## Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Video Recording Main Screen</td>
<td>3</td>
</tr>
<tr>
<td>Schedule</td>
<td>4</td>
</tr>
<tr>
<td>Calendar Grid View</td>
<td>4</td>
</tr>
<tr>
<td>Search feature</td>
<td>5</td>
</tr>
<tr>
<td>Client Management and Recording</td>
<td>5</td>
</tr>
<tr>
<td>Create recurring appointments</td>
<td>6</td>
</tr>
<tr>
<td>Show Availability</td>
<td>7</td>
</tr>
<tr>
<td>Record</td>
<td>9</td>
</tr>
<tr>
<td>Client consent form confirmation to record</td>
<td>9</td>
</tr>
<tr>
<td>Upload a signed audio-visual consent form</td>
<td>10</td>
</tr>
<tr>
<td>Log in to record if a signed consent form is not available</td>
<td>11</td>
</tr>
<tr>
<td>Index</td>
<td>12</td>
</tr>
<tr>
<td>Login</td>
<td>12</td>
</tr>
<tr>
<td>Index</td>
<td>13</td>
</tr>
<tr>
<td>List of Videos</td>
<td>14</td>
</tr>
<tr>
<td>Playback</td>
<td>15</td>
</tr>
<tr>
<td>Login</td>
<td>15</td>
</tr>
<tr>
<td>Playback</td>
<td>16</td>
</tr>
<tr>
<td>Login</td>
<td>17</td>
</tr>
<tr>
<td>Schedule an Event</td>
<td>18</td>
</tr>
<tr>
<td>Record a scheduled event</td>
<td>19</td>
</tr>
<tr>
<td>Start/Stop/Pause/Resume Recording or Switch User</td>
<td>20</td>
</tr>
<tr>
<td>Playback an Event</td>
<td>21</td>
</tr>
<tr>
<td>Evaluation Checklist</td>
<td>22</td>
</tr>
<tr>
<td>Bookmarks</td>
<td>22</td>
</tr>
<tr>
<td>Search Video</td>
<td>23</td>
</tr>
<tr>
<td>System Updates</td>
<td>24</td>
</tr>
</tbody>
</table>

Application Version: June 2015
SIMULATIONiQ™ Video Recording

Video Recording Main Screen
The Windows-style landing page for the Video Recording application is designed to simplify the recording process for students and provide a better user experience on desktops, laptops, and Windows-based tablets.

<table>
<thead>
<tr>
<th>Tile</th>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Schedule</td>
<td>Click to view the appointment schedule. <strong>Login not required.</strong> You do not have to log in to view available rooms and/or times for scheduling, but must log in to schedule new or edit existing appointments.</td>
</tr>
<tr>
<td>2</td>
<td>Record</td>
<td>Click to record. <strong>Login not required.</strong> You do not have to log in to record an event, but must log in if you want to associate the video with an event after the recording has stopped.</td>
</tr>
<tr>
<td>3</td>
<td>Playback</td>
<td>Click to log in and playback video. <strong>Login is required.</strong> You must log in to playback video.</td>
</tr>
<tr>
<td>4</td>
<td>Login</td>
<td>Click to log in to the Video Recording application. <strong>Enter your user ID and password to login.</strong></td>
</tr>
</tbody>
</table>
Schedule

Click Schedule to view appointments. Login is not required. IMPORTANT! You do not have to log in to view available rooms and/or times for scheduling, but must log in to schedule new or edit existing appointments. See Schedule an Event on page 18.

The tiles along the right enable you to toggle between scheduling, recording, playback and logging in to the video recording application.

Calendar Grid View
The **Switch to Grid View** button enables you to toggle to more information about scheduled client appointments for today, tomorrow, or for a specific date or date range.

This view makes content accessible for people with disabilities as well as for those who need to access the application on laptops, phones, tablets and desktops with a keyboard only (no mouse). Use **Tab, Enter, Space** bar and the **up and down arrows** to navigate and **Alt + the underlined character** to select.

**IMPORTANT!** Cancelled appointments do not appear on the Calendar View but always appear in Grid View.
- Administrators/Lab Assistants have access to All Faculty & Student appointments.
- Faculty can view only their and their students’ appointments.
- Students can only view their appointments.

**Search feature**

To search for appointments by Student, Client, or Both, click **Calendar > Grid View** and then enter the search criteria.

**Client Management and Recording**

Select any appointment in the Grid View to either: **Start Recording, Reschedule Appointment, or Cancel Appointment.**
Create recurring appointments

Click the **Recurrence Pattern** checkbox to create recurring appointments when creating a new appointment or rescheduling an existing appointment.

Click the **Email Appointment Reminder** checkbox and indicate the number of days prior to the appointment to email appointment reminders about recurring sessions.

