

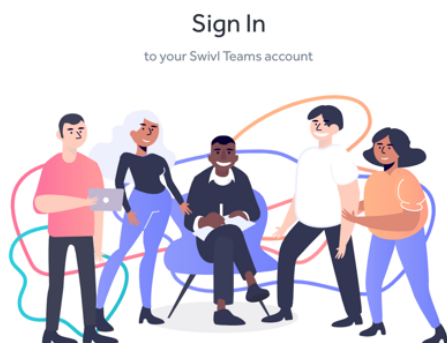
Recording from Swivl Teams on the computer

Steps:

1. Setup your Swivl with your Google Meet on both the computer and the iPad using the USB cord for integrated audio. Full steps and pictures showing how to do this are in the SCSD#1 Swivl Basics document, here: <https://resource.echalk.com/sr/zjAbHSIL>
 - a. Plug the iPad into Swivl, and power up the Swivl Robot, the Main Swivl Marker, and the iPad.
 - b. Plug the USB cord into the Swivl and the computer.
 - c. Launch your class Google Meet from the computer.
 - d. On the iPad, select Allow to open the Swivl app, and under streaming, select “Google Meet”.
 - e. Enter in your class code, or select the existing Google Meet if you have saved the meeting in Google Calendar ahead of time.
 - f. Mute the microphone and turn down the volume on the iPad, and turn off the camera on the computer. On the computer, under settings in Google Meet, make sure that “Swivl Audio Input Interface” is selected for Microphone- if you set this once in Google Chrome, it should remember it for you every-time you plug in the cord to use the Swivl.
2. In Google Chrome- open up a new tab or a new window, and go to <https://cloud.swivl.com>

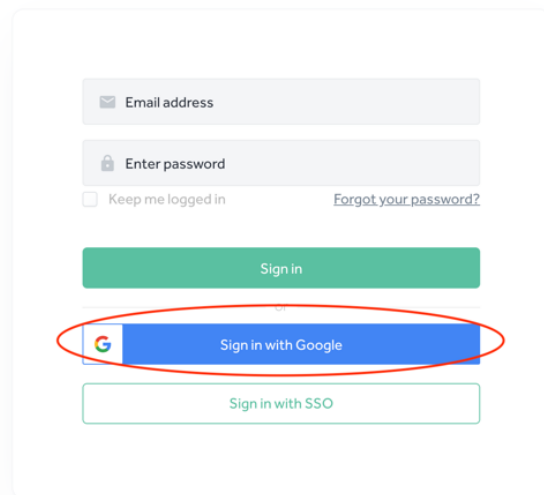
swivl™

Do not have an account? [Sign up](#)



