

Clinic Recording Procedures

User Login Screen

The screenshot shows a user login interface with a black background. At the top left is the McGill logo. The top center text reads "Department of Educational and Counselling Psychology", "Psychoeducational and Counselling Clinic", and "Room B141". The top right features the McGill crest. A white rounded rectangle contains the text "User Login". Below this is a white-bordered box containing three input fields: "Username", "Password", and "Client code". A yellow "Enter" button with a right-pointing arrow is positioned below the "Client code" field. The bottom left corner displays the date "17 Oct 2018" and time "10:05".

1. Enter your McGill **email address** and password.
2. In the “Client Code” field, enter the official client code that has been assigned to your client (ex. AF18JIDLOK).

Course Selection Screen

McGill

Department of Educational and Counselling Psychology
Psychoeducational and Counselling Clinic
Room 806

User Login

Course selection

Please select the appropriate course

Course no 1

Course no 2

Please fill up all required fields.

24 Jul 2018
11:02

3. Select the appropriate course for which the recording is being made.

4. You will need to know your Course Codes (ex. EDPC 665, EDPC 625, EDSP 682, EDSP 705).

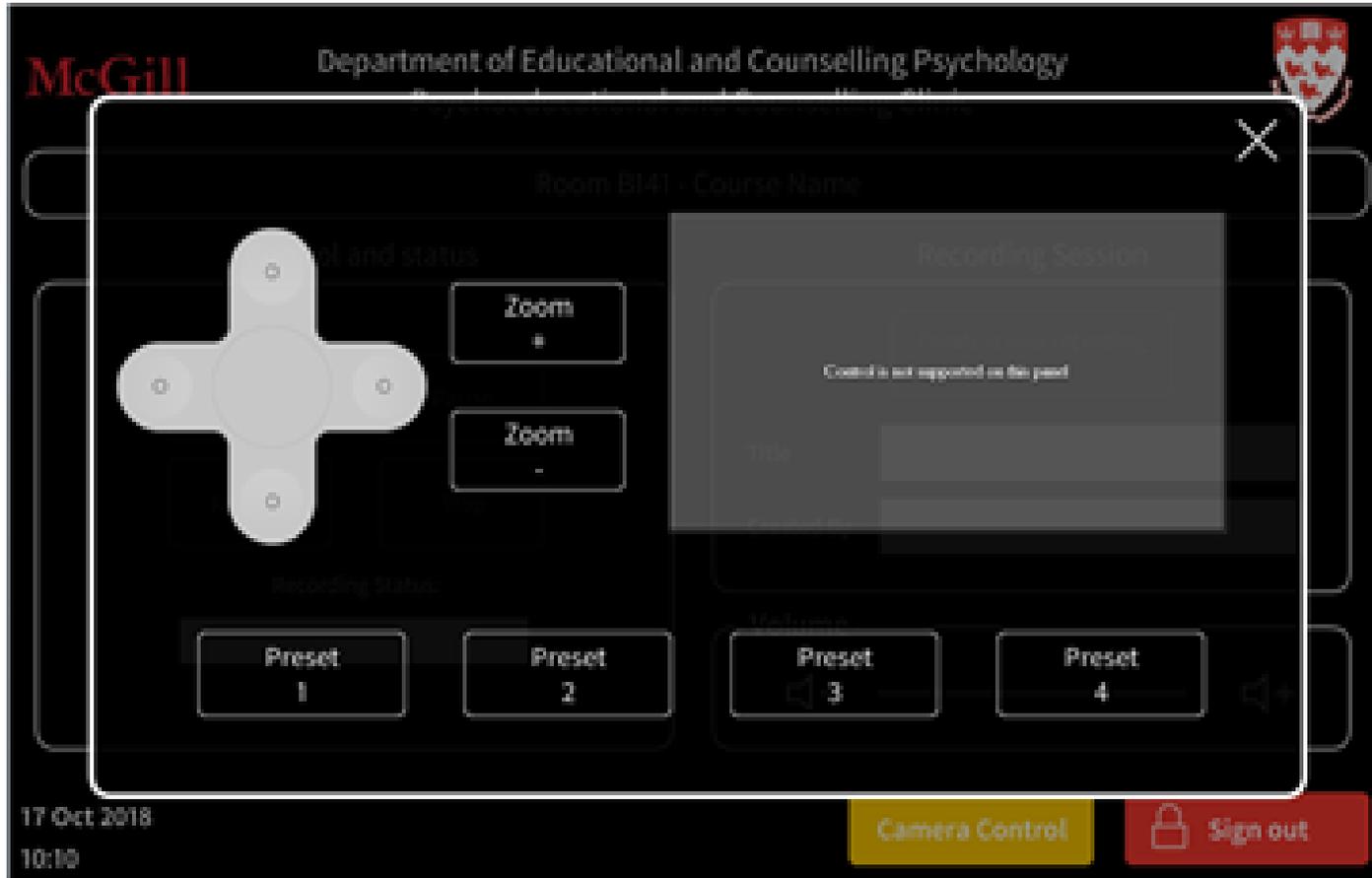
Recording Control Screen

The screenshot shows a recording control interface with a black background and white text. At the top left is the McGill logo. The top center text reads "Department of Educational and Counselling Psychology" and "Psychoeducational and Counselling Clinic". The top right features the McGill crest. Below this is a white rounded rectangle containing the text "Room B141 - Course Name". The interface is divided into two main sections: "Control and status" on the left and "Recording Session" on the right. The "Control and status" section contains four buttons: "Start", "Pause", "Resume", and "Stop", arranged in a 2x2 grid. Below these buttons is a "Recording Status:" label and a horizontal progress bar. The "Recording Session" section contains a "Create a new recording session" button, followed by two input fields labeled "Title" and "Created By". At the bottom of the interface is a "Volume" control section with a speaker icon, a minus sign, a horizontal slider, a plus sign, and another speaker icon. At the very bottom, there are two buttons: a yellow "Camera Control" button and a red "Sign out" button with a lock icon. The bottom left corner shows the date "17 Oct 2018" and time "10:08".

