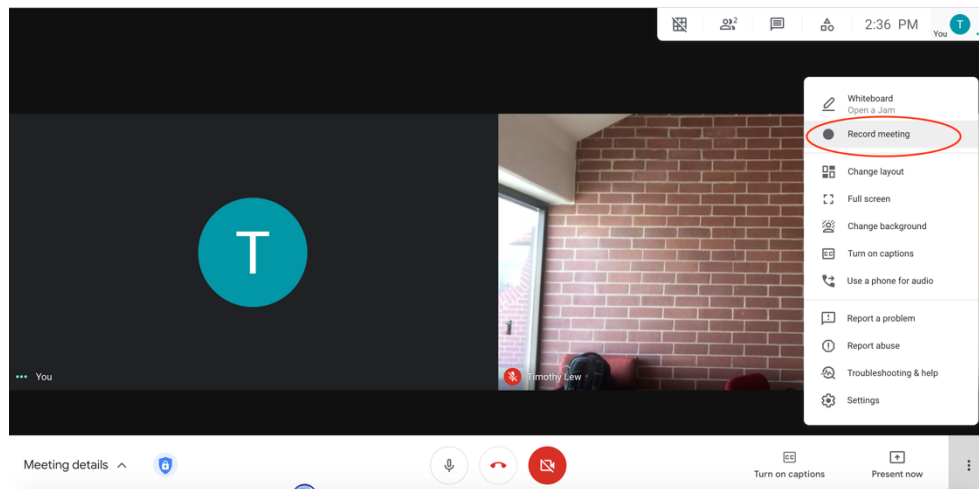


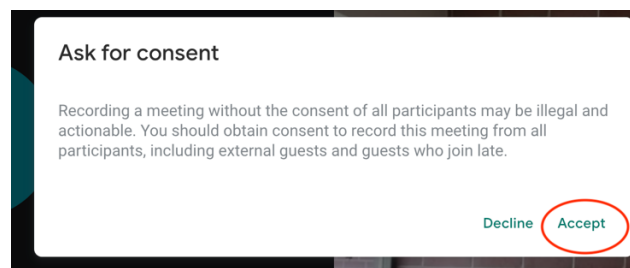
Recording from Google Meet on the Computer

Steps:

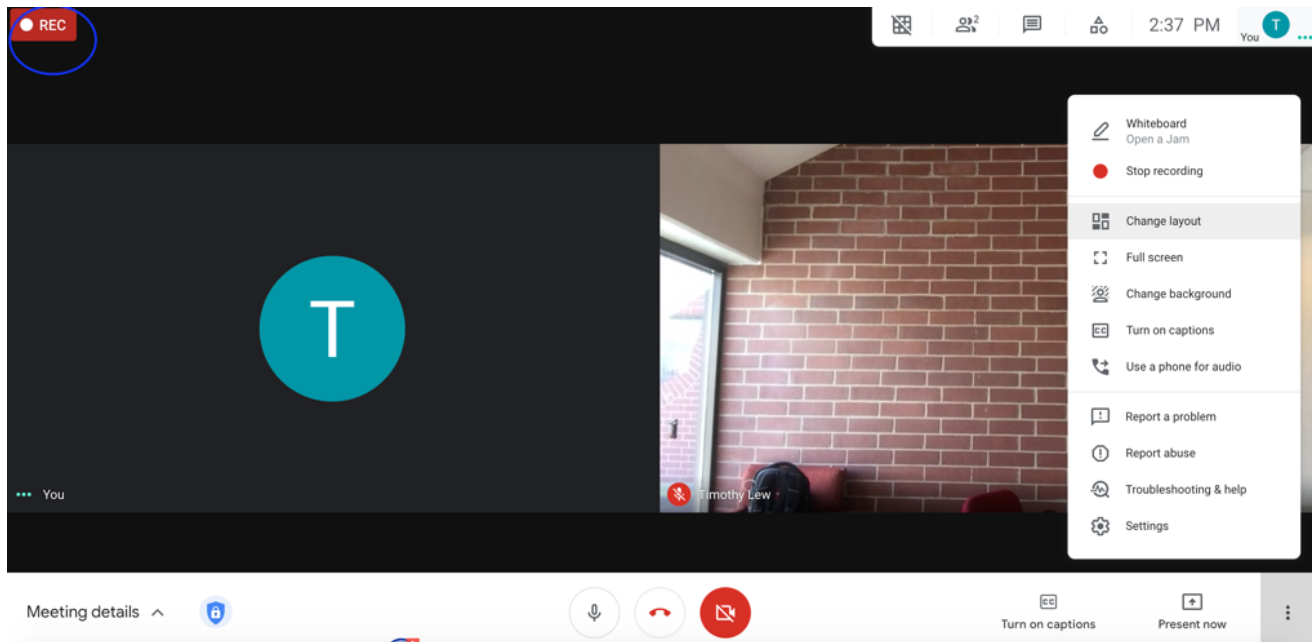
1. Setup your Swivl with your Google Meet on both the computer and the iPad using the USB cord for integrated audio. Full steps and pictures showing how to do this are in the SCSD#1 Swivl Basics document, here: <https://resource.echalk.com/sr/zjAbHSIL>
 - a. Plug the iPad into Swivl, and power up the 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. In Google Meet, select the 3 vertical dots in the bottom right hand corner, and then select “Record Meeting”