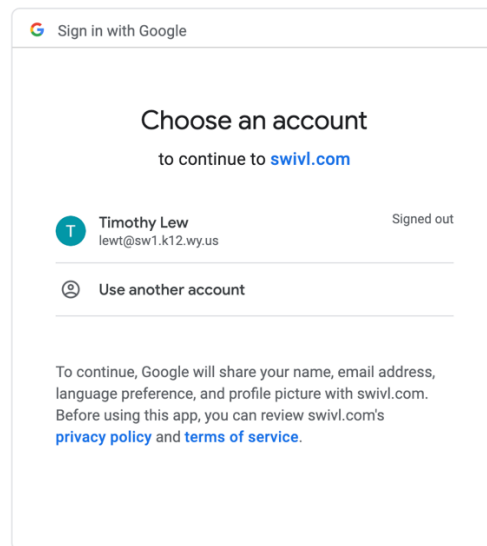
Sign In

to your Swivl Teams account

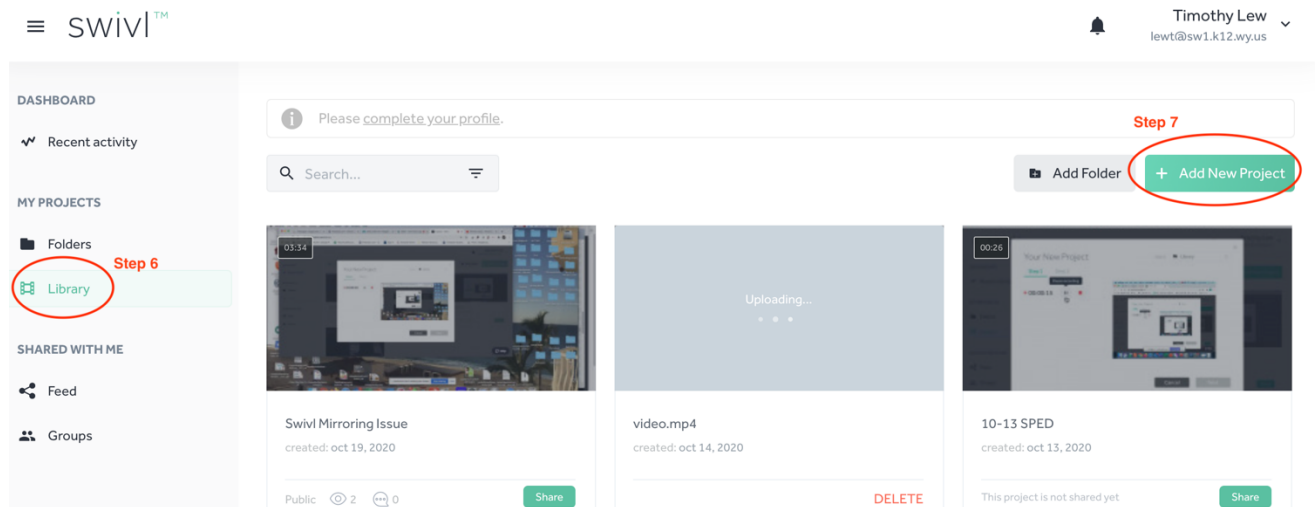


3. Select, “Sign In with Google”.

4. If your district Google Account is listed, select that. If it is not, enter in your district email. Then enter in your password and select “Next” to sign in.

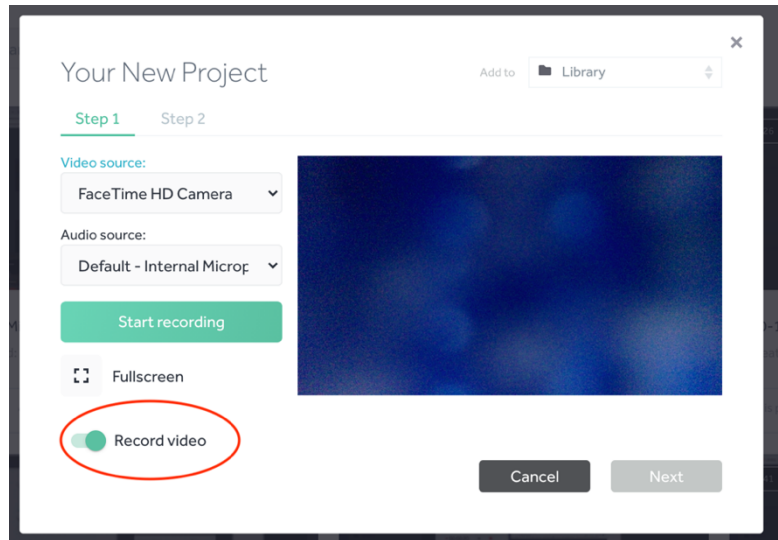


5. If this is the first time you are signing into Swivl Teams, you'll get a message to accept the district license. Select accept here.
6. Once you are signed in, select “Library” on the left-hand side.