5. Check the camera view by selecting “Camera Control” (yellow button)

Do **NOT** manipulate the camera by hand!

Camera Control Screen



6. Select a “Preset” camera set-up, or manipulate the camera angle by using the **arrows** and “zoom” feature. The **Camera Preview** is shown as you change the settings.

If there are two cameras in the room, as in the Family Rooms, you will have to do this for each camera, by first selecting “Camera 1”, and then selecting “Camera 2”.

7. Select “X” to return to the previous screen.

Back to Recording Control Screen

The screenshot shows a recording control interface with the following elements:

- Header:** McGill logo on the left, Department of Educational and Counselling Psychology / Psychoeducational and Counselling Clinic in the center, and the McGill crest on the right.
- Room Name:** A white rounded rectangle containing the text "Room B141 - Course Name".
- Control and status:** A white rounded rectangle containing four buttons: "Start", "Pause", "Resume", and "Stop". Below the buttons is a "Recording Status:" label and a grey progress bar.
- Recording Session:** A white rounded rectangle containing a "Create a new recording session" button, a "Title" label with a grey input field, and a "Created By" label with a grey input field.
- Volume:** A white rounded rectangle containing a "Volume" label, a speaker icon with a minus sign, a grey volume slider, and a speaker icon with a plus sign.
- Footer:** "17 Oct 2018" and "10:08" on the left; a yellow "Camera Control" button and a red "Sign out" button on the right.

8. Select “Create a new recording session”. The “Title” and “Created By” fields are populated automatically.

9. Ensure that the “Volume” is set to at least the middle of the bar. This is the volume level that will be heard when you view your recording.

10. Select “Start” to begin your recording.



11. There will be a blinking red dot in the right hand corner to indicate that a recording is in session. The rest of the screen will go black. Touch anywhere on the screen to return to the **Recording Control screen**.