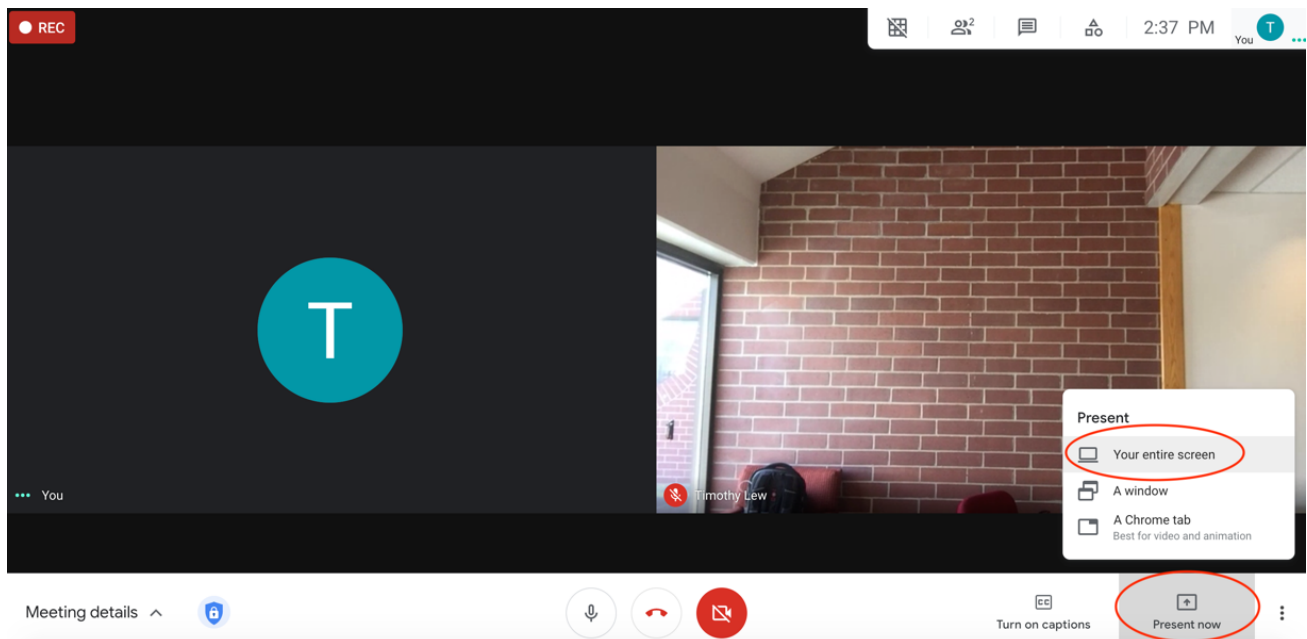
3. In the popup window notifying you that Google Meets is asking for consent to record, select “Accept”.



4. It will take a few seconds for the record to start. When the recording starts, you will see an indicator in the top left-hand corner that the recording has started.



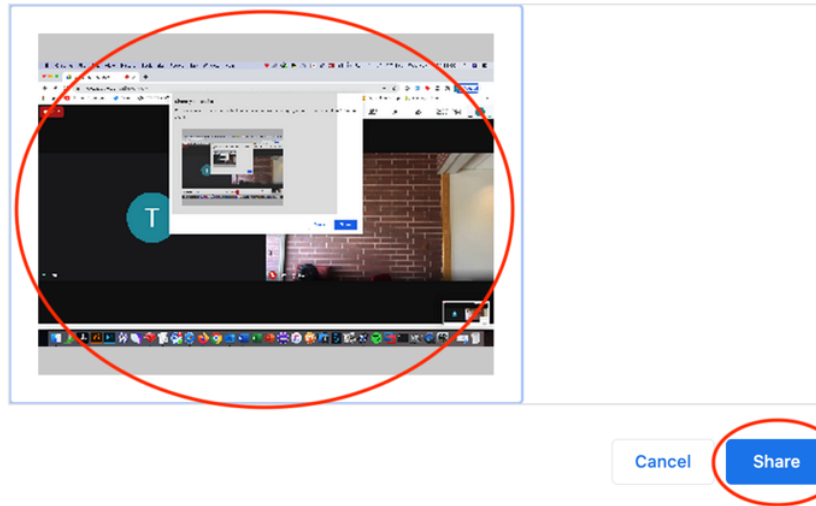
5. Next, select “Present Now” from the bottom tool bar, and then select “Your Entire Screen”. If you are recording from Google Meet from your computer, you must present your screen to show the correct video from the iPad on the Swivl Robot.