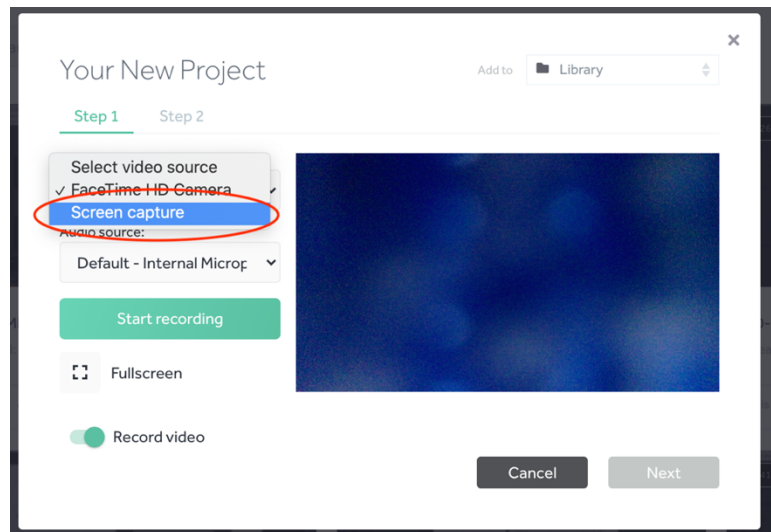


7. Select “Add New Project”.

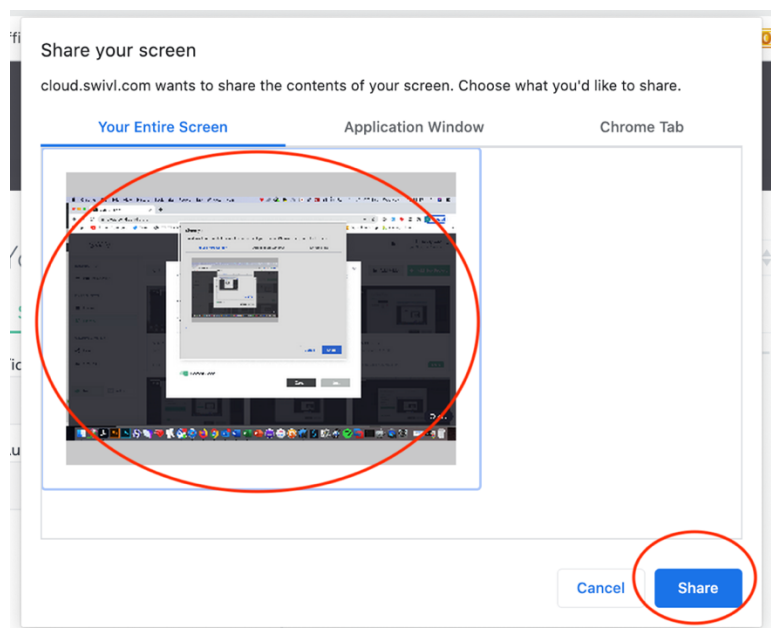
8. In the bottom right hand corner of the popup window, select the button to “Record Video”.



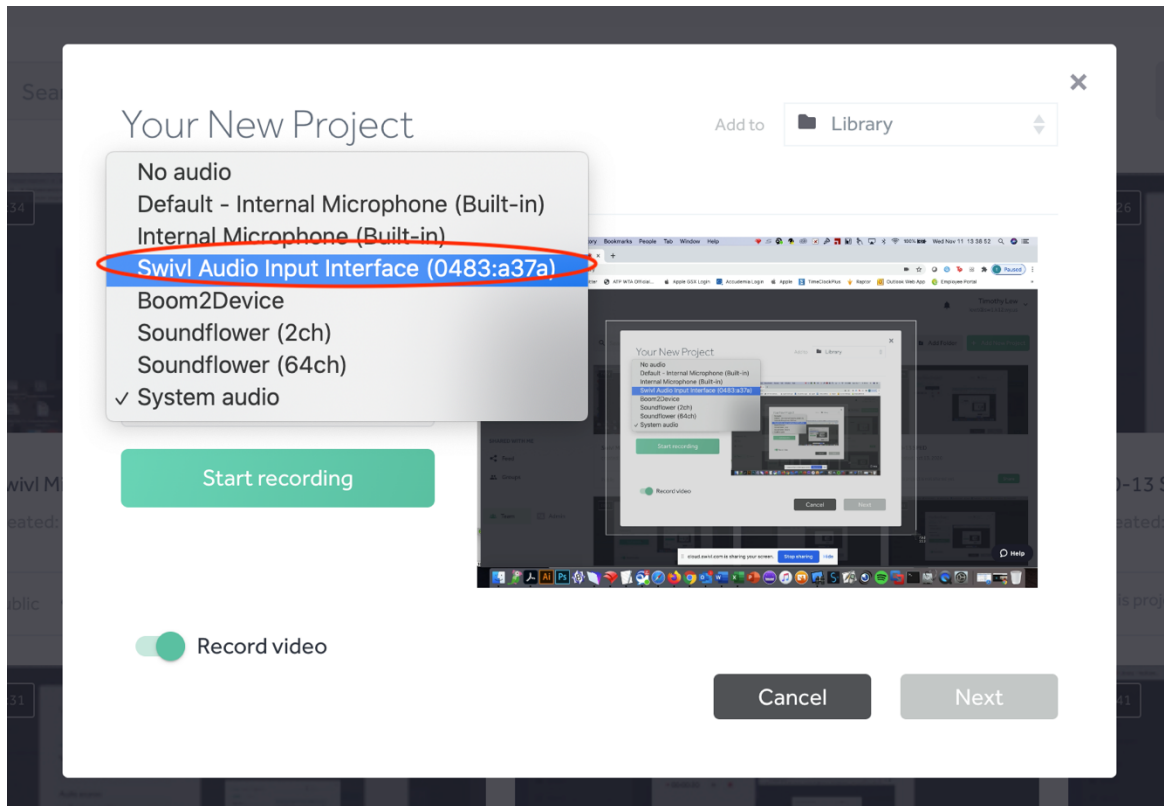
9. Under Video Source, select “Screen Capture”.



