

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	A black tablet device showing a colorful abstract wallpaper. The time "10:12" and date "Tue Aug 11" are visible on the screen. To the left of the device is the Android logo, which is a green silhouette of a person in a dynamic pose.	Chromebooks
iOS	A black smartphone device showing a colorful abstract wallpaper. To the left of the device is the iOS logo, which is a white silhouette of an apple.	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



Create New Password

Your password must be at least 6 characters.

user

New Password

Confirm Password

Create

From your
mobile device:



App: Record

From your
computer:



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



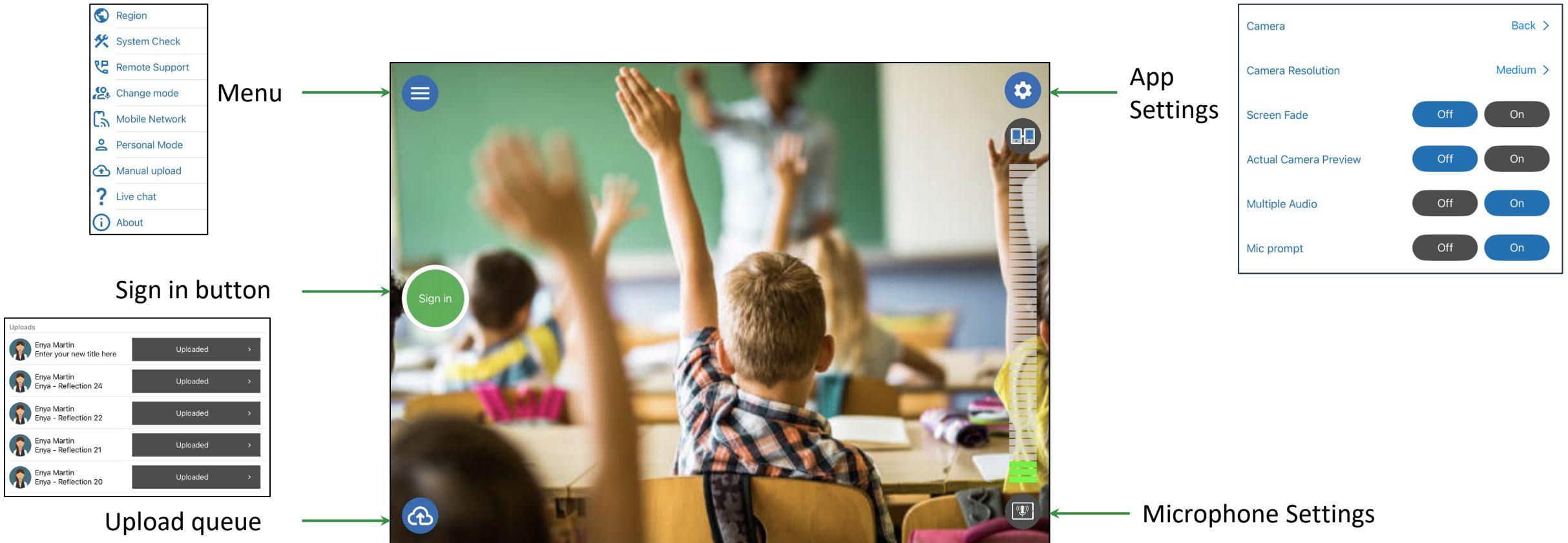
2. Device Stand (puck) and Wedge

- 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**

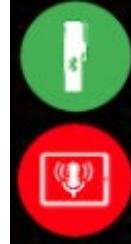


If gray,



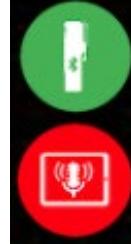
the microphone is *not connected*

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

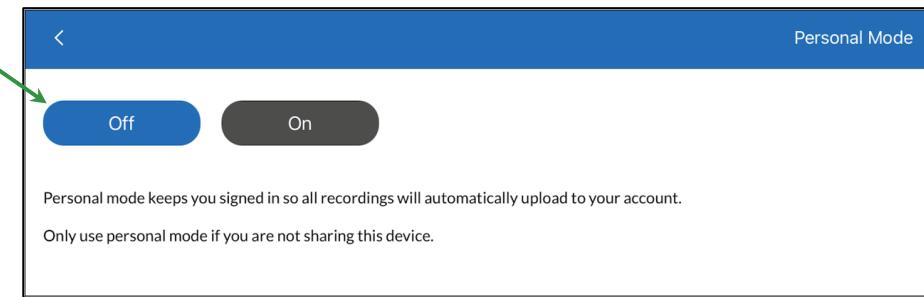
- Solid red - charging
- Solid green - fully charged

