Self-Guided Student Learning

Teachers can asynchronously record short videos to support independent student learning. Students can watch pre-recorded videos for a variety of reasons. A few examples of recordings include:

→ Recording directions to provide students with the opportunity to review expectations independently: if they have a question in class or if they are not in school due to an absence

→ Review lesson highlights for students to access when working independently if they have a question or at home if they are absent

→ Create enrichment content or reteaching content for students to review during independent work

🕐 **ESTIMATED TIME** 5–20 minutes depending on the purpose and age of the students

GET STARTED

→ Set up a computer with webcam access in an easy to record location

→ Log into cloud.swivl.com on your device

→ Check that audio is working

→ Make sure your screen displays only the content you want to record
Recommended: 1 window with multiple tabs (as many/few as needed) per recording

→ Collect necessary teaching materials to include in recording

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 as you teach a lesson with instructional materials
– **Screen** recording will record your computer's screen as you narrate
– **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 the red 'Stop recording' button when you have finished

④ Select 'Upload' to save the video to your Swivl account

⑤ Name the video, select a 'Mode' (typically View only for students), include a Description, and add 'Video tags' to help organize your videos and click Save

⑥ Add bookmarks and/or time stamped comments to provide additional directions

⑦ When you are ready to share the video with your students:
– Click the video to open it
– Click the arrow in the top right hand corner
– Select Weblink from the drop down menu
– Click I understand, proceed to acknowledge that you understand viewers will not be able to add comments to the video
– Click Create weblink
– Click Copy weblink
– Paste the web link where your students will be able to access it (LMS, shortcut on the computer, email, etc)

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