

Sharing on Swivl Cloud

For Pro/Pro Plus Users and Swivl Team Members

Swivl Teams vs. Individual Subscribers

There are many ways to collaborate with your colleagues on Swivl Cloud and share best practices within your organization. The best way to collaborate is within a Swivl Team.

If you are a member of a **Swivl Team**, you can:

- Share to individuals on Swivl cloud
- Share and subscribe to Groups
- Share and subscribe to Lists
- Clone your videos

If you are an **individual** Pro or Pro Plus subscriber, you can:

- Share to individuals on Swivl cloud
- Share and subscribe to Lists
- Clone your videos

Groups, Lists, and Sharing to Individuals

Sharing to a Group	Sharing to a List	Sharing to an Individual	Exporting a Copy
<p>Multi-way sharing</p> <p>*Swivl Team Users Only</p> <p>Groups allow for everyone in the group to receive video content that has been shared by any user in the group</p> <p>Groups can be composed of as many people on your Team as you desire or the whole Team can be part of a single group</p> <p>Groups promote peer-sharing and provide access to best practice libraries for your organization's</p>	<p>One-way sharing</p> <p>Lists act more like distribution feeds for other people to view and comment on your videos</p> <p>Only the owner of a list can share video content to the list</p> <p>A subscriber to the list can only view and comment on videos in that list - they cannot contribute their own videos to the list</p>	<p>One-way sharing</p> <p>You can share to an individual by selecting 'Direct Share' when you choose 'Share' on any video project.</p>	<p>One-way sharing</p> <p>Clones a copy of your video for other users to then edit or share</p> <p>The original remains in your library, the cloned copy goes to your recipient's library</p> <p>Any edits or shares made to either video will not affect the other</p>

Groups and Lists (Swivl Team)

SWIVLTM

Feed
Shared with me

Library
My projects

Groups
Set up group sharing

Pro Plus Trial
29 days left

R1

Q Search...

ALL

LISTS

GROUPS

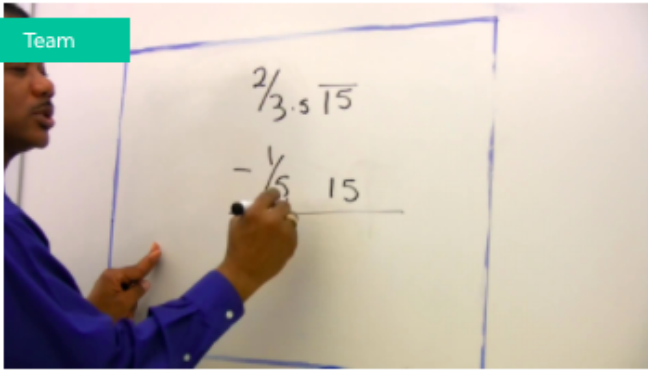
No projects yet

Customer Success List

0 projects

today

Team




Best Practice Library, Sugar Grove Middle S...

6 projects

Aug 16, 2016

Team





Elementary Grades 3-5 Peer Sharing Group


7 projects

Oct 14, 2015

Team



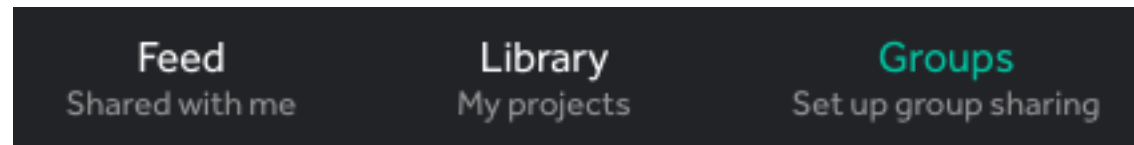




Help

Take a Tour

Creating a Group (Swivl Team)