McGill Department of Educational and Counselling Psychology
Psychoeducational and Counselling Clinic

Room B141 - Course Name

Control and status

Start Pause

Resume Stop

Recording Status:

Recording Session

Create a new recording session

Title

Created By

Volume

Camera Control Sign out

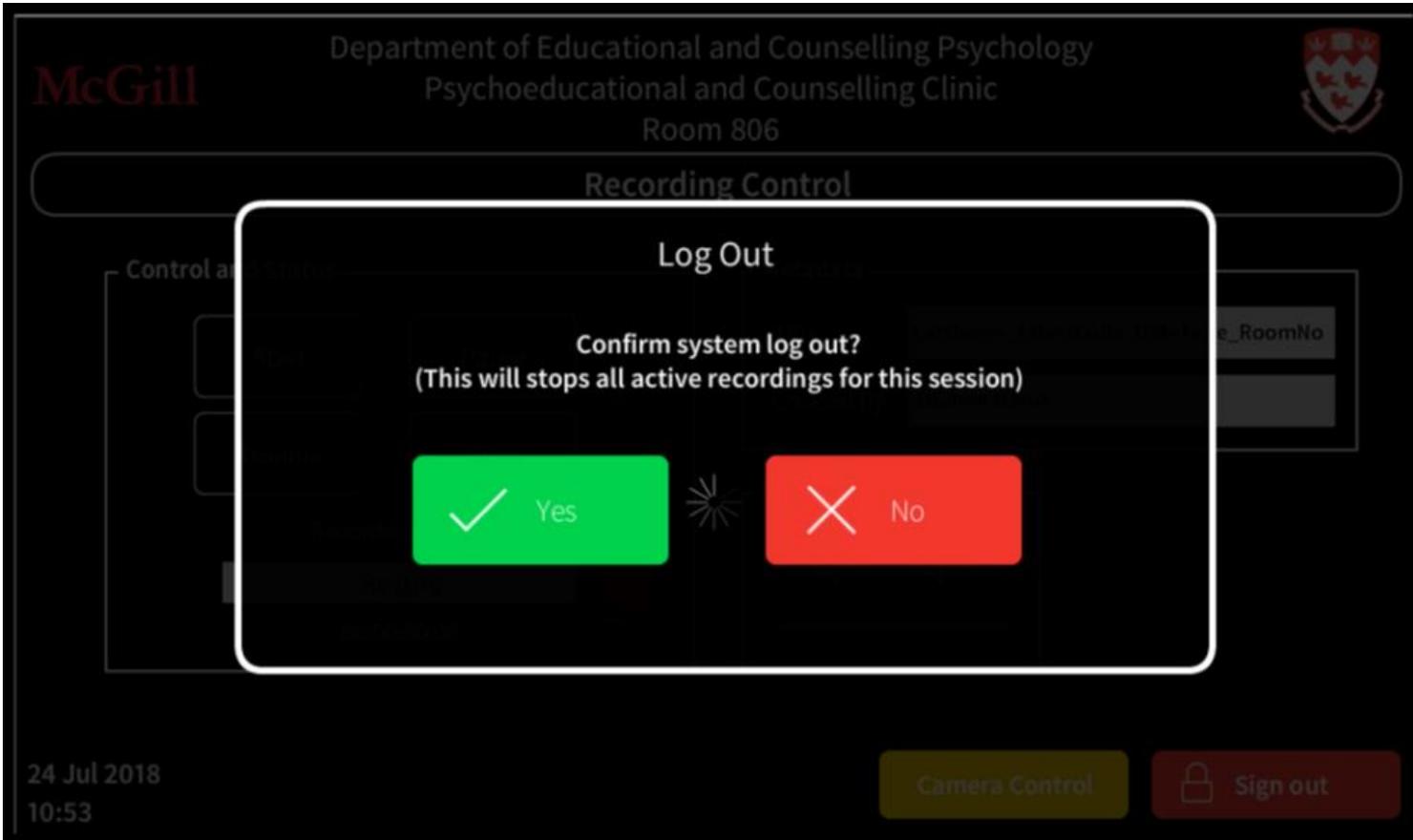
17 Oct 2018
10:08

12. From the **Recording Control screen**, the recording may be “paused” and “resumed” several times during the session.

13. When the session is over, select “Stop” on the **Recording Control screen**.

14. Select the “Sign out” button (red). This will bring you to the **Log Out screen**.

Log Out Screen



14. Select the “Sign out” button. This will bring you to the **Log Out screen**.
15. Select “Yes” to log out or “No” to return to the **Recording Control screen** (**you must press Yes to end your session**).

