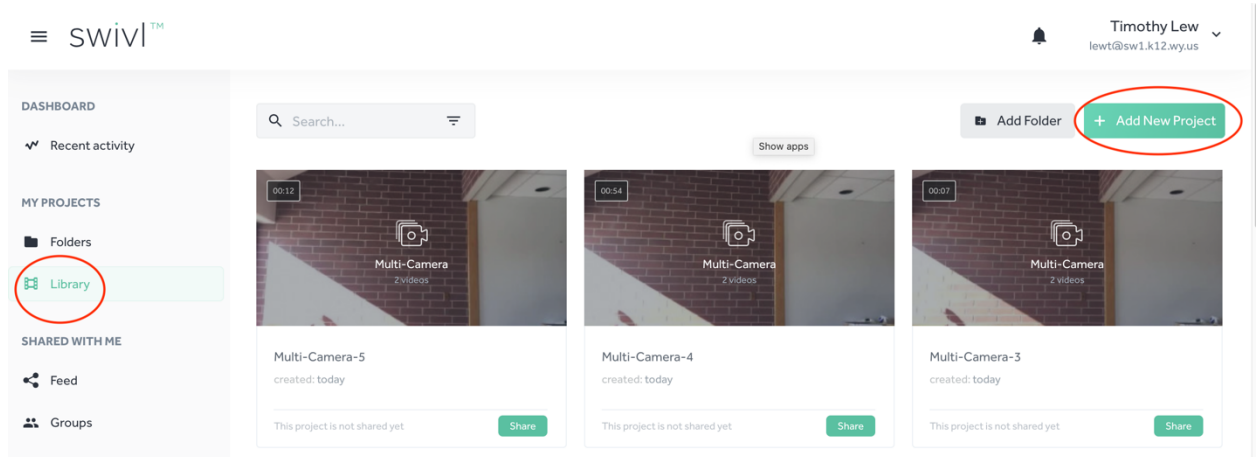


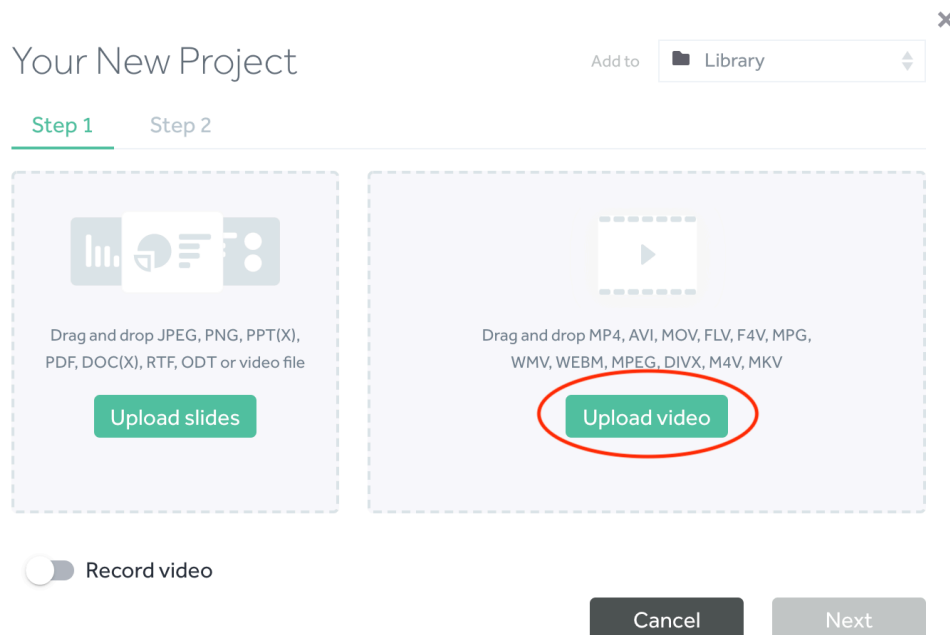
Adding Video Recordings from QuickTime Player into Swivl Teams

If you QuickTime Player you'll need to import them into Swivl Teams, so you can edit the videos, and share them with staff members, or directly by a weblink that you can copy and paste into Google Classroom or CANVAS for students. Here are the steps on how to do that:

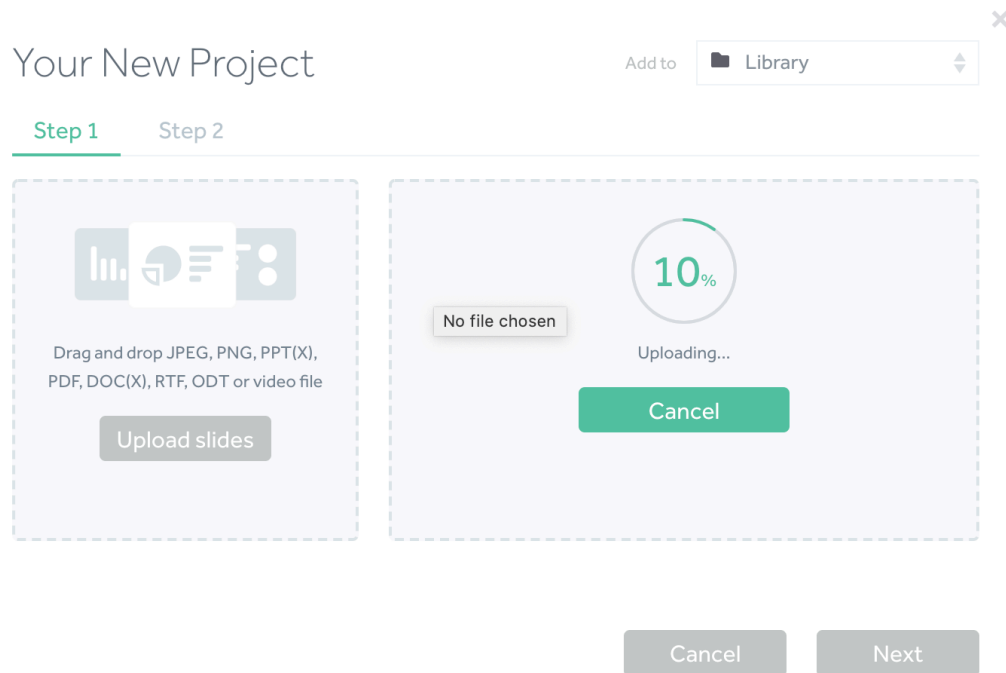
1. Go to <https://cloud.swivl.com>, and sign in with Google if prompted, and then select Library on the right-hand side.



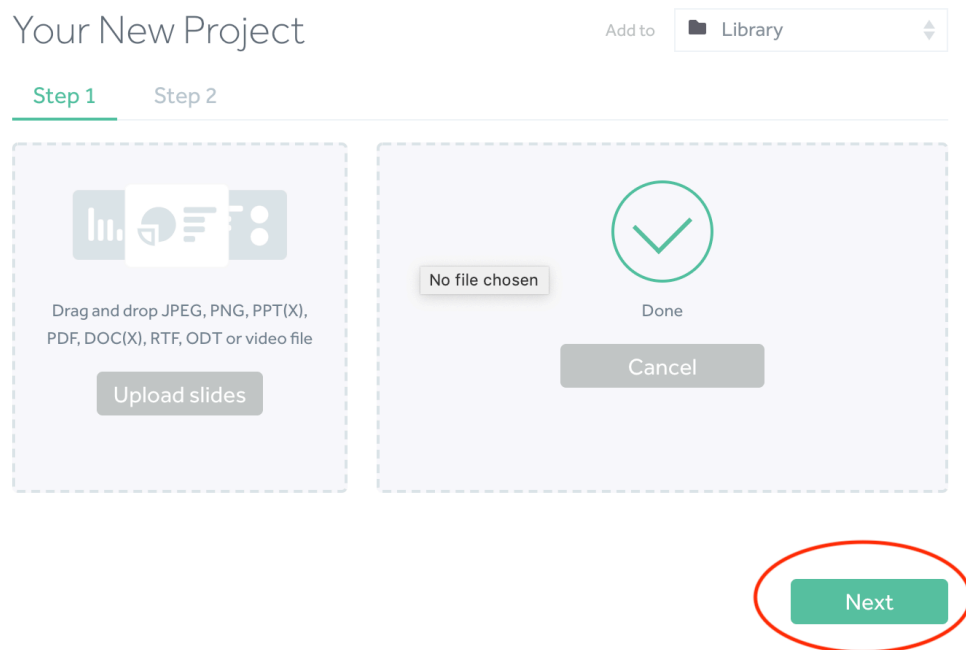
2. Select “Add New Project”.
3. In the New Project Window, select, “Upload Video”



4. On the popup window, select the video recording. The video will be in whatever folder or location you saved the recording to.
5. After you select the video, the video will automatically start to upload.



6. After the video is done uploading, a green check mark will appear. Select "Next".



7. On the next page, you will name your video, and then select “Save”.

Your New Project Add to

Step 1 Step 2

Now add title and description to your project.

Test Recording.mov

Description

Save

8. Your video is now uploaded into your Swivl Teams account. It will be on the left-hand side on the top row of your library.

SWIVL™

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DASHBOARD

Recent activity

MY PROJECTS

Folders

Library

SHARED WITH ME

Feed

Groups

Search...

Add Folder + Add New Project

09:10
Test Recording.mov
created: today
This project is not shared yet Share

00:12
Multi-Camera-5
2 videos
created: today
This project is not shared yet Share

00:54
Multi-Camera-4
2 videos
created: today
This project is not shared yet Share

9. For instructions on how to edit and share your video, click here:
<https://resource.echalk.com/sr/BNQiq5IR>