Start in Groups

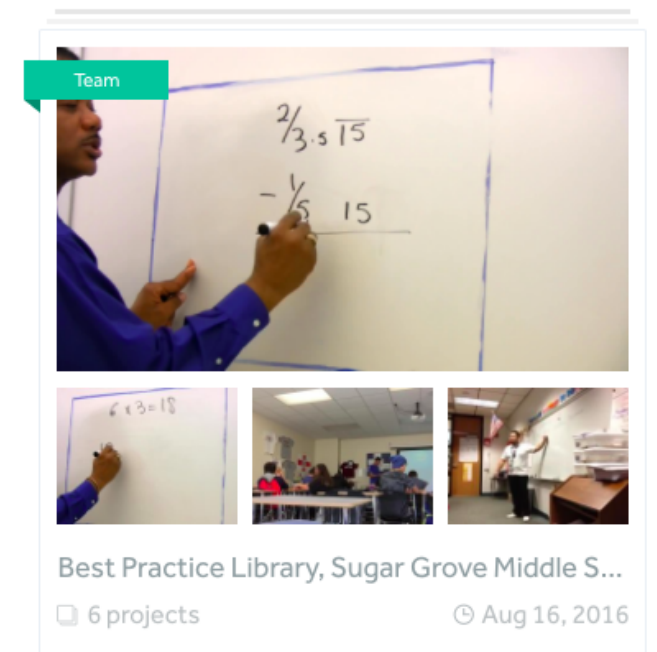


Choose the "add Group" icon

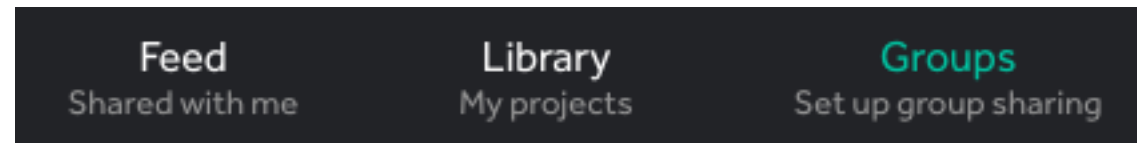
Name, describe, and add contributors to your group

A form for creating a group. It includes a 'Group name' input field, a large 'Description goes here' text area, and three toggle switches: 'New members require approval' (red), 'Create as a Team Group' (red), and 'Add all Team members to Group' (grey). At the bottom right are 'Cancel' and 'Create' buttons.

Here's how it'll appear



Creating a List



Start in Groups

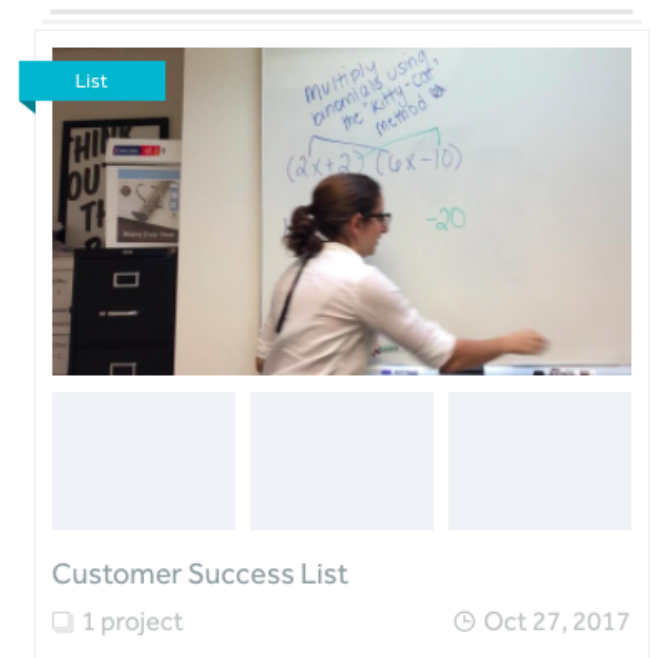


Choose the "add List" icon

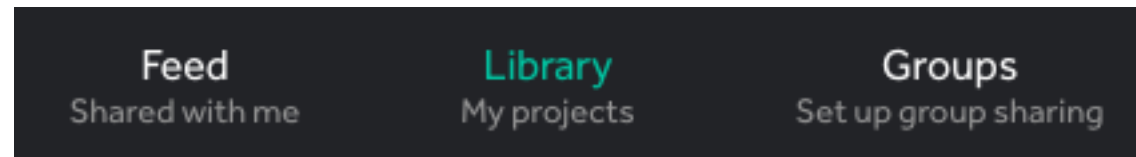
Name, describe, and add recipients to your list

A form for creating a new list. It includes a 'List name' input field, a 'Description goes here' text area, a toggle switch for 'New members require approval' (currently turned off), and 'Cancel' and 'Create' buttons at the bottom right.

