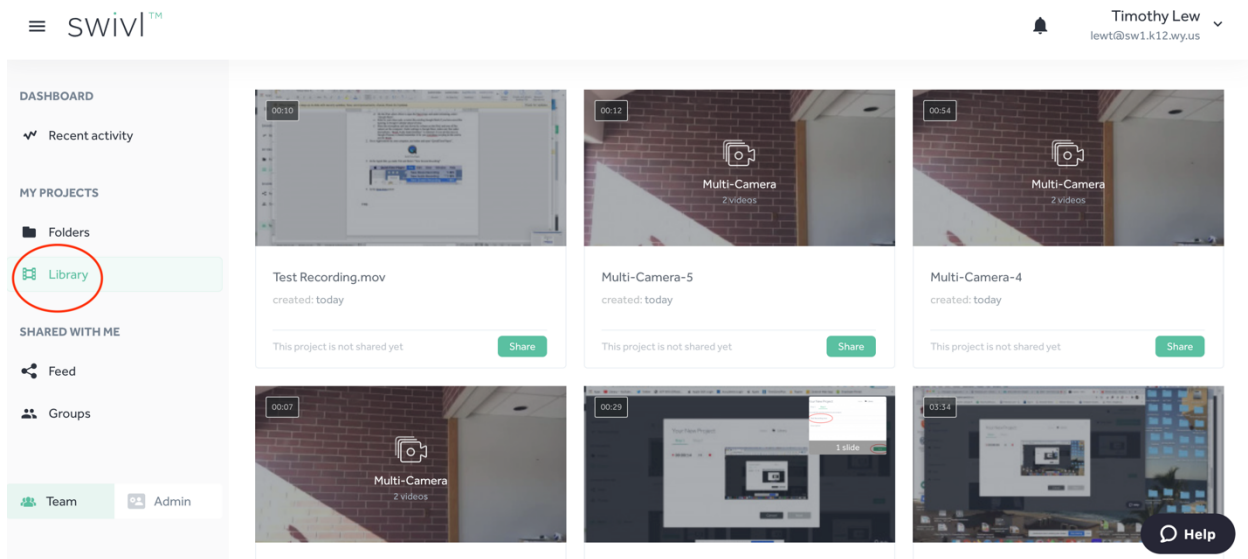
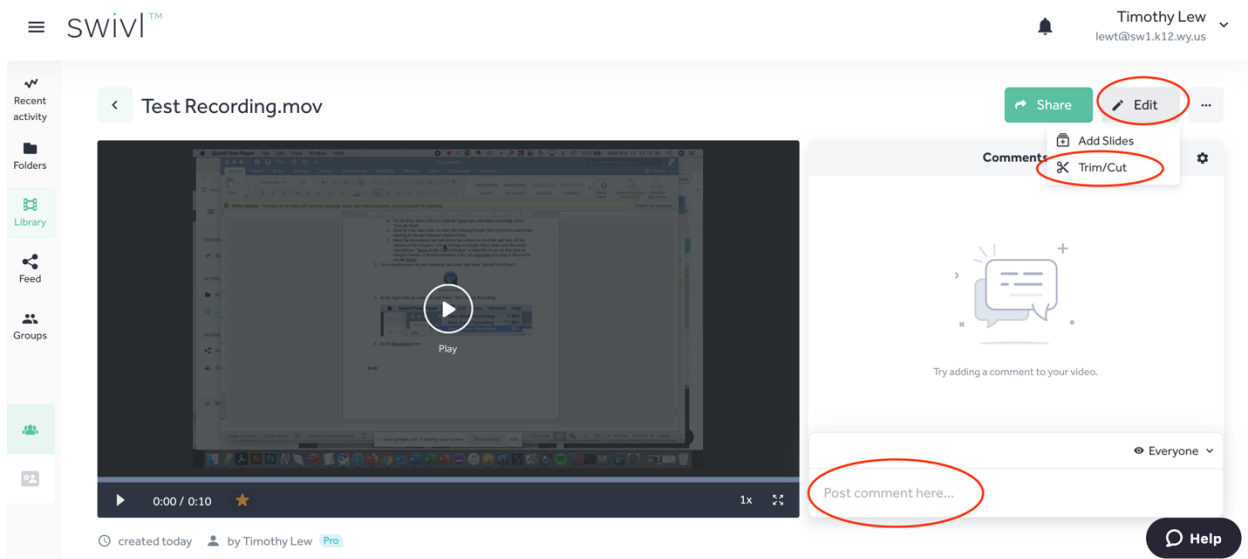


