

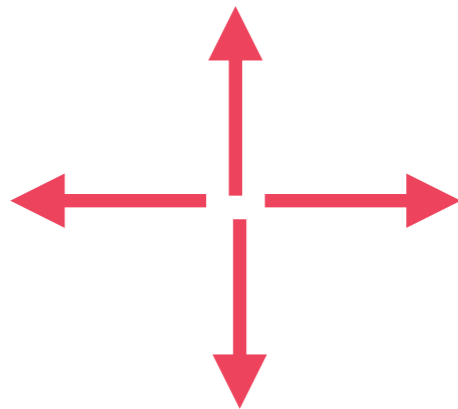
Team Administrator Training Manual



How to read this guide



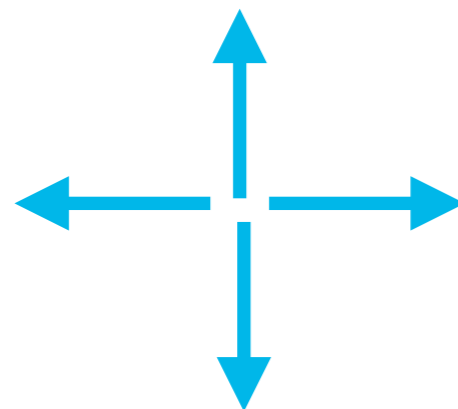
Indicates where you need to be (which page, section, or tab) in order to follow the instructions indicated by arrows



Indicates where there are steps you need to take to complete the desired action. If any arrows have a number next to them, they are meant to be followed in consecutive order: 1, 2, 3...



Background information or best practices for using your Administrator portal or designing settings for your team



Used to identify where on the page, section, or tab to which the background information or advice pertains

Slides	Contents
4-9	How to access the Administrator portal & user side
10-12	Team Dashboard: Overview and Statistics
13-18	Settings and Security Preferences
19-27	Team Members: add, remove, lock, change account type
28-29	Team Groups: add, edit, and change member access
30-31	Team Videos and Reporting
32-33	Help Center and Important Contacts

Activating your Administrator Account

swivl™ Already have an account? [Sign in](#)

Create a new Swivl Teams account

Name Surname

Email address

Enter password Re-enter password

Verify your age United States

Sign up

or

Sign up with Google

Privacy - Terms [Privacy](#) [Terms](#) [About](#)

After your Team Subscription is activated, inform your Sales Representative at Swivl which email address you have been using to access Swivl, so a Pro Team code can be emailed to you.

If you do not yet have a Swivl Team email address, register for one: cloud.swivl.com/register.

Register a ***free*** Swivl account if this is the first time you're using Swivl.

Activating your Pro Team Code

When you receive your email containing your Team Pro Code, visit cloud.swivl.com/upgrade (sign in first, if you are not already).

Upgrade service level - Swivl x +

https://cloud.swivl.com/upgrade

Incognito (2)

swivl™

Go back to Swivl Teams →

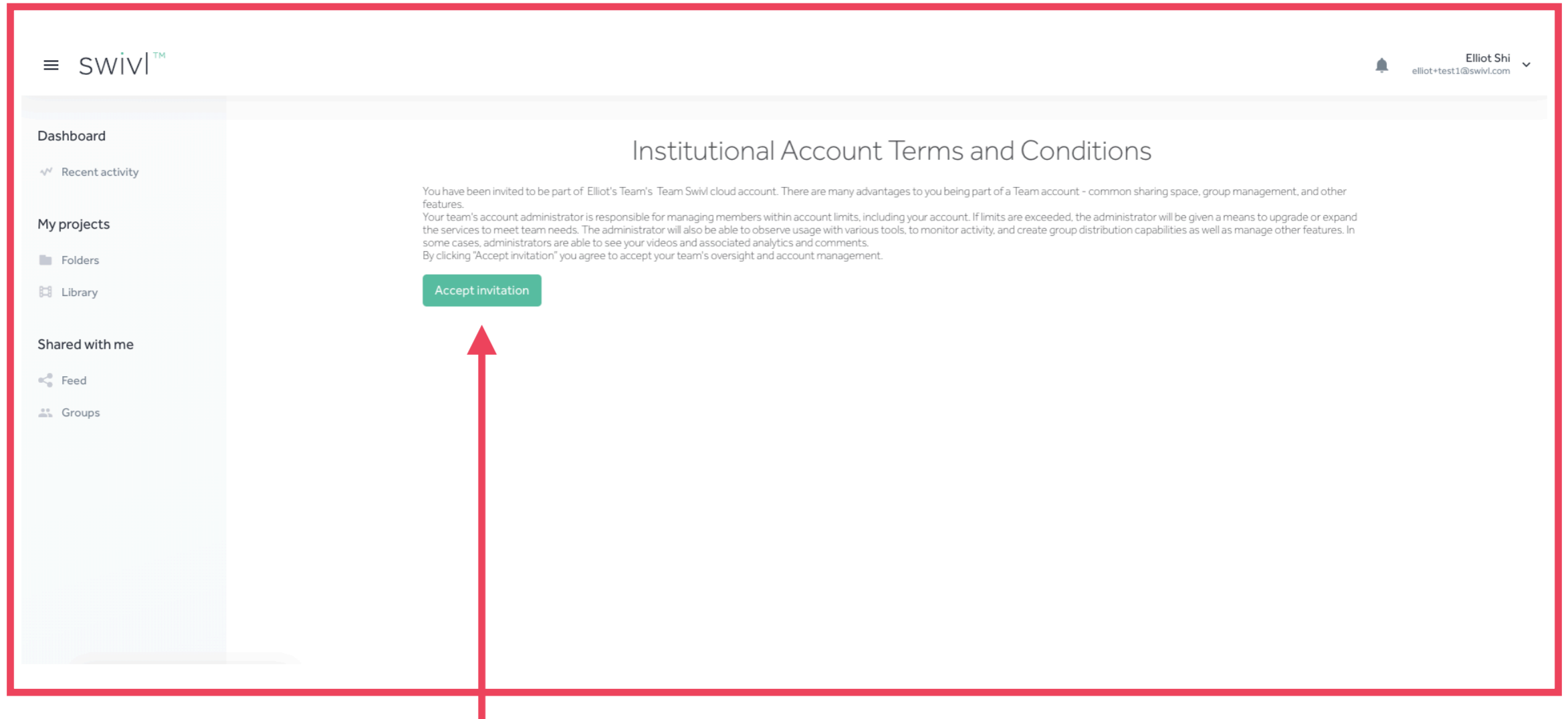
Swivl Teams

Do not use this code; enter the unique code provided to you in this space

010-8D5-91A-18D ⓘ

Submit

Accepting the User Agreement



Read the Account Terms and Conditions and Accept your Invitation.