Record app – First Steps

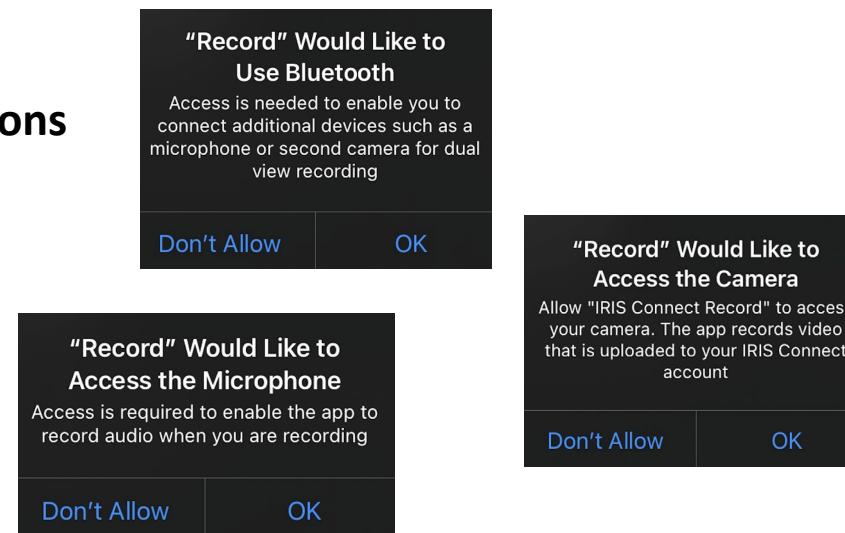
System Check

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	✓
Test	
14 of 14 OK	

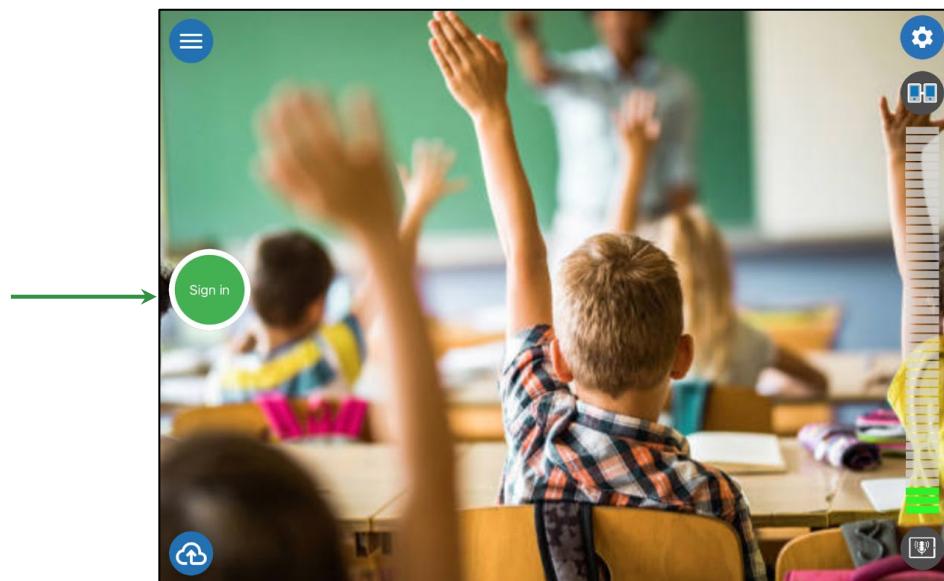
Personal Mode: OFF



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

Forgot Password? 