Editing and Sharing Videos in Swivl Teams

1. Open up <https://cloud.swivl.com>, and select library to go to your video library.

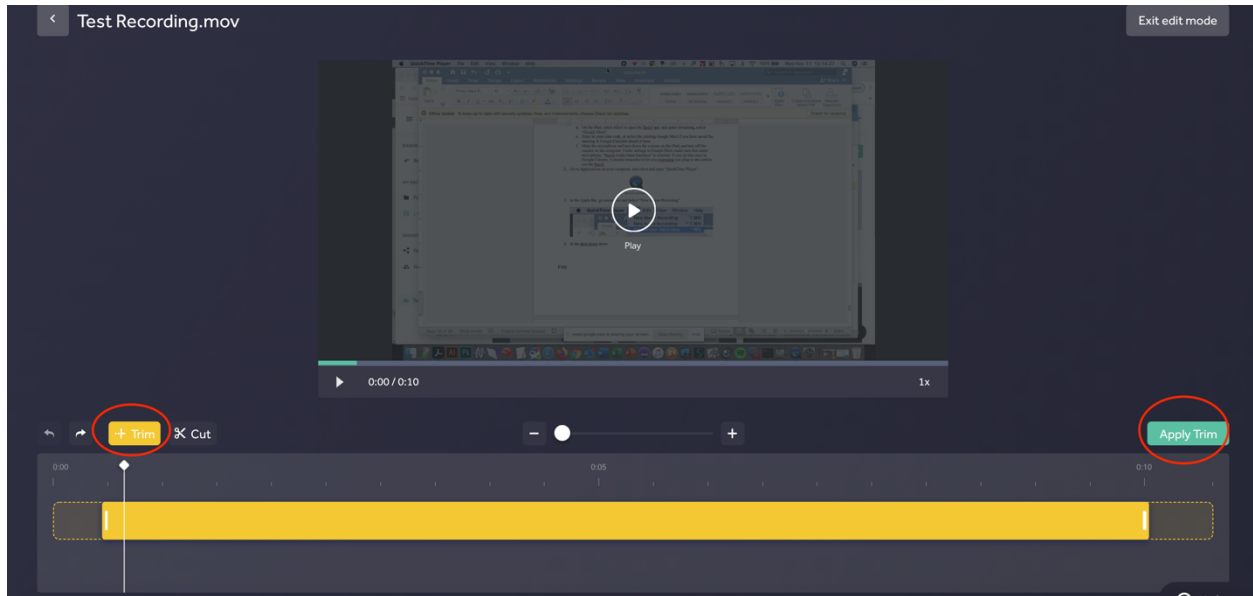


2. To edit a video, click on the video that you would like to edit. If you don't need to edit the video, skip ahead to step 10.
3. Here, you can post comments that students will see that go along with the video, or you can edit and share the video from here as well.

