

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

A screenshot of an email from IRIS Connect. The header says "IRIS Connect" in blue. Below it, it says "Hi user," in blue. The main text reads: "Welcome to IRIS Connect - the video-based professional learning platform. Please click the button below to activate your account." At the bottom center is a green rectangular button with the word "Activate" in white. A blue arrow points upwards from the bottom of the page towards this button.

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



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 background image of a classroom with children raising their hands. Several callouts point to specific UI elements:

- Menu:** Points to a blue hamburger menu icon in the top-left corner of the app interface.
- Sign in button:** Points to a green circular button with the text "Sign in" in the top-left corner of the app interface.
- Upload queue:** Points to a blue cloud upload icon in the bottom-left corner of the app interface.
- App Settings:** Points to a blue gear icon in the top-right corner of the app interface.
- Microphone Settings:** Points to a microphone icon in the bottom-right corner of the app interface.

Surrounding the central screenshot are three panels:

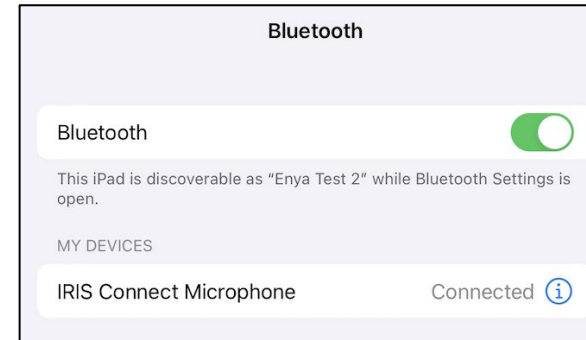
- Menu Panel (Top Left):** A vertical list of menu items with icons: Region, System Check, Remote Support, Change mode, Mobile Network, Personal Mode, Manual upload, Live chat, and About.
- Sign in Panel (Bottom Left):** A table titled "Uploads" showing a list of uploads with user avatars, names, titles, and "Uploaded" status with a chevron icon.
- App Settings Panel (Right):** A settings screen with a "Back" button and various options: Camera Resolution (Medium), Screen Fade (Off/On), Actual Camera Preview (Off/On), Multiple Audio (Off/On), and Mic prompt (Off/On).

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

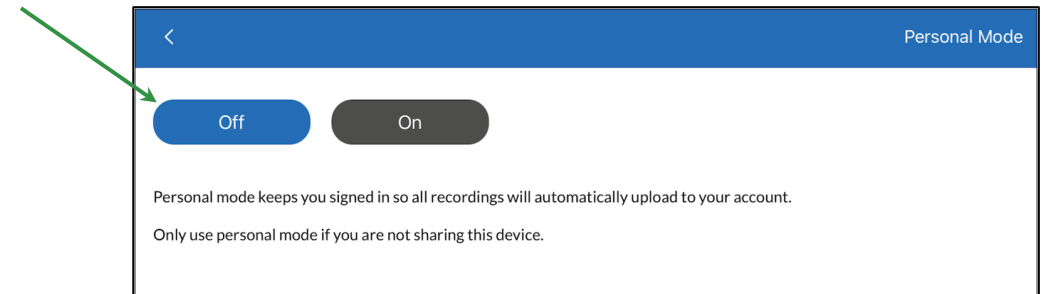
- Solid red - charging
- Solid green - fully charged

Record app – First Steps

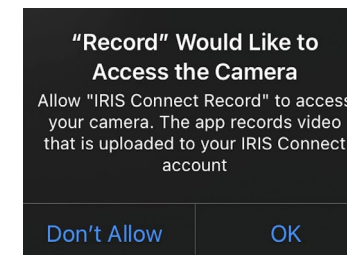
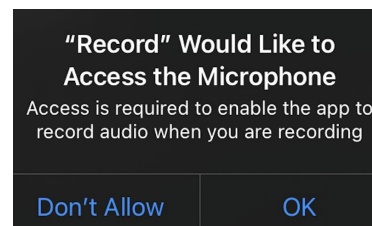
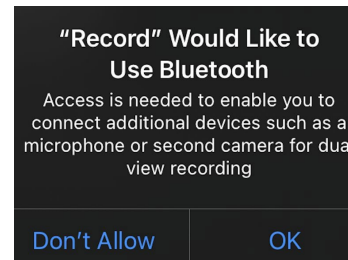
System Check