Accessing the Administrator Portal

Once you log into your Swivl Team account, you will automatically be in your Administrator Portal.

The screenshot shows the Swivl Administrator Portal interface. At the top left, the Swivl logo and 'admin' label are visible. The top right shows the user profile 'Elliot+Demo Shi' with a notification bell icon. The main content area is titled 'Team overview' and includes a navigation bar with 'Week', 'Month', and 'Year' options. Below this, four key metrics are displayed: Uploads (5), Shares (1), Comments (6), and Plays (1). The 'Most active' section features a horizontal bar chart comparing team members: Elliot+Demo Shi (highest activity), Rachel Ashwo..., and Alla Demo. The 'Recent activity' section lists recent actions, such as 'Rachel Ashworth commented on Screencasting S...' and 'Rachel Ashworth watched Screencasting Sample ...'. A 'Help' button is located in the bottom right corner.

Swivl's Demo Team
13 members | Pro 7/24
Team expires: 30 AUG 2022
Owner: Rachel Ashworth

Team overview | Week | **Month** | Year

Uploads: 5 | **Shares**: 1 | **Comments**: 6 | **Plays**: 1

Most active | All | Comments | Shares | Plays

Team Member	Activity Level
Elliot+Demo ...	High
Rachel Ashwo...	Medium
Alla Demo	Low

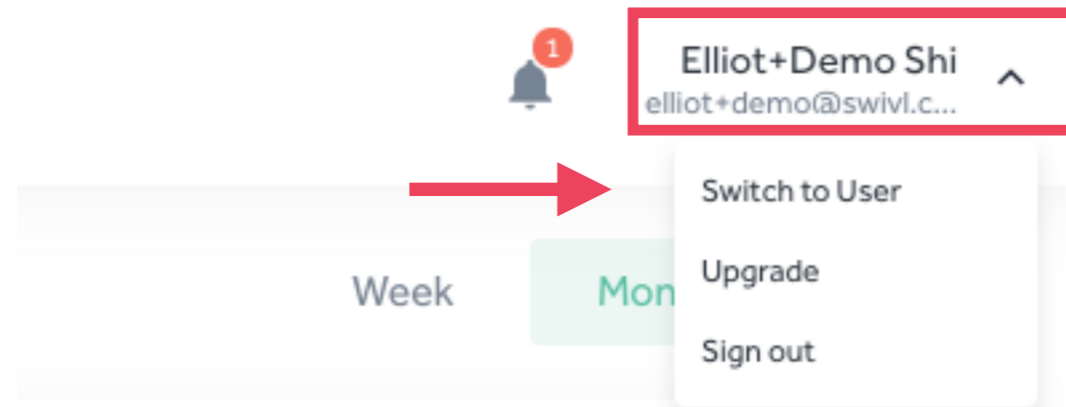
Recent activity | All | Comments | Shares | Plays

- Jan 17, 7:54 AM: Rachel Ashworth commented on [Screencasting S...](#)
- Jan 16, 10:32 AM: Rachel Ashworth commented on [LF Session - Gre...](#)
- Jan 15, 3:05 PM: Rachel Ashworth watched [Screencasting Sample ...](#)
- Jan 13, 1:19 PM: [Activity]

