

SCSD#1 Video Recording Overview

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Video Recording Introduction

Now that staff have had a chance to learn and start to utilize the Swivl Robots in their classrooms for several weeks, we wanted to share out information on different ways that you can record videos and lessons, and help answer questions we've been receiving about recording videos.

There are several different options to record videos. With the way that Google Meets and Swivl are built, there is not one method of recording that allows teachers to do everything at once- but each option allows you to use different features and has advantages and disadvantages compared to the others. For samples of different types of video recordings, go to the Cost Savings Task Force page on the District Website, here:

http://www.sweetwater1.org/cost_savings_task_force_2021

It is our intention with this document to list out, explain, distinguish between, and run through the steps for each method for recording videos, and then allow you to use whichever methods you believe applies best for your classroom and students.

Video Recording Option Comparison Chart

See Each Recording Option for More Details	Works for live CBV students?	Works in-person students only?	Audio Quality and Source?	Video Duration Limits?	Video Storage Location?	Can Edit Videos ^a ?	View of Teacher and Computer?
Google Meet on Computer	Yes	No	Swivl Audio - Better	No	Google Drive	No	No
QuickTime Player on Computer	Yes	No	Swivl Audio – Better	No	On Your Computer	No	No
Swivl Teams on Computer	Yes	No	Swivl Audio - Better	Yes ^d	Swivl Teams	Yes	No
Google Meet on iPad	Yes	No	iPad Built-In Audio – Worse ^c	No	Google Drive	No	No
Swivl Cloud App on iPad	No ^b	Yes	Swivl Audio - Better	Yes ^d	Swivl Teams	Yes	No
Swivl Cloud App/Swivl Screencast on Both Devices	No ^b	Yes	Swivl Audio - Better	Yes ^d	Swivl Teams	Yes	Yes

^a Recordings that cannot be edited directly can be edited if they are downloaded and then uploaded into your Swivl Teams account.

^b You could connect your computer to Google Meet while you are using the Swivl Cloud App on the iPad, but your live students would then be seeing and hearing you through the built-in camera and microphone on your computer instead of the Swivl iPad Camera or Swivl Audio.

^c For a comparison of using iPad audio versus using Swivl Integrated Audio, please watch this short video: <https://cloud.swivl.com/v/e099c760ebc6e5819f622302b468c4a5>

^d Video recordings longer than 30 minutes in duration may have difficulty uploading fully.

Recording from Google Meet on the Computer – With Live CBV Students

Best For: Recording longer videos (30 minutes and up) with virtual-based students live in a Google Meet.

What Is Being Recorded: Google Meet automatically records the video for whoever the active speaker is, and records the audio from all participants. If a participant in the meet is presenting their screen, Google Meet will record the screen.

Setup Required: Having the iPad plugged into the Swivl, and either using the USB Cord for Swivl Audio, or using the built-in Audio on the computer or iPad. For this method, you have the Swivl App and Google Meet open on the iPad, and Google Meet open on the computer.

Steps: <https://resource.echalk.com/sr/D0K0ZqSy>

FAQ:

- Do I have to present my screen and pin the iPad to the screen the entire time the recording is taking place? **Yes**, if you do not present your screen, the recording is going to pick up a grey screen with the Google Account icon on it. Here is a sample video of what it looks like if you do not present your screen: (Web-Link) If you want the video to record you from the Swivl, then yes. Otherwise, the recording will pick up what you have open on your computer.
- Does this method pickup audio or video from virtual-based students live on Google Meet? **Yes**, if you have virtual-based students on live in Google Meet, this method picks up sounds from those students. When students talk at home, then Google Meet will see that the student is the active speaker and will record him/her while they are speaking.
- How do these videos upload? **Recordings in Google Meet upload automatically for you.** As soon as the video is uploaded (anywhere from 5-60 minutes after the recording), it will send you an automated email with the recording link, and save it in a folder title “Meet Recordings” in your Google Drive.
- Can I edit part of a recording if something pops up on my screen, or I accidentally open something on my screen that I don’t want in the recording? (See the section [Utilizing Video Recordings](#) below.) To be able edit a recording out here- you’ll need to download the recording from Google onto your computer, and then upload it into Swivl Team Account.
- Where are the recordings saved, and who has access to them? **The videos upload directly to your Google Meet are only accessible by you, anyone you share the video with, and district Google Admins.**
- Does this method record both me and my screen? **For your live, virtual-based students, they’ll be able to see both you and your screen. The recording only records your screen.**
- How can I use my computer when I’m recording the screen? **You should only be recording instruction being given.** If you are on your computer, you’re most likely not giving instruction- so you can hit “Stop Recording” and stop sharing your screen, so you can use your computer without it being recorded. Then, you can just hit “Start Recording” when you give instruction again.