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	✓
<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?](#)

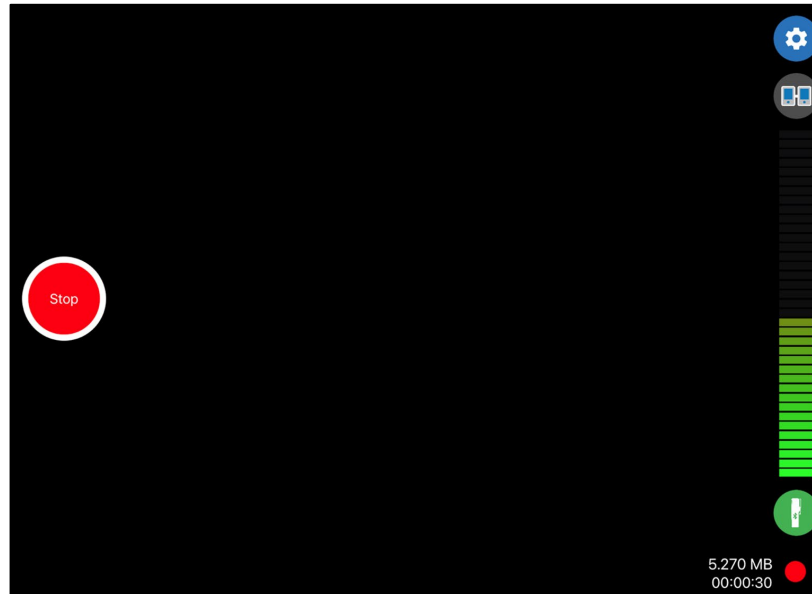
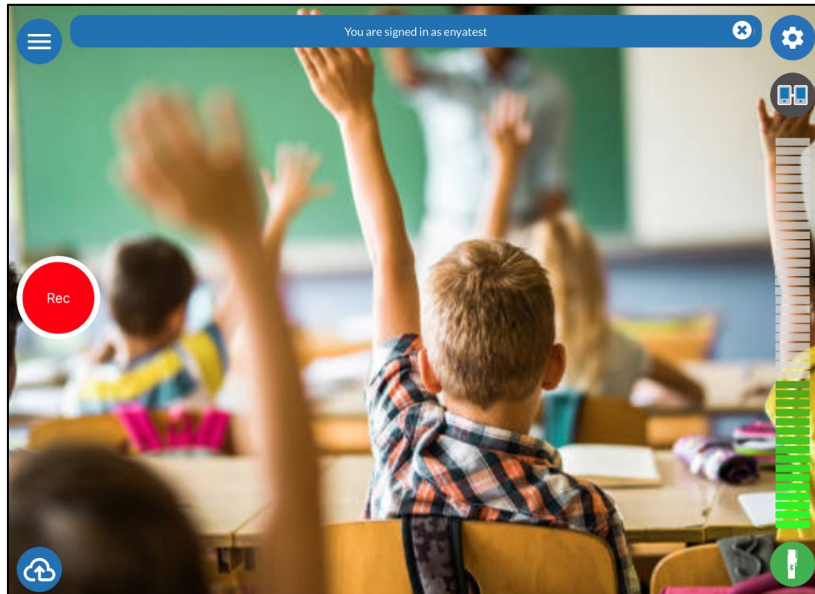
Sign in

