

## USING SOARS

To start, stop, and review recordings, visit <http://soars.av.ed.nyu.edu> from an on-campus computer or computer connected via NYU wifi or NYU VPN. Log in using your NYU NetID.

**Note:** If you do not have an account associated with your department's clinic and would like one, please speak with your department's SOARS administrator.

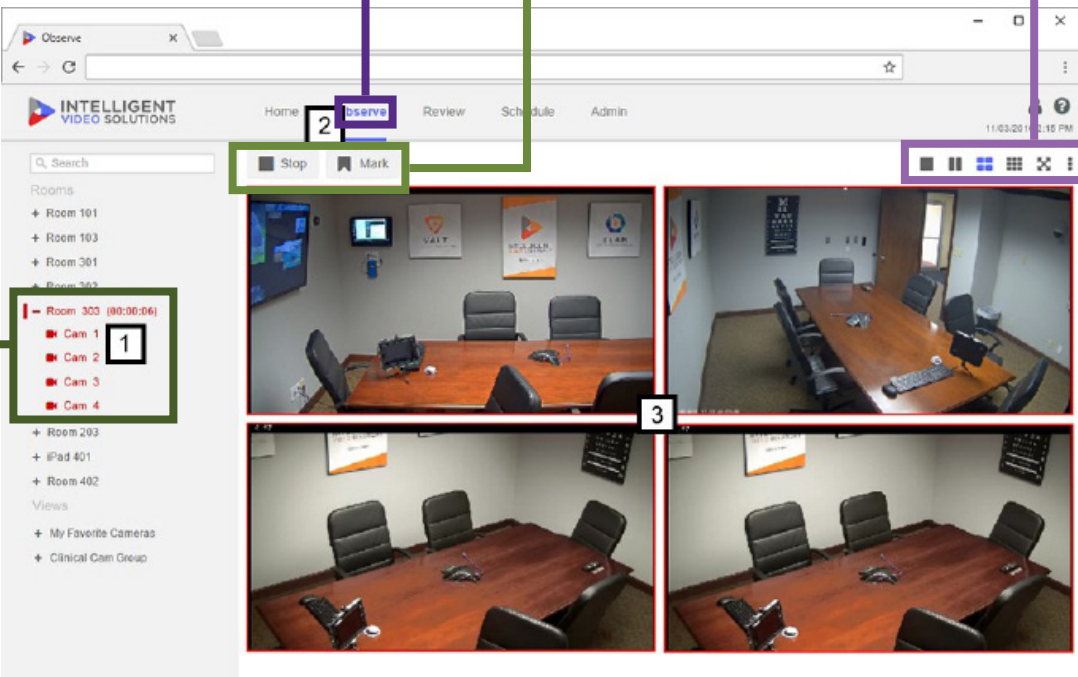
## RECORDING

Recording is located under the observe tab.

1) To begin a recording, click on the camera icon next to the desired room's title. A form will appear for you to fill out before you can begin recording. Rooms and cameras actively recording will appear in red.

2) To stop recording, click **STOP**. To add a marker, click **MARK**.

3) Use these options to view multiple cameras. Select the arrangement of cameras, then drag the camera label to the desired position.



**Note:** When a room is being recorded, no one else other than the individual who began the recording can view it within SOARS.

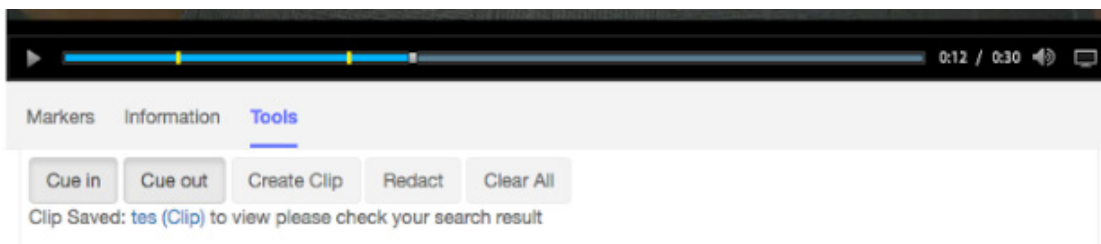
## REVIEWING RECORDINGS

To review a recording you made, click on the review tab.

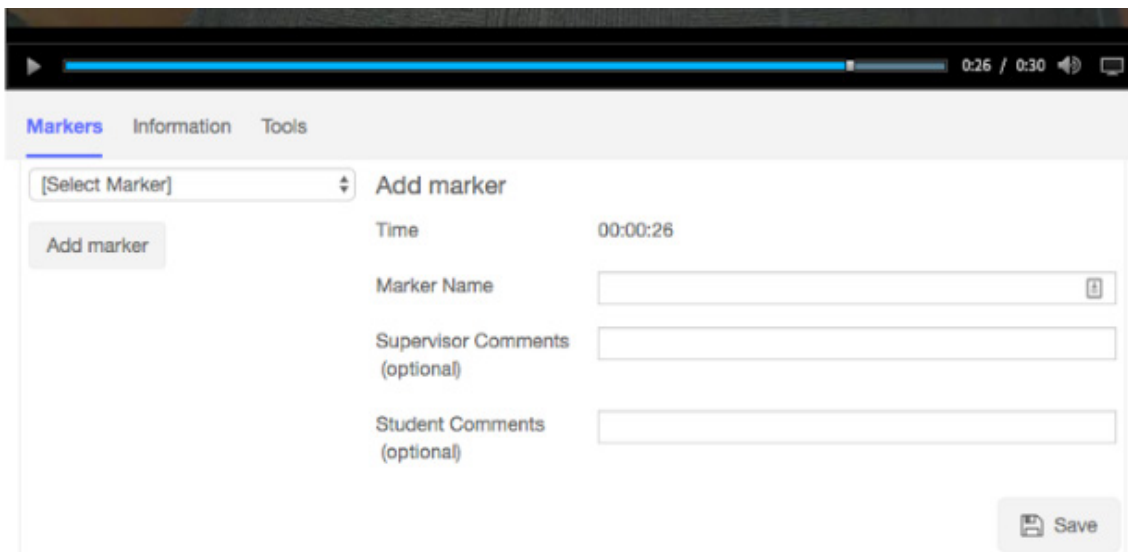
Your recordings will display in list format. Once you have located it, click on the title to review it.

## Editing Recordings

Editing tools are located at the bottom of the reviewing screen, under the video player.



Editing is done by creating sections of the video with cues, and then saving or deleting those sections. Press cue in to start a section, and cue out to finish it. Press create clip to make a clip, or redact to delete the section from the video.



To download your video, return to the list of videos under the review tab. Click options next to your desired video, and you will be given the option to download.

## TROUBLESHOOTING

Since SOARS is a secure cloud based observation and recording service, it's always up and running. However, upon locating a room and seeing 'Camera is not available...' please send an email to [steinhardt.technology@nyu.edu](mailto:steinhardt.technology@nyu.edu).

The below image shows a camera not working, and a room with the lights turned off with a working camera.