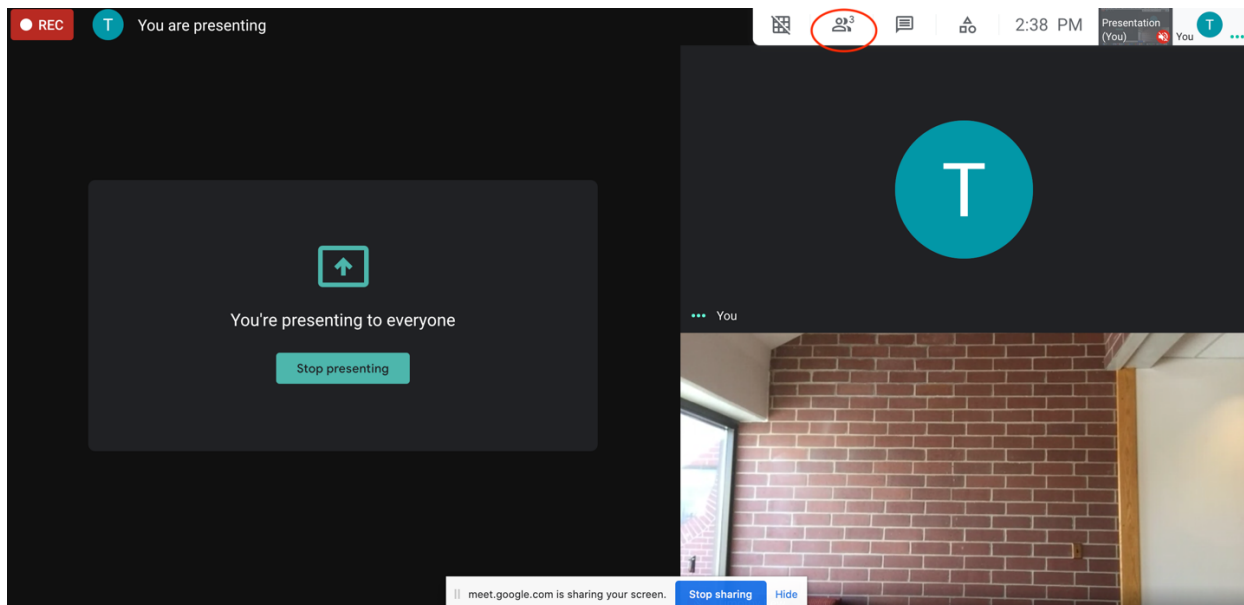
6. In the popup window, click inside the screen preview, and then select “Share”

Share your entire screen

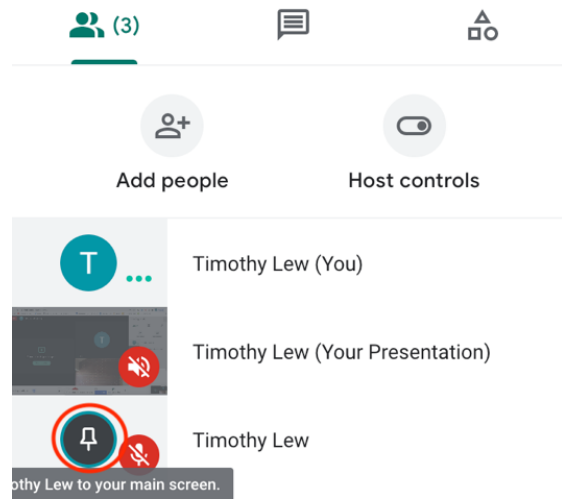
Chrome wants to share the contents of your screen with meet.google.com. Choose what you'd like to share.



