Digital Library

Create a virtual file cabinet to organize useful video content using groups in Teams by Swivl. Create different groups to share videos for the whole staff to view. Useful for creating a Best Practice Library, PD Library, content area videos, and more.

🕐 **ESTIMATED TIME** 5 Minutes

GET STARTED

→ Log into cloud.swivl.com on your computer

→ Ensure there are videos in the Library to organize

→ Categorization ideas: PD, best practices, grade level, content areas

DIRECTIONS

① Open Groups on the navigation bar on the left side of the screen

② Click Add New Group in the top right corner

③ On the pop up, enter the Group name, enter the Description, toggle on or off the Settings and Notifications
   – Click Create

④ The next page will allow you to add members to the group
   – Click Add new members
   – Select members of your team to add and click Add to group

⑤ When you are ready to add videos to a group, click Library on the navigation bar on the left side of the screen
   – Click the video to open it
   – Click the arrow in the top right and select Group from the drop down menu
   – Choose a group to send the video, then click Share

⑥ To access the videos in a group
   – Click Groups on the navigation bar on the left side of the screen
   – Find the Group you would like to view
   – Click on any of the video thumbnails to open the Group

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