Comparison to Other Recording Methods: Recording in Google Meet automatically uploads videos into your Google Drive, regardless of video duration. Because of that, this method is preferred for any recordings done with live students over an hour. One downside compared to recording from Swivl Teams is that you cannot edit the videos or embed into CANVAS without downloading them onto your computer first, and then importing them into Swivl Teams. In Google Meet, the recording picks up audio from all participants, where if you record in Swivl Teams, the recording only picks up audio from the Swivl Markers. . . Compared to other methods of recording that do not use Swivl Audio Input Interface, the audio quality from the teacher here is significantly clearer in the recording.

Recording from QuickTime Player on the Computer – With Live CBV Students

Best For: Recording video with virtual-based students live in a Google Meet automatically saved on your computer.

What Is Being Recorded: Screen Recording records whatever you are displaying on your computer screen, and records the audio from the source that you select.

Setup Required: Having the iPad plugged into the Swivl Robot, and either using the USB Cord for Swivl Audio, or using the built-in Audio on the computer or iPad. For this method, you have the Swivl App and Google Meet open on the iPad, and Google Meet open on the computer.

Steps: <https://resource.echalk.com/sr/s0VhCyO0>

FAQ:

- Do I have to pin the iPad to my screen in Google Meet the entire time? *If you want the video to record you from the Swivl, then yes. Otherwise, the recording will pick up what you have open on your computer.*
- Does this method pickup audio from virtual-based students live on Google Meet? *No, if you have virtual-based students on live in Google Meet, this method does not pick up sounds from those students.*
- Does this method record video from virtual-based students in Google Meet? *If the students are shown on your screen during the recording, then it will record them during those times.*
- How do these videos upload? Where are the recordings saved, and who has access to them? *These videos upload directly to your computer and not online. Only you have access them onto your computer until you upload the video to share*
- Can I edit part of a recording if something pops up on my screen, or I accidentally open something on my screen that I don't want in the recording? *(See the section [Utilizing Video Recordings](#) below.) To be able edit a recording out here- you'll need to upload the recording into Swivl Team Account from your computer.*
- Can I share a recording directly with students? *No, you need to upload the video into Swivl Teams or Google Drive before you can share your videos with students.*
- Does this method record both me and my screen? *For your live, virtual-based students, they'll be able to see both you and your screen. The recording only records your screen.*
- How can I use my computer when I'm recording the screen? *You should only be recording instruction being given. If you are on your computer, you're most likely not giving instruction- so you can stop the recording before you use it. Then, you can just start a new recording when you give instruction again.*

Comparison to Other Recording Methods: Recording in QuickTime is similar to recording in Swivl Teams or Google Meet on the computer, except that it doesn't upload your videos online, so you can't edit or share them- which makes this as a less useful method to record videos in most cases, unless you specifically want a copy of the recording on your computer. . .

Recording from Swivl Cloud on the Computer – With Live CBV Students

Best For: Recording videos up to 20-30 minutes long with virtual-based students live in a Google Meet.

What Is Being Recorded: Screen capture on your computer (so whatever you have shown on your computer screen), and the Swivl Audio through the Swivl Marker.

Setup Required: Having the iPad plugged into the Swivl, and using Integrated Audio with the USB cord connected into the computer. For this method, you have the Swivl App and Google Meet open on the iPad, and Google Meet and Swivl Teams open on the computer.

Steps: <https://resource.echalk.com/sr/IGtW7An0>

FAQ:

- Does this method pickup audio from virtual-based students live on Google Meet? **No, if you have virtual-based students on live in Google Meet, this does not record their audio as they speak- this just records your audio.**
- Can I record a video and upload it later? **No, you have to wait for the videos to upload and process on your computer before you can close out of the web browser.**
- How long does it take the videos to upload? **Based off of network capacity, longer videos may have difficulty uploading. According to Swivl, the ideal video time frame is 5-20 minutes.**
- What if something pops up on my screen, or I accidentally open something on my screen that I don't want in the recording? **If you open something on your computer that you do not want to be in the recording, you'll need to edit it out of the recording (because it will be recorded by the screen capture).**
- Where are the recordings saved, and who has access to them? **The videos upload directly to your Swivl Teams Account- where you can easily edit videos by adding in slides, cutting, or trimming, and sharing videos directly by a weblink, directly to staff, or embedded into CANVAS. Only you, anyone you share the video with directly, and district administrators have access to videos in your Swivl Teams Library.**
- Does this method record both me and my screen? **For your live, virtual-based students, they'll be able to see both you and your screen. The recording only records your screen.**
- How can I use my computer when I'm recording the screen? **You should only be recording instruction being given. If you are on your computer, you're most likely not giving instruction- so you can stop the recording before you use it. Then, you can just start a new recording when you give instruction again.**

