

Recording from QuickTime Player on the Computer

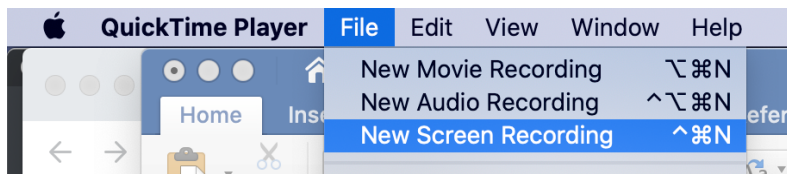
Steps:

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. Under settings in Google Meet, make sure that under microphone, “Swivl Audio Input Interface” is selected- 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. Go to Applications on your computer, and select and open “QuickTime Player”.

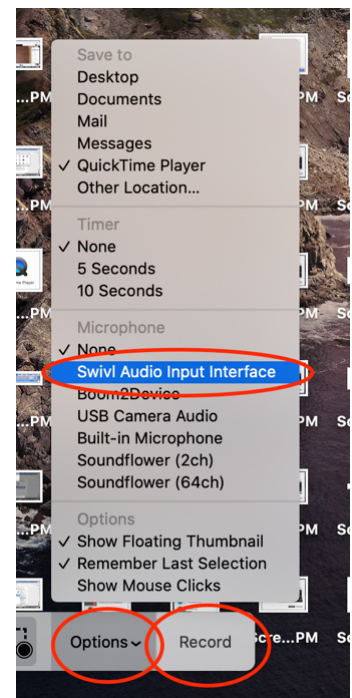


QuickTime Player

3. In the Apple Bar, go under File and Select “New Screen Recording”.



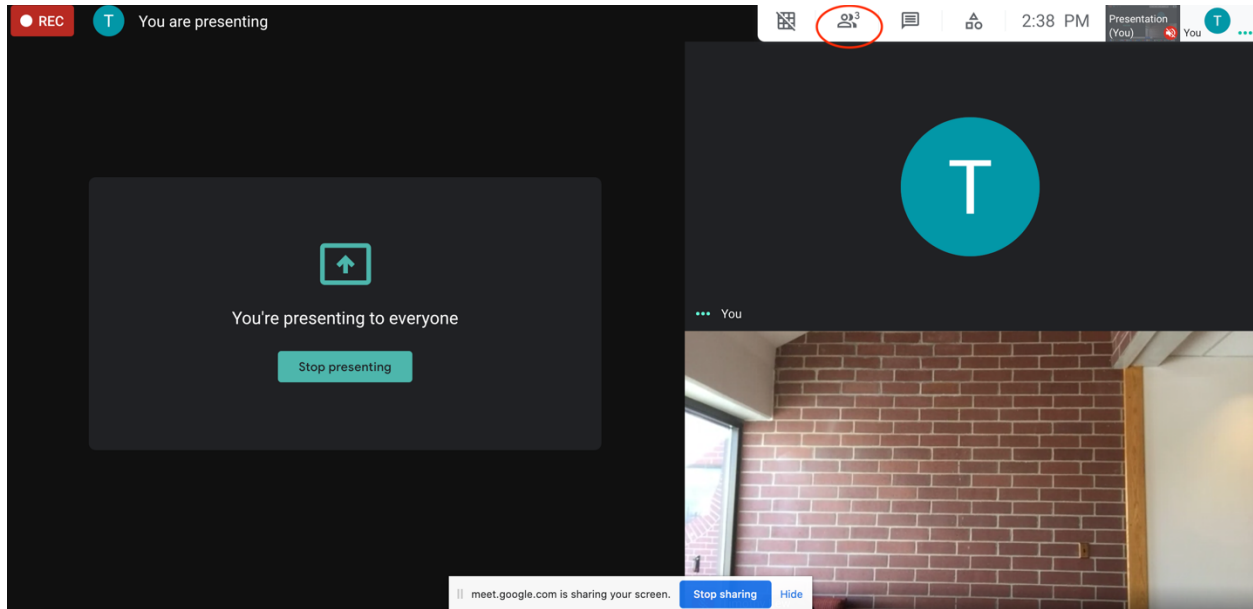
4. Drag the dotted lines arrow to cover your entire screen. Under options, select, “Swivl Audio Input Interface”, under Microphone, and then select record.



