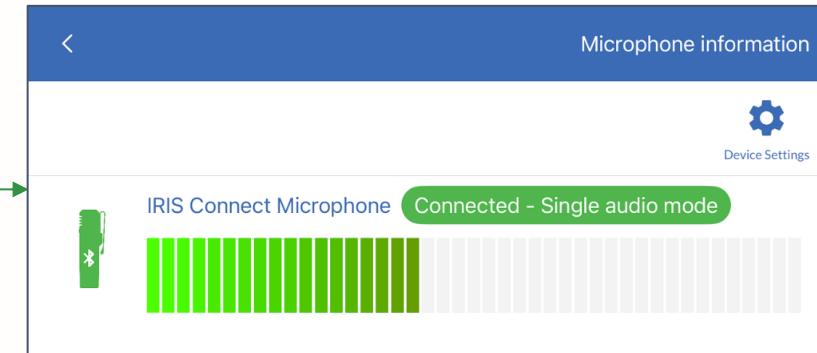
You are signed in as enyatest

# Record App - Recording



Time & File size counter

**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.



# Record App - Save & Upload or Delete



Recording Finished

Recorded Reflection of 1 mins 4 secs

Enya - Reflection 25

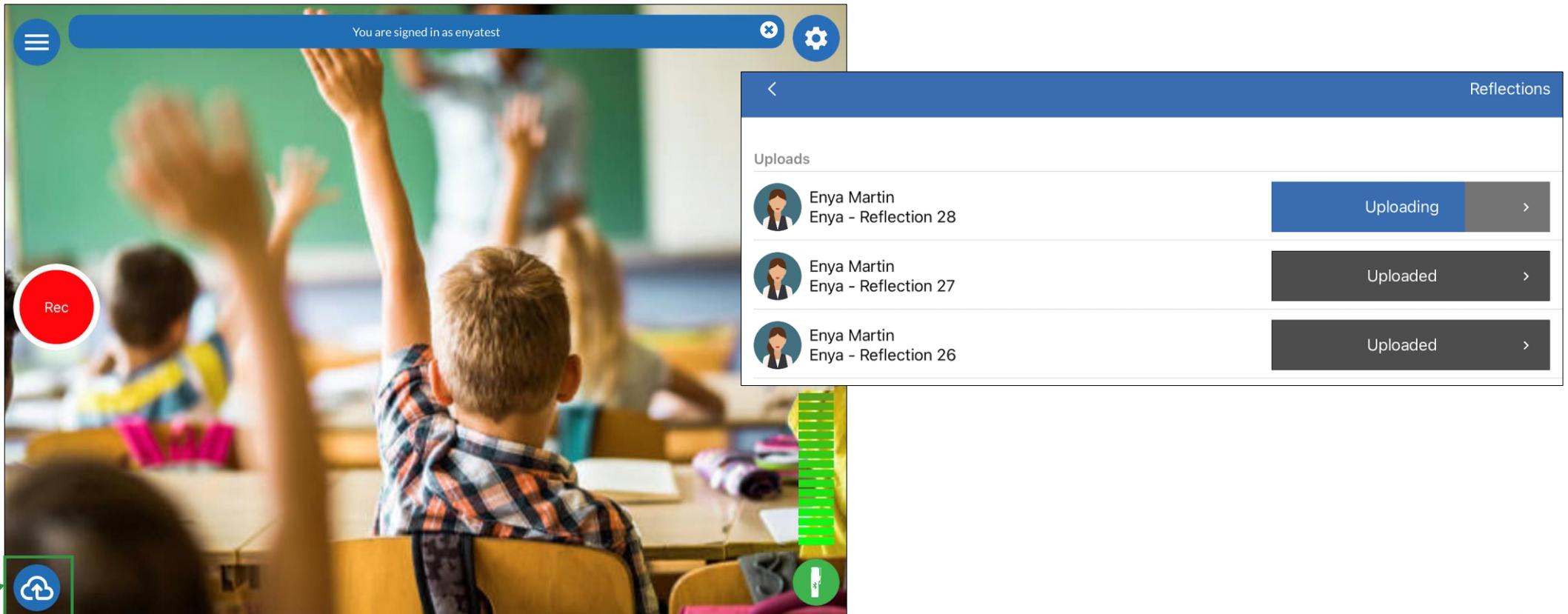
Delete and record new

Save and upload

Encrypted

A white card with rounded corners containing the following text: "Recording Finished", "Recorded Reflection of 1 mins 4 secs", "Enya - Reflection 25", "Delete and record new", "Save and upload", and "Encrypted". The "Save and upload" button is highlighted in blue. A small blue circle is centered on the card.

