



QUICK START GUIDE

Page references correspond to the full user manual.

1. ACTIVATE YOUR ACCOUNT AND LOG IN (PAGE 4)

Ensure that you have activated your IRIS account. Once activated you can navigate to app.therenow.net and use your user name and password to log in to your account.

2. SCHEDULE AN OBSERVATION (PAGE 8)

Go to the Observations Tab at the top of your screen and select Schedule a Live Observation button to the right of where it asks you 'What would you like to do?'

From here you can follow the on screen instructions to invite another participant at a particular time and date or set up a self observation.

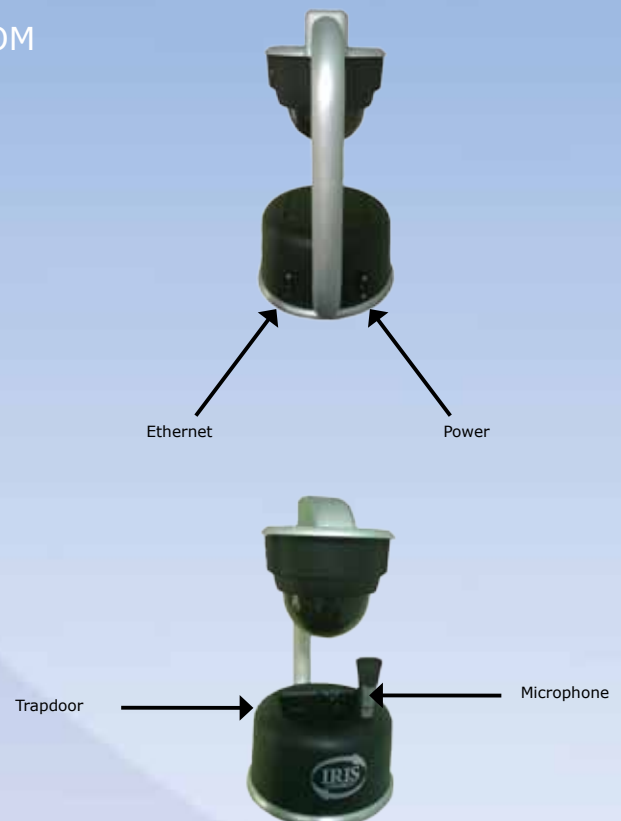
The system will automatically email the participant to permission the observation. Once this is done your observation will be confirmed and be set up for you to access at the appropriate time under Upcoming Observations library.

3. SET UP THE IRIS CAMERA IN THE CLASSROOM

Place IRIS either on it's stand or in another safe and stable position with a good view of the room that you wish to observe.

Connect the camera device to power and your network by plugging in the power cord and ethernet cables. Please check that the connecting cables are not a trip hazard.

Make sure that you are wearing the wireless microphone that is located inside a trapdoor on the top of the device. Simply remove the microphone, push the button on the front and check that the LED located on the top is flashing green. You can mute the microphone by pushing this button again, the LED on the microphone should now be flashing red.



3. OBSERVE LIVE (PAGE 12)

When the scheduled time for the observation has arrived, go to the Observations tab, the observation that you have set up should be listed here highlighted in green. Click on the details button on the right and then the start button.

The software will then connect you to the live observation interface which will allow you to:

- View the classroom, hear the teacher and control the camera
- Record the lesson
- Add commentary with time linked notes and collect data

4. UPLOAD YOUR VIDEO (PAGE 18)

Once you have recorded the lesson and the time that you have scheduled it to be active has passed you should upload the video from your computer to our website.

To do this go to Observations Tab and click on your Library. You will see that the observation that you had scheduled has now appeared here along with all your other previous observations. Click on the review button that is displayed to the right.

As you can see, all of your comments and data have been saved but instead of a live video stream in the box to your left, there is a button labelled upload. Click on this and follow the on screen instructions to locate and upload your video. If you are having trouble finding the video it should be stored under C:\therenow\recordings, and it's filename will be the time and date of the observation.

Once the video has uploaded you will be automatically emailed by the system to let you know that it is available for review.

5. REVIEW

To review a previous observation go to the Observations Tab, click on the details button next to the relevant observation and then review to open it.

As you can see, the revision interface is very similar to the live observation interface, except that you now have a streaming video in the top left instead of the live view from the classroom. In fact, you can add additional comments and collect new data in exactly the same way.

DO YOU NEED MORE HELP?

If you need more help with using the system then please see the relevant page in your full user manual (shown next to the headings in this document), or contact us on:

E-mail: support@therenow.co.uk

Tel: 08450 747 057