**Administrator (GCSI):**

**Before student recording (first-time set up):**

1. Open password-protected Windows administrator account
2. Download 7-Zip to computer C-Drive (C:\Program Files)
   1. Ensure 7z.exe is in C:\Program Files\7-Zip
3. Set up necessary folders
   1. Create folder “C:\GCSI Procedure Room Downloads” (for students to directly upload videos to)
   2. Create folder “C:\Encrypted GCSI Procedure Room Downloads” (for encrypted files, students will be able to view files in this folder)
   3. Create folder “GCSI Encryption PowerShell” anywhere in administrator’s local document storage (so a student using Windows guest account cannot access)
      1. Create Notes file -> copy/paste “real\_time\_encrypt.ps1” -> save as .ps1
      2. Adjust the password and the path to the source folder, destination folder, and 7z.exe as needed
      3. When the “real\_time\_encrypt.ps1” PowerShell script is running, it will continuously scan for new files in “C:\GCSI Procedure Room Downloads”, encrypt them using 7-Zip, place the encrypted file in “C:\Encrypted GCSI Procedure Room Downloads”, and delete the original file
4. Create shortcut to start PowerShell script on desktop
   1. Desktop -> New -> Shortcut -> Item Location: C:\Windows\System32\WindowsPowerShell\v1.0\powershell.exe -ExecutionPolicy Bypass -NoExit -File "path\to\real\_time\_encrypt.ps1" -> Adjust path to “real\_time\_encrypt.ps1” as needed -> Name: “Start Real Time Encrypt”
   2. Double click shortcut to start running the “real\_time\_encrypt.ps1” script
   3. This shortcut will allow manual startup of the “real\_time\_encrypt.ps1” script
5. Set up and open Windows guest account (local user)
6. Download OBS studio
   1. Connect cameras to OBS
      1. Webcams:
         1. In OBS: Sources -> Add Sources -> Video Capture Device -> orient webcam streams in screen as desired -> add text box and place next to each stream to identify
      2. iPad:
         1. In iPad Safari: <https://vdo.ninja/> -> Add Your Camera to OBS -> Start -> mute iPad microphone -> copy unique VDO Ninja stream URL
         2. In OBS: Sources -> Add Sources -> Browsers -> paste VDO Ninja URL -> orient iPad streams in screen as desired -> add text box and place next to each stream to identify
   2. “Start Virtual Camera” in OBS
7. Open Chrome/Edge window
   1. Open privacy/security setting in Chrome/Edge window
      1. Set camera to "OBS virtual camera"
   2. Open Downloads settings in Chrome/Edge window
      1. Set download folder to “C:\GCSI Procedure Room Downloads”
   3. Open <https://jchen6589.github.io/procedure-room-recording-v4/>
   4. Leave webpage on start screen

**Before student recording (subsequent set up):**

1. Open password-protected Windows administrator account
2. Double click “Start Real Time Encrypt” shortcut to start running the “real\_time\_encrypt.ps1” script
3. Open Windows guest account (local user)
4. Open OBS
   1. Ensure all camera streams are running and labels are correct
   2. “Start Virtual Camera” in OBS
5. Open Chrome/Edge window
   1. Open privacy/security setting in Chrome/Edge window
      1. Set camera to "OBS virtual camera"
   2. Open Downloads settings in Chrome/Edge window
      1. Set download folder to “C:\GCSI Procedure Room Downloads”
   3. Open <https://jchen6589.github.io/procedure-room-recording-v4/>
   4. Leave webpage on start screen

**After student recording:**

1. Open password-protected Windows administrator account
2. Open “C:\GCSI Procedure Room Downloads”
   1. Confirm original files have been deleted
3. Open “C:\Encrypted GCSI Procedure Room Downloads”
   1. Right click encrypted folders -> Show more options -> 7-Zip -> Extract Here -> enter password
4. Open unzipped folder
   1. Email .webm file to appropriate facilitator
5. Clear “C:\Encrypted GCSI Procedure Room Downloads” periodically
6. Close PowerShell window if shutting down computer (can also configure to start automatically on boot)

**Student:**

1. Enter information
2. Set up cameras
3. Record video
4. Upload video

**Facilitator:**

1. Download .webm files
2. To view, convert to either mp4 using web converter OR right click file and open in browser (Chrome, Edge, etc.)