# Record App - Uploading



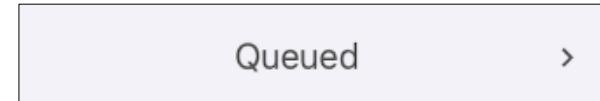
# Record App - Troubleshooting

---

## 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 red dress and a backpack, looking at the camera with a joyful expression.

# IRIS Connect Web Platform

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

## Admin

OFFICE OF HEAD START

Progress

Manage Users

Manage Submissions

My Videos

Account

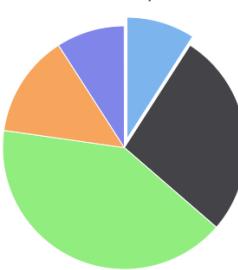
Help

Sign Out

**Video submission is open.**

You can currently submit videos to the monitoring process.

Classrooms by status



Status	Count
Accepted	10
In Review	15
Rejected	5
Completed	3
Not submitted	2

Legend: Not submitted (light blue), Accepted (dark grey), In Review (light green), Rejected (orange), Completed (purple)

## Recorder

OFFICE OF HEAD START

My Videos

Account

Help

Sign Out

**My Videos**

Search... Search Q Clear x

Video Title	Uploaded	Duration	Actions
Ovie - Reflection 3	07/25/24 10:20	0h 12m	Review, Delete, Propose
Ovie - Reflection 1	12/07/23 15:33	0h 0m	Submitted, More details
Long Sample	04/22/22 07:29	1h 7m	Submitted, More details
Long Sample	04/22/22 07:29	1h 7m	Submitted, More details

# Change Your Video Title

**My Videos**

Search..

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

Name

Date 07/25/24 10:20

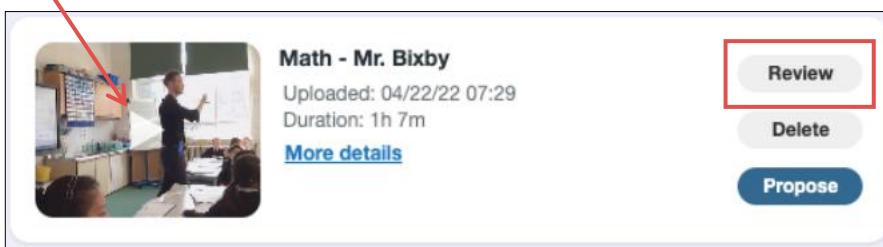
Video Status Ready

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**



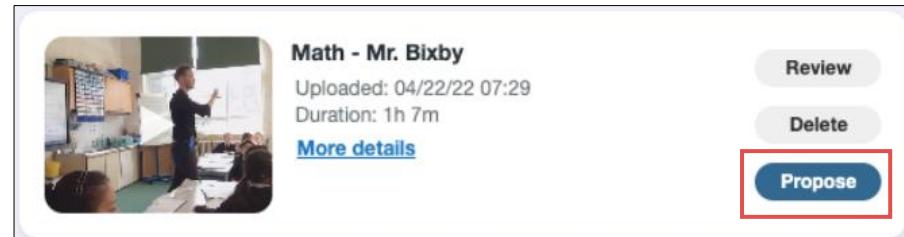
**Recorder view:**



**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:** 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:

**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.. Search Q Clear x

<p><b>Writing skills - Stanley</b> Uploaded: 08/12/24 17:17 Duration: 1h 7m Video state: Waiting <a href="#">More details</a></p> <p><b>Submitted</b></p>	<p><b>Math - Mr. Bixby</b> Uploaded: 04/22/22 07:29 Duration: 1h 7m <a href="#">More details</a></p> <p><b>Submitted</b></p>
<p><b>Ms. Wright - Chemistry</b> Uploaded: 12/07/23 15:33 Duration: 1h 7m Classroom: Test bear 200 Submitter: Ollie Adams <a href="#">More details</a></p> <p><b>Submitted</b></p>	<p><b>Mrs. Burns - History</b> Uploaded: 04/22/22 07:29 Duration: 1h 7m Classroom: Test snake 400 Submitter: Ollie Adams <a href="#">More details</a></p> <p><b>Submitted</b></p>
<p><b>Mr. Mann - Health</b> Uploaded: 04/22/22 07:29 Duration: 1h 7m Classroom: Test caterpillar 200 Submitter: Ollie Adams <a href="#">More details</a></p> <p><b>Submitted</b></p>	<p><b>Mr. Mogle English</b> Uploaded: 04/22/22 07:29 Duration: 1h 7m Classroom: Test snake 200 Submitter: Submission not yet confirmed. <a href="#">More details</a></p> <p><b>Proposed</b></p>
<p><b>Geography.Smith</b> Uploaded: 04/22/22 07:29 Duration: 1h 7m <a href="#">More details</a></p> <p><b>Rejected</b></p>	<p><b>Session 6 - Math</b> Uploaded: 04/22/22 07:29 Duration: 1h 7m <a href="#">More details</a></p> <p><b>Rejected</b></p>