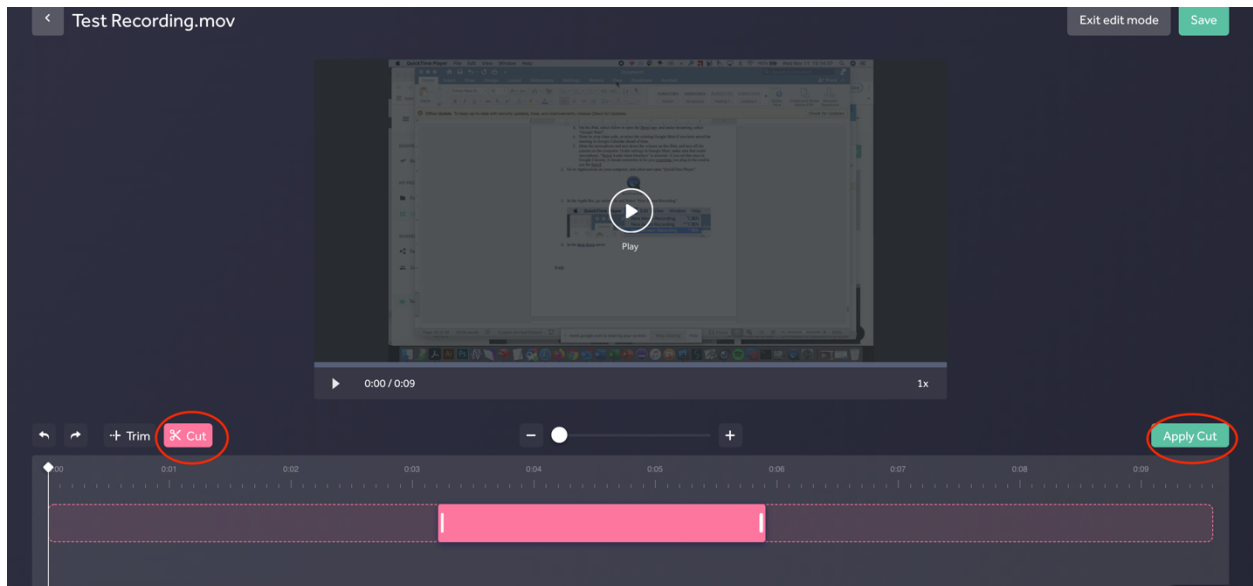


4. To Cut or Trim a video, select “Edit”, and then “Trim/Cut”.

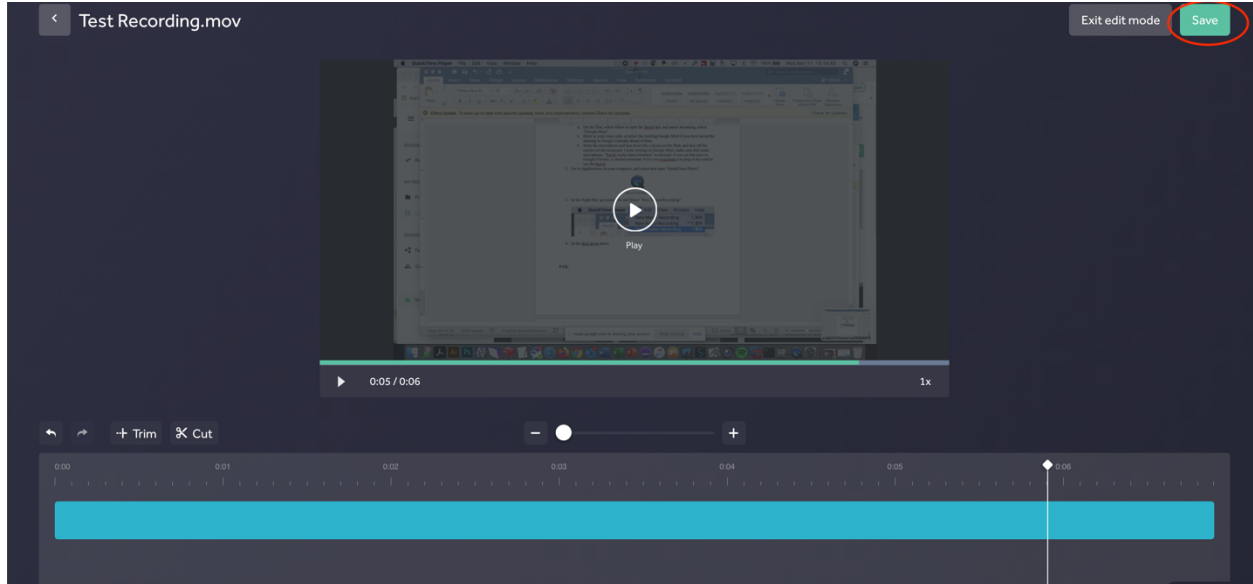
- Trimming a video is removing time off of the beginning or ending of a video, and cutting a video takes out the middle portion of the video.
- To trim the video, select “Trim”, and drag the ends of the yellow bar to select what you want to trim off. The gray section with the yellow-dashed border will be what it trimmed out of the video. Once you are done selecting the trims, select “Apply Trim”.



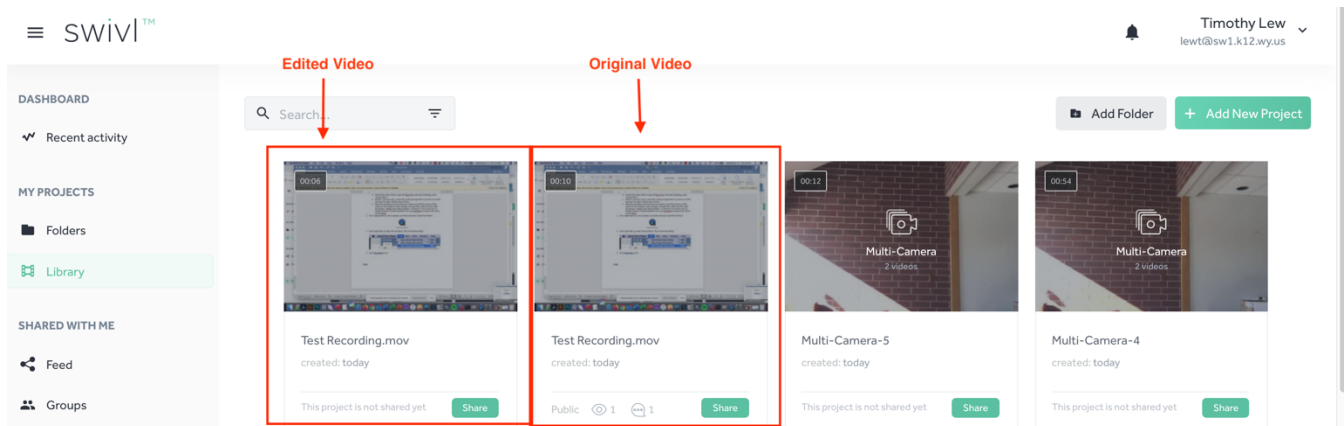
- To cut a video, select “Cut”, and drag the ends of the pink bar to select what you want to cut out of the video. The section in pink is what is being cut out of the video. Once you are done selecting the cut to the video, select “Apply Cut”.