Or sign in with

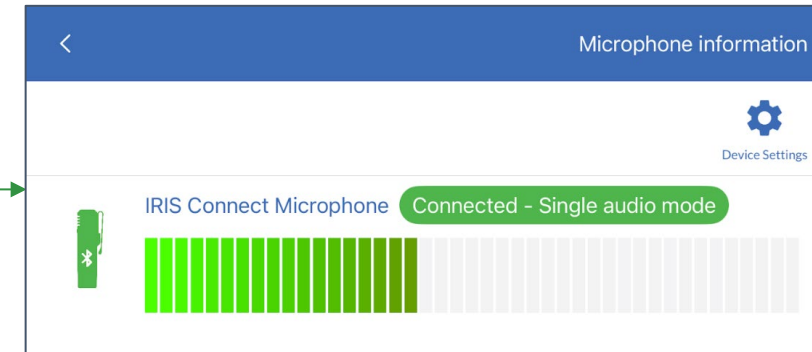
  

You are signed in as enyatest 

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 area shows a classroom scene with children raising their hands. A red circular button labeled 'Rec' is on the left. A blue cloud icon is at the bottom left, highlighted by a green arrow. The top bar indicates 'You are signed in as enyatest' and includes a settings gear icon. A sidebar on the right, titled 'Reflections', contains an 'Uploads' section with a table of recent uploads.

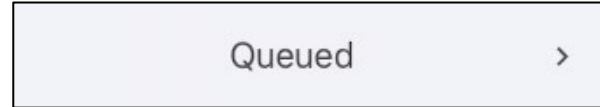
Reflections	
Uploads	
Enya Martin Enya - Reflection 28	Uploading >
Enya Martin Enya - Reflection 27	Uploaded >
Enya Martin Enya - Reflection 26	Uploaded >

Record app - Troubleshooting

Upload Status

Grey – Queued

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



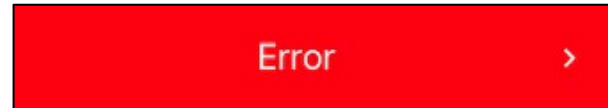
Blue – Uploading

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

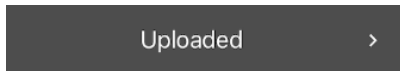


Red – Error

- 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 girl 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

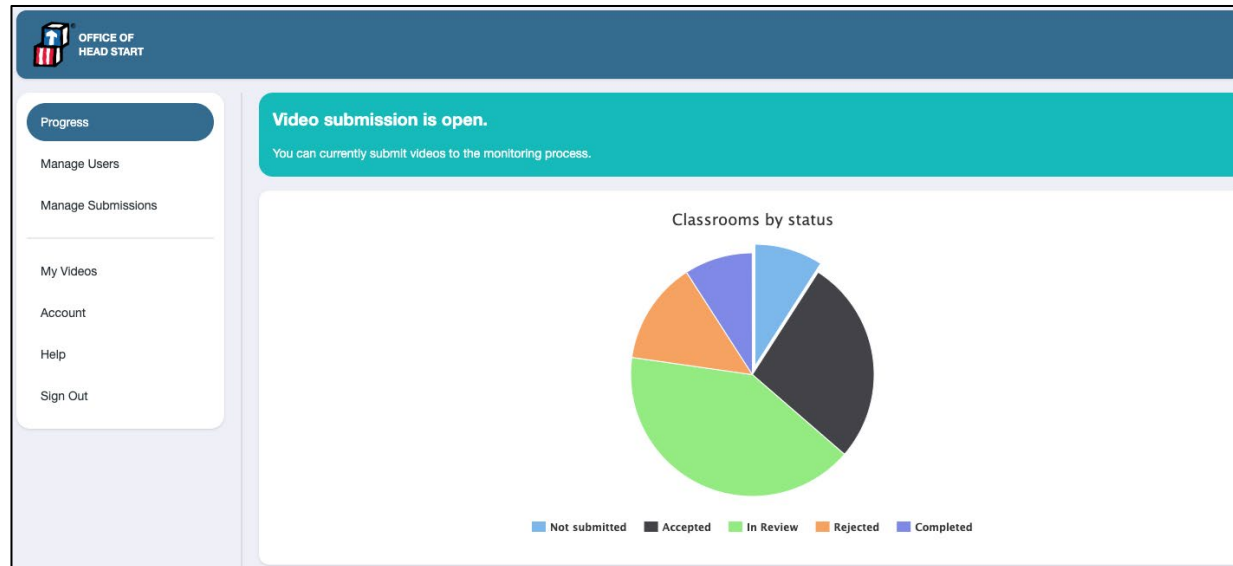
User levels – Admin & Recorder

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: 0m 12m
[More details](#)