Review Delete Propose

Review Delete Propose

Review Delete Propose

Review Delete Propose

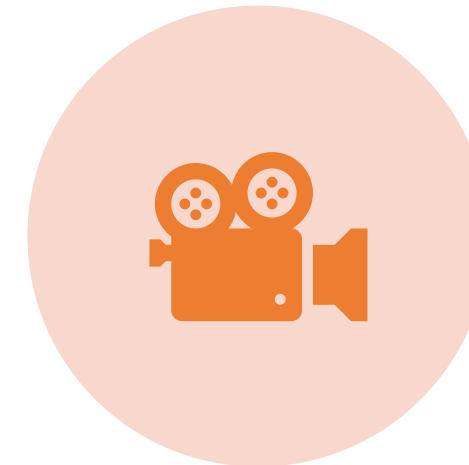
STATUS	What it means
<b>! – Waiting</b>	Check progress on recording device
<b>! – Uploading</b>	Currently uploading
<b>! – Transcoding</b>	Uploaded and begin processed
<b>No Status</b>	Uploaded and ready for review
<b>Proposed</b>	Sent to Admins for approval
<b>Submitted</b>	Sent to CLASS Leads for Quality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

# Administrative Features

---



**MANAGING USERS**



**MANAGING PROPOSED  
VIDEOS**

# Manage and Create Users

The diagram illustrates the User Management interface and the Create user dialog.

**User Management Interface:**

- Left Sidebar:** Progress, Manage Users (highlighted with a red box), Manage Submissions, My Videos, Account, Help, Sign Out.
- Header:** User Management.
- Table:** Shows user details: NAME, ROLE, and VIDEOS.
  - OHS Review Test Account: Recorder, 0 videos.
  - Ollie Adams: Admin, 19 videos.
- Buttons:** User + (highlighted with a red box) and a three-dot menu icon (highlighted with a red box) next to Ollie Adams.

**Create user Dialog:**

- Fields: Email, First name, Last name.
- User Role section:
  - Recorder (can record videos and propose their submission to admins)
  - Admin (has the same privileges as your account)
- Create button.

**Modals:**

- Deactivation Modal:** Deactivate, Reset Password, Edit.

# Manage Submissions Tab

Progress

Manage Users

**Manage Submissions** 1

My Videos

Account

Help

Sign Out

## Manage Submissions

Search..

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

**Proposed**

**Review**  
**Reject**  
**Submit**

**Submit All**

**Proposed**

Search.. Rejected X X

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

**Rejected**

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

Search.. Submitted X X

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

**Submitted**

# 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:

**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:

**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 ×

 **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](#)

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

**Reject: Ms. Gregg - Math** ×

**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

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?

Packaging (Shipping box) \*

Dimensions of your packaging (length, width, height) \*type n/a if using original packaging \*