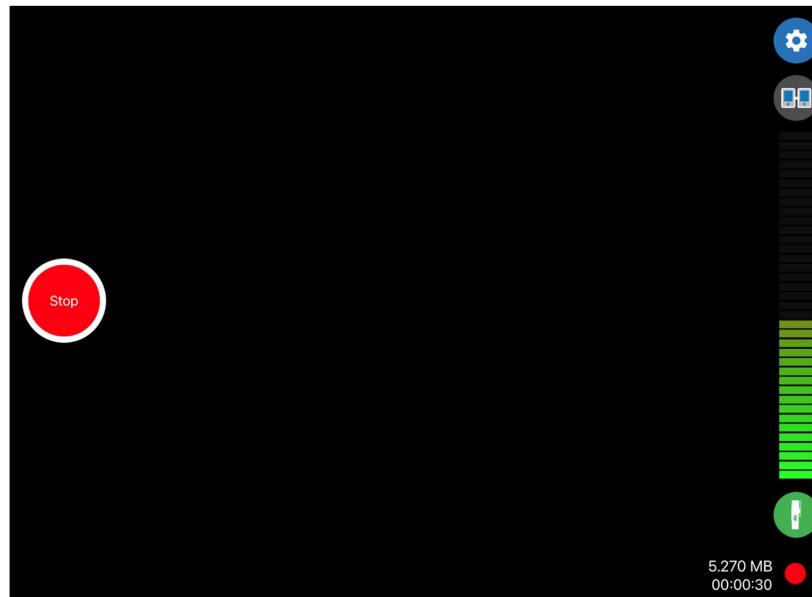
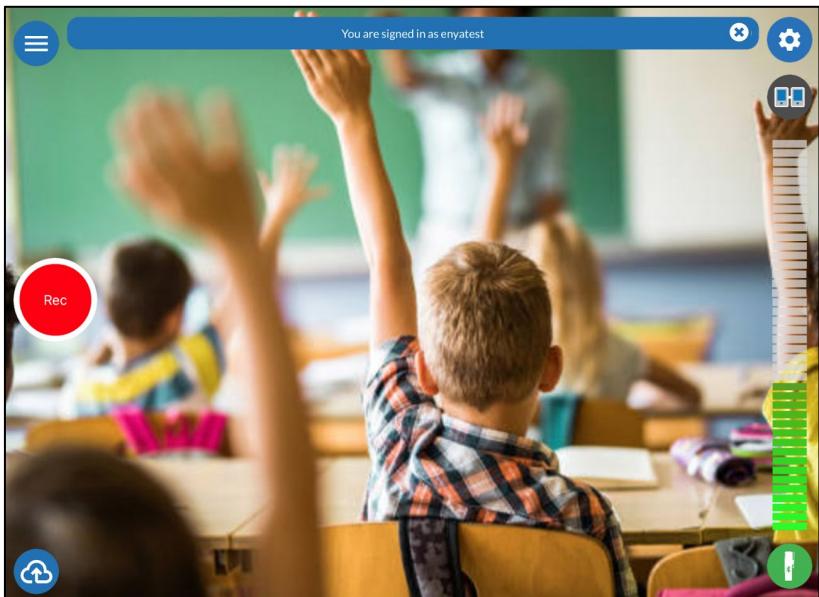
Sign in

