

Community Updates

Record or upload videos that provide important information to teachers, students, parents, and others. Use Teams by Swivl to create a web link and link the videos in communications that are shared on websites, newsletters, emails, and other communications.



ESTIMATED TIME 10-20 minutes depending on the amount of information and links

GET STARTED

- Set up device with webcam in an easy to record location
- Log into cloud.swivl.com on your device
- Check that audio is working well for watchers/listeners
- Make sure your screen displays only the content you want to record
 - Recommended: select a window with multiple tabs to record

DIRECTIONS

- ① Once you've logged into **Teams by Swivl**, go to Library and click Add New Project → Record
- ② Depending on what type of video you are recording, you will select either Webcam recording, Screen recording or Screen + Webcam
 - Webcam recording will record you
 - Screen recording will record your computer's screen
 - Screen + Webcam will record your computer's screen with you in the bottom right corner
- ③ Click Start recording when you are ready to begin and click Stop recording when you have finished
- ④ Select Upload to save the video to your Swivl account
- ⑤ Name the video, select the View only mode, include a Description, and add Video tags to help organize your videos and click Save
- ⑥ Add bookmarks and time-stamped comments to showcase a call to action and/or key details
- ⑦ Share the video by following these steps:
 - Click the video to open it
 - Click the arrow in the top right hand corner
 - Select Weblink from the drop down menu
 - Click Create weblink
 - Click Copy weblink
 - Paste the weblink in any form of communication (websites, newsletters, emails, etc.)