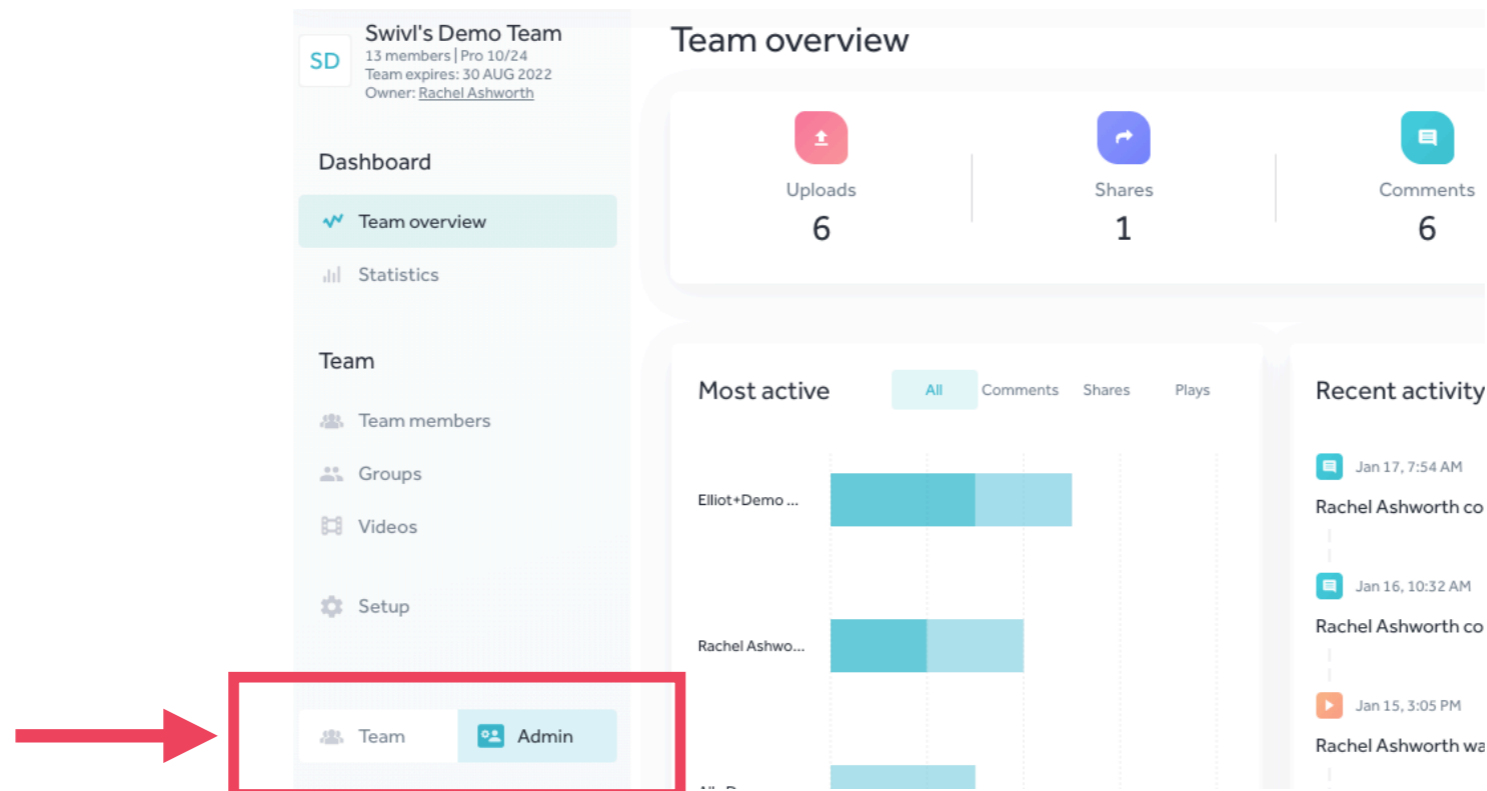
Help

Accessing the User Side

To access the user side of your account, click on your name and email in the upper right corner and then click on "Switch to User."



Alternatively, click the "Team" button in the bottom left corner



Team Subscription and Composition

Under your Team Name, find your subscription expiration and how many members you have at each service level, according to the number of users your account has been allotted.

The screenshot displays the Swivl user interface. At the top left, there is a hamburger menu icon followed by the Swivl logo and the text "admin". Below this, a sidebar contains a "Dashboard" section with a "Team overview" button highlighted in light blue. The main content area is titled "Team overview" and features two large cards: "Uploads" with a red icon and the number "2", and "Shares" with a blue icon and the number "1". A red rectangular box highlights the team information card in the sidebar, which includes the team name "Swivl's Demo Team", "13 members | Pro 8/24", "Team expires: 30 AUG 2022", and "Owner: Rachel Ashworth".

≡ SWIVL™ | admin

Swivl's Demo Team
13 members | Pro 8/24
Team expires: 30 AUG 2022
Owner: [Rachel Ashworth](#)

Dashboard

Team overview

Team overview

Uploads
2

Shares
1

Dashboard - Overview

Filter view by week, month, or year

The screenshot shows the Swivl dashboard overview for 'Swivl's Demo Team'. The left sidebar contains navigation options: Dashboard (with 'Team overview' highlighted), Statistics, Team (with 'Team members', 'Groups', 'Videos', and 'Setup'), and Admin. The main content area is titled 'Team overview' and features four activity cards: Uploads (6), Shares (1), Comments (6), and Plays (1). Below these are two sections: 'Most active' and 'Recent activity'. The 'Most active' section shows a horizontal bar chart for three users: Elliot+Demo Shi, Rachel Ashworth, and Alla Demo. The 'Recent activity' section lists four events with timestamps and thumbnails. A red box highlights the 'Team overview' menu item, and another red box highlights the 'Week', 'Month', and 'Year' filter buttons. Red arrows point from the filter box to the activity cards and from the activity cards to the filter buttons in the 'Most active' and 'Recent activity' sections. A 'Help' button is visible in the bottom right corner.

Swivl™ | admin

Swivl's Demo Team
13 members | Pro 10/24
Team expires: 30 AUG 2022
Owner: Rachel Ashworth

Dashboard

- Team overview
- Statistics

Team

- Team members
- Groups
- Videos
- Setup

Team Admin

Team overview

Uploads 6 | Shares 1 | Comments 6 | Plays 1

View most active and recent activity by comments, shares, and views

Most active

User	Comments	Shares	Plays
Elliot+Demo Shi	High	Medium	Low
Rachel Ashwo...	Medium	Medium	Low
Alla Demo	Low	Low	Low