Or sign in with

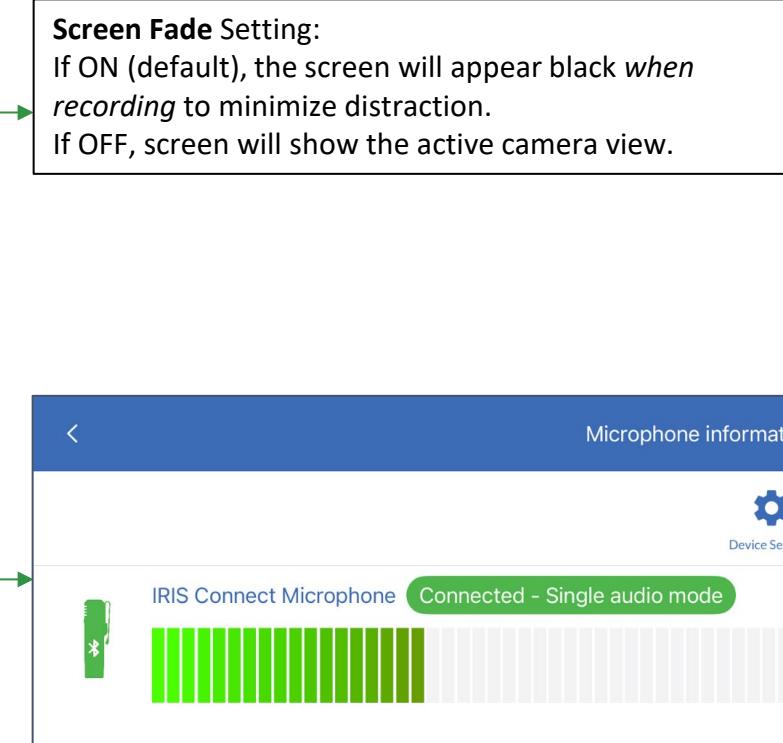
  

You are signed in as enyatest 

Record app - Recording

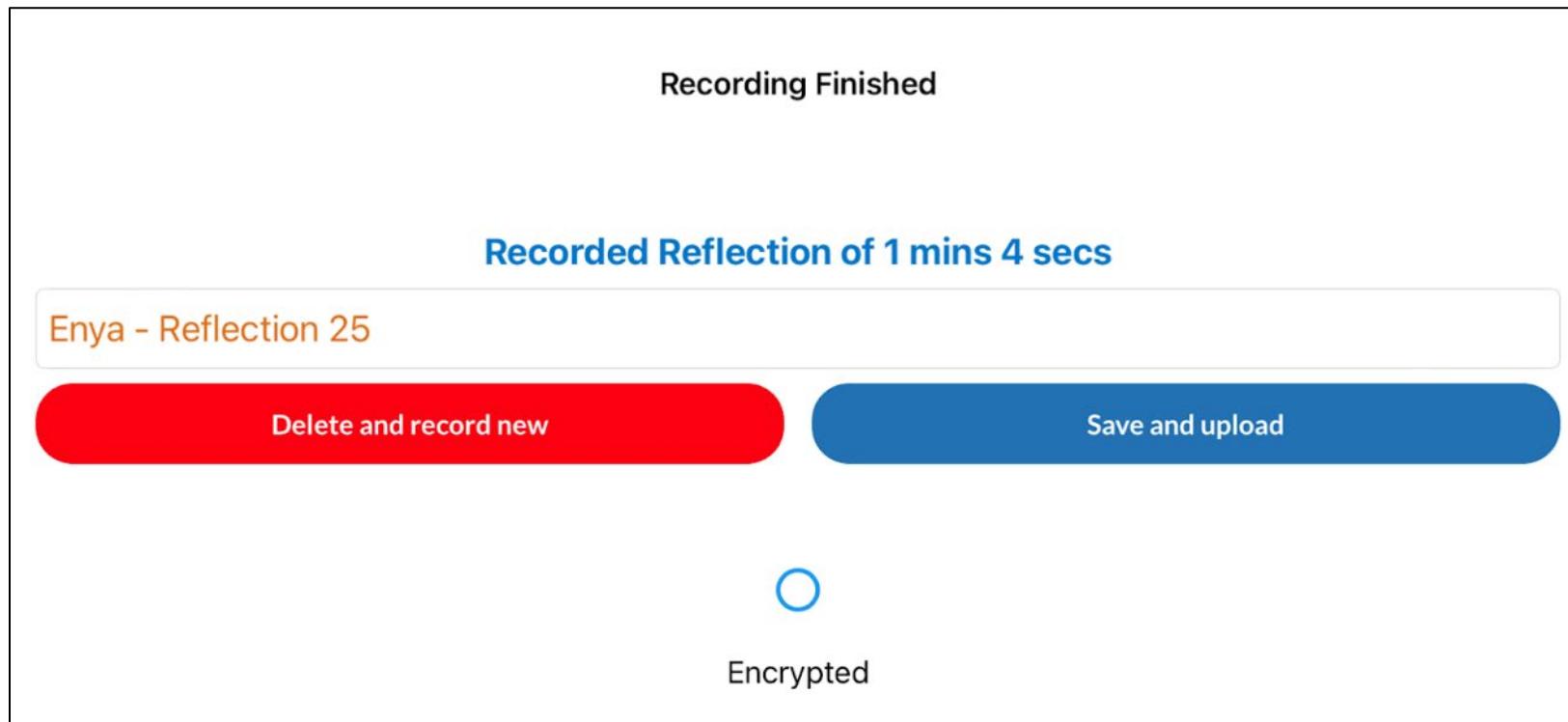


Time & File size counter

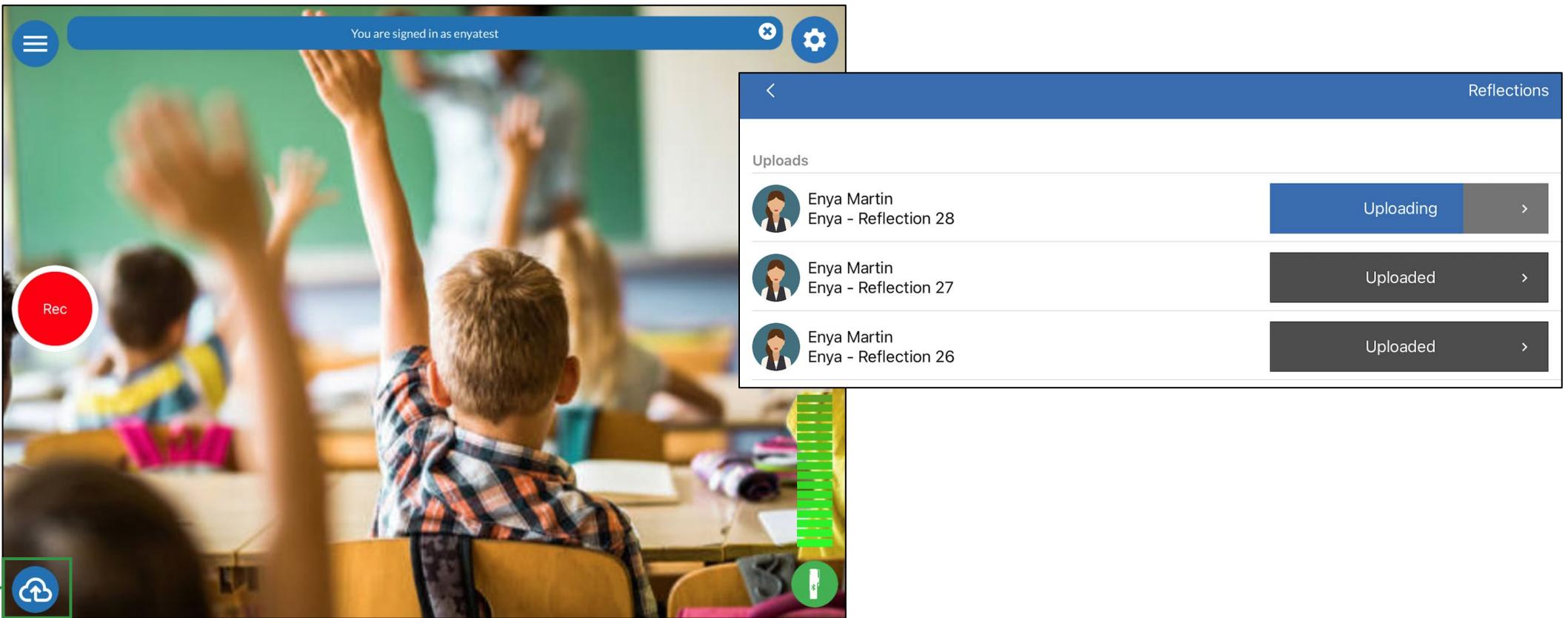


Screen Fade Setting:
If ON (default), the screen will appear black *when recording* to minimize distraction.
If OFF, screen will show the active camera view.

Record app - Save & Upload or Delete



Record app - Uploading

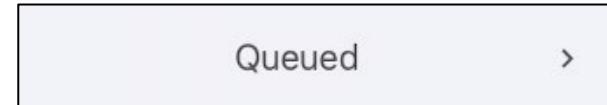


Record app - Troubleshooting

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 person wearing a hard hat and a safety harness is working on a large