The recurring session icon and mouse-over on the Grid View screen indicates when the session repeats and how many sessions there are in the series. The date displayed for the recurring session is the date of the next of the next appointment in the series.
Click the **Show Availability** link to show available rooms for the selected date when creating a new or rescheduling an existing appointment.
Select the Room and then select the available time slot. Click the **Show Unavailability** checkbox to show both available and booked time slots for the selected date. **Green** shading shows an available time slot; **red** time slots are unavailable. Click an available time slot to select it.
Record
Click **Record** to create an ad hoc recording. Login is not required.

To index the video, click the **Associate the video with an appointment after the recording is stopped** checkbox.

**Client consent form confirmation to record**

---

**Event Recording**

Do you have a signed audio-visual consent form from the client?

- [ ] Yes, I have a signed consent form

Email *

Optional

- [ ] I want to upload a signed audio-visual consent form with this recording

---

No, I do not have a signed consent form

Yes, I have Signed Consent Form
Once you click Record, a client consent form confirmation appears before you can record. If a signed consent form is available:

1. Click the **Yes, I have a signed consent form** checkbox
2. For an ad hoc recording, enter your **Email** address (your email address will default if you are logged in) and then click **Yes, I have a signed consent form**.

### Upload a signed audio-visual consent form

![Event Recording](image)

Optionally you can upload a signed consent form with the recording.

1. Click the **I want to upload a signed audio-visual consent form with this recording** checkbox.
2. In the **Name** field, enter the file name.
3. Click **Browse** to select the file.
4. Click **Yes, I have signed consent form**.
Log in to record if a signed consent form is not available

If a signed consent form is not available, the user must log in to record and agree to the terms and conditions.
Index

If you recorded a video without first logging in and checked the **Associate the video with an appointment after the recording is stopped** checkbox on the recording screen (see above), complete the following steps:

**Login**

1. On the **Login** screen, type your email address and password and then click the **Log In** button. The **Index** screen appears.
Index

1. Complete the following fields:

<table>
<thead>
<tr>
<th>Tile</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing/New Appointment</td>
<td>Select whether the video was recorded for a new or existing appointment.</td>
</tr>
<tr>
<td>Event Start Time</td>
<td>Click the drop-down arrows to select the Start Date and Time for this event.</td>
</tr>
<tr>
<td>Event End Time</td>
<td>Click the drop-down arrows to select the End Date and Time for this event.</td>
</tr>
<tr>
<td>Select Course*</td>
<td>Click the drop-down arrow to select the Course this event applies to or click Search to search by keywords.</td>
</tr>
<tr>
<td>Select Event or Create New Event*</td>
<td>To select an existing event, click the drop-down arrow in the Select Event field or click Search to search by keywords. To create a new event, click New Event and then type the name of the new event.</td>
</tr>
<tr>
<td>Select Clients</td>
<td>In the field, click the drop-down arrow to select the patient(s) for this event or click Search to search by keywords. To delete, click the Remove button next to the Client you wish to remove.</td>
</tr>
<tr>
<td>Event Description</td>
<td>For an existing event, the description appears in the Event Description box. For a new event, type (or cut and paste) an event description. (Use the formatting toolbar as needed.)</td>
</tr>
</tbody>
</table>

*Required fields

2. Click Save to save this event.
List of Videos
Click the desired video to playback. Videos are listed in descending order.

The List of Videos screen:

- Displays videos available for playback. **Note:** Only the videos that are associated with the logged in user appear.

- Displays an event description when you mouse-over the Event. **Note:** If added when scheduling the event or indexing the video.

- Displays non-indexed videos as Unassigned. **Note:** Only administrators have the ability to playback the non-indexed videos.
Playback
Use the Playback screen to view the selected video. Login is required.

Login

Type your email address and password and then click the Log In button.

Note: Click the Remember Email checkbox to save your email address so that you don't have to retype it every time you log in.
Playback

- Playback the selected video, proceed or go back to other videos in the list, or return to the list of videos.
- Bookmark the video while playing back.
- View single or dual view on playback.
- Videos are synched with each other in dual screen mode.
Login

Type your email address and password and then click the Log In button.

All newly created passwords must include:
- a minimum of eight characters
- a number
- a special character
- a capital letter.

Note: Click the Remember Email checkbox to save your email address so that you don't have to retype it every time you log in.

Click Log In to:
- Schedule a new or edit an existing appointment
- Playback video
- Log in to the original video recording application

IMPORTANT!
Automatic log-off is enabled after 2 minutes of system inactivity (if video recording is not in progress). A system warning appears one minute before being logged off to remind you to renew the session.
Schedule an Event
Use the Calendar to:
- View your calendar
- Schedule and define an event
- Select a previously recorded event to playback

To schedule an event:
1. Click the date in the calendar and then double-click on the desired time in the schedule to create an event. The schedule is divided into 15-minute intervals.

   Note: The start date and time default in the Event box and can be edited.