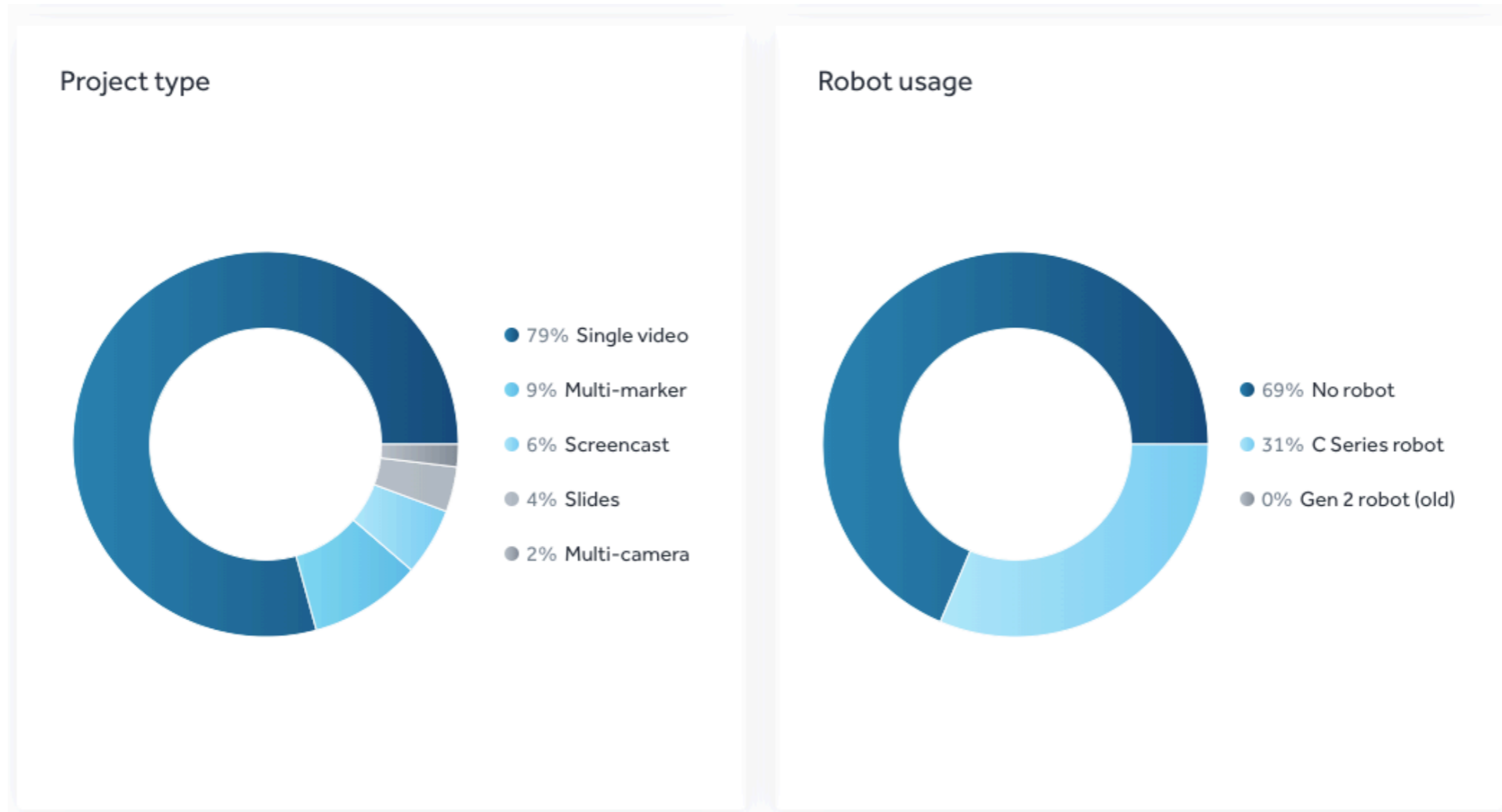
Recent activity

- Jan 17, 7:54 AM: Rachel Ashworth commented on [Screencasting S...](#)
- Jan 16, 10:32 AM: Rachel Ashworth commented on [LF Session - Gre...](#)
- Jan 15, 3:05 PM: Rachel Ashworth watched [Screencasting Sample ...](#)
- Jan 13, 1:19 PM: [Activity]

Help

Dashboard - Overview (continued)

Scroll down to the bottom of the Overview page to identify the types of projects your team members produce most and whether or not they are using a Swivl robot.



*If you notice a sudden drop in robot usage this month, perhaps your team members are experiencing technical issues? Contact support@swivl.com immediately!

Dashboard - Statistics

Access deeper analytics sorted by Team Member, Group, and User Label.

The screenshot shows the Swivl dashboard interface. On the left sidebar, the 'Statistics' menu item is highlighted with a red box. The main content area displays the 'Statistics' section with three tabs: 'Members', 'Groups', and 'User labels'. Three red arrows point to these tabs. A 'Download statistics' button is visible in the top right of the statistics section. Below the tabs is a search bar and a table of statistics. The table has columns for Name, Videos Uploaded, Videos Shared, Videos Played, Comments Made, and Last Active. The data is sorted by Name.

Name	Videos Uploaded	Videos Shared	Videos Played	Comments Made	Last Active
Rachel Ashworth	1	0	7	7	17 Jan, 2020
Okharchenko+Demo K	25	12	0	2	08 Jan, 2020
Amanda+Demo Regan	7	5	5	31	05 Nov, 2019
Alla Demo	5	0	3	0	30 Dec, 2019
Elliot+Demo Shi	11	9	3	13	09 Jan, 2020
Mbilorosiuk+Demo Bilorosiuk	0	0	0	0	
Amanda+Demo1 Regan	2	1	0	0	14 Oct, 2019
Rachel+Demo1 Swivl	0	0	0	0	
Reggie Deyo	0	0	0	0	
Camille Smith	0	0	0	0	

Setup / Security

We recommend starting with Security if this is your first time setting up Swivl. Go to the Team - Setup/ Security section to define the privacy and sharing preferences for yourself and your team.

The screenshot shows the Swivl Admin interface for 'Swivl's Demo Team'. The top navigation bar includes 'Rubrics', 'User labels', 'Video tags', and 'Security' (highlighted with a red box). The left sidebar contains 'Dashboard', 'Team overview', 'Statistics', 'Team members', 'Groups', 'Videos', and 'Setup' (highlighted with a red box). The main content area is titled 'Security' and is divided into two columns: 'Main' and 'Sharing'. The 'Main' column includes settings for 'Content storage region' (US Standard), 'AES-256 end to end encryption' (toggle on), 'Members can create Groups' (toggle on), 'Shadow Login as user' (toggle on), and 'View Team content' (toggle off, with a red arrow pointing to it). The 'Sharing' column includes settings for 'Group' (toggle on), 'Direct' (toggle on), 'Weblink' (toggle on), 'Embed' (toggle on), 'Clone' (toggle on), and 'Download' (toggle on, with a red arrow pointing to it). A 'Help' button is located at the bottom right of the main content area.

Define your security preferences for accessing team content

Define the sharing preferences for your team members

Setup - User Labels

User labels are optional but will help you identify and sort team members in your team table quickly and easily.

The screenshot shows the Swivl admin interface for 'Swivl's Demo Team'. The 'Setup' menu item in the left sidebar is highlighted with a red box. The 'User labels' tab is also highlighted with a red box. A red arrow points to the '+ Add new label' button. The main content area displays a list of existing user labels with their counts and names.

Count	Label Name
7	TOSA
3	History
2	Principals
1	K-5 Center
4	District lead
3	Math
2	Spring Semester 2019
1	Science
4	Instructional Coaches
2	Middle School
1	English
0	High School

*User Labels are not shared with your users. They are for Administrator view only.

Setup - Rubrics

Incorporate your own templates, frameworks, or "look-fors" as Rubrics for time-stamped commenting.

The screenshot displays the Swivl admin interface. At the top left, the Swivl logo and 'admin' are visible. On the right, the user profile 'Elliot+Demo Shi' is shown. The left sidebar contains navigation options: 'Dashboard', 'Team overview', 'Statistics', 'Team', 'Team members', 'Groups', 'Videos', and 'Setup' (highlighted with a red box). The main content area features a top navigation bar with 'Rubrics' (highlighted with a red box), 'User labels', 'Video tags', and 'Security'. Below this, the 'Rubrics' section includes a toggle for 'Required when commenting' and a '+ Add new rubric' button. Two rubric templates are displayed: 'Professional Standards for Teaching' and 'Instructional Coach'. Each template has a '+ Standard' button and a list of standards. The 'Professional Standards for Teaching' rubric includes five standards: 1. Supporting and Engaging, 2. Addresses relevant curriculum standards, 3. Facilitates student use of higher level thinking skills, 4. Active participation of students, and 5. Communication with parents. The 'Instructional Coach' rubric includes six standards: 1. Addresses relevant curriculum standards, 2. Demonstrates ability to link content to past, future, and other content area, 3. Demonstrates deep level of understanding of content, 4. Uses precise language and correct grammar, 5. Makes appropriate accommodations for diverse learners, and 6. Maximizes instructional time and minimizes distractions. A 'Help' button is located in the bottom right corner.