electrical structure, likely a transformer or substation equipment. The background is a bright, overexposed sky.

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

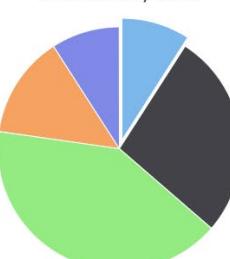
OFFICE OF HEAD START

Progress

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

Not submitted Accepted In Review Rejected Completed

Recorder

OFFICE OF HEAD START

My Videos

Account

Help

Sign Out

My Videos

Search... Search Q Clear x

Video	Details	Actions
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	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

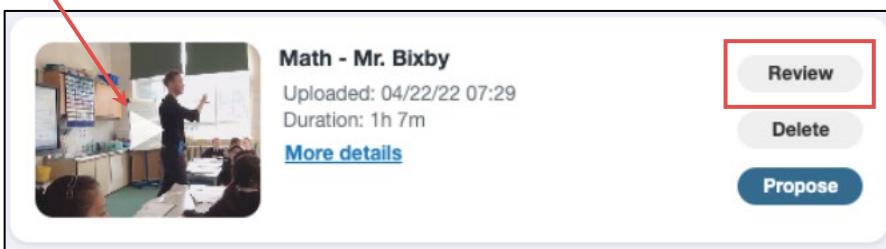
My Videos

Search..