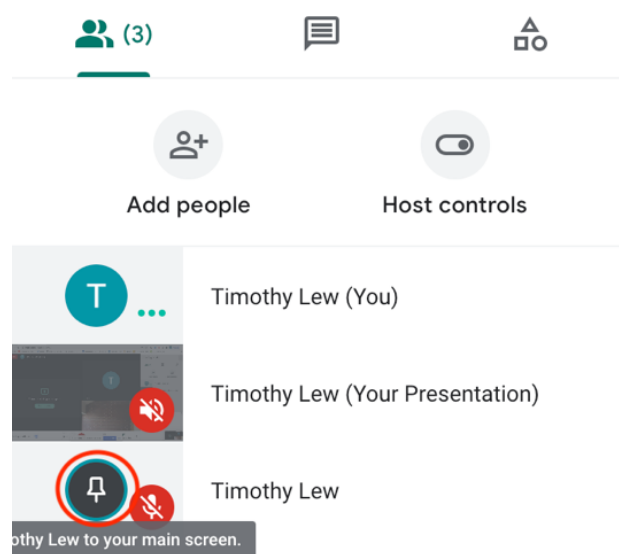
5. The recording will start automatically, and you'll notice a black circle with a white square in it appear on your Apple Bar at the top of the computer screen.



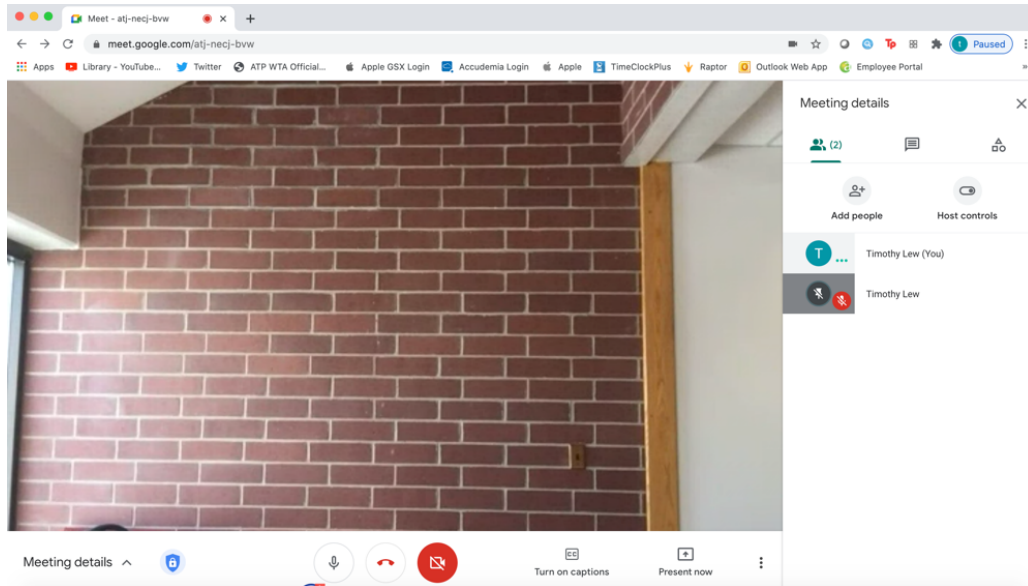
6. Because it's the contents of your screen that is being recorded, any program or page that you open up on your computer will be what is in the recording.
- a. If you want the recording to show the video from the iPad in the Swivl Robot:
 - i. Go back to the Google Meeting and select the person icon.



- 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 continue to record the iPad as long as you keep the video of the iPad up on your computer screen.



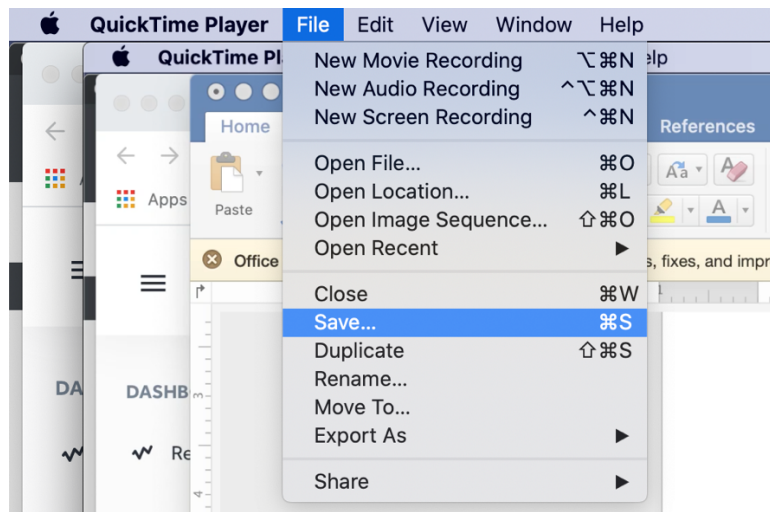
- b. If you want the recording to include using a document camera:
 - i. Plug the document camera into your computer using a USB A-B cord.
 - ii. Go to your application folder, and open Visualizer. If you do not have Visualizer in your applications folder, please open a Help-Desk ticket and we'll get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



7. Once your recording is done, select the Black Circle with the White Square inside of it from on the Apple Bar on the top of your computer screen.



8. The recording will then popup on your computer. Under File, select Save to save the recording to your computer. Name and save the recording here. The recording will save to your computer



9. For directions on how to import the video into Swivl Teams so it can be edited and shared easily, click here: <https://resource.echalk.com/sr/U0f7bxk0>