Setup - Rubrics (cont.)

Click add new rubric; give your Rubric a title and type in each section from your form as individual Standards. Ask your CS team if you need help organizing your specific framework into our Rubric system.

The screenshot displays the Swivl admin interface. At the top left, the Swivl logo and 'admin' are visible. The top right shows the user profile 'Elliot+Demo Shi'. The main navigation bar includes 'Rubrics', 'User labels', 'Video tags', and 'Security'. The 'Rubrics' tab is highlighted with a red box and labeled '1'. Below this, a toggle switch for 'Required when commenting' is shown, labeled '3'. The main content area features two rubric cards: 'Professional Standards for Teaching' and 'Instructional Coach'. The 'Professional Standards for Teaching' card has a '+ Standard' button labeled '2' and a list of five standards. The 'Instructional Coach' card has a '+ Standard' button and a list of six standards. A green '+ Add new rubric' button is located in the top right, labeled '1'. The left sidebar contains 'Dashboard', 'Team', and 'Setup' (highlighted with a red box). At the bottom right, there is a 'Help' button.

Rubrics/User View

This is what your team members will see when they leave time-stamped comments

Professional Standards for Tea... Clear all

- Professional Standards for Teaching 2
- Instructional Coach
- Admin Rubric
- Facilitates student use of higher level thinking skills 3
- Active participation of students
- Communication with parents

Comments

00:00:42
Amanda+Demo Regan: I like how you explain to everyone where the marker needs to go.
Demonstrates deep level of understanding of content
1 answer

00:01:21
Elliot+Demo Shi: Good instruction
Uses precise language and correct grammar
1 answer

00:01:26

00:00:46 Everyone

Post comment here...

1 Rubrics 0/800 **Post** 4

Setup - Tags

Create your own video “hashtags” or your users can populate this tag library when they provide a title and summary for their video. You may delete any tags, which will remove tags from any associated videos.

The screenshot shows the Swivl admin interface for 'Swivl's Demo Team'. The top navigation bar includes 'Rubrics', 'User labels', 'Video tags' (highlighted with a red box), and 'Security'. The left sidebar has a 'Setup' button (highlighted with a red box) under the 'Team' section. The main content area is titled 'Video tags' and shows a list of existing tags with their counts and delete buttons. A '+ Add new video tag' button is highlighted with a red box and a red arrow. A text box below the arrow says 'Press this button to add a new user label!'. A blue box at the bottom contains the following text:

We recommend using video tags to encourage organization; assembling best practice libraries is a simple task when you can filter videos out of your feed by searching for specific tags.

Team - Team Members

The Team Members table is interactive! Click on each user to learn more about them.

The screenshot displays the Swivl admin interface. On the left is a sidebar with navigation options: Dashboard (Team overview, Statistics), Team (Team members, Groups, Videos, Setup), and Team/Admin buttons. The main content area is titled 'Team members' and shows a table of team members. A red arrow points to the 'Alla Demo' entry in the table. On the right, a modal window displays the profile for 'Alla Demo', including user labels (Math, Middle School, TOSA), groups, and recent activity.

Swivl's Demo Team
13 members | Pro 7/24
Team expires: 30 AUG 2022
Owner: Rachel Ashworth

Team members Current Pending + Add new member

Search Filters Count: 13 Show: 15

<input type="checkbox"/>	Name	Email	Videos	Acc
<input type="checkbox"/>	Alla Demo	asemenchuk+demo@swivl.com	10	Adm
<input type="checkbox"/>	Amanda+Demo Regan	amanda+demo@swivl.com	27	Adm
<input type="checkbox"/>	Amanda+Demo1 Regan	amanda+demo1@swivl.com	2	Star
<input type="checkbox"/>	Camille Smith	csmithswivl@gmail.com	3	Star
<input type="checkbox"/>	Edmond Vasquez	evasquezswivl@gmail.com	2	Pro
<input type="checkbox"/>	Elliot Demo1	elliott+demo1@swivl.com	0	Star

Alla Demo
Pro | Last login: Jan 02 2020

User labels
Math Middle School TOSA

Groups
Swivl Teams Screencast Swivl Tips webinars Swivl Features All Members

Recent activity
webinar1_first time use... webinar1_... Help

Team - Team Members / Add New Members

The screenshot displays the 'Swivl's Demo Team' management interface. On the left, a sidebar shows navigation options: Dashboard (Team overview, Statistics), Team (Team members, Groups, Videos), and a red box highlights the 'Team members' option. The main content area is titled 'Team members' and includes tabs for 'Current' and 'Pending'. A green '+ Add new member' button is located in the top right corner, with a red arrow labeled '1' pointing to it. Below the tabs are filters for 'Account type', 'User labels', and 'Access', along with 'Count: 13' and 'Show: 15' options. A table lists team members with columns for Name, Email, Videos, Account, User labels, and Action. An 'Invite members' modal is open in the center, with a red box around it. The modal title is 'Invite members' and includes a close button (X) with a red arrow labeled '3'. It contains a list of email addresses and account types: 'baby.yoda@swivl.com' (Pro), 'geralt.of.rivia@swivl.com' (Pro), and 'buffy.summers@swivl.com' (Standard). A red arrow labeled '2' points to the first email address. At the bottom of the modal are 'Cancel' and 'Send invite' buttons, with a red arrow labeled '4' pointing to the 'Send invite' button. A '+ Add one more' link is also visible at the bottom left of the modal.

Swivl's Demo Team
13 members | Pro 7/24
Team expires: 30 AUG 2022
Owner: [Rachel Ashworth](#)

Dashboard
Team overview
Statistics

Team
Team members
Groups
Videos

Team members **Current** Pending

+ Add new member

Account type User labels Access Count: 13 Show: 15

Name	Email	Videos	Account	User labels	Action
Elliot Demo1	elliott+demo1@swivl.com	0	Standard		...
Ed				Science, TOSA	...
Mic				Math, TOSA	...
Ca				English, TOSA	...