Here's how it'll appear



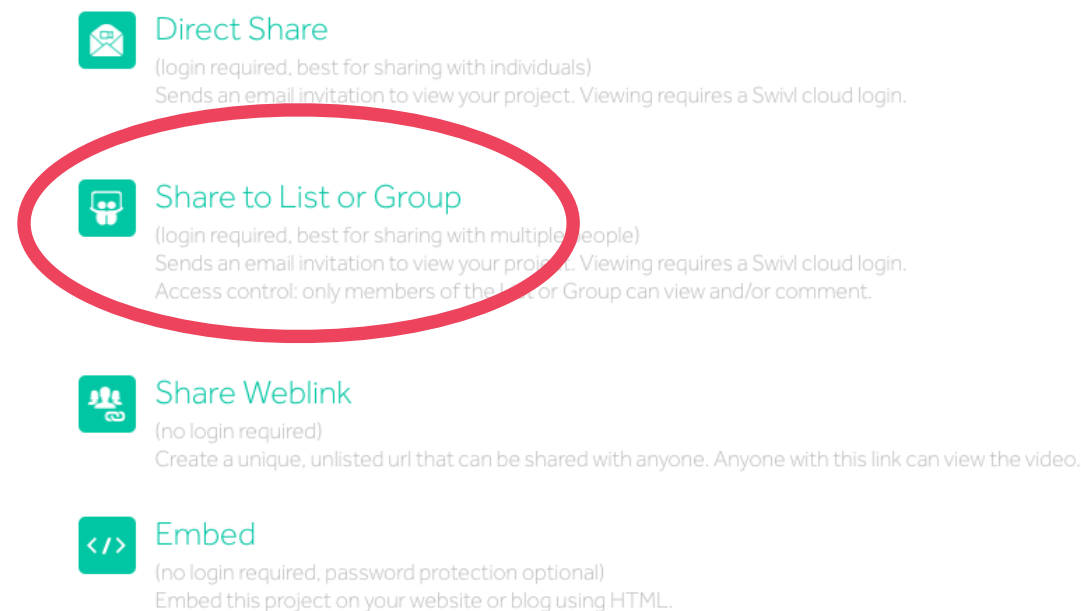
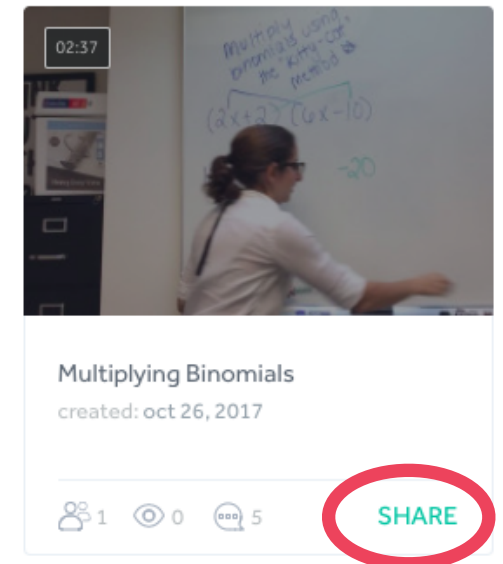
Sharing to a Group or List



Start in your Library



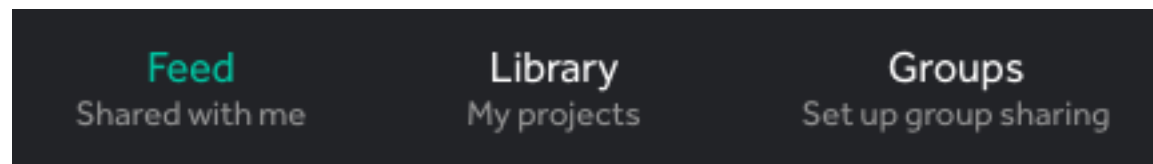
Choose any video and click Share



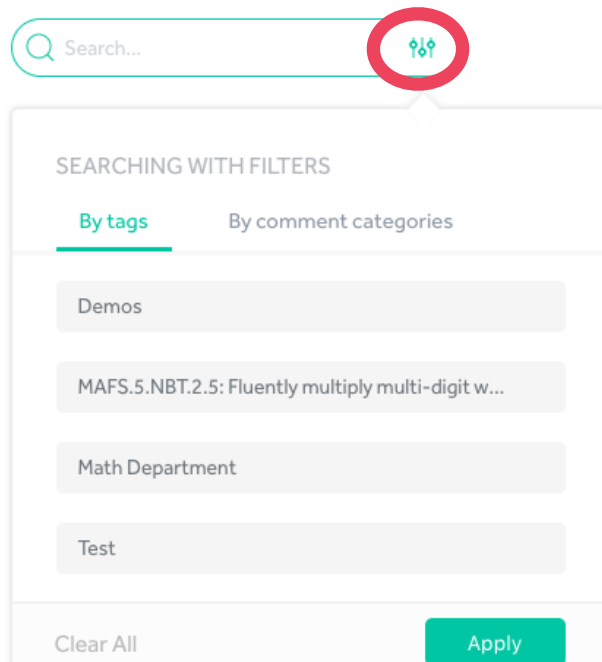
You can select any existing Lists or Groups or create new ones