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

Name	07/25/24 10:20
Date	Ready
Video Status	IRIS 100310 Connect ID
Recorded By	Ovie Robinson
Submission Status	None

Review & Propose/Submit Your Video

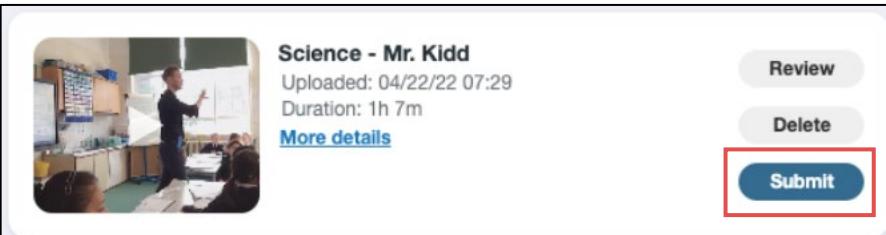


Math - Mr. Bixby
Uploaded: 04/22/22 07:29
Duration: 1h 7m
[More details](#)

Review
Delete
Propose



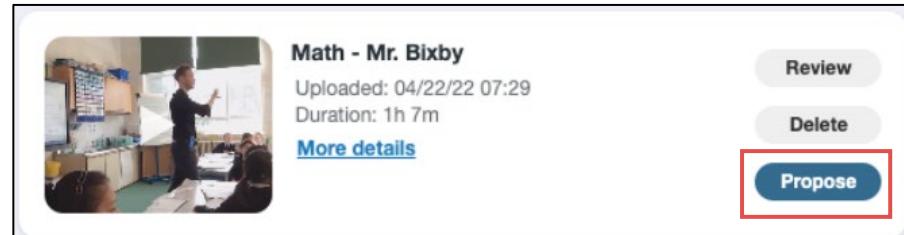
Recorder view:



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:

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

!

Writing skills - Stanley
Uploaded: 08/12/24 17:17
Duration: 1h 7m
Video state: Waiting

!

Math - Mr. Bixby
Uploaded: 04/22/22 07:29
Duration: 1h 7m

!

Ms. Wright - Chemistry
Uploaded: 12/07/23 15:33
Duration: 1h 7m
Classroom: Test bear 200
Submitter: Ollie Adams

!

Mrs. Burns - History
Uploaded: 04/22/22 07:29
Duration: 1h 7m
Classroom: Test snake 400
Submitter: Ollie Adams

!

Mr. Mann - Health
Uploaded: 04/22/22 07:29
Duration: 1h 7m
Classroom: Test caterpillar 200
Submitter: Ollie Adams

!

Mr. Mogle English
Uploaded: 04/22/22 07:29
Duration: 1h 7m
Classroom: Test snake 200
Submitter: Submission not yet confirmed.

!

Geography.Smith
Uploaded: 04/22/22 07:29
Duration: 1h 7m

!

Session 6 - Math
Uploaded: 04/22/22 07:29
Duration: 1h 7m

MSG
MANHATTAN STRATEGY GROUP

Submission Status

Rejected by organization admin

Submission Status

Rejected by project

Rejection Reason

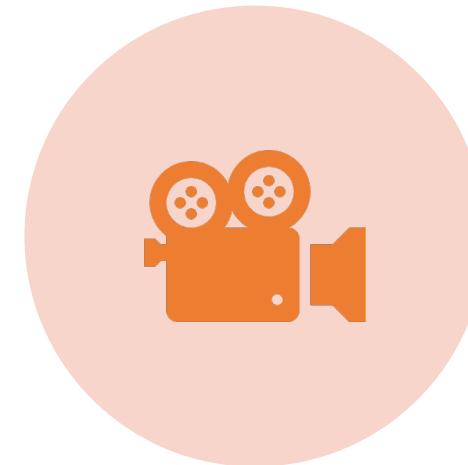
STATUS	What it means
! – Waiting	Check progress on recording device
! – Uploading	Currently uploading
! – Transcoding	Uploaded and begin processed
No Status	Uploaded and ready for review
Proposed	Sent to Admins for approval
Submitted	Sent to CLASS Leads for Quality Assurance (QA)
Rejected	Rejected by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

Head Start

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.
- Actions:** A "User +" button and a three-dot menu icon (highlighted with a red box) are located in the top right of the table area.

Create user Dialog:

- Fields:** 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)
- Buttons:** Create.