Invite members X

Adding more than 25 users? Contact support@swivl.com

2 baby.yoda@swivl.com Pro

geralt.of.rivia@swivl.com Pro

buffy.summers@swivl.com Standard

+ Add one more

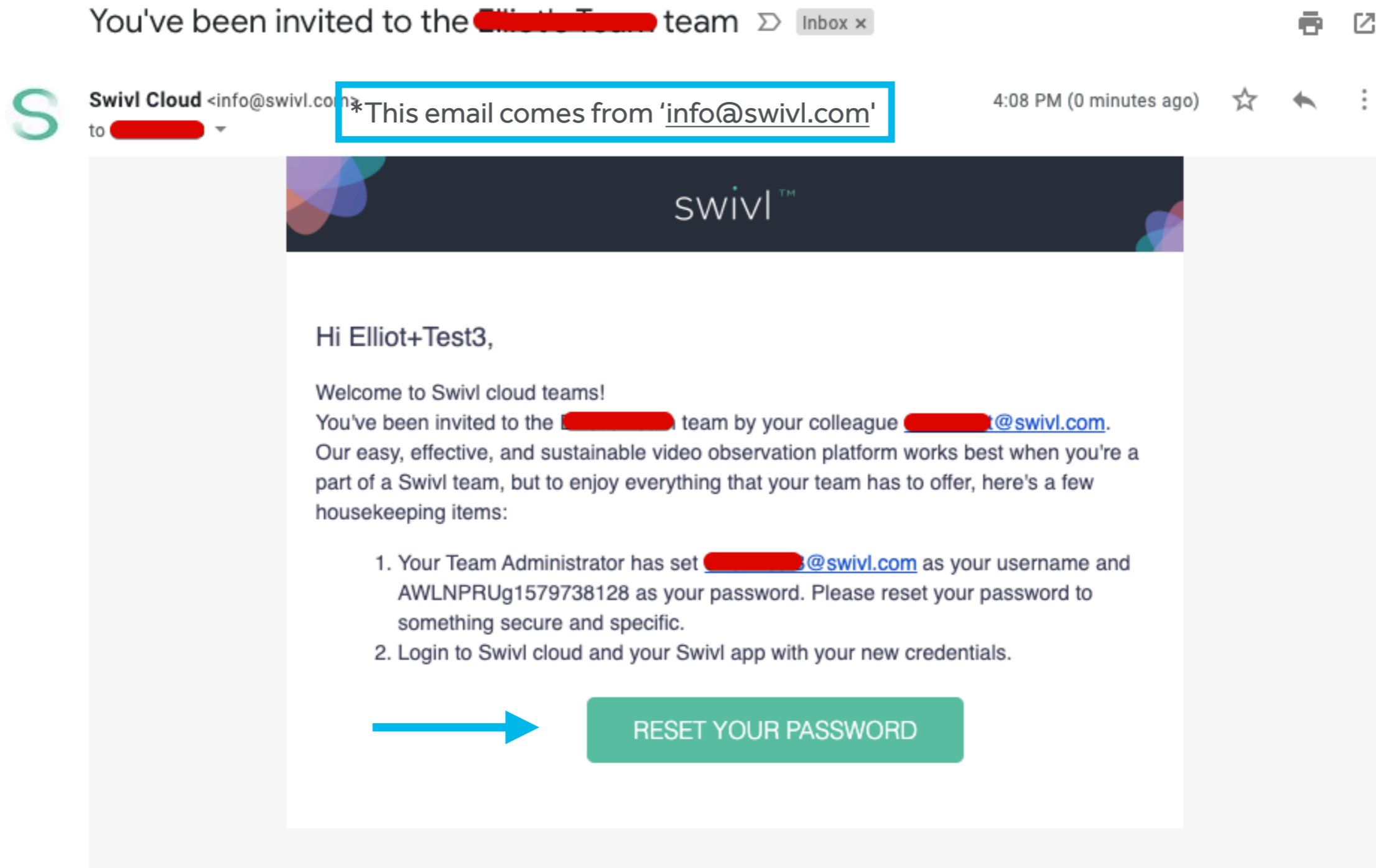
Cancel Send invite

3

4

Email invitation for NEW Users of Swivl


This is the email your team members will receive if they **do not** already have a Swivl account. They must first reset their password before proceeding to accept the invite.




Email invitation for EXISTING Users of Swivl

This is the email your team members will receive if they **do** already have a Swivl account. They must accept the terms and conditions to accept the invite.


You've been invited to the **Elliot's Team** on Swivl cloud Inbox x 🖨️ 🗑️

 **Swivl Cloud** <info@swivl.com> 2:21 PM (1 hour ago) ☆ ↶ ⋮
to **[REDACTED]**



Hi Elliot Shi,

You've been invited to the Elliot's Team on Swivl cloud by your colleague **[REDACTED]**@swivl.com.

Please accept your invitation by clicking [here](#). 

Watch this video to learn about all of your new capabilities as a team member!

[Swivl Cloud Basics Video](#)

Contact your Team admin to learn more: **[REDACTED]**@swivl.com

Regards,
The Swivl Team

User View: Accepting the Team Invitation

No matter if your team member is brand new to Swivl or they already had an account, they MUST accept this agreement to join your team. If they bypass this step, they will not complete the process to join your team.

The screenshot shows the Swivl user interface. On the left is a sidebar with navigation options: Dashboard, Recent activity, My projects (with sub-items Folders and Library), and Shared with me (with sub-items Feed and Groups). The top right corner shows the user's name 'Elliot Shi' and email 'elliottest1@swivl.com'. The main content area is titled 'Institutional Account Terms and Conditions'. Below the title is a paragraph of text explaining the invitation and the administrator's role. At the bottom of this text is a green button labeled 'Accept invitation', which is highlighted by a red arrow pointing upwards.

SWIVL™

Elliot Shi
elliottest1@swivl.com

Institutional Account Terms and Conditions

You have been invited to be part of Elliot's Team's Team Swivl cloud account. There are many advantages to you being part of a Team account - common sharing space, group management, and other features.

Your team's account administrator is responsible for managing members within account limits, including your account. If limits are exceeded, the administrator will be given a means to upgrade or expand the services to meet team needs. The administrator will also be able to observe usage with various tools, to monitor activity, and create group distribution capabilities as well as manage other features. In some cases, administrators are able to see your videos and associated analytics and comments.

By clicking "Accept invitation" you agree to accept your team's oversight and account management.

Accept invitation

Team - Team Members / Assigning User Labels

To assign user labels, check the boxes next to the users' names and click "Labels" to reveal a dropdown menu of user labels that you created earlier. Select the appropriate user label(s) and press "Apply."