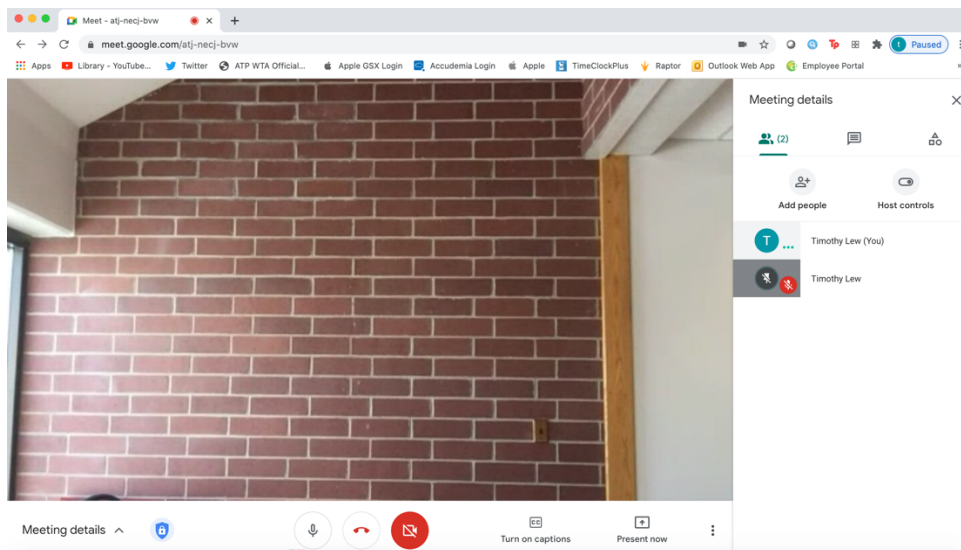
7. Because your computer screen is being recorded, any program or page that you open up on your computer will be in the recording.
 - a. If you want the recording to show the video from the iPad in the Swivl Robot:
 - i. Go back to the Google Meeting and select the person icon.



- 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.



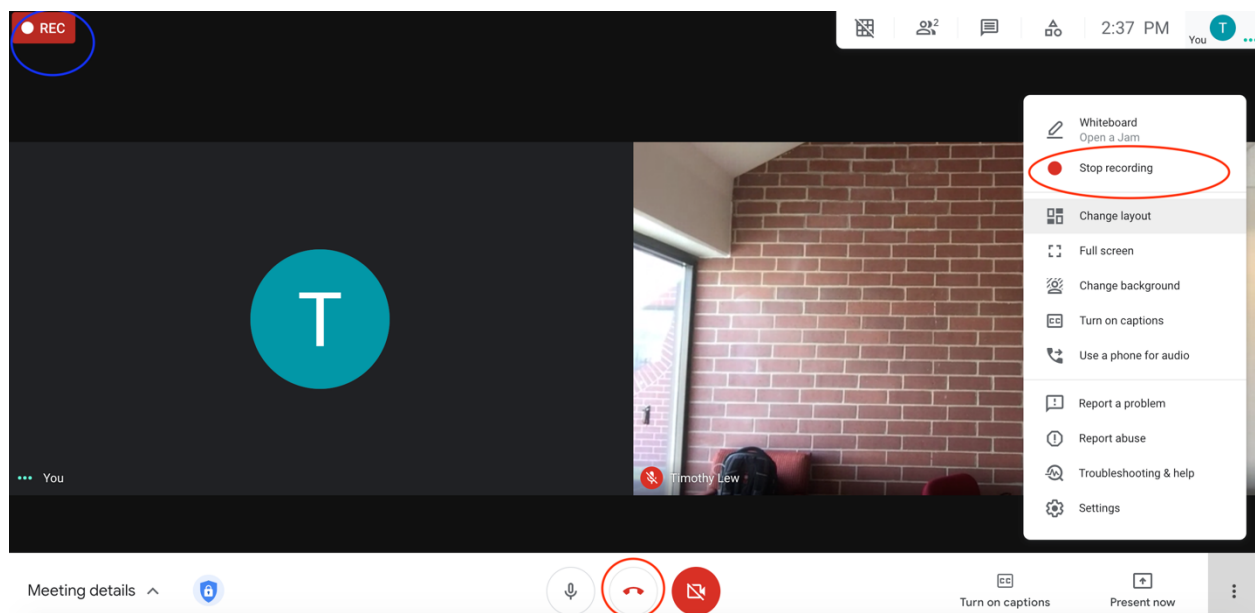
- b. If you want the recording to include using a document camera:
 - i. Plug the document camera into your computer using a USB A-B cord.
 - ii. Go to your application folder, and open Visualizer. If you do not have Visualizer in your applications folder, please open a Help-Desk ticket and we'll get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



- iii. Using visualizer, you can show a hand-written document on your screen and in the recording.



9. Once, you are done recording, go back into the Google Meet, and select the 3 vertical dots in the bottom right hand corner, and select “Stop Recording” to end the recording. Additionally, if you and your students hang up to leave the meet altogether, that will stop the recording as well.



10. For directions on how to export the video out of Google and import it into Swivl Teams so it can be edited and shared easily, click here:

<https://resource.echalk.com/sr/tamLTLM0>