**Submit**



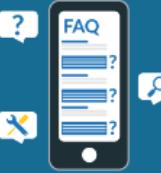
# Resources - Support Hub

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



### 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 ★

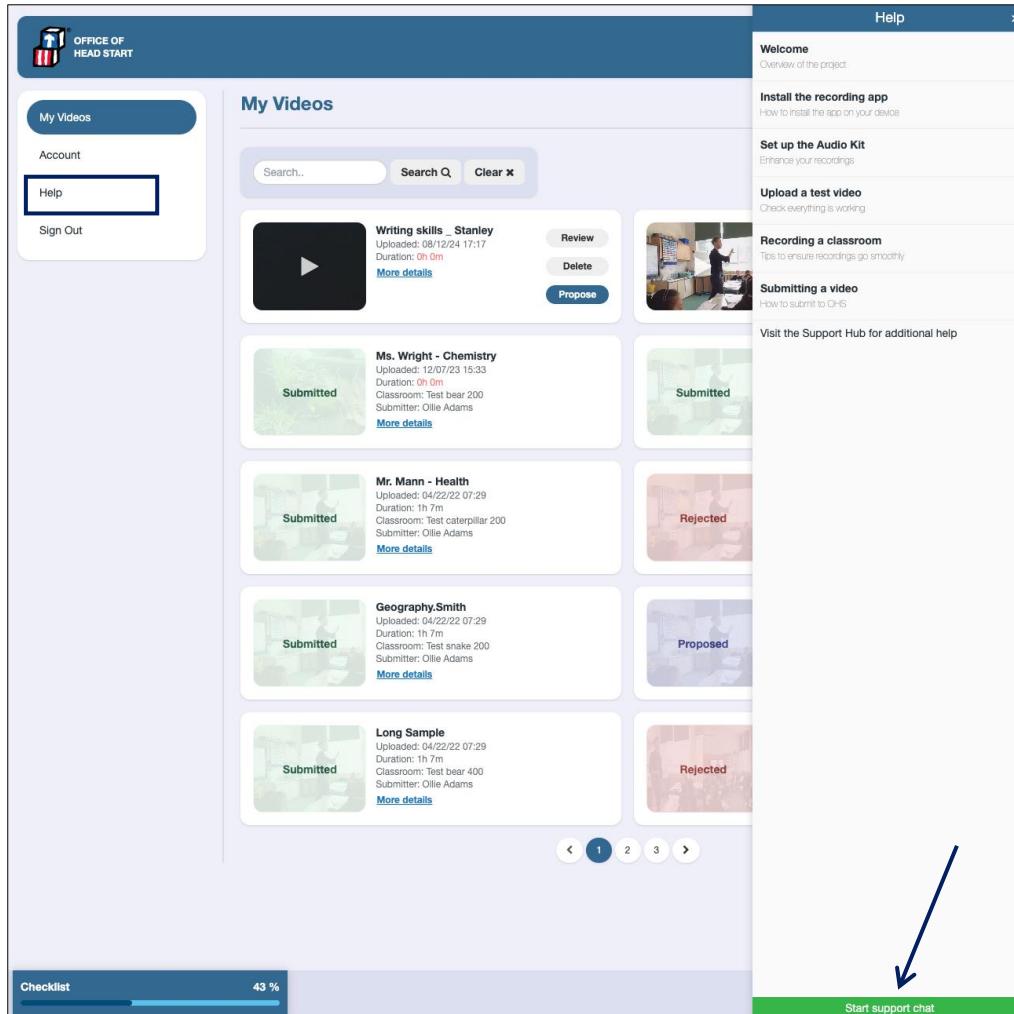
<a href="#">Install the Record app</a>	<a href="#">Activate your Account</a>	<a href="#">Managing Submissions</a>
<a href="#">System Check</a>	<a href="#">Review, Propose, Submit and Delete Videos</a>	<a href="#">OHS Guides and Resources</a>

QR Code



# Resources - Contact IRIS Connect

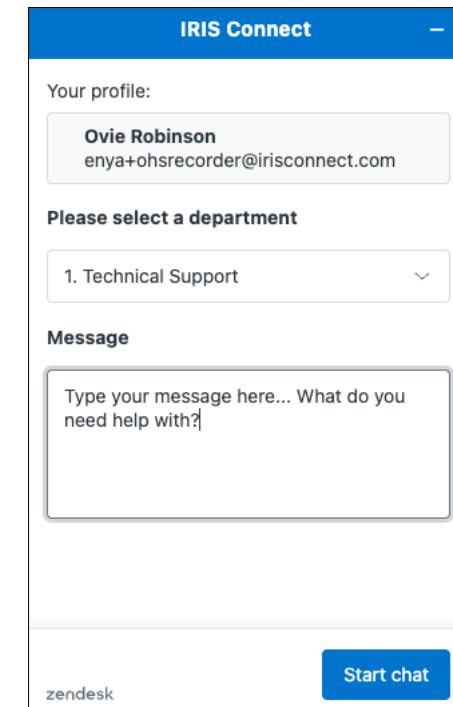
Live Chat:



The screenshot shows the 'My Videos' section of the IRIS Connect interface. On the left, there's a sidebar with 'My Videos' (selected), 'Account', 'Help' (highlighted with a blue box), and 'Sign Out'. The main area displays a grid of video thumbnails. Each thumbnail includes the video title, upload date, duration, classroom, submitter, and a 'More details' link. The status of each video is indicated by a color-coded box: 'Submitted' (green), 'Rejected' (red), 'Proposed' (blue), and 'Rejected' (red). A 'Review', 'Delete', and 'Propose' button is located next to each video thumbnail. On the right side of the main area, there's a 'Help' section with links to 'Welcome', 'Install the recording app', 'Set up the Audio Kit', 'Upload a test video', and 'Recording a classroom'. Below this is a link to 'Visit the Support Hub for additional help'. At the bottom of the page, there's a 'Checklist' bar showing '43 %' completion and a 'Start support chat' button.

Email: support@irisconnect.com

Phone: (206) 201 – 1998 [ext. 2]



The screenshot shows the IRIS Connect live chat interface. At the top, it says 'IRIS Connect'. Below that, it says 'Your profile:' with a box containing 'Ovie Robinson' and 'enya+ohsrecorder@irisconnect.com'. It then says 'Please select a department' with a dropdown menu showing '1. Technical Support'. Below that is a 'Message' section with a text input field that says 'Type your message here... What do you need help with?'. At the bottom, there's a 'zendesk' logo and a 'Start chat' button.

# Q & A

Thank you!