The screenshot displays the 'Team members' page for 'Swivl's Demo Team'. The interface includes a sidebar with navigation options like 'Dashboard', 'Team overview', 'Statistics', 'Team members', 'Groups', 'Videos', and 'Setup'. The main content area shows a list of team members with columns for Name, Videos, Account, User labels, and Action. A 'User labels' dropdown menu is open, showing a search bar and a list of labels: Math, Middle School, Spring Semester 2019, and Principals. Red arrows and numbers 1, 2, and 3 indicate the steps: 1. Clicking the 'User labels' dropdown, 2. Selecting 'Middle School' and 'Principals' in the dropdown, and 3. Clicking the 'Apply' button. The 'Team members' link in the sidebar and the checkboxes for Edmond Vasquez and Camille Smith are also highlighted with red boxes.

Name	Videos	Account	User labels	Action
Elliot Demo1	0	Standard		...
Edmond Vasquez	2	Pro	Science, TOSA	...
Michael Joyner	11	Standard	Math, TOSA	...
Camille Smith	3	Standard	English, TOSA	...
Reggie Deyo	13	Standard	K-5 Center, TOSA	...
Rachel+Demo1 Swivl	0	Standard	Middle School, Principals, History, TOSA	...

Team - Team Members / Change Account Type

Pro licenses are transferrable within your team for the entire duration of your subscription. To upgrade or downgrade a user's access, check the boxes next to the users' names, click on "Account type," and select the desired account type.

The screenshot displays the 'Team members' page for 'Swivl's Demo Team'. The interface includes a sidebar with navigation options: Dashboard (Team overview, Statistics), Team (Team members, Groups, Videos), and a main content area. The main area shows a table of team members with columns for checkboxes, names, emails, video counts, and account types. A dropdown menu for 'Account type' is open, showing options: Standard, Pro, and Admin. Red arrows and numbers '1' and '2' highlight the 'Account type' dropdown and the 'Pro' option, respectively. A red box highlights the 'Team members' link in the sidebar and the 'Edmond Vasquez' row in the table.

	Account type	User labels	Access	Count:
	Standard			
	Pro			
	Admin			
Account type	User labels	Access	Count:	
Standard	Email	Videos	Account	
<input type="checkbox"/>	elliott+demo1@swivl.com	0	Standard	
<input checked="" type="checkbox"/>	Edmond Vasquez evasquezswivl@gmail.com	2	Pro	
<input type="checkbox"/>	Michael Joyner mjoynerswivl@gmail.com	11	Standard	
<input type="checkbox"/>	Camille Smith csmithswivl@gmail.com	3	Standard	

Team - Team Members / Lock & Unlock

When users leave your organization and you need to keep their videos but **do not** wish for them to gain access to their account, you should Lock the user. You can Unlock the user at any time.

Lock

Team members Current Pending

Account type User labels Access

Name	Email
Elliot Demo1	elliott+demo
Edmond Vasquez	evasquezswivl@gmail.com
<input checked="" type="checkbox"/> Michael Joyner	mjoynerswivl@gmail.com
Camille Smith	csmithswivl@gmail.com

Unlock

Team members Current Pending

Account type User labels Access

Name	Email
Alla Demo	asemenchuk+demo@swivl.com
Amanda+Demo Regan	amanda+demo@swivl.com
<input checked="" type="checkbox"/> Amanda+Demo1 Regan	amanda+demo1@swivl.com

Team - Team Members / Remove

When users leave your organization and you no longer need access to their content, simply Exclude the user. The user will still be able to access their Swivl Team account after being removed from your Team.

Swivl's Demo Team
13 members | Pro 7/24
Team expires: 30 AUG 2022
Owner: [Rachel Ashworth](#)

Team members Current Pending + Add new member

Account type User labels Access Count: 13 Show: 15

<input type="checkbox"/>	Name	Email	Videos	Account	User labels	Action
<input type="checkbox"/>	Alla Demo	asemenchuk+demo@swivl.com	10	Admin	Math, Middle School, TOSA	
<input type="checkbox"/>	Amanda+Demo Regan	amanda+demo@swivl.com	27	Admin	Instructional Coaches, District lead	
<input type="checkbox"/>	Amanda+Demo1 Regan	amanda+demo1@swivl.com	2	Standard	Spring Semester 2019, History, District lead	...
<input checked="" type="checkbox"/>	Camille Smith	csmithswivl@gmail.com	3	Standard	English, TOSA	...

Team - Groups / Add new Group

Groups are private sharing folders among any number of individuals. Pro users can share videos to the group, Standard users can view and comment on those videos.

The screenshot displays the Swivl interface for a team named 'Swivl's Demo Team'. The left sidebar contains navigation options: Dashboard, Team overview, Statistics, Team members, **Groups** (highlighted with a red box), Videos, and Setup. The main content area shows a 'Groups' section with a search bar and a list of groups. A modal window titled 'Add new group' is open, with the following elements and numbered red arrows:

- 1**: Points to the '+ Add new group' button in the top right corner of the main interface.
- 2**: Points to the 'Enter group name here' text input field.
- 3**: Points to the 'Enter purpose here' text input field.
- 4**: Points to the 'Allow members to add videos to the group' toggle switch under the 'Settings' section.
- 5**: Points to the 'Email all members of the Group when a new video is shared' toggle switch under the 'Notifications' section.
- 6**: Points to the 'Email all Admins in the Group when a new video is shared' toggle switch under the 'Notifications' section.
- 7**: Points to the 'Create' button at the bottom right of the modal.