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

Search.. Rejected Search X

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

Rejected Review Delete Submit

Search.. Submitted Search X

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

Submitted Search X

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

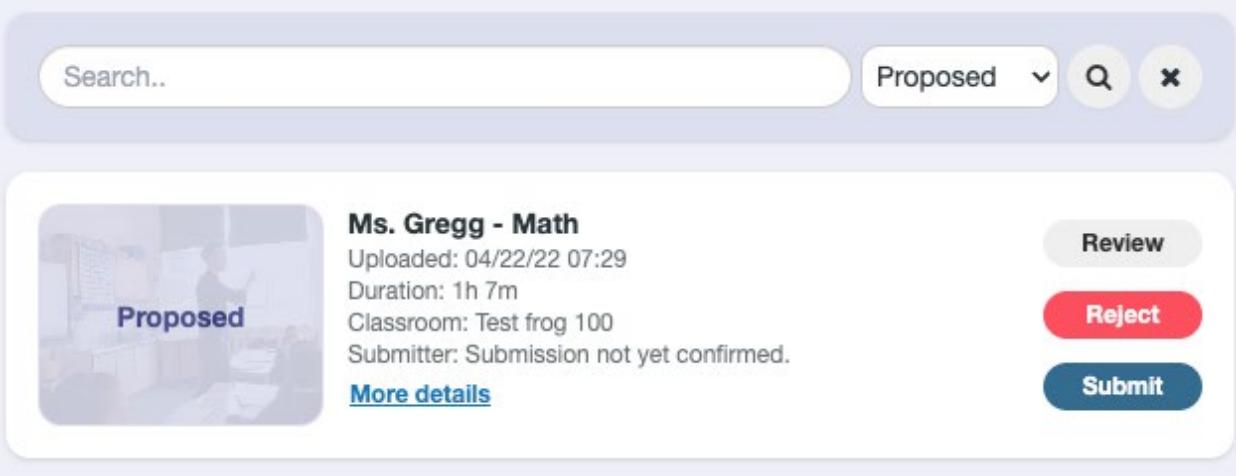
Secondary language
Please identify, if applicable, the secondary language spoken in the video. If the secondary language does not appear in the list of options, please select 'other' and enter the language in the 'other' field below.