10. In the popup window, click once inside the preview of the screen, so it becomes enclosed with a blue line showing that it is selected, and then hit share.

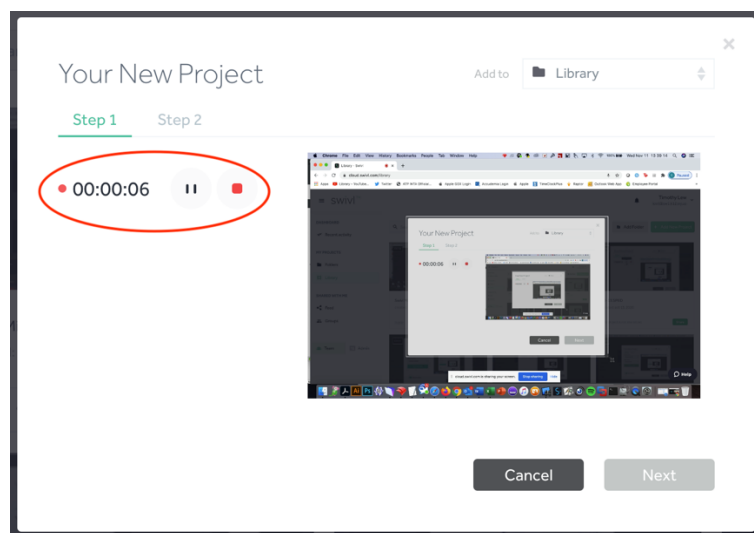


11. Under Audio source, select, “Swivl Audio Input Interface”.

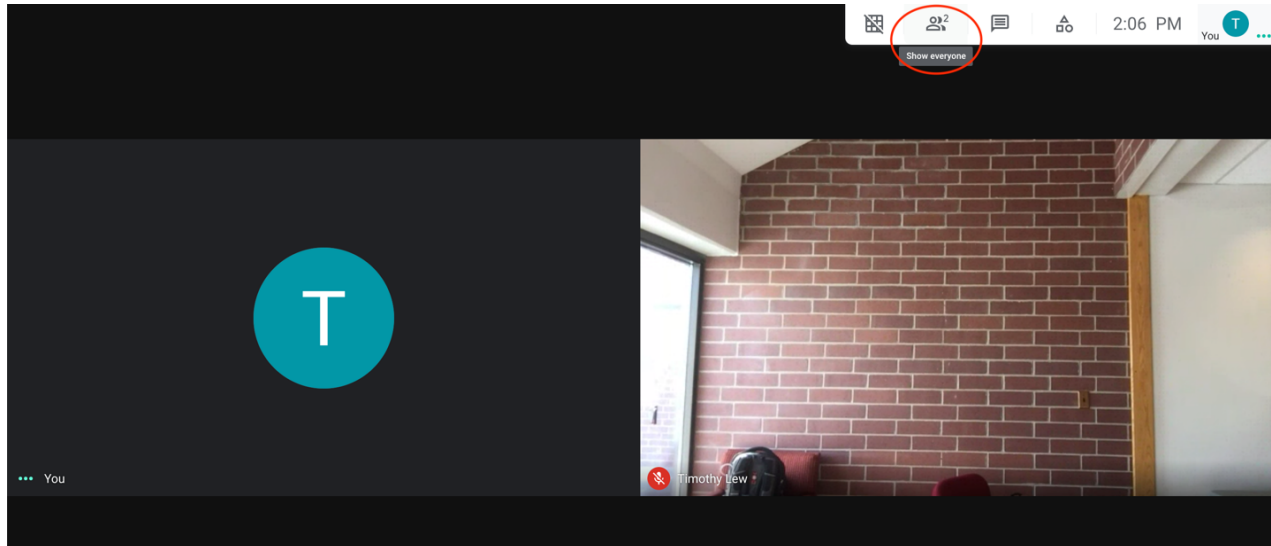


12. In the popup window, click once inside the preview of the screen, so it becomes enclosed with a blue line showing that it is selected, and then hit share. (Just like in step 10!)

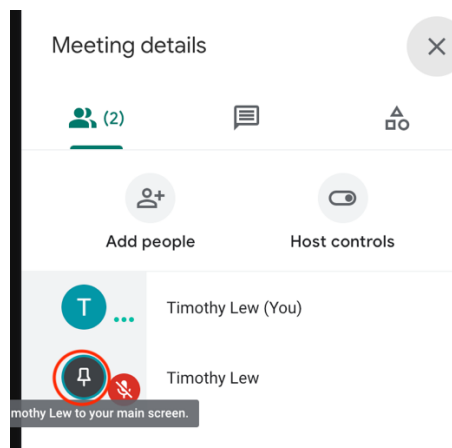