2. Complete the following fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Event Start Time</td>
<td>Click the drop-down arrows to select the <strong>Start Date</strong> and <strong>Time</strong> for this event.</td>
</tr>
<tr>
<td>Event End Time</td>
<td>Click the drop-down arrows to select the <strong>End Date</strong> and <strong>Time</strong> for this event.</td>
</tr>
<tr>
<td>Select Course*</td>
<td>Click the drop-down arrow to select the <strong>Course</strong> this event applies to or click Search to search by keywords.</td>
</tr>
<tr>
<td>Select Event or Create New Event*</td>
<td>To select an existing event, click the drop-down arrow in the <strong>Select Event</strong> field or click Search to search by keywords. To create a new event, click <strong>New Event</strong> and then type the name of the new event.</td>
</tr>
<tr>
<td>Select Clients</td>
<td>In the field, click the drop-down arrow to select the patient(s) for this event or click Search to search by keywords. To delete, click the Remove button next to the Client you wish to remove.</td>
</tr>
<tr>
<td>Event Description</td>
<td>For an existing event, the description appears in the <strong>Event Description</strong> box. For a new event, type (or cut and paste) an event description. (Use the formatting toolbar as needed.)</td>
</tr>
</tbody>
</table>

*Required fields

3. Click **Save** to save this event to your calendar.
Record a scheduled event

1. From the Calendar, double-click the scheduled event. **Note:** If an event has expired, you must create a new event before starting the recording.

2. To edit the event, click 📗. Make any changes as needed to the event and then click Save.* If no changes are needed, click Cancel.

3. Click Next to proceed with the recording. The **Start Recording** screen appears.

* If the event is created by an Administrator or Faculty member, then Students cannot edit the Event description. If the Event is created by the Student from the Video Recording application or the Counseling web application, then the Student can edit all portions of this event through the Video Recording application.
Start/Stop/Pause/Resume Recording or Switch User

Use the following controls for video recording:

<table>
<thead>
<tr>
<th>Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="Control" alt="Start Recording" /> <strong>START RECORDING</strong></td>
<td>Click <strong>Start Recording</strong> to start the video recording. Once the recording is in progress, the Stop/Pause recording screen appears. This is the only screen you will see while recording. <strong>Note:</strong> The audio will always be muted in the room.</td>
</tr>
<tr>
<td><img src="Control" alt="Pause" /> <strong>PAUSE</strong></td>
<td>Click <strong>Pause</strong> to pause the recording. Click <strong>Resume</strong> to continue the recording or click <strong>Stop</strong> to stop recording.</td>
</tr>
<tr>
<td><img src="Control" alt="Resume" /> <strong>RESUME RECORDING</strong></td>
<td>Click <strong>Resume</strong> to continue the recording.</td>
</tr>
<tr>
<td><img src="Control" alt="Stop" /> <strong>STOP</strong></td>
<td>Return: Type your Password and then click the Sign In button to return to the application, OR Click the Switch User button to Sign In as a new user.</td>
</tr>
</tbody>
</table>

Once the recording is stopped, you must either type your password again to return to the application or click the **Switch User** button to switch to another user. This is done make sure that no unauthorized user has access to any other user’s video recording. **Note:** If you forget to stop the recording, the system will only record a maximum of two hours in any room.

**Audio Controls:**

To increase or decrease the volume settings:
- Move the volume slider to set the desired volume. OR
- Go to **Control Panel > Sounds** > right-click on **Speakers** > **Properties** > click **Levels** tab > move the slider to set the desired volume.
Playback an Event

To playback a previously recorded event:

**Note:** Students only have access to their own video recordings. Administrators and Faculty have access to all video recordings.

1. From the Calendar, click the ⋅ icon next to the recorded event. The video appears in the Playback box.

   **Note:** Video playback is available in single and dual views (if available).
Evaluation Checklist

To complete the checklist:
1. Click the Evaluate button (circled on previous page). The Checklist appears over the schedule.
2. Click the drop-down arrow to select the desired checklist or click search to search for a checklist by keywords.
3. Click the appropriate response to each question in the checklist. Note: Click the link below each question to learn more about the evaluation scale.
4. In the Comments field, click the drop-down arrow to add more feedback as needed.
5. Click Save and Close when the checklist is complete.

Bookmarks

Bookmarks are notations within a recorded video that can be assigned for easy location and viewing, and facilitate feedback during review. Note: Bookmarks apply to all camera sources of a recording.

To add a bookmark:
1. Click Play to start the video.
2. Click the appropriate bookmark to mark the video at the desired location.
3. To delete, click the Remove button next to the bookmark you wish to remove.
Search Video

Use the **My Videos** screen to view recorded events. Click any column heading to sort in ascending or descending order. To view an event, click the desired row. The playback screen appears on the right-hand side of the screen.
System Updates

This screen appears when a new version of the SIMULATIONiQ Counseling Video Recording application is available.

1. Click **OK** to update the application to the latest version.

2. The system downloads and installs the latest system updates automatically.