Secondary language:
spanish

Other:
spanish

Confirm

Manage Submissions - Rejecting



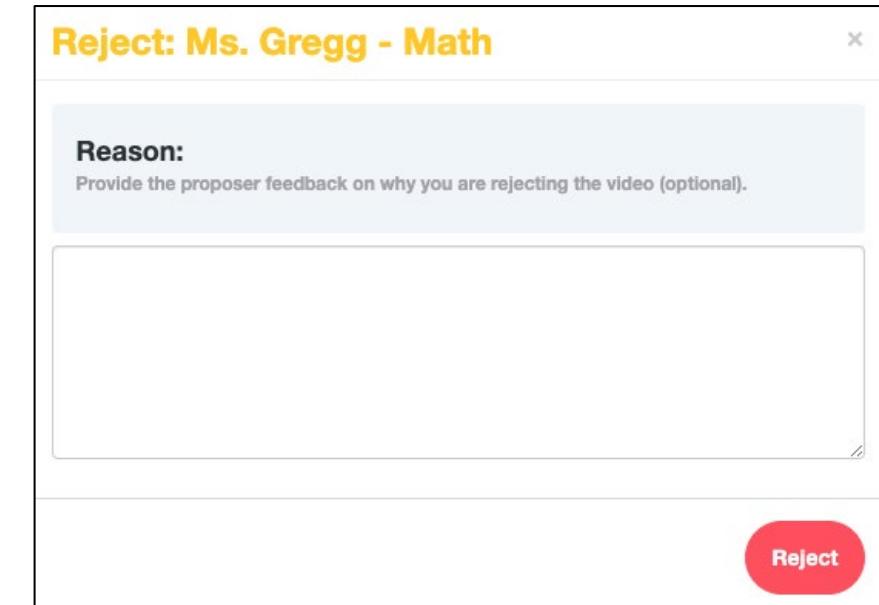
Search.. Proposed Review Reject Submit

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



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

MANHATTAN STRATEGY GROUP

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

*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

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

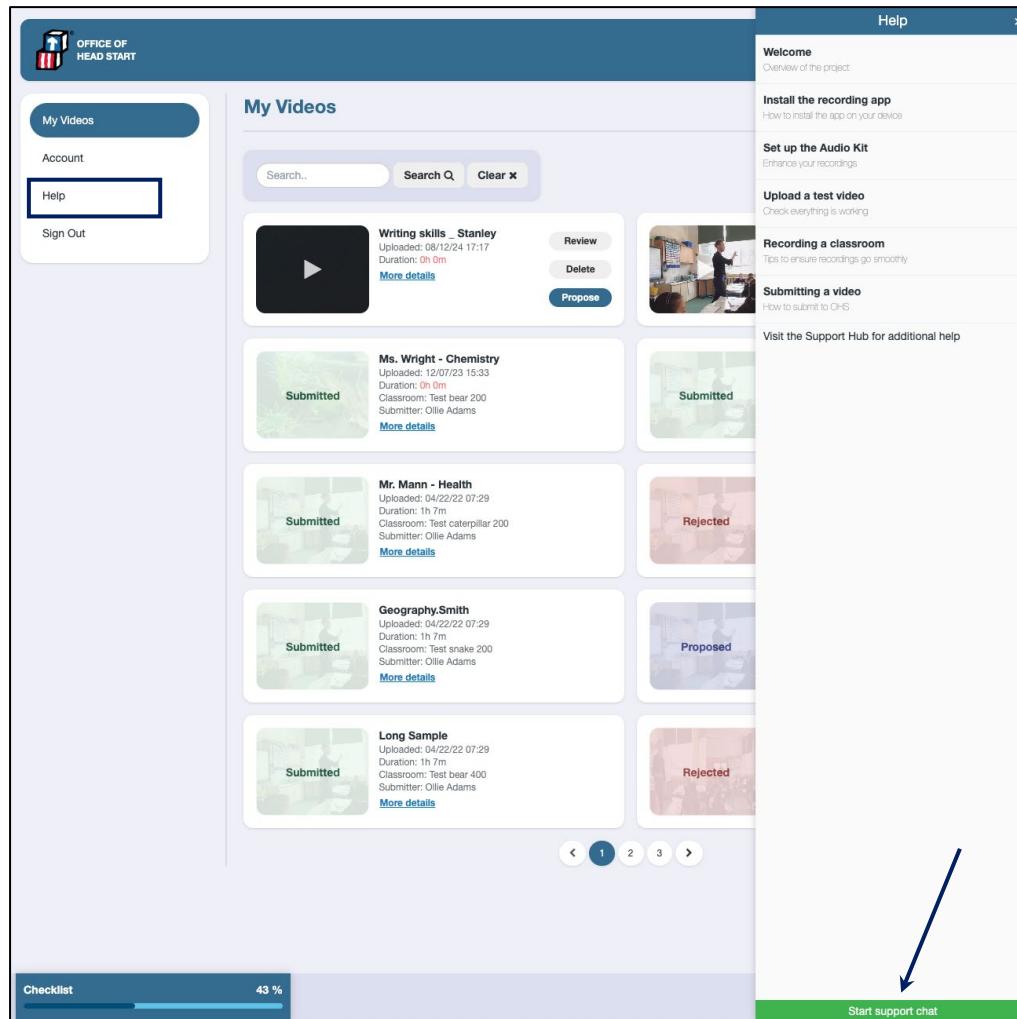
Install the Record app	Activate your Account	Managing Submissions
System Check	Review, Propose, Submit and Delete Videos	OHS Guides and Resources

QR Code



Resources – Contact IRIS Connect

Live Chat:



OFFICE OF HEAD START

My Videos

Search... Search Clear x

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

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

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

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

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

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

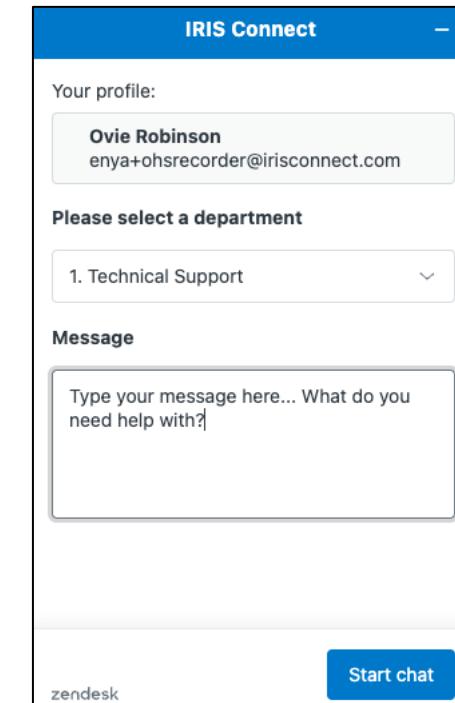
Visit the Support Hub for additional help

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?

zendesk

Start chat

Q & A