13. The video will start recording right away. The timer lets you know the duration of the video. The pause button allows you to pause and restart a recording, and the red stop button allows you to end the video.



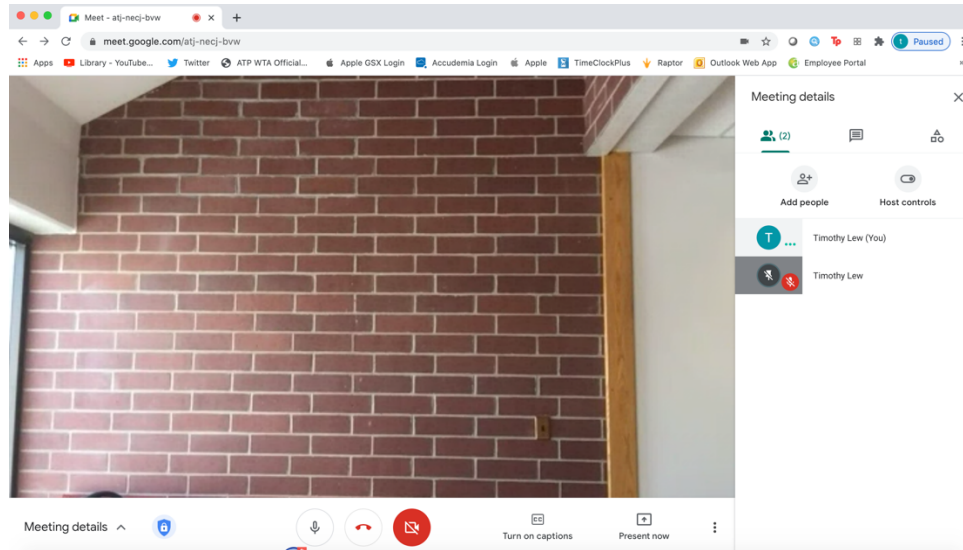
14. Because your computer screen is being recorded, any program or page that you open up on your computer will be what is in the recording.
- a. If you want the recording to show the video from the iPad in the Swivl Robot:
 - i. Go back to the Google Meeting and select the person icon.