Collaborate on Videos Shared by Others



Start in Feed



Use the filter to search for videos by their Tags or Comment Categories



Or search the videos within Lists or Groups to which you belong by selecting the List Feed or Group Feed view

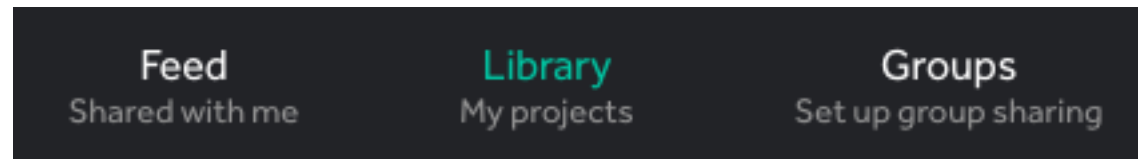


ALL VIDEOS

LIST FEED

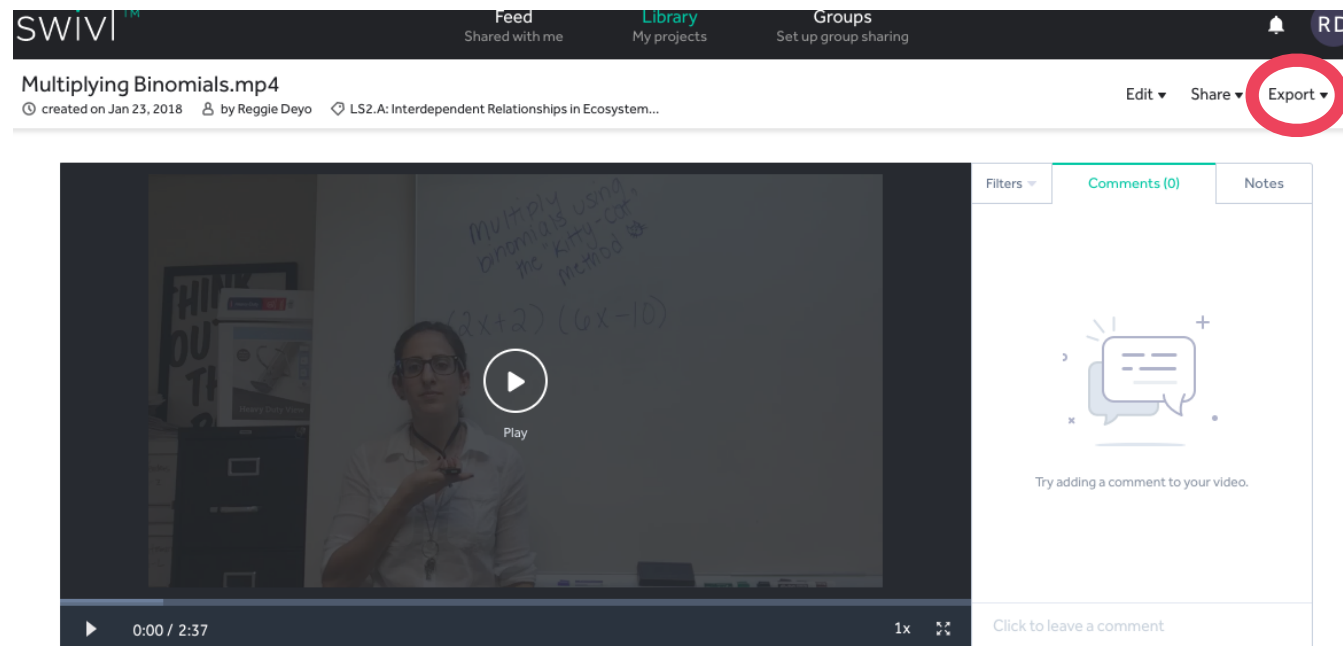
GROUP FEED

Clone a video



Start in Library

Select the video you want to clone



Select Export

Edit ▼ Share ▼ Export ▲

The cloned copy will appear in your recipient's Library just like any of their own video projects would.