View a Recording & Trim a Recording

Login in B163

- All recordings can be viewed from B163
- Login with your **McGill email address** and password.

Haivision Media Platform

Haivision Media Platform

Welcome Nate Fuks, Dr. (Sign Out) REC

Portal Content Library Schedule Events Manage Devices Search Feeds Advanced

Team A See All

B118_435_25/09/2018_15... 0:09

B118_35_25/09/2018_14:... 0:19

B118_dfr_04/10/2018_11:... 0:28

When you enter the platform, select **Content Library** tab to see your videos.

Chose a video you want to view or trim

The screenshot shows the Haivision Media Platform interface. The browser address bar displays <https://ecp.education.mcgill.ca/recordings>. The platform header includes the logo, user information (Welcome Nate Fuks, Dr. (Sign Out)), and a 'REC' button. The main navigation bar contains 'Portal', 'Content Library', 'Schedule Events', and 'Manage Devices'. Below this is a search bar and a 'Sort by' dropdown set to 'Newest'. A toolbar offers actions: 'View', 'Publish to Feed', 'Create Session', 'Edit', 'Delete', and 'Export'. The video grid shows thumbnails with titles and durations. The second video in the first row has an orange arrow pointing to its 'Eye' icon, which is highlighted in blue. Other icons on this video include a checkmark and a pencil.

Thumbnail	Title	Duration	Time Ago
1	B126_cccvvv_15/10/2018_15:...	0:20	1 hour ago
2	B119_AF18CRICOL_16/10/201...	1:19:29	1 day ago
3	B118_AF18CRICOL_16/10/201...	25:18	1 day ago
4	B118_AF18CRICOL_16/10/201...	0:17	1 day ago
5	B126_cccvvv_15/10/2018_15:...	1:08	2 days ago
6	B154_cccvvv_15/10/2018_15:...	0:57	2 days ago
7	B154_cccvvv_15/10/2018_15:...	1:49	2 days ago
8	B156_1_15/10/2018_14:39:29	1:00	2 days ago

To view, press an
“Eye” icon

To Trim your video

Haivision Media Platform

Welcome Nate Fuks, Dr. (Sign Out) REC

B119_AF18CRICOL_16/10/2018_10:29:39 Properties

Create Poster Image
Download
KLV
Trim Controls

0:02 / 1:19:29

Created: 10/16/2018 by Katherine Andrews

https://ecp.education.mcgill.ca/recording/a2799dbd-172f-46e6-a99a-588eae4c92f6#

Type here to search

7:46 PM
2018-10-17

To trim
video,
press here

Press "Trim Controls"
in popped up menu

To Trim (cont.)

Haivision Media Platform

Welcome Nate Fuks, Dr. (Sign Out) REC

B119_AF18CRICOL_16/10/2018_10:29:39 Properties

6:48

0:00 / 1:19:29

Created 10/16/2018 by Katherine Andrews

Use the orange slider on the left to identify the beginning of the trimmed segment

To Trim (cont.)

The screenshot shows a web browser window with the Haivision Media Platform interface. The browser tabs include 'Haivision Media Platform', 'Use or fix Flash audio & video - C x', and 'Components'. The address bar shows a URL: <https://ecp.education.mcgill.ca/recording/a2799dbd-172f-46e6-a99a-588eae4c92f6>. The page header displays 'Haivision Media Platform', 'Welcome Nate Fuks, Dr. (Sign Out)', and a 'REC' button. The video player shows a recording titled 'B119_AF18CRICOL_16/10/2018_10:29:39'. The video content shows a desk with a clipboard and papers. The video player controls at the bottom include a play button, 'CC', a volume icon, a progress bar showing '0:00 / 1:19:29', and other standard video controls. An orange arrow points to the trimmer slider on the right side of the video player.

Use the orange slider on the right to identify the end of the trimmed segment

To Trim (cont.)