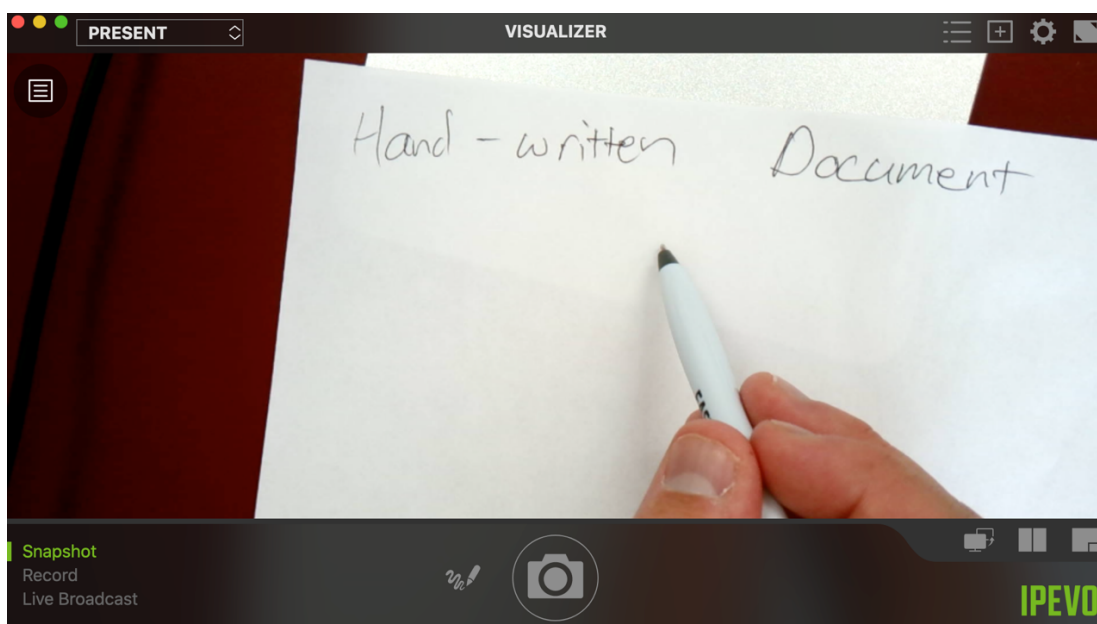
- ii. Select the pin icon to pin the iPad camera to your screen. Your name will appear in this list 2 or 3 times (depending on if you're presenting your screen in Google Meet). The one you are going to pin is the one that does not have (You), or (Your Presentation) after your name.



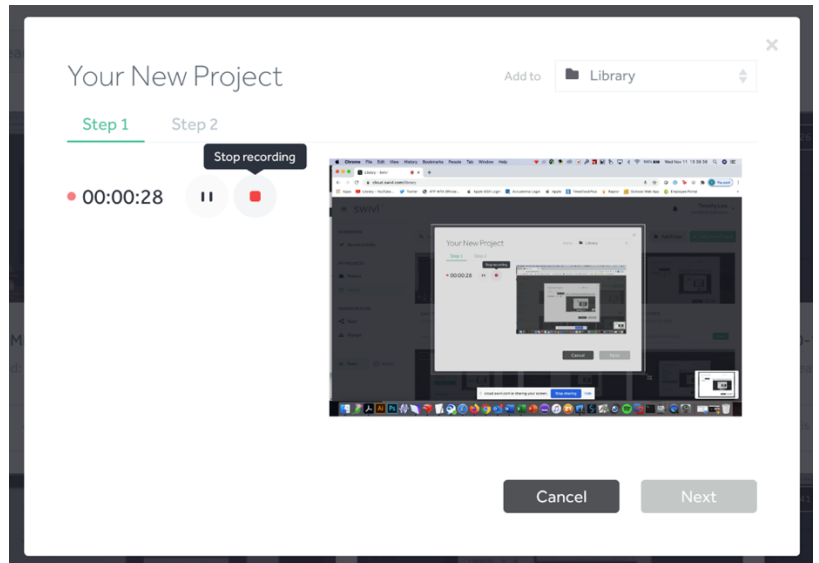
- iii. After pinning, the camera from the iPad will be on the computer screen (in this case, the red brick wall). The recording will be continuing to record the iPad as long as you keep the video of the iPad up on your computer screen.