Review
Delete
Propose

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

Submitted

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


Submitted

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

Submitted

Change Your Video Title


My Videos



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

Name	<input type="text" value="change your title here"/>	<input type="button" value="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

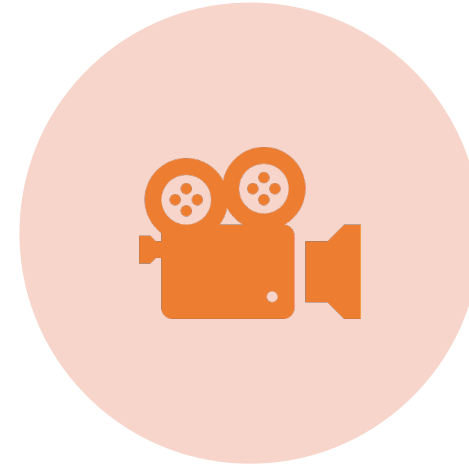
STATUS	What it means
! – Waiting	Check progress on recording device
! – Uploading	Currently uploading
! – Transcoding	Uploaded and begin processed
No Status	Uploaded and ready for review
Proposed	Sent to Admins for approval
Submitted	Sent to CLASS Leads for Quality Assurance (QA)
Rejected	Rejected by 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). A red box highlights the menu icon (three horizontal lines) next to the 'OHS Review Test Account' row. A red arrow points from this menu icon to a 'Create user' modal. Another red arrow points from the 'User +' button to the same modal. The 'Create user' modal includes fields for Email, First name, and Last name, a 'User Role' section with radio buttons for 'Recorder' (selected) and 'Admin', and a 'Create' button. A third red arrow points from the menu icon next to the 'Ollie Adams' row to a dropdown menu showing 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 submission card for 'Mr. Mogle English' is shown with a 'Proposed' status. The card includes details: 'Uploaded: 04/22/22 07:29', 'Duration: 1h 7m', 'Classroom: Test snake 200', and 'Submitter: Submission not yet confir...'. There are 'Review', 'Reject', and 'Submit' buttons for this submission. A red box highlights the 'Review', 'Reject', and 'Submit' buttons. 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

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. It shows 'Uploaded: 04/22/22 07:29', 'Duration: 1h 7m', and a 'More details' link. Buttons for 'Review', 'Delete', and 'Submit' are visible. The bottom card is for 'Ollie - Reflection 2' with a 'Submitted' status. It shows 'Uploaded: 12/18/23 08:09', 'Duration: 0h 0m', 'Classroom: Test tiger 200', and 'Submitter: Ollie Adams'. A 'More details' link is also present. Red arrows point to the status dropdowns in both cards.

Search..

Rejected

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

Review

Delete

Submit

Search..

Submitted

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) 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

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

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
1. IRIS Connect will send a pre-paid UPS label
1. Attach label to your shipping box and give to UPS

Form fields for Audio Kit Return:

- 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

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 is a sidebar with 'My Videos', 'Account', 'Help' (highlighted), and 'Sign Out'. The main area is titled 'My Videos' and contains a search bar and a grid of video thumbnails. Each thumbnail includes a title, upload date, duration, and status (Submitted, Rejected, Proposed). A 'Checklist' bar at the bottom left shows 43% completion. On the right is a 'Help' sidebar with links like 'Welcome', 'Install the recording app', 'Set up the Audio Kit', 'Upload a test video', 'Recording a classroom', and 'Submitting a video'. At the bottom right of the main area is a green button labeled 'Start support chat', which is pointed to by a blue arrow.

Email: support@irisconnect.com

Phone: (206) 201 – 1998 [ext. 2]

The screenshot shows the IRIS Connect mobile app interface. At the top is a blue header with 'IRIS Connect'. Below it is a 'Your profile:' section showing 'Ovie Robinson' and the email 'enya+ohsrecorder@irisconnect.com'. This is followed by a 'Please select a department' section with a dropdown menu currently set to '1. Technical Support'. 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 is a blue 'Start chat' button. The 'zendesk' logo is visible at the bottom left.



Q & A