Comparison to Other Recording Methods: Recording to Swivl Teams allows you to directly upload the video to your Swivl Cloud. Once the video uploads, it is ready to be edited/used right away. One downside compared to recording from Google Meet is that you do have to wait for the video to upload in the browser. In Swivl Teams, the recording only picks up audio from the Swivl Markers, where if you record in Google Meet, it'll pick up the audio from virtual-based students as well. . . Compared to other methods of recording that do not use Swivl Audio Input Interface, the audio quality here is significantly clearer in the recording.

Recording from Google Meet through a browser on the iPad – With Live CBV Students

Best For: Not recommended because students do not hear audio from the Swivl Markers, and you cannot share your computer screen with them, making it harder for them to see clearly what you are teaching. For a comparison of this student experience versus integrated audio, click here: . This is an alternative option for recording video with virtual-based students live in a Google Meet.

What Is Being Recorded: Google Meet automatically records the video for whoever the active speaker is and records the audio from all participants. In this scenario, you are only in Google Meet on the iPad, so unless a virtual-based student is speaking, it'll record the video from the iPad. This records audio from the built-in microphone on your iPad, and audio from any virtual-based students in the Google Meet.

Setup Required: Having the iPad plugged into the Swivl Robot. *** Only available on certain iPad types/iPadOS versions. For this method, you have Google Meet open on the iPad through a browser.

Steps: (Web-Link)

FAQ:

- Does this method pickup audio from virtual-based students live on Google Meet? [Yes, if you have virtual-based students on live in Google Meet, this method picks up sounds from those students.](#)
- Does this method record video from virtual-based students in Google Meet? [Yes, if the students speak into their device and register audio, then Google Meet will see that the student is the active speaker and will record him/her while they are speaking.](#)
- How do these videos upload? [Recordings in Google Meet upload automatically for you. As soon as the video is uploaded \(anywhere from 5-60 minutes after the recording\), it will send you an automated email with the recording link, and save it in a folder title "Meet Recordings" in your Google Drive.](#)
- Can I edit part of a recording if something pops up on my screen, or I accidentally open something on my screen that I don't want in the recording? [\(See the section Utilizing Video Recordings below.\) To be able edit a recording - you'll need to download the recording from Google onto your computer, and then upload it into Swivl Team Account.](#)
- Where are the recordings saved, and who has access to them? [The videos upload directly to your Google Meet are only accessible by you, anyone you share the video with, and district Google Admins.](#)

Comparison to Other Recording Methods: Recording in Google Meet on the iPad is fairly straightforward if it works on your iPad. The downside to doing so is that you're not using the Swivl Marker as a microphone; instead recording this way uses the built-in microphone on the iPad- which is a significant drop off in audio quality. Additionally, your virtual-based students do not hear you through the Swivl Marker, they also just hear you from the built-in microphone on the iPad. That's why you don't need to plug in the iPad to the Swivl or the Swivl to the computer for this method.

Recording from the Swivl Cloud App on the iPad – Without Live CBV Students (Recording Only)

Best For: Recording videos when you do not have any virtual-based students on live. **Note: You cannot have a Google Meet open on the iPad when recording this way. . .**

What Is Being Recorded: This records the video from the iPad on the Swivl, and the audio from the Swivl Markers.

Setup Required: Having the iPad plugged into the Swivl Robot. For this method, you have the Swivl App open on the iPad, and Google Meet (if you have live virtual-based students) open on the computer.