8. Once you are done editing the video, select “Save”.



9. The edited version of the video will now be saved in your library. Swivl leaves both the original and edited version of the video in your library for you. The edited version of the video will be on the left-hand side of the original.



10. To share a video, click “Share” below the video. There are three options listed- Direct Share, Group Share, or Weblink. Direct Share allows you to share a video directly with a staff member, and weblink share gives you a unique URL to your video that you can share with your students through Google Classroom, CANVAS, or Student Square.

- a. Direct Share allows you to share the video with another staff member in the district. You should be able to enter any Certified teacher and share the video with him/her this way, by typing in their name. It will send that staff member an email that you’ve shared the video with him/her.

The screenshot shows the 'Direct share' interface. On the left is a sidebar with three options: 'Direct share' (selected with a green checkmark), 'Group sharing', and 'Weblink'. The main area is titled 'Direct share' with a close button (X). Below the title is the instruction 'Securely email this video to another Swivl cloud user'. There is a text input field containing the email 'tolmans@sw1.k12.wy.us' with a close button (X) to its right. To the right of the input field is a label 'From your team'. At the bottom right is a green 'Share' button.

- b. Weblink Share allows you to generate a unique URL for your video, that you can copy and paste and send to your students. First, select Create Weblink, and then you can copy that weblink to be pasted into Google Classroom, CANVAS, or Student Square.

The screenshot shows the 'Weblink' interface. On the left is a sidebar with three options: 'Direct share', 'Group sharing', and 'Weblink' (selected with a red checkmark). The main area is titled 'Weblink' with a close button (X). Below the title is the instruction 'Not protected sharing. Link can be forwarded, re-posted and watched by anyone with the link.' At the bottom center is a green 'Create weblink' button.

✉ Direct share

👥 Group sharing

🔗 Weblink

Weblink

Not protected sharing. Link can be forwarded, re-posted and watched by anyone with the link.

<https://cloud.swivl.com/v/cc6ea93b!>

Copy weblink

Weblink access is available
Everyone who has this link can view the project

- c. You may also disable the weblink when you are done with it by toggling the Weblink access is available button.

11. You can also directly embed a video in Swivl Teams into CANVAS.

- a. To do that, click on the video you want to embed, and then under the . . . , select “Embed”.

SWIVL™

Timothy Lew
lewt@sw1.k12.wy.us

Recent activity

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Comments

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0:00 / 0:06


360p 1x

created today

by Timothy Lew

Pro

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Account

Dashboard

Courses

imp41918b > Pages

Home

Announcements

Modules

Grades

Pages

Assignments

+ Page

Page title	Creation date	Last edit
<input type="checkbox"/> 1.3 Your Profile and Settings	Nov 6, 2018	<input checked="" type="checkbox"/>
<input type="checkbox"/> 0.1 Welcome!	Nov 6, 2018	<input checked="" type="checkbox"/>
<input type="checkbox"/> 0.2 Reviewing the Course Details	Nov 6, 2018	<input checked="" type="checkbox"/>
<input type="checkbox"/> 0.3 Understanding the Course Design	Nov 6, 2018	<input checked="" type="checkbox"/>

- imp41918b > Pages

Home
Announcements
Modules
Grades
Pages

HTML Editor

Link to other content in the course. Click any page to insert a link to that page.

> Pages

- e. Next, name the page. Then, click into the body of the page and paste the embedded code for the recording, and then Save & Publish

Home

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Discussions

People

Syllabus

Outcomes

Collaborations

Quizzes

Conferences

Rubrics

Chat

Google Drive

Test Video Recording

Rich Content Editor

<iframe src="https://cloud.swivl.com/i/e8472ba7544ff8e943a696a2be0ecc01" width="560" height="315" frameborder="0" scrolling="no" webkitallowfullscreen mozallowfullscreen allowfullscreen></iframe>

Options

Users allowed to edit this page

Only teachers

☐ Add to student to-do

☐ Notify users that this content has changed

Cancel Save & Publish Save

Links Files Images

Link to other content in the course. Click any page to insert a link to that page.

> Pages

> Assignments

> Quizzes

> Announcements

> Discussions

> Modules

> Course Navigation

- f. The video is now embedded into the page in CANVAS- where your students can watch it.

imp41918b > Pages > Test Video Recording

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View All Pages

Publish Edit More

Test Video Recording

Play

0:00 / 0:06 360p 1x