Team - Groups / Change Member Access

Groups

Search

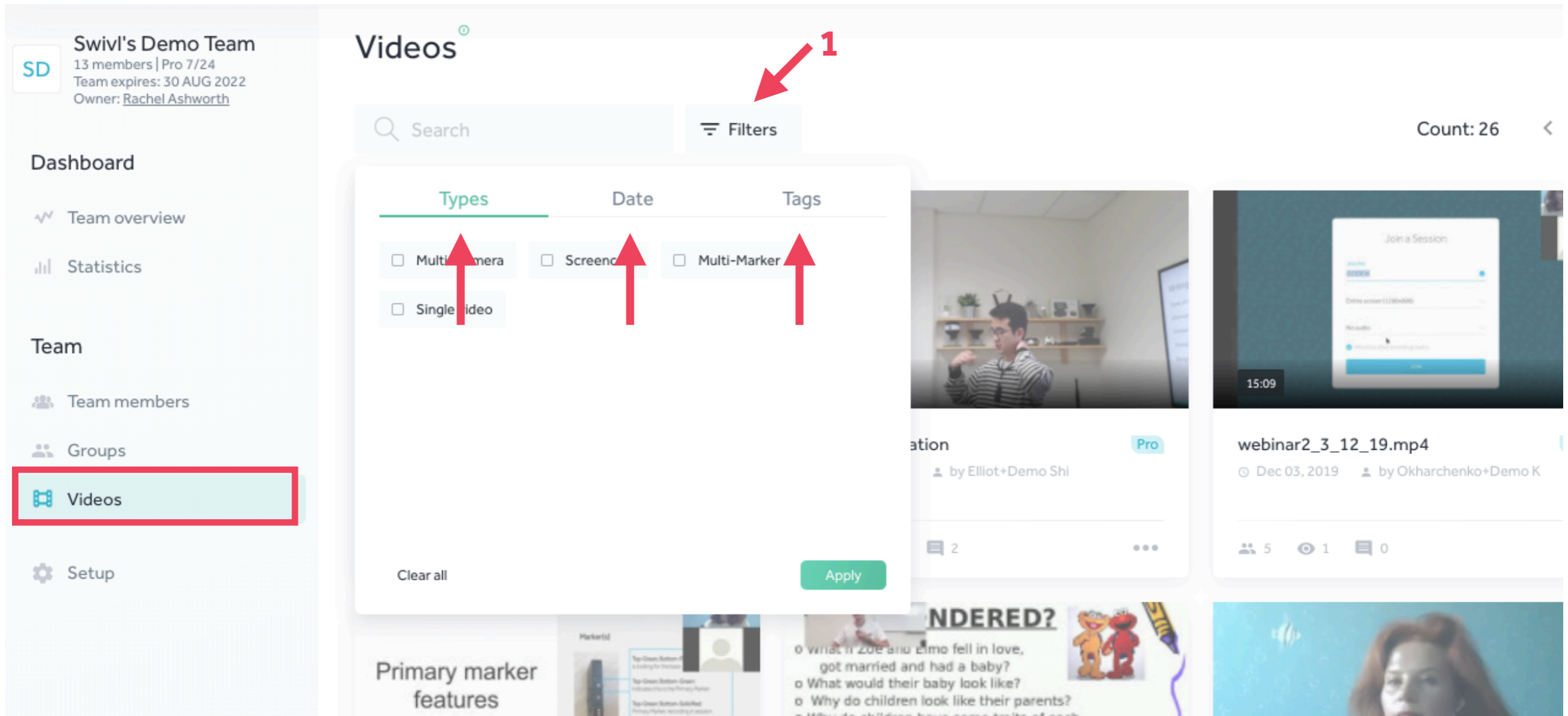
All Members
by Elliot+Demo Shi
2 12 1 month ago

Swivl Features
by Rachel Ashworth
6 8 2 months

- Remove group
- Change member access
- Edit group
- Download statistics

Team - Videos

As long as you have enabled view access in your Security tab of the Setup menu, you will be able to watch all of the videos your team members upload. Search by name or user and filter by type, date, or tag.



Team - Videos / Reporting

Click on the three dots at the corner of any video in your videos menu to either share it to a Group on your team or access the analytics report. Analytics include: video owner, title, summary, viewers, student vs. teacher talk time, comments, rubrics, and shares.

The screenshot displays the Swivl's Demo Team interface. On the left, a sidebar contains navigation options: Dashboard (Team overview, Statistics), Team (Team members, Groups, Videos, Setup), and a search bar. The main area is titled 'Videos' and shows a grid of video thumbnails. The 'Videos' menu item in the sidebar is highlighted with a red box. The first video in the grid is 'SEO Presentation' (05:16) by Elliot+Demo Shi. The second video is 'Editing title and description + Trim Vid...' (01:32) by Alla Demo. The third video is 'Classroom Display Setup-Swivl Basic...' (03:28) by Alla Demo. A red arrow labeled '1' points to the three-dot menu icon on the second video. A context menu is open over this icon, showing 'Download statistics' and 'Share' options, with red arrows pointing to each option.

Help Center

Click the HELP icon at the bottom right hand corner at any time to search for articles or video tutorials for using Swivl. If you still need assistance, click on 'Contact us' to submit a support ticket.

The screenshot displays the Swivl admin dashboard. At the top left, the Swivl logo and 'admin' label are visible. The top right shows the user profile for Rachel Ashworth. The main content area is titled 'Team members' and includes a search bar and a table of team members. A 'Help' overlay is shown in the bottom right corner, containing a search bar with the text 'video tutorials' and a list of top results. A red arrow points from the 'Help' icon in the top right of the dashboard to the 'Help' overlay. Another red arrow points from the 'Contact us' button in the bottom right of the 'Help' overlay to the text 'zendesk' below it.

Swivl™ | admin

Rachel Ashworth
rachel+demo@swivl.c...

Swivl's Demo Team
13 members | Pro 7/24
Team expires: 30 AUG 2022
Owner: Rachel Ashworth

Team members **Current** Pending

+ Add new member

Search Filters

<input type="checkbox"/>	Name	Email	Videos	Account
<input type="checkbox"/>	Elliot Demo1	elliott+demo1@swivl.com	0	Standard
<input type="checkbox"/>	Edmond Vasquez	evasquezswivl@gmail.com	2	Pro
<input type="checkbox"/>	Michael Joyner	mjoynerswivl@gmail.com	11	Standard
<input type="checkbox"/>	Camille Smith	csmithswivl@gmail.com	3	Standard
<input type="checkbox"/>	Reggie Deyo	rdeyoswivl@gmail.com	13	Standard
<input type="checkbox"/>	Rachel+Demo1 Swivl	rachel+demo1@swivl.com	0	Standard
<input type="checkbox"/>	Amanda+Demo1	amanda+demo1@swivl.com	2	Standard

Help

video tutorials

Top results

1. [Video Tutorials for Swivl Team Users](#)
2. [Swivl Set Up Guide](#)
3. [Troubleshooting for First Time Users](#)
4. [Merging videos](#)
5. [Recording Videos with Slides](#)
6. [Tagging Videos](#)
7. [Deleting multiple videos](#)
8. [Adding Slides to Existing Videos in your Library](#)
9. [Sharing Videos on Swivl Teams](#)

zendesk

Contact us

Important Contacts

Articles/Videos: swivl.com/setup

Email Support: support@swivl.com

Call Support: 1-888-837-6209

Hours: 7:00am-4:00pm PDT, Monday-Friday

 @Swivl