Steps: <https://resource.echalk.com/sr/SawD3oJ0>

FAQ:

- Is there any way that I can use Google Meet on an iPad and record from the Swivl App on the iPad? **No, the iPad can only use one application- Swivl or Google for the Camera and Microphone.** If you want to record from the Swivl app, and have virtual-based students, you would need to use your computer for Google Meet.
- How long does it take the videos to upload? **Based off of network capacity, longer videos may have difficulty uploading. According to Swivl, the ideal video time frame is 5-20 minutes.**
- Where are the recordings saved? **The videos upload directly to your Swivl Teams Account on the computer- where you can easily edit videos by adding in slides, cutting, or trimming, and sharing videos directly by a weblink, directly to staff, or embedded into CANVAS.**
- Who has access to my recordings? **Only you, anyone you share the video with directly, and district administrators have access to videos in your Swivl Teams Library.**
- Can I record something on my computer directly instead using the camera to look at the board where my computer is projecting. **No, recording from the iPad, you cannot share your screen. (See the Section on “[Recording from Swivl Screencast on the computer and the Swivl Cloud app on the iPad](#)” for more).**

Comparison to Other Recording Methods: Recording in the Swivl App is nice because of how simple the process is, but if you have virtual-based students at home, they don't see the video from the iPad on the Swivl, or hear you from the Swivl Marker. Instead, they would be seeing you from the Google Meet on your computer camera and hearing you from the built-in microphone on your computer. One downside here is that you also cannot mute the audio on a recording either from the Swivl Marker or from the iPad- but you can go back later and edit it out.

Recording from Swivl Screencast on the computer and the Swivl Cloud app on the iPad – Without Live CBV Students (Recording Only)

Best For: Recording both you and what is on your computer screen when you do not have any virtual-based students live on Google Meet. **Note: You cannot have a Google Meet open on the iPad when recording this way. . .**

What Is Being Recorded: Swivl Screencast records what is on your computer, and the Swivl Cloud App records video from the iPad on the Swivl Robot. The recording shows as a Multi-Camera video. The recording picks up audio from the Swivl Markers.

Setup Required: Having the iPad plugged into the Swivl Robot, and Swivl Screencast open on your computer. For this method, you have the Swivl App open on the iPad, and Swivl Screencast open on the computer.

Steps: <https://resource.echalk.com/sr/e1hJxooA>

FAQ:

- Can I use this method if I have virtual-based students on live in Google Meet? **You cannot have Google Meet open on the iPad, so you'd have to connect with the live students over Google Meet from on your computer. This means your live students don't get either the video or audio from the Swivl- and are using the video and audio built in to the computer.**
- How do these videos upload- and can I edit them and share them directly? **Recordings will upload as Multi-Camera recordings in your Swivl Teams account, where you can edit them and share them directly.**
- Who has access to my recordings? **Only you, anyone you share the video with directly, and district administrators have access to videos in your Swivl Teams Library.**
- How can I use my computer when I'm recording the screen? **You should only be recording instruction being given. If you are on your computer, you're most likely not giving instruction- so you can stop the recording before you use it. Then, you can just start a new recording when you give instruction again.**

Comparison to Other Recording Methods: Recording with Swivl Cloud on the iPad and Swivl Screencast on the computer is unique compared to the other methods of recording, because it allows you to record both yourself and what is being displayed on your computer at the same time. The downside here is that you can't have Google Meet open on the iPad- so if you have live kids, they would need to be on Google Meet over your computer- which means they're using your computer to see you and the built-in-microphone on your computer. This is a good option if you don't have any live, virtual-based students and are recording a video for students to watch later.

Utilizing Your Video Recordings

Once your video is recorded, you'll want to edit the video and share it with your students.

If you recorded the video in Google Meets- you will receive an email that the video is uploaded and can find the video in your Google Drive. You can share the video directly with your students by generating a link there, but you cannot edit the video directly from Google Drive. You can download the video and import it into Swivl Teams to edit and share the video there. Additionally, if you import the video into Swivl Teams, you can embed the video in CANVAS. Instructions on how to export the video out of Google Drive and import it into Swivl Teams are here: <https://resource.echalk.com/sr/tamLTLM0> and then for editing and sharing the videos here: <https://resource.echalk.com/sr/BNQiq5IR>

If you recorded the video in QuickTime, you'll need to import it into Swivl Teams to be able to edit or share the video. Here are steps on how to do that: <https://resource.echalk.com/sr/s0VhCyO0>, and then for editing and sharing the videos here: <https://resource.echalk.com/sr/BNQiq5IR>

If you recorded the video in Swivl Teams or the Swivl Cloud App- the videos will be in your Swivl Teams library, which you can find here: <https://cloud.swivl.com/library>. Here are steps you can use to edit and share those videos: <https://resource.echalk.com/sr/BNQiq5IR>