The screenshot shows a web browser window with the Haivision Media Platform interface. The browser's address bar displays the URL <https://ecp.education.mcgill.ca/recording/a2799dbd-172f-46e6-a99a-588eae4c92f6>. The platform header includes the name "Haivision Media Platform", a user greeting "Welcome Nate Fuks, Dr. (Sign Out)", and a "REC" button. The video player shows a recording titled "B119_AF18CRICOL_16/10/2018_10:29:39". A context menu is open over the video controls, listing the following options: "Create Poster Image", "Download", "KLV", "Hide Trim Controls", and "Trim Video". An orange arrow points from the text "Press here to activate popup menu" to the "Trim Video" option in the menu. The video player controls at the bottom show a play button, closed captions (CC), a volume icon, a progress bar at 0:00 / 1:19:29, a full screen icon, a refresh icon, a menu icon (three vertical lines), and a share icon. The Windows taskbar at the bottom shows the search bar, taskbar icons for various applications, and the system tray with the time 7:55 PM and date 2018-10-17.

Press here to activate popup menu

To Trim (cont.)

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** Haivision Media Platform, Use or fix Flash audio & video - C x, Components.
- Address Bar:** Not secure | <https://ecp.education.mcgill.ca/recording/a2799dbd-172f-46e6-a99a-588eae4c92f6>
- Page Header:** Haivision Media Platform, Welcome Nate Fuks, Dr. (Sign Out), REC, and a menu icon.
- Video Player:** B119_AF18CRICOL_16/10/2018_10:29:39, Properties button.
- Context Menu:** Open over the video player with options: Create Poster Image, Download, KLV, Hide Trim Controls, and **Trim Video** (highlighted in blue).
- Video Controls:** Play/Pause, CC, Volume, 0:00 / 1:19:29, Full Screen, and other playback controls.
- Taskbar:** Windows taskbar with search bar, icons for Edge, File Explorer, Mail, Excel, Word, PowerPoint, and Chrome. System tray shows 7:56 PM, 2018-10-17, and ENG.

Press here to trim video

To Trim (cont.)

The screenshot shows a web browser window with the URL <https://ecp.education.mcgill.ca/recording/a2799dbd-172f-46e6-a99a-588eae4c92f6>. The page title is "Haivision Media Platform" and the user is logged in as "Welcome Nate Fuks, Dr. (Sign Out)". A "REC" button is visible in the top right. A confirmation pop-up is displayed in the top right corner, containing the text "Video successfully trimmed." and a link "View trimmed video". An orange arrow points from the text "Confirmation pops up" to this pop-up. In the center of the screen, a "Share Trimmed Video" dialog box is open, asking "Would you like to transfer the current permissions to the new video?" with "Cancel" and "Share" buttons. The background shows a video player with a play button, volume icon, and a progress bar at 0:00 / 1:19:29. The video player also displays "Created 10/16/2018 by Katherine Andrews". The Windows taskbar is visible at the bottom, showing the search bar, taskbar icons, and system tray with the time 7:57 PM and date 2018-10-17.

Confirmation
pops up

Publish Video to Feed

(only for SACP Students to share video with TA)

Publishing to Feed

Haivision Media Platform

Welcome Nate Fuks, Dr. (Sign Out) REC

Portal **Content Library** Schedule Events Manage Devices

Search video added to the *Team A* feed.

Videos Sessions Sources Feeds Sort by Newest

View Publish to Feed Create Session Edit Delete Export 64 Videos (1 Selected)

Team A

B126_cccvvv_15/10/2018_15:... 20 seconds ago 0:04

B119_AF18CRICOL_16/10/201... 1 minute ago 0:00

B119_AF18CRICOL_16/10/201... 2 minutes ago 0:00

B119_AF18CRICOL_16/10/201... 4 minutes ago 0:00

B119_AF18CRICOL_16/10/201... 5 minutes ago 0:00

B119_AF18CRICOL_16/10/201... 6 minutes ago 0:00

B126_cccvvv_15/10/2018_15:... 1 hour ago 0:20

B119_AF18CRICOL_16/10/201... 1 day ago 1:19:29

1. Go to “Content Library” tab
2. Choose the trimmed video by selecting ✓ icon
3. Press “Publish to Feed”
4. Choose appropriate feed from drop down menu. **These feeds must first be created by your Instructor.**
5. Message appears