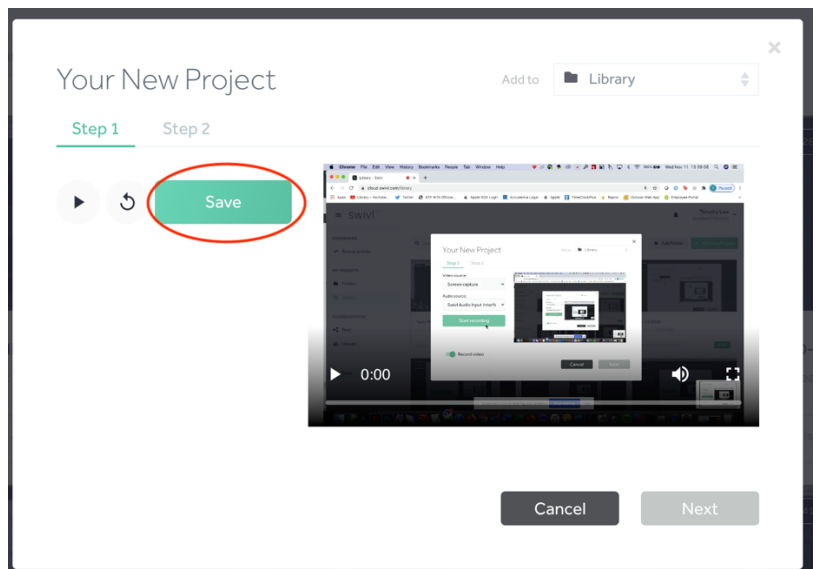
- b. If you want the recording to include using a document camera:
 - i. Plug the document camera into your computer using a USB A-B cord.
 - ii. Go to your application folder, and open Visualizer. If you do not have Visualizer in your applications folder, please open a Help-Desk ticket and we'll get it added for you.
 - iii. Using visualizer, you can show a hand-written document on your screen and in the recording.



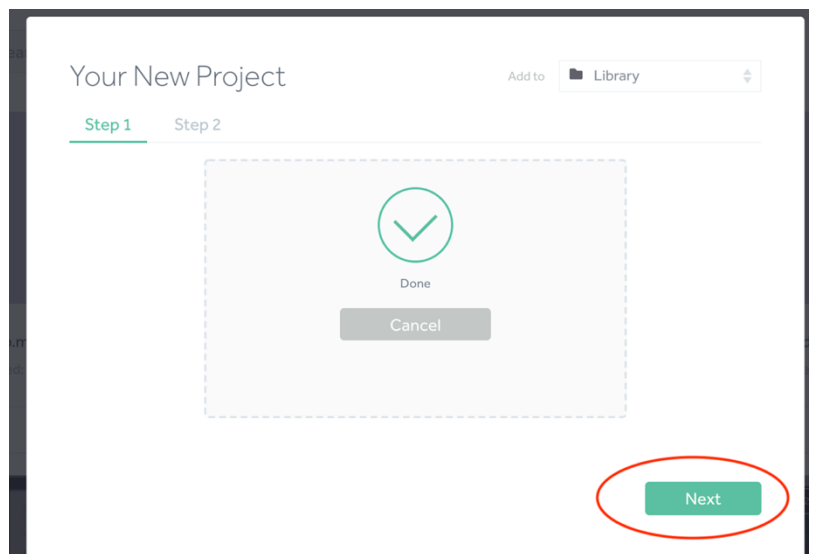
15. Once your recording is complete, go back to the cloud.swivl.com page, and hit the red button to end the recording.



16. Select “Save” to save the recording.



17. On the next page, the video will upload and show the upload progress. The longer the video is, the longer it will take the video to upload completely. Do not leave or exit out of the page while the video is uploading, or the recording may be lost. When the video is done loading, a green check mark will appear, and you can select “Next” at the bottom of the screen.



18. On this page, you can give a title to the video. Enter in your title, and select “Save”.

Your New Project

Add to Library

Step 1 **Step 2**

Now add title and description to your project.

Test Video

Description

Save

19. The completed video will now appear on the left-hand side of the top row in your Swivl Teams library. Here are instructions for editing and sharing the video:

<https://resource.echalk.com/sr/BNQiq5IR>

Library - Swivl

cloud.swivl.com/library

Apps Library - YouTube... Twitter ATP WTA Official... Apple GSX Login Accademia Login Apple TimeClockPlus Raptor Outlook Web App Employee Portal

SWIVL™

Timothy Lew
lewt@sw1.k12.wy.us

DASHBOARD

Recent activity

MY PROJECTS

Folders

Library

SHARED WITH ME

Feed

Groups

Team Admin

Please complete your profile.

Search...

Add Folder Add New Project

00:29

Test Video

created: today

This project is not shared yet

Share

03:34

Swivl Mirroring Issue

created: oct 19, 2020

Public 2 0

Share

video.mp4

created: oct 14, 2020

DELETE